

# Middle School

## Student/Parent 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.

## **Our Mission**

Elgin Academy is a PS-12 independent, college preparatory, coeducational day school committed to developing the full potential of each 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 PS-12 educational program at the Academy is to develop in its students a sound knowledge of the traditional academic disciplines and the skills and attitudes necessary 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 which require different methods of teaching. Within a framework that balances structure with freedom and tradition with innovation, we seek to develop within each child 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 respect for individual differences, acceptance of personal limitations, and the encouragement of risk-taking. It produces a relationship of trust and support among all members of the community-students, teachers, parents, and trustees-who are joined in the common goals of excellence and cooperation. At the same time, the Academy seeks to expose students to the complex world beyond this small community as well. Ultimately, the school encourages student 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 mastered the basic academic competencies of reading, writing, speaking, and listening, observing, reasoning, and studying.
2. Are academically mature young people schooled in English, mathematics, social studies, foreign language, science, and the arts.
3. Use profitably the educational and cultural resources of the greater Chicago area.
4. Are concerned about contemporary issues and understand how their personal values and conduct affect those issues.

### **Personal/Social Goals**

Elgin Academy develops students who:

1. Characterize their lives with understanding, honesty, and respect for justice.
2. Have a positive self-concept and can work toward realistic goals.
3. Have personal habits marked by initiative, responsibility, and thoroughness, qualities which make for effective citizenship.
4. Know the value of cooperation and competition by participating in a diversity of athletic and extra-curricular activities.

### **Advising and the Learning Plan**

Middle School teachers also serve as Advisors, each with an advisory group that meets daily.

The purpose of Advisory is to help guide students in their academic, social, and personal growth.

The Learning Plan is at the heart of the Academy's educational philosophy. It helps students set goals and measure individual success. Required conferences between parents, students, and the Advisory teacher take place twice a year. During these conferences goals are set and progress is assessed. Student goals are set to reflect the spirit of the Middle School's Academic and Personal/Social goals.

### **Middle School Academic Goals**

The Middle School develops students who:

1. Progressively take more responsibility for their academic learning through effective studying, organizing, investigating, creating, and completing quality work.
2. Apply learned knowledge to new situations thereby developing critical thinking skills.
3. Make connections of ideas through-out the curriculum resulting in a better understanding of content and forming a basis for the continued development of both a personal and global perspective.

### **Middle School Personal/Social Goals**

The Middle School develops students who:

1. Move along their continuum toward greater personal responsibility and independence.
2. Demonstrate self-confidence and integrity through academic and co-curricular opportunities.
3. Respect and value each member of the community and the environment in which they learn.

## **Academic Expectations**

Homework: Homework plays a very important part in the Middle School academic program. It provides reinforcement of skills that are taught in class, and it helps to develop positive habits of responsibility and self-discipline at home.

Assignment Notebooks: Each Middle School student will be required to purchase an assignment notebook. These notebooks are to be brought to every class, and students are expected to write in all assignments in the appropriate space in the notebook. Parents are urged to review the notebooks on a daily basis.

Curriculum: The Academy's Middle School curriculum has been designed to provide students with the experiences most necessary for intellectual growth and personal development. In addition to a core curriculum which includes studies in English, Social Studies, Mathematics, World Language, and Science, students take courses in Fine Arts and Physical Education. Eighth graders choose one (1) elective for each trimester.

Report Cards: Grades and written comments are sent home three (3) times a year. Additionally, Mid-Trimester Progress Reports for academic courses are sent home half-way through each trimester. Students receiving grades of incomplete because of illness or any other prolonged absence must complete missed work as soon as possible.

### Grading Scale:

97-100: A+	87-89: B+	77-79: C+	67-69: D+	0-59: F, no credit
93-96: A	83-86: B	73-76: C	63-66: D	I = Incomplete
90-92: A-	80-82: B-	70-72: C-	60-62: D-	

Academic Probation: Academic probation may result from poor grades and/or insufficient effort. A formal letter will be sent home and a formal conference will be held whenever a student is placed on academic probation.

## **Athletic Department**

The goal of the Elgin Academy athletic program is to offer a rewarding athletic experience and develop the athletic potential of all our students, based on their attendance, commitment to the program, and athletic ability. How these factors affect playing time differs based upon grade level. We approach this goal through emphasis on participation, competition, sportsmanship, team membership, and playing opportunities. Recognizing the distinctive differences between middle and upper school students and the wide range of individual abilities, the athletic program strives to meet everyone's needs. By teaching the beginning skill levels in the middle grades and moving on to advanced competitive experiences in the upper grades, we strive to create the most meaningful eight year program possible for all our students.

Team Membership: We teach our students the value of being on a team and the contribution each member must make. The following is expected of all our athletes:

- Develop interpersonal skills: listening, expressing one's opinion, following directions, accepting constructive criticism, supporting teammates and coaches.
- Learn one's role on the team.
- Participate in practices and games with full commitment and enthusiasm. Failure to do so will result in reduced playing time.
- Demonstrate good sportsmanship: knowing, respecting and playing by the rules; respecting oneself, teammates, coaches, officials, and opponents; refusing to take unfair advantage of rules and other people.

Competition: Good competitors always play to win; however, they understand that the measure and standard for performance is not winning alone but giving one's best, playing fairly, working together, and having fun. Our teams do their best when they play with intensity and maximum commitment throughout the entire game. We want our students to enjoy competition, to look forward to the challenge of doing well, and to encourage others to do well.

Middle School Teams: The athletic program begins in fifth grade with a series of non-competitive introduction to team sports, and moves to increasing levels of competition beginning in sixth grade. Athletic teams in soccer, cross country, volleyball, field hockey, and basketball are offered at the Middle School.

Our middle school program acts as a feeder system for our upper school teams. Therefore, we encourage students to be involved and to develop and understand the responsibility of commitment to a team, including positive attitude and attendance at all practices and games. Emphasis is put on skill building and application of those skills in game situations. If numbers permit, two levels of teams will be offered.

Participation in athletics may require special equipment (i.e.- soccer cleats, field hockey stick, etc.). Student-athletes will be informed of any such requirements by their coach at a pre-season meeting with the team. All participants are expected to be properly equipped for all practices and competitions.

Schedules are formed with the academic expectations of middle school students in mind. There will be occasional nights when students arrive home late from games. Time management is vital and should be monitored by parents in order for the student to meet both academic and athletic obligations. Carefully looking over the schedule, academic assignments (especially long term ones), and any outside of school activities is very important for keeping the stress level to a minimum for everyone involved. Middle school children begin making choices between co-curricular activities and those outside of school. The need for them to be involved is important, but it can also cause

them to be over- extended. Therefore, if a student wishes to participate on a team, but may have some conflicts, he or she must discuss the situation with the coach and the Athletic Director before the season begins and come to an agreement about what the student's role will be on the team. In order to produce a competitive schedule and cut down on weeknight travel some Saturday games are scheduled. Please keep this in mind when your child makes a commitment.

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Middle School Practices: Middle School Practices will be from 3:00-4:30 p.m. Monday through Friday. Monday, Tuesday and Thursday practice will focus on team concepts; therefore it is important that all members are attending practices on these days. Wednesday and Friday practices are focused on individual skills. Students who are involved in other activities may miss practice on these days. We appreciate that student participation in sports is a family commitment as well. If an occasion arises where students need to miss a practice, please contact the coach ahead of time. If it is an unexpected absence, please call or give a note to your child for the Middle School Dean of Students.

Athletic Code of Conduct: We want to provide healthy competition and cooperation within and between schools. Therefore, demonstrating the best principles of good sportsmanship is expected of all athletes at all times. Failure to do so may result in limited playing time or suspended participation.

- All athletes are expected to follow the coach's instructions and participate in contest/practices with full commitment and enthusiasm.
- All athletes will demonstrate the best principles of good sportsmanship at all times.
- All students must maintain good academic/behavioral standing. Grades lower than a C average or consistent breaking of school rules may result in a student being unable to participate in athletics. Such decisions will be made by the Athletic Director, Middle School Divisional Director and the Dean of Students.
- All athletes will ride on the bus to and from games. Arrangements should be made with the coach ahead of time if a student is riding with his/her parents. Students may only ride home with another adult with written permission given to the coach/Athletic Director in advance.
- Any athlete found possessing illegal substances either in school or out of school will be disciplined (e.g. suspended from sports) by the athletic department in addition to any discipline (e.g. suspension from school) taken by the Academy.

## **Attendance**

Absent or late to school: **Parents must call the Middle School office, (847) 695-0302 by 8:15 a.m. if students will be absent or arriving after 8:15.**

**The Middle School day begins at 8:15 a.m. and ends at 2:44 p.m. Students are expected to be on time. Please drop off students no earlier than 7:45 a.m.** Excessive tardiness or patterned/chronic absences, for whatever reason, will result in a parent conference. PLEASE be considerate of this expectation. Students who are late to school need to sign in at the Middle School Office and take a late pass with them to their class. Students who leave and/or return to school during the school day must also come to the Middle School Office to sign in and/or check out.

Sports practices are held from 3:00 to 4:30 p.m. daily. **Unless students need to stay after school for sports or for extra help, they MUST go home at the end of the scheduled school day, at 2:44 p.m. Middle School students cannot be on campus without supervision.** Coaches supervise the sporting activities and wait for the students to be picked up by a parent. It is important that parents are prompt when picking up their student. If students are staying for extra help, the teacher will supervise until the students are picked up by a parent. Any exceptions to this rule must have the permission of the Division Director.

Extended Care: Middle School students may be signed up for after care. This program is available from 2:45 p.m. until 6:00 p.m.

Excused Absences: These are due to illness, injury, and family emergency. Homework assignments are available on line. Full credit will be allowed for makeup work. Students will have one day per day absent to make up their work. Except when excused as outlined above, absences will be considered unexcused, and the students will not receive credit for work missed.

Pre-Excused Absences: These absences can be excused only when the school is notified in advance that there is a compelling reason for the student to be absent from school. Notification must be made in writing at least two weeks in advance. Teachers are not required to provide homework in advance of an absence; this is not always possible. It is expected that students will make up all work within a reasonable period of time as established by the teacher on their return. For students missing school for vacation, please know that no work will be given in advance.

Scheduled Appointments: If a student has a scheduled appointment, parents should write a note to notify the school in advance, explaining the reason for the absence during the school day. **All students are required to sign in and sign out in the Middle School Office.** For your child's safety, the school must know where all children are at all times.

Emergency/Illness at school: Elgin Academy does not provide the services of a registered nurse on campus. Parents of students who become ill will be contacted. If a student is unable to attend classes, parents are expected to make arrangements for transportation home. In the event of an emergency, students will be referred to the appropriate medical facility. No group insurance plan to cover student accidents or injuries is offered by the Academy. Parents and students are strongly urged to secure health and accident insurance which would cover their son or daughter in event of illness, accident, or other emergency, as the Academy will not be financially responsible for expenses resulting from such occurrences.

If an emergency occurs at school, we will first call parents. If they cannot be reached, we will then call the emergency contact person. 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 attempt to reach the parents. The one notable exception to this will be in the case of a serious head injury; 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 Middle School 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. Please update this if the need arises throughout the school year. It can be potentially dangerous in an emergency if we are not aware of medications your child is taking.
3. A note and permission slip for students who are able to take Aspirin/ Tylenol/Advil, must be on file.
4. A note must accompany all medications listing:  
name of medication; dosage and time to be given; doctor's name

Certificate of Child Health Examination Form: All 5<sup>th</sup> grade students, all new students, and all students participating in school athletics are required to have a current physical and to submit this form at the start of the school year. This form must be filled out completely with the dates of immunization and the physician's examination report, signature, and date.

Proof of School Dental Examination Form: All 6<sup>th</sup> grade students are required to have a dental examination and submit this form by May 15<sup>th</sup>.

Medical Emergency Authorization Form: All students are required to submit this completed form each year they attend Elgin Academy

Parent/Student Waiver Form: All students are required to submit this completed form each year they attend Elgin Academy.

**If the above-mentioned forms are not submitted by the start of school (or May 15<sup>th</sup> in the case of the Dental Form) students will not be allowed to attend classes until the forms have been received.**

## **Transportation**

Academy vans and chartered buses transport teams to away games and to/from the EA athletic fields. Academy vans may also be used to transport students to field trip destinations. School rules apply to student van/bus conduct, whether to/from school or for athletic/activity transport. Failure to follow the driver's instructions or disrespect of the driver or fellow passengers is a violation of school rules. Repeated offenses will result in student's losing the privilege of riding in the bus/van.

## **Admission**

Elgin 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 judgment 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 (provided by Elgin Academy).
3. The results of the ERB Achievement battery administered by the Admissions Office (for grades 5 through 12) and a screening process in grades PS through 4.
4. A personal interview with the parents and student candidate, when deemed appropriate.
5. A school visit by the candidate.

## **Tuition and Fees**

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 absences, withdrawal, or dismissal. The fact that the school fees may be paid in installments does not constitute a fractional contract.

Tuition Protection Plan: 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-rated 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 student tuition if**

**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 who wish to minimize their risk of lost tuition in the event of a covered separation from studies.

Textbooks: Textbooks may be purchased through MBS Direct via Internet (<http://direct.mbsbooks.com/elginacad.htm>) or toll free at 1-800-325-3252. If you need more information, please contact the Business or Division Office.

Financial Aid: The Academy subscribes to the School Scholarship Service and awards financial aid based on need. Financial aid awards are for one year and are reviewed annually. For more information, contact the Admissions Office.

### **Behavioral Expectations: Code of Conduct**

Elgin Academy is a community of learners - a place where teachers and students share a pursuit of knowledge and students grow in character. Students should be punctual, follow directions, be kind to each other, be honest in speech and in their school work, respect the property of others and of the school, refrain from inappropriate language, follow the dress code, and be valued contributors in class. While no set of rules can anticipate every possible situation that may occur, The Code of Conduct provides guidelines for situations when behavioral expectations are not met. Consequences may include, but are not limited to, the following:

#### **Disruptive behavior/Disrespect or failure to comply with repeated directions from a teacher/Academic Dishonesty**

- First incident: warning from teacher, temporary removal from class, detention, and notification of parent.
- Second incident: removal from class, detention, and notification of parent.
- Third incident: notification of parent, in-school suspension, and no credit for schoolwork for the day.

Examples of academic dishonesty include, but are not restricted to:

- Copying from or being influenced by another student's work on assignments or tests.
- Allowing another student to copy or use one's own work.
- Copying information from another source without proper documentation.
- Using unauthorized notes or other aids during a tests.
- Representing as one's own work what has been done by someone else.

#### **Offensive/profane language**

- First incident: warning and possible detention.
- Second incident: notification of parent and detention.
- Third incident: notification of parent and possible in-school suspension

#### **Verbal/Written Abuse**

- First incident: warning and possible detention.
- Second incident: notification of parent and detention.
- Third incident: notification of parent and possible in-school suspension.

## **Physical Abuse**

- First incident: notification of parent and detention or in-school suspension.
- Second incident: notification of parent possible home school suspension.
- Third incident: possible expulsion from school.

Behavior Reports: Behavior reports are written for each of the above mentioned consequences. Behavior reports accumulate during the course of one academic school year. An accumulation of three behavior reports may result in an in-school suspension. The Middle School Director will make final decisions on consequences for disciplinary actions.

Behavioral Probation: In the case of behavioral probation, very clear guidelines will be established in an attempt to rectify the situation. Consequences for continued inappropriate behavior may include counseling, time out from class, in-school or at home suspension, and possible expulsion from the Academy. A formal letter will be sent home and a formal conference will be held whenever a student is placed on probation.

General Behavior: The Academy expects students to exhibit personal maturity and responsible behavior commensurate with their age. The school believes that students grow and develop as adolescents best when proper standards of politeness and decorum are maintained. Key to a student's satisfactory conduct at the Academy is the student's ability to make necessary distinctions between different types of social situations: those which require observance of social etiquette (the classroom, formal functions), and those which by their nature allow for more informal freedom of expression (after class hours, activities period). Elgin Academy students should become skilled in making decisions on their own and by doing so should be better prepared to function successfully after graduation as adults.

Punctuality: It is expected that students arrive in the morning and be on time for classes. If late to class, a student is to report to the office or the Dean of Students for a pass, which will admit him/her to class.

Alcohol and Drugs: The possession or use of alcohol or any other illegal or unauthorized drug or related paraphernalia during the school day or at school-related function on or off campus is strictly forbidden. This prohibition includes the transfer of any illegal drug to another person or being under the influence of an illegal drug while at school or any school-related activity. Selling drugs or alcohol will result in immediate expulsion. The range of disciplinary consequences for other offenses includes suspensions, expulsion, and the denial of a student's opportunity to reenroll for any succeeding year at Elgin Academy. The school also reserves the right to initiate legal prosecution if it sees fit.

Substance abuse is frequently indicative of an individual's struggles with self-confidence. It is our goal to assist students in their maturation process and offer support for them in their personal choices. Educationally we strive to work together with parents and students in this area. Administrators will communicate concerns about students' possible involvement in substance abuse to the students' parents. Such communication, however, does not preclude applicable disciplinary action from being taken if the school deems it appropriate.

Weapons: Replicas of Weapons: The possession of any weapon on campus or at any school-related event is strictly prohibited and will result in immediate suspension. Any student who seeks to use a weapon replica in a school presentation must receive permission from his/her Divisional Director, who will outline the process for this procedure. Any replica on campus without permission will be responded to as a genuine weapon.

Gum: Students should not bring gum to school; gum-chewing is not allowed in the Middle School.

Smoking: Elgin Academy does not permit students to smoke on campus or at school-sponsored events. Possession of cigarettes is illegal for minors in the State of Illinois. Smoking is also recognized as one of the leading causes of premature death. Students found smoking will be subject to disciplinary action.

Harassment/Inappropriate Behavior: Elgin Academy will not tolerate verbal or physical conduct by any community member-student or employee-which harasses, disrupts, bullies, 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.

Computer, Internet, Cell Phone, Electronic Device use: Students are expected to adhere to the Academy's Computer and Internet Use Policy. Instant messaging, personal e-mails, computer games, or personal Internet surfing during the school day without teacher permission may result in suspension of computer privileges. More serious offenses, such as damaging computer hardware or software, or using computers to harass others or commit illegal acts, may result in suspension or expulsion from school.

Students may bring cell-phones to school, but they are to be left in the student's locker and not used during the school day (8:15 – 2:45) unless the Dean of Students or the Division Director has given permission for its use. Parents are encouraged to remember that their children cannot use their phone during the school day. If you wish to contact your child, please call the school office. Teachers will confiscate cell phones/electronic devices if used during the school day.

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.

Off-Campus, Vacation, and Out-of-School Behavior: The behavior of students during vacations and other out-of-school hours is the responsibility of parents, and Elgin Academy will generally not involve itself in such a matter. Nevertheless, if a student engages in criminal misconduct away from school which involves 1) the possession, use, or sale of drugs or alcohol, or 2) conduct that endangers or abuses the safety or well-being of the student, other people, or their property, the school may impose such discipline as it considers appropriate. The range of disciplinary responses available to Elgin Academy includes, but is not limited to suspension, expulsion, and the denial of the student's opportunity to reenroll for any succeeding year. The Academy may impose similar discipline if the student's out-of-school behavior defames the name or character of the school.

Overnight Trips: All parent volunteers on student overnight trips must pass a criminal background check prior to the start of the trip. For information about this process, please speak with the Divisional Secretary.

Respect for Property: Both the private property of the school and individuals are to be respected by students. Defacement, destruction, and stealing are all offenses which make the students 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 Academy buildings, buses, or on the campus.

School Day Reminder: Students need to remember that school does not end for all students at 2:44 p.m. Students who remain on campus for any after-school activity are not permitted to walk off campus for any reason without prearranged permission from the Divisional Director.

## **Student Services**

Food Services: The Academy provides every student with a prepared lunch. Students are expected to be well-mannered in the dining room. Trays and dishes should be returned to the dish area after meals and the tables left clean.

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, P.E. clothes, warm-ups, jerseys, athletic bags, backpacks, mugs, and much more.

Student Activities: A variety of athletic teams, school clubs, and after-school activities is provided for Academy students. Participation in some kind of activity is highly encouraged, but students involved in activities should realize that they have a responsibility for regular attendance and consistent participation. Elgin Academy emphasizes the importance of consistent commitment in the education of the whole person.

The Library/Media Center: 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. Materials may be checked out of the Library/Media Center for the specified lending period.

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.

## **Middle School Dress Code**

As in most social institutions, the Academy expects everyone – students and adults – to maintain standards of dress in keeping with the expectations of the school community. It is expected that clothing will be neat and in good repair. Students are to dress modestly. Students and their parents are responsible for maintaining appropriate dress in accordance with the specified guidelines. If a student comes to school out of dress code, she/he will be warned by faculty and/or the Dean of Students. If the problem persists, the parent will be notified and detentions will be issued. The school reserves the right to send students home if their dress is either offensive or distracting.

### **Boys' Attire**

1. Collared buttoned shirts, polo shirts, turtlenecks, sweaters
2. **Non-denim** properly fitting dress pants, khakis are acceptable.
3. Footwear should be appropriate for the weather and for safely traveling flights of stairs.
4. Non- denim shorts (mid-thigh to knee-length) may be worn before November 1 and after Spring Break. (It is at the discretion of the Middle School Director and Dean to alter these dates.)
5. As long as dress code is worn underneath, Elgin Academy sweatshirts (purchased at the EA Varsity Store or acquired through an EA team/activity) may be worn in cold classrooms or while passing between buildings on cold days. Non-EA sweatshirts without product names/logos may also be worn (with dress code underneath) if they are the zippered variety. Students are expected to remove any sweatshirt when asked by an adult.

### **Not Acceptable**

1. T-shirts (short or long-sleeved)
2. Clothing with large product logos, names, or other printing
3. Clothing that exposes undergarments
4. Oversized clothing, baggy pants, athletic jerseys, warm-ups, **denim of any color**, and clothing in disrepair.
5. Athletic sandals, flip-flops, plastic or vinyl sandals, or combat boots
6. Wearing outdoor clothing in class
7. Earrings or visible piercings
8. Extremes in hair style, length, and color.

## **Girls' Attire**

1. Collared or un-collared blouses or sweaters
2. **Non-denim**, properly fitting dress pants and khakis
3. Footwear should be appropriate for the weather and for safely traveling flights of stairs.
4. Non-denim shorts (no shorter than mid-thigh length) may be worn before November 1 and after Spring Break (It is at the discretion of the Middle School Director and Dean to alter these dates.)
5. Dresses, skirts, and jumpers no shorter than mid-thigh length may be worn
6. As long as dress code is worn underneath, Elgin Academy sweatshirts (purchased at the EA Varsity Store or acquired through an EA team/activity) may be worn in cold classrooms or while passing between buildings on cold days. Non-EA sweatshirts without product names/logos may also be worn (with dress code underneath) if they are the zippered variety. Students are expected to remove any sweatshirt when asked by an adult.
7. A modest number of earrings may be worn in ears only

## **Not Acceptable**

1. T-shirts (long or short sleeved) spaghetti strap tops, halter tops, sheer blouses, tops that reveal cleavage, or tops that bare the midriff.
2. Clothing with large product logos, names or printing
3. Clothing that exposes undergarments
4. **Denim (of any color)** skirts, pants, dresses, jumpers, jeans, and jackets
5. Low-cut pants, shorts, and skirts
6. Over-sized or ill-fitting sweatshirts, sweatpants, blue jeans, military apparel, spandex tights, athletic warm-up clothing, oversized clothes and bagging jeans, ripped, torn, or frayed clothing
7. Athletic sandals, flip-flops, plastic or vinyl sandals, or combat boots
8. Visible piercings other than earrings
9. Extremes in hair style and/or color and extremes in make-up

Spirit Days: On the first Friday of each month students have a Spirit Day. They may dress in jeans, denim pants or shorts (before November 1 or after Spring Break), or denim skirts of appropriate length with an Elgin academy shirt, sweater or sweatshirt to demonstrate school spirit.

## **Parent Organizations**

The Parent Association is a voluntary organization of Elgin Academy which is open to the entire parent body. The Association seeks to promote Academy unity, parent understanding of Academy objectives, and opportunities for parents to be of service to the school. The Athletic Booster Club supports Academy athletic programs through fundraising and volunteering. The Patrons of the Arts support the Academy's fine arts programs through fundraising and volunteering. All Parent Organizations recognize the Head of School as the chief administrative officer of the Academy with primary responsibility for approving all school projects, activities, and policies.

## **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 parent body.

## **Parent/School 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 email or voicemail. E-mail addresses and voicemail extensions are listed on the Elgin Academy website.

## **Middle School (Grades 5 – 8)**

### **Middle School Office, (847) 695-0302**

Mrs. Sandy Revak, Middle School Director x247

Ms. Melissa Dugan, Middle School Dean of Students x265

## **Other Departments**

Upper School (grades 9-12):

Upper School Office (847) 695-0301

Mr. Seth Hanford, Assistant Head of School  
& Upper School Director (847) 695-0301 x216

Mr. Vince Thomas, Upper School Dean of Students x218

Lower School (Grades K – 4):

Lower School/Early Childhood Office (847) 695-0315

Mr. Harry Gould, Lower School Director x237

Early Childhood (PS,PK):

Mrs. Mary Hannert, Early Childhood Director x255

Athletics:

Mr. David Vogt, Athletic Director x222

Admissions & Financial Aid:

Admissions Office (847) 695-0303

Mr. Shannon Howell, Admissions &  
Marketing Director x243

Annual Fund, Extravaganza, and  
Capital Campaign:

Development/Alumni Office x226

Ms. Danese Bardot, Director of Development

Business Office:

Business Office x203

Mr. Gerald O'Keefe, Director of Finance & Operations

Head of School:

Head of School's Office x201

Dr. John Cooper, Head of School