STUDENT & COMMUNITY HANDBOOK

Trent Campus 2018-2019

SAIS
Southern Association of Independent Schools
ACCREDITED MEMBER SCHOOL

Revised July 18, 2018

THE EPIPHANY SCHOOL OF GLOBAL STUDIES ADMINISTRATION

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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 comply 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.

INTRODUCTION & FAMILY AGREEMENT

This handbook provides 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 clearly 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 and 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 will 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.

We remind all students 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. We expect each student to be a good community member, mindful of his/her own dignity, and the dignity of others. The Head of School reserves the right to expel any student guilty of conduct (on or off campus) that is detrimental to the reputation of the school and/or the moral good of the student body. Any infractions not specifically listed in this handbook will be treated according to their severity.

The Administration and the Board of Trustees of The Epiphany School of Global Studies may amend this handbook for appropriate cause. We will notify parents and students in writing in the event that significant changes are made.

✂ _____

Please detach and return to your advisor by Friday, August 31, 2018.

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

Print Student's Name _____

Print Advisor's Name _____

Parent/Guardian's Signature _____

Student's Signature _____

Date _____

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, humble, trustworthy, honest, health-cognizant, community oriented, able leaders and committed followers.

Our Christian traditions, ethical commitments toward others, openhearted 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.

Contents

OUR MISSION 10
OUR GUIDING PRINCIPLES 10
OUR SCHOOL PRAYER 10
THE EPIPHANY HONOR CODE 11
TUITION & FINANCIAL POLICIES 12
DAILY SCHEDULE 14
ACADEMIC POLICIES 15
ACADEMIC HONESTY 15
ACADEMIC HONORS 15
ACADEMIC PROBATION 16
ACADEMIC RECORDS 16
ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES 16
AP COURSE GUIDELINES 16
CLASSROOM FIELD TRIPS 16
CURRICULUM 17
DROP / ADD POLICY 17
DUAL ENROLLMENT 17
ELECTIVE HONORS 17
ELECTIVES 17
TESTING / EXAMINATIONS 18
FAILURE POLICY 18
GRADE REPORTS 18
GRADE RESULT NOTIFICATION 19
GRADING SCALE 19
GRADE POINT AVERAGE CALCULATIONS (UPPER SCHOOL) 19
GRADUATION REQUIREMENTS 20
HOMEWORK 20
MISSING ASSIGNMENTS & LATE WORK 21
MISSING WORK NOTIFICATION 21
ONLINE LEARNING 21
STANDARDIZED TESTS 22
STUDY ABROAD 22
ATTENDANCE POLICIES & PROCEDURES 23
ABSENCE & ATTENDANCE 23

MAXIMUM NUMBER OF ABSENCES 23
DEFINITION OF ABSENCES 23
FAMILY TRAVEL 23
ABSENCES & ATHLETICS/CO-CURRICULAR ACTIVITIES 24
MISSED ASSIGNMENTS DUE TO ABSENCE 24
DISMISSAL FROM SCHOOL 25
TARDINESS TO SCHOOL 25
TRUANCY 25
STUDENT LIFE 26
ADVISORY 26
ELIGIBILITY IN CO-CURRICULAR ACTIVITIES 26
CLUBS 26
RETREATS & GRADE LEVEL EXPERIENCES 27
SPECTATORS AT SCHOOL EVENTS 27
NATIONAL HONOR SOCIETY 27
NATIONAL JUNIOR HONOR SOCIETY 29
ATHLETICS PROGRAM 31
THE SCHOLAR-ATHLETE'S CODE 31
INTERSCHOLASTIC SPORTS OFFERED 31
MEMBERSHIP AND CONFERENCE AFFILIATION 32
ELIGIBILITY & REQUIREMENTS 32
ATHLETIC FEES 32
INFORMATIONAL MEETINGS 32
TRAVEL TEAMS 32
NO CUT POLICY & PLAYING TIME 33
EJECTION POLICY 33
GAME SCHEDULE 33
PRACTICE SCHEDULE 33
GAME & PRACTICE ATTENDANCE 33
EVENT CANCELLATION POLICY 33
TRANSPORTATION 34
ONE SPORT PER SEASON 34
UNIFORMS 34
EQUIPMENT AND PERSONAL BELONGINGS 34
GAME DAY DRESS 34
CAPTAINS 34
ANNUAL AWARDS 34

VARSITY LETTERS 35
EXPECTATIONS OF COACHES 36
ATHLETE / COACH RELATIONSHIP 36
PARENT / COACH RELATIONSHIP 36
NCAA—PROSPECTIVE COLLEGIATE ATHLETES 38
ATHLETIC ADVISORY COMMITTEE 38
ATHLETIC ACHIEVEMENTS IN EPIPHANY HISTORY 38
COMPUTER & INTERNET ACCEPTABLE USE POLICIES 40
ACCEPTABLE USE 40
CELL PHONES 40
ELECTRONIC DEVICES 40
INTERNET ETIQUETTE 41
RELIABILITY 42
SYSTEM SECURITY 42
ELECTRONIC VANDALISM 42
SCHOOL EMAIL ACCOUNTS 42
SOCIAL MEDIA & CYBERBULLYING 42
DISCIPLINARY POLICIES & EXPECTATIONS 43
PROCEDURES FOR HANDLING INAPPROPRIATE BEHAVIOR 43
INFRACTIONS & CONSEQUENCES 43
BULLYING 46
CAUSE FOR WITHDRAWAL 46
CLOSED CAMPUS 46
DRUG AND ALCOHOL POLICY 46
FIGHTING 46
GENERAL CLASSROOM GUIDELINES 46
OFFENSES PUNISHABLE UNDER FEDERAL & STATE LAW 46
PUBLIC DISPLAYS OF ROMANTIC AFFECTION 47
SEXUAL HARASSMENT 47
SMOKING/VAPING 48
GENERAL POLICIES & INFORMATION 53
ADMISSIONS 53
ASSEMBLIES 53
BACKPACKS 53
CARE OF MATERIALS 53
CLASSROOM PARTIES 53
COPYING 53

DINING ON CAMPUS 53
eBooks 54
EMERGENCY NOTICES 54
EPIPHANY PTO (Parent Teacher Organization, formerly ECO) 54
FAMILY/CUSTODIAL SITUATIONS 55
FIRE, TORNADO, AND LOCKDOWN DRILLS 55
GRIEVANCE AND REIVEW PROCESS 55
LOCKERS 55
LOST & FOUND 56
MEDIA CENTER 56
MESSAGES & PHONE CALLS 56
MOVIES FOR CLASSROOM INSTRUCTION 56
OFF CAMPUS LUNCH FOR SENIORS 56
OFF-CAMPUS PARTY INVITATIONS 56
PARENT & STUDENT CONCERNS 57
PARENT-STUDENT-TEACHER CONFERENCES 57
PASSAGE BETWEEN PERIODS 57
PRAYER 57
PUBLICATIONS & DISPLAYS OF PUBLIC INFORMATION 57
RESIDENCY REQUIREMENT 57
RESTROOM BREAKS 57
SCHEDULING APPOINTMENTS WITH DIVISIONAL DIRECTORS OR HEAD OF SCHOOL 57
SCHOOL COMMUNICATION 58
SCHOOL DIRECTORY 58
SCHOOL HOURS 58
SCHOOL SECURITY 58
SERVICE 58
STAFF AREAS 58
STUDENT ACCESS TO CLASSROOMS 59
STUDENT DRIVERS 59
SUMMER EXPERIENCES 59
TRAFFIC 59
TUTORIAL 59
VISITORS 59
VOLUNTEERS 59
GOVERNANCE POLICIES 61
BOARD OF TRUSTEES 61

LIMITATIONS OF THE HEAD OF SCHOOL'S AUTHORITY 61
STUDENT HEALTH POLICIES 63
DRUG TESTING 63
EMERGENCIES 63
FIRST AID & OTHER HEALTH SERVICES 63
HEALTH INSURANCE 63
ILLNESS OUTSIDE SCHOOL 63
IMMUNIZATIONS 63
MEDICATIONS 63
PRESCRIBED CONTROLLED SUBSTANCES ON STUDENT TRIPS 64
CONCLUSION 65

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 21st century.

OUR GUIDING PRINCIPLES

We are a community of bold Scholarship …	**We are a community of open-hearted Faith …**	**We are a community of Global Citizens and Neighbors …**
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.	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 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.	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 attend willingly a school where learning about the world is 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.

THE EPIPHANY HONOR CODE

The Honor Code at The Epiphany School of Global Studies centers on four essentials values: **RESPECT, RESPONSIBILITY, SERVICE,** and **INTEGRITY**. **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 **responsibility** challenges students to develop their God- given gifts. They take initiative to maintain and enhance their school environment. 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 physical 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?

TUITION & FINANCIAL POLICIES

The Board of Trustees will announce the tuition fee schedule 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 available at the end of February and must be submitted to FACTS Grant & Aid Assessment by mid-April. Award notifications are distributed in May.

RE-ENROLLMENT TERMS AND CONDITIONS

1) By submitting a non-refundable deposit during the re-enrollment period, the family has agreed to comply with these terms and conditions and has committed to re-enrolling for the next academic year.
2) If the school receives written notification of intention to withdraw a student 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 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.
3) If the school receives written notification of intention to withdraw a student for the second semester 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 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.
4) 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.
5) 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 (e.g., 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.
6) 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 FOR TUITION

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 are determined by the school and do 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:

1) 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.
2) 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.
3) 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.

4) 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.
5) 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.
6) Only the Head of School may make exceptions to the terms and conditions outlined in this document.

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

DAILY SCHEDULE

MIDDLE SCHOOL

Monday	Tuesday	Wednesday	Thursday	Friday
Gathering 8:15-8:25	Gathering 8:15-8:25	Delayed Start/Teacher Prep	Gathering 8:15-8:25	Chapel 8:15-8:45
Period 1 8:30-9:15	Period 1 8:30-9:15	Period 1 8:50-10:10	Period 1 8:30-9:15	Period 3 8:50-10:10
Period 2 9:20-10:05	Period 2 9:20-10:05		Period 2 9:20-10:05	
Break 10:05-10:15	Break 10:05-10:15	Break 10:10-10:20	Break 10:05-10:15	Break 10:10-10:20
Period 3 10:15-11:00	Period 3 10:15-11:00	Period 2 10:20-11:40	Period 3 10:15-11:00	Period 4 10:20-11:40
Period 4 11:05-11:50	Period 4 11:05-11:50		Period 4 11:05-11:50	
Tutorial/Community 11:55-12:20	Lunch 11:55-12:20	Tutorial/Community 11:40-12:05	Lunch 11:55-12:20	Tutorial/Community 11:40-12:05
Lunch 12:20-12:45	Advisory 12:20-12:45	Lunch 12:10-12:35	Advisory 12:20-12:45	Lunch 12:10-12:35
Period 5 12:50-2:15	Period 7 12:50-1:35	Period 5 12:40-1:25	Period 7 12:50-2:15	Period 5 12:40-1:25
	Period 6 1:40-3:05	Period 6 1:30-2:15		Period 6 1:30-2:15
Period 6 2:20-3:05		Period 7 2:20-3:05	Period 5 2:20-3:05	Period 7 2:20-3:05

Grade 6 is dismissed at 2:55 every day.

UPPER SCHOOL

Monday	Tuesday	Wednesday	Thursday	Friday
Gathering 8:15-8:25	Gathering 8:15-8:25	Delayed Start/Teacher Prep	Gathering 8:15-8:25	Chapel 8:15-8:45
Period 1 8:30-9:15	Period 1 8:30-9:15	Period 1 8:50-10:10	Period 1 8:30-9:15	Period 3 8:50-10:10
Period 2 9:20-10:05	Period 2 9:20-10:05		Period 2 9:20-10:05	
Break 10:05-10:15	Break 10:05-10:15	Break 10:10-10:20	Break 10:05-10:15	Break 10:10-10:20
Period 3 10:15-11:00	Period 3 10:15-11:00	Period 2 10:20-11:40	Period 3 10:15-11:00	Period 4 10:20-11:40
Period 4 11:05-11:50	Period 4 11:05-11:50		Period 4 11:05-11:50	
Lunch 11:55-12:20	Advisory 11:55-12:20	Lunch 11:40-12:05	Advisory 11:55-12:20	Lunch 11:40-12:05
Tutorial 12:20-12:45	Lunch 12:20-12:45	Tutorial 12:10-12:35	Lunch 12:20-12:45	Tutorial 12:10-12:35
Period 5 12:50-2:15	Period 7 12:50-1:35	Period 5 12:40-1:25	Period 7 12:50-2:15	Period 5 12:40-1:25
	Period 6 1:40-3:05	Period 6 1:30-2:15		Period 6 1:30-2:15
Period 6 2:20-3:05		Period 7 2:20-3:05	Period 5 2:20-3:05	Period 7 2:20-3:05

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

Students are 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 Divisional Director. Consequences for academic dishonesty are outlined in the Disciplinary Policies & Expectations section of this handbook.

ACADEMIC HONORS

At the end of each semester, Epiphany recognizes students who have distinguished themselves academically. These calculations are based only on quarterly grades (not all classes have exam grades available). The various distinctions within the honor roll are as follows:

- Middle School
    - Head of School's List — Semester avg. of 95 or better (with no class semester avg. below 90)
    - First Honors — Semester avg. of 90 or better (with no class semester avg. below 85)
    - Second Honors — Semester avg. of 85 or better (with no class semester avg. below 80)
- Upper School
    - Head of School's List — Semester GPA of 4.00-5.00
    - First Honors — Semester GPA of 3.75-3.99
    - Second Honors — Semester GPA of 3.50-3.74

At the end of the year, the school will recognize students with the following additional awards:

- *Head of School's Scholar Award*—presented to the student in each grade level who has achieved the highest academic grade average for the school year.
- *Epiphany Scholar Award*—presented to seniors who have taken at least four honors/AP courses each year in Upper School.
- *Senior Academic Excellence Award*—presented to seniors who have demonstrated excellence and commitment in the areas of literature, mathematics, science, social studies, world languages, and fine arts.
- *Salutatorian*—presented to the student with the second highest cumulative grade point average in the senior class. To be eligible, this student must have attended Epiphany Upper School for three years.
- *Valedictorian*—presented to the student with highest cumulative grade point average in the senior class. To be eligible, this student must have attended Epiphany Upper School for three years.
- *Cille Griffith Service Award*—presented to the senior who best exemplifies Epiphany's spirit of service.
- *Global Citizen Award*—presented to the senior in recognition of an open-mind, a desire to engage in other cultures, a respect for humanity, and a commitment to make the world a better place.
- *Arête Award*—presented to the senior at Commencement who best exemplifies the values and spirit of the school. *Arête,* a classical Greek term, means "excellence, virtue, goodness, and valor." This award is the highest recognition that the school bestows on a student.

Past *Arête* Recipients

2007	Matthew Geer	2011	Stephanie Vorleiter	2015	Katie LaGuardia
2008	Hanna Skoglund	2012	Abigail Lorentzen	2016	Elizabeth Fieschko
2009	Brian Geer	2013	Dana McLaughlin	2017	Anna Walker
2010	Derek Richey	2014	James Davis	2018	Andrew Breasure

ACADEMIC PROBATION

Any student who earns two or more F's at the end of the first semester will be placed on academic probation for a set length of time. This situation will require a conference with the Divisional Director. Specific terms of the probation, including duration 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/guardians. By law, a student can access his/her records when a request is made to the Administration. However, academic records are not released if the student's financial account is not paid in full.

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 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. A list of reasonable accommodations is available for review. In some instances, students are entitled to and may benefit from the support services provided by the county's school system. For information on testing for possible learning disabilities, parents should contact the Director of Learning Services.

AP COURSE GUIDELINES

Upper School students who are interested in taking on the additional rigor of Advanced Placement courses must meet the following conditions to be eligible:

- Successful completion of at least two honors courses the previous school year (except for ninth graders)
- Overall cumulative grade point average of 3.0
- Grade average of 85.0 in the subject area from the previous year
- Recommendation from the previous teacher of that subject

Epiphany reserves the right to adjust student AP placement on an individual basis.

There is no final exam or final exam grade in an AP course. The third and fourth quarter grades determine the second semester average. Each quarter is worth 25% of the final grade. Students who take an AP course must take the AP exam in order to receive AP credit.

Students who take AP courses understand that the homework load will be significantly more during the school year.

Students may take a maximum of two AP courses each school year. Students who desire to take more than two AP courses in a given school year must seek administrative approval.

CLASSROOM FIELD TRIPS

Classroom field trips are 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. Any required fees (not covered by comprehensive 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 will not bring along student siblings. Additionally, parents who have not been asked by the teacher to assist with chaperoning should refrain from showing

up at the field trip location. The school bus or van, a chartered bus service, or parent chaperones will transport the participants. Refunds will not be given, as reservations are made based on the expected number of students.

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. These outcomes are included in the syllabus that the teachers are required to provide in each course. The amount of instructional time devoted to each discipline is in accordance with the norms of adolescent development and other relevant standards. The curriculum guides for Middle School and Upper School may be viewed on the school's website.

DROP / ADD POLICY

Students may drop or add courses to their schedule during the first ten days of each semester. Only under special circumstances may a student change his/her schedule outside this period. Students should make an appointment with the Divisional Director.

DUAL ENROLLMENT

Epiphany collaborates with various educational institutions to offer dual enrollment opportunities for students. One of these options is Craven Community College. Students must be juniors or seniors to pursue courses at the community college. After meeting with the College Counselor, students must follow registration and admissions requirements for the community college. Another option is the North Carolina School of Science and Math (NCSSM). Students may apply to NCSSM during their sophomore year either for the residential program or for online courses. For more details, students need to visit the NCSSM website.

Students who take classes, valued at three credit hours or more, through dual enrollment will receive Honors credit (0.5 quality point adjustment); for AP classes through dual enrollment, students will receive AP credit (1.0 quality point adjustment). Epiphany will calculate the grades earned through dual enrollment in a student's cumulative GPA. Dual enrollment grades factor in Honor Roll recognition.

Students may take a maximum of two dual enrollment courses per semester, unless granted special permission by the Administration.

ELECTIVE HONORS

In Upper School, the Elective Honors Program exists to create additional academic enrichment for the most motivated students. With specific honors classes in science and math, the elective honors process applies to a student's other core classes. Honors students will work primarily in an independent fashion to reach beyond the content of their courses. They must complete assigned tasks and additional work while still fulfilling the regular requirements of the course. Teachers will provide clear expectations for the work required of elective honors. Rather than relying solely on teacher recommendations for course placement, this unique program encourages all students to consider pushing themselves to exceed the already high expectations of Epiphany's college preparatory curriculum.

- Grades earned in honors courses are weighted differently. The honors student receives an additional 0.5 points for fulfilling the requirements. Grade points and credits will be officially granted at the end of each school year. The course will be listed as "Honors" on the student's transcript. In order to receive the additional points, the student must have successfully completed all of the honors requirements as designated by the teacher.
- If a student's average in a course drops below a "C" average (74), then he/she may be removed from the honors portion.

ELECTIVES

Elective classes are an exciting part of the curriculum because they provide an opportunity to pursue an interest in several areas beyond the standard courses.

- Middle School
    - Both Grade 7 and Grade 8 students are enrolled in two elective classes each semester (numerical grades, except for Study Hall).
    - Grade 6 students are enrolled in one elective class each semester (pass/fail).
- Upper School
    - Grades 9-12 students are enrolled in a ½-credit course each semester (numerical grades).
    - Seniors may be exempt from electives if they have fulfilled all graduation requirements.

TESTING / EXAMINATIONS

Testing is a standard tool to evaluate student performance. While recognized as an invaluable part of student academic performance, testing should not dominate the assessment spectrum that students experience. The faculty of Middle and Upper Schools coordinate with one another to prevent specific days when many tests occur. Students will not have more than two major tests on a given day. However, there may be certain weeks when students have multiple tests on successive days.

Semester examinations (or their equivalent) are given in most subjects at the end of each semester. Review sessions will take place prior to all exams. Each semester exam will count 10% of the student's final grade for students.

- Grade 6 students will take a cumulative exam for three courses at the end of the year. The grades of these exams will average into the students' fourth quarter test grades.

Seniors in the spring semester who have at least a minimum grade average and less than the maximum absences through the fourth quarter progress report in a particular course are exempt from taking the spring semester exam for that course:

- Minimum grade average 94.0 + maximum 5 absences per course (including excused and unexcused; but extended medical leave and acceptable absences are waived)
- Minimum grade average 88.0 + maximum 3 absences per course (including excused and unexcused; but extended medical leave and acceptable absences are waived)

FAILURE POLICY

Teachers at Epiphany strive to keep open the lines of communication regarding grades at all times. However, if a student is in danger of failing a course, the teacher or Administration will inform the parent/guardian and student as soon as possible to permit a concerted effort by all parties to remedy the situation.

- In Middle School, a student who fails two or more courses during one academic year will have to repeat the grade the following year. Additionally, the Administration may require the student to remediate the lost credit through an online program.
- In Upper School, students must remedy any failures before a diploma is granted. Failure in any course will require summer school. Students who are required to attend summer school must seek a program that offers an equivalent class to remediate the failure. If a student needs to make up an academic deficiency during the summer, then the student and parent must schedule an appointment with the Divisional Director to make all necessary arrangements. A transcript will be required of the student prior to the opening of the following school year. If a student fails to remediate a course during summer school, then Epiphany may elect not to readmit the student for the following school year. A student who fails more than two courses during one academic year will either repeat the grade level or not be permitted to return the following year.

GRADE REPORTS

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

- Progress Reports demonstrate the student's performance in each course in the middle of every quarter (4½ weeks into the quarter). These reports offer a "snapshot" of students' progress. Course grade averages and personalized, narrative comments appear on progress reports for all classes.
- Report Cards demonstrate the student's performance in each course at the end of every quarter (9 weeks). Course grade averages and general comments appear on report cards for all classes. Students whose grades change significantly will receive personalized feedback on these reports.

- Final Report Cards demonstrate the student's final grade average for each course. Course grades comprise each quarter grade counting 25%, unless the course has semester exams, in which case each quarter counts 20% and each semester exam grade counts 10%.

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. Furthermore, failure to return an athletic uniform in a timely manner will result in the progress report/report card being withheld.

GRADE RESULT NOTIFICATION

- Parents will have access to their child's grades through their Parent Portal and open GradeBook (Rediker).
- If the student displays a pattern of grades of 69 or less, the teacher will contact the parent.

GRADING SCALE

Letter Grade	Numerical Grade
A+	98-100
A	94-97
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	69
D	67-68
D-	65-66
F	0-64

GRADE POINT AVERAGE CALCULATIONS (UPPER SCHOOL)

In determining GPA (Grade Point Average), the following criteria are used:

- All subjects are counted in determining the overall GPA.
- GPA is calculated based on quality points, not course averages or grades.
- The following quality points are assigned to FINAL GRADES EARNED to determine GPA:

Numerical Grade	College Prep	Honors	AP
98-100	4.3	4.8	5.3
94-97	4.0	4.5	5.0
90-93	3.6	4.1	4.6
88-89	3.3	3.8	4.3
84-87	3.0	3.5	4.0
80-83	2.6	3.1	3.6
77-79	2.3	2.8	3.3
74-76	2.0	2.5	3.0
70-73	1.6	2.1	2.6
69	1.3	1.8	2.3
67-68	1.0	1.5	2.0
65-66	0.7	1.2	1.7
0-64	0	0	0

- For AP courses, 1.0 point will be added to the quality points earned. Hence, a "B" in an AP course would be worth 4.0, instead of the usual 3.0. Honors courses earn an additional 0.5 quality points.
- A student's cumulative GPA includes grades earned through courses taken only at Epiphany or through an approved dual enrollment program.

In order to calculate GPA, a student may total the quality points earned for all courses in a given grading period and then divide that total by the number of courses taken. Elective courses earn only a half credit (0.5).

Grade conversion for students dropping or adding an AP course will earn an equivalent average. For example, a student with a 74 in an AP course who wishes to drop the course would receive an 84 for the college prep equivalent of the quarter. Likewise, a student moving up to an AP course will have the college prep grade converted to an AP equivalent. For example, a student with a 96 average in a college prep course who wishes to move up to an AP course would receive an 86 for the AP equivalent of the quarter.

GRADUATION REQUIREMENTS

Beginning for the class of 2021, to qualify for graduation, a student must complete 27 credits: 4 in literature, 4 in mathematics, 4 in science, 4 in social studies, 3 in world language (modern or classical), 3 in Epiphany required courses, 1 in fine/performing arts, 1 in physical education/health, and 3 from elective courses.

For transfer students, Epiphany will consider the student's previous classes to fulfill these requirements.

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 occurs on a daily basis in all grades. The time allotted will vary for each grade level. Teachers will make every attempt to cooperate in monitoring the collective amount of homework that they assign. Additionally, teachers will strive to minimize assignments during long school breaks. Repeated failure to complete homework assignments will seriously jeopardize the student's overall academic performance.

Below is the *average homework expectation* for Epiphany students. These averages do not reflect the impact of AP courses, honors courses, or co-curricular activities like athletics. These types of courses and activities will increase the students' amount of homework experience.

Hourly Homework Average	
Grade 6	60 minutes
Grade 7	70 minutes
Grade 8	80 minutes
Grade 9	90 minutes
Grade 10	100 minutes
Grade 11	110 minutes
Grade 12	120 minutes

Parents must be aware of the following guidelines regarding homework:

- Think positively.
- Encourage your son/daughter to understand the value of homework.
- Remind him/her that any accomplishment requires work, practice, and consistency.
- Give assistance, but remember that homework is your child's opportunity to learn and strengthen his/her skills as independently as possible.
- Remember that we are preparing him/her for college. His/her access to your assistance at that time will be limited, so now is the time to practice independence.

MISSING ASSIGNMENTS & LATE WORK

In an attempt to boost personal responsibility, students will make contact with the teacher and deliver their late assignments. When a student has an excused or acceptable absence, make-up work will be submitted with no penalty. A student has two additional days to make up missed work. Students will need to make up tests and quizzes in a timely fashion.

Teachers have the right to establish their own penalties for missing assignments and late work, as long as the teachers clearly explain the expectations in the course syllabus, which they distribute to students at the beginning of each semester, and the penalties do not exceed those outlined in the general school policy. The general school policy is as follows:

- Middle School
    - Late assignments must be submitted on the following *class day* for a maximum of 85%.
    - Students may have one additional school day to turn in the work and earn a maximum of 75%. Thereafter, the assignment is a zero.
    - Middle school math teachers will assess their own penalties for late work, which will be stated explicitly on the course syllabus.
- Upper School
    - Late assignments must be submitted on the next *school day* regardless of when the class meets for a maximum of 85%.
    - Thereafter, penalties will be assessed according to each teacher's late assignment policy stated on his/her course syllabus.

MISSING WORK NOTIFICATION

- In Middle School, teachers will communicate with families regarding missing work using the following guidelines:
    - In Grades 6-7, when a student fails to turn in an assignment, the teacher will contact the parent via email to make him/her aware of the situation.
    - In Grade 8, when a student fails to turn in two assignments in a quarter, the teacher will contact the parent via email to make him/her aware of the situation.
    - Middle school math classes will state specific communication policies within the courses' syllabi.
- In Upper School, teachers will communicate with families regarding missing work using the following guidelines:
    - In Grades 9-11, when a student fails to turn in two assignments or more during a grading period, the teacher will contact the parent via email to make him/her aware of the situation.
    - In Grade 12, in order to prepare seniors for college, teachers will limit communication with families regarding missing work unless patterns emerge.

ONLINE LEARNING

Epiphany offers online courses primarily for Upper School students through its partnership with the North Carolina Association of Independent Schools (NCAIS). Students may take online courses for the following reasons:

- Remediation or credit recovery
- Acceleration
- Reduction of course load
- Scheduling conflicts

Online learning is available to all students, if the students first secure the approval of the Divisional Director to take online courses. Students must pay for online courses, with prices beginning at $315.

If students take online credit recovery classes for remediation purposes (e.g., failure of a class or a desire to raise a course final grade), then the earned grades for those classes are averaged with their original grades in those classes, thus positively affecting their GPA. If students take online classes for acceleration purposes or due to scheduling conflicts, then the earned grades are averaged into their GPA.

STANDARDIZED TESTS

As required by state law, Epiphany administers standardized tests during each school year, and families will receive the results. Epiphany requests that families avoid student absences during standardized testing period.

- Students in Grades 6 – 9 take the ERB CTP 5 Assessment (beginning in 2019).
- Students in Latin courses take the National Latin Exam.
- Students in Grades 9 – 11 take the PSAT (at Epiphany).
- Students in Grades 11 – 12 take the SAT / ACT.
    - Some Grade 10 students may take the SAT / ACT.

STUDY ABROAD

Students may take advantage of the opportunity to study abroad during their time at Epiphany. Students need to consult with the Divisional Director, the Director of Global Education, and the College Counselor for more information. Epiphany will not count any grades earned from a study abroad opportunity into a student's cumulative GPA.

ATTENDANCE POLICIES & PROCEDURES

ABSENCE & ATTENDANCE

Students are to attend regularly to ensure continuity in the educational process. A student's consistent and punctual attendance at school is an important life skill. It demonstrates commitment and dedication to a cause or community. Because all classroom instruction is critical for successful learning and mastery of the skills and material in each course, students will not be excused from instruction for any but the most justifiable of reasons. Parents are strongly discouraged from scheduling standing appointments or co-curricular activities that will demand regular dismissal from classes throughout the year. Allowances may be made for isolated commitments following conferences with the Divisional Director.

Certain clubs (e.g., Student Senate, National Honor Society, and National Junior Honor Society) may have activities or responsibilities during school hours, and students involved in those clubs are excused from class if they attend such activities or responsibilities, with no penalty. The Head of School has the sole authority to designate the clubs in which student attendance at meetings is an excusable class absence, without penalty. The Head of School will designate such clubs no later than the second Friday after the clubs have begun. Faculty, students, and parents will be informed of any designations.

Attendance is required at Community Gathering (Mondays, Tuesdays, and Thursdays) and at Chapel (Fridays).

MAXIMUM NUMBER OF ABSENCES

In the event that a student **misses more than 10 (excused and unexcused) days 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 three 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.
    - These absences do factor in the student's maximum number of absences.
    - These absences do factor in a senior's spring exam exemption status.
- *Unexcused Absences* include, but are not limited to, the following: truancy, tardiness, etc.
    - These absences do factor in the student's maximum number of absences.
    - These absences do factor in a senior's spring exam exemption status.
- *Acceptable Absences* include, but are not limited to, the following: extended medical leave, college visits with proper documentation (3 for seniors; 1 for juniors), school-sponsored trips, athletic/co-curricular trips, school travel (domestic or abroad), family travel (approved in advance), etc.
    - These absences do NOT factor in the student's maximum number of absences.
    - These absences do NOT factor in a senior's spring exam exemption status.

The Administration reserves the right to determine the status of students' absences and to grant exceptions.

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 travel with their student during the school year, then they should share this information in writing to the Divisional 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.

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 Divisional Director upon their return in a timely fashion.

ABSENCES & ATHLETICS/CO-CURRICULAR ACTIVITIES

A student may not participate in athletics/co-curricular activities on a given day if he/she is absent from school. Additionally, any student who is tardy and arrives after 10:00 AM (except for medical/dental visits) or leaves school prior to 12 noon (and does not return prior to school dismissing for the day) is not eligible to participate in that day's after school activity. Appeals to these policies must be submitted to the Director of Student Life ahead of time.

MISSED ASSIGNMENTS DUE TO ABSENCE

Teachers have the right to establish their own penalties for missing assignments and late work, as long as the teachers clearly explain the expectations in the course syllabus, which they distribute to students at the beginning of each semester, and the penalties do not exceed those outlined in the general school policy.

Absent students will have two additional days to make up missed assignments with no penalty—teachers may extend the duration if needed. It is the student's responsibility to arrange to complete all missed quizzes and tests, including scheduling before/after school time to complete missed assessments. Teachers have the right to administer a different quiz or test for make-ups to ensure the integrity of the assessment process.

- In Middle School, students will make up quizzes and tests the day the class next meets—teachers may extend the duration if needed.
- In Upper School, students will make up quizzes and tests the day they return, regardless of when the class meets—teachers may extend the duration if needed.
- Students who are absent for three tests or projects shall meet with the Divisional Director.
- In cases of extreme circumstances (e.g., continuous days of absence), as determined by the Divisional Director, exceptions for late assignments can be made.

Students who check in late to school are not excused from homework, quizzes, tests, or projects due that day. The students must turn the work in to the teacher whose class was missed upon arrival to school. This is the late student's responsibility. Assignments not turned in will be treated as late.

Students who check out early from school—especially scholar-athletes—are not excused from homework, quizzes, tests, or projects due that day. The students must turn work in to the teacher on the following school day, regardless of when the class meets.

Assignments are not to be electronically submitted except with express instruction from the teacher. In the event an electronic submission is allowed, the teacher may request a read-receipt to be attached to the document.

To ensure continuity and progress, teachers are more than willing to provide assignments to a student who is absent due to illness. Parents, however, should not request work from a teacher on the first day of absence. Students can contact a classmate or check the teachers' portal for assignments. Otherwise, upon their return to school, students will meet with teachers before or after school, or during Tutorial, to obtain missing assignments. Teachers will advise students on the best way to turn in missing assignments in the event that the teacher is absent during the following two days.

If the student misses two or more continuous days, then parents/students may contact the Administrative Assistant (via e-mail or phone) no later than 10:00 AM to request that teachers provide assignments so the student will not fall behind in class. Parents may pick up the work from the Administrative Assistant by the end of the school day. It is the parent's responsibility to get the homework. Teachers and/or the Administrative Assistant cannot assume the task of getting work to a sibling or friend during the school day. Parents must not go to classrooms to get assignments during the school day.

DISMISSAL FROM SCHOOL

For safety reasons, no student (including those who are driving themselves) is permitted to leave during the school day without a written note from the parent/guardian requesting the student's release. Generally, a telephone message will not release students. Any parent/guardian coming for a student during the school day must check in with Main Reception. The Receptionist will send for the student from the classroom. Unless they are sick, students will not wait in the Main Office for a parent to pick them up. Teachers will not release a student from class without authorization from Main Reception. Students will then sign out in Main Reception before they depart campus. No student should be dismissed after 2:40 PM, as it is very disruptive for teachers and dismissal procedures. Upon return, students will sign in at Main Reception and receive a pass for re-entry to class. Teachers will not allow students to enter a class without this pass.

TARDINESS TO SCHOOL

A student who arrives to the Performing Arts Center after Community Gathering has begun at 8:15 AM is considered tardy. On Wednesday, students who arrive after 8:50 AM must sign in and are considered tardy. Epiphany strongly discourages tardiness, which is a detriment to student learning. Families will receive written notice if their student is repeatedly tardy. Continued tardiness to school will result in a parent/student conference with the Divisional Director. Students arriving late for school must report to the Main Office for an admittance slip.

TRUANCY

Truancy is 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 the Divisional Director and his/her parents. Students will receive no credit for make-up work due to truancy. Repeated truancies may result in a student's withdrawal from the school after consultation with the Divisional Director and Head of School.

STUDENT LIFE

The Student Life Program comprises all facets of non-academic programs at Epiphany: advisory, athletics, clubs, grade level trips, grade level retreats, specific concerts and performances, student activities facilitated by Student Senate, etc.

ADVISORY

An integral part of a student's experience in Grades 6-12 is the advisory program. Faculty members serve a group of 10-15 students in a "coaching" relationship that meets multiple times during the week. Faculty advisors take a keen and active interest in the holistic experience of their student advisees. Advisors serve as advocates for each advisee and ensure that he/she is striving to honor Epiphany's *Mission & Guiding Principles*. A variety of activities and interests, academic or otherwise, may constitute the agenda of a given advisory session. Related directly to our school's mission statement, this program allows teachers to form relationships with students, incorporating aspects of both faith and scholarship.

ELIGIBILITY IN CO-CURRICULAR ACTIVITIES

The participation of any student in all co-curricular activities will be at the discretion of the Administration and not individual coaches/moderators. Students who may be struggling academically or experiencing other challenges will not be disqualified automatically from participation.

To be academically eligible for athletics or co-curricular activities, a student must maintain a minimum grade average of 75.0 and/or should receive no F in a course at the end of each academic quarter.

- Ineligible students cannot participate in competitive play (games, matches, meets, scrimmages, etc.), performances, or conferences.
- Ineligible students may continue to attend practices and home games at the discretion of the coach/sponsor and Athletic Director.
- Ineligible students may continue to attend club meetings and rehearsals at the discretion of the faculty sponsor and Director of Student Life.

If the student raises the grade average (at or above the minimum grade average) and not receive an F in any other course at the next marking period (progress report), then he/she will be reinstated and allowed to resume full participation.

CLUBS

All student clubs, whether new to the school or those clubs wishing for renewal, require the formal recommendation of the Director of Student Life and Head of School and approval from the Board of Trustees. Clubs are a vital part of the total education program, but Epiphany will maintain a limited forum for both curricular and non-curricular clubs that are consistent with the Mission and Guiding Principles, as well as the values, traditions, and culture of the School. No curricular or non-curricular clubs will be allowed to form that (1) will materially and substantially interfere with the orderly conduct of educational activities within the School; (2) will expose the School or its employees to possible legal repercussions; (3) will minimize, condone, endorse, or encourage illegal or dangerous activities; (4) may expose minors to sexually inappropriate information, material, programs, events, discussions, or images.

Additionally, clubs must meet the following requirements:

- Clubs must be student and faculty initiated and voluntary.
- A faculty advisor must be willing to sponsor the club.
- Clubs must have at least five student members, not including the club sponsor.
- The club sponsor must complete the Club Proposal & Renewal Form, available with the Director of Student Life.

A Club Fair will take place before the end of September, one for Upper School and one for Middle School, facilitated by the Director of Student Life. The Club Fair shall operate as follows:

- Clubs that have been formally accepted are permitted to participate.
- Club leaders will make a pitch to the student body promoting the club.
- Once all club leaders have spoken, the student body will register for clubs.

- Students may choose to sign up for a club after the Club Fair by speaking with the Club Sponsor and/or the Director of Student Life.

Athletic clubs (e.g., Fencing and Sand Volleyball) are not considered varsity sports in the school's Athletics Program.

Students are required to make and maintain a commitment to clubs that interest them. Some of the most important lessons that students will learn occur outside the classroom. This opportunity is another venue in which they can uncover their personal gifts and develop their aptitude for leadership.

- In Middle School, students may participate in any available clubs, which will meet during lunch/tutorial, before school, or after school.
- In Upper School, students select 1-club minimum and 3-club maximum per semester, which will meet during lunch/tutorial, before school, or after school.

RETREATS & GRADE LEVEL EXPERIENCES

All Upper and Middle students participate in grade level retreats and grade level experiences, which take place off-campus and are designed to help students uncover, identify, and embrace their diverse gifts. These events may be scheduled during weekends, but they are a part of the school's distinctive educational and character development according to the *Mission & Guiding Principles*. Accordingly, students should participate in these retreats. In the event of a scheduling conflict, the student should communicate the conflict with the Divisional Director at least two weeks prior to the scheduled retreat.

SPECTATORS AT SCHOOL EVENTS

Students are encouraged to attend athletic and other co-curricular events to support their friends and classmates. As spectators, they represent the school as much as the players on the field or stage do. True to Epiphany's identity and values, we root for our teams and not against our opponents. Epiphany will not tolerate outrageous or abusive conduct. School staff may ask offenders to leave any event if their actions are inconsistent with the values of the school community. Spectators at events must satisfy the same daily attendance requirements as those students who are participating. Epiphany expects parents to conduct themselves in the same honorable manner that it expects of its students.

NATIONAL HONOR SOCIETY

The following guidelines pertain to membership and qualification to the National Honor Society (NHS):

<u>NHS Membership Qualifications</u>

- A student will be invited to submit a candidate form, if he/she meets the basic academic and character qualifications, which is determined by GPA, behavior reports, and attendance reports on file at Epiphany.
    - The form is expected to be completed on time and submitted with all accurate information.
- Faculty and staff recommendations will be completed anonymously and submitted to the Epiphany NHS Faculty Advisor.
    - Epiphany faculty and staff will review only students with whom they instructed within the last twelve months.
    - Once all recommendations are received, the average score for each student will be determined, and those with a score of 3.5 or higher on the recommendation will be passed onto the Epiphany NHS Faculty Committee for approval.
- For students to be eligible for NHS, they must be reenrolled at Epiphany for the upcoming year.
- Personal clarification request can be made if a student has been overlooked for an invitation.
- For Scholarship, only sophomores, juniors, and seniors are accepted as members.
    - Student must have a cumulative grade point average of 3.5 or higher.
    - Only grades earned while enrolled at Epiphany are used to calculate the cumulative GPA.
    - Student must have attended Epiphany for at least one full year to be considered as a candidate for membership.
    - If a student does Dual Enrollment at a college or the North Carolina School of Science and Math, the

college level classes completed will count as honor courses.
    - An NHS member who transfers to Epiphany and brings a letter from the previous chapter advisor shall be accepted automatically as an Epiphany NHS member.
        - The transferred member will be required to meet the Epiphany NHS chapter's standards at the completion of his/her first partial or full semester of attendance at Epiphany in order to retain membership.
    - Members must take honors and AP courses in the core subjects: Literature, Foreign Language, Social Studies, Math, and Science.
        - Freshman: at least two honors courses
        - Sophomore: at least three honors courses
        - Junior: at least four honors courses
        - Senior: at least four honors courses
- For Service, this quality is defined as significant voluntary contributions made by a student to the school or community, which are done without compensation and with a positive, courteous, and enthusiastic spirit.
    - Dependable volunteer and willing to sacrifice to offer assistance
    - Cheerfully and enthusiastically renders service request by the school
    - Participates in activities outside school, like Scouts, church or volunteers individual services
    - Represents the school admirably and honorably in school competitions
- For Leadership, student leaders are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and people who exemplify positive attitudes about life.
    - Applying principles and making suggestions when faced with challenges
    - Demonstrate initiative in promoting school activities
    - Exhibits positive influence on peers and inspires positive behavior in others
    - Able to delegate responsibilities
    - Holds positions of responsibility in clubs, advisory, or on teams
    - Demonstrates positive leadership in the classroom, at work, during co-curricular and community activities
- For Character, a student of good character upholds principles of morality, ethics, and cooperation demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a healthy ethical lifestyle.
    - A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.
    - Graciously accepts criticism and recommendations
    - Exemplifies desirable qualities of behavior
    - Has not had a Type III, IV, or V violation during the school year
    - Avoids all academic dishonesty, including missing announced tests
    - Attends school regularly and avoids excess tardies and early dismissals from school
- The appeal process for NHS is as follows:
    - If a student feels an error in reviewing his or her qualifications has occurred, he or she must complete the Appeal Packet within five days of the tapping process.
        - Completion of the appeal packet must be timely so if an error has occurred, then the student can still attend the induction ceremony, which is typically scheduled within three to four weeks after the tapping process.
    - Appeal Packet:
        - Obtain a copy of a transcript and copy of conduct and attendance record from the Main Office
        - Obtain three outside recommendations (not faculty/staff from Epiphany or family members) from a coach, drama, or dance teacher, employer, or leader in the community
        - Basic candidate form completed
        - Explain the reason for the appeal in a brief appeal statement that is part of the candidate form
    - The NHS Faculty Committee will then review the appeal packet and either accept the member or give a written explanation within one week of receiving the appeal packet as to why the applicant was rejected.
    - If the appealing student is a sophomore or junior, then he/she may qualify again in the future and may be

accepted later.

NHS Membership Requirements

- Members must participate in the chapter service projects in each year of membership.
- Members should invest a minimum of twenty hours in these projects.
- The individual service project hours need to be completed by April 30.
- Members must have proper documentation for completing the project service hours. [See NHS Advisor for documentation forms.]
- Members must comply with school regulations and Honor Code.
- All disciplinary actions are recorded and violations are addressed by the Divisional Director for the NHS faculty committee to review.
- If a member has a Type III, IV, or V, then he/she may be dismissed from NHS. A written letter explaining the reason for dismal will be sent to the student.
- If a member has a Type II violation, then he/she will be given a written warning and will perform public service. If a second violation of a Type II occurs again within three months, then the student may be dismissed from the NHS.

NATIONAL JUNIOR HONOR SOCIETY

The following guidelines pertain to membership and qualification to the National Junior Honor Society (NJHS).

Membership

Application Process:

- A student is asked to submit a candidate form, if he/she meets the basic academic qualifications.
- Application must be submitted in full by the assigned date, or it will not be accepted.
- NJHS Advisor will request formal recommendations from faculty and staff anonymously. (Faculty and staff will review only students with whom they have had direct contact within the last twelve months.)
- NJHS Faculty Committee will review applications and determine new memberships.

Eligibility:

- Student must have attended Epiphany for at least three academic quarters to be considered a candidate for membership.
- An NJHS member who transfers to Epiphany and brings a letter from the previous chapter advisor shall be accepted automatically as an Epiphany NJHS member, but will be required to meet the Epiphany chapter's standards at the completion of his/her first partial or full semester of attendance at Epiphany in order to retain members.

Qualifications for membership

- Scholarship: In the high academic rigor of the school, the student must be of high caliber academically.
    - Members must maintain an overall end of year grade point average of 93.0 or higher in all classes (electives excluded).
- Service: This quality is defined as a significant voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
    - The following characteristics reflect an NJHS member:
        - Dependable volunteer and willing to sacrifice to offer assistance
        - Cheerfully and enthusiastically renders service request by the school
        - Participates in activities outside of school, like Scouts, Church, or volunteers services for elders, poor, or disadvantaged
        - Represents the school admirably and honorably in school competitions
    - The following requirements are mandatory for members:
        - Members must participate in the chapter service projects in each year of membership.
        - Members should invest a minimum of fifteen hours in these projects.
        - The individual service project hours need to be completed by April 30.

        - Members must have proper documentation for completing the project service hours. [See NJHS Advisor for documentation forms.]
- Leadership: Student leaders are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life.
    - The following characteristics reflect an NJHS member:
        - Applies principles and makes suggestions when faced with challenges
        - Demonstrates initiative in promoting school activities
        - Exhibits positive influence on peers and inspires positive behavior in others
        - Able to delegate responsibilities
        - Holds positions of responsibility in clubs, advisory, or on teams
        - Demonstrates leadership in the classroom, during athletics, or other community activities
- Character: A student of good character upholds principles of morality and ethics; is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a healthy, ethical lifestyle. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, consideration, and citizenship.
    - The following characteristics reflect an NJHS member:
        - Graciously accepts criticism and recommendations
        - Exemplifies desirable qualities of behavior (cheerfulness, friendliness, and poise)
        - Avoids all academic dishonesty, including missing announced tests or major project due dates.
    - Members must comply with school regulations and Honor Code.
        - All disciplinary actions are recorded and violations are addressed by the Divisional Director for the NJHS faculty committee to review.
        - If a member has a Type III, IV, or V then he/she may be dismissed from NJHS. A written letter explaining the reason for dismal will be sent to the student.
        - If a member has a Type II violation, then he/she will be given a written warning and will perform public service. If a second violation of a Type II occurs again within three months, then the student may be dismissed from the NJHS.

Appeal Process

- If a student feels an error in reviewing his/her qualifications has occurred, then he/she must complete the Appeal Packet within seven school days that invitations are presented to members.
- Completion of the appeal packet must be timely so if an error has occurred, then the student can still attend the induction ceremony, which is typically scheduled within three to four weeks after the tapping process.
- The Appeal Packet:
    - Obtain a copy of his/her transcript from School Office
    - Obtain three outside recommendations (not faculty or staff from Epiphany or family members), but could be a coach, drama, or dance teacher, employer, or leader in the community.
    - NJHS Faculty Committee will then review the appeal packet and either accept the member or give a written explanation within one week of receiving the appeal packet as to why the applicant was rejected.
    - If the appealing student is a 6^{th} or 7^{th} grade student, then he/she may qualify again in the future and may be accepted later.

ATHLETICS PROGRAM

The interscholastic athletic program at Epiphany intends to enrich the lives of all scholar-athletes and the entire school community by promoting the values of bountiful teamwork, honorable competition, steadfast discipline, and joyful sportsmanship. The scholar-athletes will develop the skills necessary to excel in sport and in life. They represent their school, their teammates, their families, and themselves with the highest levels of character and integrity.

THE SCHOLAR-ATHLETE'S CODE

Participation in the athletic program is not a right; it is a privilege. Therefore, it is imperative that all students taking part in the athletic program understand and follow The Scholar-Athlete's Code. Scholar-athletes must recognize that the coaches of the sport, along with the Director of Athletics and the school's administration, have the right to remove these privileges should the scholar-athlete fail to adhere to the following standards:

- I will participate enthusiastically in my academic and athletic endeavors.
- I will recognize that student participation in athletics is a privilege.
- I will follow the rules set by my coaches and my school.
- I will develop a team attitude.
- I will maintain high academic standards.
- I will demonstrate appropriate classroom behavior.
- I will exhibit pride in my team and my school.
- I will represent my team and school with class and dignity at all times.
- I will develop and maintain a positive attitude despite any challenge before me.
- I will be coachable and open to constructive feedback.
- I will commit to the skill development of my sport.
- I will behave with integrity and play by the rules.
- I will play with dignity and grace, regardless of winning or losing.

INTERSCHOLASTIC SPORTS OFFERED

Epiphany will offer sports as student interest, facilities, and scheduling permit. Varsity, for most interscholastic sports offered, will compose of grades 9-12. Junior Varsity, for most interscholastic sports offered, will compose of grades 7-10. Middle School teams, for most interscholastic sports offered, will compose of grades 7-8. Sixth graders are not allowed to participate on or be managers for interscholastic sports teams at Epiphany, except for Cheerleading. Presently, the following interscholastic sports are offered (depending on the expectation of the number of participants):

SEASON	SPORT	LEVEL OF COMPETITION	START DATE
Fall	Women's Volleyball	Varsity & JV* & Middle School	Week of August 1st
	Women's Tennis	Varsity & JV*	
	Men's Soccer	Varsity & JV*	
	Co-Ed Cross Country	Varsity (grades 7-12)	
Winter	Women's Basketball	Varsity & JV* & Middle School	Week of November 1
	Men's Basketball	Varsity & JV & Middle School	
	Co-Ed Swimming	Varsity (grades 7-12)	
	Co-Ed Cheerleading	Varsity (grades 6-12)	
Spring	Women's Soccer	Varsity & JV*	3rd Monday of February
	Men's Tennis	Varsity & JV*	
	Men's Lacrosse	Varsity (grades 7-12)	
	Co-Ed Golf	Varsity & JV*	
	Co-Ed Track	Varsity (grades 7-12)	

**Team will form should there be sufficient number of athletes.*

MEMBERSHIP AND CONFERENCE AFFILIATION

Epiphany's athletic program is governed by the rules and guidelines established by the North Carolina Independent School Athletic Association (NCISAA). NCISAA rules and regulations can be found at www.ncisaa.org. Additionally, Epiphany is a member of the Carolina Independent Conference (CIC). CIC schools compete under the guidelines established by the NCISAA. A copy of the CIC Constitution and Handbook of Policies and Procedures is available for your review in the office of the Director of Athletics.

ELIGIBILITY & REQUIREMENTS

Participation in Epiphany athletics requires that all scholar-athletes conform to the standards established by the NCISAA, the CIC Conference, and The Epiphany School of Global Studies. The following academic, age, and medical requirements must be honored:

ACADEMIC ELIGIBILITY

See ELIGIBILITY in STUDENT LIFE above.

AGE ELIGIBILITY

Scholar-athletes must be younger than 19 years of age on or before 1 August of his/her senior year to be eligible for participation in interscholastic athletic competition.

MEDICAL ELIGIBILITY

Scholar-athletes who participate in interscholastic athletic competition are required to have an up-to-date physical exam indicating that they are in good health and properly prepared for competitive physical activity. An up-to-date medical record will be defined as having had a complete physical examination within the last 12 months prior to the season's first practice.

REQUIRED FORMS

In order to participate by the first day of practice, a scholar-athlete must submit all of the four following items:

1. Signed Scholar-Athlete Contract
2. Signed Transportation Form
3. Completed Medical Examination Form
4. Signed Student Concussion Form

ATHLETIC FEES

The financial costs of developing and maintaining an athletic program are quite significant. To offset the expenses incurred from maintaining practice and game facilities, compensating coaches, paying game officials, purchasing vehicle fuel and maintenance, and developing an inventory of team uniforms, Epiphany charges an athletic fee ($275.00 per student on Trent Campus), which is included the student's Comprehensive Fee that is billed with tuition. Also, included in this Comprehensive Fee is free admission to all regular season home games (only for students and immediate family members; other guests must pay for admission).

INFORMATIONAL MEETINGS

Before the beginning of each season, the Director of Athletics will hold a parent meeting to distribute a practice and game schedule and review the program guidelines. During this meeting, each coach will convey his/her individual expectations with parents and scholar-athletes. The meeting will also provide an opportunity for parents to meet the coach and present any questions that they may have about the upcoming season. Following this meeting, most communication will occur between coaches and players; scholar-athletes can and should embrace the responsibility of communicating information with their parents. A team parent will provide periodic updates to all families.

TRAVEL TEAMS

Because of limitations with space on travelling vehicles and time spent away from doing homework, coaches (with the collaboration of the Director of Athletics) will decide about appropriate travel teams; not every scholar-athlete will

necessarily travel to compete in away matches/events.

NO CUT POLICY & PLAYING TIME

Epiphany's philosophy on athletics includes a no-cut policy. "No-cut" means that if a student wishes to compete on an athletic team and will adhere to the Scholar-Athlete's Code, then there is a place for that individual to participate. This policy does not include any guarantees regarding playing time. The coaches of each sport will work diligently to balance a number of values. The head coach will make the final decision about playing time, and scholar-athletes and parents are expected to honor these decisions. Furthermore, any athlete who violates the Scholar-Athlete Code or the school's Honor Code may receive limited playing time or be dismissed from the team.

EJECTION POLICY

Epiphany follows the bylaws of the NCISAA and adheres to its athlete's ejection policy:

> 3.2.2.8.1. Any NCISAA player who is ejected in any contest, in any sport, in any season will not be allowed to participate in the next scheduled contest but may sit on the team bench.
>
> 3.2.2.8.2. If the same player is ejected a second time from any contest, in any sport, in any season he/she will not be allowed to participate in the next two scheduled contests but may sit on the team bench.
>
> 3.2.2.8.3. If the same player is ejected from any contest a third time, he or she will not be able to participate in any athletic event for a calendar year.

GAME SCHEDULE

The Director of Athletics will develop a schedule of the games for each team. This schedule will be up-to-date on the official calendar of the school's website. If there is a need for deviation from the original game schedule, the Director of Athletics will follow the Event Cancellation Policy (see below) to keep families apprised. The variation in weather conditions across the wide geographic area where Epiphany competes differs greatly. Epiphany and its coaches will do everything possible to keep students and families informed as these changes arise. Furthermore, the Director of Athletics will strive to ensure that long-distance travel times will not be scheduled back-to-back, and if possible will be reserved for Fridays. In addition, all games will be scheduled in the hope that they do not conflict with other school events, especially mandatory events.

PRACTICE SCHEDULE

The Director of Athletics will develop a schedule of practices for the team. This schedule will be distributed to parents at the initial informational meeting at the beginning of the season. If there is a need for deviation from the original practice schedule, the Director of Athletics will follow the cancellation policy to keep families apprised.

GAME & PRACTICE ATTENDANCE

Each scholar-athlete is expected to attend all games and practices. If for some reason a scholar-athlete must miss a scheduled event, then he/she must make every effort to notify the coach ahead of time. The coach will take disciplinary action (reduced or waived participation in upcoming competitions) when events are missed without advanced notice and for an illegitimate purpose. Ultimately, succession of absences may result in dismissal from the team, a ban from all athletics for an entire calendar year, and/or possibly forfeiture of PE course credit (for Upper School students). This policy applies to official summer practices as well. Fall practices always begin during the first week of August. Scholar-athletes and families need to bear this in mind when making summer plans.

EVENT CANCELLATION POLICY

In the event that a practice or game must be cancelled, the school will notify parents via Rediker's Parent Alert System. Parents will receive a text message and/or a voicemail. It is imperative that the school has each parent's cell phone number. Updates to schedules will also be posted on the school website.

TRANSPORTATION
The family of the scholar-athlete is responsible for providing transportation to and from all practices. Epiphany will provide transportation from the school to away athletic events when the bus or van and the suitable driver can be secured, and at least one coach will always ride with the team. In the event that the school cannot provide transportation to an away game, the coach and the team parent will secure parent volunteers to drive to the game. To honor the time commitment of coaches, it is imperative that scholar-athletes are picked up in a timely manner upon their return to school.

A scholar-athlete may ride to an away athletic event in alternative transportation only when there is not sufficient space in the team bus/van or the bus/van is not available.

A scholar-athlete may ride home from an away game only with his/her parent if that parent has spoken with the coach following the game or presented a written note specifying alternative plans.

ONE SPORT PER SEASON
Scholar-athletes will have the first two weeks of a season to choose the one sports team on which they will participate. Scholar-athletes will participate with only one team per season.

UNIFORMS
Epiphany will provide a portion of the complete uniform, except for tennis, swimming, cheerleading, and golf teams. For example, the school may provide the tops, and the scholar-athlete must purchase the remaining uniform. Other equipment and apparel may be suggested by individual coaches, but will be the responsibility of the student and his/her family.

Scholar-athletes will return school uniforms to the Director of Athletics at the conclusion of the season. Failure to return uniforms will result in the scholar-athlete's grades being withheld. Scholar-athletes are responsible for their uniforms during the season. If a uniform is lost, stolen, or damaged through a lack of responsibility, then the scholar-athlete is responsible for the cost of the uniform.

EQUIPMENT AND PERSONAL BELONGINGS
Scholar-athletes are expected to be responsible with their practice clothing, uniforms, and sports equipment. Proper storage of clothing and equipment before, during, and after practice will help to eliminate an overflow in the school's Lost and Found and unnecessary damage or theft. All items left behind following a practice or game will be turned in to the Lost and Found. Scholar-athletes are encouraged to develop a plan for storing and removing books, clothing, and equipment each day to help to eliminate this problem. An additional locker will be issued to scholar-athletes during the season.

GAME DAY DRESS
See DRESS CODE section of this handbook (below).

CAPTAINS
Each head coach will submit to the Director of Athletics the name of the scholar-athlete whom he/she (perhaps with the participation of the team) has elected to serve as a captain. In addition to aptitude in the sport, the proposed captain must maintain a positive and cooperative attitude, should be held in the esteem of his/her teammates, and should consistently demonstrate an "above and beyond" commitment to the team's success. Though varsity captain positions are generally held by upperclassmen (grades 11 & 12), the coach may appoint a younger student who may serve effectively in this role. Furthermore, the team may have no more than two captains.

ANNUAL AWARDS
The following awards will be recognized at the end-of-year Honors Convocation:

- The Scholar-Athlete of the Year Award is given, along with the CIC All-Scholastic Team plaque, to an Upper School male and female student who participated in at least two sports that year and who had the highest GPA

over the course of the school year.

- The Falcon of the Year Award is given to a male and female Upper School scholar-athlete who participated in at least two sports that year and who excelled both on and off the playing field in the past year. Not only are these students exceptional athletes with numerous accomplishments on the playing field, but also they do well in the classroom; are leaders for other students with their hard work, dedication, teamwork, and good sportsmanship; and they truly define what it means to be an Epiphany Falcon.
- The Junior Falcon of the Year Award is given to a male and female Middle School scholar-athlete who participated in at least two sports that year and who excelled both on and off the playing field in the past year. Not only are these students exceptional athletes with numerous accomplishments on the playing field, but also they do well in the classroom; are leaders for other students with their hard work, dedication, teamwork, and good sportsmanship; and they truly define what it means to be an Epiphany Falcon.

VARSITY LETTERS

Earning a varsity letter requires evidence of commitment to the team and emerging expertise in the sport.

General Policies for Lettering

Varsity athletes who remain as members of the team in good standing throughout the full season are eligible to earn a varsity letter, subject to the provisions below:

1. The scholar-athlete significantly contributes to the team, attends all practices and games unless excused by the coach, including pre- and post-season tournaments.
2. Senior scholar-athletes who have participated in a given program (varsity or junior varsity) for at least three years shall receive a varsity letter.
3. Injured athletes who meet the "playing time" criteria for the contests prior to the time of the injury may receive a letter. The player must complete at least half the season to be considered.
4. Managers who have held the position for an entire season in the same sport may earn a letter. Only those who, in the judgment of the coach, have made a significant commitment of time and effort shall be awarded the letter.
5. In cases of extenuating circumstances, exceptions to the standards listed below are permitted with the approval of the coach and the Director of Athletics.

Playing Time Criteria for Lettering

- Basketball: participate in 50% of quarters played
- Cheerleading: cheer in at least 90% of the games
- Cross Country: participate in 75% of team meets
- Golf & Tennis: participate in 75% of team matches played
- Lacrosse: participate in 50% of quarters played
- Soccer: participate in 50% of halves played
- Swimming: compete in 75% of the team meets
- Track: compete in 75% of the team meets
- Volleyball: participate in 50% of full games played

Any student involved in the interscholastic athletic program who does not receive a letter will receive a certificate of participation, signed by the Director of Athletics and Head of School.

EXPECTATIONS OF COACHES

In addition to fulfilling the vision of the Athletic Department, coaches at Epiphany will strive to the following standards:

- Be excellent communicators with parents, scholar-athletes, Director of Athletics, and other community leaders.
- Create a positive environment that allows scholar-athletes to have a memorable and beneficial experience.
- Identify the unique gifts of individual scholar-athletes and develop the group into a team where each individual has an opportunity to contribute his/her gifts.
- Teach the specific skills of the particular sport by using the optimal means, methods, and resources that are available.
- Teach the skill of competition and put the team in the best position to find success.
- Be able to hold scholar-athletes accountable and provide discipline as necessary. If appropriate, scholar-athlete discipline should be communicated to the parents of the scholar-athlete.
- Travel on the team bus or van to and from all games, and always have appropriate forms (i.e. medical, scorebook) along.
- Support student academic expectations, responsibilities, and achievements.
- Support the coaches and players of other Epiphany athletic teams.
- Model good sportsmanship and personal integrity at all times.
- Consider the important commitments of scholar-athletes outside their sport.
- Locate a volunteer parent to serve as the "Team Parent."

ATHLETE / COACH RELATIONSHIP

The coach has one of the most powerful influences on the athletes, perhaps more than anyone outside the family does. John Wooden called the responsibility of being a leader "a sacred trust: helping to mold character, instill productive principles and values, and provide a positive example to [the athletes]."

Epiphany coaches, like the faculty and staff, work diligently to uphold the standards established by the school. Over the course of an athletic season, differences may arise among scholar-athletes, parents, and coaches on issues of coaching philosophy, playing time, and other related matters. Epiphany expects coaches and scholar-athletes to work together to resolve conflict. Scholar-athletes must respect the coach and abide by the decisions made by the coaching staff—even when scholar-athletes may not initially understand the decisions.

PARENT / COACH RELATIONSHIP

In order to teach responsibility and to develop maturity, Epiphany encourages the scholar-athlete to learn to address concerns to the coach in most situations rather than allowing the parent to handle all conflict. Nevertheless, both parenting and coaching are extremely difficult responsibilities. By establishing an understanding of each position, coaches and parents are better able to accept the actions of the other and provide greater benefit to scholar-athletes.

Parents have a right to understand the expectations placed on their son or daughter. This understanding begins with clear communication from the coach of the team.

METHODS OF COMMUNICATION

- Electronic communication should never be used as a means to resolve conflict.
- Email should be used between parents and coaches only to provide specific information regarding practice and game times, team logistics, and arrangement of appointments.
- Any inappropriate emails from coaches, parents, or scholar-athletes should be forwarded to the Director of Athletics.

Communication Parents Should Expect from the Coach	**Communication the Coach Should Expect From Parents**
• Philosophy of coaching • Expectations that the coach has for all the players on the team, and possible repercussions if those expectations are not met. • Through the "team parent," weekly e-mails with location and times of all practices, games, and any expectations (as well as updates). • Team requirements, such as special equipment, offseason conditioning, etc. • Discipline that results in denying a player's participation • Communication of any scholar-athlete who will be awards at the Sports Award Ceremonies.	• Concerns expressed directly to coach, not to school • Notification of any schedule conflicts well in advance • Specific concern in regards to a coach's philosophy and/or expectations • Notification in writing if the scholar-athlete will not be riding with the team to or from games, along with information concerning with whom he/she will be riding. • Written permission to move scholar-athlete from an age appropriate team to one that consists of older students.
Parental Concerns Appropriate to Discuss with Coach	**Parental Concerns Not Appropriate to Discuss with Coach**
• The treatment of the athlete, mentally and physically • Ways to help the athlete improve, in the sport and in life • Concerns about the athlete's behavior, working with one's teammates and honoring one's own potential	• Playing time • Team strategy • Play calling • Other scholar-athletes

CONFLICT RESOLUTION

If there is repeated conflict between a scholar-athlete and a coach, the Director of Athletics will mediate accordingly. Likewise, if a parent has a conflict with a coach, then he/she should speak privately, face to face, with the coach to share the concern. If the coach is unavailable, the parent should call the Director of Athletics, not the Head of School. The parent should not confront a coach before or after a game or practice. These can be emotional times for both the parent and the coach. Epiphany respectfully asks parents to wait 24 hours before contacting a coach.

Should the meeting with the coach not provide a satisfactory resolution, then the parent should call and set up an appointment with the Director of Athletics to discuss the situation. At this meeting, the appropriate next step can be determined. If further action is needed, the parent and/or scholar-athlete may then initiate contact with the Head of School.

NCAA—PROSPECTIVE COLLEGIATE ATHLETES

Some scholar-athletes have a goal to participate in athletics at the collegiate level. The Director of Athletics and the College counselor are available to assist scholar-athletes in pursuit of this goal. The most important thing to consider in the college selection process is academic fit. Athletics are important, but they are secondary to academic opportunities.

Here are some things that a prospective collegiate athlete should keep in mind.

- Communication with your high school coach is imperative. Scholar-athletes who have a strong desire to compete at the collegiate level should schedule an appointment with their coach to discuss this decision.
- Coaches and scholar-athletes should work with the College Counselor to develop a realistic list of college choices.
- The scholar-athlete should create a résumé that reflects his/her overall high school experience and that highlights athletic accomplishments. The coach, Director of Athletics, and College Counselor should review this résumé.
- The scholar-athlete should create a letter of interest to be sent, along with the résumé, to the collegiate coaches. Coach, Director of Athletics, and College Counselor should review this letter prior to mailing.
- The scholar-athlete should meet with Director of Athletics to discuss the process of registering with the NCAA Clearinghouse (*ncaa.org*).

ATHLETIC ADVISORY COMMITTEE

The Athletic Advisory Committee is a selected group of parents who are interested in interscholastic athletics at Epiphany. The committee supports and encourages athletic activities and the school's scholar-athletes. The committee also facilitates and encourages participation in athletic activities for the benefit of all students. The committee is responsible for improving athletic processes and event functions. Meetings are held monthly.

ATHLETIC ACHIEVEMENTS IN EPIPHANY HISTORY

<u>All-State Athletes (in alphabetical order)</u>

- Brizes, Ian—Men's Soccer 1A—2012
- Chivola, Jordan—Lacrosse 2A—2016
- Cowan, Megan—Volleyball 1A—2012
- Davis, Avery—Volleyball 2A—2014
- Dembart, Kyle—Golf 1A—2012
- Gingrich, Jarrett—Cross Country 2A—2014, 2015
- Gray, McKinley—Cross Country 1A—2010, 2011, 2012, 2A—2013
- Hill, Jared—Baseball 1A—2013
- Hoard, Lake—Cross Country 1A—2011, 2012, 2A—2013
- Hoard, Nicole—Volleyball 2A—2014
- Johnson, Eve—Cross Country 1A—2012
- McLaughlin, Dana—Women's Soccer 1A—2012, 2013
- Oros, Jake—Cross Country 1A—2011
- Radford, Haley—Volleyball 2A—2014
- Russo, Hannah—Cross Country 1A—2012, 2A—2013
- Vorleiter, Florian—Men's Soccer 1A—2012
- White, Parker—Cross Country 2A—2014

<u>State Champions (in chronological order)</u>

- 2012-2013—The Epiphany School of Global Studies, Wells Fargo Cup Champion – 1A
- 2012—Lake Hoard, Cross Country 1A

- 2012—Women's Cross Country Team, state runner-up 1A
- 2012—Volleyball Team, state runner-up 1A
- 2013—Men's Cross Country Team, state runner-up 2A
- 2014—Men's Cross Country Team, state champions

Conference Awards (in alphabetical order): CPIC 2008-2014, CIC 2015-present

- Co-Ed Golf Team—CPIC Champions, 2011, 2012, 2014
- Costa, Helder—CPIC Coach of the Year, Men's Soccer, 2012
- Costa, Helder—CPIC Coach of the Year, Women's Soccer, 2012, 2014
- Coverdale, Greg—CPIC Coach of the Year, Women's Soccer, 2013
- Diamadi, Ethan—CPIC Golfer of the Year, 2014
- Gray, McKinley—CPIC Male Runner of the Year, 2013
- Hoard, Lake—CPIC Female Runner of the Year, 2013
- McAlister, Linda—CPIC Coach of the Year, co-ed golf, 2014
- Men's Cross Country Team—CIC Champions, 2015
- Men's Cross Country Team—CPIC Champions, 2013
- Men's Soccer—CPIC Co-Champions, 2012
- Men's Swimming Team—CIC Champions, 2015, 2016
- Men's Swimming Team—CPIC Champions, 2010, 2011, 2012
- Neibaur, Kelvin—CPIC Coach of the Year, Softball, 2011
- Radford, Darryl—CIC Coach of the Year, Volleyball, 2014
- Radford, Darryl—CPIC Coach of the Year, Volleyball, 2011, 2012, 2013
- Radford, Haley—CIC Player of the Year, Volleyball, 2014
- Smith, Ashton—CPIC Female Swimmer of the Year, 2012
- Volleyball Team—CIC Champions, 2014
- Wang, David—CIC Coach of the Year, Swimming, 2015
- Wang, David—CPIC Coach of the Year, Swimming, 2011, 2012
- Women' Cross Country Team—CPIC Champions, 2013
- Women's Soccer Team—CPIC Champions, 2014
- Women's Soccer—CPIC Co-Champions, 2013
- Women's Swimming Team—CIC Champions, 2015, 2016
- Women's Swimming Team—CPIC Champions, 2010, 2011, 2012
- Women's Volleyball Team—CPIC Co-Champions, 2013

COMPUTER & INTERNET ACCEPTABLE USE POLICIES

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* (page 3) indicate that they have reviewed these terms and conditions and agree to comply.

Epiphany is not responsible for lost or damaged electronic devices.

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.

CELL PHONES

Students are required to be present, responsive, and available to others, and the use of cell phones is not permitted once the student enters the building until school dismissal, with the following exceptions:

1) Upper School students may access their cell phones during the morning break period.
2) Upper School students may access their cell phones between periods while in a classroom with teacher permission.
3) All students may access their cell phones during class, as directed by a teacher, to facilitate classroom instruction.

During the school day, Middle School students must store their cell phones in their backpacks or lockers.

Student cell phones must be placed on "silent mode" during school hours.

Cell phones should not be used for personal phone calls. All student phone calls should be placed from the Main Office.

Students may not connect to the school's Wi-Fi system without the approval of the Divisional Director and/or the Director of Technology.

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 instructional purposes only during school hours. Parents may initially register these items electronically with the *Student & Family Information Form*. During the school year, parents must contact the Director of Technology, via email, to make changes to their student's device registrations. Inappropriate use of the device may result in the loss of the privilege to use the device on campus.

Headphones may be used with the following criteria:

- Plugged into registered electronic device (and not cell phone)
- Cannot be shared with another student
- Permitted only in the following locations: Media Center, Tutorial in PAC, and Study Hall

Inappropriate use of electronic devices includes, but is not limited to, texting other students during the day, taking pictures, gaming, and recording conversations/dialogues.

Inappropriate use of an electronic device, as determined by a teacher or administrator, is a Type II violation and will result in the following:

- Parents/guardians, as well as the student's advisor, will be notified of the offense. Additionally, the Director of Student Life will remind the parent/guardian and student of the electronic device policy and expectations.
- First violation—one-day confiscation: the Director of Student Life will retain the electronic device. After 3:05pm, the parent/guardian or student may collect the item.
- Second violation—five-day confiscation: the Director of Student Life will retain the electronic device throughout the school day for five school days.
- Third violation—fifteen-day confiscation: the Director of Student Life will retain the electronic device throughout the school day for fifteen school days.
- Any subsequent violation will result in another fifteen school days. The Administration reserves the right to issue additional consequences or mitigate consequences depending on the situation.

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:

- DO NOT access personal electronic mail (e-mail or instant messages), social networks (e.g., Facebook, Twitter, Instagram, etc.), and user storage on the network during school hours.
- DO NOT use cell phones to access the Internet.
- DO 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.
- DO 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.
- DO NOT use the network in such a way to disrupt other users by downloading, modifying, or installing programs on to school computers.
- DO NOT use the network in such a way to download / stream files or movies to personal devices.
- DO obtain the express permission of the appropriate school personnel when posting pictures, videos, or sound recordings online for school events or assignments.
- DO NOT use electronic communication outside school hours should as a means to resolve conflicts between school constituents (administration, faculty, parents, and students). E-mail should be used only to share information, set up meetings, and make inquiries; it is not a not an appropriate means to lodge complaints or criticism.

Administrators have access to all these areas. Messages relating to, or in support of, illegal activities may be reported to criminal authorities.

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.

SYSTEM 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, network, software, or data of the school's or another user. Bypassing user credentials or use of another's 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.

SCHOOL EMAIL ACCOUNTS

Epiphany issues school email accounts through Gmail to students. These email accounts are contained within the school's network and do not function for external communication purposes. For all school-related communications, students must use their school email accounts.

SOCIAL MEDIA & 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. Use of electronic communication or social media to harass another student—whether on or off campus—is a violation of the school's Honor Code. *Cyberbullying* is the use of electronic devices and/or social media to create a climate of fear and/or causes substantial disruption of the work of the school and/or interferes with 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.

Any perceived threat to health or property, including without limitation any communication and/or any post on any form of 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.

DISCIPLINARY POLICIES & EXPECTATIONS

The Epiphany School of Global Studies aspires to create and maintain a safe, positive, welcoming, and cooperative environment for all community members. Therefore, it is expected that all Epiphany community members (staff, faculty, and students) live up to the school's Honor Code: **RESPECT, RESPONSIBILITY, SERVICE,** and **INTEGRITY**.

- The value of respect reminds students to listen to and value different people and their opinions, and to give others dignity despite personal feelings. Respectful students practice "The Golden Rule"—do unto others, as you would have them do unto you.
- The value of responsibility challenges students to develop their God- given gifts. Responsible students take initiative to maintain and enhance their school environment.
- The value of service compels students to utilize their God-given gifts in the service of others.
- The value of integrity challenges students to be true to themselves and their beliefs. Students with integrity do the right thing even when they may be afraid or uncertain.

Epiphany acknowledges 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.

Epiphany understands that minors and young adults do not always make wise decisions and are prone to mistakes. Epiphany strives to create an environment in which students are encouraged to learn from their mistakes and become the best version of themselves. For this reason, Epiphany strives to understand the "entirety of the situation and the student" when formulating consequences for student misconduct. Mitigating circumstances that may lead to varying penalties for student misconduct (that may appears to be "the same on the surface" to outsiders) may include, but is not limited to, student history at the school, class standing, student intent, previous disciplinary issues, witnesses, etc.

The disciplinary policies encourage students to take responsibility for their actions and to understand that all personal decisions/actions have consequences. Frequent repetition of misbehavior will call for a review of the student's conduct in a parent conference with the Administration.

Epiphany regards disciplinary issues and consequences as confidential in nature. Parents, guardians, and/or students should understand that consequences might vary from student to student. Moreover, gossip regarding consequences of other students may not be accurate.

PROCEDURES FOR HANDLING INAPPROPRIATE BEHAVIOR

The following methods may be used for handling inappropriate behavior:

1. Individual teacher intervention, according to specific teacher's classroom management plan
2. Issuance of consequence and notification by Grade Chair
3. Referral to Director of Student Life plus additional consequence
4. Conference with parent, teacher, student, advisor, Grade Chair, Director of Student Life, and Divisional Director

INFRACTIONS & CONSEQUENCES

Consequences for violating the Honor Code (academic and general conduct) include, but are not limited to, the following:

- Zero for the assignment
- Resubmission of the assignment for no credit
- Written/verbal apology
- Parent/student conference
- Ineligibility from athletics and/or co-curricular activities for a set length of time
- Community service hours
- Detention/work period
- Special research project on honor/core value

- For egregious academic/behavioral misconduct beginning in Upper School, notification to potential colleges/universities
- In-School/Out-of-School Suspension
- Withdrawal from school

Students who are members of an honor society and/or student senate may receive more stringent consequences for violations of the Honor Code because these students are held to a higher standard.

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

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

- Tardiness to class
- Minor littering of the school property
- Running or shouting in the building
- Eating or drinking outside designated eating areas
- Chewing gum on campus
- Unexcused late arrival to school

Any teacher, administrator, staff, or authorized parental volunteer may issue a verbal reprimand to a student with the expectation that the offense is quickly corrected. The Grade Chair may or may not be contacted for Type I offenses.

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

- Uncorrected Type I offense, if violation is not immediately correctable.
- Repeated violations of the same Type I offense
- Not attending assemblies or required tutorials
- Disruptive classroom behavior
- Horseplay
- Use of vulgar, degrading, or disrespectful language
- Public displays of romantic affection
- Violation of Dress Code (see Dress Code section for consequences)
- Violation of Sign In/Sign Out policy
- Improper use of cell phones and/or personal electronic devices (see Computer & Internet Acceptable Use Policies section for consequences)

The Director of Student Life will issue appropriate consequences, which may or may not include a verbal warning, written warning, an administrative meeting with student, administrative meeting with parents or guardians, student detention, or work period.

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

- Repeated violations of the same Type II offense
- Disrespect to school personnel
- Disrespect to a fellow student
- Failure to report to detention
- Forgery on school documents
- Defacing school property
- Misconduct at school-sponsored trip or event
- Pushing or shoving another student
- Reckless driving on campus
- Reckless driving to and from co-curricular activities
- Academic dishonesty (e.g., copying another student's assignments)

- Habitual skipping of class (three or more classes skipped per year)
- Conduct unbecoming of an Epiphany student (i.e., actions that are harmful to the school's reputation)
- Failure to remain within designated boundaries on campus or during off-campus school events
- Gambling
- Violations of the "closed campus" policy
- Possession of smoking/vaping paraphernalia

The Director of Student Life will issue appropriate consequences related to the behavior. These consequences may include consequences similar to Type II offenses, and additionally, a 1-2 day suspension is possible. Additionally, students may be placed on disciplinary probation.

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

- Repeated violations of Type II and Type III infractions
- Emotional harassment/mistreatment of school community member (e.g., bullying and cyberbullying)
- Gross academic dishonesty (e.g., cheating and plagiarism)
- Insubordination to school personnel
- Smoking or vaping on campus or during off-campus school events
- Truancy and leaving the school property without appropriate permission
- Possession or use of fireworks and/or other hazardous materials
- Trespassing on school grounds
- Stealing

The Director of Student Life and the Assistant Head of School will issue appropriate consequences related to the behavior. Type IV Infractions require a prompt parental conference, generally a 2-3 day suspension, and/or community service. Additionally, students may be placed on disciplinary probation and may be removed from athletic teams, clubs, Honor Societies, and other distinguished leadership opportunities. Furthermore, offending students may be ineligible to participate in off-campus school-related functions.

Type V Infraction includes, but is not limited to, the following:

- Repeated violations of Type III and Type IV infractions
- Vandalism or destruction of property (personal or school)
- Involvement in a fight, unless a student was clearly acting in self-defense
- Sexual harassment
- Unauthorized entry or altering of computer system (e.g., hacking)
- Violation of the school drug and alcohol policy

Type V infractions are reported directly to the Assistant Head of School (who will inform the Head of School of any Type V infractions) and will require immediate action. The consequences here will include suspension for up to ten days. Additionally, students will be placed on disciplinary probation and will be removed from athletic teams, clubs, Honor Societies, and other distinguished leadership opportunities. Furthermore, offending students will be ineligible to participate in off-campus school-related functions.

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

- Jeopardizing the safety and/or reputation of the student body and/or the school
- Assault on another student or school personnel
- Use, sale, or possession of illegal drugs, alcohol, 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 on campus

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 WITHDRAWAL

On rare occasions, which are outlined in "Infractions & Consequences" (see above), students may be withdrawn 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 the school community.

CLOSED CAMPUS

Epiphany maintains a closed campus for security reasons. The following expectations are strictly enforced: All students dropped off 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 Main Office if they depart prior to dismissal.
- Students are not allowed in the parking lot at any time during the school day.
- In the event that a student needs to retrieve an item from a parked vehicle, he/she may only do so if the Administration has granted approval and appropriate supervision. Failure to honor this procedure is considered a serious safety offense and will warrant disciplinary consequences.

DRUG AND ALCOHOL POLICY

Students of The Epiphany School of Global Studies are representatives of the school and are to conduct themselves accordingly. Therefore, any student possessing, under the influence of, in the act of using or consuming, or having used or consumed any type of illegal drug or any type of alcohol while on the school grounds or at a school event will immediately be reported to the Director of Student Life, who will, in turn, report the incident to the Assistant Head of School and Head of School. The Head of School will contact the parents of the students. The parents of the student will escort the student off the school's property. The student can be reinstated at the discretion of the Head of School.

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.

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. 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 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.

PUBLIC DISPLAYS OF ROMANTIC AFFECTION

In order to preserve the educational environment, students will not engage in any public displays of romantic affection on campus, other than hand-holding and "hands above the waist" hugs of short duration (i.e., no touching of areas that would typically be covered by a swimsuit and the hug will be brief.) Other displays of romantic affection are exclusive, make others feel uncomfortable and are inappropriate in the academic setting.

SEXUAL HARASSMENT

Sexual harassment is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
b. submission to or rejection of such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment;
c. such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance.

Examples of sexual harassment may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the school's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior.

If a student feels that he/she has been sexually harassed, he/she should immediately report the matter to the Divisional Director on the Trent Campus, who will then inform the Head of School. If the Divisional Director is unavailable, the student should report the matter to the Head of School. If the Head of School is not available, or if the student feels it would be unproductive to inform that person or the Divisional Director, then the student should immediately contact the Chair of the Board of Trustees. Once the matter has been reported, it will be promptly investigated, and any necessary corrective action will be taken where appropriate. All complaints of unlawful harassment will be handled in as discreet and confidential a manner as is possible under the circumstances.

The procedure for reporting incidents of sexual harassment is not intended to impair, replace, or limit the right of any student to seek a remedy under available state or federal law by immediately reporting the matter to the appropriate state or federal agency.

If sexual harassment is suspected by an employee against a student, then the student shall inform the appropriate

Divisional Director, who will then inform the Head of School. Any employee engaging in improper harassing behavior toward a student will be subject to disciplinary action, including the possible termination of employment.

If sexual harassment is committed by a student against an employee, or against another student, then the student or employee shall inform the appropriate Divisional Principal (or supervisor), who will then inform the Head of School. Any student engaging in improper harassing behavior will be subject to disciplinary action, including possible expulsion.

All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the School will not allow any form of retaliation against individuals who report unwelcome conduct to the Administration or who cooperate in the investigations of such reports in accordance with this policy. Students who make complaints in bad faith may be subject to disciplinary action, up to and including expulsion. All students and employees must cooperate with all investigations.

It is Epiphany's policy to prohibit intentional and unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, or age. The purpose of this policy is not to regulate our students' personal morality, but to ensure that in the school no one harasses another individual.

If students feel that they have been subjected to conduct that violates this policy, then they should report the matter immediately, as outlined in this policy. If students are unable for any reason to contact the appropriate individuals, or if they have not received a satisfactory response within five business days after reporting any incident of what they perceive to be harassment, then they need to contact the Head of School. (Note: If the complaint is directed at the Head of School, then the student should contact the Chair of the Board of Trustees.) Every report of perceived harassment will be investigated fully, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, Epiphany will not allow any form of retaliation against students who report unwelcome conduct to the Administration or who cooperate in the investigations of such reports in accordance with this policy. All students must cooperate with all investigations.

SMOKING/VAPING

The Epiphany School of Global Studies is a non-smoking, non-vaping campus. Smoking, use of tobacco products, and vaping are not allowed by anyone in the building or on the grounds at school-related functions. These areas include playing fields and the parking lot. As a rule, if a student can be seen smoking or vaping from any area of the campus, then he/she will be disciplined for violating this prohibition. Violations in this area result in the following consequence:

- First violation shall result in immediate confiscation of paraphernalia or suspected paraphernalia, a prompt parental conference (via phone or in person), and after school detention.
- Second violation shall result in a two days of in-school suspension.
- Third violation shall be deemed a Type V infraction.

DRESS CODE

The Epiphany School of Global Studies offers a disciplined, learning environment for the students. The appearance of all community members should exhibit the respect for and commitment to the noble and sacred mission, values, and culture of the school. In lieu of adopting an official school uniform, Epiphany has established a Dress Code that is not excessively restrictive. The Dress Code exists to instill **PRIDE, UNITY, and EQUALITY** within the community. By wearing the name of the school, students show their commitment to the community and all that Epiphany espouses. Finally, adherence to a respectable dress code is an effective way for the students to display outwardly the discipline that is required to find success in life.

Because they represent the school to the outside community, students are expected to maintain a neat and scholarly appearance at all times. A sloppy appearance does not convey personal excellence and is not acceptable. Parents should ensure that their students fully uphold these guidelines. The Administration will contact the parent if a student's dress and appearance do not satisfy these expectations. When a Dress Code violation occurs, a student will forfeit certain Dress Code freedoms. Repeated offenses will result in additional consequences.

DRESS DOWN MONDAYS
Considered a freedom for students, each Monday is a Dress Down day, unless otherwise specified by the Administration. On these days, students must choose clothing that is safe, modest, and without offensive advertising. The first Dress Down Day will begin after Labor Day.

DRESS UP DAYS
Throughout the school year, there are days and events that call for Epiphany students to wear their "professional best." "Professional best" means as if the student is applying for a professional position. On these days, young men are expected to wear a tucked-in dress shirt and tie with dress pants and belt, while young women must wear dresses or skirts of acceptable lengths or dress slacks and an appropriate blouse. Dress Up days will be announced the week prior to the event. On occasion, dances will be semi-formal and follow these "dress up" guidelines. These Dress Up Days include Dedication, School Picture Day, Feast of Epiphany, specific classroom/club activities, etc.

SCHOOL TRIP & SPECIAL EVENT ATTIRE
When students leave campus for any school-related trip (including off-campus service) or participate in special activities, the Administration or sponsoring teacher will designate appropriate attire. Permission slips will include information about required attire.

ATHLETIC DRESS
Scholar-athletes are ambassadors of Epiphany. On game days, Epiphany encourages scholar-athletes to wear the Epiphany Athletics T-shirt, athletic polo, or jersey of their team to exhibit consistency, pride and unity.

MIDDLE SCHOOL DRESS CODE

TOPS: boys

- Any solid color shirt that is embroidered with the school logo, including polos, oxfords, turtlenecks, mocks and t-shirts.
- Students may wear tops that reflect the school, the school's athletic teams or co-curricular activities, including Odyssey Shirts. These tops must have "Epiphany" visible on them.
- Tank tops and spaghetti straps are not permitted.
- Any undershirt that is worn with Epiphany attire must be a solid color (no printed words/designs on sleeves).

TOPS: girls

- Any solid color shirt that is embroidered with the school logo, including polos, blouses, oxfords, turtlenecks, mocks, t-shirts, and various "feminine fit" collarless shirts.

- Sleeveless tops and sleeveless dresses are permitted, provided that the "seam across the shoulder" (the strap) is "three finger-widths" or greater. (Measured vertically with the forefinger, middle finger and ring finger against the strap, the fingers pressed close together). Tank tops and spaghetti straps are NOT permitted.
- Students may wear tops that reflect the school, the school's athletic teams or co-curricular activities, including Odyssey Shirts. These tops must have "Epiphany" visible on them.
- Girls should wear a solid color undershirt/camisole, particularly with all cropped "feminine cut" tops to avoid bare midriffs. Girls should not wear short tops that just "graze" the waist of pants.
- The neckline of tops must be worn with modesty to avoid visible cleavage.

BOTTOMS: boys

- Pants and shorts may be in a variety of fabrics (khakis, cords, and denim).
- Bottoms may be either solid colors or prints.
- Camouflage, tie-dye, and anything ostentatious are not permitted.
- All bottoms must be in good condition (no rips or frays) and should fit appropriately, and should have a 7 inch (or longer) inseam.
- Extra-long and/or "baggy" shorts are not permitted.
- Athletic shorts and sweats are not permitted.

BOTTOMS: girls

- Pants, shorts, dresses and skirts may be in a variety of fabrics (khakis, cords, and denim).
- Bottoms may be either solid colors or prints.
- Camouflage, tie-dye, and anything ostentatious are not permitted.
- All bottoms must be in good condition (no rips or frays) and should be at least mid-thigh.
- "Dressy" shorts, Capris, and clam diggers are permitted.
- Athletic shorts and sweats are not permitted.
- Leggings and tights of a solid color or print ae allowed under tops that cover the student's backside. Leggings must be opaque.

SHOES

- Comfortable, casual shoes should be worn at all times. They must be in good condition. These types of shoes include, for example, topsiders, loafers, boots, and sneakers.
- Only Upper School students may wear flip-flops or sandals.
- High heels or wedges of more than 3¼ inches are not permitted.

OUTERWEAR

- Outerwear (including coats, winter, storm, berber, fleece, raincoats, and windjackets) do NOT require an Epiphany logo. Small apparel logos are allowed. Outerwear may not include words, slogans or images.
- Embroidered sweatshirts, sweaters, and fleece vests in an array of colors are permitted.
- Epiphany athletics sweatshirts, sweaters, and jacket (including Letter Jackets) are permitted.
- Hats and gloves must remain in lockers once the school day begins.

PE CLASS ATTIRE

- Students must wear appropriate athletic attire, specifically shorts of a respectable length.
- Sneakers are required.
- Following PE classes, all students must return to normal school attire, unless the class ends the day.

HAIR & GROOMING

- Conventional hair styles are required for all students.
- Hairstyles should never impede visibility of the face and/or extend over the eyes.
- Facial hair must be well groomed.
- Make-up application should be conservative.

JEWELRY & ACCESSORIES

- Modest earrings are permitted.
- Ear cuffs, body piercings, bandanas, and pocket chains are not permitted.
- Sunglasses must be stored when indoors.
- Earring studs must be 4 millimeters or smaller.

UPPER SCHOOL DRESS CODE

Members of the Upper School adhere to an adjusted dress code that is developmentally appropriate for these students who will soon make the transition to college/university life.

TOPS: boys

- Any polos, oxford, button-down, turtlenecks, mock turtle-necks or a neat t-shirt. Small apparel logos are allowed. Tops may not include words, slogans or images.
- Students may wear tops that reflect the school, the school's athletic teams or co-curricular activities, including Odyssey Shirts.
- Tank tops, spaghetti straps, and sleeveless T-shirts are prohibited.
- Juniors and Seniors are permitted to wear appropriate college/university shirts, including T-shirts. Appropriate sponsored slogans, words and images are allowed on T-shirts and sweatshirts associated with colleges and universities.

TOPS: girls

- Any polo, blouse, oxfords, turtlenecks, mocks, or t-shirts. Small apparel logos are allowed. Tops may not include words, slogans or images.
- Various "feminine fit" collarless shirts (ex. Peter Pan). Aside from T-shirts, tops may be plaid, striped, floral, polka dot, etc.
- Sleeveless tops and sleeveless dresses are permitted, provided that the "seam across the shoulder" (the strap) is "three finger-widths" or greater. (Measured vertically with the forefinger, middle finger and ring finger against the strap, the fingers pressed close together). Tank tops and spaghetti straps are NOT permitted.
- Sheer fabric, or see-through fabric is not permitted.
- Students may wear tops that reflect the school, the school's athletic teams or co-curricular activities, including Odyssey Shirts.
- Girls should wear a solid color undershirt/camisole, particularly with all cropped "feminine cut" tops to avoid bare midriffs. Girls should not wear short tops that just "graze" the waist of pants. Bare midriffs are not permitted.
- The neckline of tops must be worn with modesty to avoid visible cleavage.
- Juniors and Seniors are permitted to wear appropriate college/university shirts, including T-shirts. Appropriate sponsored slogans, words and images are allowed on T-shirts and sweatshirts associated with colleges and universities.

BOTTOMS: boys

- Pants and shorts may be in a variety of fabrics (khakis, cords, denim, cotton or nylon).
- Bottoms may be either solid colors or prints.
- Camouflage, tie-dye, and anything ostentatious are not permitted.
- All bottoms must be in good condition (no rips or frays) and should fit appropriately, and should be at least fingertip length. Hands straight down at your sides; the shorts must be below the fingers.
- Extra-long and/or "baggy" shorts are not permitted.
- Athletic shorts and sweats are not permitted.

BOTTOMS: girls

- Pants, shorts, dresses and skirts may be in a variety of fabrics (khakis, cords, cotton, nylon and denim).

- Bottoms may be either solid colors or prints.
- Camouflage, tie-dye, and anything ostentatious are not permitted.
- All bottoms must be in good condition (no rips or frays). Skirts/dresses/shorts should be at least mid-thigh.
- "Dressy" shorts, Capris, and Bermuda shorts are permitted.
- Athletic shorts and sweats are not permitted.
- Leggings and tights of a solid color or print ae allowed under tops that cover the student's backside. Leggings must be opaque.

SHOES

- Comfortable, casual shoes should be worn at all times. They must be in good condition. These types of shoes include, for example, topsiders, loafers, boots, and sneakers.
- Only Upper School students may wear flip-flops or sandals.
- High heels or wedges of more than 3¼ inches are not permitted.

OUTERWEAR

- Outerwear (including coats, winter, storm, berber, fleece, raincoats, and windjackets) do NOT require an Epiphany logo. Small apparel logos are allowed. Outerwear may not include words, slogans or images.
- Sweatshirts (free of slogans, words or images), sweaters, and fleece vests in an array of colors are permitted.
- Epiphany athletics sweatshirts, sweaters, and jacket (including Letter Jackets) are permitted.
- Hats and gloves must remain in lockers once the school day begins.

PE CLASS ATTIRE

- Students must wear appropriate athletic attire, specifically shorts of a respectable length.
- Sneakers are required.
- Following PE classes, all students must return to normal school attire, unless the class ends the day.

HAIR & GROOMING

- Conventional hair styles are required for all students.
- Hairstyles should never impede visibility of the face and/or extend over the eyes.
- Facial hair must be well groomed.
- Make-up application should be conservative.

JEWELRY & ACCESSORIES

- Modest earrings are permitted.
- Ear cuffs, body piercings, bandanas, and pocket chains are not permitted.
- Sunglasses must be stored when indoors.
- Earring studs must be 4 millimeters or smaller.

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 a recently admitted student experiences significant academic difficulty, the Administration may contact his/her parents to determine the appropriateness of the student's placement at the school.

ASSEMBLIES

Special and routine assemblies (like Community Gathering) are held during the school year. Attendance at all school assemblies is mandatory for students in all grades. These events are carefully planned as enrichment to the other programs. Not attending assemblies is a Type II Infraction.

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 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. Students will have adequate time during passing periods 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. 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. The vandalism of school property is a Type V infraction.

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 prior to the visit. All visitors to campus must enter and sign in at Main Reception and obtain a security badge.

COPYING

Students may make or print color copies in the Main Office at a cost of 10 cents per page. For small printing jobs, a networked printer is available in the Media Center. Additionally, networked printers are available with the assistance of a teacher.

DINING ON CAMPUS

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 generally 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. Should a meal from an off-campus restaurant need to be provided, the student will eat the meal in a designated area away from other students. Parents should honor this policy and drop off (on occasion) a forgotten homemade lunch only by bringing it to the Main Reception.

Due to building maintenance and appearance concerns, food and beverages will be consumed only in the designated eating areas (e.g., dining hall, gym, and outside) either during school or when on campus for after-school activities. There is absolutely no food or drink in the PAC and Media Center. Additionally, open containers will not be brought into the school buildings at any time.

Students may use clear water bottles (with water as the beverage only) during the school day (except in the PAC and Media Center).

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

- Leave the area/place clean—even cleaner than previously found.
- 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.

Microwave ovens are available for student use in the Dining Hall. Students should use the microwaves responsibly. Violations of this expectation will be treated as vandalism.

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

eBooks

Students may purchase eBooks instead of an actual bound text in certain classes. If, however, if the student repeatedly fails to charge the electronic device, or if the device requires internet availability during class-time, then the teacher may require that the student purchase a print-bound text.

The Administration and faculty will make best efforts to notify parents/guardians and students of the books that are offered in an eBook format.

Any book that is available in eBook format, and unless the teacher specifically prohibits the purchase of the eBook, may be purchased as an eBook, even if no notification is made by teacher or the administration.

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 may also make the announcement on the school's automated message system—Parent Alert (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 PTO (Parent Teacher Organization, formerly ECO)

Epiphany PTO 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, Epiphany PTO 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.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Fire, tornado, and lockdown 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 will proceed quietly to the designated assembly points. On occasion, members of the New Bern Fire and/or Police Departments may be on campus to help facilitate the drills.

GRIEVANCE AND REIVEW PROCESS

The Epiphany School of Global Studies is committed to following a model of due process that befits the mission and principles of an openhearted 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:

1. 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.
2. Upon receipt of a written grievance, the Divisional Director will arrange for a meeting with all appropriate parties within three days.
3. 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.
4. 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.
5. 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 the Head of School, and together they will determine an appropriate course of action and contact the aggrieved party.

LOCKERS

The school assigns each student a locker to store backpacks and other personal effects during the school day. These lockers 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. No scotch tape or sticker adhesives should be placed inside or outside the lockers. Small magnets may be used sparingly to affix items (e.g., photos) inside the locker. Students may decorate the outside of a locker on a special occasion with administrative approval. If a locker is not working properly, then this malfunction should be reported to the Administrative Assistant. A second locker may be issued to students who compete on an athletic team for the school

or for PE purposes. Students should contact their advisors concerning any items that do not fit properly in their locker.

LOST & FOUND
It is a student's responsibility to retrieve lost articles. The Administration determines the location of the Lost & Found at the beginning of the school year. The Administration will notify students when all unclaimed articles will be given to charity.

MEDIA CENTER
The Media Center contains books, reference materials, magazines, computers, and other resources. Operating policies and procedures will be outlined for students. Additionally, students may check out materials through the circulation process for the Media Center. No food or drink is allowed in the Media Center.

MESSAGES & PHONE CALLS
During the school day, messages can be left with the Main Receptionist for students who will be able to retrieve them in between classes, at lunch, and after school. Additionally, a 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 concerns. 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 should honor the school's cell phone policy. Students should come to school prepared, so calling home for forgotten homework or lunch 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 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 MPAA rating of the film will be included on the permission form.

OFF CAMPUS LUNCH FOR SENIORS
Seniors have the privilege to eat lunch off-campus on Mondays, Wednesdays, and Fridays. They must sign out and sign in at the Front Desk when they choose to eat off-campus, returning promptly before the next scheduled class. They may not bring food or drink back on campus when they return. Seniors who do not abide by these expectations will lose this freedom. Below are the more detailed procedures for Off-Campus Senior Lunch:

- Off-Campus Lunch applies only on normal school days (not Odyssey week, Exam week, Early Release Days, etc.).
- Seniors may leave during both lunch and tutorial blocks.
- Seniors who have a club meeting on Monday, Wednesday, or Friday should not go off-campus for lunch.
- Seniors who are asked by a teacher (with one day's notice) to remain during Tutorial should not go off-campus lunch.
- Seniors must return to campus before their after-lunch class period begins.
    - Should seniors have an official Free Period directly after lunch, they would return before their next class begins.
- Seniors must exit and enter the building only through the Front Foyer.
- Seniors must sign in and sign out at the Reception Desk with the time given on the Reception Clock.
    - Seniors can sign in and sign out only their own names, not the names of classmates.
- Seniors may use cell phones once they are out of the building.
- Seniors should drive safely in and out of parking lot.
- Seniors should be respectful patrons at any dining establishment.
- Seniors may use leftover time to run any errands, if they return to campus on time.

OFF-CAMPUS PARTY INVITATIONS
Distribution of invitations to private off-campus parties/gatherings are not permitted at school.

PARENT & STUDENT CONCERNS
If parents/students have a concern regarding classroom expectations and procedures, then they must make initial contact with the teacher to discuss the concern. Students should begin to assume responsibility for communicating directly with teachers. If the issue is not able to be resolved with the teacher, then the parent may follow the GRIEVANCE PROCESS, as outlined earlier in this handbook.

PARENT-STUDENT-TEACHER CONFERENCES
Official parent-student conferences are scheduled during the school year. On these occasions, parents have the opportunity to meet with teachers and advisors to discuss progress. Other parent conferences may be scheduled as necessary by contacting the school. Parents who wish to schedule meetings that are not academically related should contact the Administration for consultation.

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. Such behavior is a Type I Infraction. Students will keep quiet near the main entrance of the school, where all guests will be greeted and incoming phone calls to the school are received. Hallways should remain quiet during class periods. Students may pass through the gym between periods. If there is a practice or class in session, students are required to stay off the court as they make their way through the gym.

PRAYER
All community members should participate actively and respectfully in the spiritual life of the school. In keeping with our school's *Mission & Guiding Principles*, each class period begins, at the teacher's discretion, with a prayer, reflection, or thought for the day. Each day, except Wednesday, begins with Community Gathering, which includes the recitation of the School Prayer. Chapel services include a reading from and reflection on a passage from Scripture. Parents and families are always welcome and encouraged to attend these Friday gatherings.

PUBLICATIONS & DISPLAYS OF PUBLIC INFORMATION
School publications, productions, or displays/announcements are always subject to the review and evaluation of the Administration. Students will seek the permission of the Divisional 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.

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.

RESTROOM BREAKS
Students should use the restroom between classes or at lunch. A student may use the restroom during class periods without penalty, except during an exam/test. If a student has completed an exam/test, then the student may use the restroom. In rare cases – and for *emergency purposes* only – a student may use the restroom during an exam/test before completion of the exam/test. Emergencies include such things as an unexpected menstruation, vomiting, diarrhea, or contact lens misplacement. When leaving the classroom for a restroom break, the student must strive to keep *class disruption to a minimum.* Students must leave their cell phone in the classroom when using the restroom during class periods. Only one student per classroom at a time may use the restroom.

SCHEDULING APPOINTMENTS WITH DIVISIONAL DIRECTORS OR HEAD OF SCHOOL
Students who wish to meet with a Divisional Director or Head of School must schedule the appointment with the Administrative Assistant for the Trent Campus.

SCHOOL COMMUNICATION

Families will receive an electronic update (*Falcon Focus*) monthly. Anyone who wishes to include information in this newsletter should contact the Director of Advancement. Families are encouraged to consult the website on a regular basis as it is updated with important school announcements.

In the event of a situation that warrants communication from the school, the Administration will communicate with families directly via text and/or e-mail. Families should not rely on speculation and conjecture, particularly from social media. Due to confidentiality, Epiphany is not always permitted to release information regarding sensitive situations.

SCHOOL DIRECTORY

The S*chool 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. The *School Directory* is located on the parent portal.

SCHOOL HOURS

The school opens at 7:30 AM. Families should not drop off students earlier than this time, as adequate supervision will not be in place. Community Gathering begins promptly at 8:15 AM (excluding Wednesdays). All exterior doors will be locked at 8:15 AM. All parents and guests will then enter through Main Reception. Students will be picked up by 3:30 PM unless they are participating in a scheduled co-curricular activity; otherwise, students must remain in the Front Foyer or in the Media Center.

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, Epiphany will not dismiss a student to someone other than his/her parent without written parental consent. Any concerns or suggestions regarding safety should be made directly to the Divisional Director.

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. Expectations regarding service requirements vary across grades. Opportunities include the Crop Walk, Habitat for Humanity, Relay for Life, Special Olympics, and RCS Food Drive/Soup Kitchen.

Students are encouraged to identify additional initiatives that might enrich our school's commitment to the well-being of our immediate neighborhood or the larger world. Parents as well are encouraged to offer suggestions for service experiences to the Divisional Directors or the Head of School.

The school encourages the commitment of service through time and energy, and not necessarily through solicitation of funds. The Director of Advancement must approve any fundraising efforts.

STAFF AREAS

Students are not permitted in the faculty lounge, workrooms, or administrative offices unless accompanied by a faculty/staff member. Students 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 will not enter individual classrooms before or after school hours unless a teacher is present.

STUDENT DRIVERS
Students must register automobiles in the Main Office. Moreover, students must park in assigned parking spaces. Students driving in and out of the school parking lot are to do so at a speed not to exceed 10 mph. Only with permission from the Administration may a student go to his/her vehicle during the school day. Out of consideration for others, loud stereos, honking horns, and riding on the exterior or in flat beds are not permitted. Student parking privileges may be restricted if these criteria are not honored. Students are not permitted to go to their cars during the school day without administrative (not teacher) permission.

SUMMER EXPERIENCES
Students in the Upper School have the opportunity to apply to multiple experiences during the summer, such as HOBY (Hugh O'Brien Youth), Summer Ventures, and Governor's School. These programs require applications, and the Administration will assist students with their applications. Typically, the deadlines for these programs are in the fall semester.

TRAFFIC
Parents and other authorized drivers dropping off and picking up students at the school should use extreme caution. Speeds should never exceed 10 mph. Traffic guidelines will ensure the safety of the community. School personnel will direct these systems, and their instructions will be explicitly followed.

In the morning, all cars will arrive through the main entrance on Trent Road. Entering cars will proceed in a single file to the drop-off area, circling around the left side of the building. Upper School and Middle School students will disembark vehicles at the Rear Canopy. Once students have safely exited, cars should drive around the school and depart out the Trent Road access roadways.

In the afternoon, cars should follow the traffic flow around the building. The pickup line begins at the roundabout of the Front Canopy for all student riders. (Grade 6 students are dismissed at 2:55 daily; and therefore, their drivers should be at the front of the line.) The outer lane of traffic is reserved for passing the line once student riders load.

If a parent needs to park and enter the buildings following dismissal, then he/she should meet the student at the roundabout, accompany the student to the desired location, and then return to the vehicle.

TUTORIAL
Tutorial periods provide students excellent opportunities to access teacher assistance. These periods occur on Mondays, Wednesdays, and Fridays. Students may sign up to see teachers on the tutorial clipboards located in the Upper School hallway. Middle School teachers will be with students in the PAC during tutorial.

VISITORS
The primary entrance during the school day is the Main Reception. All persons entering the school must sign in and wear a security 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. Visitors can then advance to other areas of campus.

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. Epiphany encourages mothers, fathers, grandparents, and other members of the local community to cooperate in enriching the School's educational programs.

All volunteers are required to sign in at Main Reception and receive a security badge, which must be worn during the entire stay on campus. Volunteers should sign out and return their badges when departing. All school volunteers will be required to complete necessary paperwork, including a background check. All paperwork and verification must be completed prior to any volunteering.

GOVERNANCE POLICIES

BOARD OF TRUSTEES

As outlined in the Articles of Incorporation, the Board of Trustees (BOT) bears ultimate responsibility for the life of the school. The functions of the BOT 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 and 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 secure institutional resources
5) Oversee financial operations and determine capital expenditures
6) Participate in ongoing assessment of the school's performance

Neither the BOT as a whole nor any individual member of the BOT 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 BOT is available for review. Contact the Head of School.

LIMITATIONS OF THE HEAD OF SCHOOL'S AUTHORITY

The Head of School is the sole employee of the Board of Trustees, and he/she answers to the board regarding all school operations. In the spirit of openness, the BOT believes that faculty and staff should be made aware of the limitations of Head of School's Authority and the implied expectations. Official school policy requires the dissemination of this information.

<u>Treatment of Parents, Guardians, Students, and Citizens</u>

- With respect to the treatment of parents, guardians, students, and the public, the Head of School shall not allow conditions, procedures, actions, or decisions which are unlawful, unethical, unsafe, disrespectful, disruptive, undignified, or in violation of BOT policy.
- Accordingly, the Head of School shall not:
    - Use methods of managing information that fail to protect the confidential information.
    - Elicit information for which there is no clear necessity.
    - Fail to provide a process for the effective and efficient handling of complaints and concerns.
    - Fail to establish the clear expectation that all employee behaviors and attitudes contribute to an organized culture that is open and responsive, treating stakeholders with respect, dignity, and courtesy, and establishing a system-wide process for monitoring that culture.
    - Fail to assure a system of communication between the school and parents that provides for two-way, timely, and full information about academic progress, safety, and other important matters relating to education.
    - Fail to operate facilities with appropriate accessibility and privacy and meeting high health and safety standards.
    - Fail to inform parents, guardians, students, and citizens of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protection under this policy.
    - Fail to establish procedures that respect the diversity of faiths and viewpoints within the school community while celebrating Christian traditions.
- The Head of School shall not cause or allow any practice, activity, decision, or organization circumstance that is unlawful, imprudent, in violation of commonly accepted business and professional ethics and practices or violate the *Mission & Guiding Principles*, values, traditions, and cultures of the school.

Treatment of Administrators, Faculty, Staff, and Volunteers

- With respect to treatment of paid and volunteer staff, the Head of School shall not cause or allow conditions, procedures, actions, or decisions which are unlawful, unethical, unsafe, disrespectful, undignified, or in violation of BOT policy or negotiated agreements.
- Accordingly, the Head of School shall not fail to establish operational procedures to ensure an organizational culture that conforms to the following values:
    - Encouragement to Love God and Your Neighbor as Yourself
    - Commitment to student-centered, excellent, college-prep education
    - Belief in the importance of Global Studies and the education that comes from visiting other countries
    - Continuation of the culture of open-hearted faith, where Christian traditions are celebrated
    - Maintenance of affordability while still providing for the highest salaries possible for employees within the confines of the school budget
    - Following the virtues of respect, responsibility, service and integrity is expected
    - Passion and enthusiasm
    - Open, honest, and non-misleading communication in all written and interpersonal interaction
    - Common organizational goals as expressed in BOT policies
    - Appropriate confidentiality
    - Commitment to the integrity and the positive image of the school, its trustees, students, leaders, and staff

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, Epiphany will make every attempt to notify the parents/guardians. If the parents cannot 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 student treated to the extent of emergency care. Parents should inform the school of any changes to the *Student & Family Information Form* 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 full service drop-in 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. Parents should pick up their student as soon as possible as he/she will be more comfortable at home and will not be exposing other students to illness.

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
Students needing medication during the school hours are to submit all medicines to the Main Office upon arrival at school. Medication should not remain in the student's possession or in a locker. Medication must 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 as to the administering of the medication. The Administration will record on the *Medication Authorization Form* each time that medication is 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. Parents should send in any other kind of over-the-counter medications for their student 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/guardian must pick up the medication.

PRESCRIBED CONTROLLED SUBSTANCES ON STUDENT TRIPS

Traveling with EPIPHANY is an important experience for our students, especially in the Upper School years, and is strongly encouraged as a way to help teens grow their independence. There are times, however, when an abundance of good caution must prevail. The federal government, due to the potential for their misuse and subsequent street value, regulates certain medications, including all stimulants used in the treatment of ADD/ADHD and most prescription pain medications.

Epiphany requires all prescribed controlled substances to be in the possession of the designated medical person on each student trip. (The "medical person" may be a licensed physician/nurse/physician assistant OR a member of the faculty.) 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
Adderall XR
Amphetamine
Codeine
Concerta
Demerol
Dexidrine
Dilaudid
Fioricet/Fiorinal
Focalin
Focalin XR
Hydrocodone
Lortab/Lorcet Oxycodone
Metadate CD
Methylphenidate
Percocet
Percodan
Quillivant
Ritalin
Tylenol with Codeine
Ultram
Vicodin
Vyvanse

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, the Administration may ask a student 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. Students must earn their place 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. We will notify parents and students in writing in the event that significant changes are made.