EMBERS
ACADEMY

Parent Handbook
2026-2027

This Handbook outlines the principles and practices of Ember Academy,
as well as the expectations of students and the parent community.

Revised August 2026

Table of Contents

School Contact Information 2
Mission Statement; Statement of Educational Philosophy 2
School Governance 3
Spiritual Formation 3
School Hours 4
Attendance; Absence; Arrival and Dismissal 4
Late Morning Arrival; Early Dismissal 5
Late Pick-up; Extended Day Program (EDP) 5
Supervision of Students 6
Lunch 6
Emergency School Closing 6
School Calendar and Communication with Parents 6
Student Information on myEmbers 6
Tuition Payments on Blackbaud Tuition Management (BTM) 6
Illness; Medication 7
Allergies 7
Academics; Homework 8
Grading 8
Conferences and Classroom Visits 9
School-Sponsored Activities 9
Physical Education 9
Birthdays and Parties; Field Trips 10
Cell Phones & Electronic Devices 10
Student Uniform and Grooming; P.E. Uniform 10
Outerwear Dress Code 13
Student Code of Conduct 13
Bullying Policy 14
Partnership with Parents 15
Parental Code of Conduct 15
Expression and Routing of Parent Concerns 15
Annual Fund and Embers Extravaganza 16
Non-Discrimination Commitment 16

School Contact Information

Telephone	847.518.1185
Fax	847.518.9625
Email	info@embersacademy.org
Website	www.embersacademy.org

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.

The Pillars of Our School

The combination of Faith, Knowledge and Virtue are the foundation of an Embers education. Children experience the beauty of virtues through literature, art and music, and by guided practice throughout the school day. Our strong academic curriculum and wholesome learning environment prepare students to become confident and capable learners.

- **Faith**: Formation in the Catholic faith is the foundation of an Embers education.
- **Knowledge**: Our strong academic curriculum and wholesome, intentionally low-tech learning environment develop confident and capable learners.
- **Virtue**: Our students are provided opportunities to learn and practice virtues that reflect our faith and values.

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.

Our Learning Environment

Students will experience a bright and cheerful learning environment, where they receive personal attention. The textbooks, novels and films chosen in the classroom all feature the type of role models, tones of voice and wholesome behavior that parents would want to see in their child.

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 these Sacraments together as a class.

School Governance

The Board of Directors: Embers Academy is governed by an independent, self-perpetuating Board of Directors. 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 Headmaster. The Board is not involved in the day-to-day operation of the school. The current Board President is Mr. George Holohan.

Headmaster: The Headmaster 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. Mr. Pablo Boville is the Headmaster.

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 Headmaster and fellow teachers; and grow professionally.

School Hours

Extended Day Program

- Morning: 7:30 a.m. - 7:55 a.m.
- Afternoon: 3:05 p.m. - 5:30 p.m.

Arrival Information

- Doors open: 7:55 a.m.
- Tardy: arrival after 8:15 a.m.

School Hours

- Kindergarten - 5th Grade: 8:10 a.m. - 3:05 p.m.
- Preschool (Ages 3-4, Half Day): 8:10 a.m. - 11:30 a.m.
- Preschool (Ages 3-4, Full Day): 8:10 a.m. - 3:05 p.m.

Visitor Entrance Policy
To ensure the safety of students, faculty and staff, all visitors and deliveries must use the Main Entrance outside of regular arrival and dismissal times.

After-School Building Access
Following dismissal, students must be accompanied by a parent or guardian to re-enter the school building. Children will not be permitted to enter the building alone after dismissal, including to use the restroom in the South Wing; the West and North Wings will be locked.

Attendance

Each student is expected to attend school and to be on time every day, except in the case of illness or special circumstances. Absences or tardies can affect grades, credit and continued enrollment. Absences that total 10% or more days of the school year, with or without valid cause, will be considered excessively absent. If a student is regarded as excessively absent a parental call or conference will be requested. More serious consequences may result, including suspension or expulsion.

Absence from School

In case of absence from school for illness or some other serious reason, a parent or guardian must call the Main Office as early as possible on that morning. A voicemail message may be left. If the school has not heard from a parent, the school will make every effort to call the phone numbers provided in the myEmbers portal before 10:00 a.m. to verify a student's whereabouts and well-being.

If advance notice of an absence is possible, please let the Office Manager (scasaletto@embersacademy.org) and the homeroom teacher know through an email or phone call.

Arrival and Dismissal

For the most up-to-date information regarding arrival and dismissal procedures, please refer to the handout shared at the Back to School Fair as well as the August editions of *Spark News*.

Late Morning Arrival

Students arriving after 8:15 a.m. must be escorted inside and signed in at the Main Office by a parent or guardian. Parents may park in the Visitor's Parking Lot off the main driveway on Greenwood Ave., or use hazard lights to park briefly in the main driveway.

If a student will be arriving late for an excused reason, please let the Office Manager (scasaletto@embersacademy.org) and the homeroom teacher know through an email or phone call.

Early Dismissal

Should a student require an early dismissal, please notify the homeroom teacher by email 24 hours in advance. If providing less than 24 hours notice, please call the Main Office directly. Once the school day has begun, teachers have limited access to email and your request may not be received in a timely manner.

Please park in the Visitor's Parking Lot off the main driveway on Greenwood Ave., or use hazard lights to park briefly in the main driveway. Enter using the Main Entrance. Students will be brought to the Main Office, and must be signed out by a parent or parent-authorized individual aged 16 or older.

Late Pickup

As educators entrusted with your child, it is the school's responsibility at the end of the school day to supervise every student 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. Sometimes traffic and weather can delay travel.

In these instances, parents should call the Main Office to inform them of their delay. Students not picked up during dismissal, and without having heard from a parent, will be moved from their dismissal door to the Extended Day Program (EDP). The office will attempt to contact a parent and applicable EDP fees may be assessed.

Extended Day Program (EDP)

Embers Extended Day Program (EDP) includes care before and after school. Morning EDP is held from 7:30 - 7:55 a.m. Pre-registration is required. Afternoon EDP runs from 3:05 - 5:30 p.m. on full days of school.

Parents are responsible for registering their child for EDP and notifying the school of EDP attendance. For same-day EDP enrollment, parents must contact the Main Office directly rather than the homeroom teacher. Once the school day has begun, teachers have limited access to email and your request may not be received in a timely manner.

Parents of students attending EDP on a regular basis should contact the Business Office (business@embersacademy.org).

To ensure student safety, individuals picking up and signing out a student from EDP must be 16 years of age or older.

Please consult the schools website for the most up-to-date information regarding the Extended Day Program.

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.

Lunch

It is Embers' policy that students may not receive lunches through UberEats or any other delivering service outside the school's hot lunch vendor, Marla's Brown Bag Lunch. Information for Marla's Brown Bag Lunch can be found on the school website or by visiting https://marlaslunch.boonli.com/login.

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, a Bright Arrow text message and email will be sent to all Embers families. The decision to close should be made by 6:30 a.m.

Should Embers need to close early on a school day, the school will promptly notify parents with a Bright Arrow text message and email. 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.

School Calendar and Communication with Parents

The most up-to-date school calendar can be found on our school website (www.embersacademy.org). Parents should consult the school calendar for student attendance days, parent/teacher conferences, early dismissals and holidays for the current academic year.

Bright Arrow emails and text messages will be sent out as needed for time-sensitive information (e.g. weather-related closures).

Additionally, Embers sends information home three times a week to keep families informed. The Main Office will send an all-school newsletter each Saturday via email and weekly handouts are sent home with the youngest student in each family every Wednesday. Every Friday, homeroom teachers will send an email update to parents that includes specific grade level highlights and information on class assignments and material.

Student Information on myEmbers

MyEmbers is the primary portal to stay informed about your child's progress in school. Through myEmbers, parents can view report cards, class directories and more. It is vital that parents provide the information requested on the myEmbers portal and update it, as necessary. Parents are asked to occasionally review their myEmbers account to verify that all contact information, including emergency contacts, is 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 they can choose the frequency of tuition payments, due dates and the payment method.

All school-related fees and payments will be added to the BTM account, such as fees for field trips, EDP and extracurricular activities (unless otherwise noted).

Parents whose tuition account is delinquent for 90 days, and who have not made satisfactory arrangements with the Headmaster, will be asked to take their child/ren 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, Chromebooks and classroom projectors) and other learning materials, as well as unforeseen expenses.

Illness

Students who become ill during the school day are sent to the Main Office by the teacher. The Office will call a parent to determine whether it is necessary for the student to be picked up. Students must be signed out at the Main Office when picked up by a parent or an emergency contact.

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 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 100.4 degrees or higher.
- The child should be free of intestinal upsets - vomiting or diarrhea - for at least 24 hours.
- If prescribed an antibiotic for strep throat, the child should be on antibiotics for 24 hours before returning to school.

If exposure to a contagious disease (e.g. strep throat) occurs at school, parents will be notified.

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 Main 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 Main 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 homeroom 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 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.

Lice

Parents will be notified when a case of head lice is reported in their child's grade. On occasion, the school may conduct individual or all-school lice checks. All-school lice checks may be conducted after holiday breaks or when it is determined that 5% or more of the student body have lice.

Parents will be notified by the Main Office if lice or nits are found in their child's hair. The school will provide a handout with ideas for potential treatment options for those seeking guidance. Before a student returns to class, he/she should be treated off-site. Upon return, the student will be rechecked to confirm that he/she is "nit-free" before readmission to the classroom.

Academics

Embers Academy's academic program serves to educate the whole 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.

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 the years ahead.

On the day of an absence, parents may email the Main Office before 10:00 a.m. for student 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 Main 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.

Grading

Please see the school calendar for parent/teacher conferences, report card dates, and standardized testing (4th & 5th grade).

Preschool: parents receive two end-of-semester report cards (end of Quarter 2 and Quarter 4). Additionally, parents attend three parent/teacher conferences. Report cards evaluate areas such as Motor Skills, Letter/Number recognition, and Classroom Skills. The following grade scale is used on Preschool report cards: Beginning; Progressing; Meets.

Kindergarten - 2nd grade: parents receive four end-of-quarter report cards per year, and attend three 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; Not Applicable).

3rd - 5th grade: parents receive four end-of-quarter report cards per year, and attend three parent/teacher conferences. Academic subjects receive letter grades, while enrichment subjects are evaluated using a rating scale of 1 - 4. Academic subjects are Religion, Language Arts, Mathematics, Science, Social Studies and Spanish. Enrichment subjects are Art, Music, Physical Education and Virtue Studies.

The explanation of grade ranges are as follows:

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

4: Consistently
3: Frequently
2: Occasionally
1: Needs Support

Standardized testing: Once a year, 4th and 5th 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 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 visits can disrupt important school routines, therefore, parents are asked to schedule visits in advance.

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 in the *Student Code of Conduct* section of the Parent Handbook.

Physical Education

All Embers students have Physical Education (P.E.) once per week.

- **Kindergarten - 3rd grade** students will change into a pair of gym shoes to wear for gym class.
- **4th and 5th grade** students are required to wear a P.E. uniform during gym class. On P.E. days, students should arrive in their regular uniform and will be given time to change before gym class. For details regarding the P.E. uniform, please refer to the *Student Uniform and Grooming* section of the Parent Handbook.

If your child is not able to participate in Physical Education due to illness or injury, please send a note the day of P.E. 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, a note from the child's physician is required.

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.

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 Main 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.

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 Main Office.

Cell Phones and Electronic Devices

For the purpose of student focus and the general social health of both the student and school as a whole, it is required that students who have cell phones or smart watches leave them at home. Other electronic devices including games, toys or music players may not be brought to school or used at school.

Students who are found to have cell phones or other electronic devices at school will need to give them to their classroom teacher. The item will only be returned to the student's parents following a conversation with the teacher.

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 on the first day of school, and except on days specially designated by the Headmaster, all students are required to wear the approved school uniform.

With the exception of items that display the Embers Academy logo, as well as the official uniform jumper or skirt, uniform pieces may be purchased from any retailer, provided the items are comparable in style, color and fit to the approved uniform guidelines.

Hair must be kept neat and natural in appearance. Hair may not be colored or dyed in unnatural or inappropriate colors. Boys' hair must be worn above the eyes and may not extend below the top of the shirt collar in the back.

EMBERS ACADEMY UNIFORM POLICY

Uniforms can be obtained through Lands' End, Preferred School # 900205451
www.landsend.com/myschool

Please Note:
- Items without the Embers logo may be purchased at any store as long as the items are comparable. *(Excluding skirt/skort)*
- *Parents of Preschool, Kindergarten and 1st grade students*: 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.

GIRLS		*Kindergarten - 3rd Grade*	*4th - 5th Grade*
	Shirt	White Lands' End Peter Pan Collared Polo, short or long sleeve. Logo optional.	White Lands' End Interlock Polo Shirt, short or long sleeve, coed or feminine fit. **Logo required**. *Optional: a plain white camisole is strongly recommended to be worn under the polo.*
	Tartan	Lands' End Hunter / Classic Navy Plaid Jumper, knee-length. **Logo required**.	Lands' End Hunter / Classic Navy Plaid Skirt or Skort, knee-length. No logo.
	Shorts	Navy blue "play" shorts must be worn under jumper.	Navy blue "play" shorts must be worn under skirt.
	Socks	Navy or white: Bobby-Sock, at least 2" above ankle; Knee High; or Tights.	
	Shoes	Black or Navy Mary Jane or similar.	
	Gym Shoes	One pair to be left at school for P.E. and recess.	
	P.E.	N/A	Red Lands' End Short Sleeve Essential T-Shirt and Navy Lands' End Mesh gym shorts. **Logo required**. *Optional for winter: Plain navy sweatpants and sweatshirt. Logo optional.*
	Winter Uniform (October 15 - April 14)		
	Sweater	Red Lands' End Cardigan, in cotton modal or fine gauge. **Required to be worn on Mass days**. **Logo required**.	Red Lands' End Cardigan or Vest, in cotton modal or fine gauge. **Required to be worn on Mass days**. **Logo required**.
	Pants *(optional)*	Fitted, navy, ankle-length leggings may be worn under the jumper throughout the day.	Neutral color sweatpants (navy, black, grey) may be worn to school and during outdoor recess & P.E. class. *Note: Sweatpants must be removed prior to entering the classroom. Leggings are not permitted in the classroom.*

BOYS		*Kindergarten - 5th Grade*
	Shirt	White Lands' End Interlock Polo Shirt, short or long sleeve. **Logo required**.
	Pants	Navy Lands' End Plain Front Chino Uniform Pants.
	Shorts *(optional)*	Navy Lands' End Plain Front Chino Uniform Short. *(Note: May be worn from start of school until Oct 15 and beginning again Apr 15).*
	Belt	Brown or black and coordinated with the student's shoes. Standard belts as well as magnetic and adjustable belts are acceptable in both canvas and leather materials.
	Socks	Navy or Black, at least 2" above ankle; no decorations / brand logos.
	Shoes	Brown or black dress shoes.
	Gym Shoes	One pair to be left at school for P.E. and recess.
	P.E. *(4th & 5th only)*	Red Lands' End Short Sleeve Essential T-Shirt and Navy Lands' End Mesh gym shorts. **Logo required**. *Optional for winter: Plain navy sweatpants and sweatshirt. Logo optional.*
	Winter Uniform (October 15 - April 14)	
	Sweater	Red Lands' End V-Neck Pullover, Vest, or Zip-Front Sweater, in cotton modal or fine gauge. **Required to be worn on Mass days**. **Logo required**.

Continued

UNIFORM POLICY, CONT.

PRESCHOOL		*Boys*	*Girls*
	Top	Red Lands' End Interlock Polo shirt, short or long sleeve. **Logo required**.	Navy Lands' End Mesh Polo Dress, short or long sleeve. **Logo required**.
	Pants	Navy Lands' End Plain Front Chino Uniform Pants.	N/A
	Shorts *(optional)*	Navy Lands' End Plain Front Chino Uniform Short. *(Note: May be worn from start of school until Oct 15 and beginning again Apr 15).*	Navy blue "play" shorts must be worn under dress
	Shoes	Comfortable shoes, including gym shoes, are allowed. We strongly encourage Preschool children to wear shoes that have velcro closures until they have learned the skill of tying shoes.	
	Winter Uniform (October 15 - April 14)		
	Sweater	N/A	*Optional:* Red Lands' End Cardigan, in cotton modal or fine gauge. **Logo required**.
	Leggings	N/A	*Optional:* Fitted, navy, ankle-length leggings may be worn under the jumper.

Additional Uniform Requirements:

Spirit Wear
Every month, students will have a Spirit Day for the monthly Virtue Assembly. On these days, students may wear any Embers spirit wear, including the "red spirit shirt" and any item from the Embers Spirit Store, along with casual bottoms. The link to our Spirit Store can be found on the Embers website under the Parents dropdown.

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

PreK - 5th Grade	
Shirt	Polo shirt or t-shirt without inappropriate writing or graphics. Girls may wear a dress or skirt (both must be worn with play shorts underneath).
Pants	Athletic pants and jeans are acceptable.
Shorts	Shorts of walking length (inseam 5" or over) for boys & girls.
Shoes	Gym shoes, casual shoes with a backing, and sandals are acceptable. No flip flops.

The following items are not permitted:
- tank top and halter garments;
- bare midriffs or shoulders, including shoulder cut-outs;
- hats, caps, or sunglasses indoors;
- backless shoes or bare feet;
- clothing with offensive messages;
- dirty, torn, patched, faded or cut-off clothing;
- 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 inappropriate.

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. Similarly, after heavy rain, students must bring rain boots to wear in order to play in wet areas.

Grooming
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.

The school reserves the right to determine if a student's appearance or grooming is not appropriate. If a uniform item is missing, a reminder slip or email will be sent home. Parents are encouraged to notify the teacher if there will be a delay in replacing the item.

Outerwear Dress Code

Embers values outdoor play and regular movement for the mental, physical and emotional benefit of our students' experience, and prioritizes recess and regular breaks throughout the day. The decision to hold outdoor recess is made by the Main Office at the discretion of the Headmaster, based on weather conditions.

Students should come to school with at least a coat, hat, and mittens/gloves when temperatures indicate such outerwear is needed. If it has snowed, snow pants and boots are required to play in the snow or sled. Students without snow pants and boots, will play on the blacktop. Similarly, after heavy rain, students must bring rain boots to wear in order to play in wet areas.

Student 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 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.

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 extracurricular activities and events.

- **Disciplinary Committee**
  The Disciplinary Committee consists of the Headmaster 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 Headmaster, who will be the primary point of contact for the parents during a disciplinary-decision process.

Bullying Policy

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 Headmaster. 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 Headmaster.

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 Headmaster. 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 Headmaster. When the alleged act constitutes a violation of this policy, the Headmaster will determine the consequence. In addition, the parents of the aggressor and the victim will be contacted by the Headmaster.

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 Headmaster, it is at his discretion, as to the manner in which the incident is investigated and handled.

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.

Consequences
Subject to the discretion of the Headmaster, 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.

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 Headmaster. 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 Headmaster will continue to monitor the situation.

Partnership with Parents

Recognizing that parents are the first and primary educators of their children, Embers partners with parents as they strive to fulfill their God-given role. Working in partnership toward academic excellence and character formation.

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.

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

Headmaster. If you have a question or concern on a school-wide issue, please bring that to the attention of the Headmaster, 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 Directors and the administration to be in the best interest of the school.