

# EMBERS

A C A D E M Y



## **Parent Handbook**

### **Academic Year 2022-2023**

This Handbook covers the principles and practices of Embers Academy, as well as expectations of the student body and parent community

Revised August 2022

## TABLE OF CONTENTS

<b>School Contact Information</b>	2
<b>Statement of Educational Philosophy; Mission Statement</b>	2
<b>School Governance</b>	2
<b>Academics, Spiritual Formation</b>	3
<b>School Hours</b>	3
<b>School Calendar and Communication with Parents</b>	4
<b>Attendance; Absence; Arrival and Dismissal</b>	4
<b>Late Morning Arrival; Early Dismissal</b>	4
<b>Late Pick-up; Extended Day Program (EDP)</b>	5
<b>Lunch</b>	5
<b>Illness</b>	5
<b>Emergency School Closing</b>	6
<b>Student Information on Blackbaud Tuition Management (BTM)</b>	6
<b>Tuition Payments on Blackbaud Tuition Management (BTM)</b>	6
<b>Homework</b>	6
<b>Student Assessment</b>	7
<b>Conferences and Classroom Visits</b>	7
<b>Supervision of Students</b>	8
<b>Personal Property</b>	8
<b>Student Uniform and Grooming</b>	8
<b>Outerwear Dress Code</b>	10
<b>Code of Conduct</b>	10
<b>Parental Code of Conduct</b>	14
<b>School-Sponsored Activities, Physical Education</b>	14
<b>Medication; Allergies</b>	14
<b>Birthdays and Parties; Field Trips</b>	15
<b>The Parent Association &amp; Parent Formation</b>	15
<b>Expression and Routing of Parent Concerns</b>	16
<b>Annual Fund and Embers Extravaganza</b>	16
<b>Non-Discrimination Commitment</b>	16

## EMBERS ACADEMY SCHOOL CONTACT INFORMATION

---

Telephone	847.518.1185
Fax	847.518.9625
Email	<a href="mailto:info@embersacademy.org">info@embersacademy.org</a>
Website	<a href="http://www.embersacademy.org">www.embersacademy.org</a>

## EMBERS' STATEMENT OF EDUCATIONAL PHILOSOPHY

---

Embers Academy holds the following educational principles to be true:

- Embers Academy regards parents as the primary educators of the children whom God has entrusted to them. School administration and faculty welcome the privilege of partnering with parents in their noble quest to form their children to become competent, responsible men and women who live by Christian principles.
- Embers nurtures the total formation of each child. Embers intentionally acts holistically to cultivate a focus on academics and character development, the latter achieved through a thoughtful virtues education program that spans all grades. This focus on virtue emboldens students to practice moral behavior.
- Academically, the measure of success for Embers' educational program is clear: helping our students find joy in learning – and using it as a way to glorify God -- is our ultimate goal.
- An integral part of the formation of the child is spiritual in nature. As an academic subject, Religion is taught in faithfulness to the Magisterium of the Catholic Church. At Embers, children grow in the confidence that they are children of God, and come to appreciate themselves and others as gifts from God.
- Inspired by the spirit of Vatican II, Embers emphasizes that lay persons are called to holiness through the fulfillment of their ordinary work while remaining immersed in the world.
- Embers Academy is committed to the truth and merit of this educational philosophy, accepting it as a guide for current efforts and inspiration for future work.

## MISSION STATEMENT

---

- Embers Academy is a private, independent school, rooted in the Catholic faith, serving grades pre-kindergarten through 5th.
- Embers is committed to the pursuit of academic excellence and character formation.
- Embers works in partnership with parents, who are the primary educators of their children.
- Embers sees each student as a child of God and a gift from God and helps them to acquire knowledge, develop skills, and practice moral behavior.

## SCHOOL GOVERNANCE

---

**The Board of Trustees** Embers Academy is governed by an independent, self-perpetuating Board of Trustees. As the title implies, the Board holds *in trust* the future of the school. The Board determines the school philosophy and mission; sets broad policies; is responsible for the fiduciary well-being of the

school and its long-term health; and hires the Head of School. The Board is not involved in the day-to-day operation of the school. The current Board President is Mr. Samuel Carter.

**The Head of School** The Head of School executes and administers Board-approved school policies; solicits funds for the school in conjunction with the Board; oversees the school’s finances; directs the school’s external operations, such as marketing and admissions; is responsible for all school personnel and all academic and extracurricular programs; is the final authority in all matters of discipline; and assesses the effectiveness of the operations and programs of the school. Mrs. Lisa Hanretty is the Head of School.

**The Faculty** Embers faculty teach, coach, counsel, supervise, and care about the students; work in partnership with parents; advocate and promote the school; work collegially with the Head of School, Assistant Head of School, and fellow teachers; and grow professionally.

## ACADEMICS

---

Embers Academy’s academic program serves to educate the average to above-average child. Within each classroom, teachers meet the learning needs of their students through the use of diverse approaches built into the existing academic curriculum and class schedule. Embers does not provide academic services outside the scope and sequence of the established curriculum and class schedule.

## SPIRITUAL FORMATION

---

Embers is an independent school with a Catholic philosophy, imbued with the spirit of Opus Dei, a personal prelature of the Catholic Church. Opus Dei helps lay men and women to sanctify their ordinary lives and grow in virtue. To support the school’s emphasis on character formation, Embers integrates virtues into classroom curriculum and all interpersonal interactions. The content of the religious instruction that Embers provides is faithful to the Magisterium of the Church and consonant with the lay spirituality of Opus Dei. Embers prepares Catholic students to receive the Sacraments of Reconciliation and First Holy Communion. Students receive the Sacraments of Reconciliation and the Eucharist together as a class.

## SCHOOL HOURS

---

Extended Day Program (morning) (PreRegistration Required) \_\_\_\_\_ 7:30 a.m. to 7:55 a.m.

Doors open \_\_\_\_\_ 7:55 a.m.

Tardy \_\_\_\_\_ Arrival after 8:10 a.m.

School hours:

- Grades Kindergarten - 5<sup>th</sup> \_\_\_\_\_ 8:10 a.m. to 3:05 p.m.
- 3- and 4-year old Preschool (Half Day) \_\_\_\_\_ 8:10 a.m. to 11:30 a.m.
- 3- and 4-year-old Preschool (Full Day) \_\_\_\_\_ 8:10 a.m. to 2:45 p.m.

Extended Day Program (afternoon) (PreRegistration Required) \_\_\_\_\_ 3:20 p.m. to 5:30 p.m.

For the safety of the school children, faculty and staff, beyond the hours of regularly scheduled drop-off and dismissal times, all visitors or deliveries are required to be admitted through the Main Entrance.

## SCHOOL CALENDAR AND COMMUNICATION WITH PARENTS

---

Please consult the general school calendar for student attendance days, parent/teacher conferences, early dismissals, and holidays for the 2022-23 academic year. The School Office will send an all-school newsletter to all parents each week via email. Calendar updates and information regarding specific classroom activities will be published in the class weekly email. The most up-to-date school calendar can always be found on our website: [www.embersacademy.org](http://www.embersacademy.org).

## ATTENDANCE

---

Each student is expected to attend school and to be on time every day except in case of illness or special circumstances. Absences or tardies can affect grades, credit, and continued enrollment. Students who are absent (without a valid excuse) for more than 10% of the 176 total days of the school year will be considered truant. Further, they may forfeit credit for the particular academic year if the student's classroom teacher and the Head of School deem such action appropriate.

## ABSENCE FROM SCHOOL

---

When unforeseen circumstances cause your child to miss school, please call the School Office as early as possible on that morning. You may leave a voicemail message. If you know in advance that your child will be absent on a certain day, please let the Office Secretary ([ndonado@embersacademy.org](mailto:ndonado@embersacademy.org)) and your child's teacher know as soon as possible through an email or phone call. If your child is absent and we have not heard from you, we will make every effort to call you at home or at work before 10:00 a.m. to verify your child's whereabouts and well-being (using the phone numbers you have provided on your child's enrollment records and your *myEmbers!* portal).

## ARRIVAL AND DISMISSAL

---

Please refer to our website under the "Current Families" tab for arrival and dismissal procedures.

## LATE MORNING ARRIVAL

---

Grades PK-5th students arriving after 8:10 a.m. must enter through the Main Entrance. If your student(s) will be arriving late for an excused reason, please call the School Office and/or email teacher(s).

Upon arrival, please park in either the parking lot annex of the main driveway along Greenwood Ave., or in the north Visitors Lot and escort your child/ren to the Main School Entrance doors. Students arriving after 8:10 a.m. will receive a late slip to deliver to their teacher and the tardy will be recorded .

## EARLY DISMISSAL

---

Please notify your child's teacher and the School Office ahead of time if you need to request an early dismissal for your child, either by phone or email. Please park in either the parking lot annex of the main driveway along Greenwood Ave., or in the north Visitors Lot. Enter using the Main School Entrance doors. Children will be walked down to the School Office and must be signed out by a parent or someone authorized by parents.

## LATE PICKUP AND EXTENDED CARE

---

As educators entrusted with your child, it is the school's responsibility at the end of the school day to supervise every child until picked up by his or her parent or carpool driver. Policy dictates that we must have two adults on site at all times to provide this supervision, even if just one child is waiting to be picked up. Sometimes traffic and weather can delay travel. In these instances, children not picked up by 3:20 p.m. each day will be moved from the classroom to the Extended Day Program and applicable fees will be assessed.

## EXTENDED DAY PROGRAM (EDP)

---

Embers Extended Day Program includes care before and after school. Morning care is held from 7:30-7:55 a.m. Pre-registration is required.

Afternoon EDP runs from 3:20 to 5:30 p.m. on full days of school. It is the responsibility of the parents to pre-register or inform the School Office when their student will be attending EDP. Parents with students attending on a regular basis should set up the schedule in advance with the program coordinator. If you are interested in pre-registering your child/children for either program, please contact the School Office.

**In order to ensure student safety, the person picking up and signing out a student from EDP must be 18 years or older.**

Please consult the school website – [www.embersacademy.org](http://www.embersacademy.org) -- for the most updated information.

## LUNCH

---

It is Embers' policy that students may not receive lunches through UberEats or any other delivering service outside of the school's hot lunch vendor, Marla's Brown Bag Lunch.

## ILLNESS

---

Students who become ill during the school day are sent to the Office by the teacher. The Office will call the parent to determine whether or not it is necessary for the student to be picked up. Parents (or an emergency contact) coming to pick up students who are ill must sign them out at the School Office before taking them home.

A student who is ill should remain at home until they are fully recovered. A child who is sent back to school too soon can experience a relapse or inadvertently spread illness to others.

When deciding whether or not to keep a child home from school due to illness, please consider the following criteria:

- The child should be fever free for at least **24 hours** without medicine before returning to school. A fever is a temperature of 100.0 degrees or higher.
- The child should be free of intestinal upsets - vomiting or diarrhea - for at least **24 hours**.
- If prescribed an antibiotic, the child should be on antibiotics for 24 hours before returning to school.

If exposure to a contagious disease, such as strep throat or chicken pox, occurs at school parents will be promptly notified.

## EMERGENCY SCHOOL CLOSING

---

Severe weather conditions (heavy snowfall, extreme cold, or hazardous driving conditions) sometimes make it necessary to close school. If Embers determines such a closing is warranted, it will be reported online at [www.EmergencyClosings.com](http://www.EmergencyClosings.com) and on local radio and T.V. stations via the Emergency Closing Center. A message will be recorded on the school phone voicemail and a Bright Arrow text message and email will be sent to all Embers families. The decision to close should be made by 6:00 a.m.

Embers rarely closes early for bad weather. However, if the situation arises, parents will be notified by email or parents may pick up their children early at their discretion. When severe and threatening weather is happening at the time of dismissal, students will be held in the building for as long as appropriate, even if parents are waiting in the parking lot to pick them up.

## STUDENT INFORMATION ON BLACKBAUD TUITION MANAGEMENT (BTM)

---

It is vital that parents provide the information requested on the *Blackbaud Tuition Management (BTM)* site and update it, as necessary. Please review your BTM account to verify that all contact information, including emergency contacts, are current and up-to-date.

## TUITION PAYMENTS ON BLACKBAUD TUITION MANAGEMENT (BTM)

---

All tuition payments are handled through *Blackbaud Tuition Management (BTM)*. Each family has a *BTM* account, in which you can choose the frequency of your payments, due dates, and the payment method you wish to use.

Parents whose tuition account is delinquent for 90 days, and who have not made satisfactory arrangements with the Head of School, will be asked to take their child/children out of school until such arrangements have been made.

**Materials Fee:** The Materials Fee is to help defray expenses for those consumable items that the school orders for all students. Such items include replacement and additional classroom furnishings; replacement of textbooks and workbooks; technology and its maintenance (computers, chrome books; and classroom projectors) and other learning materials, as well as unforeseen expenses.

## HOMEWORK

---

It is Embers' philosophy that the elementary school level is to nurture and foster a life-long love of learning and develop an inquisitive learner in students. Homework is a means to reinforce or extend classroom learning. Through the completion of age-appropriate homework assignments, students are instilled in those virtues, such as responsibility and fortitude, necessary to be a successful student in years ahead.

On the day of an absence, parents may email the School Office before 10:00 a.m. for the child's assignments. The teacher should be cc:'d on the email. The teacher will have the assignments ready after dismissal for the parent to pick up at the School Office or will send them home with a sibling or fellow car-pooler, per parental request. Please follow the teacher's guidelines outlining make-up work.

## STUDENT ASSESSMENT

---

Please see the school calendar for parent/teacher conferences, report card dates, and standardized testing (grades 3-5).

**General Policy:** Embers assumes there is a correlation between a student's *ability* (as measured by standardized tests) and *achievement* (as measured by both standardized tests and report card grades). If there is not, the school will take the lead in trying to determine why and, with the parents, take appropriate action. Embers further assumes that a child should leave Embers scoring at least the 70<sup>th</sup> percentile on standardized achievement testing, which equates to national norms.

**Preschool thru 2<sup>nd</sup> grade Grading:** Daily work is corrected but not assigned letter or number grades. As appropriate, students are required to correct mistakes.

K – 2<sup>nd</sup> parents receive three end-of-trimester report cards per year. Additionally, parents attend two parent/teacher conferences. In the report cards, the rubrics used on the *skills inventories* are not grades, but indicate the level to which the skill has become habitual (e.g., Mastery; Satisfactory; Developing; Beginning; and Not Evident).

**3<sup>rd</sup> - 5<sup>th</sup> grade grading:** Parents receive four end of quarter report cards per year and attend two parent/teacher conferences.

Major subjects receive letter grades and minor subjects receive “Mastery”, “Satisfactory”, “Developing”, “Beginning”, and “Not Evident” ratings. Major subjects are Religion, Language Arts, Mathematics, Science, History, and Geography. Minor subjects are Art, Music, Spanish, and Physical Education. The explanation of letter grade ranges are as follows:

- A: 93-100
- B: 85-92
- C: 77-84
- D: 70-76
- U: Unsatisfactory
- NA: Not Applicable

**Standardized testing:** Once a year the 3<sup>rd</sup> - 5<sup>th</sup> grade students take a standardized test. These results are used as one measure of achievement. The test results are sent home and the student's teacher can be contacted with any questions.

## CONFERENCES AND CLASSROOM VISITS

---

Besides regularly scheduled parent/teacher conferences, other conferences may take place at any time during the school year. Parents are asked to call or send an email to make an appointment with a teacher if they have an issue or concern they would like to discuss.

Scheduled classroom visits can easily be arranged. Unannounced parental visitations can disrupt important school routines, therefore, parents are asked to schedule visits in advance.



## SUPERVISION OF STUDENTS

---

Students cannot be on campus without supervision. Aside from officially scheduled and supervised on-campus activities, the school cannot assume any responsibility for the supervision of students before and after school hours or on weekends. Unless involved in a supervised school activity or in the Extended Day Program, students must be picked up immediately after school.

## PERSONAL PROPERTY

---

Please mark your child's name on all personal property. Each child is assigned a space for hanging a coat and storing a lunch. Books are kept inside the classroom. Valuables or large sums of money should not be brought to school. The school cannot be responsible for lost or stolen articles. The “Lost and Found” is located in the School Office.

Cell phones, games or toys, including electronic games, iPods, and music players, may not be brought to or used at school.

## STUDENT UNIFORM AND GROOMING

---

How students dress affects the total learning environment. Therefore, student dress and grooming must be clean, neat, modest and appropriate at all times.

Beginning with the first day of school, and except on days specially designated by the Head of School, students must wear the required uniform.

With the exception of items which carry the Embers Academy logo or the uniform jumper or skirt, uniform components may be purchased at any store as long as the items are comparable.

*Parents of Preschool, Kindergarten and 1<sup>st</sup> grade students*, please note: At the beginning of the school year, please send in a change of clothes with your child. These clothes should be in a bag labeled with the child's name.

Hair may not be colored or dyed a color that is unnatural and considered inappropriate. Boys' hair should be above the eyes and should not touch the top of the shirt collar in the back.

### **Uniform Requirements for Boys (K-5<sup>th</sup> grade)**

- Pants: Navy Dennis uniform pants with navy or black belt
- Shirts: White Dennis uniform polo with Embers logo, short or long sleeve
- Shorts (*worn Sept and May*): Navy Dennis uniform short
- Sweater or Vest (*worn Oct 15 - Apr 15*): Red Dennis V-Neck Pullover or Cardigan Sweater or Vest with Embers logo
- Socks: Solid Navy or Black socks, at least 2” above ankle; no decorations or brand logos
- Shoes: Black dress shoe, no deck or boat shoes

### **Uniform Requirements for Girls (K-3<sup>rd</sup> grade)**

- Jumper: Dennis Belair Plaid Jumper with Embers logo, knee length, must be worn with navy blue shorts underneath
- Blouse: White Dennis Peter Pan Collared Blouse, short or long sleeve
- Sweater (*optional*): Red Dennis Crew Neck Cardigan with Embers logo

- Socks/Tights: White bobby-sock, at least 2” above ankle; Navy or White Knee High socks; *or* Navy or White tights
- Shoes: Black or Navy Mary Jane shoes with straps

### **Uniform Requirements for Girls (4<sup>th</sup>-5<sup>th</sup> grade)**

- Skirt: Dennis Belair Plaid Skirt, knee length, must be worn with navy shorts underneath
- Shirt: White Dennis uniform polo with Embers logo, short or long sleeve
- Sweater or Vest (*worn Oct 15 – Apr 15*): Red Dennis V-Neck Pullover or Cardigan Sweater *or* Vest with Embers logo
- Socks/Tights: Navy or White Knee High socks; *or* Navy or White tights
- Shoes: Black or Navy Mary Jane shoes with straps

### **Preschool Uniform Requirements**

#### Boys

- Navy Pull-on Pants
- Red Dennis Short or Long Sleeve Jersey Polo with Embers logo
- Navy Pull-on Shorts, worn in September and May

#### Girls

- Navy Dennis Jersey Polo Dress with Embers logo
- Navy blue shorts
- Navy blue leggings may be worn underneath during cooler months, but are optional
- Red cardigan with Embers logo, optional

Preschoolers may wear comfortable shoes or socks (including gym shoes) with the school uniform. **We strongly encourage Preschool children to wear shoes that have velcro closures if still learning the skill of tying shoes.**

Uniforms may be obtained from:

Dennis Uniform Company, 7055 W Higgins Ave, Chicago, IL 60656; (708) 669-7944  
[www.dennisuniform.com](http://www.dennisuniform.com)

### **Out-of-Uniform Days**

On out-of-uniform days, the following attire is appropriate:

#### Boys

- Pants or shorts of walking length (slacks, chinos, athletic pants or jeans are acceptable).
- Polo shirt or t-shirt without inappropriate writing or graphics.
- Socks and shoes, gym shoes are acceptable.

#### Girls

- A dress, skirt (both must be worn with blue shorts underneath), slacks or walking shorts (chinos or jeans);
- Blouse, polo shirt, or t-shirt without inappropriate writing or graphics;
- Socks and shoes, casual shoes with a backing and sandals are acceptable.

The following items are **not** permissible for any Embers student:

- dirty, torn, patched, faded or cut-off clothing;
- clothing with offensive messages;
- gym clothing (except during PE);
- halters;
- bare midriffs or shoulders, including shoulder cut-outs in garment;
- tank top garments;
- hats, caps or sunglasses indoors;
- backless shoes;
- flip flops;
- bare feet;
- leggings without a skirt or top with the length that provides proper coverage;
- shorts with inseams less than 5", regardless if worn with leggings or tights;
- earrings on boys;
- or any items that are construed to be strange or inappropriate.

The school reserves the right to determine if a student's appearance or grooming is not appropriate. Students missing uniform items will bring home a reminder slip to notify parents to help ensure those uniform pieces can be found if lost, or replaced and worn the next school day. We encourage parents to send an email or note back to your child's teacher to let her know if there is a delay in obtaining a uniform item.

## OUTERWEAR DRESS CODE

---

Children will go outside for recess when temperatures are above 20 degrees. They should come to school with at least a coat, hat, and mittens/gloves when temperatures indicate such outerwear is needed. When it has snowed, we require snow pants and boots in order to be allowed to play in the snow. If a student is without snow pants and boots, they will play on the blacktop.

## CODE OF CONDUCT

---

### Philosophy of Discipline

It is the philosophy of Embers that discipline should be a formative process and is an important tool in furthering the education of each child. In this light, discipline should always be formative rather than punitive. The school strives to help its students understand why certain actions or inactions are allowed or not allowed so that they enter the world with a greater understanding and broader perspective of human interaction.

Behavioral expectations at Embers flow directly from the Embers Spark Pledge, which all students recite each morning with their class. This practice sets a strong foundation for our school's core values and gives teachers a foundation from which to teach behavior expectations.

## Embers Spark Pledge

*As an Embers Spark, I promise to  
shine light on the world by trying my best to:*

Be Respectful

Take Responsibility

Show Kindness

Embrace Truth

Students receive instruction, guidance, modeling and support from all teachers and staff on behavior expectations throughout the school, and all expectations relate back to the values contained in the Embers Pledge. When a student struggles with behavior choices, the goal is to always foster student learning and guide students to move on from mistakes and bad choices in a positive, constructive way.

If a student does not respond to constructive corrections and positive reinforcement and continues to struggle with behavior choices, natural consequences and other outcomes can occur.

### **“Think About It” Reflections**

Students who make choices not to follow the expectations of behavior at Embers, by showing a lack of respect for faculty, staff or fellow classmates can be subject to having their participation in school activities restricted for a designated period of time. This includes having their lunchtime, playtime, recess or other comparable activity modified to allow the student time to think about how to modify their behavior. A “Think About It” form will be filled out by the student during this time and will be taken home to be signed by a parent. (Specific behaviors that qualify for “Think About It” include disrespectful language, lying, cursing, talking back to an adult, repeatedly not listening to (ignoring) teacher/staff, damaging school property, or any physicality with another student.).

The classroom teacher will make a copy of the form before sending it home. An extra copy will be made prior to signature and given to the Asst. Head of School. The classroom teacher will monitor to make sure that the form is returned the next school day.

It is expected that in most cases, student behavior will improve as a result of completing the “Think About It” form and having it signed by a parent.

When a student is required to complete a total of (3) three (in a two-week period) “Think About It” forms for the same behavior (or (3) three within one week), a meeting will be scheduled with the parent, administration and teacher. This meeting will occur within three school days of the last recorded behavior form. At this meeting, the student’s behavior struggles will be discussed in detail (specific behaviors, when they occur, with whom they occur). For most cases, the educational team will present parents with a behavior contract at this meeting.

### **Behavior Contract**

If a student continues to struggle with a specific behavior, an individualized behavior contract will be presented to parents. This contract will list expected behaviors the student is working on and a timeline for the tracking of student behavior. Parents, teachers and administration will sign the contract (older students will be expected to sign the contract as well). An extra copy will be given to the Asst. Head of School. During the contractual time, student behaviors will be closely monitored throughout the entire

school day by all teachers and staff. Notifications will be given to Specials teachers, recess monitors, front office staff and any after-school club sponsors so that the behavior standards are supported throughout the entire day during all school areas. During this probationary time, teachers can still issue the student “Think About It” forms (as long as it is not stated to the contrary in the contract).

### **Actions and Consequences**

All Embers staff members have the right and responsibility to ensure the smooth functioning of the school and the safety and well-being of all students. If a student’s behavior in some way does not meet the expectations of the school and so harms the school community or harms the student himself, then the Embers faculty and staff have the obligation to provide the student with formative discipline. The actual consequences follow directly from the seriousness of the student’s actions. Specific consequences for behavioral issues can include one or more of four responses.

### **In-School Suspension**

During an in-school suspension, students must attend school but will not be allowed to participate in any school-related activities – including classes and all extracurricular activities (as a participant or a spectator). All missed work during this time must be made up promptly. It is the student’s responsibility to make the necessary arrangements with his/her teacher(s).

### **Out-of-School Suspension**

Students given an out-of-school suspension will be required to stay off school grounds for the duration of their suspension. In addition, they will not receive credit for any daily work (as opposed to major tests or projects) assigned or due during the period of their suspension. Apart from this, the same in-school suspension consequences apply.

### **Expulsion**

In exceptionally severe cases, students may be permanently dismissed from Embers. Parents will have direct dialogue with the Disciplinary Committee prior to a final decision being made. Students that are dismissed from Embers are also prohibited from attending any Embers extra-curricular activities and events.

### **Disciplinary Committee**

The Disciplinary Committee consists of the Head of School, Asst. Head of School, and relevant classroom teacher(s). The purpose of this Committee is to meet and hear discipline cases beyond the ones considered ordinary. It is convened or called by the Head of School, who will be the primary point of contact for the parents during a disciplinary-decision process.

### **Bullying**

Embers strives to promote and maintain a healthy, safe, and orderly learning environment for all students. Embers fosters a Golden Rule environment: “Do unto others as you would have them do to you.” Bullying or harassment of another student substantially interferes with a positive educational experience. Any such behaviors should be reported immediately to the Head of School. Any bullying or harassment is a serious matter and will be dealt with promptly and appropriately.

“Bullying” is either repeated incidents or a severe isolated incident of deliberate, hurtful behavior by which one student intimidates or harasses another student. Specific and unprovoked acts of bullying may include but are not limited to: physical confrontations, verbal taunts, threats, intimidation, extortion, and hazing.

“Cyber-bullying” is any bullying which is accomplished by the means of the internet, e-mail messages, text

messages, instant messages, social networking sites, video sites, and/or blogs. While it is beyond the school's jurisdiction to regulate off-campus bullying, Embers reserves the right to investigate these incidents and take appropriate action when such activities threaten violence against another Embers student or otherwise disrupt the learning environment or orderly conduct of the school. Any off-campus incidents of this nature that come to the attention of Embers will be reported to the parents of the involved student(s) by the Head of School.

### **Application of the Policy**

This policy is in force:

- While on the school property before, during, or after school hours;
- While on any bus or other vehicle as part of a school activity;
- During any school function, extracurricular activity, or other school activity; and
- Outside the school property when the incident involves a threat of violence, disrupts the learning environment or orderly conduct of the school.

### **Procedures for Reporting an Act of Bullying**

All members of the school community, including students, parents, volunteers, and visitors, are strongly encouraged to report any act that may be a violation of this policy. Any student who believes he has been the target of bullying or witnessing any acts of bullying should immediately report the alleged acts to an Embers teacher or staff member. Teachers or staff members who witness or receive individual reports of bullying are required to promptly report these to the Head of School. Any individual who reports an act of bullying should do so without fear of reprisal or retaliation.

### **School Response to a Report of Bullying**

Each reported incident of bullying is taken seriously and will be investigated by the Head of School. When the alleged act constitutes a violation of this policy, the Head of School will determine the consequence. In addition, the parents of the aggressor and the victim will be contacted by the Head of School.

Although the school will try to maintain anonymity, parents should understand that when they bring an incident to the attention of the school, in many cases, the anonymity of their child cannot be guaranteed. Also, once an issue is brought to the attention of the Head of School, it is at her discretion, as to the manner in which the incident is investigated and handled.

### **Consequences**

Subject to the discretion of the Head of School, any student who violates this policy will be subject to suspension or expulsion. The length of the suspension will depend on the frequency and severity of the conduct. The student's cumulative discipline record will be a factor in determining the length of the suspension, or if expulsion is warranted.

Students making false claims of bullying will be subject to disciplinary consequences.

Retaliation or reprisal against any person who reports a bullying incident(s) will not be tolerated. Such actions will result in severe disciplinary procedures.

### **Follow-Up Procedures**

Any student who is suspended for a violation of this policy will be allowed to return to Embers after serving the suspension and having a meeting with the Head of School. The meeting will also include the parents of the suspended student and serve to inform all parties of the severe disciplinary consequences should such behavior be repeated.

The Head of School will continue to monitor the situation.

## PARENTAL CODE OF CONDUCT

---

Both the student and the student's family agree to comply with and be subject to the regulations, rules, and standards of academic and social behavior established by the school. A positive and constructive relationship between Embers and its parents is essential to the fulfillment of the school's mission. Therefore, Embers reserves the right to suspend, dismiss, or not re-enroll a student if the administration concludes that the actions of a parent or guardian make such a relationship difficult or impossible. The decision of the administration in this regard shall be final.

## SCHOOL-SPONSORED ACTIVITIES

---

Students attending school-sponsored events that are held off-campus are expected to adhere to the same standards of behavior as they would while on school grounds. Any behavior infraction at these activities (e.g. athletic competition, field trip etc.) will be treated according to the Embers discipline philosophy outlined above.

## PHYSICAL EDUCATION

---

All Embers students have Physical Education (PE) once per week. Students will change into a pair of gym shoes to wear for gym class.

If your child is not able to participate in physical education class due to illness or injury, please send a note the day of PE class. Your child will attend class, but will not participate for the period of time as indicated in the note. If non-participation is for a duration longer than a week, we require a note from the child's physician.

## MEDICATION

---

Parental permission must be obtained if a student needs to take prescription or non-prescription medication during the day. Students are not allowed to take any medicine without first checking with the School Office.

A student taking prescription or non-prescription medicine on a regular basis must bring a note from the parent along with the medicine in its original container labeled with the student's name to the School Office. Exceptions to this rule may be granted for students who have severe allergies or other serious medical conditions. For students who have asthma, parents must submit an [Asthma Action Plan](#) form, available on our school website. Students are never permitted to give medicine of any type to other students.

## ALLERGIES

---

The Embers educational environment is not equipped to service students with allergies that can result in severe bodily harm. Parents of children with mild allergies are responsible for notifying the classroom teacher and the administration about any known food or other types of mild allergies their child may have.

Parents are also responsible for ensuring that school personnel are trained in how to appropriately respond to their child's allergic reaction. Embers faculty and staff will take reasonable precautions to

prevent a student with mild allergies from coming into contact with the substance(s) communicated by the parents to trigger an allergic reaction.

In classes including a student who has a peanut or tree nut allergy, students who bring food items to school containing peanuts and tree nuts may eat them at a designated table. The classroom teacher will restrict students with peanut and tree nut allergies from the designated table.

Treats brought to school to be shared in the Preschool and Kindergarten **must be prepackaged** and have an allergen notice. The classroom teacher will not distribute treats that the allergen notice indicates are not suited for all students in the class. The classroom teacher will also not distribute treats marked with an allergen notice of peanuts and tree nuts in the PreSchool and Kindergarten.

If your child has an allergy and needs to keep medication at school, you must submit an [IL Food Allergy Emergency Action Plan and Treatment Authorization](#), available on our school website. Any medications must be submitted with this form.

## BIRTHDAYS AND PARTIES

---

Please refer to Embers Allergy policy regarding distribution of treats in the Preschool program and Kindergarten. Students may distribute invitations to private parties at school *only if they are inviting everyone in their grade*.

Parent Ambassadors will be organized by the Embers Parents Association. Parent Ambassadors will work with the classroom teachers to provide simple parties to celebrate select holidays and assist with some class projects.

## FIELD TRIPS

---

Embers Academy encourages field trips with an educational purpose that extends the classroom curriculum. In order for your child to attend a field trip, he or she must have a signed *Field Trip Request* form on file with accompanying payment.

In some cases, the school relies on parent volunteer drivers. Parents who drive must have a valid driver's license and proof of automobile insurance and are to leave a copy of each with the School Office before transporting any student who is not their own child. Each student must be secured according to current safety guidelines and Embers students may not ride in the front seat of any vehicle.

## THE PARENT ASSOCIATION AND PARENT FORMATION

---

By virtue of being a parent or guardian of an Embers student, you are a member of the Embers Parent Association. The mission of the Embers Parents Association (EPA) is to foster a sense of community within the school, facilitate an environment where friendships can be formed among parents, help make the Embers experience personal and positive, and sponsor faculty and teacher appreciation events.

The Embers Parents Association relies on the generosity of time and talent from the parents of our school community. The EPA and its Ambassadors and Coordinators are supported by the Parent Advisory Director.



## **EXPRESSION AND ROUTING OF PARENT CONCERNS**

---

If you have a question or concern about any classroom matter, please first contact your child's teacher. If the matter is not settled at that level to your satisfaction, you are invited to bring it to the attention of the Head of School. If you have a question or concern on a school-wide issue, please bring that to the attention of the Head of School, as well.

## **ANNUAL FUND AND EMBERS EXTRAVAGANZA**

---

Tuition alone does not cover the full cost of educating each Embers student. Therefore, the school relies on two fundraising events – the Annual Fund (Fall), and the Embers Extravaganza (Spring). Each family is asked to participate in these events to the greatest extent possible given their individual financial situations. Whether it is \$5 or \$5,000, each donation is important.

## **NON-DISCRIMINATION COMMITMENT**

---

Embers Academy admits students of any race, color, national and ethnic origin to all the 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

*Embers Academy reserves the right to make changes to policies stated in this handbook when it is determined by the Board of Trustees and the administration to be in the best interest of the school.*