EXPRESSION PREPARATORY ACADEMY

RESIDENTIAL LIFE HANDBOOK

Appendix H to the Student and Family Handbook, Residential Students and Families, Kentucky and West Virginia Campuses, 2026-2027 School Year

"How good and pleasant it is when God's people live together in unity." – Psalm 133:1

1. Purpose and Scope

This Handbook governs students participating in Expression Preparatory Academy's residential life program. It is Appendix H to the Student and Family Handbook and expands upon the general residential provisions in Section X of that Handbook. It does not modify the Student and Family Handbook, the applicable Enrollment Agreement and Tuition Contract, or any Host Family Agreement governing a student's living arrangement, all of which remain fully in effect. Where any conflict arises, the Student and Family Handbook and the applicable Enrollment Agreement control on matters of general School policy, and any Host Family Agreement controls on matters of residency and daily care.

2. Residential Staff and Authority

Residential staff members, including Residential Directors, Residential Advisers, House Parents, Student Services Personnel, Approved Supervisors, and School Administration, serve as extensions of the mission of Expression Preparatory Academy and have authority to enforce housing expectations, conduct inspections, provide correction, and support student growth. Residential staff are subject to the same background check, training, and child protection requirements as all School personnel and volunteers who work directly with students.

3. Housing Assignments and Room Changes

Expression Preparatory Academy determines housing assignments based upon the needs of the residential program, considering student age, grade level, program participation, room availability, student compatibility, and safety considerations. Students may not change housing assignments without approval from residential staff.

4. Community Living Expectations

Residential students are expected to contribute positively to the community, demonstrating respect for roommates, respect for residential staff, respect for property, personal responsibility, cleanliness, honesty, cooperation, and servant leadership. Students are expected to respect personal belongings, maintain appropriate boundaries, communicate respectfully, resolve disagreements maturely, keep shared spaces clean, honor quiet hours, and respect cultural differences. Roommate conflicts should be reported to residential staff before they become significant concerns.

5. Cleanliness and Housing Inspections

Students are responsible for maintaining their living environment, including bedrooms, bathrooms, kitchens, shared living spaces, laundry areas, and outdoor areas. Expression Preparatory Academy reserves the right to conduct housing inspections to ensure student safety, cleanliness, maintenance, policy compliance, and facility protection.

Housing inspections occur no less frequently than once per week. In addition to these scheduled weekly inspections, residential staff may conduct unscheduled, unannounced inspections at any time.

Failure to maintain housing expectations may result in the consequences described in Section 13 below. Students are responsible for their own belongings. Expression Preparatory Academy is not responsible for lost items, damaged belongings, stolen property, or unsecured valuables.

6. Curfew and Sign-Out Procedures

Residential students must follow established schedules and accountability procedures. Curfew exists to promote safety, rest, responsibility, structure, and accountability.

Curfew runs from 8:00 PM to 8:00 AM. Students must be present in their assigned residential housing during these hours except as approved in advance by the Residential Adviser, "RA," or the Student Services Director for a school-sponsored activity or another approved reason. A curfew violation is addressed under the tiered residential discipline schedule in Section 13.

Students must receive proper authorization before leaving approved areas, and are required to sign out, receive approval from the Residential Adviser, "RA," or the Student Services Director, provide destination information, return by designated times, and communicate schedule changes. Unauthorized absence from housing may result in disciplinary action under Section 13.

7. Visitors

Residential facilities are private student living spaces. Visitors must follow all housing check-in procedures, and unauthorized visitors are prohibited.

Visitors are permitted only between the hours of 4:00 PM and 10:00 PM, except that on Friday and Saturday evenings visitors must be out of residential apartments by 11:00 PM. Visitors are prohibited from residential facilities outside these hours. All visitors require prior approval from residential staff. A visitor of the opposite sex from the resident student is permitted only with prior approval from residential staff and only with an adult chaperone present at all times.

8. Transportation

Transportation may be provided or coordinated for approved activities. Students must follow driver instructions, wear seat belts when available, demonstrate respectful behavior, arrive on time, and follow travel expectations. Transportation privileges may be removed for unsafe behavior.

9. Meals

Students participating in residential meal programs are expected to follow meal procedures, demonstrate gratitude, respect dining areas, clean up after themselves, and avoid wasting food.

This section will state the meal schedule, how dietary restrictions or allergies are accommodated in the residential setting, and any meal-related costs not already covered by the enrollment agreement. Not yet available.

10. Health and Medical

Residential students must communicate health concerns promptly to residential staff. Parents are responsible for ensuring the School has current emergency contacts, medical history, medication information, insurance information when applicable, and any required documentation. Medication procedures for residential students follow the Medication Policy in Section VII of the Student and Family Handbook.

11. Prohibited Items

For safety reasons, the following items are not permitted in residential housing: weapons of any kind, alcohol, tobacco and nicotine products, vaping products, illegal substances, unauthorized medications, pets of any kind, any appliance that operates with an open flame, any appliance that requires the use of

an extension cord, space heaters or other unapproved heating devices, and any other item the School reasonably determines to be dangerous.

12. Damage and Financial Responsibility

Students are expected to respect residential property and may be held financially responsible for damage caused intentionally, damage caused through negligence, lost keys, excessive cleaning needs, and replacement costs. The School will provide families with the actual repair or replacement cost before billing, consistent with the process described in the Chromebook Use Policy, Appendix C, for School-owned equipment.

13. Residential Discipline

Residential violations, including curfew, visitor, inspection, cleanliness, and prohibited item violations, are addressed through a five-tier schedule.

A first violation results in a verbal correction from residential staff, documented in the student's file. A second violation results in parent communication and the loss of a specific privilege, such as visitor privileges, for a period determined by residential staff. A third violation results in a mandatory parent conference, a written behavior contract, and formal housing probation. A fourth violation results in removal from residential housing for the remainder of the semester or school year, subject to review by administration.

Any serious violation that poses a safety risk, including possession of a weapon, violence, or possession or use of alcohol or illegal drugs, results in immediate removal from residential housing regardless of a student's prior violation count, at administration's discretion, without regard to the preceding tiers.

Serious violations may also result in school disciplinary action under the Student and Family Handbook and may impact continued enrollment.

14. International Residential Students

Expression Preparatory Academy recognizes the unique responsibility of serving residential students whose families live outside the United States. Residential staff seek to provide support, guidance, structure, encouragement, and cultural transition assistance. Students are expected to embrace personal responsibility while honoring their families, school, and home countries. International residential students remain subject to the guardianship and local guardian requirements set out in the International Student F-1 / SEVIS Compliance Handbook, Appendix G.

15. Residential Life as Preparation and Program Authority

Residential life prepares students for adulthood, teaching time management, responsibility, conflict resolution, personal discipline, independence, leadership, and service. Expression Preparatory Academy reserves the right to make decisions regarding residential placement, participation, restrictions, or removal when necessary to protect student safety, community standards, program integrity, and school mission. Residential participation is a privilege and may be reviewed at any time.

16. Relationship to Other Governing Documents

This Handbook is Appendix H to, and does not modify, the Student and Family Handbook, the applicable Enrollment Agreement and Tuition Contract, the International Student F-1 / SEVIS Compliance Handbook, Appendix G, where applicable, or any Host Family Agreement governing a student's living arrangement. Where any conflict arises, those documents control as described in Section 1 above.

Acknowledgment and Signature

By signing below, we acknowledge that we have read this Residential Life Handbook, that we understand our responsibilities under it, and that we agree to be bound by its terms as a condition of the student's participation in Expression Preparatory Academy's residential life program.

Parent or Guardian Signature: _____ Date: _____

Local Guardian Signature (if applicable): _____ Date: _____

Printed Name(s): _____

Student Name: _____ Grade: _____
Campus: _____