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**Library/Media Center**
is the Fox River Valley's preschool through grade 12 independent school

where taking learning personally
defines the collective ethos and covenant
that unites all students and teachers, parents and staff members, administrators and trustees.

Within intentionally small-scaled classrooms,
Elgin Academy students learn to be secure in themselves,
  disciplined in their thinking,
  creative in their collaboration,
  compassionate toward others,
  and dedicated in their efforts
as they contribute as thinkers and doers in school and the community.

Families from across Chicago's northwestern suburbs and exurbs
find at Elgin Academy
  a cherished oasis from the perceived impersonality
  and over-scaled local public schools.
Elgin Academy students in every division
pursue active learning,
testing new ideas and securing trust with each other and their teachers
as they try out new pursuits, assume leadership roles, and take calculated intellectual risks
to see what resonates and moves them toward mastery.
Elgin Academy graduates make discerning college choices
  based on not only prestige, but also personal fit,
and enroll at a diverse array of colleges and universities nationwide and worldwide,
equipped with the know-how and self-confidence that stems
from coming of age in this individually attuned community.
They go forth as productive, conscientious, and mindful young people
who continue to hone their understanding of world and self—
a lifelong process that stands as the abiding gift of their Elgin Academy education.
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, as a private 501(c)(3) educational organization and as an ISACS fully accredited educational entity, provides equal admission and access and opportunities to all students currently enrolled at the Academy and to those students seeking enrollment at the Academy. Elgin Academy does not discriminate against any person or class of persons based on disability, race, color, creed, religion, sexual orientation or in any other manner prohibited by either federal or state law. The Elgin Academy admissions policy is dictated by our implementation and usage of our mission statement as a guiding principle to the operation of the school.

Our Mission

Elgin Academy is a preschool – 12th grade, independent, college preparatory, coeducational day school committed to academic excellence and developing the full potential of each 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 acquire the knowledge, skills, and attitudes necessary to become intellectually engaged and confident about their places 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 lifelong 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:**
To develop 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:**
To develop 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.
Early Childhood Philosophy
The Elgin Academy Early Childhood program recognizes the importance of the early childhood years. It is our philosophy that the school environment should encourage and nurture optimum development of the individual child. By providing the opportunity to develop physical, emotional, social and cognitive skills, several lifelong qualities are fostered in turn. These qualities include creativity, independence, respect and cooperation.

Play is a child's work. Within this work, children have a natural curiosity and will learn new concepts through concrete, hands-on activities. Play is also a most effective teacher. As such, the staff at Elgin Academy is responsible for providing and nurturing an enriching and goal oriented environment for the children to learn from and explore. Children are encouraged to engage in meaningful play experiences at their own developmental level within a caring and understanding atmosphere.

In the kindergarten year, play remains an important aspect of the young child’s classroom experience, but the balance shifts somewhat. The need for more focused lessons and goal-specific activities increases. This change is subtle and takes place gradually as the kindergarten child grows and matures. And at the same time the learning is still planned around real world, meaningful content that is important and appropriate for the five-year-old growing mind.

**Early Childhood Academic Goals:**
To develop students who:

Have relevant learning experiences involving conceptual, social and emotional development.

1. Are curious about the world and confident in their own ideas and can express themselves creatively.
2. Are able to problem solve, applying learned concepts to new situations.

**Early Childhood Personal/Social Goals:**
To develop students who:

1. Display a healthy self-image and demonstrate self-control.
2. Form healthy social relationships and show responsibility for themselves and others.
3. Are actively engaged in their school experience and demonstrate a positive attitude toward learning.
4. Demonstrate confidence in themselves and their abilities to learn and succeed.
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 evaluates 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 is provided by Elgin Academy).
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, Academic Dismissal, 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 5th and wish to minimize their risk of lost tuition expense in the event of a covered separation from studies.
Daily Routines

Arrival and Dismissal

Students are welcomed into the classroom any time after 8:00 a.m. Please be prompt in bringing your child to school by 8:15 a.m. for preschool and prekindergarten. It is difficult for children (and adults, too!) to join a group already involved in activities. When dropping your child off in the morning, you may remain in your car and allow the teacher assisting with morning drop-off to help your child, or use the designated parking area and personally walk with your child into the building.

Students enrolled in the half-day program will be dismissed at 11:30 a.m. via the exit to the Franklin Street parking lot.

Full day PS/PK students will be ready for dismissal at 2:30 p.m. All full day students will be dismissed via the exit to the Franklin Street parking lot.

Please be on time for your children. Some young students get anxious when mom or dad is running late and the other students have gone home. If this should happen on occasion and you know that you are running late, please call. This way we can let your child know that you will arrive soon.

Lower school siblings of full day PS/PK students are welcome to join us at the Franklin Street exit for afternoon dismissal. This way you can avoid being in two car lines.

Please let us know in person or in writing if you make different arrangements for your child's dismissal. We cannot allow anyone else to take a child from school without proper notice from the parent and positive identification of the responsible adult. Please make your child's social arrangements prior to dismissal. Curbside invitations in the presence of children not included can result in hurt feelings.

Extended Day Program

The Extended Day Program for students in PS - Gd. 8 is normally available Monday through Friday, from 7:00 a.m. to 8:00 a.m. and after school to 6:00 p.m. This program serves the needs of parents who wish greater flexibility in their daily schedules. The schedule is designed to provide time for relaxation, play, physical recreation, snacks, and quiet study (for older students). PS and PK children are eligible to participate. Various 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 that are authorized to check children out from the Extended Day Program.
Important Note: If you are coming into school with your child, please be careful not to park in the spaces reserved for faculty and staff. It is important that our teachers can count on their parking spaces being available. Also: Please drive slowly and take notice of other foot traffic in the parking lot AT ALL TIMES! We are all responsible for the safety of the children. Thank you!

Snacks and Lunch
A snack is served each morning. We use healthful and nourishing foods of low sugar content and, when possible, involve the children in preparing and serving the food. If your child has food allergies, strong dislikes, or cultural restrictions, please make certain that we have been informed of them.

Children enrolled in the full-day preschool and prekindergarten programs will need to bring their own lunch. We encourage balanced and nutritious lunches; low in sugar, sodium and fat. A lunch box that is easy for the child to open and close is also important. The school provides milk at lunchtime free of charge.

Snack and lunch are social experiences. We encourage the children to practice good manners, converse freely, eat at the table, serve themselves, and use their utensils properly.

Children in Preschool/Prekindergarten:
Parents who wish to send a snack for the class can sign up to be part of the scheduled rotation. This is a voluntary agreement and we will print a schedule of snack days along with suggestions of popular ideas for snack. Please be reminded that cupcakes, doughnuts and other high sugar/fat content foods are not appropriate for snack. We welcome your generosity in this area, but we request that foods sent for sharing be healthful and easy to serve. We ask that you please pay close attention to any restrictions and the guidelines that may be unique to your child’s class. Your child’s classroom teacher will offer further information on this subject.

Allergies
Please be certain to inform the school if your child has ANY food allergies.

***Note: Some of our students may have life threatening allergies to peanuts, such that even contact with peanut products presents a threat. It is critical therefore that all peanut products are excluded from the snacks and lunches of all students in Preschool and Prekindergarten.***
Health and Safety

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

1. Medical Emergency Authorization Form
2. Certificate of Child Health Examination Form (complete with the dates of immunization, physician’s examination report, signature and date)

All new students need a current physical examination form on file at the school office.

In compliance with Illinois State law, students who do not meet the grade-appropriate requirements for health examinations and immunizations will be excluded from school starting on October 15 and until the student is in compliance, unless Elgin Academy is presented with an acceptable Medical Objection prepared and signed by a licensed physician, or a Religious Exemption signed by the parents or legal guardians setting forth a statement of objection detailing the grounds for the objection to the immunization. During this time, the student's absences will be counted as unexcused and he/she will not receive credit, the ability to make up work, or extra help for work missed.

In compliance with Illinois State law, Elgin Academy maintains certified copies of birth certificates for each student enrolled.

Illness/Absence/Emergency
If your child will be absent from school please notify the office by phone or e-mail. If the absence continues, please inform the school each day. If the absence is due to a communicable disease such as strep throat or chicken pox please let Mrs. Dawn Schmidt know along with the date of diagnosis.

Children exhibiting symptoms such as vomiting, diarrhea or fever should be kept at home. The active nature of the school day may prove too much for some children when they are not well. This is an important point to consider when your child seems on the borderline between ‘well enough’ or not quite healthy enough to be in school. Once your child is fever free without medication, please allow them a day before returning to school.

In the event that a child becomes ill during the school day, the parents will be notified to pick them up. The ill child will be kept quiet and comfortable until parents can arrive. Parents should notify the school of the times when their child will be absent and when the parents will not be at their regular address or phone number, so that they can be reached at all times, just in case of sickness or emergency.

Your children are supervised and in the company of their teachers at all times; however, accidents may occur. In any case, parents will be notified of any accident and its circumstances. If the accident is minor, the parents will be informed when picking up their child at the end of the day. If a serious accident should occur and a child needs immediate medical attention, our first action will be to obtain the needed help. The
second action will be to notify the parents. We will refer to your child’s *Medical Emergency Form* at such times.

In compliance with Illinois State law, the chief administrator or his/her designee reports to the appropriate authorities names of children he/she suspects are missing and has a procedure in place for flagging records of students reported as missing by the Illinois State Police.

**Field Trips**

Parents are asked to sign an annual “blanket” permission form at the beginning of each school year. Parents will be informed ahead of time, with the specifics, when a field trip is in the plans for their child.

**Emergency School Closing**

If there is 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 immediately communicated via email and/or phone to parents.

**Parents’ Absence from Home**

If parents will be out of town, please inform the school in advance. We will need 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 contact information in case of an emergency.

**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.

**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. All medications *including nonprescription medications* must be accompanied by the following:
   a. name of medication
   b. dosage and time to be given
   c. doctor’s name
d. authorization from the prescribing physician and the parent or guardian.

Please update information 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.

Please read the following two pages for a more in-depth discussion of our medicine policies and procedures, including the form that must be submitted to the PS - 4 Office with medications.
Procedures and Guidelines Governing the Administration of Medications in the School

Parents/guardians have the primary responsibility for the administration of medication to their children. Only those medications necessary to maintain a student in school and which must be given during school hours or school activities may be administered to a student. The administration of medicine to students is subject to guidelines established by the Superintendent/Principal or designee, in keeping with state agency recommendations (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois State Board of Education).

1. **Medication Authorization Form**—No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication except after filing a complete Medication Authorization information form. This authorization and any subsequent changes shall include:
   - Physician, dentist, or podiatrist's (licensed prescriber) written prescription with child's name, medication name and dosage, date of order;
   - Administration instructions (route, time or intervals, duration of prescription);
   - Intended effects and possible side effects; and
   - Parent/guardian written permission and phone number, and email address in case of emergency

Elgin Academy will review the written authorization and will consult with the parent/guardian, licensed prescriber, or pharmacist for additional information as necessary.

2. **Appropriate Containers**—Medication and refills are to be provided in containers which are prescription-labeled by a pharmacy or licensed prescriber (to display Rx number, student name, medication dosage, directions for administration, and refill schedule, pharmacy label, and name/initialed of pharmacist) or manufacturer-labeled for non-prescription over-the-counter medication.

3. **Administration**—Medication will be administered by the appropriate school administrators/officials. Other certified school personnel may also volunteer to assist in medication administration and they will receive instructions by the proper official. If no volunteer is available, the parents/guardian must arrange for administration. The administration retains the discretion to deny request for administration of medication. The parent/guardian may make an appeal of denial of any order prescribing the administration of the medication to the Superintendent/Principal or designee.

4. **Self-Administration**—A student may self-medicate at school if so ordered by his or her physician. However, the Medication must be stored in Health Services and a completed Medication Authorization Form must be on file. Daily documentation will be provided for such health office supervised self-administration. For “as needed” medications such as those taken by students with asthma, the physician may also order that the student carry the medication on his or her person. However, no daily documentation will be possible. Self-administration privileges may be withdrawn if the student exhibits behavior, which indicates lack of responsibility toward self or others in regards to his or her medication.

5. **School Activities**—Medical Authorization forms must be filed out in the Health Office and medication is to be stored in the Health Office. Under no circumstances are faculty members or other school employees required to carry medications for students nor are they required to ensure that students carry such medications. Medications which must be available while a student is engaged in a school activity conducted during non-school hours and/or conducted away from the customary site of storage will be distributed to the student at the end of the school day from the Health Office and must be brought by the student to that site, unless there is prior agreement and approval of other arrangements. Any faculty member may supervise self-administration of medication by a student under these guidelines. Self-administration under these circumstances will not be documented.

6. **Storage and Record Keeping**—Medication will be stored in a locked cabinet. Those requiring refrigeration will be in a secure area. Each dose will be recorded in the student’s individual health record. The parent may be notified if indicated. To assist in the safe monitoring of side effects and/or intended effects of treatment with medication, faculty and staff may be informed regarding the medication plan. Any supply of opioid antagonists or epinephrine auto-injectors shall be maintained in accordance with the manufacturer’s instructions.

7. **Documentation, Changes, Renewals, and Other Responsibilities**—To facilitate needed documentation, physical orders, any changes in orders, and parent permissions may be faxed to Elgin Academy. It is the parent/guardian responsibility to assure that all physician orders and permissions are brought to school and refills provided when needed and to inform the school nurse of any significant changes in the student’s health. Medication remaining at the end of the school year must be taken home or will be discarded. Over-the-counter and prescription medication orders must be renewed yearly.
Elgin Academy
School Medication Authorization Form

To be completed by the child’s parent(s)/guardian(s). A new form must be completed every school year. Medical form is required for all OTC and Rx medicine. Physician must fill in form for all non-prescription, over-the-counter (OTC) medications and for prescription medications. All medicine must be provided in a pharmacy or brand labeled bottle with student name, dose, and time. Unused medication must be picked up; any left at the end of the year will be discarded. Please see “Procedures and Guidelines Governing the Administration of Medications in the School” for more information.

Student’s Name: ___________________________ Birth Date: ___________________________
Address: __________________________________________
Home Phone: ___________________________ Emergency Phone: ___________________________
Grade: ________ Teacher: __________________________

Physician’s Order
(All medications need a Physician’s Order)

Physician’s Printed Name: ___________________________
Office Address: ____________________________________
Office Phone: ___________________________ Emergency Phone: ___________________________

Medication name: ____________________________________
Diagnosis/Purpose of Medication: ___________________________
Dosage: ____________________________________
Time to be given/instructions: ___________________________
Procedure if dosage is missed: ___________________________
Possible side-effects: ___________________________
Other medications student is receiving: ___________________________

FOR ASTHMA OR ALLERGY MEDICATION ONLY—e.g., Inhaler, EpiPen
May the student carry medication on his/her person? _____ YES _____ NO
May the student self-administer medication? _____ YES _____ NO
May Elgin Academy use undesignated epinephrine auto-injectors on this student in cases of emergencies? _____ YES _____ NO

Physician’s Signature ___________________________ Date: ___________________________

Parental Authorization

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Elgin Academy and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or allow my child to self-administer pursuant to state-law, while under the supervision of the employees and agents of Elgin Academy), lawfully prescribed medication in the manner described above. I agree to indemnify and hold harmless Elgin Academy, its employees, and agents from any claim, liability, loss or expense, including reasonable attorneys’ fees, suffered by any of the foregoing indemnities and arising out of a claim related directly or indirectly to my child’s self-administration of the above referenced medication of and brought by me, any other parent or guardian of my student or another student, or by or on behalf of my student or another student. We understand that Elgin Academy and the foregoing individuals are to incur no liability as a result of any injury arising from the administration of medication, provided, however, this indemnity and hold harmless commitment does not apply to the willful and wanton conduct of the foregoing indemnities.

Parent/Guardian Signature: ___________________________ Date: ___________________________
Address (if different from Student’s above): ___________________________
Phone: ___________________________ Emergency Phone: ___________________________
Email: ___________________________
General Behavior / Building Community

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. When discipline is necessary, we use measures that show love and kindness, but also firmness and consistency. We attempt to help children gain the confidence and knowledge that will develop their self-control. We do not allow children to hurt themselves or others or to destroy property. We encourage use of language to express feelings in a productive and independent manner.

Harassment

Elgin Academy will not tolerate verbal or physical conduct by any community member—student, parent or employee – which harasses, 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.

In compliance with Illinois State law, the chief administrator or his/her designee immediately notifies local law enforcement officials of complaints from school personnel concerning instances of battery committed against school personnel at the school. The administrator shall also notify the Illinois State Police within three days of each incident through the School Reporting System.

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.
Drugs
In compliance with Illinois State law, the chief administrator of the school, or his/her designee reports instances of verified incidents involving drugs to local law enforcement officials as required by the School Reporting of Drug Violations Act. The administrator also notifies the Illinois State Police of such incidents through the School Incident Reporting System.

Firearms
In compliance with Illinois State law, the chief administrator or his/her designee notifies local law enforcement officials of verified incidents involving firearms at the school. The administrator also notifies the Illinois State Police of such incidents through the School Incident Reporting System.
Dress Code
The most important feature of the dress code for the young child is that clothing be clean, neat, and appropriate for an active learning environment. It is also important that the clothing fosters independence in dressing and taking care of toileting needs.

Because of the active nature of our program it is important for the children to wear comfortable, well fitting shoes. Footwear should be flat and appropriate for active learning. When boot season arrives, a pair of slippers with non-skid soles can be kept in the cubby at school. These are easy to change in and out of and help keep feet warm, dry and comfortable. In winter, it is important that all children come to school with warm outdoor wear. This includes hat, mittens, boots and snow pants. We plan outdoor time each day unless the weather conditions are extremely unfavorable.

Please avoid blue jeans. Please save clothing that is very special or dressy for special occasions outside of school. Children do get dirty in school; not on purpose, it just happens!

All clothing and personal belongings should be labeled with the child’s name.

Extra Clothing
Please bring an extra change of clothes for your child to keep at school in case of a bathroom accident or spill.

Spirit Day
The first Friday of each month is an all school Spirit Day. Children may wear blue jeans and their Elgin Academy t-shirts/sweatshirts or the school colors.

Birthdays
A child’s birthday is a special time. If children wish to bring in a treat for the class please let the teachers know ahead of time. We do celebrate birthdays in school. A favorite book to share or stickers for the class are nice options in place of or along with a treat. In order to avoid confusion and hurt feelings, all invitations to birthday parties need to be mailed rather than brought to school. Encouraging good manners, sharing and kindness toward others is important when celebrating birthdays.

Toys from Home
We have many appropriate play and work materials for the children to use here at school. These materials can help the children learn to share, trade, initiate activities, and plan ahead. In general, therefore, we request that toys not be brought from home. We
will on occasion request certain items for sharing which reflect a theme or category. These items are treated with care and they are shared with all the children interested.

Children are allowed to bring a soft toy for rest time or reassurance. These special toys are kept in the child’s school bag when not needed. It is recommended that the child’s bag be checked before leaving for the day if the special toy is necessary for the bedtime routine!
Parent/School Connection

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 online parent directory). We will make every effort to respond within 24 hours. If necessary, a parent can also contact a teacher or administrator at 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.

Some Important Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
</tr>
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</table>
| Early Childhood/ Lower School | Lower School/Early Childhood Office (847) 695-0315 (Ms. Brown)  
Mr. Harry Gould, Director 847-695-0309 X237 |
| Middle School (Grades 5 – 8) | Middle School Office, (847) 695-0302 (Ms. Shatkus)  
Mrs. Sandy Revak, Middle School Director x247  
Ms. Melissa Dugan, Middle School Dean, x265 |
| Upper School (grades 9-12) | Upper School Office (847) 695-0301 (Ms. Fluegel)  
Mr. Doug Sept, Upper School Director x216  
Mr. Vince Thomas, Upper School Dean, x218 |
| Admission                 | Dr. Diane Schael, Director of Admission x243                                         |
| Athletics                 | Mr. Rick Williams, Athletic Director, x222                                           |
| Business Office           | Mr. Gerald O'Keefe, Director of Finance & Operations  
Business Office x203 |
| Development               | Mrs. Marnie Kut, Director of Development x226                                        |
| Marketing & Communications| Mrs. Lynn Martin, Director of Strategic Marketing and Communications, x271          |
| Head of School            | Mr. Seth Hanford, Head of School  
Head of School’s Office x201 (Ms. Kennedy)                                           |
Orientation/Get-Acquainted Conferences
We begin our year with a parent orientation session. This gives parents an opportunity to gather important details concerning the first weeks of school and the routines involved. The Get-Acquainted Conference is an opportunity for the parents and teacher to discuss the children individually. Parental insights regarding their children are very helpful to the teacher in planning an educational program.

Online Information: My EA Community / Parent Portal
An important communication tool between school and home is the Elgin Academy website. EA parents have access to the EA website (www.elginacademy.org) via the Parent Portal / My EA Community. School calendars, teacher/divisional webpages, athletic information, the online community directory, parent association information, etc. can be accessed via the portal. To edit your own profile in the online parent directory, just log in and make the changes. If you are a current EA parent and do not yet have access, please send an email request to myeacommunity@elginacademy.org.

Faculty Web Pages
Web pages produced by the teachers are another valuable source of information. They often contain pictures and video clips as well as news about upcoming events.

Friday Folders
At the end of each week, students take home a Friday Folder. As well as samples of your child's work, it may contain other information, for example letters and memos from teachers or information about upcoming events. A parent signature is requested each week to confirm receipt of the Friday Folder contents.

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.

Progress Reports/Learning Plan Conferences
Student growth and development is recorded and shared on a quarterly basis. The first and third quarters of the school year include a Learning Plan Conference. This is a time for the parents and their child's teacher to address the student's individual learning style, strengths, weaknesses and developmental needs. The Learning Plan is designed to personalize the educational process. It is at the heart of Elgin Academy’s educational philosophy.
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 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.

Parent Volunteers

There are many opportunities over the course of the year for parents to become involved in the Lower School. We hope that you will sign up to help when possible. Volunteers will be needed for Classroom Reps, Homecoming Activities, Extravaganza, the Halloween Party, and more. Please look out for information from the Parent Association or contact the Parent Association personally to learn more about these opportunities. A Volunteer Survey is also posted online so you can to let us know where you can help.
The Library/Media Center
Ms. Lynne Schick, Director of the EA Library/Media Center, x230

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.