

**Lower School**

**STUDENT & COMMUNITY HANDBOOK**

**2018-2019**



(Revised July 2018)

## THE EPIPHANY SCHOOL OF GLOBAL STUDIES ADMINISTRATION

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www.epiphanyglobalschool.org  
CEEB code     342870

## STATEMENTS OF NON-DISCRIMINATION and NO ASBESTOS

*As an equal opportunity learning community, The Epiphany School of Global Studies does not discriminate against any student, applicant or member on the basis of age, ethnicity, race, color, gender, national origin, disability, sexual orientation, religious or non-religious affiliation, or other legally protected status, in its policies or regulations or the administration of its educational programs or school-sponsored activities.*

*The Epiphany School of Global Studies is aware of the federal and state regulations regarding asbestos management in schools. This facility has submitted a management plan to the NC Department of Health and Human Services and subsequent re-inspection reports, and we are in compliance with the management plan requirements. No asbestos has been identified at either of our campuses. A copy of the management plan is available for review in the administrative office of both the Trent and Henderson campuses. For questions, please contact David Wang at 252-638-0122 ext. 602 or via email at [dwang@epiphanyglobalschool.org](mailto:dwang@epiphanyglobalschool.org).*

## INTRODUCTION & FAMILY AGREEMENT

This handbook is designed to provide all students and parents at The Epiphany School of Global Studies 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 to understand our core values and expectations.

The Epiphany School of Global Studies (hereafter, Epiphany or school) aspires to be a vibrant learning community that cherishes and nurtures the God-given dignity and giftedness of all its community members. In particular, Epiphany is committed to the ethical development of its students anchored in the inspiring tradition of Judeo-Christian faith, scholarship and service to others. 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 learning and character development objectives, and we welcome constructive suggestions for continued improvement of our programs and activities.

Students are reminded that, at all times, they are representatives of the 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 the moral good of the student body, the Head of School reserves the right to expel 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 and the Board of Trustees of The Epiphany School of Global Studies may amend this handbook for appropriate cause. Parents and students will be notified in writing if significant changes are made.

Please detach and return to your homeroom teacher by Friday, September 1, 2018.

By signing below, we indicate that we have carefully reviewed and agree to uphold all expectations of the Lower School Handbook during the 2018-2019 academic year.

Print Student Name

Print Parent Name

Student Signature

Parent Signature

Date

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## **OUR MISSION**

The Epiphany School of Global Studies, anchored in the Judeo-Christian commandment to Love God and Your Neighbor as Yourself, is a comprehensive college-preparatory and globally-focused school where dynamic and

innovative learning is stretched beyond the classroom walls, emphasizing the knowledge, skills, creativity, adaptability, curiosity, and international experiences students will need to flourish in an increasingly globalized 21<sup>st</sup> century.

### OUR GUIDING PRINCIPLES

#### **We are a community of bold Scholarship ...**

Where students enthusiastically strive to become courageous, lifelong learners, critical thinkers, effective problem solvers, and persuasive communicators. They will be well-versed in the humanities as well as math and science, and they will understand that the best learning often takes place beyond the classroom walls. We will send forth highly educated men and women who have developed a passion for knowledge, truth, and justice. Our students will be highly curious, creative, motivated, adaptable, and persistent, and will understand that asking the right questions is at the heart of lifelong learning. They will be health-cognizant, emotionally intelligent, openly generous, deeply humble, visibly trustworthy, and profoundly honest. They will strive to be able leaders who are community oriented.

to uncover and expand their unique gifts. We will send forth men and women who will wisely devote themselves to faithful living, courageous leadership, and compassionate service, while anchored in an ethical commitment toward others throughout their life's journey.

#### **We are a community of Global Citizens and Neighbors ...**

Where students view the world as a welcoming and beckoning place, full of mystery, wonder, surprise, and unforgettable memories. Our students will strive to attain fluency in an additional world language, to experience other countries firsthand, and to willingly attend a school where learning about the world is viewed as a core value. We will send forth intrepid men and women who are comfortable in diverse cultural and geographical settings, and engaged in humanity's rich traditions and histories and discoveries. They will believe that respect, integrity, responsibility, and service are virtues toward which all should strive, not only in our communities, but also around the world.

### OUR SCHOOL PRAYER

(adapted from the prayer of St.  
Richard of Chichester)

*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.*

#### **We are a community of open-hearted Faith ...**

Where Christian traditions are celebrated, and the commandment to **Love God and Your Neighbor as Yourself** is not only a paramount virtue: it is an ethical commitment in the way we lead our lives. We are a school that challenges our students



## THE EPIPHANY HONOR CODE

The Honor Code at The Epiphany School of Global Studies 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. Young people who embrace these four values will advance in their journey toward a fulfilling and responsible adult life.

### Epiphany Honor Code—Guiding Questions

Responsibility	Respect	Service	Integrity
Do you speak and act in a manner that is consistent with the values of The Epiphany School of Global Studies?	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 Dining Hall 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 beyond the community of New Bern?	Do you stand up for what is right in the presence of your peers?

## WHO WE ARE

Welcome to the Epiphany School of Global Studies. Our history is rooted in the pioneering ideals of our founders Nicholas and Catherine Sparks, who envisioned a school with an extraordinary college-preparatory program and global focus, where the Judeo-Christian commitment to Love God and Your Neighbor as Yourself is an ethical commitment, significant Christian traditions are celebrated, for example, Lent, Advent and Epiphany. Students and faculty of all faiths and indeed no particular faith are welcomed with an open spirit. At the school, students would learn the skills they need to flourish in the 21st century: creativity, curiosity, adaptability, discipline, and motivation— while simultaneously becoming truly global citizens in a place where the tuition is kept at moderate levels. Founded in 2006, The Epiphany School of Global Studies is not only nationally recognized for the quality of the college- preparatory education the school provides, but also for its first-in- kind, comprehensive global studies program that emphasizes fluency in a second world language, wide-ranging global topics embedded into the curriculum, and extensive educational opportunities abroad for its students.

Our graduates will have mastered the academic skills that prepare them for success in college and beyond. They will have been regularly challenged and encouraged to travel the world and navigate foreign surroundings, they will be culturally knowledgeable, and they will have endeavored to become conversationally fluent in an additional world language. Our graduates will be excellent communicators in both written and oral form, and they will understand that the best learning often takes place beyond the classroom walls. They will understand that asking the right questions is at the root of lifelong learning, and they will have learned the value of creativity, curiosity, adaptability, discipline, and motivation. They will be emotionally intelligent, well versed in common sense, generous and humble, trustworthy and honest, able leaders and committed followers, health-cognizant and community oriented.

Our Christian traditions, ethical commitments toward others, open-hearted faith, and appreciation for diversity, are integral to the honorable values and kindness manifested in the daily life of the school. There is no specific religious doctrine associated with the school nor are there any statements of belief, and the inherent dignity of all human beings is celebrated. The school welcomes students, teachers, and administrators of all faith traditions, or indeed, no faith tradition. All students are empowered to learn in a place where the universal commandment to Love God and Your Neighbor as Yourself is an anchoring goal.

Our students are educated in a joyful, nurturing, and safe environment where laughter is common, intellect is noble, and all talent is appreciated. Our students are challenged to live a life of responsibility, service, respect, and integrity. They understand that bullying is not tolerated, good manners are expected, and kindness is paramount. They believe that everyone at the school is gifted in some way and that a quality education involves self-reflection, desire, motivation, discipline and the ability to prioritize. Our students understand that mistakes can sometimes be viewed as learning opportunities, and all are encouraged to uncover their own intrinsic gifts. The principles embedded in the school Honor Code are a matter of pride for all students, and academic dishonesty of any kind is a serious offense.

Our administration is committed to thoughtful leadership and effective communication with all constituents. Our leaders are visionaries who are nonetheless comfortable with the “nuts and bolts” of daily implementation. They set clear goals with measurable results, and they monitor and evaluate all plans of action. The administration works hand in hand with the faculty to enrich the curriculum, co-curricular programs, and daily life of the school. Though tasked with significant responsibilities, they are easily accessible to both parents and students.

Our faculty is the centerpiece of our learning community and a source of pride for the school. Every teacher is uniquely qualified in his or her subject matter. Bringing years of experience to the classroom, our teachers understand the many ways students learn. We allow our faculty to pursue the art and science of teaching in a way that aligns the

rewards of teaching with the value it brings to both their students and society. We encourage teachers to “leave their departmental silos” and look for ways to further enrich their own classroom subjects. We provide teachers with the opportunity to enhance their skills and flourish in their careers through numerous professional development opportunities domestically and abroad.

Our careful budgeting and community support allow the school the opportunity to maintain low tuition costs and to offer financial aid scholarships to qualified students in need. Our impact in education as a model, 21st-century global school, has expanded beyond the town of New Bern, North Carolina into the state, country, and around the globe. The Epiphany School of Global Studies is an example of an effective, diverse, and accountable school that constantly searches for ways to become even better at educating students in a world where borders are becoming increasingly irrelevant. Further, our impact as a school is amplified by the values of responsibility, service, respect, and integrity in an educational setting where students are encouraged to live out the commandment: Love God and Your Neighbor as Yourself.

## **ABOUT THIS HANDBOOK**

This handbook is designed as a guide to the school policies and procedures of The Epiphany School and our students, parents, staff, administration, and faculty. It may also serve as a reference for contacting people on the school staff and in the parent groups. We hope you will find it helpful as one of the many communication pieces designed to keep parents informed and involved in our partnership to provide the best educational experience possible for our children. We are looking forward to another wonderful year!

## **OFFICE HOURS**

Monday – Friday: 7:40am – 3:30pm

## **STUDENT HOURS**

Students should be unpacked, seated and prepared for class to begin at 8:00am.

First Dismissal:

2:45pm – Kindergarten, First Grade, and Second Grade

Second Dismissal:

3:00pm – Third Grade, Fourth Grade, Fifth Grade, and Multi-Divisional Families

**All students must be picked up by 3:15pm.**

## **ACADEMIC POLICIES**

### **ACADEMIC HONESTY**

Students must be honest and responsible in the completion of their academic work. Parents should assist and guide their children, but Epiphany discourages parents from taking over any assignment. As noted in the Honor Code, Epiphany does not condone deception and dishonesty of any kind. Students will refrain from the following:

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

Teachers who suspect that a student may have been academically dishonest will report their concern to the Divisional Director. Consequences for academic dishonesty are outlined in the Disciplinary Policies & Expectations section of this handbook.

### **ACADEMIC PROBATION**

Students in grades Kindergarten through Third (K-3) may be placed on academic probation when he or she meets the following criteria:

- Student does not show sufficient progress in academic work.

Students in grades four and five (4-5) may be placed on academic probation when he or she meets the following criteria:

- Student does not show sufficient progress in academic work.
- Earns two or more failing grades in consecutive reporting periods.
- Earns a cumulative average below a "C".

When a student is placed on academic probation, the parents will be notified in writing by the divisional director. The written notification will include the reason(s) for the academic probation and will stipulate the conditions for continuing as a student in good standing at TESGS.

### **ACADEMIC RECORDS**

Student records are confidential and will not be released to any person or institution without the written consent of parents/guardians. By law, a student can access his/her records 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. If a student has a diagnosed learning disability identified through a recent psycho-educational evaluation by a licensed practitioner, the school will make reasonable accommodations for the student. However, Epiphany neither modifies its academic requirements nor alters its general course of study to meet special educational needs. Examples of accommodations include preferred seating, separate setting for tests, and extra time for class work. A list of reasonable accommodations is available for review. The school's Director of Learning Services provides support to parents and students in the determination and implementation of accommodations. In some instances, students are entitled to and may benefit from educational services offered by the county's school system.

### **CLASSROOM FIELD TRIPS**

As appropriate for students in grades K-5, from time to time there will be classroom field trips. These activities are intended to supplement classroom learning experiences. With administrative approval, teachers may plan organized class field trips during the year. The sponsoring teacher will send home a description of the trip, along with a description of the appropriate dress. Parents will be contacted if the student isn't wearing proper attire.

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 accompany the teachers and students on the field trip.** The school bus or van, a chartered bus service, or parent chaperones will transport the participants.

## CURRICULUM

The curriculum of The Epiphany School of Global Studies meets or exceeds the appropriate state and national standards. Epiphany is accredited by SAIS (Southern Association of Independent Schools) and SACS (Southern Association of Colleges and Schools). Epiphany utilizes an outcome-based approach that explicitly defines the core knowledge, skills, and aptitudes that the student is expected to master because of the instruction that is provided. The amount of instructional time devoted to each discipline is in accordance with the norms of adolescent development and other relevant standards. Curriculum guides may be viewed on the school's website—[www.epiphanyglobalschool.org](http://www.epiphanyglobalschool.org).

## GRADE REPORTS

Progress Reports are issued in the middle of every quarter (4½ weeks into the quarter) as an indicator of the student's performance in each course.

Report Cards are issued at the end of every quarter as an indicator of the student's performance in each course.

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 Re-Enrollment Terms and Conditions.

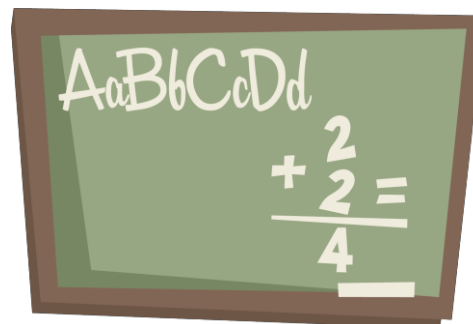
## GRADING SCALE (Grades K-3)

Performance Indicators:

- |     |  |
|-----|--|
| 4   | Demonstrates grade-level standard independently                          |
| 3   | Demonstrates grade-level standard with guidance                          |
| 2   | Demonstrates grade-level standard with extra time, support, and practice |
| 1   | Does not demonstrate grade-level standard                                |
| N/C | Topic not covered this quarter   |

## GRADING SCALE (Grades 4-5)

- |   |          |
|---|----------|
| A | 100 – 90 |
| B | 89 – 80  |
| C | 79 – 70  |
| D | 69 – 65  |
| F | 64 – 0   |



## **HOMEWORK**

Homework serves to develop regular habits of self-directed work, responsibility, and self-discipline. Homework also serves as a reinforcement and further application of the skills and material taught within the classroom. The school's approach to homework is based on current research and best practices that allow time for students to pursue passions outside of school. On average, time spent on homework should not exceed 10 minutes of homework per grade level, i.e. 1<sup>st</sup> graders homework time should not exceed 10 minutes, 4<sup>th</sup> graders should not exceed 40 minutes, etc. These time limits are based on the estimated time for an *average* student to reach completion. Students with learning exceptionalities or challenges may work for longer or shorter periods of time. It is important for parents to understand that an abundance of homework does not equal academic rigor. It is rather the quality of instruction and intellectual challenge of assignments, both in and outside of school.

## **STANDARDIZED TESTS**

As required by state law, Epiphany administers standardized tests during each school year. Results of these tests are shared with families. Epiphany requests that families avoid student absences during the standardized testing period. Epiphany has chosen to use ERB's CTP (Comprehensive Testing Program) in grades 2 – 5. This assessment is typically given in the early fall semester.

## **RE-ENROLLMENT TERMS AND CONDITIONS**

### **Financial Obligations**

By submitting your non-refundable deposit during the re-enrollment period, you have agreed to comply with these terms and conditions and have committed to re-enrolling for the next academic year.

If written notification of intention to withdraw a student is received by the School before July 1, this enrollment commitment will be terminated. In the event of such termination, The Epiphany School of Global Studies will retain the non-refundable deposit, but the person(s) assuming financial obligation under this contract shall have no further financial responsibility. Once the enrollment commitment has been successfully submitted and the first semester withdrawal date of July 1<sup>st</sup> has passed, the person(s) assuming financial obligation under the re-enrollment commitment are jointly and severally obligated to pay all annual fees and first semester's tuition in full.

If written notification of intention to withdraw a student for the second semester is received before January 1, the person(s) assuming financial obligation under this contract shall not be responsible for the second semester's tuition. Once the second semester withdrawal date of January 1<sup>st</sup> has passed, the family will also be jointly and severally obligated to pay the second semester's tuition in full. Families who withdraw at any point during either semester are still responsible for the remainder of that semester's full tuition.

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 Director of Finance. A fee of \$40.00 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.

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. In very rare cases (i.e. family relocation or serious illness), refunds may be issued. All outstanding balances must be paid prior to the release and/or forwarding of student records.

Person(s) assuming financial obligation under this contract agree to reimburse and indemnify the School for any legal cost it or any of its employees, trustees, agents or representatives incurs (including but not limited to attorney's fees, expert witness costs, filing fees, court reporter fees and other costs), arising out of, or incurred by the School or its agent(s) in any lawsuit or administrative action to which you are a party. By way of example but no limitation, this includes subpoenas and giving of depositions.

## **Conduct and Procedures**

It is understood that enrollment for the next school year is contingent upon the student's satisfactory completion of the current school year. Grade and classroom placement is determined by the School and does not constitute a part of this arrangement or its subsequent renewals.

Prompt payment of all tuition and occasional fees is 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:

- If an account becomes delinquent for more than 30 days, the School reserves the right to withhold student grade reports, student transcripts, diplomas, and recommendations.
- If an account is delinquent at the time of exams, the School reserves the right to prevent a student from attending class or sitting for exams.
- In the event that arrangements for delinquent payments must be made, all payment arrangements must be agreed to in writing between the family and the Head of School.

When the conduct of the 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 expel any offending student. No part of any tuition or fees will be returned under these circumstances.

In the event that the Board of Trustees adjusts these financial policies at any point during the academic year, revisions will be provided in writing to all parents with a requested confirmation of their review.

Only the Head of School may make exceptions to the terms and conditions outlined in this document.

## ATTENDANCE POLICIES & PROCEDURES

### ATTENDANCE

Regular attendance in school is vital to your child's progress. The hands-on experiences and teacher-directed lessons and small group work that are missed cannot be made up, making consistent, regular attendance imperative to your child's academic growth. Students are to attend regularly to ensure continuity in educational progress.

### MAXIMUM NUMBER OF ABSENCES

In the event that a student **misses more than 10 days (excused or unexcused) of instruction**, the school may require remediation for missed instruction and/or may recommend that a student not be promoted to the next grade.

### DEFINITION OF ABSENCES

The school recognizes four types of absences.

- Excused Absences include, but are not limited to, the following: illness, medical appointments, family emergencies, funerals, etc. All excused absences require proper documentation.
- Unexcused Absences include, but are not limited to, the following: truancy, tardiness, etc.
- Extended Medical Leave may be granted by the Divisional Director with proper documentation. These absences do not factor in the student's maximum number of absences.

### FAMILY TRAVEL

It is the prerogative of families to make decisions regarding family travel during the school year, and the school may accept travel-related absences if the Divisional Director deems the trip educational and beneficial prior to the trip. In such cases, teachers will provide long-term assignments in advance for a student who is absent due to previously approved travel plans. If parents have decided to travel with their child during the school year, this information should be expressed in writing to the Divisional Director at least two weeks prior to the absence. Students should return assigned work 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.

Students may be required to write an essay/journal during or after the trip regarding the educational value of the trip. Students will submit the work to the homeroom teacher upon their return in a timely fashion.

### ABSENCE DUE TO PROLONGED ILLNESS

To ensure continuity and progress, teachers are more than willing to provide assignments to a student who is absent due to illness. Parents will not request work from a teacher on the first day of absence. These requests should be made only if the student misses multiple days. On the second or additional day of absence, the parent should call or email the Administrative Assistant or classroom teachers no later than noon on the day to pick up the work. Parents may pick up the work from the Administrative Assistant by the end of the school day. Upon receipt, students have two (2) days to complete make up assignments.

### DISMISSAL FROM SCHOOL

Any parent/guardian who checks out a student during the school day must do so at the Main Reception desk. Teachers will not release a student from class without authorization from Main Reception. **Parents must sign students out on the appropriate log sheet.**

Students who are checked out from school prior to 2:45PM will be marked 'tardy'. Tardies for early dismissal from school may be excused for the aforementioned reasons.

Students who are checked out from school prior to 11:30AM will be marked as an absence as the student will have



missed more than half of a day of instruction.

### **TARDINESS TO SCHOOL**

Being tardy is very disruptive to your child's morning routine, as well of the routine of his/her classmates. Please assist us in meeting your child's educational needs by making sure your child is seated and unpacked by 8:00am. **A student who arrives after 8:00am should enter school through the front of Founders Hall, accompanied by an adult, and will be marked tardy.** Families will receive written notice if their student is repeatedly tardy.



## DISCIPLINARY POLICIES & EXPECTATIONS

The Epiphany School of Global Studies aspires to create and maintain a welcoming and safe environment for all community members. Therefore, it is expected that Epiphany students will reflect in their behavior the school's distinctive Mission & Guiding Principles. In addition, the school's Honor Code and its guiding questions (see earlier in this handbook) provide students with parameters to behave honestly and justly. Students will be honest and forthright when they are held accountable for their behavior. As stated in the Honor Code, students will have respect for one another, for each member of the staff, for one another'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 Epiphany students. Frequent repetition of the same misbehavior will call for a review of the student's conduct in a parent conference with the Administration.

The Administration and Faculty acknowledge that students are held to demanding standards of personal conduct and citizenship. However, these standards are both reasonable and attainable for the students who have been entrusted to Epiphany's care. The standards of behavior apply to students' conduct both on and away from campus, in all the places where they serve as representatives of the school community and the values that Epiphany espouses.

### CODE OF CONDUCT

All members of the Epiphany community will honor the following guidelines:

- Maintain a commitment to the holistic development of all members of the Epiphany 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 the Epiphany community
- Treat one another honestly and politely, respecting the diversity of persons and opinions within the Epiphany community
- Seek peaceful and constructive resolution of disputes when any conflicts arise
- Refrain from gossip. Address directly the persons who have some responsibility for a given situation.

The adult members of the school will be role models whose actions consistently reflect the school's *Mission & Guiding Principles*. Epiphany's goal is to create and maintain a positive, cooperative atmosphere within the school community. The student's Honor Code is a guide for behavior. Its purpose is to create a respectful atmosphere and to ensure a safe learning environment. The disciplinary policies encourage students to take responsibility for their actions and to understand that all personal decisions/actions have consequences.

### BULLYING

Instances of bullying and/or harassment among students are serious offenses, and the school will not tolerate them.

**Bullying is a pattern of deliberate attempts by an individual or group to hurt, tease, frighten, embarrass, or exclude someone. This abuse may include physical, verbal, or psychological acts. These may occur either in person, in writing, or via technological means (text messages, emails, blogs, social media, etc.).** Epiphany is committed to creating a "bully-free" zone and will directly address any situations that tarnish this desired environment. All students will neither participate in nor tolerate bullying. If a student and/or his/her parents believe that any harassment has occurred, then this concern should be brought to the attention of the Administration immediately 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 EXPULSION**

On rare occasions students may be asked to withdraw from the school. It is Epiphany's goal to create structures to help in the retention of students who want to contribute constructively to and benefit from membership in the school community.

## **FIGHTING**

Verbal or physical fighting among students will not be tolerated. Fighting will result in serious disciplinary consequences. If deemed necessary, the school will contact civil authorities.

## **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.

## **LOWER SCHOOL DISCIPLINE PLAN**

### **PATH 1: Remind and Redirect (Teacher)**

Student is reminded and redirected to make good choices based on expectations of classroom teacher.

### **PATH 2: Appropriate Consequences (Teacher)**

Take Responsibility for Your Actions: If you break it, fix it; clean up after yourself; return items to their rightful place;

Take care of our school property.

Apologies: Students apologizes when he/she hurts another's feelings.

Loss of Privileges: Student loses a privilege, i.e. free time, lunch with peers, etc. as a consequence of his/her actions.

Take a Break: Student is temporarily removed from the activity.

### **PATH 3: Individual Intervention (Teacher and Parent)**

Problem-Solving Conference: Student and teacher/s discuss areas to be improved and set goals with specific action steps and devise a written behavior contract.

### **PATH 4: Administrator Intervention (Administrator and Parent)**

Three Chances: After three documented interventions, the divisional director becomes involved.

Severe or intense misbehavior could result in a visit with the divisional director.

### **PATH 5: Behavior Management Plan (Administrator, Parent, and Teacher)**

For students with repetitive behavioral challenges, a Behavior Management Plan will be devised that outlines behaviors of concern, consequences, and actions that each participant will undertake to support positive outcomes for the student.

## **OFFENSES PUNISHABLE UNDER FEDERAL & STATE LAW**

Students and parents/guardians are advised that the following infractions are punishable by federal and 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. 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 Administration will notify the police.

North Carolina law prohibits the practice of 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 fully comply with these regulations.

## **SEXUAL HARASSMENT**

Sexual harassment is unwelcome sexual advances, requests for favors, verbal statements, statements made on-line, or posted in various forms of social media (including, but not limited to, Facebook, Twitter, Pinterest, Google-plus, AskFM.com, Snapchat, and Instagram), 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 . . .

- 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;
- 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;
- 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 expulsion of the offending student.**

## **SOCIAL MEDIA AND CYBERBULLYING**

Any perceived threat to health or property, including without limitation any communication and/or any post on any form social media by a member of the Epiphany community (including, without limitation students, staff, parents, guardians and Trustees) shall be taken seriously. Local law enforcement may be contacted, and appropriate disciplinary action will be taken, up to and including suspension, loss of student privileges, or expulsion. At a minimum, parents or guardians will be contacted, and a formal threat assessment by a trained professional may be required.

## DRESS CODE

Land's End is the 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 school-authorized local vendors to place the school's trademarked logo on clothing that complies with the dress code. Families are welcome to contact the school for a list of approved vendors. All students/families make choices within a range of options (styles, colors, patterns, and fabrics).

### TOPS: Boys

- Any sweater, tunic, or collared shirt in a solid color that is embroidered with the school logo (may be worn untucked).
- Any undershirt that is worn with Epiphany attire must be a solid color (no printed words/designs on sleeves).

### TOPS: Girls

- Any sweater, tunic, or collared shirt in a solid color that is embroidered with the school logo (may be worn untucked).
- Any undershirt that is worn with Epiphany attire must be a solid color (no printed words/designs on sleeves).

### BOTTOMS: Boys

- Pants or shorts must be in cotton/cotton blend twill or corduroy fabric.
- Must be a solid color (no prints).
- All bottoms must be in good condition (no rips or frays) and should fit appropriately.
- Athletic shorts and sweats are not allowed.

### BOTTOMS: Girls

- Pants, shorts, skirts, skorts, and capris must be in cotton/cotton blend twill or corduroy fabric with a button and zipper.
- Athletic shorts and sweats are not allowed.
- Must be a solid color (no prints).
- All bottoms must be in good condition (no rips or frays) and should fit appropriately.
- Skirts, shorts, and dresses should be a modest length and in good taste.
- Athletic shorts and sweats are not allowed.
- Leggings and tights of a solid color or print are allowed under tops that cover the student's backside. Leggings must be opaque.

### DRESSES

Must be either:

- Collared polo-style (similar to those offered by Land's End)
- A Jumper
- Must have a collared shirt on underneath.
- Jumper must be embroidered with the school logo.
- Leggings and tights of a solid color or print are allowed under dresses of appropriate length.

### SHOES

- Comfortable, flat, fully enclosed shoes should be worn at all times (examples: topsiders, loafers, sneakers, and boots).
- Shoes must be in clean, good condition.
- Shoes should be of adequate use for both physical education and community time.
- Shoes with blinking lights are not permitted.

### OUTERWEAR

- Outerwear (coats, winter, storm, berber, fleece, sweatshirts, raincoats, and windjackets) does NOT require an Epiphany logo
- Epiphany athletics sweatshirts, sweaters, and jacket (including Letter Jackets) are permitted.

- Hats and gloves must remain in lockers once the school day begins.

#### JEWELRY & ACCESSORIES

- For safety reasons, no large hoop or dangling earrings.
- Simple necklaces should be tucked inside the shirt collar.
- Bows, headbands, and barrettes should be simple without elaborate decorations.
- Sunglasses must be stored when indoors.
- Scarves, hats, gloves, and sunglasses must remain in lockers once the school day begins.

#### HAIR STYLES

Students should refrain from using hair dyes that distract from their natural hair color. Hair accessories, i.e. clips with unnatural hair colors, feathers, etc. are not allowed.

#### DRESS UP DAYS

Throughout the school year, there are days and events that call for Epiphany students to wear their “Sunday best.” On these days, young men are expected to wear a dress shirt and tie with dress pants, while young women must wear dresses or skirts of acceptable lengths or dress slacks. If the dress is sleeveless, a cardigan must be worn, as sleeveless tops are not permitted at Epiphany.

#### FIELD TRIP ATTIRE

When students leave campus for any school-related trip (including off-campus service), they are to wear the following:

- Khaki colored bottoms.
- A black collared shirt that is embroidered with the school logo.
- On occasion, the field trip attire may differ to include school issued t-shirts. Field Trip attire may vary based on the field trip activity or destination.

#### EPIPHANY SPIRIT FRIDAYS

Considered a freedom for Lower School students, each Friday is an Epiphany "spirit wear" day, unless otherwise specified by the Administration. On these days, students may wear tops that are not embroidered with the traditional Epiphany logo. All "spirit wear" tops must feature the Epiphany School's name, initials or official falcon mascot. Students must wear bottoms that adhere to the regular Lower School dress code guidelines.

## COMPUTER & INTERNET ACCEPTABLE USE POLICIES

### Electronic Devices for Grades 2 – 5

Students may use tablets and e-readers (Kindles, Nooks, etc.) for educational purposes only. Should students use the items in inappropriate ways, then the students will lose the privilege to use the device on campus.

### Students in grades K – 1 should NOT bring electronic devices to school.

Epiphany provides a fully networked computer system and Internet services to facilitate educational research and to 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 control all materials, and an industrious user may discover them. 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 the school.

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

## TERMS AND CONDITIONS

### *Acceptable Use*

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 federal or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted materials, threatening or obscene material, or material protected by trade secret. The school prohibits technology 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. Illegal activities are strictly prohibited.

Students and parents must complete the Acceptable Use Policy when they electronically submit their school forms at the beginning of a school year. Additionally, all students and parents must attend the school's yearly technology meeting (typically in August) to gain access to the school's network.

### *Electronic Devices*

All members of the Epiphany community should be present to one another, engaged in conversation and in appreciation for the gifts that all have. Because of this intentional desire to build community on campus, Epiphany has designated the following expectations about personal electronic devices.

Students may use tablets, laptops, and e-readers (Kindles, Nooks, etc.) for educational purposes only during school hours. Students will register one of these items with the Director of Technology. Students are expected to sign and return a Student Electronic Registration form (please see website for form) prior to registering their device. Should students use the items in inappropriate ways, then the students will lose the privilege to use the device on campus.

Cell phones and music players (e.g., iPods and MP3 players) will not be used on campus at any time during the instructional day—from the time of arrival on campus till the end of the day. They should be neither audible nor visible, but completely turned off. Inappropriate use of electronic devices includes, but is not limited to, texting other students during the day, taking pictures, and recording conversations/dialogues:

- If an electronic device is in use or activated on the first offense, it will be confiscated and retained until the end of the day, at which time the parent may collect the item. Additionally, the Divisional Director will remind the parent and student of the electronic device policy and expectations.

- After a second confiscation, the child's parent can pick up the item after five school days, with further reminders of the school policy related to electronic devices.
- On the third violation, the Administration will confiscate the electronic device for thirty school days, after which the parent can pick up the device. In these cases, the parent may arrange to obtain the device for the week or break with the understanding the device is returned to the Principal on the next school day.

In principle, students should leave these items at home, as the school cannot be responsible for lost or damaged items. If a student needs to use a phone while at school, the Main Office can assist students at any time. **Under no circumstances (including illness) should a student directly call or text someone during the school day from his/her phone.** If a student needs to access their device, he/she must do so with faculty supervision and permission.

### *Internet Etiquette*

Students will 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 (e.g., Facebook, Twitter, Instagram, etc.), and user storage on the network are strictly prohibited during school hours.
- Electronic communication outside school hours should never be used as a means to resolve conflicts. E-mail should be used only to share information, set up meetings, and make inquiries; it is not an appropriate means to lodge complaints or criticism.
- Cell phones are not to be used to access the Internet during the school day.
- Be polite and respectful. Do not write, send, forward, or post abusive, harassing, or degrading messages to others either within or outside 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 a 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 criminal authorities.
- Do not use the network in such a way to disrupt other users by downloading, modifying, or installing programs on to school computers.
- Obtain the express permission when posting pictures, videos, or sound recordings online for school events or assignments.

### *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 suffered because of hardware malfunction, loss of data, delays, non-delivery, mis-delivery, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the student's own risk. The school denies any responsibility for the accuracy or quality of information obtained through its Internet services.

### *Security*

Security on any computer system is a high priority, especially when the system involves many users. If a security problem on the network presents itself, then the student must notify the Administration immediately and must 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. Students are expected to log in with their personal user login and passcode each time they access the school's network. Students are not allowed to share login information with another student.



### *Electronic Vandalism*

Electronic vandalism is any malicious attempt to harm or destroy hardware, software, or data of another user.

**Bypassing user credentials on any network equipment will be seen as vandalism.** Electronic vandalism will result in immediate cancellation of user privileges and any other disciplinary action deemed appropriate by the Administration.

### *Social Media and Cyberbullying*

**Students are prohibited from using social media (Facebook, Twitter, Instagram, Snapchat, etc.) during the school day** unless otherwise directed **and** supervised by a member of the Faculty or Administration. Social Media accounts that are used in a manner to harass another student whether off campus or on campus, will be subject to the school's Honor Code violations. Cyberbullying is any instance in which a climate of fear and/or causes a substantial disruption of the work of the school or interferes with the rights of other students. Any student who uses a personal device, school-provided communication device (including a computer), or computer network (a) with the intent to intimidate, harass, or coerce another person, or (b) to use vulgar, obscene, profane, lewd, or overtly sexual language to communicate such harassment, or (c) to threaten an illegal or immoral act shall be subject to school disciplinary procedures. In addition, for the safety of students and faculty traveling abroad, we request that no one post, share, or discuss the location or nature of these trips until all persons have returned to their homes.



## **GENERAL POLICIES & INFORMATION**

### **ADMISSIONS**

The school will admit students 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 be considered carefully 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 the appropriateness of the student's placement at the school.

### **AFTER SCHOOL CARE**

Epiphany has partnered with Play Date to provide after school care for students on the Lower School campus. To utilize this service and for specific details, please contact Play Date directly at 252-633-5557 or visit [playdatenewbern.com](http://playdatenewbern.com).

Other area providers offer after school pickup to Epiphany. Should you have arrangements for an outside provider to pick up your child you must have a completed After School Transportation Release Form on file. These forms may be obtained at the front desk on the Henderson campus or via the parent portal.

### **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, students will not use rolling wheeled backpacks. Soft-sided, frameless backpacks must be placed inside the locker/cubby when emptied in the morning and not in use. During the school day, students do not carry backpacks throughout the building or leave in classrooms or corridors. Likewise, very large handbags or purses may not be carried throughout the day; this style of bag is defined as bigger than a typical shoebox.

### **BIRTHDAYS**

Children enjoy celebrating their birthdays at school. Please check with your child's teacher before bringing in food items. In general, if you wish to offer treats for your child's class, please keep them simple and provide ready-to-serve or individually portioned snacks. Please make sure to provide any needed supplies (i.e. napkins, plates, etc.).

### **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. The school can return lost items if they are appropriately marked. Students should leave expensive personal items at home. Students should also refrain from coming to school with significant amounts of money. If a school-issued book is lost or destroyed, then the family will assume financial responsibility for the full replacement cost. If a student marks on or destroys property, books, or materials, then the family will be responsible for replacement costs of damaged items at the discretion of the Administration.

### **CLASSROOM ASSIGNMENTS AND REORGANIZATION**

Placing students in homeroom classes requires a great deal of consideration as each child's needs are reviewed. Every effort is made to place students in classes that will best support their learning. During the first weeks of school, enrollment stabilizes and it is sometimes necessary to reorganize classrooms. If reorganization is necessary, every effort is made to reorganize classes as early as possible to cause the least amount of disruption to our children.

Parents of students involved in any changes will be notified in writing prior to the changes being made. We ask that parents are supportive throughout any reorganization and that they keep in mind that it is not done arbitrarily, but out of necessity.

## **CLASSROOM PARTIES**

Simple classroom activities may be held to celebrate special occasions. Under the guidance of teachers, parents and students can plan activities and arrange for the supplies that are needed to support them. The school neither expects nor encourages any parent/student to incur significant personal expense to fund a celebration. Requests for additional funds to support these gatherings should not be made.

## **CLASSROOM VISITATIONS**

During the school day, visitors (including parents) should not disrupt the classroom. 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 Main Reception and obtain a security badge.

## **COMMUNICATION AND STAYING INFORMED**

### **Monthly Newsletter**

An electronic school-wide newsletter is distributed monthly. Anyone who wishes to include information in this newsletter should contact the Director of Advancement.

### **School Website – [www.epiphanyglobalschool.org](http://www.epiphanyglobalschool.org)**

Families are encouraged to consult the website on a regular basis as it is updated with important school announcements and newsfeed. Students and families may access their personal portals with individualized information by selecting the log in button and logging in.

### **Teacher Portals**

Each teacher maintains a classroom portal with current classroom information.

### **Student-Led Parent/Teacher Conferences**

Student-led conferences will be scheduled twice during the school year. On these occasions, parents have the opportunity to meet with teachers and their child(ren) so that students can share their learning and progress. Other parent conferences may be scheduled as necessary by contacting the school.

## **COMMUNICATION WITH FACULTY/STAFF**

All communication with school personnel should be in person, via the staff member's school email address, or via phone calls and/or phone messages left through school-- not messaging their personal cell phones. School personnel will not respond to school matters via social media platforms.

Faculty and staff will respond to parent messages and inquiries during regular business hours and will provide a response within 24 hours with the exception of Fridays, weekends, and holidays.

## **EMERGENCY NOTICES**

When it is necessary to close school, delay opening, or release early because of weather or hazardous conditions, the school will announce changes on the school's website and on the school's automated message system (both email and text messages). This information will also be available via the three primary television channels in our region. Epiphany will not necessarily adhere to the decisions of the local school districts. The opening, closing, or early release hours will strictly prioritize the safety of students, faculty, and staff.

## **EPIPHANY COMMUNITY ORGANIZATION (ECO)**

Epiphany Community Organization (ECO) exists to create school spirit and raise additional financial support for The Epiphany School of Global Studies. It is a collaborative association that welcomes the involvement of all parents,

teachers, and other community members in support of Epiphany's *Mission & Guiding Principles*. Importantly, however, ECO does not serve as a board of appeals for the concerns of any individual family. These matters should be taken directly to the Administration.

## **FAMILY/CUSTODIAL SITUATIONS**

If a student 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 the school is 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 Administration for the student'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 identification will be required to pick up a student from school.

## **GRIEVANCE PROCESS**

The Epiphany School of Global Studies is committed to following a model of due process that befits the mission and principles of an open hearted learning community. Every effort will be made to ensure that the dignity of every individual is acknowledged, nourished, and uplifted. Communication between the school and its families will be open, honest, and forthright.

In the event that parents have a concern about a student, a teacher, or the norms of culture and procedures within a particular classroom, parents will make initial contact with the teacher. As a professional, the teacher 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 student's success. Discussions with other parents, other teachers, and even students do not generally yield solutions. Often, these additional discussions become destructive to the individuals involved and to the wider community. Direct and honest dialogue must remain the 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 will be used:**

- The aggrieved party will contact the Divisional Director within 5 days from the occurrence on which the grievance is based. Grievances will need to be submitted in writing. No grievance will be accepted for formal consideration unless it has been presented in this way.
- Upon receipt of a written grievance, the Divisional Director will arrange for a meeting with all appropriate parties within three days.
- At the scheduled meeting, the Divisional Director will allow the parties to express the grievance. The school will make every attempt to resolve the problem.
- If the aggrieved party remains dissatisfied with the outcome and feels that the seriousness of the issue warrants further action, then he/she may then contact—in writing—the Head of School. The Head of School will then determine an appropriate course of action and contact the aggrieved party.
- If the aggrieved party still remains dissatisfied with the outcome, then he/she may contact—in writing—the Chair of the Board of Trustees, who has governing authority over the school. The Chair will consult with the Head of School, and together they will determine an appropriate course of action and contact the aggrieved party.

## **GUM CHEWING**

Students are not permitted to chew gum within any buildings and on the campus at any time.

## **LANGUAGE**

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

## **LOCKERS AND CUBBIES**

The school assigns each student a locker/cubby to store backpacks and other personal effects during the school day. These lockers/cubbies are the property of the school, and as such, the school reserves the right to search the lockers at any time. Personal combination or keyed padlocks should not be placed on the lockers at any time. Students will be responsible for any damage to the lockers/cubbies. No scotch tape, stickers, adhesives, or magnets should be placed inside or outside the lockers.

## **LOST AND FOUND**

Please label all clothing items, book bags, and lunch boxes with your child's name. By doing so, most "lost" items may be returned to their owners promptly. It is a student's responsibility to retrieve lost articles. Misplaced articles are kept in Founders Hall in the administrative assistants' office. After 30 days, any unclaimed items are donated to the Falcon's Nest for resale or donated to local charities.

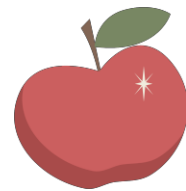
## **LUNCH AND SNACKS**

Students may bring a bag lunch to school daily. Meals and a la carte items will also be available for purchase through an outside catering company. Monthly menus are available on the school's website. Payments will be made one month in advance.

**Delivery of meals prepared at any off-campus restaurants will not be permitted during lunches.** Parents should honor this policy and refrain from eating fast food lunches when they visit campus for lunch or when bringing (on occasion) a forgotten lunch to the Main Reception.

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

- Leave the table and floor around you clean—even cleaner than previously found.
- Be polite and grateful to the stewards who are assisting with the meal.
- Wait for permission to be dismissed.
- Keep voices down.
- Remain seated at the lunch table.



During the school year, students are expected to assist with clean-up of the dining hall.

## **MESSAGES & PHONE CALLS**

Phone calls will not be placed by students unless permission has been given. Students and parents are expected to honor the school's cell phone policy. Students should come to school prepared; thus, calling home for homework will not be allowed.

## **MOVIES FOR CLASSROOM INSTRUCTION**

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

## **OFF-CAMPUS PARTY INVITATIONS**

Party invitations should not be distributed at school unless all children or all same-gender children in the classroom are invited.

## **PARENT & STUDENT CONCERNS**

It is Epiphany's intent to work collaboratively with parents to support students in achieving their potential. From time to time, questions and concerns may arise. It is always our intent to resolve concerns at the lowest possible level. If a parent/student has a classroom concern, it is important to try to resolve the concern with the teacher first before contacting the divisional director. Parents should make every effort to speak with the parties who have the most information about an issue or concern in order to find resolution.

If the concern is not resolved, please contact the Divisional Director and she will set up the meeting between the parties involved in an attempt to resolve the issue.

## **PRAYER**

All community members are expected to participate actively and respectfully in the spiritual life of the school. In keeping with our school's *Mission & Guiding Principles*, each morning meeting begins, at the teacher's discretion, with a prayer, reflection, or thought for the day. Chapel services include a reading from and reflection on a passage from Scripture. Parents and families are always welcome and encouraged to attend these gatherings.

## **PUBLICATIONS & DISPLAYS OF PUBLIC INFORMATION**

Students will seek the permission of the Divisional Director before posting any information on campus. Non-school publications, from outside organizations, are not distributed directly to students unless the divisional director deems the information important for families.

## **RELEASE OF INFORMATION**

There may be time when parents wish to partner Epiphany with family members or professional care providers. In order for Epiphany to release information to outside parties, the *Release of Information* document must be completed in its entirety. Please contact the campus administration assistant should a *Release of Information* form be needed.

## **RESIDENCY REQUIREMENT**

In order to maintain formal enrollment, therefore, all students must reside with their parents or an approved guardian. This policy pertains even to those students who have reached the age of legal majority. If it comes to the attention of the school that a student is residing outside the home, then the Administration will consult the family about continuation of enrollment.

## **SAFETY DRILLS**

Fire, weather, and intruder on campus drills will take place on a routine basis. In the event that campus evacuation is required, directions are posted in each room. To ensure a quick and safe exit, students will proceed silently to the designated assembly points.

## **SCHOOL DIRECTORY**

The *School Directory* serves as a resource that allows families to communicate with each other regarding approved school activities, functions, and programs. All Epiphany community members should respect the rights of one another; many of the families desire to keep their phone numbers and email addresses confidential. Therefore, any information in the directory should not be shared 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 *School Directory* and information contained within it

may result in serious consequences, up to and including dismissal of the offending family from the school community.

## **SCHOOL HOURS**

The school opens at 7:40am and closes at 3:30pm. Families should not drop off students earlier than this time, as adequate supervision will not be in place. Class begins promptly at 8:00am. All exterior doors will be locked at 8:00 AM. All parents and guests will then enter through Main Reception. Students will be picked up by 3:15 PM unless they are participating in a scheduled activity. All students must be picked up by 3:15pm.

## **SCHOOL LIBRARY AND CLASSROOM LIBRARY BOOKS**

It is the intent of the Epiphany School of Global Studies to allow students the opportunity to check out books from the school library. In addition, teachers may allow students to take home books from their classroom library collections. Therefore, we invite cooperation in the care of all library books. Please help children understand and practice taking care

## **SCHOOL SECURITY**

The safety and security of the students are a fundamental priority at Epiphany. Parents and all visitors must check in at the Main Reception before proceeding anywhere else on campus. The school will give badges, and they must be worn. **If a parent is picking a student up for an early dismissal, then he/she should not go beyond the main foyer.** Additionally, no student can be dismissed to someone other than his/her parent or someone on the approved pickup list without written parental consent.

## **SCHOOL VOLUNTEERS**

Volunteers are strongly encouraged to contribute to the school community. We greatly appreciate the services of the dedicated volunteers and recognize the invaluable benefits that come through their investment of time and talent.

All volunteers are required to sign in and sign out at Main Reception and receive a visitor badge, which must be worn during the entire stay on campus and returned prior to departure.

## **SERVICE**

In keeping with the *Mission & Guiding Principles*, service to others is a distinctive feature of the school's daily life and learning. Throughout the school year, students will have the opportunity to complete community service projects.

The school encourages the commitment of service through time and energy, and not necessarily through solicitation of funds. Any fundraising efforts must be approved by the Director of Advancement.

## **SMOKING**

The Epiphany School of Global Studies is a completely non-smoking campus. Smoking is not allowed by anyone in the building or on the grounds at school-related functions. These areas include playing fields and the parking lot.

## **STAFF AREAS**

Students are not permitted in the faculty lounge or administrative offices unless accompanied by a faculty/staff member. Students are not permitted to use office computers, copiers, phones, or other equipment.

## **STUDENT ACCESS TO CLASSROOMS**

Students will not be permitted to enter classrooms before or after school hours unless permission is granted by the administrative assistant or divisional director. Teachers are often involved with meetings, conferences, tutoring or other activities related to their teaching assignments and every effort is made to limit interruptions. Students will not be permitted to return to classrooms and lockers to retrieve forgotten homework materials.

## **TEACHERS AS TUTORS**

Tutorial sessions are periodically held after school from 3:00pm – 3:30pm on select days and by invitation from the classroom teacher. Specific details and questions should be directed to the classroom teacher.

## **VISITORS**

The primary entrance during the school day will be Main Reception. All visitors must ring the bell and state the purpose of the visit before being admitted to the building. All persons entering the school must sign in and wear a visitor badge while on campus. A “visitor” is anyone on campus who is not an employee or a currently enrolled student. This requirement is to ensure a safe environment for the students and school personnel. If you are visiting the campus and have children with you who are not enrolled as Epiphany students, they will not be permitted to play on the playground equipment or participate in outdoor play.

## **PARENT AND STUDENT CARPOOL RESPONSIBILITIES**

Please be respectful and patient during the arrival and dismissal process. All parents and students are asked to follow the directions of the staff members who are on duty:

- Being located within a neighborhood can present challenges with traffic, but please do not park on the roads or in any of our neighbors’ lawns while waiting.
  - Campus gates will open for arrival at 7:40am and close promptly at 8:00am. Please do not enter the carpool lane prior to 7:30am so faculty can access their designated parking area.
  - In the morning, students should remain in their vehicles until the unload sign is displayed by the staff member on duty.
  - Campus gates will open by 2:30pm for dismissal.
  - Grades K – 2 will be dismissed at 2:45pm.
  - Grades 3 – 5 will be dismissed at 3:00pm.
  - Multi-divisional car poolers will load with the 3:00pm dismissal.
  - Parents in grades 3 – 5 who enter the carpool line during the K – 2 dismissal will be asked to loop around to the end of the carpool line. This is all in effort to keep the flow of traffic moving and safely dismiss all students.
  - Display the Epiphany Family Name tags identifying your riders.
  - Parents should remain in vehicles at all times.
  - The use of cell phones is prohibited in the carpool line.
  - Stay in the line of traffic.
  - Do not park and walk to the pick-up area to collect your child/children.
  - When you approach the loading/unloading area, move as far forward as possible to wait for your riders.
- REMEMBER TO PUT YOUR VEHICLE IN PARK AS CHILDREN EXIT THE LOADING/UNLOADING AREA.**
- When your car is loaded, turn ON your hazard lights to indicate you are ready for departure.
  - Pull out slowly and carefully and exit the carpool lane as directed by a staff member.
  - If there is a change in carpool status, prior notifications is required from parents.



## **STUDENT HEALTH POLICIES**

### **DRUG TESTING**

To ensure the moral and physical integrity of the students and the 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 student during the school day, every attempt to notify the parents/guardians will be made. If the parents cannot be reached, one of the parties designated as an emergency contact will be called. If a doctor's immediate attention is needed and parents are not available, school personnel may call emergency services and/or will authorize to have the student treated to the extent of emergency care. Parents should inform the school of any changes or additions to the emergency contact list that may occur during the school year.

### **FIRST AID & OTHER HEALTH SERVICES**

School personnel are available to treat minor injuries and health ailments. Epiphany does not offer a clinic. The Administration will send home any student who has a fever of 99.6 or greater, extreme malaise, headache lasting longer than one hour, nausea, vomiting, and symptoms of upper respiratory infection. If the parent or emergency contact cannot be reached, then the student will remain with the Administration until contact is made.

### **EVALUATIONS COMPLETED FOR OUTSIDE HEALTH CARE PROVIDERS**

In order to thoughtfully complete behavioral rating scales and other assessments, teachers should be given at least 3 school days to complete requested forms. All information will then be delivered directly to the health care provider via mail or fax.

### **HEAD LICE**

Head lice is a common problem, especially with young children. If head lice, beyond the nit stage, are discovered on a student, the student's parents will be called and he/she will be sent home for treatment in order to avoid further infestation of others. The student may return to school after the lice have been appropriately treated. If nits are found while the child is at home, parents should notify the Divisional Director, or the teacher, so that steps can be taken to manage an outbreak. If a case of head lice is identified, families in that students' grade level will be notified via e-mail with the student's name withheld.

### **HEALTH INSURANCE**

Families should secure the minimum coverage of the health and accident insurance available through private insurers or governmental agencies.

### **ILLNESS OUTSIDE SCHOOL**

Parents should notify the school promptly if their student contracts a communicable disease (strep throat, chicken pox, mono, etc.). Students should remain at home if they have a fever, vomiting, diarrhea, or excessive coughing. Students must be fever free and/or vomiting free for 24 hours before returning to school. Any student diagnosed with strep throat or pink eye needs to be on antibiotics for 24 hours before returning to school. These practices minimize 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

The Epiphany School of Global Studies adheres to the North Carolina Public School Immunization Requirements. All students will be required to provide proof of immunization upon admission to the school and to update the school when additional required vaccinations are given. Medical exemptions will be allowed when accompanied by a licensed physician's statement. Religious exemptions will be allowed with a written statement of the bona fide religious beliefs and opposition to the immunization requirements. Exemptions will not be granted for personal belief or philosophy.

## MEDICATIONS

Whenever possible, medication should be administered while students are at home. Students needing medication during the school hours are to submit all medicines, with written instructions that clearly state parental consent to administer, to the Main Office upon arrival at school. Medication should not remain in the student's possession, in a backpack or in a locker. Routine prescription medication must come in the original prescription bottle with the student's name, dosage, and time to be administered on the bottle. When the course of medication is complete, the parent/guardian must pick up the medication bottle.

A completed *Medication Authorization Form* is to accompany all prescription medicines that need to be administered during the school day.

The school does not stock or supply over-the-counter medications, with the exception of acetaminophen, ibuprofen, and cough drops.

## PRESCRIBED CONTROLLED SUBSTANCES ON STUDENT TRIPS

Traveling with TESSGS is an important experience for our students.

TESSGS requires all prescribed controlled substances to be in the possession of the designated medical person on each student field trip. Please note that the "medical person" may be a licensed physician/nurse/physician assistant OR a member of the faculty. In the event of an overnight field trip, the student will need to report to the medical person each morning (in the case of the stimulants) or each time a dose may be due (in the case of pain medications). This policy is to ensure the safety of our students and their belongings while away from home. Other routine medications, such as inhalers, thyroid and other hormones, anti-depressants, and acne treatments may be kept with the student provided the parent or guardian has given written permission.

The following is a list of medications that will be included in the policy. It should not be considered comprehensive. Other medications may be added at the discretion of the Head of School in consultation with a licensed medical provider.

Adderall	Ritalin	Hydrocodone
Adderall XR	Vyvanse	Lortab/Lorcet Oxycodone
Amphetamine	Methylphenidate	Percocet
Concerta	Quillivant	Percodan
Dexidrine	Codeine	Ultram
Focalin	Demerol	Vicodin
Focalin XR	Dilaudid	Tylenol with Codeine
Metadate CD	Fioricet/Fiorinal	

## **GOVERNANCE POLICIES**

### **BOARD OF TRUSTEES**

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

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

Neither the Board of Trustees as a whole nor any individual member of the Board is properly involved in the day-to-day management, personnel, grievance, or decision-making responsibilities of The Epiphany School of Global Studies. Accordingly, parents or students should not appeal to trustees in these matters but should speak directly initially with the Divisional Director or subsequently with the Head of School.

For those interested in the details of the school's governance policies and practices, a complete copy of the by-laws of the Board is available for review. Contact the Head of School's Office.

### **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 of Global Studies is not automatically granted. It must be earned by honoring the values and expectations of the community on a daily basis.

Since it is impossible to establish policies for every scenario, the Administration will interpret and apply the underlying principles of this handbook in a consistent fashion. 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.

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