



# **ELEVATION PREPARATORY ACADEMY**

## **2022 - 2023 STUDENT HANDBOOK**

On behalf of the staff, welcome to Elevation Preparatory Academy (EPA). We look forward to working with you and providing an atmosphere in which you can productively grow and learn.

We will not ask you to do more than what is possible, but you may be called upon to do more than you believe possible. You were accepted in the sincere belief that both you and EPA would gain and benefit from this relationship, and we extend to you not only our enthusiasm for EPA, but also our support and guidance as you enter this important stage in your development and life.

We expect you to share in the responsibilities of our philosophy, and to abide by our rules and regulations that have been established to benefit the members of our community.

The rules and guidelines provide a basis for our expectations of you, understanding:

- Treat others with kindness and respect
- Trust in others and yourself
- Act honorably
- Take pride in your work
- Be punctual (On time)
- Have respect for your health
- Don't be afraid to ask questions
- When all else fails, let common sense be your guide

If you follow and respect the rules and their intent, you will have a successful year. Your choice of attending EPA is the first in a number of choices that will grow in importance during your time with us. The choice of college or career may seem distant now, but you should not lose sight of the fact that the smallest decision can enlarge your choices and opportunities for many years to come.

## **THE HONOR CODE**

As a member of the ELEVATION PREPARATORY ACADEMY (EPA) community, each student is expected to treat all persons with respect, including fellow students, guests, residents and EPA staff. Each student is responsible to discreetly inform the appropriate members of the EPA staff if they see or learn that a fellow student is involved in, has been involved in or is planning any action that is or will be harmful to him, to another student, or to the EPA community. Such actions include (but are not limited to) racism, harassment, violence, theft and the possession or use of weapons, drugs, inhalants, alcohol or tobacco.

Honesty and truthfulness with others is absolutely essential if people are to trust one another and be able to live together in a peaceful, harmonious and productive manner. All students will be held accountable for always telling the truth, even when it is difficult to do so.

In particular, if a student is questioned by an EPA administrator, employee, or other staff member to ascertain whether he or another student has been or is in violation of EPA codes, rules or regulations, the student is expected to tell the truth. If the student refuses to answer questions from the EPA staff, the student will be disciplined. This disciplinary action may include, but not be limited to: being suspended or dismissed from EPA without refund.

## **CODE FOR RESPONSIBLE BEHAVIOR**

As a concerned community, EPA wishes to help each student become a responsible, self-motivated and caring individual. EPA believes that the building of these characteristics is dependent upon each student's development of "responsible behavior". "Responsible behavior" is behavior that fulfills a person's legitimate needs and opportunities in a manner that does not deprive others of their needs and opportunities. EPA participants understand and agree that responsible behavior is expected on and off the athletic arena, in all EPA sponsored activities, and in school.

The following brief guidelines may help students and their parents/guardians to better understand what EPA expects of each student:

- To strive to make the most of this opportunity for learning, both in and out of the extracurricular program.
- To be considerate of others who are also engaged in learning.
- To respect the opportunities that students are offered here at EPA.
- To follow the policies, rules and regulations set forth in this EPA Handbook for the benefit of the student and all other members of the EPA community.

- To become as successful as possible. At times a student will not be able to do this without the help of others. Therefore, some students will assert themselves as leaders for others to follow. In the role of a leader, a leader should maintain a positive and supportive attitude.
- To contribute to the community. A student's sharing of his talents in athletic, artistic, academic, and other aspects of the EPA way of life will contribute to their own growth as well as to the welfare of their fellow students.

## **EPA POLICIES**

### **PARTICIPATION POLICY**

EPA requires medical documentation of each student's fitness to participate in academic and sport programs prior to their start each year. During the year, EPA may require additional documentation or testing if it feels additional measures are warranted and appropriate, at EPA's sole discretion. To participate in any school or athletic event, students are obligated to cooperate in any evaluation of fitness to which may include physical or psychological examinations or testing.

### **EPA RULES**

**EPA RESERVES THE RIGHT TO INQUIRE ABOUT, INSPECT, OR SEARCH ANY PERSONAL PROPERTY, BELONGINGS, ROOMS, LOCKERS, VEHICLES OR OTHER AREAS, LOCKED OR UNLOCKED, AT ANY TIME FOR ANY REASON DEEMED NECESSARY BY EPA OR ITS STAFF AND EMPLOYEES.**

When a participant chooses to take part in any of the following acts or violates any of the following rules, the consequences may include the immediate dismissal or suspension from EPA without refund:

1. Use, sale, purchase, distribution, or possession (or arranging/facilitating the use, sale, purchase, distribution, or possession) of **drugs** (other than a student's use of a valid prescription in that student's name) or drug paraphernalia (including needles, rolling paper and pipes) or use, sale, distribution, or possession of any other **illegal substances**, sniffing agents, or illegal paraphernalia. EPA's staff and employees reserve the right to inspect rooms, lockers, sports bags, vehicles, packages received by mail and other possessions for such items.
2. Use, sale, purchase, distribution, or possession (or arranging/facilitating the use, sale, purchase, distribution, or possession) of **alcohol**. EPA staff and employees reserve the right to inspect rooms, lockers, sport bags, vehicles, and other possessions for such items.

3. **Theft** (or arranging/facilitating the theft) on or off EPA campus (including Apartments) of property or identity including, but not limited to, sports equipment, laptop computers, school books and supplies, internet accounts, credit cards, credit card account numbers, clothing, shoes, or the **unauthorized use** (or arranging/facilitating the unauthorized use) of calling cards, cell phones within EPA facilities and resources.
4. **“In The Presence of Rule”**: Any student found to possess drugs or drug paraphernalia, or who remains in any situation or place (for more than a reasonable amount of time to become aware of the situation) where drugs, substances, or alcohol are present will be considered to be in violation of the EPA Drug, Substance and Alcohol Policy. This rule applies to behavior within EPA facilities, residences, tournaments/games, and any other EPA sponsored or endorsed activity or function at or away from the EPA campus and residences.
5. Possession of **weapons** or other dangerous instruments.
6. Creation, sale, purchase, possession, distribution, or use (or arranging/facilitating the creation, sale, purchase, possession, distribution, or use) of any identification with false **information** for the student or any other third party.
7. **Phones should be put away for the entirety of the school day**, unless given permission otherwise by a teacher or staff member. Teachers and staff have the right to confiscate phones at any time. Confiscated phones will be given to the front office and will be returned at the end of the school day.
8. **Intimate contact** or acts considered having a sexual connotation or sexual overtones. This rule applies to behavior within EPA facilities, residences, tournaments/games, and any other EPA sponsored or endorsed activity or function at or away from the EPA campus and residences.
9. All forms of **gambling** (e.g. betting) by students is prohibited (including on the Internet).
10. **Bullying and harassment** of any kind.
11. Harassment via the use of any phone or electronic media including (but not limited to) Internet chat sessions, instant or text messaging, e-mail, websites, or social media such as Instagram and Snapchat.
12. Residences/dorm rooms are **off limits** to guests – male or female, unless registered with the Resident Supervisor. If a guest is not registered, the resident will be fined and be referred to the board of directors for further action.
13. **Non-boarding students** are **not allowed in dorm rooms** for any reason without express permission from the Housing and Travel Director.
14. **Fighting**, this includes physical and/or verbal abuse.
15. After **curfew** each night, students are not allowed to leave the dorms or apartments for any reason other than emergencies, in which case students should follow the proper emergency procedures.

16. Physical **damage** to any property, whether on campus or off-campus while attending or participating in an off-campus activity. Any damage caused by the student will be taken from the deposit and will be charged for any additional cost.
17. **Extreme disrespect** shown to fellow student/athletes, an EPA staff member or employee, guest, schoolteacher, or tournament/game officials privy to the coach/staff.
18. Pulling, or cooperating/conspiring to pull, a **fire alarm** as a prank or without good cause or using or cooperating/conspiring to use a **fire extinguisher** as a prank or without good cause or any type of prank call. A \$500 charge will be added to the student's bill.
19. Making, or cooperating/conspiring to make, a **911 call** as a prank or without good cause.
20. Previous unknown criminal activities or criminal activities while enrolled at EPA.
21. Repetitive acts of disrespect and rebellion during practices and/or games privy to the coach.
22. Use of profanity, violent, or harassing speech or writings and images (including in emails and instant messaging).
23. Purchase, sale, possession of, or passing on (or arranging/facilitating the purchase, sale, possession, or passing on) pornographic material to others (including via the Internet, at hotels during tournaments or supervised overnight trips). **Pornographic material**, and viewing pornographic sites on the Internet, is strictly prohibited.
24. Gaining unauthorized entry into the kitchen as well as the removal (or eating) of food or drink that belongs to EPA outside of preset meal times.
25. Wearing clothes with **offensive advertising** or content or wearing clothes that are too revealing by EPA standards.
26. Entering a fellow athlete's room or an unauthorized area without permission from the Staff.
27. All codes, policies, rules and regulations mentioned in this Handbook.
28. Use, sale, purchase, distribution, or possession (or arranging/facilitating the use, sale, purchase, distribution, or possession) of cigarettes, cigars, chewing tobacco, e-cigarettes, or other vaping devices.

If a member of EPA's community chooses to violate any of EPA rules and regulations, they will face a meeting with the Executive Board where further action will be discussed. Consequences may include activity or sport restriction/probation, suspension, and/or work detail. Any additional infraction will lead to dismissal from EPA and the respective sport academy without refund.

# **ENFORCEMENT OF CODES, POLICIES, RULES AND REGULATIONS**

## **DISCIPLINE**

**If the student breaks any of the rules and regulations stated above, they will face these consequences subject to the Executive Board.**

## **SUSPENSION**

Student suspension is decided by the Executive Board or by stated policy. Suspension from a student's academic school will also result in suspension or dismissal from their respective extra-curricular academy. No refunds will be given as a result of any suspension. The following steps occur for a suspended student:

- The student's parents/guardians will be officially notified by telephone or email, of the details of the student's suspension.
- All students that are suspended may not participate in their extra-curricular program or any other social or extra-curricular programs, tournaments, or games during their suspension period.
- At the end of the suspension period, the student may be placed on probation for a period of time to be determined by the Executive Board.

### **BOARDING STUDENT WORK DETAIL:**

The student's parents/guardians will be officially notified by telephone, email, RenWeb, or US Mail of the details of the on-campus student's suspension.

Students will be assigned a work duty in place of their extra-curricular program each day of the suspension. Additional evening or weekend duties may also be assigned. Students who give poor effort in their assigned work detail will be subject to further disciplinary actions.

## **PROBATION**

After a meeting with the Executive Board, the student has the burden of demonstrating that he/she wants to remain in the EPA community. While on probation, further major code, policy, rule, or regulation violations or a continuing difficulty demonstrating their desire to comply with the codes, policies, rules and regulations of EPA will lead to dismissal. Probation is assigned for a specific duration and may include a loss of some or all privileges.

## **DISMISSAL**

Dismissal is reserved for those students who have been involved in very serious misconduct or for cases in which other disciplinary options have been previously used. No refunds will be given as a result of any dismissal. The following steps occur for a dismissed student:

- A decision will be made by the EPA staff after reviewing the facts of each case and interviewing the student.
- The student's parents/guardians will be notified of the details of the student's dismissal.
- Any boarding student who is dismissed is expected to depart EPA within 48 hours of notification. The only exceptions to the 48-hour rule departure are for those students who are prevented from immediate departure due to delays related to their visa, plane ticket or passport, or delay caused by government or other regulation.
- Non-boarding students must immediately depart from EPA. The boarding student's parents/guardians must make the necessary arrangements to coordinate their travel needs.
- Any student who is dismissed may not continue to participate in their extracurricular program or any other social or EPA related programs.

## **THEFT/LOSS/UNAUTHORIZED USE/DAMAGE POLICY**

EPA is not always able to prevent the theft, loss, unauthorized use, or damage of personal property of students, their parents/guardians, or their guests. Students (together with their parents/guardians) must take responsibility for protecting and caring for any personal property they decide to bring to EPA.

- Students and their guests are encouraged not to bring un-needed valuables or property.
- Cash should be deposited in a local Bank.
- All valuables should be kept locked away at all times.
- All valuables should be engraved with your name.

If valuables are brought to EPA, students and/or their parents/guardians must obtain adequate insurance to cover any theft, loss, unauthorized use, or damage to such property. In the unfortunate case that any personal property is lost, stolen, damaged or used without permission, the student and their parents/guardians must make a claim against their appropriate insurance policy and not seek reimbursement or contribution from EPA. Further, students agree to hold EPA harmless from any theft, loss, unauthorized use, or damage to any personal property as a condition of attending EPA.

## **DRUG AND ALCOHOL TESTING POLICY**

A student who is accepted into EPA may be required to take a random drug and alcohol test during the year. The test would consist of hair analysis, urine analysis, or any other method adopted by EPA. **RANDOM TESTING MAY BE CONDUCTED AT ANY TIME DURING THE SCHOOL YEAR.**

### **REASONABLE SUSPICION TESTING:**

Whenever there is reasonable suspicion to believe that a student is using drugs, substances, or alcohol, the student may be tested. If a student refuses to consent to, or cooperate with any testing, he/she will be dismissed from EPA.

**PRESCRIPTION MEDICINE:**

Students who are taking prescription medication must inform the Housing and Travel Director and keep these medications in a predetermined location.

**TEST RESULTS**

**NEGATIVE RESULTS:**

In the event of a negative result, no further action will be taken.

**POSITIVE (NON-NEGATIVE) RESULTS:**

In the event of a positive result (non-negative), the board of directors shall decide disciplinary action. The board of directors will render a decision and provide the student and his parents/guardians with a written or verbal delivery of that decision within 72 hours. The decision is final and is not subject to appeal or review.

Disciplinary action may include the following: academic and athletic probation, loss of off-campus privileges, dismissal from EPA without refund or suspension from EPA (on or off the Academy property) without refund. **The decision as to whether a student who tests positive will be dismissed without refund or permitted to stay at EPA will be in the sole discretion of the Executive Board of EPA**

**NON-PUNITIVE NATURE OF POLICY:**

As set forth above, the purpose of this policy is the well-being of the students and the EPA community. Results of any test pursuant to this policy will not be forwarded to any criminal or juvenile authority unless required by subpoena or other legal process.

**CERTAIN PROCEDURES AND SUBSTANCES SUBJECT TO RESTRICTIONS:**

The use of the following procedures or substances is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in this policy and the quantities of substances used.

**BLOOD DOPING:**

The practice of blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes) is prohibited and any evidence confirming said practice will be cause for action consistent with that taken under "Positive Results."

**LOCAL ANESTHETICS - BETA 2 AGONISTS:**

EPA will permit the following limited use of local anesthetics: Procaine, Xylocaine, carebocaine or other local anesthetics and over-the-counter medicines. Local or topical injections can be used (i.e., intravenous injections are not permitted) and use which is medically justified only to allow the student to continue competition without potential risk to his health. The use of beta 2 agonists is permitted by inhalation only.



## DEFINITIONS

For the purpose of the Drug, Substance and Alcohol policy, the following terms are defined as follows:

**"Alcohol"** means any beverage, mixture or preparation, including any medications of other products, containing any form of alcohol or ethanol.

**"Drug"** means any substance considered illegal by Florida law or which is controlled by the United States Food and Drug Administration including, but not limited to, marijuana, cocaine, opiates, amphetamines and PCP.

**"Drug Test," "Drug Testing," or "Test/Testing"** means any chemical, biological, or physical instrumental analysis administered by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration for the purposes of determining the presence of or absence of Alcohol, Drug, or their metabolites.

**"Specimen"** means tissue, hair or a product of the human body capable of revealing the presence of drugs, or their metabolites, or alcohol, as approved by the United States Food and Drug Administration or the Agency for Health Care Administration.

**"Parent/Guardian"** means the parent or legal guardian of the student.

**"Student"** meaning, any individual enrolled at Elevation Preparatory Academy.

**"Reasonable Suspicion"** means a belief that a student is using or has used drugs or alcohol in violation of EPA's policy, drawn from specific, objective and explainable facts and reasonable inferences drawn from those facts in light of experience.

### **Such facts and inferences may be based on the following:**

1. Observable phenomena, abnormal conduct, or erratic behavior while at school, at their sport program, in their dorm room, during athletic practice, during athletic competition, during meals, or at other times.
2. Direct observation of drug, substance, or alcohol use or the physical symptoms or manifestations of being under the influence of drugs, substances, or alcohol.
3. Significant deterioration in athletic or academic performance.
4. Significant change in personality, being easily agitated, or acute depression.
5. Significant weight gain or loss or significant change in the student's physique.
6. Evidence that a student has tampered with his test or has, possessed, sold, solicited or transferred drugs, substances, or alcohol.
7. Alcohol on breath, unusual redness of the eyes, slurred speech, unsteady balance or coordination, or inability to focus attention.
8. Information gathered from an investigation or other sources including fellow students.

### **USE OF MASKING AGENTS PROHIBITED:**

Any student who is found to have used any product or chemical designed to interfere with or mask the result of any test will be presumed to have a positive (non-negative) result.

### **EFFECT OF OTHER DISCIPLINARY ACTION:**

Any student who faces disciplinary for drug, substance or alcohol use at another specialized academy may also face disciplinary action at EPA.

# **HARASSMENT POLICY**

EPA seeks to provide a safe and secure environment where every individual who attends EPA is treated with sensitivity and respect.

## **DEFINITION OF HARASSMENT:**

EPA will not tolerate harassment in any form. "Harassment" is defined as unacceptable behavior toward a student, staff member, employee, or other member of the EPA community on the basis of that person's race, creed, color, religion, national origin, ancestry, age, gender, sexual orientation, marital status, or disability that has the intent or effect of substantially interfering with the person's educational, sport, or living environment.

## **TYPES OF HARASSMENT**

Examples of behavior prohibited by this Harassment Policy include, but are not limited to, verbal or physical abuse, derogatory or demeaning remarks, insults, epithets, humor, inappropriate gestures, language, or display of materials.

### **BASED ON RACE, COLOR, OR NATIONAL ORIGIN:**

This form of harassment includes repeated abuse of an individual or group on the basis of a person's race, color, or national origin. Ethnic harassment includes both easily identified acts of verbal, written, or physical abuse and more subtle, but equally damaging forms of harassment such as graffiti, epithets and ethnically stereotyped remarks, or humor.

### **BASED ON AGE OR DISABILITY:**

Harassment based on age or disability is any repeated abuse of an individual or group on the basis of a person's age or disability. Age or disability harassment includes both easily identified acts of verbal, written, or physical abuse and more subtle, but equally damaging forms of harassment such as graffiti, epithets and ethnically stereotyped remarks, or humor.

### **BASED ON RELIGION:**

Religious based harassment is repeated abuse of an individual or group on the basis of a person's religion. Religious harassment includes both easily identified acts of verbal, written or physical abuse and more subtle, but equally damaging forms of harassment such as graffiti, epithets and ethnically stereotyped remarks or humor.

### **SEXUAL HARASSMENT:**

EPA will not tolerate sexual harassment of any member of our community, including students, faculty, staff, guests and other employees. Sexual harassment takes many forms and consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where: (A) submission to such conduct is made either explicitly or implicitly a condition of a student's instruction or participation in EPA activities; (B) submission to, or rejection of, such conduct by an individual is used as the basis for a student's evaluation; such conduct has the purpose, or effect, of unreasonably interfering with an individual's academic or athletic performance, or creates an intimidating, hostile, or offensive environment.

**Sexual harassment, as set forth above may include, but is not limited to:**

- Unwelcome leering, staring, sexual flirtations, or propositions.
- Unwelcome sexual slurs, threats, verbal abuse, derogatory comments, sexually degrading descriptions, or remarks that imply incompetence or weakness as a characteristic of a gender.
- Unwelcome comments about an individual's body.
- Unwelcome sexual jokes, stories, drawings, pictures, or gestures.
- Unwelcome touching of an individual's body or clothes or accessories in a sexual or suggestive way.
- Displaying sexually suggestive objects or materials at Elevation Preparatory Academy.
- Conditioning academic and/or pupil-activities on submission to unwanted sexual advances or conduct.

***Note: The above policy includes harassment via the use of any print, phone or electronic media including (but not limited to) internet chat sessions, instant or text messaging, social media comments or posts, or email.***

## **COMPLAINT PROCEDURE**

Each student shares a responsibility to ensure that the EPA environment is free from racism and sexual and all other forms of harassment. All claims and reports of harassment will be treated in a serious manner. Faculty, staff, students, and parents/guardians should contact, on a confidential basis, the Housing and Travel Director or Executive Board Member if they are subjected to, or witness incidents of harassment or other inappropriate behavior. All harassment complaints will be investigated. The investigations will be conducted in a manner designed to provide confidentiality, but also to conduct a full and fair investigation. There will be no retaliation against a person who has filed a good faith complaint of harassment.

If the harassment complaint is substantiated, EPA will take appropriate disciplinary action up to, and including suspension or dismissal of students without refund or the discipline of staff and employees. A substantiated charge against a student or a group of students could result in the following actions:

- Dismissal or suspension from EPA and respective partner academy without refund.
- Referral to local authorities
- Loss of campus or extracurricular privileges.
- Counseling.
- Referral for out-of-school counseling (at the student's expense).

### **FALSE CLAIMS OR REPORTS OF HARASSMENT**

Any student or parent/guardian that makes a knowingly false claim or report of harassment for any reason will be subject to appropriate disciplinary action up to and including suspension or dismissal of students without refund. Any faculty or staff of EPA that makes a knowingly false claim or report of harassment against any student or their parent/guardian for any reason will be subject to discipline from EPA's Executive Board.

## **VEHICLE POLICY**

If a student is granted permission to have a vehicle at EPA the following policy applies:

- The student must supply proof of insurance and a copy of their current driver's license.
- The vehicle must be parked in DESIGNATED areas for student parking.
- The student must always have their student parking pass clearly displayed in their vehicle.
- Only students with written consent forms may be passengers in student vehicles (See Vehicle Consent and Release of Liability Form).

The vehicle may be used only in compliance with EPA off-campus codes, policies, rules and regulations. No students may park in spaces directly in front of gym entrance or by the front door. All parking spaces are on a first come, first served basis. Parking spaces will not be reserved.

**FAILURE TO FOLLOW ANY OF THESE RULES WILL RESULT IN THE IMMEDIATE SUSPENSION OF THE STUDENT'S VEHICLE PERMIT AND MAY RESULT IN THE STUDENT'S SUSPENSION OR DISMISAL FROM EPA.**

## **Student Dress Code**

Students are expected to dress in a professional manner at all times:

1. Torn clothing and clothes that do not provide adequate cover, or that are too revealing, are not permitted. Shirts must be worn at all times. All students must change in locker room.
2. Students must wear an appropriate shirt and shorts/sweat pants/leggings during all conditioning classes.
3. Students are not permitted to wear clothing, shoes, or accessories with offensive slogans or content (as determined by EPA administration).
4. While in class all shirts must have sleeves.
5. Shirts must cover mid drift! Short length dresses, skirts, or shorts must be longer than the student's fingertips when arms are placed at the side.
6. No slides or sandals should be worn in school. Closed toed shoes are highly suggested to be worn throughout the school day.
7. No hats, hoods, caps, durags, bonnets, or shower caps are to be worn during the school day.
8. Students who are viewed by EPA as dressing in a manner that violates this code will be asked to change and properly dress while on the EPA campus or in a sponsored activity (including trips, tournaments and games). Failure to promptly change into appropriate attire will be cause for discipline.

# INFORMATION AND POLICIES BOARDING STUDENTS

## EXPECTATIONS FOR BOARDING STUDENTS

### Student's Rooms:

- Rooms must be kept clean. Cleaning and disinfecting supplies are supplied by EPA and should be used to clean accordingly.
- Fold and store all clothes in a closet or dresser.
- Laundry should be done weekly in the designated laundry rooms during laundry hours.
- Put all toiletry items neatly away in a proper storage space.
- Line up shoes under the bed.
- Remove everything from, or neatly arrange items on the top of, the dresser.
- Place dirty clothes in a laundry bag kept by the bed.
- Turn off all lights and approved electronic equipment, including computers and sound systems before leaving the room.
- Close and lock all windows.
- No climbing through the windows!
- Take out all garbage on a daily basis (see posted schedule)
- Carefully store all athletic gear and other valuable equipment and items in a safe and secure location each time the student leaves the room.
- Please report any damage that is observed to the dorm or gym, including common areas to Housing and Travel Director.
- Computers must be secured at all times and students name must be clearly marked. Pick up and properly dispose of trash when you see it (even if it is not yours). Immediately report any vandalism, abandoned, or suspicious looking packages or items to Housing and Travel Director.

## DORM REGULATIONS

- Students and the Housing and Travel Director are required to inspect the room together upon the student's arrival. An accurate record of the room condition will be agreed upon. Any damage discovered after this inspection will be paid for by the persons living in the room or by the student specifically responsible, should this information be known to EPA administration. Room changes at any time require a re-inspection and settlement for any damages prior to any move.
- Residential Staff members must be consulted and must approve the relocation of moveable dormitory furniture. Bunks may not be placed lengthwise across windows as this is against Fire Department regulations.
- Decorations, pictures and posters are prohibited on the walls!
- Speakers of any kind! Student must use headphones at all times while listening to music, skype, internet, etc.
- **STUDENTS DO NOT TOUCH THERMASTAT!** Problems with heating and cooling must be reported to the Housing and Travel Director who in turn will report any problems

to EPA maintenance. Changing the temperature on the thermostat will result in a \$75 fine.

- Students must not tamper with smoke alarms in their rooms or hang any objects on or from them as this could affect their function. Malfunctioning or blinking alarms must be promptly reported.
- Small under-the-counter refrigerators or microwaves are not allowed without permission from Housing and Travel Director.
- Each dorm is equipped with a microwave. Electrical appliances such as toasters, toaster ovens, air fryers, hot plates, hot pots, and any other devices that have exposed heating elements are not permitted.
- Personal televisions are limited to one per room and must be placed in area where all can view.
- As stated in the Theft Policy above, it is strongly recommended that students not bring expensive items or items of personal value to EPA, including but not limited to, awards, gaming systems, jewelry, and other expensive electronic devices without first obtaining adequate insurance for these items.

**EPA IS NOT RESPONSIBLE FOR DAMAGE, LOSS, MISPLACEMENT, OR THEFT OF ANY STUDENT PROPERTY.**

**IF ANY STUDENT IS FOUND TO BE RESPONSIBLE FOR TAMPERING WITH FIRE ALARMS, SMOKE DETECTORS, DOOR LOCKS, OR ANY OTHER EPA PROPERTY, ANY MONETARY EXPENDITURES INCURRED TO REMEDY THE STUDENT'S ACTIONS WILL BE THE STUDENT'S RESPONSIBILITY.**

## **GENERAL INFORMATION**

- Extra luggage is to be \*\*checked in with the Housing and Travel Director
- Room inspections will be conducted without notice. Rooms that do not pass inspection will be assessed zeros and occupants may face disciplinary action or result in suspension from sport program.
- No notes, messages, posters, or decorations of any sort may be placed on the outside of the room doors without the permission of the Housing and Travel Director.
- Lights and approved electrical appliances in the dormitory rooms must be turned off when students are out of their rooms. Windows must remain closed when the air conditioning or heat is in operation.
- Shades must be closed after dark.
- Talking or shouting outside of the windows of a house/dormitory is not allowed. Persons outside dormitories are not to hold conversations through the windows.

## **CURFEW**

The following table is a standard curfew guide. Curfew is subject to change on discretion of EPA Executive Board (games, special events, etc.)

DAY	IN-ROOM TIME	LIGHTS OUT TIME
Sunday - Thursday	22:00 or 10:00 PM	23:00 or 11:00 PM
Friday - Saturday	23:00 or 11:00 PM	00:00 or 12:00 AM

After curfew, students are NOT permitted to leave their rooms until 6:00am EST for any reason other than an emergency. The following additional exceptions may apply:

- Emergency evacuation.
- Student needing medical assistance.
- Student receiving an emergency phone calls from home.
- Early airport or tournament/game departure.

## **ROOM DAMAGE POLICY**

It is the policy of EPA that any and all damaged property is charged first, to the student's room deposit, and then to the credit card number on file for the parties who occupy a room or those involved. If after investigation, EPA is unable to determine who caused the damage and students do not admit to who is responsible; a charge will be levied on all of the occupants of the entire room (or group) in equal shares.

All rooms have been renovated and cleaned. EPA appreciates the cooperation of its students in not damaging EPA property.

## **ELECTRONIC EQUIPMENT**

Students may have electronic equipment in their rooms. The rights of others to study, sleep, read, speak on the phone, meditate, or privately listen to other music takes priority over those who carelessly operate their electronic equipment. **MUSIC MAY BE PLAYED WITH HEADPHONES ONLY!**

The following standards apply to the operation of electronic equipment:

- Music may not be played without headphones.
- Amplified musical instruments are not to be used.
- Music may NOT be played outdoors! NO EXCEPTIONS!

## **AIRPORT TRANSPORTATION**

Please notify EPA staff at least **two weeks in advance** of your arrival or departure from EPA so that we can make the necessary pickup or drop-off arrangements.

The cost for one-way pick-up or drop-off to and from Tampa International Airport is currently \$65 (cost is subject to change). There is no cost for pick-up-drop-off to and from the Sarasota Bradenton International Airport. Any request outside of the travel days or less than two weeks in advance will cost \$110.

## **BOARDING STUDENT SIGN OUT POLICY**

### **SIGNING OUT FOR TRIPS/ACTIVITIES:**

To leave campus, all boarding students must acquire a written pass from their respective program director. All permissions for leaving campus must be received by Wednesday night at 8:00 p.m through the assigned form. All permissions must be received prior to this deadline.

### **EPA MUST HAVE PRIOR AUTHORIZATION ON FILE FROM THE STUDENT'S PARENT OR GUARDIAN ("AUTHORIZATION") GIVING THEIR STUDENT PERMISSION TO SIGN-OUT UNDER THIS POLICY.**

- Students need to obtain permission **EACH** time they wish to sign-out under this policy indicating that they are in good standing at EPA (i.e. attendance at school and their extra-curricular program, effort, attitude, etc.)
- Students who leave campus must have a working cell phone number or always have access to a contactable phone number.
- All permissions will be granted at the discretion of a member of the Executive Board.
- Students who sign out under this policy must be accompanied at all times with AT LEAST one student companion who also meets the requirements of this sign-out policy. These students must always stay together when off-campus. **NO EXCEPTIONS!**
- EPA will NOT transport students to or pick up students from any destination except in disciplinary or emergency situations.
- Signed out students must return before the designated time on the sign-out sheet.

Students must understand that by signing the Handbook receipt and Code of Honor Agreement, they are expected to abide by all EPA codes, policies, rules and regulations while signed out.

**ANY FORGED SIGNATURE WILL BE CAUSE FOR IMMEDIATE DISMISSAL, AND TURNED IN TO THE LOCAL AUTHORITIES.**





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# ELEVATION PREPARATORY ACADEMY LLC. 2022-2023 STUDENT/PARENT HANDBOOK AND HONOR CODE AGREEMENT

By signing below, I have read the 2022-2023 Handbook:

I understand and accept my responsibilities as a member of the EPA community (and as a parent/guardian of a child who is a member of the EPA community) as stated in this Handbook.

I understand that I (and my child) will be subject to disciplinary action if I do not (he/she does not) abide by this Honor Code Agreement and EPA policies, rules and regulations.

We understand that all EPA rules, regulations and policies stated in this Handbook apply to all boarding and non-boarding student/athletes as long as enrolled and/or participating in an EPA sponsored event.

Our signatures below indicate our acceptance and understanding of all EPA, rules and regulations and this Honor Code Agreement.

I agree to abide by all EPA codes, policies, rules and regulations and understand they are subject to change at any time with or without notice.

Student (please print name): \_\_\_\_\_

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

Parent/Guardian (please print name): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please sign, detach this page, and return via email [administration@elevationacademy.org](mailto:administration@elevationacademy.org)**