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LOWER SCHOOL

Student/Parent Handbook  
2010 - 2011

# **Elgin Academy Lower School Handbook 2010-2011**

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## **Our Heritage**

Elgin Academy is proud of its heritage as the oldest coeducational, non-sectarian, college preparatory school west of the Allegheny Mountains. It has been since its founding an independent school dedicated to excellence through a college-preparatory liberal arts curriculum, character development, and a true spirit of community. The school's focus on academic achievement is supported by a selective admission process that identifies able students of social, economic, and ethnic diversity who have the commitment to pursue their learning with enthusiasm within and beyond the classroom.

Elgin Academy admits students of any race, color, religion, sex, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sex, or national or ethnic origin in the administration of its educational policies, financial aid programs, or athletic and other school-administered programs.

## **Elgin Academy's Mission Statement**

Elgin Academy  
is a PS-12 independent,  
college preparatory, coeducational day school  
committed to developing the full potential of its students.  
Through a proactive partnership  
among faculty, parents, and students  
in a nurturing, dynamic, challenging, and diverse community,  
the Academy creates an environment  
where students may acquire  
the knowledge, skills, and attitudes necessary to become  
intellectually engaged and confident about their place in the world.

## **Educational Philosophy and Goals**

The purpose of the Academy's preschool-12<sup>th</sup> grade program is to develop a thorough and in-depth knowledge of the traditional academic disciplines, and the skills and attitudes needed to acquire and use that knowledge as life-long learners. Believing in the developmental nature of intellectual, emotional, and physical growth, the Academy faculty recognizes different stages and styles of learning that require different methods of teaching and a high degree of individual attention. By balancing structure with freedom and tradition with innovation, the school develops within each student the capacity to solve problems through both reason and imagination.

In both size and attitude, the Academy is a personal school. This personal environment fosters the pursuit of excellence in all arenas, equal standards for all, respect for individual differences, and the encouragement of risk-taking. It produces a relationship of trust and support among all members of the community – students, faculty and staff, parents, alumni, and trustees – who are joined in the common goals of excellence and cooperation. At the same time, the Academy exposes students to the complex world beyond the school community. Ultimately, the school expects students to assume increasing levels of personal and social responsibility in order to lead their lives with confidence and compassion.

**Elgin Academy's Academic Goals:** Elgin Academy develops students who:

1. Have achieved academic excellence in critical reading, research, writing, speaking and listening, observing, analyzing, computing, reasoning, and studying.
2. Are academically accomplished in English, mathematics, social studies, world languages, science, technology, and the arts.
3. Use a variety of educational and cultural resources effectively.
4. Are informed and concerned about contemporary issues and understand how their personal values and actions affect those issues.

**Elgin Academy's Personal/Social Goals:** Elgin Academy develops students who:

1. Characterize their lives with understanding, honesty, compassion, and justice.
2. Have a positive self-concept and can work toward worthy and realistic goals.
3. Have personal habits marked by initiative, responsibility, thoroughness, and a strong work ethic—qualities that make for effective citizenship and a healthy lifestyle.
4. Value cooperation and competition by participating in a variety of co-curricular activities: athletics, the arts, community service, and student publications and government.
5. Understand the value of a sense of humor as part of a rewarding life and of enjoying the pursuit of one's goals.

## **The Learning Plan**

In addition to the core curriculum for all students, we also identify special areas of talent and interest for each child. The Learning Plan is designed to personalize the educational process and to address the developmental needs of younger children. The Learning Plan is at the heart of Elgin Academy's educational philosophy.

Required Learning Plan conferences are held in the fall and again in the spring with optional conferences also available at the end of the year. Beginning in Grade 3, students become more active partners in the planning process and attend conferences. Students may be excused for part of the conference time so that parents and teachers may speak confidentially.

As well as the conferences described above, the teachers or administrators may initiate a conference with parents whenever they believe it will be helpful.

Goals set during Learning Plan conferences reflect the spirit of the Lower School's Academic and Personal/Social Goals.

**Lower School Academic Goals** - The Lower School develops students who:

1. Play an active and responsible role in the educational process.
2. Strive for excellence in what they do.
3. Are well rounded in their academic development.
4. Communicate information, opinions and feelings effectively, both orally and in writing,
5. Can apply what they have learned in the context of the real world.

**Personal/Social Goals** – The Lower School develops students who:

1. Enjoy learning and have a positive attitude towards school.
2. Are of good character.
3. Reflect on their observations and experiences, and understand how their personal values and actions affect their own lives as well as those of others.
4. Have a positive self-image and form healthy social relationships.

## **Admission**

The Academy's educational program is designed for students who have the potential to respond to the curriculum in a positive way and who wish to prepare themselves with a sound academic background for college work.

In considering a candidate for admission, the Academy endeavors to find out as much as possible about the student's scholastic background, work habits, character, personal interests, and social traits. From this information an Admission Committee judges a candidate's ability to meet the high standards of academic achievement and personal conduct expected of EA students.

The decision of the Admission Committee is based on:

1. The student's past academic work as recorded on a copy of an official transcript sent from the student's current school.
2. A completed Teacher Recommendation form (Grade 2-12 applicants only; form provided by E.A.
3. The results of the ERB Test administered by the Admission Office (Grade 6-12 applicants only) or a scheduled screening visit (PS –Grade 5 applicants only).
4. A personal interview with the parents and student candidate, when deemed appropriate.
5. A school visit by the candidate.

## **Tuition Policies**

A non-refundable deposit is required for both returning students, as part of the re-enrollment agreement, and new students to confirm the applicant's place in class. This is applied to the total tuition and fees. The Academy has many expenses of a continuing nature, such as faculty salaries and campus maintenance. In order to plan and maintain these services over the entire year, it is essential that the annual income from fees be assured. For this reason, it is understood that students are enrolled for the entire school year or such portion as may remain after the date of entrance. In view of the foregoing, no reduction or remission of fees can be allowed by the Academy for absence, withdrawal, or dismissal. The fact that the school fees may be paid in installments does not constitute a fractional contract.

The Tuition Protection Plan is a program provided by Elgin Academy for the purpose of protecting the investment a family makes in the education of a child at the Academy. Enrollment of a child at Elgin Academy carries with it an obligation to pay tuition for the entire academic year, even if the child is subsequently withdrawn. By participating in the Tuition Protection Plan, you become eligible to receive a pro rata refund of your tuition if your child's separation from school occurs by reason of one of the causes covered by the Plan, including Medical Withdrawal, Psychiatric Withdrawal, Geographic Withdrawal, and Disciplinary Dismissal.

**Participation in this Plan is required of all students whose tuition is paid via a payment plan.**

Participation is recommended (but not required) for parents who choose to pay their student's balance in full by August 5<sup>th</sup> and wish to minimize their risk of lost tuition expense in the event of a covered separation from studies.

## **Lower School Hours / Drop-Off and Pick-Up**

### **School Hours**

Regular school hours are from 8:15 a.m. to 2:44 p.m. The Extended Day Program is normally available Monday through Friday, from 7:00 a.m. to 8:00 a.m. and from 2:44 p.m. to 6:00 p.m. On certain days, some students might be involved in optional after-school activities, which typically run between 2:45 p.m. and 3:45 p.m.

### **Arrival Time**

Children should arrive in their classrooms between 8:00 a.m. and 8:10 a.m. so that they are ready for the beginning of the school day at 8:15 a.m. Children arriving prior to 8:00 a.m. must normally report to the Extended Day classroom in **Sears** Hall, for which there is a fee. However, there will be no Extended Day charge for children arriving between 7:55 a.m. and 8:00 a.m. (Please refer to separate information regarding fees from the Business Office.)

### **Drop Off**

The drop-off point for parents bringing their children to school by car is at the corner of Academy Place and Kimble Street, in the vicinity of North Hall, Edwards Hall, and the new Family Media, Science and Fine Arts Center. EA personnel will be present to assist at drop-off each morning starting at 7:55 a.m. and up to 8:15 a.m. Before and after that time period, parents should park their cars and accompany their children into the school. Please note that there are no parking lots on campus and parking is not allowed on Academy Place or Kimball Street, which means off-campus parking must be used.

### **Departure Time**

Children should be picked up promptly after school ends at 2:44 p.m. or, if applicable, after their time in Extended Day or at after-school activities. Students are not permitted to walk off campus.

### **Pick-Up**

**At the end of the regular school day:** Students will assemble in car line by 2:44 p.m. The pick-up point is the same as for drop-off, at the corner of Academy Place and Kimble Street, in the vicinity of North Hall, Edwards Hall, and the new Family Media, Science and Fine Arts Building. Car line will be supervised by Elgin Academy personnel, and traditionally runs smoothly, safely and in good time.  
**From Extended Day or an after-school activity:** Parents or someone designated by parents must park off campus and proceed to the Extended Day or after-school activity location to pick up children personally.

## **Extended Day Program**

This program serves the needs of working parents who wish greater flexibility in their daily schedules. The schedule is designed to provide time for relaxation, physical recreation, snacks, and quiet study (for older students). All students in grades K through 8 are eligible for the Extended Day Program. Several different payment options are available. Many families prefer to sign up for the whole year, while others find it more convenient to send their children on an as-needed basis.

A registration form, completed by parents, must be on file in the Business Office in order for students to participate. This form will list the designated persons who are authorized to check children out from the Extended Day Program.

## **Regular Weekly Schedule**

Lower School students spend most of their time with their classroom teachers, who are responsible for their general welfare and progress. The classroom teachers normally give instruction in English Language Arts, mathematics, social studies, science, and information technology. Details regarding the scheduling of each of these areas of the curriculum are provided to parents by the classroom teachers at information sessions near the beginning of the school year.

Specialist teachers provide instruction in art (one period of 60 minutes), music (two periods of 30 minutes), French or Spanish (four periods of 20 – 25 minutes), and P.E. (four periods of 30 minutes). Students also have a 30-minute period with the librarian.

Lunch and recess, each of about 30 minutes duration, take place just before and after mid-day,

## **Homework**

Homework is assigned to Lower School students on a regular basis. It is intended to develop good work habits and to extend the learning process. Beginning in Grade 3, students are responsible for writing down their assignments in their own assignment books. Homework is not assigned on weekends. Details regarding the type and quantity of homework for each grade level will be presented by class teachers at information sessions near the beginning of the school year.

## **Field Trips**

Parents will be asked to sign an annual “blanket” permission slip for field trips. Those students whose parents have not signed this slip are not permitted to accompany the class. Parents will be informed of each individual excursion in advance.

## **Co-Curricular Activities / Afternoon at the Academy**

Optional after-school activities take place on a regular basis between 2:45 p.m. and 3:45 p.m., and are normally organized in blocks of about 8 to 12 weeks. Flyers and registration forms are sent out to parents in advance. Activities may vary, but typically include: music, art, drama, chess, and world languages.

## **Summer at the Academy**

During summer vacation the Academy offers a summer program which may be staffed by Elgin Academy personnel or by approved outside providers. Information containing flyers and registration forms is sent out to parents about February/March and is also posted on the EA website.

# **Parent/School Communication**

## **Regular Communication**

The Academy values its long tradition of parental support. Parent questions, suggestions, and concerns are always welcome. Teachers and administrators may be contacted directly via e-mail, or via voicemail at 847-695-0309 (e-mail addresses and voicemail extensions are listed in the Parent Association's annual Orange Book directory). We will make every effort to respond within 24 hours. If necessary, a parent can also contact a teacher or administrator home. There is an opportunity at the Get-Acquainted Conference for you to inform us of the best mode of communication for your personal style and accessibility. On request, appointments may also be arranged at mutually convenient times to discuss matters personally.

## **Orange Book**

Early in the school year each family in the Elgin Academy community will receive a copy of the Orange Book. This book is invaluable for its information. It is a directory and phone book containing the names, street addresses, phone numbers, and email addresses of all EA families and faculty/staff. It is also a calendar and reference book for question that may come up during the school year. It is kept in the car by many parents for quick and easy access.

## **Get-Acquainted Conferences**

These conferences are scheduled during Orientation Week at the beginning of the year, so that we first learn about your child from you. Your insights regarding your child are very helpful to the teacher in planning an educational program. Traditionally the classroom teachers call parents to introduce themselves and set up the conferences.

It is our hope to provide your child with an excellent, well-rounded education. Clear and open communication between home and school is necessary to attain this goal. Your child's education is a collaborative effort, so we ask you to join us.

## **Opening Activities**

In the opening weeks of school you will have an opportunity to meet your child's teacher and many other adults who play an important role in his or her education. In addition to the Get-Acquainted Conferences, these activities include the Back-to-School Information Sessions.

## **Friday Folders**

At the end of each week a Friday Folder is sent home with each child. As well as samples of your child's work, it contains information from many different areas of the school. Letters and memos from teachers, invitations to Parent Association events, opportunities to order Market Day, calendars and notices, are all examples of what may be found in a Friday Folder. Your signature is required on the folder's response sheet, and your comments and questions are welcome.

## **Visiting School**

Your school visits are special occasions for students and faculty alike, and we hope you can arrange at least one during the year. Unless there is some special circumstance, we ask that you wait until after October first, and then call the school. The secretary will check the schedule so that the day and time are convenient for you, your child, and the teacher.

## **Learning Plan Conferences**

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As well as the conferences described above, teachers or administrators may initiate a conference with parents and vice versa, whenever they believe it will be helpful.

## **Student Progress Reports**

The school year is divided into four (4) academic terms. A written progress report will be mailed to you at the end of each term. At the end of the second and fourth terms, these will be accompanied by an extensive narrative comment. Our aim is to provide you with a clear and frank appraisal of your child's performance, noting strengths and challenges, and offering suggestions for improvement. We have organized it so that you can see the year's progress as it unfolds. Written evaluations begin at the kindergarten level and formal letter grading starts at the fourth grade.

## **Parent Organizations**

The Academy has three parent organizations: the Parent Association, the Athletic Booster Club, and the Patrons of the Arts. Each is a volunteer organization that is open to the entire parent body. The Parent Association seeks to promote Academy unity, parent understanding of Academy objectives, and opportunities for parents to be of service to the school. The Parent Association also raises monies for educational equipment and programs. The Athletic Booster Club supports Academy athletic programs through fundraising and volunteering. Likewise, parents in Patrons of the Arts support Academy fine arts programs through fundraising and volunteering. Elgin Academy parent organizations recognize the Head of School as the Academy's chief administrative officer with primary responsibility for approving all school projects, activities, and policies.

## **Lower School Parent Volunteers**

Lower School parents are encouraged to help out by serving as room reps, art volunteers, and library helpers. Immersion workshops and other special events also require large numbers of volunteers on a short-term basis. Please look out for information from the Parent Association or contact the Parent Association personally to learn more about these opportunities.

## **Principles of Good Practice**

Elgin Academy is a member of the National Association of Independent Schools, which has developed standards of practice for its 1,100 member schools. The following are Principles of Good Practice for parents and schools working together on behalf of our students.

### **Parents Working with Schools**

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective of the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

### **Schools Working with Parents**

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached
2. The school fully discloses its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parent's perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school clearly defines how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse body.

# Health and Safety

## Forms

In compliance with Illinois law, parents of all students must complete:

- ❑ *Emergency Release Authorization Form*
- ❑ *Certificate of Child Health Examination Form* (complete with the dates of immunization, physician's examination report, signature and date)

In order for the Academy to maintain its accreditation, it must comply with these State regulations. The Academy must insist, therefore, that the *Emergency Release Form* and the *Health Examination Form* be on file at the School. Students who do not have their health records and emergency forms on file will not be able to attend classes.

## Health Exams

All new students entering grades 1 – 4 need a current physical examination on file at the school office, preferably by the time school starts in August, but no later than October 1. Health records of all new students must be sent to the Academy from their previous schools. Returning students in grades 1 through 4 also need immunizations updated on their medical forms although a new physical is not necessary.

## Illness/Accident at School

Elgin Academy does not provide the services of a registered nurse on campus. If an illness or accident occurs at school, we will first call the parents. In cases of emergency where parents cannot be reached, we will then call the emergency contact person, as shown on the *Emergency Release Form*. If the school is not able to contact any of the above, we will make arrangements to transport the child to the nearest emergency room. Meanwhile, the school will continue its attempts to reach the parents. **The one notable exception to this will be in the case of a serious head injury, where the school will immediately call 911 for assistance and then try to contact the parents.**

## Medication

It is necessary for the school to supervise the dispensing of all medicines (aspirin, etc.), therefore:

1. Student medicine will be stored in the office.
2. If a student requires continuing medication, the Academy must have on file written authorization from the prescribing physician and the parent or guardian.
3. A note must accompany all medications including nonprescription medications listing:
  - name of medication
  - dosage and time to be given
  - doctor's name, if prescription.

## Insurance

No group insurance plan to cover student accidents or injuries is offered by the Academy. Parents are strongly urged to secure health and accident insurance for their children in the event of illness, accident or other emergency, as the Academy will not be financially responsible for expenses resulting from such occurrences.

## **Emergency School Closing**

Should there be a need for a scheduled school day to be cancelled (i.e. a “Snow Day”) parents will be contacted by the school. Emergency information initiated by Elgin Academy will be communicated immediately to parents by phone and/or email.

## **Absences**

**Absence on the Morning of a School Day:** If an absence becomes necessary on the morning of a school day, for example because of illness or some other unexpected occurrence, parents should inform the PS – 4 secretary by calling 847-695-0315 or via email to [dschmidt@elginacademy.org](mailto:dschmidt@elginacademy.org). Students who leave and/or return during the school day must be signed in and/or checked out by an adult via the Lower School office.

**Extended Absence Due to Illness:** If the absence continues, please provide the PS – 4 Secretary with regular updates. If the absence is due to a communicable disease such as strep throat or chicken pox, please inform the office accordingly so that we can be in compliance with state regulations. Also, please confirm that your child is well and has been free of fever for a period of 24 hours before his/her return to school.

**Planned Absences:** Planned absences should be avoided, particularly for additional vacation days. Please refer to the school calendar to assist in this regard. Absences for extended periods of time, for any reason, are extremely problematic, and may result in a student failing to complete grade level requirements. If an unavoidable absence seems likely, parents should contact the Lower School Director as soon as possible, who in turn will consult with the student’s teachers. In cases of illness there are things we can do to minimize the impact of an extended absence.

### **Parents’ Absence from Home**

If both parents are out of town, please inform the school in advance. We will need to know the following information:

1. The name of the person caring for your child and the telephone number, if your child is not staying at home.
2. Your out-of-town address and telephone number in case of an emergency.

# **Student Conduct / Building Community**

## **Our Philosophy**

The Academy expects students to exhibit personal maturity and responsibility commensurate with their age. The school believes that students grow and develop as children and adolescents best when proper standards of politeness and decorum are maintained. The Academy relies on three guiding principles in considering the behavior of students: Integrity, Respect, and Trust.

*Integrity:* Students are expected to act honestly, do their best in all activities, strive to grow academically and personally, and live by both the letter and spirit of school rules.

*Respect:* Students are expected to respect their elders and their fellow students, respect school property and the property of others, respect themselves, and behave in a civil manner.

*Trust:* Faculty and Administrators must be able to trust students to act respectfully and with integrity.

To help guide them, students are expected to familiarize themselves with and adhere to the rules of their classroom and the school as a whole. Their teachers will support them in doing so and will promote positive behavior in a variety of ways on a regular daily basis

## **Disciplinary Procedures**

If disciplinary action becomes necessary, it can vary depending on the nature and severity of the misconduct, as well as the student's past record. Consequences can include but are not limited to: time-out, loss of particular privileges, detention, in-school suspension, out-of-school suspension, or dismissal from the Academy. In cases where disciplinary action becomes necessary, parents will be contacted to keep them informed and their support in dealing with problems will be sought.

## **Harassment**

Elgin Academy will not tolerate verbal or physical conduct by any community member – student or adult – which harasses, bullies, disrupts, or interferes with another's performance or which creates an offensive or hostile environment. This policy includes harassment of any kind, but particularly harassment forbidden by law and based on race, religion, sex, age, national origin, color, physical size, marital status, or disability.

Disciplinary steps up to and including suspension or expulsion will be taken against any student who engages in any type of harassment.

Disciplinary steps up to and including discharge will be taken against any employee who engages in any type of harassment or bullying. In the case of inappropriate behavior by a teacher, coach, or staff member, parents and students should contact the Division Director. If the student or parent is uncomfortable contacting the Division Director, he/she should contact the Head of School or the Director of Finance & Operations.

The use of computers, cell phones, or other means of communication to tease, embarrass, intimidate, or discriminate against another member of the school community may constitute a violation of the Academy's harassment policy. Whether or not the incident occurs at school, and whether or not school-owned computers/media are used, harsh disciplinary steps may be taken if the incident contributes to an atmosphere in which the person feels emotionally and/or physically unsafe at school.

**Computer/Internet**

Instant messaging, personal e-mails, computer games, downloading of unauthorized materials, personal Internet surfing, or use of social interaction websites (Facebook, Myspace, etc.) during the school day is not permitted and may result in suspension of computer privileges.

**Cell Phones**

Because the school is responsible for students while they are on campus, telephone communications involving Lower School students are to be channeled via the PS – Gd.4 secretary or another faculty/staff member. Lower School students are not permitted to use cell phones while on campus except in rare circumstances, and even then authorization by a member of the faculty or staff is required. Teachers may confiscate cell phones for unauthorized use, in which case the parents will be informed.

**Music**

The use of music players by Lower School students while on campus is normally not permitted. However, special circumstances could arise when permission is given by a teacher. Teachers may confiscate music players for unauthorized use, in which case the parents will be informed.

**Respect for Property**

Both the private property of students and the property of the school are to be respected by students. Defacement, destruction, and stealing are all offences which make the student subject to disciplinary action. The Academy cannot be responsible for lost or stolen property. Students are advised to use good judgment by not leaving personal items unattended in the Academy buildings, buses, or on the campus.

**Weapons or Replicas of Weapons**

Possession of any weapon or replica weapon on campus or at a school-related event is strictly prohibited. This includes the use of toy weapons as part of a costume, for example at Halloween.

## **Dress Code**

As in most social institutions, the Academy expects everyone—students, teachers, and administrators—to maintain standards of dress which are in keeping with the expectations of the school community.

### **The purposes of the Dress Code are as follows:**

1. To create an atmosphere of seriousness of purpose.
2. To foster a professional atmosphere among students.
3. To establish an environment consistent with the traditions of the Academy.
4. To instill the habit of dressing properly for the day, in recognizing preparedness as an essential part of the student's responsibilities.
5. To inspire personal pride and pride for the school in each individual.

### **Dress Code Implementation**

The most important feature of the Lower School dress code is that clothing be clean, neat, and appropriate for an active learning environment. If a child's clothing is inappropriate, the student or parent will be told by the teacher.

Because of the active nature of the program, children may wear gym shoes. If a student does wear another type of shoe, s/he should also have a pair of gym shoes at school for physical education and recess. Footwear should be flat and appropriate for active learning. High heels, platforms, and flip flops are unacceptable for daily school footwear.

In winter, it is important that every child come to school with warm clothing, i.e. cap, coat, boots, and gloves. All clothing and personal belongings must be labeled with the child's name.

### **Not Acceptable**

- Shirts with inappropriate words, slogans, or pictures
- Camouflage-style clothing
- Blue jeans
- Cutoffs or halter tops
- Hats in school buildings, except on Spirit Days
- Athletic clothing, including sweatpants, athletic shorts, shirts with athletic emblems, logos, etc.
- Extremes in hair style or length
- Earrings on boys
- High heels, platforms, flip flops, and shoes with retractable in-line skates

### **Spirit Days**

On the first Friday of each month, students have a Spirit Day on which they may dress as follows: jeans, denim pants, denim shorts (before November 1 or after Spring Break), or denim skirts (of appropriate length) may be worn as long as a clearly visible Elgin Academy shirt, sweater, or sweatshirt is worn as a demonstration of school spirit. (The EA top must be worn as the outer layer of clothing and worn for the entire school day, and not simply carried or wrapped around the waist or body.) EA hats may also be worn, but they do not alone constitute being "in spirit." EA team uniforms may not be worn on Spirit Days. Ripped, torn, or frayed denim may not be worn.

# Student Services

## Lost and Found

Lost and found articles will be turned into the Preschool – Grade 4 school office and may be claimed there. At the end of the year, the articles still unclaimed will be given to a charitable organization.

## Food

ALLERGIES: Note that some of our students have life threatening allergies to peanuts, such that even skin contact with peanut related products presents a threat. **It is critical therefore that all peanut products are excluded from the snacks and lunches of all students in grades K–4.** Please be sure to let us know about any special needs or allergies that your child has.

SNACKS: Students should bring a small, healthy morning snack from home.

LUNCH: Students have the option of bringing a packed lunch from home or participating in the cafeteria's hot lunch program for which there is an annual fee. The school provides milk for all students at no charge. Students who bring a packed lunch from home should have their names clearly marked on the containers. Please contact the Business Office for details about the hot lunch program.

## Varsity Store

A school store is operated in Sears Hall. This store stocks an assortment of school supplies including assignment notebooks, pads, erasers, folders, paper, pens, pencils, rulers, index cards, French and Spanish dictionaries, P.E. clothes, warm-ups, jerseys, athletic bags, backpacks, mugs, and much more. Regular hours are Monday and Tuesday from 11:30 a.m. until 1:15 p.m. and Thursday from 11:30 a.m. until 3:00 p.m.

## Birthdays

Your child's birthday is a special time. Often a child likes to bring in a treat for the homeroom class. Remember, no peanut products. Children should bring a note to their teacher indicating the proposed treat a day or so ahead of time. Summer birthdays may be celebrated as "half birthdays."

Encouraging good manners and kindness towards others is important when celebrating birthdays. In order to avoid hurting other children's feelings, invitations to birthday parties or any other type of party should be mailed, not brought to school. If the entire homeroom class has not been invited, great care should be taken during the school day so that those who are not invited do not feel unjustly treated. The school campus, including the car line, is not to be used as a pickup point for parties.

## **The Library/Media Center**

### **Hours: 8:00 a.m. to 4:00 p.m. daily unless otherwise posted.**

Students should know that the Library/Media Center director is always available for assistance in using the Library/Media Center's resources, either for class or for personal projects. Parents are also welcome to use the center's resources and check out materials.

### **Circulation**

Materials may be checked out of the Library/Media Center for a lending period of one month for Upper School and Middle School materials. Early Childhood and Lower School materials may be checked out for one week because these students have weekly visits to the library. All items may be renewed unless requested by another student. Materials should be returned to the circulation desk. No materials should leave the Library/Media Center until they have been checked out. Reference books may be checked out of the Library/Media Center for one night only.

### **Overdue or Lost Books**

Students will be notified of overdue materials by a printed notice from the Library/Media Center Director. Any lost items should be reported to the Director at once. Every effort should be made to locate the items in question. If the materials are not found, the student will be assessed the replacement cost of each item that is lost. If payment is not made, Library/Media Center privileges may be revoked.

### **Library Etiquette**

It is expected that students using the Library/Media Center will behave in a manner considerate of others. No behavior annoying or disturbing to others in the room will be allowed. Food and drinks are not allowed in the Library/Media Center.

### **Birthdays**

Many children choose to celebrate their birthdays by donating a book to our Library/Media Center. Thanks to the Birthday Book Club, our collection has grown quite significantly.

## **Transportation**

Bus service is generally available to students who live outside the Elgin area. Service is provided either by the Academy or arranged with a charter bus company. Elgin area students qualify for a reduced rate on the RTA. Routes and schedules are finalized when all of the bus application forms have been completed. Parents who have arranged for bus transportation for their children will receive approximate time schedules at the beginning of August. Parents with questions about the bus service should call the Business Office.

### **Bus Conduct**

Students riding the bus are subject to all rules and guidelines covering on-campus behavior. The following are additional guidelines covering transportation:

1. Students should be ready to board the bus at arrival and departure times. Buses will not wait.
2. Students should be in Academy dress when boarding the buses.
3. Students should behave in a manner which does not disturb the driver or the other students.
4. Students should be seated facing forward while the bus is in motion. Leaning out the window is not permitted under any circumstances.
5. Students are not permitted to throw anything out of the bus windows.
6. While students are riding the bus, they may not smoke, drink, eat, or use profane language. Drivers are not allowed to stop for food.
7. Students are responsible for the care of their bus. Students damaging or defacing the bus will be charged for repairs.

Students will be picked up at designated points in the morning and will be dropped off at the same points in the afternoon. If the student wants to be dropped off at another point along the route, s/he must bring a note from his/her parents. Students will not be dropped off at points which are not on the route. Any other modifications of normal routes will require permission of the Director of Finance and Operations. Bus drivers will report any behavior problems to the appropriate divisional director for disciplinary action. Repeated misconduct may result in the denial of the student's privilege to ride the bus.