

Epiphany  
School Family  
Handbook  
2021-2022



Epiphany School’s Family Handbook is designed to provide families with information and guidelines for Epiphany School. In order to understand how the school operates and how to best support its programs both in and out of school, we ask all parents and guardians to familiarize themselves with the School’s procedures.

## Table of Contents

### Contents

- Vision, Mission, and Values..... 9
  - Epiphany School’s Vision Statement..... 9
  - Epiphany School’s Mission Statement ..... 9
  - Epiphany School’s Values Statement..... 9
  - Epiphany School’s Diversity Statement ..... 9
- General Information ..... 9
- Accreditation..... 10
- Child Abuse Reporting..... 10
- Non-Discrimination Statement ..... 10
- Required Forms Due Before Start of School ..... 11
  - Student Forms/Information..... 11
- Healthcare Policies..... 11
  - Vaccination Verification for Families/Caregivers..... 11
  - Handwashing and Hand Sanitizer Use ..... 11
  - Observing Children for Sign of Illness ..... 12
    - COVID-19 Screening ..... 12
    - General Illness Management ..... 12
- Policy for Excluding Ill Students and Employees..... 13
  - Infectious Disease and HIV/AIDS Policy ..... 13
  - Contagious Disease Notification ..... 14
    - Outbreak Procedure..... 14
  - Accident and Illness Procedures ..... 14
  - Student Medication Policy ..... 15
  - Food Allergies..... 15
  - Concussion Policy..... 16

Head Lice Policy .....	17
Emergency Information .....	17
Snow Days and Emergency Closures and Delays of School .....	17
Earthquake and Other Emergencies .....	18
Expectations and Opportunities .....	18
Technology Responsible Use Policy .....	18
Technology in the Classroom .....	18
Technology Use at Home .....	18
Epiphany School’s Code of Conduct .....	19
Transgender and Gender Nonconforming Students Policy .....	20
Transgender and Gender Nonconforming Students - Birthday Policy and Uniform Policy .....	20
Epiphany’s Support System for Transgender and Gender Nonconforming Students .....	20
Volunteering at Epiphany .....	21
Volunteer Orientation.....	21
Background Check for Volunteers .....	21
Assisting in the Classroom .....	21
Driving on Field Trips .....	21
Photographs and Video of Field Trips.....	21
EPC Volunteer Opportunities.....	21
Confidentiality.....	22
Photo, Video, and Audio Policy.....	22
Parent/Contributor Photography Policy .....	22
Distribution Within the Epiphany School Community.....	22
Distribution Outside the Epiphany School Community .....	22
Day-to-Day Information .....	23
Attendance.....	23
Drop Off .....	23
Lateness and Early Pick-Up .....	23
Pre-Kindergarten Slow Start .....	23
Pre-Kindergarten.....	23
Dismissal .....	23
Pre-Kindergarten and Kindergarten.....	23
First and Second Grades .....	23

Third, Fourth, and Fifth Grade .....	24
Permission to Walk or Bike Home Form .....	24
Absences .....	24
Illness .....	24
School Attendance During Illness .....	24
Non-Illness Absence.....	25
Appointments .....	25
Lunch and Snacks .....	25
Field Trips.....	25
Transportation and Chaperoning on Field Trips:.....	25
Epiphany School Booster Seat Policy .....	26
Birthdays in the Classrooms.....	26
Pre-Kindergarten through Fifth Grade Birthday Policy.....	26
Lost and Found.....	26
Good Neighbor Policy and Campus Traffic Plan .....	27
Weekday Operations .....	27
Drop-Off Procedures.....	27
Dismissal Pick-Up Procedures .....	27
Campus Parking.....	28
Carpooling, Metro Bus, Alternative Transportation, and Rideshare .....	28
Carpooling.....	28
Metro Bus .....	28
Alternative Transportation .....	28
Rideshare .....	28
Weekend Operations .....	29
Extended Day .....	29
Before School .....	29
After School and Clubs .....	29
Full/Half Days and Conference Days.....	29
Camps.....	29
Student Illness and Emergency Procedures for Extended Day.....	29
School Communication .....	29
Epiphany School’s Website and Family Portal.....	29

School Directory.....	29
The ES Weekly.....	30
Weekly Grade-Level Newsletters.....	30
All-School E-Mail .....	30
Fall Coffees with the Academic Strategy Team .....	30
September Curriculum Night .....	30
State of the School.....	30
Moving Up Coffees.....	30
Academic or Behavioral Concerns .....	30
Uniform Policy.....	31
Regular Uniforms .....	31
Dennis Uniform .....	31
Lands' End .....	31
Socks and Tights.....	31
Footwear .....	31
Jewelry .....	31
Dress Uniforms.....	32
Approved Dress Uniform Pieces for All Students Regardless of Gender or Grade:.....	32
Free Dress .....	32
Epiphany School Parent Council.....	32
EPC Education and Information Programs.....	33
New Family Welcome Night.....	33
Curriculum Night.....	33
Epiphany School Community Education Series.....	33
EPC Fundraising Support.....	33
EPC Social Activities .....	33
First Day Coffee.....	33
Ice Cream Social .....	33
Faculty Appreciation Lunches .....	33
All-School Celebrations .....	33
Carnival .....	33
Performance Receptions.....	34
Graduation Reception.....	34

Welcome Committee .....	34
Academic Information .....	34
The Essence of an Epiphany School Education .....	34
Specialist Programs .....	34
Art .....	34
Foreign Languages .....	34
Music.....	35
Library .....	35
Health and Fitness.....	35
Science .....	35
Performances .....	35
Technology.....	35
Literacy and Math Specialists .....	35
Learning Skills Program.....	35
Counseling Program.....	36
Assessment .....	36
Family-Teacher Conferences.....	36
Progress Reports .....	36
Subject/Content Area .....	36
Categories and Skills .....	37
Rating Scale.....	37
Comments.....	37
Standardized Testing and Assessment.....	37
Speech and Language Diagnostic Screenings .....	37
ERB-CTP .....	37
SSAT, ISSE, or CogAT .....	37
SSAT.....	37
ISEE.....	38
CogAT .....	38
Testing Accommodations.....	38
Requesting Student Records.....	38
Homework Policy .....	38
Homework Progression at Epiphany School.....	39

Class Lists .....	39
Governance.....	39
Statement on Governance.....	39
Administrative and Support Organization .....	40
Head of School .....	40
Lower Elementary Division Head.....	40
Upper Elementary Division Head.....	40
Director of Finance and Operations.....	40
Director of Enrollment Management and Admission.....	40
Director of Educational Technology.....	40
Director of Development .....	40
Director of Marketing and Communications .....	41
Business Manager .....	41
Development Coordinator .....	41
Events Manager and Communications Coordinator.....	41
Extended Day Program Manager.....	41
Facilities Manager .....	41
Information Technology Manager .....	41
Office Manager .....	41
Registrar and Student Information Systems Manager.....	41
School Nurse and COVID-19 Coordinator .....	42
Administrative Information .....	42
Admission Information Re-enrollment Procedure .....	42
Sibling Admission .....	42
Financial Assistance .....	42
Tuition Payments .....	43
Withdrawal of a Student.....	43
Facilities .....	44
No Dogs on Campus.....	44
Cleaning Practices and Products.....	44
Cleaning Practices Pertaining to COVID-19 Pandemic.....	44
Rental of Facilities .....	44
Sustainable Landscape Plan .....	44

Giving Opportunities at Epiphany School .....	44
Annual Fund Initiative .....	45
Capital Giving .....	45
Endowment Giving.....	45
Donor Privacy Policy .....	45



## Vision, Mission, and Values

### Epiphany School's Vision Statement

Inspiring every child to discover meaning and purpose in a life of learning

### Epiphany School's Mission Statement

Epiphany School challenges and supports all students to become confident, curious, and courageous learners through innovative teaching in a caring and inclusive environment.

### Epiphany School's Values Statement

Epiphany School actively cultivates an awareness and respect for diversity in all forms. We strive to create a positive, joyful, and inclusive community by embracing the following values:

#### Respect

We encourage empathy through the strength of our differences, awareness of our global surroundings, and adherence to high standards of conduct.

#### Responsibility

We build integrity and trust by understanding our choices and owning our actions.

#### Resourcefulness

We foster resilience and expect all to search and find, to fail and learn, to risk and succeed in a changing world.

### Epiphany School's Diversity Statement

Epiphany School promotes and cultivates a diverse community as essential to academic success, social and emotional growth, and the development of good character.

Engaging diverse perspectives stretches the mind and requires critical thinking, intellectual courage, and creativity. It takes careful listening and thoughtful expression and manifests itself in cultural competency.

Thinking beyond oneself and seeing the world through the eyes of others is the foundation of fairness and empathy, and thus prepares our students to live respectfully and lead responsibly in our pluralistic, democratic society.

### General Information

Epiphany School is an independent, nonsectarian, co-educational elementary school situated in the Madrona neighborhood in central Seattle. The School draws from the entire metropolitan area and includes children of different family structures, racial, ethnic, cultural, religious, and socio-economic backgrounds. The educational philosophy is based on balancing academic excellence and rigor with developing strong social emotional competencies in a nurturing atmosphere. Parent involvement and commitment are among the School's greatest assets.

Faculty provide the personal attention needed to help each child realize his or her potential. It is also the School's goal to develop a desire for learning while encouraging continued social growth and responsibility. Students learn to respect the rights and dignity of others. These goals are best achieved by continuing the tradition of a close community feeling among students, staff, and families.

Epiphany School offers a robust education in a structured environment that supports and challenges each child. The curriculum emphasizes high achievement in reading, writing, and mathematics, balanced with strong programs in social sciences, natural sciences, physical education, library, world languages, art, music, and drama. The School fosters creativity in its programs and supplements the curriculum with enrichment activities. Classroom teachers and content specialist teachers collaborate to develop integrated programming wherever possible. Typical classroom instruction includes large group, small group, and individualized instruction as appropriate. Specially trained teachers are available to give individualized instruction to students with learning differences in areas such as language-based learning, executive functioning, and ADHD.

Epiphany School works to keep tuition low while maintaining an excellent educational program. Fundraising activities and a growing endowment are essential to this policy. Financial aid is available for those families who demonstrate financial need.

The School seeks and encourages socio-economic, cultural, family, gender, and ethnic diversity in its student body, staff, and board of trustees. It seeks to hire and retain highly talented and diverse staff and actively strives to attract and enroll qualified students from a wide-range of backgrounds. The School regularly examines its goals and practices and searches for better ways to enhance the lives of its students as it fulfills its purpose of providing the best learning environment possible for the entire school community.

### Accreditation

Epiphany School is member of the National Association of Independent Schools (NAIS) and accredited through the Northwest Association of Independent Schools (NWAIS). The NWAIS has a rigorous system of evaluation and accreditation that works on a seven-year cycle. Every eight years the School undergoes a self- evaluation to review the curriculum, current practices, and educational policies. In the eighth year a team of teachers and administrators from other NWAIS schools conducts an on-site visit to the School to ensure that Epiphany School is following the standards and practices for NWAIS accreditation and is fulfilling the standards and practices set out in the School's self-study.

### Child Abuse Reporting

Washington State requires teachers and other school personnel to report suspected child abuse, neglect, or sexual abuse. The report must be made "at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child has suffered abuse or neglect." (RCW 26.44.30) Epiphany School is committed to fulfilling its requirement under this law.

Any parent or guardian who has information about suspected child abuse concerning an Epiphany School student should discuss his/her concerns with the Head of School, a faculty member, or any School employee.

### Non-Discrimination Statement

Epiphany School is committed to complying with the Americans with Disabilities Act and the principle of equal access and opportunity in education and employment and full participation for persons with disabilities in all of its programs and services. Epiphany School is an equal opportunity employer and will not discriminate against any employee because of race, color, national origin, religion, gender identity, age, sex, marital status, political ideology, sexual orientation, physical or mental disability, military status, genetic information, or any other characteristic protected by federal, state, or local law.

## Required Forms Due Before Start of School

Washington State law requires that the School receive certification that students have met immunization requirements to attend school per RCW 28A.210.080. Children aged 7 or younger are required to receive vaccines for: Hepatitis B; Diphtheria, Tetanus, and Pertussis (DTap); Polio; Measles, Mumps, and Rubella; and Varicella before attending school. Parents/guardians are also asked to update certain other information, listed below, each year. **No student may begin the school year without providing or updating the following forms with the Registrar.** The forms may be accessed through the parent's My Blackbaud account.

### Student Forms/Information

1. Washington State Certificate of Immunization Status (CIS) – all new students and students entering kindergarten
2. Booster Seat Waiver Form – all students every year
3. Student Health Information Form – all students every year
4. Permission to Walk or Bike Home Form – Grades 4 and 5 only, to be done each year it is applicable
5. Photo Policy and Family Handbook Acknowledgement Form – all families every year
6. Individual Health Plan Form, if applicable, every year
7. Authorization to Administer Medication form if medication is to be taken at school or on a field trip, if applicable, every year

## Healthcare Policies

Epiphany School follows the healthcare policies below to minimize risk and to provide a safe and enriched educational environment for all students, including those with known life-threatening medical conditions. Families are responsible for informing the School, facilitating communication with their child's health care provider, and providing ongoing health information and necessary medical supplies. Collaboration between the family, health care providers and the School is an essential component in a safe, responsive and effective school experience.

### Vaccination Verification for Families/Caregivers

Due to the ongoing pandemic, Epiphany School requires that all family members and caregivers age 12 and older who plan on entering campus buildings for drop off, pick up, volunteering and/or events provide information about their vaccination status. For purposes of entering school buildings, families and caregivers must be fully vaccinated. Fully vaccinated is defined as being two weeks after receiving the second dose of a two-dose COVID-19 vaccine (e.g., Pfizer or Moderna) or two weeks after receiving a one-dose vaccine (e.g., Johnson & Johnson, Janssen). If in the future a third dose is advised, fully vaccinated status would include this booster.

### Handwashing and Hand Sanitizer Use

According to the CDC, handwashing is one of the best ways to protect yourself and your family from getting sick. All students and employees will follow a regular schedule of hand washing or use of hand sanitizer throughout the day. All students and employees will wash hands upon arrival on campus, before and after eating, after using the restroom, after blowing their nose, coughing, or sneezing, after recess or other time spent outside, and before leaving campus. Washing hands with soap and water is the preferred method for hand hygiene. Hand sanitizer (alcohol-based with at least 60% alcohol) will be available in all classrooms and at entry points on campus. Hand sanitizers must be stored out of direct reach of small children and used with

observation.

Teaching and modeling proper hand hygiene will remain a priority at all age levels. Additional signage around campus and near sinks remind students of proper handwashing techniques.

## Observing Children for Sign of Illness

### COVID-19 Screening

Families and employees play an important role in helping us maintain a safe campus. The most important safety measure is for a student or employee to stay home if they are sick. If a student or employee is experiencing any COVID-19 symptoms at home, the student or employee should not come to school. Symptoms include: congestion or runny nose (not related to seasonal allergies), cough, shortness of breath, headache, chills, elevated temperature, muscle pain, sore throat, new loss of smell or taste, unusual fatigue and nausea/vomiting/diarrhea. Families and employees should report the illness to Epiphany School's COVID-19 Coordinator at [health@epiphanyschool.org](mailto:health@epiphanyschool.org).

If a student or employee suffers from seasonal or ongoing allergies that exhibit similar symptoms to COVID-19, families should let the school know this on the student's medical form with a list of typical symptoms experienced and employees should inform the School Nurse and COVID-19 Coordinator.

The school will work with the local health department by reporting any confirmed COVID-19 diagnoses, identifying close contacts, and consulting on other key issues regarding a COVID-19 exposure.

### General Illness Management

*The following is the routine standing policy on illness management. Special policies and considerations in addition to this policy are in place during the COVID-19 pandemic (see above).*

When a child becomes ill, the School Nurse, Division Head, or trained office staff member must determine whether the child should be sent home or separated from others.

An ill child must be sent home if:

1. The illness or condition prevents the child from participating in normal activities;
2. The illness or condition requires more care and attention than the school can give;
3. The required amount of care for the ill child compromises or places at risk the health and safety of other children in care; or
4. There is a risk that the child's illness or condition will spread to other children or individuals.

Unless covered by an individual care plan or protected by the ADA, an ill child, staff member, or other individual must be sent home or isolated from children in care if the ill individual has:

1. A fever of 100.4 degrees Fahrenheit or higher; may return after 24 hrs. of no fever
2. Vomiting two or more times in the previous twenty-four hours;
3. Diarrhea where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus;
4. A rash not associated with heat, diapering, or mild allergic reaction;
5. Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling;
6. Eye discharge or conjunctivitis (pinkeye): until clear or until 24 hours of antibiotic treatment;
7. Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from

the school premises beginning from the end of the day the head lice, ringworm, or scabies was discovered. Return Criteria:

8. Head lice: after initiation of treatment.
9. Scabies: until after treatment following exclusion, children are readmitted to the program when they no longer have any of the above symptoms and/or Public Health exclusion guidelines for child care are met.
10. A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.

At the first opportunity, but in no case longer than twenty-four hours of learning that an enrolled child, staff member, volunteer, or household member has been diagnosed by a health care professional with a contagious disease pursuant to WAC [246-110-010](#)(3), as now and hereafter amended, an early learning provider must provide written notice to the department, the local health jurisdiction, and the parents or guardians of the enrolled children.

Employees cannot take ear or rectal temperatures to determine a child's body temperature. Employees must use developmentally appropriate methods when taking student temperatures (for example, digital forehead scan thermometers or underarm methods); Oral temperatures may be taken for preschool through school-age children if single-use covers are used to prevent cross contamination; and glass thermometers containing mercury must not be used.

Epiphany School may allow a child, staff member, volunteer or household member back onto campus with written permission of a health care provider or health jurisdiction stating the individual may safely return after being diagnosed with a contagious disease pursuant to WAC [246-110-010](#).

## Policy for Excluding Ill Students and Employees

The health conditions identified in the general illness management policy are exclusionary for students and employees until the health condition's associated return criteria is met. In an environment where students and staff interact under close proximity, it is essential for the health of all people that families make conservative decisions when it comes to their children's health. Check with your physician or medical caregiver if your child becomes ill. Epiphany School adheres to the recommendations of the American Academy of Pediatrics that children do not return to school until twenty-four hours after a child's fever has resolved. Consult the School Nurse if you have questions about your student's return to school.

## Infectious Disease and HIV/AIDS Policy

The following policies are adopted based upon current medical research and opinion as reflected in the statements from the United States Public Health Service and the Centers for Disease Control. Such statements indicate that the Epiphany School environment is not a setting where HIV is normally transmitted. Any new research findings may result in changes in these policies.

The policies outlined below shall also apply in the case of other infectious diseases which are sufficiently serious to warrant similar treatment.

1. Epiphany School is committed to maintaining a safe and healthy learning and working environment for all students and employees.
2. Students, employees who are infected by HIV or affected by its related conditions shall be allowed to attend any function at Epiphany School and be eligible for all rights and privileges provided by law and any Epiphany School programs, so long as they are able to fulfill their roles in the life of Epiphany School and pose no health risk to themselves or others.

3. Implementation of this Infectious Disease Policy shall comply and be consistent with other applicable Epiphany School policies including those relating to admissions, hiring and evaluation, and state and federal laws.
4. If and when serious communicable diseases begin to circulate in the Epiphany community, the School will make use of expert medical and public health consultation to guide the formulation of policies that will afford protection of its students, faculty, and staff.

### Contagious Disease Notification

We notify parents and guardians when their children may have been exposed to a communicable disease or condition (other than the common cold) and provide them with information about that disease or condition.

\*\*Communicable Disease Fact Sheets are available online at <http://www.kingcounty.gov/healthservices/health/child/childcare/communicable/letters.aspx> Individual child confidentiality is maintained. In order to keep track of contagious illnesses (other than the common cold), an Illness Log is kept. Each entry includes the child's name, classroom, and type of illness. We maintain confidentiality of this log.

\*\*Illness Log template is available at [www.kingcounty.gov/health/childcare](http://www.kingcounty.gov/health/childcare). Staff members follow the same exclusion criteria as children for communicable diseases.

### Outbreak Procedure

An outbreak is defined by CDC as an occurrence of cases of disease that is more than expected, or cases clustered by time, space, or common behaviors. [WAC 246-101](#). The Immunology department for King County describes an outbreak as "1/3 of the student body absent with the same symptoms." The Head of School or Designee shall determine when an outbreak occurs and the school shall comply with the reporting measures outlined in [WAC 246-101-420](#).

Schools shall:

1. Notify the local health department of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the school.
2. Cooperate with the local health department in monitoring influenza.
3. Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary.
4. Cooperate with public health authorities in the investigation of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the school.
5. Release identifying information only to other individuals responsible for protecting the health and well-being of the public through control of disease.
6. Schools shall establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

### Accident and Illness Procedures

1. All recess supervisors take a first aid kit to the playground to manage minor injuries that can be treated on the playground.
2. If an injury requires more attention than cleaning and dressing a wound, the student will be escorted to the School Nurse's office and an Injury Report form will be completed by the School Nurse, staff member who witnessed the injury, and/or by the staff member who rendered treatment.
3. If the injury requires a report to be filed, a parent will be notified either by phone or email,

depending on the severity. The report will be emailed to the parent, and a copy will be kept in the student's record.

4. Any injury to the head or face requires an Injury Report Form.
5. If a student suffers an injury that requires more than first aid treatment, the parent/guardian will be called and asked to consult with the child's health care provider to determine further evaluation.
6. If neither the parents/guardians nor the emergency contact can be reached, and the student's condition is worsening or not stable, 911 will be called to make a determination for transport.
7. Employees who tend to injuries will have a current first aid card.

### Student Medication Policy

1. If a student requires medication at school, the Authorization to Administer Medication form must be completed by a healthcare provider with appropriate prescriptive authority licensed in the State of Washington and signed by the parent/guardian. (Per RCW 28A.210.260). This includes non-prescription, over-the-counter medication and herbal dietary supplements. An Individual Health Plan form must also be completed for conditions requiring specialized care (i.e., diabetes, seizures, severe allergies).
2. Oral, topical (skin, ear, or eye), or inhaled medications are the only methods that may be administered by non-licensed personnel.
3. All medication must be in the original container and labeled with the student's name and the medication expiration date.
4. If a student is prescribed the use of an EpiPen, Epiphany School requires parents/guardians to supply the school with one EpiPen, though two is preferred.
5. Any medication will be administered by the school nurse/designated school staff in the office during the school day or by the teacher for field trips.
6. Students who need emergency medication (Epi-pens, asthma inhalers, insulin, etc.) shall keep it in the classroom to be available to the student immediately.
7. If an Epi-Pen is prescribed, Epiphany School requires staff to use the Epi-Pen first. School staff is not licensed to assess if Benadryl is adequate before using the Epi-Pen.
8. If emergency medication is kept in the classroom or with the student, parents/guardians are asked to provide an additional supply to be kept in the school office.
9. All staff receive training to administer Epi-Pens, and select staff receive training to administer oral, topical, or inhaled medication.
10. All medication, with the exception of Epi-Pens, will be kept in a locked location.
11. Parents/guardians are responsible for maintaining an adequate supply of medication at the school for their child.
12. All medication shall be picked up by parents/guardians at the end of the school year and parents/guardians assume responsibility for disposing of expired medication or those no longer needed at school, and for maintaining a supply of medication at school.

### Food Allergies

Epiphany School is committed to working with families to assist in the management of a student's allergies. However, it is important to note that the school does not guarantee that any portion of the school is allergen-free.

Parents/guardians are responsible for informing the School about their child's potential risk for anaphylaxis and for the provision of ongoing health information and necessary medical supplies.

Any student diagnosed with a life-threatening allergy must have an **Individual Health Plan** and an **Authorization to Administer Medication** form completed before the student can attend school (RCW



28A.210.320).

Even with our most stringent precautions, parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. While we cannot guarantee that any specific location in the school can be completely allergen free, we do identify a nut-free lunch table as needed and advise students not to share their food with other children. The responsibility for providing foods that are safe is the responsibility of the parents. Parents/Guardians will provide a supply of allergen-free snacks and lunches for their child in the event that a child is without lunch or a treat from home.

Students with life-threatening food allergies will only be allowed to eat food brought from home, unless the parent/guardian is on site and provides food.

The parents/guardians of children with life-threatening allergies will meet with the Division Head, the School Nurse and the classroom teacher to review the Individual Health Plan.

On an annual basis, all faculty and staff, including Extended Day staff, are trained to implement risk reduction strategies, identify symptoms of anaphylaxis, and administer Epinephrine. Names and photos of any child with a life-threatening allergy will be distributed to all staff and kept in the same location as the Epi-Pen. Risk reduction strategies and the school's food allergy policy are part of our volunteer orientation plan.

Each classroom will be provided with an emergency kit for each student with life-threatening allergies that includes the Individual Health Plan and medications. This kit will accompany classes on field trips. While the Individual Health Plan specifies guidelines for that student, the entire school will follow these guidelines:

1. A letter will be sent to families who share a grade level with a student with a life-threatening food allergy informing them of the risks and outlining procedures for avoidance prior to the beginning of the school year.
2. Students will not share food from lunches brought from home. Spare food will be provided in the Classroom for students who did not bring lunch.
3. No food from all-school events may be shared in the classroom after an event concludes.
4. Parents/guardians will check with the classroom teacher regarding food allergies prior to bringing food to share in the classroom.
5. The School will review our allergy policy with families prior to all field trips and overnight trips through email.
6. School staff with medical information and training will ride with the student(s) with allergies and carry prescribed medication.
7. Drivers may not stop for food to share with their carpool while traveling to and from field trips.
8. Food is not allowed in buses or cars.

### Concussion Policy

A concussion is a type of traumatic brain injury that changes the way a brain normally works. They can be caused by bumps, blows, or jolts the head. (Source: Centers for Disease Control and Prevention).

If a student suffers a head injury or is suspected of getting a concussion on campus, a parent/guardian will be notified, asked to pick up the child, and encouraged to consult with a licensed health care provider for recommendations.

In adherence to the Lystedt Law, students suspected of having a concussion must be evaluated and have written clearance from a licensed health care provider before returning to P.E., recess, and other physical



activities.

Likewise, it is the responsibility of a parent/guardian to inform the School if a student has been diagnosed with a concussion and share the recommendations provided by a licensed health care provider.

Students with concussions need to limit physical and cognitive activity while they are recovering. Cognitive activities include studying, working on the computer, or playing video games. Without limiting physical and cognitive activities, concussion symptoms may reappear or get worse. Only a health care provider can make the decision about when it is safe to return to school and the appropriate physical and cognitive activities upon return. (Source: Centers for Disease Control and Prevention).

Current concussion information can be found at: <http://www.cdc.gov/headsup/>.

### Head Lice Policy

Head lice, or pediculosis, are spread by close person-to-person contact. Head lice are not a health hazard nor do they indicate a lack of cleanliness. Lice do not cause the spread of any disease. Epiphany School makes every effort to prevent outbreaks of head lice by providing current information to staff and families and educating our faculty in preventive behaviors that help inhibit lice outbreaks in the classroom.

The most effective prevention for lice is for parents/guardians to check their own child's hair and scalp routinely for signs of lice or nits (eggs).

If a student is found to have lice while at school, a parent/guardian will be notified and asked to consult with the child's health provider for treatment recommendations.

Students are not required to leave school before the school day is over (Source: American Academy of Pediatrics).

Before the student returns to school, treatment must be initiated. Parents/guardians should continue to check and comb out hair for at least 3 weeks after treatment.

A "no-nits" policy requiring a student to be completely nit free before returning to school is no longer considered necessary (Source: American Academy of Pediatrics).

The hats and coats of the students in the affected class will be separated.

Families will be notified by email that head lice have been identified in a classroom. The notice will inform families of their responsibility to check their child's hair and scalp on a regular and ongoing basis during seasonal outbreaks and promptly provide treatment.

Current head lice information can be found at <http://www.kingcounty.gov/healthservices/health/communicable/diseases/headlice.aspx>

## Emergency Information

### Snow Days and Emergency Closures and Delays of School

While Epiphany School will generally follow Seattle Public Schools in cases of inclement weather and other emergencies, the decision ultimately rests with the Head of School. Information on school closures will continue to be communicated via text, email, and the website. When a closure or delay occurs, Epiphany

School will engage an automatic telephone notification system by 6:30 am. This system will text or call all designated phone numbers and communicate any closure or delay. An outgoing message will also be placed on the School's voice mail and closure information will be posted on Epiphany School's website and broadcasted through KING 5 news.

If the School needs to be closed for any reason midday due to weather related conditions, the notification system will be engaged and text or call all designated family phone numbers. Families of children may pick up at any time if they are concerned about road conditions. So that all students are accounted for, early pick-ups must be coordinated with the School Office as per policy.

### Earthquake and Other Emergencies

Epiphany School has an extensive disaster plan that is regularly reviewed and rehearsed. In the event of a severe earthquake or other disaster, all students will remain at school under supervision. Students are asked to bring in Comfort Kits each school year to help them feel at ease in the event of an emergency. Every classroom is equipped with an emergency first aid backpack and radio. Blankets, food, water, flashlights, and Comfort Kits for individual students are stored in a secure locker on the premises. The School Office will have an emergency radio and walkie-talkies to communicate with the classrooms. Epiphany School requires at least one additional Emergency Contact besides a student's Parent(s)/Guardian(s). You may update your Emergency Contact information at any time through Blackbaud.

## Expectations and Opportunities

### Technology Responsible Use Policy

Epiphany School has classroom devices and student access to the Internet. The responsible use of these tools is essential for student learning.

### Technology in the Classroom

Students in all grades use technology in the classroom to further student learning. This may include web-based or web-connected applications and resources such as Library databases, productivity suites, and others as deemed appropriate for curricular content or content creation.

Students are taught how to responsibly use technology and the essential classroom behaviors in using these tools. These are taught in accordance with their classroom rules and the 3Rs and 3Cs of Epiphany School. This includes how to handle devices, share within the online learning environments and tools provided, use the internet appropriately and safely, exercise digital citizenship and best practices, and collaborate electronically.

Epiphany School keeps students safe through the following methods:

1. The school maintains a firewall and web filter to limit internet searches.
2. When an app or service used to publish student work is externally accessible, students' names and faces are not included and pseudonyms may be used. Voice and work may be included.
3. All apps' and services' privacy and security policies are reviewed by the School before use in the classroom.

### Technology Use at Home

All Epiphany School students need access to a device and the internet at home as an essential

component of their Epiphany School education. For the 2021-2022 school year, we will be assigning devices to each student. The School encourages families to make a distinction with their children between educational and recreational technology. Families should contact their student's classroom teacher if assistance is needed in accessing a device or the internet.

### Epiphany School's Code of Conduct

Student expectations are based on the values of the school: respect, resourcefulness, and responsibility. If a student's behavior is not consistent with these values, faculty and staff will address that inconsistency in a caring but direct manner. Misbehavior may warrant a call or email home by the teacher and/or an administrator to inform the parent/guardian of the behavior. Repeated or serious violations of the School's values will result in meetings with the family, the student, and a Division Head and/or Head of School. Epiphany School is committed to making the school a safe and caring place for all students, staff, and community members.

#### Peer Conflict and Bullying

Distinguishing between peer conflict and bully-like behavior is essential in an elementary school setting where students are still learning how to be positive members of a community and are still developing positive friendship skills.

Peer conflicts are characterized as disagreements that can be negotiated and resolved. Peer conflicts can extend over time when/if student personalities clash. Students involved in typical peer conflicts:

- Do not insist on getting their own way or controlling another person.
- Can give reasons why they disagree.
- Can apologize or offer win-win suggestions.
- Can change the topic or walk away if they choose.

Epiphany School defines bullying as follows: Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens, or leaves another out on purpose. Characteristics of bullying behavior include:

- A power imbalance between the person who is bullying and the one being bullied.
- The action(s) reflect unjust use of power.
- The motivation is a desire to hurt or harm. The action is intentional and often premeditated.
- The person who is bullying typically repeats the hurtful/harmful actions.
- The person who is bullied has a sense of being oppressed or trapped.

Epiphany School faculty and staff will do the following to help students feel safe at school and prevent bullying:

- Teach problem solving, positive friendship skills, and conflict resolution strategies in the classroom and during lessons taught by the School Counselor. Classrooms may use the Responsive Classroom curriculum (found at [responsiveclassroom.org](http://responsiveclassroom.org)) and other resources.
- Define bullying for students and teach them how to recognize and safely report bullying.
- Closely supervise students in all areas of the school and playgrounds.
- Watch for inappropriate behavior and stop it before it escalates.
- Investigate all school-based incidents which are reported by students, families, and staff members describing hurtful behavior or bullying, and assign appropriate actions and consequences.

- Listen to and respond to families’ concerns about bullying. It is best for families to keep an open dialogue with their child’s teacher when communicating concerns regarding hurtful behavior. The Division Head and/or the Head of School should be contacted if family concerns are not appropriately addressed.

Examples of common forms of bullying:

	<b>Direct Bullying</b>	<b>Indirect Bullying</b>
<b>Verbal Bullying</b>	Repeated taunting, teasing, name calling	Spreading rumors
<b>Physical Bullying</b>	Repeated hitting, kicking, slapping, touching or showing private body parts, disrespectful use of property	Enlisting a friend to physically hurt someone or damage property
<b>Nonverbal/Nonphysical Bullying</b>	Repeated threatening or obscene gestures or facial expressions, harassing text messages or social media posts	Repeatedly leaving someone out on purpose or trying to get other students to not play with someone, repeated manipulation of friendships, threatening interactive media

### Transgender and Gender Nonconforming Students Policy

In the spirit of respecting the diversity of all students, Epiphany School will support students who identify as either transgender and/or gender nonconforming. Epiphany School hopes that the implementation of this policy will meet two main objectives:

1. To foster a school community that is physically, socially, and psychologically safe and free from discrimination for all students, regardless of sex, sexual orientation, gender identity, and/or gender expression.
2. To comply with federal, state, and local laws regarding bullying, harassment, and discrimination.

### Transgender and Gender Nonconforming Students - Birthday Policy and Uniform Policy

Epiphany School continues to work to create and sustain an inclusive environment for all students. The guidelines for Epiphany School’s Birthday Policy and Uniform Policy have been revised to include transgender and gender nonconforming students. Please see Birthday and Uniform Policy for revisions specific to transgender and gender nonconforming students.

### Epiphany’s Support System for Transgender and Gender Nonconforming Students

A student may transition to a transgender or gender nonconforming student at any time. Transition is the process in which a person goes from identifying as one gender to identifying as another.

If anyone in Epiphany School’s school community believes that a student’s transition is presenting and/or creating physical, social-emotional, or psychological difficulties at school, please communicate your concerns to the Division Head or Head of School. The Division Head or Head of School shall hold meetings with faculty member(s), parents/guardians, and any other pertinent school community members to share concerns and create a plan to support a student’s transition.

To maintain privacy and confidentiality regarding student transition and gender identity, transgender students may wish – but are not required – to transition over the summer break or between grades. Regardless of the timing of a student’s transition, Epiphany School shall act in accordance with the

guidelines as mentioned above.

## Volunteering at Epiphany

### Volunteer Orientation

All those who wish to volunteer at Epiphany School are required to attend a volunteer orientation and complete a Volunteer Release of Liability Agreement. Orientations will be offered on the first day of school after the Welcome Coffee and available virtually as well. **Adults who have not attended an orientation session or taken the virtual training will not be allowed to volunteer at the School.**

### Background Check for Volunteers

The safety of our students is of utmost importance. To assist us in keeping our students safe, all adults who have contact with Epiphany School students will undergo a criminal background check. **All volunteers are required to submit to a background check by Epiphany School.** The results of the background check will be kept confidential and volunteers will be notified if the result of their background check gives cause for the School to prohibit them from volunteering at Epiphany School.

All volunteers should sign-in at the Office upon arrival and will be provided with a visitor badge, which must be worn at all times on campus.

### Assisting in the Classroom

Families can support the classrooms in a variety of ways: coordinating special events, working with small groups of students, helping prepare materials, etc. Teachers who require classroom volunteers will post volunteer opportunities on the event and volunteer signup site (Sign Up Genius), which can be accessed from the Family Portal on the website.

### Driving on Field Trips

To ensure the safety of our students, all parent/guardian field trip drivers may be required to submit to background and driving record checks, and are required to keep a copy of their driver's license and proof of vehicle insurance on file with the School. Grandparents, siblings, and babysitters are not permitted to drive on field trips. Teachers who need field trip volunteer drivers will post volunteer opportunities on the event and volunteer signup site (Sign Up Genius), which can be accessed from the Family Portal on the website.

### Photographs and Video of Field Trips

To ensure the privacy and safety of all students, parents/guardians who take photos or videos on field trips and at School events must send all material to [photos@epiphanyschool.org](mailto:photos@epiphanyschool.org) for possible distribution. Families and students are expected to not electronically share these photos or videos of other students, staff, or parents/guardians. Electronic transmission includes but is not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, Vimeo, and MMS (multimedia text). See "Parent/Contributor Photography Policy" below for more information.

### EPC Volunteer Opportunities

All those who wish to volunteer at Epiphany School are required to attend volunteer orientation and complete a Volunteer Release of Liability Agreement. Orientation is typically offered on the first day of school after the Welcome Coffee and virtually as well. Adults who have not attended an orientation session or taken the virtual training will not be allowed to volunteer at the School.

The Epiphany Parent Council (EPC) is an all-volunteer organization that provides a link between parents,

classroom, school administration, and the board of trustees, and offers myriad opportunities for families to volunteer both during and outside school hours. Every Epiphany family is automatically a member of the EPC and is encouraged to attend the monthly meetings. To learn more about volunteer opportunities, check out SignUp Genius on the Family Portal or contact EPC President Nikki Putnam at [EPC@epiphanyschool.org](mailto:EPC@epiphanyschool.org).

## Confidentiality

Parents/guardians and volunteers at Epiphany School may come into knowledge of confidential information while they are volunteering or through other school activities. This includes, but is not limited to, information relating to students and families, such as student and parent names, addresses, academic performance, and other personal information, as well as information relating to the School's development of curriculum, strategic planning, fundraising, financial condition, and employee matters, collectively referred to as "Confidential Information." Parents, guardians, volunteers and students acknowledge that such Confidential Information is the sole property of the School. Parents, guardians, volunteers and students are expected to show the highest regard for the privacy of each student, his/her family, and the School and strictly observe the confidentiality of records and other information associated with students, families, and the School.

## Photo, Video, and Audio Policy

### Parent/Contributor Photography Policy

Parents, faculty, and staff are welcome to take photos of students on field trips or on campus, provided they send selected images (no more than 8-10 please) to [photos@epiphanyschool.org](mailto:photos@epiphanyschool.org) and then promptly delete all student images (excepting those of their own children) from their camera or device. **Do not share or post images, video, or audio of students on social media.** Epiphany School's Director of Marketing and Communications will review and process images sent to [photos@epiphanyschool.org](mailto:photos@epiphanyschool.org) in accordance with privacy guidelines and the School's Photo, Audio, and Video Policy. Possible uses of contributor photos include the School's weekly e-newsletter; grade-level photo galleries; the School yearbook; the School website and other marketing pieces; and the School's social media channels. Please note that contributor images will *not* be attributed to the individual photographer.

### Distribution Within the Epiphany School Community

Epiphany School students' photos, video, audio, and name may be used in publications that are solely distributed to the Epiphany School family community and/or available only behind the password-protected portion of the website. This includes the yearbook, school photos, video recordings/live streaming of drama performances and graduation, and teacher correspondences with families.

### Distribution Outside the Epiphany School Community

Epiphany School believes that one of the best ways to help families and educators understand Epiphany's program and its implementation is through sharing photos and videos. To this end, we may publish this documentation through a variety of channels: our school's website, internal and external publications, conference presentations, social media, and other admissions and marketing materials. If a student photo, audio or video clip is used in this capacity, **we will never include student names or any other specific identifying information.** We appreciate the willingness of our families to help share information about Epiphany with other families and educators.

**If a parent DOES NOT wish to grant this permission, he/she must notify the School in writing by**

**submitting a signed notification to the Office Manager.** Unless such notification is received by the School, consent is implied and the student's photo, audio, and video may be used in accordance with the above referenced policy.

## Day-to-Day Information

### Attendance

For 2021-2022, details of Drop Off and Dismissal will be announced in the Health and Safety Information section on the School's website. Drop Off and Dismissal Procedures are subject to change due to the ongoing pandemic.

### Drop Off

The school day for all students officially begins at 8:30 am and classrooms are open no earlier than 8:15 am. We would like to ask that every child arrive at school by 8:20am, to allow them to get settle before we begin morning meeting at 8:30 am. Please respect the time of the classroom teachers as they are getting ready for the day until 8:15 am. All students must be supervised by an adult when on campus during non-school hours.

Per state requirements, PreKindergarten students must be signed in every day at arrival by an adult.

### Lateness and Early Pick-Up

Attendance is taken promptly at 8:30 am. If students arrive at school after 8:30 am, they must report to the School Office and be signed in by their accompanying adult, and then escorted to class by that adult. For early pick-ups, adults are asked to come to the School Office to sign out the student before retrieving the student from class. Students must be signed out before they depart campus. Any absences, lateness and early departures are recorded and will be included in the student's progress reports.

### Pre-Kindergarten Slow Start

The Slow Start program is designed to help build stamina and ease into a full day of activities. To help students adjust to their busy days, Pre-Kindergarten has the following schedule for the first week of school:

### Pre-Kindergarten

First week of school - Dismissal at 12:00 pm\*

Second week of school on - Dismissal at 3:00 pm

*\*If you need assistance with childcare between 12:00 and 3:00 on the slow start days, please reach out to the Lower Elementary Division Head.*

## Dismissal

### Pre-Kindergarten and Kindergarten

Pre-Kindergarten students are dismissed from their classroom at 3:00 pm and must be signed out. Kindergarten students going to carpool pick up will be escorted to Denny Way by an administrator.

### First and Second Grades

Students will be dismissed to the Fenced in Play Area (FIPA) at 3:00 pm. Administrators are supervising at this time and are sending students to their carpools. Parents/guardians arriving before 3:15 pm should



pick up their child immediately from the FIPA. Commons and Chips are open for parent/guardian monitored play. At 3:15 pm, all children remaining in the FIPA and without older siblings will be escorted to the Front Office to await pickup.

### Third, Fourth, and Fifth Grade

Classes are dismissed to the FIPA at 3:15 pm. If adults arrive before 3:25 pm, please pick up children upon arrival. Commons and Chips are open for parent/guardian monitored play.

For safety reasons, picking up a student on Howell Street is not allowed. Please park and get out of your car to meet your student.

Any Third, Fourth, or Fifth Grader who has not connected with his/her designated adult by 3:25 pm will be escorted to the Front Office to await pickup.

### Permission to Walk or Bike Home Form

Fourth and Fifth grade students at Epiphany School are allowed to walk or bike home after dismissal, if their parent or guardian grants the School permission for the child to do so via this form. Epiphany School cannot guarantee the safety of students as they walk or bike home, and if his/her parent or guardian grants permission, parents/guardians release the School from all liability once the child is dismissed from the Epiphany School campus. Parents/Guardians are encouraged to review DSHS guidelines for leaving a child at home alone.

Families with Fourth and Fifth grade students may utilize the option of allowing their older child to escort younger siblings home. Parents/Guardians must phone the school no later than 2:00pm to provide verbal notification on days they wish to take advantage of this dismissal process. The school main office number for this call is (206) 323-2127.

## Absences

### Illness

Families are asked to email the teacher or [office@epiphanyschool.org](mailto:office@epiphanyschool.org) before 8:30 am to report student absences due to illness. If the School has not received communication by 9:00 am, the School will call home to check on the student. The voicemail system will operate during non-school hours.

### School Attendance During Illness

When a student has a short-term illness (1-3 days), we expect them to stay home and rest until they are well enough to come to school (as outlined in our "Health Policies" above) with no expectation they will maintain their schoolwork during this time. Once the student returns, teachers will help them review any missed concepts and work as appropriate. No remote school option is available for this situation.

For any student facing a longer-term (4 days or longer) illness or quarantine due to COVID-19 symptoms, positive test, or close contact with someone who has tested positive for COVID-19, as determined by their family health care provider or WA Department of Health, the family should be in touch with the school nurse, division head, and teacher to discuss. In cases involving long-term illness or quarantine, the School and family will determine both the appropriateness of and approach to student classroom involvement and/or expectations for completion of schoolwork during that time. A combination of synchronous and asynchronous formats may be available for these situations. There will not be a fully synchronous remote school option in any cases.



## Non-Illness Absence

School vacation dates are listed in the 2021-2022 school calendar on the Family Portal. Absences of any length outside of school vacation dates make a significant impact on students' classwork and positive school experience. The School requests that families plan vacations during school breaks. The Division Head and the classroom teacher need to be notified via email if a student misses more than five consecutive days of school due to a family vacation or a non-illness absence from school. Since homework and outside work often cannot duplicate the experience of working with teachers and peers, teachers are not responsible for preparing work to cover the student's academic needs during this absence. There will be no remote/synchronous school option in available for non-illness absences.

## Appointments

Doctor and dental appointments are best scheduled before or after school whenever possible. If a family finds it necessary to schedule an appointment during the school day, the teacher should be notified as far in advance as possible. On the day of the appointment, parents/guardians check in at the School Office to sign out the student and students will be called to School Office to be dismissed to their parent/guardian.

## Lunch and Snacks

Due to the ongoing COVID-19 pandemic, students must bring their own lunch and snacks to school, or buy lunch from the school lunch program described below. No other outside food will be brought into classrooms.

Epiphany School contracts with an outside vendor, Lunch Ladies, to provide an optional school lunch program. Families will be able to order lunch online directly with Lunch Ladies on a daily, weekly, or monthly basis. Lunches are delivered to campus by Lunch Ladies and then brought to classrooms by administrative staff.

For students who bring lunch from home, Epiphany School uses a Pack-in, Pack-out policy where any leftover food at the end of lunch is returned home in the student's lunch container.

## Field Trips

Field trips are organized by teachers with help from room parents. To participate in field trips, students must have updated school forms for the current school year signed by the parent/guardian (see Required School Forms section). All Kindergarten through Fifth Grade students wear dress uniforms on field trips, except when the classroom teacher excuses this policy.

In order to maintain an inclusive environment at school and on field trips, we request that families not send money with their child nor students bring any money on field trips. We also request that students and chaperones not visit gift shops or cafes during field trips and that chaperones do not provide money to any students for purchases during field trips. As outlined in the Epiphany School volunteer orientation training, we ask that chaperones who are driving not stop on the way to or from field trip destinations to purchase food or treats for students (due to health and safety concerns). In addition, we request that if the duration of the field trip is completed before the end of the school day that drivers return all students to school for the remainder of the school day.

## Transportation and Chaperoning on Field Trips:

1. All passengers must wear seat belts in personal vehicles.
2. Children under the age of 12 should ride only in the back seats of passenger cars.

3. Parent drivers on Epiphany field trips must have on file with the School Office a copy of their current proof of auto insurance and valid driver's license.
4. Parent drivers on field trips understand that, in accordance with Washington State insurance laws, their personal auto insurance coverage will be the primary coverage in the event of an accident or injury.
5. Only Epiphany School parents/guardians may drive or chaperone children other than their own on school field trips.
6. Chaperoning is a critical responsibility. We ask that parents not bring younger siblings or pets when they chaperone on field trips.

### Epiphany School Booster Seat Policy

Field Trips are valuable and enriching learning experiences at Epiphany School. The American Academy of Pediatrics (AAP) recommends that children ride in appropriate booster seats until they are:

- 8-12 years of age AND
- 4'9" tall

Epiphany School has adopted these policy guidelines as recommended by the AAP. A child must meet both requirements to ride without a booster seat. As child development varies widely between ages 4-12, and the School cannot measure children routinely, the School relies on parents/guardians to help implement this policy. Parents/guardians are required to sign the booster seat waiver confirming that their child meets all requirements and thus waiving the need for a booster seat. This booster seat waiver must be filled out each school year.

### Birthdays in the Classrooms

Children often consider their birthdays the most important day of the year. Due to the ongoing COVID-19 pandemic, treats cannot be brought into the classroom. Please discuss alternative ways to celebrate with your child's teacher.

Students with life-threatening food allergies will only be allowed to eat food brought from home, unless the parent/guardian is on site and provides food.

### Pre-Kindergarten through Fifth Grade Birthday Policy

Epiphany School works to create and sustain an inclusive environment. To this end, we request the following guidelines be followed for birthday parties:

- Send invitations through the mail rather than distributing them at school
- Invite a small group of up to five students from either class – or:
- Invite an entire class section

Please note that Epiphany School's Birthday Policy also includes students who identify their gender identity as being different from their assigned gender at birth, such as transgender or gender nonconforming students. Please include transgender or gender nonconforming students when inviting all girls in one class or all boys in one class.

### Lost and Found

A lost and found is located in Madrona Hall. Families are encouraged to label all clothing. Any unclaimed items that have been left for over a month are donated to charity.

## Good Neighbor Policy and Campus Traffic Plan

Epiphany Parish and School are trying to ensure safety and efficiency in the traffic management during operating hours, and to respect the rights of Epiphany campus neighbors.

Please drive safely and obey all City of Seattle posted traffic laws, especially those of parking and speed. Parking can be found in the lower parking area, on the north side of Denny Way (facing west), and on neighboring streets. Carpooling is highly encouraged.

Please remember that any parking that blocks a neighbor's driveway is not only illegal, it is discourteous to the homeowner.

U-turns are not permitted at any time.

### Weekday Operations

1. Please abide by the traffic flow. This will facilitate the drop off/pick up process. Therefore, **when driving around the campus, please do so in a clockwise fashion.**
2. If there isn't a spot for you in the pickup line, please continue down the road and take a right on 38<sup>th</sup> to circle the block in a clockwise fashion until a spot opens up for you to safely pick up your child.
3. **There is NO PARKING on 36th Avenue between Denny Way and Howell Street.** That is a residential street and cannot be used for Drop-Off or Pick-Up.
4. For safety reasons, Howell Street AND the parking lot off Denny Way is not to be used as a drop-off or pick-up zone.
5. The Denny Way drop off and pick up area is a live traffic zone. There is no parking allowed in this area during School drop off and pick up times.

### Drop-Off Procedures

The carpool/drop-off area is meant for those families who drop off and/or pick up without parking and leaving their cars. During the morning, any Kindergarten through Fifth Grade student who is not walked to class by his/her parent/guardian may be dropped off in the designated area on Denny Way. Under no circumstances should any student be dropped off on Howell Street or any surrounding streets without adult supervision to class.

### Dismissal Pick-Up Procedures

In the afternoon, a pick-up system is in place for families who are carpooling or do not want to find parking. All adults of Kindergarten through Fifth Grade students should line up their cars on the south side of Denny Way, in the area immediately adjacent to the Church, and stay in their vehicles while the students are dismissed. When the Kindergarten through Second grade students are dismissed at 3:00 pm, an Epiphany staff member will direct the students in carpools to the appropriate car. Pick-up for Third, Fourth, and Fifth Graders (and their younger siblings) will follow a similar pattern after their dismissal at 3:15 pm. Pre-Kindergarten students are to be picked up in their classrooms and signed out by their adult.

**Reminder - For safety reasons, Howell Street, 36<sup>th</sup> Street, AND the parking lot off Denny Way are not to be used as a drop-off or pick-up zone.**

Requests to facilitate this process:

1. Make sure your student knows if he/she is to be picked up at carline by a carpool in order to be ready and waiting.

2. While waiting for the student(s) to load your vehicle, please pull as far forward as possible to leave room so that other cars can pull up behind you. If there is no more room in the pick-up area, please drive around the block and wait for the line to move forward.
3. For the health of School employees patrolling the carpool line and others, please turn off your engine while you are waiting.
4. Please be aware of the crosswalk and the crossing guards as they are crossing students and adults on Denny Way and Howell Street.
5. As the cars ahead of you are loaded, pull forward to the next available empty spot and wait in your car for your student(s). Stay in your vehicle while an Epiphany staff person directs the student(s) to your car.
6. The car must be properly parked at the curb for the student(s) to safely load into the vehicle.
7. Adults who have both younger and older students are asked to pick up their student(s) after the Third, Fourth, and Fifth Grade dismissal at 3:15 pm. That way, the limited space in the carpool lane is reserved for families with younger students, while younger and older siblings can stay in the FIPA until 3:15 pm.

## Campus Parking

When visiting the School campus, please park on the street. Parents/guardians may not park in the visitor parking lot in front of Spock Hall for drop-off or pick-up for students.

## Carpooling, Metro Bus, Alternative Transportation, and Rideshare

Epiphany School encourages transportation to and from campus by carpool, bus, walking, and biking.

### Carpooling

Commuting by carpool is highly encouraged. Please use the online Family Directory to identify other families in your zip code.

### Metro Bus

Commuting by bus is also highly encouraged. There is a #2 bus stop across from the Epiphany campus, just east of the intersection of 38th Avenue East and East Denny Way. For more bus schedule information call "Bus Time" (automatic bus information) at 206-287-8463 or "Rider Information" at 206-553-3000 or consult the Metro web site at <https://kingcounty.gov/depts/transportation/metro.aspx>.

### Alternative Transportation

Those living within walking distance of the Epiphany campus are encouraged to walk. Walkers should use the sidewalks and cross only at intersections (preferably ones with designated crosswalks). Commuting by bicycle is also encouraged. Bike racks are provided for the convenience of bike commuters.

### Rideshare

We have a special legal relationship with our students under the doctrine of *in loco parentis*, which means we are to act "in the place of the parent." Because of this relationship, we have a duty to protect students from known and foreseeable dangers on school campus during school hours, which extends to after-school programs when students remain in our charge. This duty forms the basis of our dismissal supervision, since we need to ensure that students are released to a designated person authorized to pick up their student from school. Therefore, we cannot release students to taxis or rideshare vehicles (such as Uber or Lyft) unless the student is accompanied by a responsible adult who is listed on their pickup list.

## Weekend Operations

Parking for weekend parish or school activities is provided by utilizing the parking places in the visitor parking lot in front of Spock Hall. Overflow parking is provided on the street. Weekend activities of the Parish and School will be coordinated and scheduled to ensure adequate parking.

## Extended Day

Epiphany School operates an Extended Day Program that provides programming before and after school, on certain non-school days and over most breaks. Although these programs vary in their scope and timing, they all provide a safe, nurturing, and enriching environment for students to grow outside of the regular school day. All charges for the services at Before and After School Extended Day, Clubs, Full/Half Days, and Camps are billed through Smart Tuition.

### Before School

Before School opens at 7:00 am and operates until 8:15 am. This program is being resumed for 2021-2022 and details will be announced in late August 2021.

### After School and Clubs

After School Extended Day opens at 3:00 pm and runs until 6:00 pm. This program is being resumed for 2021-2022 and details will be announced in late August 2021.

### Full/Half Days and Conference Days

On certain non-school days, Full/Half Day programming is available. This program is being resumed for 2021-2022 and details will be announced in late August 2021.

### Camps

Epiphany School offers break camps open to the public during Mid-Winter Break, Spring Break, and Summer Break. Information on camps will be shared in the ES Weekly and on the Extended Day tab on the school website.

## Student Illness and Emergency Procedures for Extended Day

Extended Day follows all policies listed in Healthcare Policies, see page 8.

Disaster Preparedness and Emergencies for Extended Day

Extended Day follows all Emergency and Disaster Procedures as listed in Emergency Information, see page 17.

## School Communication

Epiphany School communicates with families in a variety of ways. We respectfully request that all email distribution be limited to school use only.

### Epiphany School's Website and Family Portal

The School's website ([www.epiphanyschool.org](http://www.epiphanyschool.org)) includes information about programs, curriculum, and other areas of school life. Through the password-protected Family Portal ([www.epiphanyschool.org/parent](http://www.epiphanyschool.org/parent)), current families can access school and classroom calendars; general announcements; grade-level web pages and newsletters; EPC updates and volunteer opportunities; information about the lunch program; important documents and forms; progress reports; conference sign-ups; and financial statements and account details.

### School Directory

The digital School Directory, accessed via the home page of the Family Portal or the ES App, contains class rosters (select teacher name in the drop-down list) and keyword-searchable contact information for all

current families. Information found in the Directory is to be used solely for school-related purposes, including organization of carpools, play dates, volunteer activities, correspondence with teachers, and other school-sanctioned activities. Under no circumstances may this information be shared with others or used for any other purpose. Individuals who would like their contact information to be changed or excluded from the directory should update their profile using their Blackbaud account (accessible via the Family Portal) or contact Amber LeJeune at [alejeune@epiphanyschool.org](mailto:alejeune@epiphanyschool.org).

### The ES Weekly

The ES Weekly is the weekly, all-school e-newsletter that shares important announcements, links, school-wide news and updates, and notification about events. It is emailed to families and staff every Monday afternoon.

### Weekly Grade-Level Newsletters

Each grade level publishes a weekly newsletter on Friday containing information about the previous week, a preview of the upcoming week, important reminders, a link to the grade-level photo gallery (updated with new images throughout the year), updates from specialist teachers, and timely ideas for how to build strong school/home connections.

### All-School E-Mail

Families may receive occasional emails with important announcements or alerts from the School.

### Fall Coffees with the Academic Strategy Team

The Head of School, Division Heads, and Director of Educational Technology invite parents/guardians to a morning coffee in the beginning months of the school year. This is a time to find out about the general direction of the school as well as topics pertinent to each individual grade. Announcements of these coffees are posted in the School's weekly ES Weekly and on the School calendar.

### September Curriculum Night

Classroom teachers present their curriculum to families during this evening event. These presentations are preceded by a social hour organized by the EPC. Extended Care is available during this event.

### State of the School

This event, typically hosted in the spring, is an opportunity for the community to learn more about the vision and strategic path of Epiphany School.

### Moving Up Coffees

In the spring, parents/guardians are invited to a coffee and a presentation by the Head of School, Division Heads, Director of Educational Technology, and the grade-level teams for their child's next academic year.

### Academic or Behavioral Concerns

Epiphany School believes that a strong partnership and clear communication between the teachers and families is key to each child's success. Therefore, we feel the best way for families to address a concern or problem about their child is directly with the classroom teacher. Teachers can be far more effective when they know about and can help resolve problems, issues, or concerns of the family or child.

On occasion, there might be a criticism or concern that a family has regarding a teacher or staff member. If that concern is based primarily on the student's viewpoint, the School urges parents to contact the teacher or staff member and gain his/her/their perspective. Families who are new to the school or feel uncomfortable talking with teachers or staff about a certain issue should talk with the Upper or Lower Division Head, understanding that the problem will not be resolved without involving the teacher or staff

member. If a family contacts the teacher about a specific issue and that issue or problem persists, then the family should contact the Upper or Lower Division Head.

## Uniform Policy

Epiphany School students in Kindergarten through Fifth Grade are required to wear uniforms. Uniforms help create a more welcoming, egalitarian atmosphere, in addition to easing the complex issue of what to wear to school each day. Epiphany School has two sets of uniforms: dress and regular. All students are allowed to wear any of the approved uniform pieces. There are no gender specific uniform pieces.

Families are asked to purchase all uniform pieces (with the exception of shoes, socks, and tights) from Dennis Uniform, Lands' End, the GAP, or Old Navy using the codes and uniform information provided below. Gently used items are also available at the school's annual uniform sale held in August.

### Regular Uniforms

Regular uniforms are worn to school every day and must be clean, in good repair, and properly fitting. Occasionally, Epiphany School holds "Free Dress Days." Below are general uniform guidelines. Specific information on approved items and styles are available using the school codes associated with each uniform vendor as listed below.

### Dennis Uniform

This company is located in south Seattle and at [www.dennisuniform.com](http://www.dennisuniform.com) and carries all uniform pieces. The website carries a [complete uniform information list](#) accessible on the website using the Epiphany School code XTSWES. This is the only vendor that sells the Epiphany School sweater required for dress uniform.

### Lands' End

[www.landsend.com/school](http://www.landsend.com/school) carries many uniform pieces. Detailed uniform information is available on their website under the "School Uniform" tab and "Find My School" link. The Epiphany School code is 900096470.

### Socks and Tights

Socks or tights must be worn at all times. Only navy blue or white socks are allowed. Socks with patterns or other colors are not permitted. Tights must be footed-tights in either solid white or solid navy blue. Leggings of any kind are not permitted.

### Footwear

All students are encouraged to wear athletic shoes that allow them to run, play, climb, and participate fully in all activities at recess and outdoor PE. Students may not wear shoes that are open-toed or open-heeled as these pose a safety risk, including sandals, Tevas, Keens, clogs, and Crocs. If at any time a child's footwear prevents the student from participating fully and safely in the activities of their school day, the family will be contacted and asked to provide an alternate footwear option.

Students are required to have a pair of non-marking athletic shoes that remain at school for use in PE classes in the gym.

### Jewelry

All students are asked to refrain from wearing jewelry that presents a safety hazard to the student or student's peers. This includes dangling or hoop earrings and long necklaces. If at any time a student's jewelry poses a danger, an Epiphany staff member can ask the student to remove the jewelry. Jewelry of value is asked to be left at home as it is not the responsibility of the school if jewelry worn to school goes missing or is damaged.



## Dress Uniforms

Dress uniforms are worn on special occasions, including picture days, field trips (unless otherwise indicated by the classroom teacher), all-school assemblies, graduation, and other special events. If temperatures are too hot, the Head of School has the discretion to modify dress uniform requirements on a given day and allow alternative dress options deemed appropriate. Detailed information on the pieces listed below is available at each website. This list is for general reference only.

### Approved Dress Uniform Pieces for All Students Regardless of Gender or Grade:

- Red V-Neck sweater with school emblem (available at Dennis Uniform only)
- Red cardigan sweater with school emblem (available at Dennis Uniform only)
- White (smooth knit) polo; Note: ruffle front polo is NOT a dress uniform item
- White uniform blouse with Peter Pan collar
- Navy trousers (flat-front or pleated)
- Plaid jumper
- Plaid skirt
- White or navy socks
- White or navy knee socks (solid colors)
- Dress shoes recommended; daily athletic shoe wear also allowed. All shoes must follow the Footwear guidelines listed above.

## Free Dress

Throughout the school year, Epiphany School hosts “free dress days.” These days are announced ahead of time and posted on the school calendar. On these days, students do not have to wear regular or dress uniform unless they wish to. Free dress can demonstrate Epiphany School, team, or creative spirit! All free dress clothing should be school appropriate, allow for full-range of motion both indoors and outdoors, and include socks and close-toed/heeled shoes (as with regular uniform).

## Epiphany School Parent Council

The Epiphany Parent Council (EPC) is the organized link between parents/guardians, the classroom, school administration, and the Board of Trustees. The EPC serves to support the school by planning and organizing educational and informational programs for students and families, assisting with fundraising activities, promoting and coordinating social activities, and encouraging communication among parents/guardians, faculty, staff, and students.

Every Epiphany parent/guardian is automatically a member of the EPC. The EPC is responsible for many events throughout the school year. Each of the events or celebrations listed below could not happen without the dedicated support of Epiphany’s family community.

The EPC meets quarterly. Meeting times are printed in the School’s ES Weekly, posted on the EPC section of the Family Portal, and on the school calendar. All families are encouraged to attend so they can find out about current school issues, learn more about upcoming events, and meet other Epiphany School families. New families are encouraged to contact a member of the Welcome Committee, a grade-level representative (GLR) from their child’s grade or any EPC Executive Committee member for more information about volunteer opportunities and how to become involved in the life of the school. All EPC leadership contact information is in the Epiphany School Directory (search by keyword) and on the EPC section of the portal online.



## EPC Education and Information Programs

### New Family Welcome Night

In late April/early May, the Advancement team and the EPC Welcome Committee typically hold a social evening on campus for all new families. This event is the first chance for newly enrolled families to meet one another, the EPC Welcome Committee, and various Epiphany School staff members.

### Curriculum Night

Epiphany School hosts a Curriculum Night in September. This evening is a combined curriculum night and EPC social event. Parents/guardians have a chance to meet other families at their child's grade level, enjoy an evening with their child's teachers, hear curricular presentations, and meet various representatives from the school.

### Epiphany School Community Education Series

Epiphany School and the EPC sponsor evening programs and workshops of interest to the Epiphany School community. Topics have included effective parenting, family curriculum nights, earthquake readiness, and access to the co-sponsored Seattle independent school Equity and Inclusion Speaker Series.

### EPC Fundraising Support

The EPC assists with the school's major fundraising special events. They do this largely through volunteer leadership and support. These events rotate annually between *Auction* (odd-numbered years) and *GATHER!* (even-numbered years). Proceeds from Auction are designated to the school's general operating budget; *GATHER!* proceeds supplement the school's financial aid program.

The participation of the entire parent body and staff is critical to the success of these events. Each family is asked to participate through volunteerism, attendance, and/or item donation/procurement.

### EPC Social Activities

#### First Day Coffee

A welcome coffee for all parents/guardians is typically held in the Great Hall at 8:30 am on the first day of school.

#### Ice Cream Social

To celebrate the first week of school, the EPC typically sponsors an ice cream social for all students and their families after the 3:00 pm dismissal of the first Friday during the first week of school. Due to ongoing health and safety concerns, the Ice Cream Social will not be held the first week of school in 2021. However, the EPC will provide "grab and go lemonade" at First Friday dismissal.

#### Faculty Appreciation Lunches

In the fall and again in the spring, the EPC provides lunch for all teachers and staff.

#### All-School Celebrations

The EPC sponsors approximately five all-school celebrations throughout the school year. These typically include celebrations connected with Halloween, Valentine's Day, and two to three spring events which are enjoyed by students.

#### Carnival

Typically a fall event, Carnival is eagerly anticipated by Epiphany School families, alumni, and neighbors.

This event offers a variety of booths, activities, and fun for all ages. Families from each class manage a booth with games of chance or skill and provide items for the bake sale. Due to the ongoing pandemic, Carnival is tentatively scheduled for Spring 2022.

### Performance Receptions

Immediately preceding the student productions, the EPC hosts a Performance Reception Tea for all who are attending the performance.

### Graduation Reception

This reception, following the school's graduation ceremony in June, allows families and students to celebrate the graduating class of fifth graders. This event is typically hosted by the fourth-grade families.

### Welcome Committee

To help make new Epiphany School families feel welcome, returning families reach out over the summer and periodically through the first year to help new community members learn the ins and outs of Epiphany School.

## Academic Information

### The Essence of an Epiphany School Education

At its core, the Epiphany School experience is about challenging and caring for children. An Epiphany School education provides students with strong academic skills, love of learning, community participation and a sense of personal responsibility. High expectations and individual attention foster intellectual and social development in all students, including strong social skills, self-confidence, and empathic awareness of others.

Epiphany School provides an atmosphere in which successes are recognized and responsible behavior is valued and reinforced. By nurturing, encouraging, challenging, and setting goals as well as limits, teachers help students to maintain balance and a sense of purpose. Children have the opportunity to make developmentally appropriate decisions in a supportive environment. The Epiphany School program provides ample structure alongside creativity, flexibility and innovation.

### Specialist Programs

In addition to a rigorous classroom curriculum, Epiphany School offers a number of other educational experiences such as art, French, Latin, music, library, physical education, lab science, drama, and technology.

#### Art

Pre-Kindergarten through Fifth Graders attend art class in the school's art studio. The purpose of art instruction is to develop each child's artistic skills and aesthetic sense. Art concepts and vocabulary are taught using a variety of techniques and media. The children are encouraged to experiment and discover through experience and self-expression.

#### Foreign Languages

The French program is designed to provide a multicultural and multilingual experience for all students. A primary goal is to cultivate a lifelong interest in learning language. The Latin program at Epiphany spans Third, Fourth, and Fifth Grades. Students in these classes explore vocabulary and derivatives (English and French), grammar, and Roman history, culture and mythology. Through the foreign language program,

Epiphany students gain a deeper understanding of the English language and an ability to use a richer vocabulary more confidently.

### Music

The music program at Epiphany School is comprised of three basic elements: singing, playing instruments and movement. These act as vessels for the development of specific theoretical skills, such as note reading, rhythm, and basic theory, as well as music appreciation, which includes history, world music and cross-curricular study.

### Library

The library program at Epiphany School exposes students to a broad variety of literature and non-fiction text. Reading a wide variety of stories aloud and learning library and research skills nurture developing interests and allow students to independently locate materials.

### Health and Fitness

Physical Education is an integral part of the total education process at Epiphany School. Students participate in Health and Fitness , Game Days, or Intramurals, supporting the School's belief that keeping physically fit is an essential part of a child's education.

### Science

Science at Epiphany is a hands-on, inquiry-based curriculum that prepares students to be thoughtful and curious observers who are knowledgeable about their world. Through myriad science topics covering the range of earth science, physical science, and life science, students develop skills such as classifying, comparing, predicting, measuring, and describing.

### Performances

All Kindergarten through Fifth Grade students are involved in a production every year. The goals of Epiphany's performance program are to develop confidence on stage, use proper elocution, and enjoy performing for the school community.

### Technology

At Epiphany School, technology is a valuable tool that enables students and teachers to create, communicate, and collaborate. Technology is integrated within the school's curriculum through multiple devices. Throughout their journey, students develop proficiency in foundational digital skills and citizenship, utilize research tools, and maximize overall productivity.

### Literacy and Math Specialists

Epiphany School has literacy and math specialists who collaborate, plan, and support teachers and students directly every day. This structure provides high teacher contact during core subjects and allows a variety of learning opportunities including flexible groupings, additional support, and enrichment. These specialists ensure a coordinated academic program while staying attuned to the various learning needs of Epiphany School's students.

### Learning Skills Program

Learning Skills Specialists work to bolster emerging skills while leveraging a student's strengths. Additionally, they work in concert with the student's teacher to create an optimal learning environment. These sessions are scheduled during the school day and incur a separate charge. In addition to tailoring individual learning plans for their one-on-one students, the Learning Skills Specialists integrate into the

classrooms to teach small groups and to provide resources and expertise for teachers to ensure instruction at Epiphany School is differentiated and appropriate for all learners.

### Counseling Program

At Epiphany School, we believe that teaching and developing social-emotional skills is as important as teaching academic subjects. A strong foundation of social-emotional learning (SEL) underlies the ability to create a learning environment where students can focus, engage, and take mental risks in their academic work. Epiphany School has a dedicated counselor that works directly with students, faculty, staff, and families. The counselor works to ensure that each student feels a sense of safety, belonging and significance in their school environment and has the tools they need to develop a strong foundation of social and emotional skills. The counselor works with all students through weekly, in-class social-emotional lessons, and may also work with students in small groups and one-to-one. The counselor is an integral part of our Student Support Team and provides ongoing social, emotional and behavioral consultation and support to faculty, staff and families.

### Assessment

To academically challenge and care for each child, Epiphany teachers must understand each child's unique learning needs. The assessment process at Epiphany School helps identify each child's strengths and areas of growth to develop each child's educational program.

Epiphany School incorporates diagnostic, formative, and summative assessments to measure student learning. Its goal is to gather authentic and meaningful information about each child's learning to help with data-based decision making. The data is used to make critical educational decisions, such as determining the effectiveness of the curriculum and instructional practices, as well as recommending additional learning supports and/or enrichment strategies.

Knowing that families are an integral part of the students' educational experiences, Epiphany shares assessment data and strives for collaboration with families every step of the way towards creating an intentional educational program for each child.

### Family-Teacher Conferences

Conferences with teachers occur two times during the school year: fall and spring. In these 30-minute conferences, teachers and parents/guardians have the opportunity to build a shared understanding of the child's unique learning needs, discuss strengths and areas of growth, collaborate on academic goals, and implement a plan of action to reach those goals.

### Progress Reports

Families receive progress reports multiple times during the school year: a trimester report for most subject areas in fall, winter, and spring terms, and a subject specific report for music and art based on the music and art specialist schedule. Progress reports include the following information:

#### Subject/Content Area

Progress Reports are divided into the following subject/content specific areas:

- Pre-K Progress Reports: Social Emotional and Behavioral Development, English Language Arts, Math
- K-2 Progress Reports: Social Emotional and Behavioral Development, Math, English Language Arts, and Specialists (i.e. Science, French, Health & Fitness, etc.)

- 3-5 Progress Reports: Social Emotional and Behavioral Development, , Math, English Language Arts, Humanities, and Specialists (i.e. Science, French, Latin, Health & Fitness, , etc.)

### Categories and Skills

Subject areas are broken down into categories and then into a checklist of skills. For example, a specific skill for math is *Student can use a calendar to determine date (i.e. days, months, and years).*

### Rating Scale

Each skill is assessed on a scale of 1 to 5. The scores on the Progress Report checklist show the child's progress over time. The scoring key is located at the top of the Progress Report and will explain scores from 1 to 5.

### Comments

This section includes individualized comments on the child's progress throughout the school year.

## Standardized Testing and Assessment

Students at Epiphany participate in a variety of standardized, norm-referenced assessments in all grades to measure student learning in various content areas throughout the school year. These tests are designed, administered, and scored in a consistent manner. Each child's scores can be compared to his or her same age or grade level peer groups who have already taken these tests. If you have questions or need guidance, speak to the Division Head for your child's grade. The types of assessments offered are listed below:

### Speech and Language Diagnostic Screenings

Students in Pre-Kindergarten and Kindergarten receive diagnostic screenings to informally assess their communication development by a certified Speech/Language Pathologist. Results from these screenings are shared with faculty and families. If a child has been identified with a speech and/or language delay, Epiphany will provide the family with recommendations for additional evaluations and/or therapeutic services.

### ERB-CTP

The Educational Research Bureau-Comprehensive Testing Program (ERB-CTP) is given to students in Third, Fourth, and Fifth Grade. The ERB-CTP assesses a student's reading, listening, vocabulary, writing, mathematics, and verbal and quantitative reasoning. Scores from this comprehensive test are used as a snapshot of each child's academic achievement in the aforementioned areas and should not be confused with the child's intellectual abilities. After a school-wide analysis of the ERB-CTP's results, Epiphany identifies trends and patterns in comparison to other independent schools and shares the interpretations with faculty and parents/guardians. Individual student reports are emailed home. More information can be found on at [www.erblearn.org/parents](http://www.erblearn.org/parents).

### SSAT, ISSE, or CogAT

Students in the Fifth Grade who are applying for admission to independent secondary schools may be required to take the Secondary School Admissions Test (SSAT) and/or the Independent School Entrance Exam (ISEE).

### SSAT

The SSAT measures broad academic skills such as verbal reasoning, reading comprehension, and mathematics. The SSAT has three different levels: Elementary, Middle, and Upper. Please consult

[www.sat.org](http://www.sat.org) for more additional information.

## ISEE

The ISEE measures verbal reasoning, quantitative reasoning, reading comprehension, mathematics, and writing. For more information, please consult: <http://erblearn.org/parents/admission/isee>.

Please consult the independent secondary school your family is applying to for admission test preferences and to determine the weight your child's score will have on the admissions process.

## CogAT

Students applying to the Advanced Learning Program in the public schools will be required to take a cognitive screening assessment, known as CogAT (the Cognitive Abilities Test). You must refer your child through your public school's Advanced Learning Program process to schedule this assessment.

## Testing Accommodations

If your child has a documented disability, Epiphany will consult your child's ADA plans and provide reasonable accommodations to support the student's performance in the testing environment.

## Requesting Student Records

Epiphany School will fulfill request for student records when requests are made in writing. Current Epiphany students applying to other schools will be required to provide a signed Records Request Form from the schools they are applying to. This form must be signed by a parent/guardian of the student. All requests for student records for both former and current students will go through the Registrar.

The School recognizes the legal requirement to maintain the confidentiality of student records. Access to student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations. Pursuant to this legislation, parents/guardians are hereby notified that the School limits the disclosure of personally identifiable information contained in a student's education records except by prior written consent of the student's parent/guardian, as directory information, or under certain limited circumstances, as permitted by FERPA. Parents are further notified that they have the right to:

1. Inspect and review the student's education records;
2. Request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. File a complaint with the U.S. Department of Education alleging failure of the School to comply with FERPA and its regulations;
4. Obtain copies of this policy and the locations where copies may be obtained.

Parents/guardians of students with outstanding balances on their account are still eligible to review their student records in person but may not receive or request copies of student records, in accordance with the School's policy.

## Homework Policy

Epiphany School believes in building a foundation for our students of self-discipline and lifelong learning. One aspect of this foundation is homework. Through intentionally designed, developmentally appropriate homework, our students are able to develop responsibility for their own learning.

Homework not only helps students to cement their understanding of concepts and practice developing

skills, it builds a home-to-school connection. We strive to work in partnership with families as students learn the responsibilities of homework. We recognize that children differ and that how they and you approach the homework process can be quite unique to each family, depending on family schedules and outside activities. We ask that families support their children by providing a quiet, consistent work space for homework and support their students in becoming independent through the homework process.

At Epiphany School, we believe homework should:

- Be assigned to build skills and understanding and to give time for reflection.
- Be designed so that students understand the reasons behind their assignments.
- Develop habits of organization, responsibility, and a strong sense of ownership.
- Increase slowly both in amount and in what the homework demands, differing by grade level to match the needs of students.

### Homework Progression at Epiphany School

In Pre-K and K children are not assigned homework. Instead, we ask that parents spend time with children both reading aloud to them and encouraging them to spend time with books. Playing games with your children engages their critical thinking skills and instills a love of learning.

In the First and Second Grades, the purpose of homework is to establish good study habits by completing and returning independently completed homework. Students are working on building an enjoyment of reading at home, and families are asked to support their children through encouraging independent reading and through reading aloud to them. Second Grade students may have more regular weekly assignments, which may include math practice, vocabulary building, reading and writing activities, and practice from Specialist classes. Between nightly reading and any additional assignment, they should spend no more than 20 minutes per night on homework.

In the Third, Fourth and Fifth Grades students are provided home learning activities such as math practice, vocabulary building, reading and writing activities, and practice from Specialist classes. Students and families have the flexibility of spreading these activities out over the week or bundling them into fewer days. Faculty will strive to differentiate based upon student needs. Students are encouraged to manage their weekly independent learning, making teachers aware of personal needs to increase rigor or provide additional supports. Generally, students should spend no more than 30 minutes per night in 3rd grade, no more than 40 minutes per night in 4th grade and no more than 60 minutes per night in 5th grade on homework.

### Class Lists

Great care and thought are put into class assignments. Pre-Kindergarten class lists are created by the Lower Division Head and the Director of Enrollment Management and Admission. Kindergarten through Fifth Grade class lists are created by the grade level teachers of the current year, Specialists, the Division Heads, and the Director of Enrollment Management and Admission. The Head of School formally approves each class list before they are final.

## Governance

### Statement on Governance

The Epiphany School Board of Trustees governs Epiphany School by establishing the school's vision, mission

and values and by setting operating policies and goals that support this philosophy. The Board of Trustees employs the Head of School to support and advance the vision, mission, values and objectives of Epiphany School as defined by the Board.

## Administrative and Support Organization

### Head of School

The Head of School is responsible for the daily operations of the school, which includes the hiring, evaluation, and dismissal of all faculty and staff, and fulfilling the goals, policies and procedures established by the Board of Trustees.

### Lower Elementary Division Head

The Lower Elementary Division Head is responsible for oversight of all curricular and non-curricular activities involving students and faculty in the lower elementary division (Pre-Kindergarten through Second Grade). He/she/they acts as the educational leader of the division, is responsible for its operations, and directs the activities of the instructional and non-instructional staff in performance of their duties.

### Upper Elementary Division Head

The Upper Elementary Division Head is responsible for oversight of all curricular and non-curricular activities involving students and faculty in the upper elementary division (Third Grade through Fifth Grade). He/she/they acts as the educational leader of the division, is responsible for its operations, and directs the activities of the instructional and non-instructional staff in performance of their duties.

### Director of Finance and Operations

The DFO is responsible for the long-term financial planning for the school and managing certain support operations. Responsibilities includes managing the budget, cash flow, debt, investments and risk management, as well as overseeing the Business Office, IT, Facilities, Extended Day, Health & Safety, and School Office operational departments.

### Director of Enrollment Management and Admission

The Director of Enrollment Management and Admission is responsible for recruitment and admission of students to Epiphany School. The Director of Enrollment Management and Admission is responsible for assisting and advising current fifth grade families and students with their middle school outplacement needs.

### Director of Educational Technology

The Director of Educational Technology is responsible for developing, implementing and supporting a strategic vision for educational technology. He/She/They partner very closely with the IT Manager and ensure that the strategic vision and execution is aligned with the school's approach. They ensure that technology is key in driving innovation in education with students, their families and staff.

### Director of Development

The Director of Development is responsible for all aspects of development, including annual and capital fundraising, donor cultivation and stewardship, alumni relations, development events and development-related publications. He/She/They build lasting relationships between individuals, families, and alumni of Epiphany School.



### Director of Marketing and Communications

The Director of Marketing and Communications is responsible for organizing and managing marketing efforts and internal and external communication, including print and digital School publications, social media, and the website.

### Business Manager

The Business Manager is responsible for the day-to-day financial and accounting processes for the school, including accounts payable, accounts receivable, purchasing, payroll and benefits management. The Business Manager is also the liaison for families applying for financial aid.

### Development Coordinator

The Development Coordinator is responsible for supporting the Director of Development and the goals of the school's fundraising and stewardship efforts. He/She/They oversee the day-to-day management of the development office, including the Annual Fund, the spring fundraiser, alumni relations, development events and reporting and administrative responsibilities.

### Events Manager and Communications Coordinator

The Events Manager and Communications Coordinator works to create strong community engagement across multiple platforms and among diverse constituents, with a focus on school marketing and communications, live and virtual events, and volunteer coordination and oversight.

### Extended Day Program Manager

The Extended Day Program Manager is responsible for organizing enriching, social and recreational experiences for students before and after school hours, during in-service days and during some school breaks.

### Facilities Manager

The Facilities Manager develops, implements, manages, and oversees the buildings and grounds of Epiphany School, which includes, but is not limited to capital projects, building operations, landscape, and property management.

### Information Technology Manager

The Information Technology Manager is responsible for collaborating with the Leadership Team to set the technology strategy and establish technological tasks and assets to accomplish that strategy, including facilitating and streamlining administrative functions and assisting with the application of academic technology.

### Office Manager

The Office Manager manages the front desk and directs questions and communication from families to the School. He/she/They are also responsible for ensuring the efficient management of supplies and other school resources and plays a key role in creating and implementing daily school routines and operations. He/she/they supports academic and other school events.

### Registrar and Student Information Systems Manager

The Registrar is responsible for collecting and maintaining student records, registering students and establishing student schedules, and managing the student information database. He/she/they will manage, perform and support a variety of data management tasks to assist the Advancement and Academic teams in meeting their goals.

### School Nurse and COVID-19 Coordinator

The School Nurse is a health professional who oversees the School's response to the COVID-19 virus and all other health related matters. He/she/They coordinate with families, employees and state and local health officials.

## Administrative Information

### Admission Information Re-enrollment Procedure

To re-enroll an Epiphany School student, families in good financial standing with the school (i.e., no past-due balances), and who are offered admission for the upcoming academic year, will receive an offer to re-enroll using the online re-enrollment procedure in February. Electronically signed contracts and enrollment deposits must be received on or before the requested return date in order to secure space for the following year and to avoid a late fee. Failure to re-enroll by the deadline may result in the student's spot being filled by a newly enrolled student. Re-enrolling families must complete the required re-enrollment paperwork prior to the start of the new school year.

### Sibling Admission

Epiphany School supports its family atmosphere with a dedicated sibling policy. Siblings of students currently enrolled at Epiphany School are given preference for admission consideration.

Sibling applicants must adhere to the School's age requirements as well as demonstrate academic and social/emotional readiness for admission. Parents/guardians of a sibling applicant must apply at the first available opportunity for placement. If parents/guardians of siblings neither apply at the first opportunity nor accept the offer of enrollment, the preferred sibling status is forfeited. In limited, unique circumstances, sibling status may be delayed with the approval of the Head of School. Granting of such an exception is at the sole discretion of the School.

The sibling application process is completed in December before the process for prospective families. Deadlines for submission will be posted on the school website. The sibling application process must be completed online using the link to Ravenna on the admission tab of the website. Upon receipt of completed application materials, a parent/guardian interview as well as a student assessment must be scheduled. All sibling admission notification letters are sent electronically in December.

### Financial Assistance

Epiphany School has a needs-blind admission process, meaning that admission decisions are made independent of the financial aid award process. Only students accepted for admission are considered for financial aid awards.

Epiphany has a strong track record of providing financial aid to support families that choose to send their child to the school. In determining who qualifies for financial aid, the school will consider the family's financial means and their commitment to partnering with the school in funding their child's education.

Financial aid at Epiphany School is awarded based on a family's demonstrated financial need. The maximum financial aid that can be awarded is 95 percent of total tuition. Financial data is required from

both parents/guardians, unless only one parent is present in the child's life. Financial need and final award decisions are determined by the Financial Aid Committee after considering the financial resources, income-generating ability, and reasonable family expenditures within the unique circumstances of each individual family. This committee reviews applications anonymously.

Mid-year financial aid applications are accepted, provided financial aid funds are still available. Families whose financial circumstances change within the school year in such a way that payment of tuition is difficult are encouraged to contact the Business Manager to determine whether or not to apply for financial aid.

Please check the website under Admission/Tuition & Financial Aid starting in the fall for specifics on applying for financial aid and submission deadlines. All questions about financial aid should be directed to Lonnie Herring, Business Manager, (206) 720- 7651; [lherring@epiphanyschool.org](mailto:lherring@epiphanyschool.org)

### Tuition Payments

Epiphany’s annual tuition rate is established by the Board of Trustees during the annual budget setting process. To assist our families in managing tuition expenses, Epiphany offers three tuition payment options which the family selects during the online enrollment process:

1. One payment (due July 1 or 15).
2. Four payment schedule (quarterly payments due the 1st or 15th of July, October, January, and April).
3. Ten payment schedule (ten monthly payments due the 1st or 15th with first payment due in July and a final payment due in April).

Tuition is billed through, and payments are made to, Smart Tuition. Available methods of payment are ACH auto-debit, credit/debit card, or check. Credit/debit card payments currently include a 2.85% surcharge added to the payment amount. To avoid late fees assessed by Smart Tuition and Epiphany School, ACH auto-debit or credit/debit card payment is strongly encouraged. Parents/guardians are responsible for ensuring the accuracy of contact and payment method information in their Smart Tuition account.

The accounts for returning families must be current (i.e., no past-due balances) before a re-enrollment contract may be issued. The School will not release progress reports to parents or send copies of test results, transcripts, or teacher recommendations to other schools if an account is not current.

Additionally, a student may not participate in the graduation activities and no diploma will be awarded to a student if all tuition and fees billed through May 16 have not been paid by May 31. No final reports or student records of any kind will be sent to parents or *to any other school until all tuition and fees billed through June are paid.*

### Withdrawal of a Student

Families who enroll their student(s) at Epiphany School enter into a legally binding enrollment agreement between the School and the family. The terms of that contract specify a liquidated damages provision that is payable upon a family’s withdrawal, based on the date the School is notified, in writing, of the intent to withdraw a student. The liquidated damages due at the time of withdrawal is calculated as follows:

<b>Withdrawal Notification Date</b>	<b>Tuition Liability</b>
Prior to April 1	Deposit forfeiture only
Between April 1 and May 31	25% of total tuition less forfeited deposit
Between June 1 and June 30	50% of total tuition less forfeited deposit
After June 30	100% of total tuition less forfeited deposit

Since this is a contractual obligation between the School and the family, the liquidated damages provision may not be waived by school administration. Families are encouraged to review carefully the terms of their enrollment contract, to understand the rights and obligations contained therein.

## Facilities

### No Dogs on Campus

Seattle City ordinance prohibits dogs, even on leashes, from being on the school playground and campus during school hours. Please observe this law. There is a tie-up near the school sign on Denny Way for tying your dog while you attend to brief business on campus.

## Cleaning Practices and Products

### Cleaning Practices Pertaining to COVID-19 Pandemic

All classrooms, hallways, bathrooms and offices have been deep cleaned, and will be thoroughly cleaned and disinfected on a daily basis. There will be additional cleaning staff available during the school day to help with frequent cleaning of high-touch surfaces, restrooms, and classrooms. Faculty will be trained in proper cleaning and sanitizing and will clean tables and chair backs before and after students eat lunch and snack in their classrooms.

Faculty and students are expected to keep classrooms tidy in order to facilitate cleaning in the evenings by our custodial team.

### Rental of Facilities

Epiphany School makes its facilities available for rental by nonprofit organizations on a case-by-case basis. The School also makes its gymnasium available for rental to parents who wish to hold a student's birthday party in the gym. For more information about facilities rentals, please discuss with the Office Manager, or contact the Facilities Manager directly.

### Sustainable Landscape Plan

The Epiphany School landscape was designed to incorporate species that are native to the Pacific Northwest in a layout that minimizes the need for watering, fertilizing, and pruning. To maintain a safe and beautiful landscape, the school gardens are hand-weeded on a regular basis, compost is applied to maintain healthy soil, and targeted fertilization is performed only when necessary. At times when the gardens and lawns need additional nutrients that can only be found in a fertilizer, only organic varieties are employed, and they are applied when students are not present on campus.

## Giving Opportunities at Epiphany School

For more than 60 years, our generous community has helped Epiphany School students become tomorrow's doers, thinkers, creators, and leaders. Our community recognizes the connection between an excellent education and philanthropic support. This is why today Epiphany School has a strong endowment, excellent academic programs, generous professional development opportunities, a beautiful campus, and a broad array of resources and technology to help every student achieve their potential and thrive. This is the legacy of those who have come before us. And it is our responsibility to continue this

legacy by stewarding the school's resources and building them for the future.

### Annual Fund Initiative

The Annual Fund allows Epiphany School to be nimble and responsive to the needs of the moment. It enables the school to make the necessary short and long-term investments that ensure every student is well-supported and every teacher can deliver on the power and promise of an Epiphany School education.

#### The Annual Fund supports:

- Epiphany School students, so that they can grow into courageous, curious, confident, and lifelong learners.
- Our faculty, who have a deep commitment to professional growth and truly knowing every child.
- Our exceptional academic program, a nimble and innovative learning environment in which all students are challenged and supported.
- Our beautiful campus—a second home for our students that is safe, supportive, and inclusive.
- Financial Aid. A diversity of experience and perspectives enriches our students and strengthens our community.

**The Annual Fund supports strategic current-year investments that have long-lasting impacts. It provides our school with essential funds that allow us to stay nimble and keep innovating while remaining steadfast to our school's vision, mission, and values.**

We are grateful for your commitment to Epiphany School. Thank you for your generosity and your support!

### Capital Giving

Capital Giving is designated to support specific goals, programs, and projects identified by the Board of Trustees in the school's Strategic Plan and can be single- or multi-year gifts given in addition to Annual Fund giving.

Above and beyond Epiphany School's need for yearly operating support is its need to plan and provide for the school's long-term health. These needs must be met by those members of the community who can make capital gifts in addition to their Annual Fund and special event fundraising gifts.

### Endowment Giving

Gifts to the Epiphany School Endowment can be single, multi-year, or planned (estate) gifts to support long-term financial support to ensure excellence at Epiphany School now and into the future. These gifts are given in addition to Annual Fund giving.

Our endowment generates income for the school both for the long-term and on a yearly basis and is used according to spending policies established by the Epiphany School Board of Trustees. Endowments ensure the future financial strength of Epiphany School and is critical to our success.

Contributions to Epiphany's endowment may be made in a variety of ways. Bequests, trusts, and outright gifts are the most common methods supporters use to help Epiphany School provide for its future.

### Donor Privacy Policy

Epiphany School values its donors and takes their privacy seriously. We will respect the privacy of the personal information that we are privileged to have about our donors. Our commitment to the privacy of

our donors extends to how we obtain, use, protect and share information about them. We will honor any donor's request to remain anonymous. This policy is intended to be applied in conjunction with related Epiphany School policies, including but not limited to the Gift Acceptance Policy.

All information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their beneficiaries, the amount of their gift, etc., is made available to staff, board members, and volunteers on a "need-to-know" basis only. All such information shall be kept strictly confidential by Epiphany School, its staff, and volunteers, unless permission is obtained from donors to release such information.

Epiphany School requires any person or organization providing services to Epiphany School to protect the confidentiality of donor information, except where disclosure is required by law (as in the preparation of our Form 990).

Epiphany School does not sell, trade, or rent donor information to others.

Please direct comments or questions about Epiphany School's donor privacy policy to [development@epiphanyschool.org](mailto:development@epiphanyschool.org) or call (206) 971-3018.