



Chartered 1839

2010-2011

Upper School
Handbook

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Our Heritage

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 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-12th 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.

Advising and The Learning Plan

Upper School teachers also serve as Advisors, with each Advisory group having approximately eight students in Grades 9-12. Regular Advisory meetings help to guide students in: adjustment to the life and expectations of the Upper School; academic growth; personal growth; and character development. The Advisor also plays a critical role in each student's Learning Plan.

The Learning Plan is at the heart of the Academy's educational philosophy. It helps to personalize the Upper School's college preparatory curriculum by identifying the student's areas of talent and interest, and by addressing the varying developmental needs of adolescents. Required conferences between student, parents, and Advisor take place in October and April, where the student plays a major role discussing strengths and weaknesses, setting goals, and planning a course of study for both the following year and the entire four-year experience. Student goals are set to reflect the spirit of the Upper School's Academic and Personal/Social Goals.

Upper School Academic Goals: The Upper School develops students who:

1. Seek academic challenges and are prepared to succeed in advanced studies.
2. Demonstrate intellectual independence; think, question, and appreciate critically, evaluate the validity of information, and communicate conclusions effectively both verbally and in writing.
3. Assume responsibility for the quality of their learning and performance.
4. Approach their studies with creativity and curiosity, and seek to make connections between different areas.

Upper School Personal/Social Goals: The Upper School develops students who:

1. Confidently seek, take advantage of, and enjoy opportunities to learn and grow.
2. Appreciate the complexity of the world around them and seek to be agents of positive change through individual expressions and well-formed opinions.
3. Approach their lives with an understanding of the value of balance, healthy competition, sound decision-making, and calculated risk-taking.
4. Value the skills and talents of others and seek opportunities to interact cooperatively within and outside the classroom.
5. Are prepared for the social and personal transition inherent in pursuing higher education.

College Counseling

In addition to having an Advisor and a Learning Plan to personalize the college preparatory experience, each student is supported by individualized college counseling to identify colleges that best fit the student's talents, interests, and goals. The "college process" at the Academy begins with Sophomore College Night, when students and parents are counseled about the importance of strong course schedules and grades, SAT and ACT testing during the junior and senior years, and co-curricular activities. The following year, students and parents receive detailed information and resources for their college process at College Night for Juniors. Finally, the first semester of the senior year includes extensive one-on-one communication between the College Counselor and the student and parents.

Graduation Requirements

Academic Requirements

The Upper School curriculum has been designed to provide students with those experiences most necessary for success in college and for personal development. Freshmen and sophomores are required to take six courses each semester. Juniors and seniors are strongly advised to likewise take six courses per semester to fulfill graduation requirements, to be competitive in the college admissions process, and to best prepare for college curricula. Requests for variations in these expectations must be presented in writing to the Upper School Director for review and recommendation by the Curriculum Committee. A minimum of 24¹/₂ credits are required for graduation; course requirements are as follows:

Department	Credits	Courses Required
English	4 years	English I, II, III, IV
Mathematics	4 years	Algebra-I; Geometry or Accelerated Geometry; Algebra-II or Accelerated Algebra-II; and one or more courses from among Statistics, Pre-Calculus, AP Calculus AB, or Advanced Topics in Calculus
Science	3 years	Biology; Chemistry or Honors Chemistry; and Conceptual Physics or Mathematical Physics
Social Science	3.5 years	World Cultures I & II; U.S. History or AP U.S. History; one semester or full-year senior elective
Foreign Language	3 years of one language	3 years in French, Latin, or Spanish
Fine Arts	2 years	Introduction to Fine Arts, plus one additional year in music, theatre, or visual arts
Electives	3 or 4 years	
Physical Education	2 years	minimum of 2 seasons freshman year; minimum of 2 seasons sophomore year; minimum of 1 season junior year; minimum of 1 season senior year.

Notes on Academic Requirements:

- Details of required/elective/prerequisite courses are in the Upper School's *Course Description Catalogue*.
- Accelerated, Honors, and Advanced Placement (AP) courses require permission of the Department.
- French/Latin/Spanish: Minimum second semester grade (C-) needed to advance to next year of language.
- Juniors are required to pass Constitution tests for the United States and Illinois.
- ERB, PLAN, PSAT, SAT, and ACT examinations are required of all students in the appropriate years.

Drop/Add Policy: All course schedule changes are made by the Upper School Director, and are generally not possible after the first two weeks of classes.

Grading Scale and Reports: The Academy issues course grades on the following scale: (Grades below "C-" are not considered college recommending. An "F" grade receives no credit.)

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, no credit
90-92: A-	80-82: B-	70-72: C-	60-62: D-	W = Withdrew, no credit

Teachers may not give "Incomplete" grades without the approval of the Upper School Director. If a student has valid (e.g. medical) reasons for not completing course requirements on schedule, s/he must confer with the teacher and Upper School Director in advance to request a new deadline for completion.

First and Third Quarter report cards include a letter grade and comment from each teacher. Semester report cards include letter and effort grades from each teacher, plus a summative letter from the student's Advisor. Semester letter grades are recorded on the student's transcript.

Academic Probation and Dismissal: The Upper School program is designed to prepare the student for college/university study, so academic work must be of sufficient quality to recommend the student for college entrance. Any student whose work consistently falls below this requirement may be asked to leave the Academy. Grades of A, B, and C are considered college recommending; grades of D and F are not. A student whose Semester grades include two D's or one F will be placed on Academic Probation. At the end of the next semester: the student must have no D's or F's to be removed from Academic Probation; if the student again has two D's or an F, the Upper School Director will consult with the faculty and recommend to the Head of School whether the student should remain at the Academy.

For a full-year course, an "F" for the second semester means the student fails the course for the year and receives no credit; the Upper School Director will then specify requirements to fulfill that graduation credit, although the "F" grade remains for the transcript and Grade Point Average. Any student who fails two courses (two semester grades of "F" in the Second Semester) in the same department will be ineligible to return to the Academy (example: the student fails math for the freshman year and again for the junior year).

Athletic Requirements

The EA athletic department seeks to offer a rewarding athletic experience and to develop the athletic potential of our students. This goal emphasizes participation, competition, sportsmanship, and commitment to team goals. If numbers permit, JV and Varsity teams will be fielded. Varsity teams are selective; skill level and commitment are important factors in choosing Varsity rosters. Seniors are not guaranteed positions on Varsity. Playing time depends on positive contributions to team efforts and (especially for Varsity) on skill level. Each sport sets its own criteria for awarding Varsity letters, with borderline cases being decided by the coach. JV teams may include grades 9-11, and in some cases grade 12 if a petition to our league is approved. Upper School teams are governed by the Illinois High School Association, which follows National Federation rules for all sports. Varsity teams participate in IHSA state tournaments. We belong to the Independent School League with nine other Chicago-area independent schools similar to us in size, academic requirements, and athletic philosophy.

Athletic Code of Conduct: The following principles apply to athletic participation.

- All athletes are expected to follow the coach's instructions and participate in contests/practices with full commitment and enthusiasm. Failure to do so will result in reduced playing time.
- Athletes, parents, and other fans are expected to show good sportsmanship at contests/practices.
- In addition to Required Attendance described below, athletes must be aware that unexcused absences show disrespect for the coach and the team, and will result in reduced playing time.
- All athletes are expected to ride to and from contests on the team bus/van. A student may ride home with his/her parent, but must inform the coach before leaving. A student must give the coach written parental permission to ride home with another student's parent.
- Any athlete found possessing or using tobacco, alcohol, or other drugs, 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.

Required Seasons/Credits: Because the Upper School does not have physical education classes during the school day, students have to participate on athletic teams. Credit for participation is a requirement for graduation, is granted on the basis of the student's practice/game attendance and positive attitude/effort/participation, and is listed on the student's official school transcript on a pass/fail basis. All Upper School students must complete at least 2 seasons as freshmen, 2 seasons as sophomores, 1 season as juniors, and 1 season as seniors.

Required Attendance: Teams practice Monday through Friday, and Saturday games are required. Coaches take attendance, and the afternoon practice time beginning at 3:00 p.m. is considered part of the school day. Students will lose P.E. credit, and receive an "F" on their transcripts, if they do not meet the following attendance requirements. Students must have an overall attendance of 75% at all practices and games. A 90% attendance is required at originally scheduled games/practices on school days (when the student is at school) and Saturdays. The 10% difference may be used for necessary appointments. The 25% total absences include necessary appointments and absences due to illness. If a student misses due to extended illness or injury, a physician's medical excuse is required. Except when excused by the Athletic Director under unusual circumstances, an injured student able to attend school must attend practices and games to assist the coach as a manager.

Miscellaneous Athletic Requirements: See below, **Required Forms and Health Exams** and **Bus Service, Athletic/Activity Transport**.

Independent P.E.: A student may apply to use out-of-school activities for physical education credit if s/he is heavily involved in a competitive sport not offered at the Academy. Permission for “Independent P.E.” is not guaranteed, and is granted by the Athletic Director on a case-by-case basis. In general, the student should have been previously active in the sport, participate at least four days per week, take part in competitions, and have a coach/instructor to verify attendance and monitor student progress. Students must re-apply for Independent P.E. in each applicable season. Independent P.E. may be used up to five of the six required seasons; all students must play on an EA Upper School team for at least one season.

Other Required Participation

In addition to attending classes and required athletics, all Upper School students are expected to attend:

- **Trip Week:** All students must take part in Trip Week because it is part of the Upper School curriculum. Any student who cannot attend his/her class’s trip due to health reasons will join another trip if appropriate, or will take part in other campus-related activities.
- **Assemblies:** Upper School students must attend any assemblies during the school day.
- **Advisory Meetings:** Students are required to attend Advisory group meetings, and students and their parents are expected to attend the fall and spring Learning Plan Conferences.
- **Class Meetings:** All students must attend any meetings of their graduation class (freshman, sophomore, junior, or senior) during the school day.

Required Forms and Health Exams

Parents must submit the following forms (download: www.elginacademy.org) for Upper School students to attend school and play sports. Trip Week forms must be submitted prior to the first day of school.

- Certificate of Child Health Examination (all 9th graders, all new students, and each year of athletic participation): must include dates of immunizations and physician’s exam report, signature, and date.
- Medical Emergency Authorization Form (each year)
- Parent/Student Waiver (each year)
- Ride Permission Form (each year of athletic participation)

Bus Service, Athletic/Activity Transport

Academy vans and chartered buses are used to transport students to/from away games, to/from the EA athletic fields, and to/from non-athletic activities (“field trips”). Student drivers may drive to/from the EA athletic fields. Other students may ride with these student drivers if their parents have filed a Ride Permission Form stating such permission. All other students must take a school van to the EA fields. School rules apply to student van/bus conduct, whether for athletic, field trip, or activity transport. Misbehavior, disrespect, or failure to follow the instructions of the responsible adult is a violation of school rules.

Attendance

Absent or late to school: Parents must call the Upper School office, (847) 695-0301, by 8:15 AM if students will be absent or arriving later than 8:15.

Planned absences: Regular medical appointments (orthodontist, etc.) should be scheduled at various times of day to avoid missing the same class(es). Taking students out of school for vacations is strongly discouraged. Vacation days will be excused only if parents discuss them in advance with the Upper School Director. Teachers are not required to give extensions for work missed due to planned absences (medical, vacation, etc.). The student must request work in advance. Upon return to school, the student must submit all work and take all tests/quizzes missed due to the planned absence.

Excessive absence or lateness: Regular and punctual attendance in all classes and school programs is required of all students, as it is necessary to the continued academic success and growth of the student. Excessive absence (ten or more absences in a semester) from a class for any reason (illness, medical appointments, vacation, etc.) may result in the student failing that class or not receiving credit for the semester. For this reason, parents should call the Upper School Director if a student is expected to be absent for an extended illness.

Emergency/Illness at School: does not provide the services of a registered nurse on campus. If a student cannot attend classes, parents are expected to arrange transport home. In an emergency, we will first call the parents; if they cannot be reached, we will then call their designated emergency contact person. If unable to contact any of the above, we will make arrangements to transport the student to the nearest emergency room. Meanwhile, we will continue our attempts to contact the parents. The one notable exception to this procedure is in the case of a head injury, when we will first call 911 for assistance and then proceed to contact the parents. The Academy offers no group insurance to cover student illness/injury, but provides families an opportunity to purchase insurance individually. Parents are urged to secure health & accident insurance to cover their children, as the Academy will not be financially responsible for health expenses in such incidents.

Emergency School Closing: In the event that school is cancelled due to snow or other emergency, Upper School families will be notified via the AlertNow System (automated voicemail). Parents may also call the switchboard (1-847-695-0300) or check the Academy website (www.elginacademy.org).

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.

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 seeks to find out as much as possible about the student's scholastic record, work habits, character, personal interests, and social traits. From this information an Admission Committee judges the candidate's ability to meet the high standards of academic achievement and personal conduct expected of Academy students. The decision of the Admission Committee is based on:

1. An official transcript of past academic work from the student's current school.
2. A completed teacher recommendation form (provided by Elgin Academy).
3. The results of the ERB achievement test administered at the Academy on various dates throughout the year (for grades 6-12), or a screening process for grades PS-5.
4. A personal interview with the parents and student candidate when deemed appropriate.
5. A school visit by the student candidate.

Tuition and Fees

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

Tuition Protection Plan: Enrollment of a child at Elgin Academy carries an obligation to pay tuition for the entire academic year, even if the child is withdrawn during the school year. By participating in the Tuition Protection Plan, you become eligible for a pro rata refund of tuition if the child's separation from the Academy is due to one of the causes covered under the Plan: Medical Withdrawal, Psychiatric Withdrawal, Geographic Withdrawal, Disciplinary Dismissal. **Participation in this Plan is required of all students whose tuition is paid in installments;** participation is recommended but not required for parents who pay their student's balance in full and wish to minimize risk of lost tuition in the event of covered separation from studies.

Textbooks: Textbooks for Middle School and Upper School are purchased through MBS Direct via the Internet (www.elginacademy.org under "Academics") or by calling MBS toll-free at 1.800.325.3252. For more information, contact the Business Office. Some used books may also be available for sale by contacting the Middle School office or Upper School 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.

Discipline

No set of rules can anticipate every possible situation that might occur. The Academy thus 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.

Disciplinary consequences will vary depending on the student's disciplinary record and on the nature and severity of the infraction. Consequences can include but are not limited to: detentions, loss of certain privileges, loss of academic credit, in-school suspension, out-of-school suspension, or dismissal from the Academy. Note that work missed due to suspension, or to being sent home for a rules violation, receives no credit. With the exception of appropriate casual dress while attending after-school activities (dances, plays, athletics), all rules in this handbook apply to all school-related activities. These activities include, but are not limited to, attending or participating in: dances, school plays or concerts, field trips, home/away athletics, and prom.

Major Rules

Honesty and Respect: Dishonest or disrespectful behaviors are prohibited. These include, but are not limited to: lying, stealing, verbal or physical disrespect, deceitful behavior, vandalism of school property or another individual's property, and cutting class, sports, or other required meetings. Depending on the severity of the incident and the student's disciplinary record, consequences can range from detentions to suspension to expulsion. Harassment in any form (verbal, emotional, physical, sexual) is strictly prohibited (see below: Harassment/Inappropriate Behavior and Computers/Internet, Cell Phones/Music).

Regarding public displays of affection, the school recognizes that personal relationships are an aspect of the maturation process for adolescents. However, given both the presence of much younger children on campus and the importance of students behaving respectfully, we strongly discourage excessive public displays of affection. Students are expected to conduct themselves in a mature and courteous manner.

Academic Honesty: One of the most rewarding aspects of an Academy education is the trust that can develop between students and faculty. Trust is based on honesty and openness; in academics, this means that all work presented is one's own. *Information taken in part or in whole from another source is plagiarism unless it is documented as required by the teacher. Plagiarism includes improper use of: another student's homework or in-class work; a teacher's materials without permission; or published information in print or on the Internet. Having unauthorized notes or other aids in a testing situation or copying from or being influenced by another student's work during a test, is a breach of trust. Allowing another student to copy or use one's test, paper, or homework is an offense equal to receiving such aid.* In a case of suspected cheating or plagiarism, the teacher will discuss the incident with the Dean and the Upper School Director. Consequences may vary with the severity of the incident and the student's disciplinary record. The following disciplinary steps may be applied individually or in combination. (Disciplinary steps will become more severe for severe offenses, repeat offenses, students already on Disciplinary or Academic Probation, or students in the higher grade levels.)

- The student receives a zero on the assignment, or may be required to re-do the work for zero credit or reduced credit, at the discretion of the teacher.
- The student is placed on Disciplinary Warning, and a letter to this effect is placed in his/her file.
- The student is placed on Disciplinary Probation and may be suspended. The student's re-enrollment status will be determined at year-end, after discussion between faculty and the Upper School Director.
- Any additional incident of academic dishonesty in the same course or another course may result in the student automatically failing the course in which the subsequent incident occurs.
- The student may be asked to leave the Academy.

Harassment/Inappropriate Behavior: Elgin Academy will not tolerate verbal or physical conduct by any community member (student or adult) that harasses, 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 or bullying. Disciplinary steps up to and including discharge will be taken against any employee who engages in any type of harassment/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, s/he should contact the Head of School or the Director of Finance & Operations.

Computers/Internet, Cell Phones/Music: Students adhere to the Academy's Computer and Internet Use Policy. Personal e-mail, computer games, You Tube, downloads, or social interaction sites such as Facebook during the school day may result in suspension of computer privileges. Chat Roulette is prohibited at all times. Damaging computer hardware or software, or using computers to harass others or commit illegal acts, may result in suspension or expulsion from school.

Students are expected to turn off cell phones and music players during the school day (8:15 – 2:44) unless the classroom teacher or Dean gives permission for use. (Juniors and Seniors may, however, listen quietly to their music during their free period in the Learning Center or Student Commons.) Teachers may confiscate computers, cell phones or music players for unauthorized use; refusing to give personal electronics to an adult as instructed will result in disciplinary action for disrespect.

Using computers, cell phones, or other media to tease, embarrass, or intimidate another member of the school community may constitute harassment. Whether or not the incident occurs at school, and whether or not school-owned computers/media are used, disciplinary steps may be taken if the incident contributes to an atmosphere in which the person feels emotionally and/or physically unsafe at school.

Weapons, Replica Weapons, Dangerous Items: Possession of a weapon at school or a school-related event is strictly prohibited and will result in immediate suspension and likely expulsion. A student who wants to use a replica weapon in a school presentation must get permission and required procedures from the Upper School Director. Without such permission, any replica will be responded to as a genuine weapon. Students may not possess dangerous items or materials. Matches, lighters, or pocket knives may be used under special circumstances (e.g. camping on Trip Week) with permission of the Dean or supervising faculty member.

Tobacco: Students may not possess or use tobacco (or other items with nicotine) on campus or at any school-related event. This applies to the school day, before/after school, dances, off-campus field trips, and home/away athletics. Violations will result in disciplinary action, including suspension from school.

Alcohol/Drugs: The Academy strictly forbids the possession, use, sale, or distribution of alcohol, illegal drugs, or drug paraphernalia, and similar abuse of prescription medication. This rule includes being under the influence of such substances, and applies to all on-campus and off-campus school-related activities. Selling or distributing such materials will result in immediate expulsion. Disciplinary consequences include suspension, expulsion, and revocation of the student's ability to reenroll for any succeeding year. The Academy also reserves the right to initiate legal prosecution as it sees fit. To help students make safe choices, Administrators will communicate concerns about students' possible substance abuse to the parents. Such communications, however, do not preclude applicable disciplinary action if the school deems it appropriate.

Off-Campus, Vacation, and Out-of-School Behavior: Student behavior during vacations and other out-of-school hours is the responsibility of parents, and the Academy will generally not involve itself in such matters. However, if a student engages in criminal or dangerous behavior away from school, the school may impose any discipline it considers appropriate. Examples of such misconduct would be: (1) possession, use, or sale of alcohol or drugs; or (2) conduct that endangers the safety or well being of the student, other people, or their property. Disciplinary steps may include suspension, expulsion, or revocation of the student's ability 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.

Leaving Campus, Parking/Driving, Senior Privileges: Seniors may earn privileges to leave campus based on trustworthiness. Privileges do not begin on the first day of school, but on a later date chosen by the Dean. Seniors with privileges may sign out during lunch after required meetings, signing back in upon returning by the end of the lunch period. Students may sign out at other times only with permission from the Dean or Upper School Director. No other adult may authorize the senior to leave campus; if the Dean or Upper School Director is not available to give permission, the student must remain on campus. Seniors may not transport younger students off campus during the school day. At the discretion of the Dean or Upper School Director, privileges may be modified, delayed, suspended, or revoked for individual seniors or for the entire senior class for attendance, dress code, academic, or disciplinary reasons, or for Disciplinary or Academic Probation.

Students except seniors with privileges must stay on campus from morning arrival until departure after athletics or other afternoon activity. Students with evening campus activities such as play practice may drive off campus after school/athletics with parental knowledge. Students may not walk off campus at any time. The only exception is the strip mall ("Panaderia") next to campus: Upper School students may walk to the Panaderia after school; seniors with privileges may also walk there for lunch or free period.

Given the presence of young children on campus, all drivers must exercise great care in driving on/near campus. Students may park in designated student lots, not in areas designated for EA staff or Old Main (Museum) visitors. Students may park on College St. or Park St., within city regulations (side-of-street, snow/leaf removal). All parking areas are off limits during the school day; students may not loiter in or near these areas. Students who have signed out with permission must leave promptly in their cars and return promptly to classroom buildings upon return.

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. Rules for dress, like rules for conduct, assist in the overall development of students. The dress code exists to:

- Foster an atmosphere of seriousness and professionalism among students;
- Maintain an environment consistent with the traditions of the Academy;
- Instill the habit of dressing properly, as daily preparation is a key responsibility.

Students and their parents are responsible for maintaining appropriate dress in accordance with the guidelines specified. Students are to dress modestly, neatly, appropriately, and in a non-bizarre fashion. Students are in school to be serious students, not to see how far they can push the bounds of appropriate dress. Students must maintain a professional appearance throughout the school day (8:15 – 2:44), as specified below. Students may be removed from class or sent home to change (with no credit for missed work) for serious or repeated dress code offenses. Students must also be in dress code for field trips, unless the supervising teacher has gotten permission from the Dean or Upper School Director.

Boys' Attire

1. Collared buttoned shirts (including denim), polo shirts, rugby shirts, and turtlenecks may be worn with or without sweaters.
2. Crew neck or turtleneck sweaters may be worn without a collared shirt underneath (zippered or V-neck sweaters may not be worn without a collared shirt).
3. Dress pants, khakis/chinos, non-denim cargo pants, and corduroy pants are acceptable.
4. Footwear should be appropriate for the weather, for science labs, and for safely traveling flights of stairs.
5. Non-denim shorts (to knee-length) may be worn before November 1 and after Spring Break. (The Dean or Upper School Director may alter these dates.)
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 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. Jackets or fleece tops may be worn over appropriate dress code. Collars on such outer garments do not count as collared shirts.
8. Hats may be worn on Fridays or Spirit Days. (Teachers may ask students to remove these in their classrooms.) On other days, any non-religious headwear (hats, sweatbands, etc.) is inappropriate.

Unacceptable for boys:

- T-shirts (short- or long-sleeved)
- Printed clothing with sexual, alcohol, or drug references
- Oversized clothing, baggy pants, and athletic jerseys/shorts/pants/warm-ups
- Jeans or other denim pants/shorts, pajama pants, sweatpants
- Ripped, torn, frayed, or unhemmed clothing
- Visible tattoos
- Earrings or other visible piercings
- Hair that is not neat, or extremes in hair style/color

- Facial hair (except for second-semester senior boys)

Girls' Attire

1. Collared or uncollared blouses or sweaters (no T-shirts) may be worn. Denim blouses or vests are acceptable.
2. Dress pants, khakis/chinos, non-denim cargo pants, and corduroy pants are acceptable.
3. Non-denim dresses, skirts, and jumpers may be worn, with the exception of any that are inappropriately short.
4. Footwear should be appropriate for the weather, for science labs, and for safely traveling flights of stairs.
5. Non-denim shorts (mid-thigh to knee-length) may be worn before November 1 and after Spring Break. (The Dean or Upper School Director may alter these dates.)
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 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. Jackets or fleece tops may be worn over appropriate dress code.
8. Hats may be worn on Fridays or Spirit Days. (Teachers may ask students to remove these in their classrooms.) On other days, any non-religious headwear (hats, sweatbands, etc.) is inappropriate.
9. A modest number of earrings may be worn in ears only.

Unacceptable for girls:

- Sheer blouses, halter tops, tops that reveal cleavage or bare the midriff
- T-shirts (short- or long-sleeved)
- Denim pants, shorts, skirts, dresses, jumpers, or jackets
- Low-cut pants, shorts, or skirts
- Pajama pants, sweatpants, and athletic jerseys/shorts/pants/warm-ups
- Ripped, torn, frayed, or unhemmed clothing
- Printed clothing with sexual, alcohol, or drug references
- Oversized clothing or baggy pants
- Hair that is not neat, or extremes in hair style/color
- Visible tattoos
- Visible piercings other than earrings

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. Pajama pants and sweatpants or other athletic apparel may not be worn.

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 Volunteers on 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 (Upper School office, 1-847-695-0301).

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 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). Particular items can be directed as follows:

Upper School

Student absent/late:	Upper School Office, (847) 695-0301, Mrs. Lynn Martin
Concerns about a specific course:	Contact the teacher or Advisor directly.
General academic concerns, course scheduling, extended absence:	Mr. Seth Hanford, Assistant Head of School & Upper School Director, x216
Attendance, discipline:	Mr. Vince Thomas, Upper School Dean of Students, x218
College questions:	Mr. Seth Hanford, Upper School Director, x216
Athletics:	Mr. David Vogt, Athletic Director, x222
School Bus:	Barrington Transportation, (847) 381-1043

Other Departments

Middle School (Grades 5 – 8):	Middle School Office, (847) 695-0302, Mrs. Sharon Shatkus Ms. Sandy Revak, Middle School Director, x247 Ms. Melissa Dugan, Middle School Dean of Students, x265
Lower School (Grades 1 – 4) and Early Childhood (PS, PK, K):	PS - 4 Office, (847) 695-0315, Mrs. Dawn Schmidt Mr. Harry Gould, Lower School Director, x237 Mrs. Mary Hannert, Early Childhood Director, x255
Admissions & Financial Aid:	Admissions Office, (847) 695-0303 Mr. Shannon Howell, Director of Admissions & Marketing
Annual Fund, Extravaganza:	Development/Alumni Office, x226 Ms. Danese Bardot, Director of Development & Alumni
Fees, Payment:	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