



# EPIPHANY PREP CHARTER SCHOOL

## **Student Handbook and Planner 2018-2019**

**HOME OF THE EAGLES!**

**Contact Information:**

**Escondido:**

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***Transforming Students for College, Career and Life***

# Framework

*Epiphany Prep became fully accredited in April, 2015 by the Accrediting Commission for Schools, Western Association of Schools and Colleges. Epiphany Prep's initial accreditation for grades K-8 runs through June 30, 2018. Epiphany Prep completed a self-study assessment and full review from a Visiting Committee in March 2018. In April 2018, the Escondido campus sought out the same accreditation.*

## **Mission**

With the support of families, the mission of Epiphany Prep is to deliver entrepreneurial and innovative educational opportunities that transform the learning potential of marginalized students by strengthening the whole child: intellect, character, and spirit.

## **Vision**

The vision of Epiphany Prep is to transform inner-city students for college, career and life.

Our educational philosophy delivers proven best practices at Epiphany Prep and other high performing inner-city schools nationally. We believe that learning best occurs in the 21st century through a Personalized Learning model via our 4 Learning Pillars (transformational, innovative, entrepreneurial and whole child) which are the principles inspiring our decisions about school design, learning and teaching.

## **4 Learning Pillars**

### **Transformational Learning Pillar: We believe learning best occurs through:**

- A no excuses philosophy of "All Students Will Achieve" their full potential;
- High expectations, proper social and introduction skills and professional uniform dress; and
- A longer 8-hour day, an extended school year and teachers meeting daily to discuss student needs.

### **Innovative Learning Pillar: We believe learning best occurs through:**

- A relentless focus on building a strong college and career culture;
- Aligning instruction by utilizing accelerated "blended" learning software daily; and
- Bi-literacy in dual language Spanish/English immersion classrooms.

### **Entrepreneurial Learning Pillar: We believe learning best occurs through:**

- Rigorous instruction integrated with critical thinking and problem solving strategies;
- Challenging students to take initiative through goal-setting and Project-Based Learning; and
- Preparing students for careers in STEAM (Science, Technology, Engineering, Art and Math).

### **Whole Child Learning Pillar: We believe learning best occurs through:**

- Profiling heroic literary characters to connect behavior and leadership with academic achievement;
- Developing moral traits via counseling, Restorative Justice, Service Learning/volunteering; and
- Building resiliency capacity through community partnerships and parent educational opportunities.

## **School Values**

*Excellent Eagles are.. Respectful, Responsible and Wise*

- **Respect:** Showing kindness towards myself, others and property
- **Responsibility:** Being present, professional and proactive
- **Wisdom:** Thinking before acting so I can make my community a better place

# Procedures and Policies

## Office Hours

- Monday-Friday = 7:30am-4:30pm

## School Hours

- Monday, Tuesday, Thursday and Friday = 8:00am-4:00pm
- Wednesday = 8:00am-12:00pm

## Parking and Car Drop off and Pick Up

*Anyone who parks illegally or jaywalks in front of the school, or any public street will be subject to a citation by law enforcement. Please continue to respect traffic laws and city street regulations.*

Teacher supervision hours before and after school are from 7:30am to 4:15pm (or 12:15pm on Wednesdays). For your child's safety, they are not to arrive before 7:30am.

Students must be picked up on time, which is before 4:15pm or 12:15pm on Wednesdays, since it is when formal supervision ends. Any students that have not been picked up by 4:15pm or 12:15pm on Wednesdays will proceed to the main office. Please keep in mind that the main office is closed at 4:30pm.

Please only use the authorized drop-off and pick-up areas for pick up by car or walking. If you decide to park when dropping off or picking up your child, make sure you park in designated parking spaces in the school parking lot only. At no time should cars be parked anywhere in the drop-off area. Please drive slowly for the safety of children and remember not to leave your vehicle unattended.

## Student Early Release Policy

Students should not be picked up from school unless they have a doctor or dental appointment, or there is an emergency. Students cannot be checked out of during the last 20 minutes of school dismissal. Please be respectful of the learning environment and show your children that you value their education by not taking them home early if possible. Once students arrive on campus, they are to remain on campus for the entire school day.

For the safety of your child, we ask for your cooperation in the following procedures:

- When picking up a child, parents and/or designated adults must come to the office in person and sign them out. We will ask for a government issued identification every time, so please make sure you have it ready to show our office staff. Even parents/guardians who are familiar to staff will be required to present an ID.
- During school hours, we will only release a child to people on the emergency card. If changes need to be made to the emergency card, parents/guardians may update or ask for a new card in our front office. All edits must be made by parents/guardians in person.

## Emergency Cards/Contacts

These must provide contact information in case of an event of illness or injury to your child. If a change or update is needed to Emergency cards, only parent/guardians are able to make changes in person. If your child needs emergency care and we cannot reach emergency contacts, we will call Emergency Medical Services (EMS). Parents are responsible for costs related to EMS and/or hospital bills.

## Visitors

For the safety of our students, we sign in all visitors through our Raptor system and an ID is needed to process this information. All visitors MUST sign in at the office and present a current valid government issued ID. NO EXCEPTIONS. Students from other schools, friends, or relatives may not visit during school hours. Parents/guardians are always welcome. Please contact a teacher and administrator at least 24 hours in advance if you are interested in observing in a classroom. Only students and staff are allowed on

fields and playgrounds before, during and after school hours. Visitors may be permitted for special school sponsored activities or as volunteers who sign in and make arrangements with the office.

## **Volunteer Guidelines**

Volunteers are an important and integral part of our school community. We welcome family members and community members to actively support student learning through volunteering in classrooms, school office, counseling center, school campus or on field trips. In order to volunteer, please fill out the volunteer packet found in the school office. Please return the completed packet to the school office. Once the packet is returned, you will be contacted by the Volunteer Coordinator to set up a meeting. A valid TB test and clear background check are required prior to beginning as an on-campus volunteer. Opportunities are also available to volunteer from home including grading student work and assisting teachers in lesson preparations.

## **Emergency Drills**

Drills are held for natural and man-made disasters. Student cooperation is required in following the drill procedures. Parents arriving on campus during an emergency drill or an actual emergency must follow the direction of school staff. If students misbehave, appropriate disciplinary consequences will be assigned.

## **Healthy Living/P.E. Excuse**

If your child needs to be excused from healthy living or PE, it must be granted with a note from the parent, NOT to exceed 3 days during school year. Beyond 3 days, a doctor's note MUST be provided to the health office and PE Teacher.

## **Messages/Personal Items**

Messages to students will only be provided IN CASES OF AN EMERGENCY. Due to time constraints, messages received within 45 minutes of school dismissal cannot be guaranteed to be delivered. If a parent/guardian calls the office to provide a student message, office staff is required to verify by calling back using the phone numbers in the school database. Please ensure that numbers are current.

## **Birthdays and Holidays**

Items such as balloons, flowers, stuffed animals, cupcakes and/or cakes are prohibited to be delivered to our office/classroom. We prohibit students from bringing foods, home cooked or purchased, to any part of our facility, unless approved by a site administrator. If you wish to celebrate your child's birthday with their class, you are welcome to bring pencils, erasers, trinkets and any other non-food items. Please make sure to communicate with your child's teacher 5 days prior to the event.

## **ID Cards & Lanyards**

These are expected to be worn by ALL students and must be visible at ALL times during the school day and at ALL school functions. Lanyards and school ID's will be provided for FREE on their first day of school. The ID card must not be defaced or destroyed. This ID card also functions to check out sports equipment during recess.

# **Health Services**

## **Health Office**

The health office is located inside the administration office. Any on-campus injury should be reported to the health office staff immediately. Please keep the health office informed of any special medical concerns. If your child must use crutches or wheelchair on campus, a physician's order must be turned in to the health office. All students must have an up-to-date emergency card on file. Other than providing first aid, the school is unable to offer any treatment or to provide any medication unless it's under the direction of a physician (please see medication policy). Any required medication, including aspirin, must be kept and taken in the health office. Medication must be brought to school by the parent/guardian, not students. Students are not permitted to be in

possession of any medication (either prescription or over the counter such as cough drops, Tylenol, creams, eye drops, etc.) on any school campus or at any school activity.

## **Medication Policy**

Dispensing medication at school is a service, which we perform for students, when needed. Any student who is required to take medication (during the regular school day) prescribed for him/her by a physician, licensed in the State of California, may be assisted by the school nurse or other designated school personnel if a:

*A written statement from a licensed California physician detailing the method, time, and amount of medicine to be taken and a written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the physician statement.*

Parents and/or students may pick up a medication authorization form in the health office. A supply of prescribed medication should be in containers which are clearly marked with the name of the student, the name of the prescribing physician (licensed) in California, name of the medication, and the amount of medication to be taken at specified times or in specific situations. We are unable to accept medication in plastic baggies or unmarked containers. The student is responsible to know the time to take the medication and must come to the health office at the appropriate times.

## **Immunization Policy**

The California School Immunization Law requires that children be up-to-date on their immunizations to attend school or child care. All children need booster shots before starting kindergarten and seventh grade. Schools, child care centers, and family child care homes are required to enforce immunization requirements, to maintain immunization records of all children enrolled, and to submit reports to the health department. Under a new law known as SB 277, beginning January 1, 2016 exemptions based on personal beliefs will no longer be an option for the vaccines that are currently required for entry into child care or school in California. For more information about SB 277, please see the Frequently Asked Questions available at: <http://www.shotsforschool.org/laws/sb277faq/>.

# **Attendance**

All students MUST attend school each day and bring a positive attitude to school. When your child is absent from school, please call the school office or send a note and report the reason for the absence.

## **Excused Absence Policy**

Absence from school shall be excused only for: personal illness or injury, quarantine under the direction of a county or city health officer, medical, dental, optometric or chiropractic appointment, attendance at the funeral services for a member of the immediate family, and/or exclusion from school because student is the carrier of a contagious disease.

On the first day of a student's absence and on each subsequent day of absence, parents/guardians must present a satisfactory explanation by phone or in writing verifying the reason for absence. Reasons listed above that would qualify as an excused absence MUST be presented in writing and including the following information:

Full name of student, date(s) of absence, specific reason of absence, name and/or identify (i.e. mother or father) of person providing the information, and signature of parent or guardian. A medical note signed by a doctor is required to excuse students more than 3 consecutive days due to illness. Parent notes for student illness will be accepted no more than 5 total days per academic year.

## **Extended Absence Policy**

If your child will be absent for an extended length of time (5 or more days), notify the attendance office in writing at least one month prior to the departure date to obtain an independent study contract.

## Tardy Procedure

Be sure your child is in school every day and on time. Arriving to school late negatively impacts your child's learning and also interrupts the learning of other students. School starts promptly at 8:00am. After 8:00am, students need to go to the office to get a late pass before going to the classroom. To allow your child time to get to his or her line, please arrive before 7:55am.

## SART/SARB

The School Attendance Review Team (SART) is a process established to address any social, personal and/or academic struggles by students who do not attend school regularly or who are truant. The board is comprised of various representatives such as the School Counselor, Attendance Clerk, Principal, Teacher and other school officials, to provide an intervention for the family and the student. Once the intervention is in place, if the student continues to record 10 or more absences, the family is then referred to our School Attendance Review Board (SARB) which include the vice president and other school and community representatives.

- Step #1: Attendance letter #1 will be sent after the 3<sup>rd</sup> unexcused absence.
- Step #2: Attendance letter #2 will be sent after the 7<sup>th</sup> unexcused absence. A meeting and/or home visit with the School Counselor will occur to discuss interventions. Parents will be notified of the time and place for the meeting.
- Step #3: Student Attendance Review Team (SART) letter will be sent after the 10<sup>th</sup> unexcused absence. A meeting with the SART will take place and the student will be placed on a SART Contract. Parents will be notified of the time and place for the meeting.
- Step #4: Referral to the SARB for violating the SART Contract if unexcused absences continue after meeting with the school's SART. Parents will be notified of the time and place for the meeting.

# Parent Information

## Home/School Communication

Monthly calendars will be sent home to families by the last Friday of every month. Teachers will review the calendar with students during Community Team Time Meetings. Parents are asked to review the calendar at home to remind family members of upcoming important events and deadlines. Other methods of communication include event flyers and automated phone calls. Additionally, all of our teachers complete 10 home visits during the school year to help build relationships with our students and families. Lastly, please join your student's Class Dojo App and follow Epiphany Prep on Twitter and Facebook for the most current information.

## Parent Involvement

- **PEP (Parents of Epiphany Prep)**  
Parents of Epiphany Prep/Los Padres de Epiphany Prep (PEP) is a group of involved volunteer parents who want to make a difference at Epiphany Prep. All parents/guardians may become members of our PEP committee. PEP will hold monthly meetings to discuss school events and community issues, plan fundraising events and school spirit activities. In the fall, a PEP board will be elected by the parents to include a President, Vice President, Secretary and Treasurer. PEP Board meetings will be held throughout the school year. Please check the monthly calendar for dates.
- **ELAC (English Learner Advisory Council)**  
The English Learner Advisory Council (ELAC) is a group of elected representatives who meet throughout the school year to make recommendations to the leadership team to ensure the highest quality of education for English Language Learners at Epiphany Prep.
- **SSC (School Site Council)**  
The School Site Council (SSC) is an elected committee made up of parents, teachers, and the principal, who meet to discuss the LCAP and set budget priorities for Epiphany Prep. The elected committee meets throughout the school year to develop, review and recommend plans for the annual budget.

## **Student Planners**

Planners for each student will be provided by Epiphany Prep. The planner is required in every class and is to be used as a tool to help students organize his/her daily responsibilities, including homework/assignments.

## **Lost and Found**

All parents are encouraged to label their child's clothing with their first and last name. All clothing articles found at school are placed in the lost and found bins. Please see the main office for more information.

## **Community Partnerships**

During the first two weeks of school, students spend time out in the community. Our goal is for students to build relationships with one another and to explore their surrounding community. During the past two years, we have established partnerships with the San Diego Children's Discovery Museum, Interfaith Community Services, California State University San Marcos and California Center for the Arts.

## **Progress Reports and Student Led Conferences**

At Epiphany Prep we believe that constant, consistent communication between home and school is essential to our students' academic and social success. In an effort to achieve this, parents/guardians are asked to attend various meetings, workshops, and conferences throughout the year. There are three trimesters at Epiphany Prep. First trimester is from August to November. The second trimester is from November to March and the third trimester is from March to June. During trimester 1 and 3, a student-led conference will be held to update you on your student's academic progress. Per CA employment law, parents/guardians are given two work release periods per year from their employer to attend parent-teacher conferences. Teachers will make two contacts to parents/guardians to schedule/reschedule trimester conferences. In the event a conference does not take place, the teacher shall conduct a home visit to conference with a parent/guardian.

# **Programs**

## **Dual Language Program (TK-2nd Grade)**

- At Epiphany Prep, our Dual Language program allows English learners and English proficient students to receive instruction in English and in Spanish to develop academic proficiency in both languages. Their content area subjects are taught half of the day in English and the other half in Spanish.
- The program will develop communicative and academic second language proficiency as well as primary language proficiency, and also academic achievement in all subject areas. Furthermore, and equally as important, it will instill appreciation for cultural diversity.
- Both English learners and English proficient students are mixed in the same classroom to promote bilingualism, biliteracy, and multiculturalism. The students are held to the same high academic standards of the students in other programs.

## **Blended Learning Programs**

All students will have access to Epiphany Prep adopted ST MATH, LEXIA & ACHIEVE 3000 software to allow them opportunities to improve their knowledge and skills. Teachers will offer other online programs to build foundational skills.

## **Teams/Clubs**

Extracurricular activities at EPIPHANY PREP are based on student interest.

# Homework

Instructional Strategy Expectations: Epiphany Prep expects that all students are provided with the following key instructional strategies/mindsets to reach their academic, personal, social, career and college goals with:

## **Read/Reflect, Improve, Talk (RIT)**

Fact 1: Research nudges us to not offer homework, rather more enriching opportunities. The impact of the whole child is critical to meeting our student's academic, personal, social, career and college goals. @EpiphanyPrep: If we provide RIT to students and parents THEN student learning is with greater purpose.

### **Read**

Students have access to our school library if they choose to borrow a book. In addition we provide 3 Scholastic books fair opportunities throughout the school year.

Transitional Kindergarten and Kindergarten: Students dictate stories to their families on a regular basis. Parents are encouraged to read to their children nightly for up to 20 minutes in English AND Spanish.

First and Second Grade: Students are expected to read nightly, up to 20 minutes, including families reading to children in English and Spanish.

Third through Seventh Grade: Students are expected to read nightly and respond to an inquiry based question to improve their content and form of writing in English and/or Spanish. The use of their student planner and/or composition book can be utilized as a form of keeping track of this development of their writing skills.

### **Reflect**

All students are expected to review their notes taken in their Composition Books. Each student is provided with a composition book and use of note taking strategies to inform their knowledge of subjects.

All parents are encouraged to support by checking their agenda that will be a way to organize & communicate. Their student agendas are critical for students to update each day and plan for the next goal to accomplish!

### **Improve**

We encourage our students to also improve themselves by trying something new at home by solving puzzles, playing board games, going to public museums, and asking those they love, "What is your story?"

### **Talk**

Parents are encouraged to ask: *What three things did you learn today? What would you like to work on to get better?*

PARENT(S): What three things did you learn today?

STUDENT(S): I learned math.

PARENT(S): Say more...model it for me

STUDENT(S): We did addition...

PARENT(S): Good, that is one, what is the second?

STUDENT(S): I don't remember...

PARENT(S): Let me know when you are ready...

STUDENT(S): I really can't remember

PARENT(S): Did you learn about Reading, Writing or Math?

STUDENT(S): Yes

PARENT(S): Show me your notes from the Composition Book

STUDENT(S): Ok, here are my notes



# Dress Code

To go along with our high academic expectations, all students must follow the Epiphany approved Uniform Policy: white collared dress shirt, a tie, a vest (weather permitted) and navy blue pants or shorts for male students and navy blue pants, shorts, skirts for female students. Uniforms must be worn every day.

NO JEANS, LEGGINGS OR SWEAT PANTS.

Skirts for female students must be no shorter than 3 fingers above the knee. During cold weather students are allowed to add a plain or Epiphany Prep navy blue cardigan/vest, sweater or jacket.

NO HOODIES ARE ALLOWED IN CLASS.

Closed toed athletic style shoes are required. Shoes must be appropriate for PE.

## **Action Steps**

First Incident:	Parent phone call, student warned, student changes into appropriate clothing, and incident is documented.
Second Incident:	Parent required to bring uniform. Student changes into appropriate clothing and consequence is assigned.
Third Incident:	Parent required to bring uniform. Student changes into appropriate clothing and referred to administrator. Student is placed on a uniform contract.
Fourth Incident:	Parent Conference

## **Uniform Support for Families**

To support families in meeting the uniform requirement, the school will provide free uniform sets for each student (white collared dress shirts, a tie, a vest (weather permitted) and navy blue pants for male students and the choice of navy blue pants or skirts for female students). Because families choose Epiphany Prep and it is not required that students attend, there will be NO uniform exceptions for students.

# Electronic Devices

Any use of electronic devices for non-educational purpose will have them confiscated and will face disciplinary action.

**Though we encourage students to NOT bring cell phones, students who do must be responsible to make sure their cell phones are turned off and kept in backpacks during school hours.**

Students bringing these devices to school do so at their own risk. Epiphany Prep assumes no liability for the loss or damage of the device or its misuse by another person. If students must call their parents in case of emergency, they MUST use an office phone or ask permission to use a Teacher's Classroom phone.

## **Action Steps**

First Incident:	A student using a cell phone/electronic device on campus will have their cell phone confiscated and returned to them at the end of the day and will receive a written WARNING.
Second Incident:	The parent must pick up the cell phone or electronic device.
Third Incident:	Parent and Student Conference

# Technology Agreement

## Internet Policy

Students are authorized to use school equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below, and the school's Acceptable Use Agreement.

- The student in whose name an online services account is issued is responsible for its proper use at all times.
- Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
- Students shall use the district's system safely, responsibly, and primarily for educational purposes.
- Students shall not access, post, submit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
  - Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)
- Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using email, chat rooms, or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians.
  - Personal information includes the student's name, address, telephone number, Social Security number, or other personally identifiable information.
- Students shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy, or administrative regulations.
- Students shall not use the system to engage in commercial or other for-profit activities.
- Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
- Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
- Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
- Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify, or use another individual's identity.
- Students shall report any security problem or misuse of the services to the teacher or principal.
- The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the district for the purpose of ensuring proper use. Whenever a student is found to have violated Board policy, administrative regulation, or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

**Possible Disciplinary Action:** May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.

## Network Etiquette

How to Behave on the Internet and School Network at EPIPHANY PREP:

1. **Be polite and use appropriate language.**
  - Remember there is a person on the other end of the line. Treat them like you would like to be treated. Typing in capital letters is like SHOUTING – please avoid shouting.

- 2. Follow the same behavioral guidelines that you would in real life.**
  - Don't cheat, lie, or steal. Stealing on the Internet would be copying a picture or information from a web site without letting others know where you found the information or picture.
- 3. Protect your personal information.**
  - NEVER give out your full name, address, or telephone number. NEVER arrange to meet someone you've met on the Internet unless your parent is with you.
- 4. Keep your password to yourself.**
  - NEVER share your password with anyone. Keep it private.
- 5. Respect people's privacy.**
  - Don't snoop around in other people's files. Be aware that email is not private.
- 6. Make yourself look good online.**
  - Make sure all of your work is of high quality. Proofread your writing, even in email messages.
- 7. Protect hardware and software.**
  - Treat school computers like your own – with respect. Always get permission to use school equipment. NEVER use or copy licensed software for which you have not paid.

**Possible Disciplinary Action:** May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.

## Schoolwide Discipline

### **PBIS (Positive Behavior Interventions and Support):**

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. These procedures and practices are based on our 3 Epiphany School Values of Respect, Responsibility, Wisdom.

Having a few simple, positively stated values facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 3 simple values it is easier for students to remember and for staff to use of a common language. Positively stated expectations are important, because research has shown that recognizing students for following the expectations is even more important than catching them breaking the rules. With the values selected, Epiphany staff believes that we can then teach all specific behavioral expectations across all school setting according to these values, for example: Putting away your equipment at recess is an example of Being Responsible because someone could trip on it and get hurt. Saying, "Thank you" to a classmate when they hold a door open for you is an example of Being Respectful.

### **Restorative Practices**

Restorative practices, which evolved from restorative justice, is a field study that has the potential to positively influence human behavior and strengthen civil society. Restorative practices allow for a shift in practice that results in a culture which is inclusive, builds fair process into decision-making practices, and facilitates students learning to address the impact of their actions through an approach that allows for true accountability, skill building, cooperation, and mutual understanding. At Epiphany Prep, we use restorative practices to build community school-wide and within each classroom, strengthen student/staff relationships, mediate student conflicts and address behavior.

### **Mandatory Expulsions**

Except as provided in EC 48915 (c) and (e), the principal or superintendent of schools shall recommend the expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)(A)-(E), unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

- Serious Physical Injury [E.C. 48915(a)(1)(A)] Causing serious physical injury to another person, except in self-defense.
- Possession of Knife or Dangerous Object [E.C. 48915(a)(1)(B)] Possessing a knife or other dangerous object of no reasonable use to the student.
- Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)] Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.
- Robbery or Extortion [E.C. 48915(a)(1)(D)]
- Assault or Battery on a School Employee [E.C. 48915(a)(1)(E)] State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(c)(1)-(5):
- Possession, Selling or Furnishing a Firearm [E.C. 48915(c)(1)] Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.
- Brandishing a Knife [E.C. 48915(c)(2)] Brandishing a knife at another person.
- Selling a Controlled Substance [E.C. 48915(c)(3)] Unlawfully selling a controlled substance.
- Sexual Assault or Battery [E.C. 48915(c)(4)] Committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code 48900(n).
- Possession of an Explosive [E.C. 48915(c)(5)] For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student's conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

## Expectations

To provide a safe place to learn.

<p><b>Academic Dishonesty</b></p> <p>Students who copy work from others, help others with, or turn in work that is not theirs based on their own efforts.</p> <p>The definition of academic dishonesty includes:</p> <ul style="list-style-type: none"> <li>● <b>Cheating</b> - <i>The purposeful use of, or attempt to use, the act of collaborating and working together on any academic exercise, without the teacher's approval, and the work is so similar in appearance, content, or form so it is questioned that the students work is due to their own effort.</i></li> <li>● <b>Plagiarizing</b> - <i>The purposeful use or copy of ideas, words, statements, or images of another without proper acknowledgement or reference.</i></li> <li>● <b>Help in Academic Dishonesty</b> – <i>Purposefully or knowingly helping, or attempting to help, another to commit acts of academic dishonesty as defined above.</i></li> </ul>	<p>F grade on work; lower citizenship grade; letter to parent; May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p><b>Abusive Language/Vulgar Language/Obscene Gestures</b></p> <p>Unfortunately, vulgar language and obscene gestures (verbally as well as in print) are becoming commonplace in the media, in music, and in the movies. Some students believe that vulgar language and/or obscene gestures are a sign of maturity and they use them to impress their peers. Abusive/vulgar language and obscene gestures are offensive and disrespectful and will not be tolerated. Abusive language includes name-calling, put-downs, harassing comments and behaviors, ethnic slurs, cultural offenses, verbal and physical threats, curses, and vulgar gestures. Please remember that you are in a public school setting and are not to use inappropriate language.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>

<p><b>Bullying</b> The EIPHANY PREP school community is committed to providing all students a safe school environment in which all members of the school community are treated with respect. Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal or physical in nature that is likely to intimidate or provide a violent or disorderly response from the student treated in the manner.</p> <p><b>Cyberbullying</b> Sometimes referred to as online social cruelty or electronic bullying, can involve: sending mean, vulgar, or threatening messages or images; posting sensitive, private; information about another person; pretending to be someone else in order to make that person look bad; Intentionally excluding someone from an online group; through e-mails, instant messaging, text or digital imaging messages sent on cell phones, Web pages, Web logs (blogs), Chat rooms or discussion groups, and other information communication technologies.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p><b>Drugs &amp; Drug Paraphernalia</b> It is unlawful to possess, offer, arrange or negotiate to sell any drug and drug paraphernalia.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p><b>Extortion</b> Any person who obtains property from another by a wrongful use of force or fear is guilty of extortion (PC 518).</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p><b>Fighting</b> Fighting, threatening or harassing other students is unacceptable and will not be tolerated. This includes threatening notes or actions. No one has the right to interrupt another student's learning with this type of inappropriate behavior. Students who provoke other students to fight will also be disciplined. This may include students who pressure/encourage one student to fight another. If a student hears about or sees a fight about to occur or in progress, he/she should immediately find a EIPHANY PREP staff member or another adult to help.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p><b>Harassment and Discrimination</b> All students should be free to attend school without harassment of any kind. If you are being harassed, either verbally or physically, immediately notify an adult on campus, your parents, or one of your teachers. Abusive and vulgar notes are a form of harassment as well as offensive, and disrespectful, and will not be tolerated at EIPHANY PREP. Forms of harassment and discrimination include, but are not limited to the following: <i>Derogatory comments, jokes or slur; derogatory or offensive posters, cards/notes, cartoons, graffiti, drawings or gestures; Unwelcome sexual advances, requests, or demands for sexual favors, and other verbal or physical conduct of a sexual nature; Use of electronic device such as a text message, blog, email, video, instant message or any other form of cyber bullying.</i></p>	<p>Suspension or a recommendation for expulsion may be made based upon the nature of the incident or whether previous interventions have occurred.</p>
<p><b>Hazing (Initiations)</b> Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.</p>	<p>Suspension or a recommendation for expulsion may be made based upon the nature of the incident or whether previous interventions have occurred</p>
<p><b>Imitation Firearms</b> PC §§ 12550, 12556: Imitation Firearms: Penal Code § 12550 includes BB device within definition of imitation firearm. Penal Code § 12556 makes it a criminal offense to openly display or expose any imitation firearm in a public place.</p>	<p>May result in discipline not limited to counseling, warning, campus</p>

	<p>beautification, detention, suspension, expulsion.</p>
<p><b>Prohibited Substances and Items</b>  No personal items are to be brought to school. <b>This includes but is not limited to sports equipment, toys, or other non-academic items.</b> Anything disruptive to the school environment or which serves no educational purpose is not allowed on campus. Students will be subject to disciplinary action for having any of the following items in school: <i>weapons, weapon facsimiles, drugs, drug paraphernalia, drug facsimiles, alcohol, pornographic material, tobacco products, tobacco facsimiles, fireworks, poppers, stink bombs, laser pointers, matches, lighters, water pistols, items or clothing which promote or advertise drugs, alcohol, tobacco or sex, skateboards, scooters, rollerblades, tape recorders, electronic devices, hand held gaming devices, gum, radios, MP3/CD players, IPODS, IPADS, permanent markers, sunflower seeds, aerosol cans, perfume, cologne, aftershave.</i></p>	<p>These items will be taken from the student and returned <b>ONLY</b> to the parent.</p> <p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p><b>Public Display of Affection</b>  Public displays of affection, including, but not limited to: kissing (of any form), holding hands, hugging, groping of body parts, sitting between legs, lying is prohibited.</p>	<p>May result in disciplinary action not limited to counseling, warning, detention, suspension, expulsion</p>
<p><b>Stealing/Possession of Stolen Goods</b>  Stealing is not just unacceptable; it is a crime. If you commit, or attempt to commit a theft (going through another person’s belongings, locker, book bag, etc. without their permission, will be considered as attempted theft).</p>	<p>May result in disciplinary action not limited to counseling, warning, detention, suspension, expulsion, stolen items will be returned, replaced, or paid for.</p>
<p><b>Student Searches</b>  If there is a suspicion that a student has violated or are violating a law or school rule, administrators have the authority to search you and your possessions.</p>	
<p><b>Tobacco, E-CIGARETTES, HOOKAH PENS, VAPOR DEVICES</b>  No student shall possess, smoke or use tobacco or any product containing tobacco or nicotine products while on campus, or while attending school sponsored activities or while under the supervision and control of school employees. Moreover, Epiphany Prep prohibits the use of electronic nicotine delivery systems (ENDS) such as E-cigarettes, hookah pens, ‘vape’ pens and similar devices, with or without nicotine content, that mimic the use of tobacco products on all district property. ENDS are designed as nicotine delivery devices using a vapor or “smokeless” system. These devices are often made to look like cigarettes, cigars and pipes, but may also look like everyday items such as pens, asthma inhalers, or beverage containers. They are not limited to vaporizing nicotine; they can also be used to vaporize other drugs such as marijuana, cocaine and heroin.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p><b>Unauthorized Advertising</b>  No fliers or advertisements may be distributed on the school premises without prior approval of the school administration.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.</p>
<p><b>Vandalism/Destruction of Property</b>  Damaging or destroying school or private property will result in disciplinary action.</p>	<p>May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion. May include, police action and possible prosecution.</p>

	Restitution must also be made by the student and/or his parents for any losses due to proven damage or destruction of school or private property.
<b>Violation of Suspension Conditions</b> Violation of suspension conditions includes being physically on school grounds, near the campus or at a school-sponsored activity without permission of school administration.	May result in discipline not limited to counseling, warning, campus beautification, detention, suspension, expulsion.