



# Parent/Student Handbook

**2022-2023**

The bottom half of the page is decorated with two horizontal bands of light blue, wavy, organic shapes that resemble stylized clouds or water, creating a soft, modern aesthetic.

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## **I. ABOUT THE AVERY COONLEY SCHOOL**

### **Mission**

The Avery Coonley School elevates high-achieving and gifted learners through immersion in a mutually talented community where intellect, curiosity, and creativity are enhanced by optimal challenge.

*Approved by The Avery Coonley School Board of Trustees annually.*

### **Philosophy**

We believe that the joy and excitement of learning must begin early in life. We place a high premium on developing the desire in our students to become critical thinkers and independent, lifelong learners.

We assist our students in realizing their intellectual, emotional, social, creative, and physical potential by promoting academic achievement, character development, self-reliance, self-confidence, independent thought, and personal fitness.

We recognize and are sensitive to the unique needs of gifted children. Within a traditional structure, we provide acceleration and enrichment, and foster a supportive atmosphere that provides opportunities for creativity, problem-solving, and risk-taking.

We believe that diversity is the foundation for a strong, competent, and compassionate community.

We strive to build a community that encourages understanding and mutual respect and nurtures appreciation of the individual, civility, gratitude, honesty, kindness and consideration, responsibility, and volunteerism.

*Approved by The Avery Coonley School Board of Trustees annually.*

### **Board of Trustees**

The Board of Trustees is responsible for setting the mission and policies of the school and ensuring that the institution operates in the best interests of its students, teachers, and parents. The Board consists of a minimum of fifteen and a maximum of twenty-one volunteer members. Any parent or member of the faculty wishing to offer a name for consideration for membership on the Board should email the Chairperson of the Committee on Trustees at [COT@averycoonley.org](mailto:COT@averycoonley.org). New trustees are elected from candidates presented by the Committee on Trustees, are elected to a three-year term, and may stand for re-election. All Board members serve on one standing committee and other ad hoc committees as needed. Standing committees include Building and Grounds, Committee on Trustees, Development, Finance, and Enrollment and Marketing. Following National Association of Independent Schools (NAIS) best practices, regular Board of Trustee meetings are only for trustee members and administrators. The Board of Trustees will provide regular communication to the school community through HSA meetings and electronic communication. The 2022-2023 listing of trustees can be found on the [website](#). Questions regarding the Board of Trustees should be addressed to the Board Chairperson at [BOTchair@averycoonley.org](mailto:BOTchair@averycoonley.org).

### **Home and School Association**

The Home and School Association (HSA) is a parent-led volunteer organization of The Avery Coonley School (ACS) that works in cooperation with the Senior Leadership Team and the Board of Trustees. All parents and school employees are members of the HSA. The purpose of the HSA is to help foster, through sponsorship of school events and initiatives, positive relationships among the parents of Avery Coonley students, the Senior Leadership Team and Staff, the Faculty, and the Board of Trustees.

The HSA helps strengthen and enhance the school environment for the benefit of students, faculty, and parents by ensuring equity and inclusion for stakeholders as part of HSA-sponsored activities and events, celebrating and supporting the diversity in our community, and striving for inclusion for all community members. Examples for how the HSA can work to strengthen inclusive initiatives include striving to incorporate a broad range of texts and perspectives at the annual Book Fair and ensuring the annual Holiday House celebration represents a variety of different cultural themes and celebrations from cultures and religions around the world.

HSA events and opportunities for the 2022-2023 school year may include:

- Fun Run/Family Fun Day
- Book Fair
- Fall Fest Dinner
- Holiday House
- Parents' Night Out
- Heritage Fest - Games Around the World
- Heritage Festival Dinner and Performances
- Trimester Treats
- Memory Books
- Artsonia
- Go Green Committee
- Enrichment Opportunities
- Treats for Teachers

### **Accreditation and Professional Memberships**

ACS is accredited by the Independent Schools Association of the Central States (ISACS) and is a member of the National Association of Independent Schools (NAIS), National Association for Gifted Children (NAGC), Illinois Association for Gifted Children (IAGC), Lake Michigan Association of Independent Schools (LMAIS), Illinois Coalition of Non-Public Schools (ICNS), Educational Records Bureau (ERB), and Council for Advancement and Support of Education (CASE).

## **II. GENERAL INFORMATION**

### **Communication**

Open communication between parents and the school is essential. Parents are encouraged to establish communication with the classroom teacher early in the school year and to bring any questions and comments to the appropriate teacher. At ACS, there is a strong commitment to keeping parents informed on the progress of their children. Persistent behavioral, classroom, or curricular concerns should be addressed to the respective Division Head. Issues relating to school policies and procedures should be directed to the Head of School. Any unresolved concerns may be addressed in writing to the Chair of the Board of Trustees.

Parents are expected to read communication materials distributed by the school. Each week families will receive *ACS News*, via email, detailing important events and activities. Additional information and the school year calendar are posted on the school's [website](#). Some information is password-protected and specifically designed for current students and parents. School families must respect the confidentiality of this area of the website and refrain from sharing the password they are issued with people outside of the school community.

The school provides voicemail and email services for teachers and staff members. To keep classroom interruptions to a minimum, parents are asked to leave voicemail or email messages. All messages will be returned by the end of the next business day. ACS encourages all its staff to sign off email after 5:00 pm on weekdays and during weekends and holidays. Please do not expect a quick response during these times, and, whenever possible, refrain from sending emails outside the regular workday. If you have immediate needs during the day, please contact the respective Division Head for assistance. For urgent technology issues, contact the technology department at [techteam@averycoonley.org](mailto:techteam@averycoonley.org).

### ***School Hours***

Receptionist	7:00 am-6:00 pm
PreK3	8:15-11:00 am
PreK4 Half-Day	8:15 am-11:15 am
PreK4 Full-Day	8:15 am-2:45 pm
Kindergarten	8:25am-2:45 pm
Lower School (1 & 2)	8:25 am-3:00 pm
Lower School (3 & 4)	8:25 am-3:00 pm
Middle School (5-8)	8:20 am-3:35 pm

### **Parking Lot - Arrival and Dismissal Procedures**

For safety reasons, everyone is required to use one of the crosswalks when walking from the parking lot to the school buildings; jaywalking is not allowed and may result in disciplinary action. Drivers and adults should always remain in their vehicle while students are being dropped off or picked up. It is expected that parents will share parking, arrival, and dismissal procedures with any childcare providers who will be responsible for dropping off or picking up students.

#### ***Arrival***

When dropping off your student(s), please pull all the way forward to the white canopy and remain in your vehicle. Parents and guardians must always follow the directions of traffic personnel. Failure to follow instructions could lead to police intervention or being barred from campus.

#### **Drop-Off Times:**

- 8:05-8:15 AM – PreK3
- 8:05-8:15 AM – PreK4 Half-Day
- 8:05-8:15 AM – PreK4 Full-Day
- 8:10-8:20 AM – MS (5-8)
- 8:15-8:25 AM – Kindergarten & LS (1-4)

#### ***Dismissal***

Dismissal takes place on the east side of the building from the end of the traffic circle to the South entrance. Cars entering the property for dismissal should come to a complete stop at the first stop sign. The drivers should then alternate into the two lines being formed - one down the main drive and one in the parking lot along the fence. Parents are not to arrive on campus for pick-up prior to 5 minutes before the dismissal time. To expedite traffic flow, all drivers must display their color-coded, school-provided name card in the windshield.

Parents and guardians must always follow the directions of traffic personnel. Failure to follow instructions could lead to police intervention or being barred from campus.

#### **Pick-Up Times:**

- 11:00 AM – PreK3
- 11:15 AM – PreK4 Half-Day
- 2:45 PM – PreK4 Full-Day & Kindergarten
- 3:00 PM – LS (1-4)
- 3:35 PM – MS (5-8)

### FOR THE SAFETY OF ALL

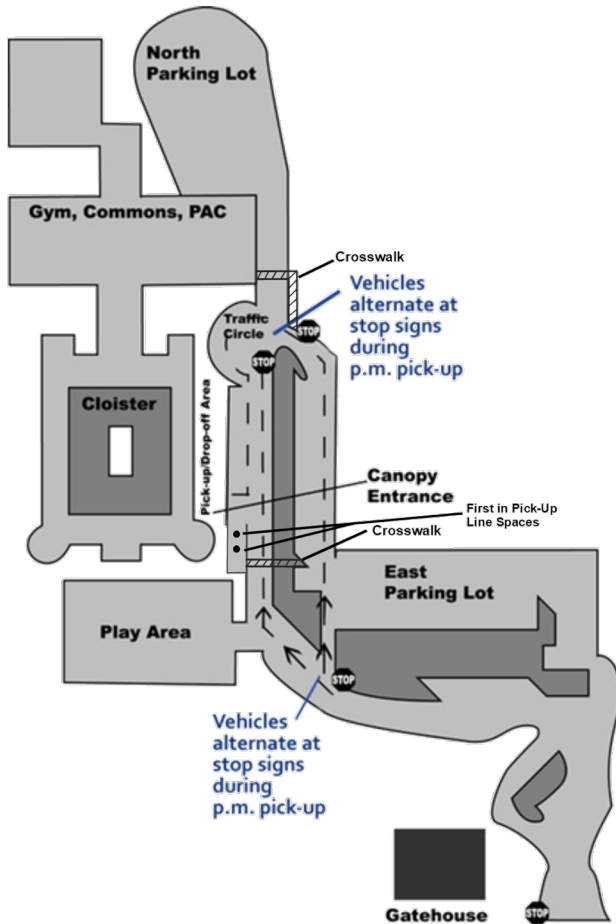
1. Observe the 5 mph speed limit.
2. Stop at all stop signs.
3. Do not make U-turns.
4. Do not use cell phones during drop-off (a.m.) or pick-up (pm)
5. At no point in time can parents or guardians exit their vehicles on campus nor park on campus.
6. Parents may not drop off or pick up outside the school grounds.

#### **Morning Drop-off**

1. Children must get in and out of the car on the passenger side only.
2. Student drop-off is on the east side of the building.

#### **Afternoon Pick-up**

1. Display family name card in windshield.
2. Alternate cars pulling into dismissal lines after stopping at the stop sign.



**Cell Phone-Free Zone**  
when children are  
present



#### **Transportation**

ACS does not have a bus service. Children are transported to and from school by means of family cars, carpools, walking, and limited transportation services provided by local companies. Families can contract directly with and pay the transportation companies.

## **Before School**

Before school care is offered every regularly scheduled school day for full-day PreK4 through Group Eight students; with the exception of extracurricular activities, no students will be admitted to the building before 7:45 am. Beginning at 7:45 am, students may be dropped off and report to the blacktop (Commons during inclement weather).

## **After School Program**

The After School Program is offered every regularly scheduled school day for full-day PreK4 through Group 8 students. The After School Program is not available on early dismissal days.

### ***Hours of Operation:***

Mon., Tues., Wed., Thurs., Fri., 2:45 - 6:00 pm

### ***Locations:***

Full Day PreK4 and Kindergarten will meet in their classrooms from 2:45 until 3:00. At 3:00, weather permitting, After School will meet on the black top on the south end of the building. The primary inside location is the Commons. On occasion, After School maybe located elsewhere. At all times, the receptionist at the front desk will be able to direct parents to the proper location.

### ***Contact Information:***

From: 7:00 am – 3:00 pm

Front Desk: 630-969-0800, ext. 7203

Debbie Wysopal, Program Director:

630-969-0800 ext. 7217

Email: [dwysopal@averycoonley.org](mailto:dwysopal@averycoonley.org)

From: 3:00 pm – 6:00 pm

After School Cell Phone: 331-998-1845 (only call this number after 2:45 pm)

Front Desk: 630-969-0800 ext. 7203

### ***Registration:***

*The Avery Coonley After School Program will manage attendance using SchoolPass. In August, information and directions for SchoolPass will be e-mailed to our school families and listed in the ACS Newsletter.*

## **SchoolPass Website**

*To register for **After School**:*

*PreK4-Kindergarten:*

*Groups 1-4:*

*Groups 5-6:*

*Register in **After School PreK-Kindergarten***

*Register in **After School Lower School***

*Register in **After School Middle School***

Students in PreK4 or K who have a sibling or carpool member in Lower School and will not be picked up until Lower School Pick Up, 3:00 pm, should be register in the following Activity:

### **Sibling Lower School Pick Up**

*Students in PreK4, K, or Lower School who have a sibling or carpool member in Middle School and will not be picked up until Middle School Pick Up, 3:30, should be registered in the following Activity:*

### ***Sibling Middle School Pick Up***

### ***Last Minute Changes:***

Any change up to 3:00 p.m. in students after school plans can be updated in SchoolPass by parents. If there are any problems, please contact the program director.



Debbie Wysopal: [dwysopal@averycoonley.org](mailto:dwysopal@averycoonley.org)  
630-969-0800 ext. 7217  
After 3:00 p.m. 331-998-1845

The After School Program Director must be notified, either by phone or e-mail, if someone other than a previous authorized person is picking up a student. The person who is authorized to pick-up the student may be asked to show an I.D.

### ***Responsibilities:***

Avery Coonley After School students are expected to observe the same standards of conduct expected during the school day.

### ***Signing In to the After School Program:***

Students must check in with the After School Program Director upon arrival.

Any student not picked up when the pick-up line is completed will be escorted to the After School Program by a faculty member. The student must check in with the Director who will then give them the opportunity to call a parent.

Students participating in athletics or another after school activity who are not picked-up on time will be escorted to the After School Program. The students must check in with the Director who will then give them the opportunity to call a parent.

### ***Signing Out of the After School Program:***

Once a student is signed in to the After School Program, they will not be allowed to leave **without the signature of an authorized person**. The family must notify the After School Director, either by phone or e-mail, if someone not on their authorized pick-up list will be picking up the student. Authorized persons are advised to have a photo ID card to show the Director before a student is allowed to leave.

### ***After School Program Fees:***

Full-Day PreK4 Charges:	\$5.00 per 1/2 Hour from 2:45 – 6:00 p.m.
Kindergarten Charges:	\$5.00 per 1/2 Hour from 2:45 – 6:00 p.m.
Lower School Charges:	\$5.00 per 1/2 Hour from 3:00 – 6:00 p.m.
Middle School Charges:	\$5.00 per 1/2 Hour from 3:30 – 6:00 p.m.

**There is NO Charge for a student going to one of the other dismissal times due to an older sibling or car pool After 6:00 pm, \$20 per first 15 minutes and \$20 every 15 minutes thereafter.**

There is no charge for a student going to one of the other dismissal times due to a sibling or carpool.

### ***Billing Schedule:***

After School Program fees will be included in the student's tuition statement. The following schedule will apply:

<u>Tuition Statement</u>	<u>Month(s) of After School use included</u>
October	August & September
January	October, November, & December
April	January, February, & March
June	April, May, & June

### ***Attendance & Tardiness***

Regular school attendance is essential for consistent academic progress and achievement. Teachers will do whatever they can to help a student who has been absent because of illness or family emergency. Should a student need to be absent for medical or emergency reasons, the student should work directly with their teachers to determine a timeline for completing makeup work and assessments.



Parents are urged to schedule family vacations during regularly scheduled school breaks. Teachers are not required or expected to re-teach material that has been missed because of student absences, nor are they always able to provide lesson materials in advance. In the event that a student is absent for reasons other than illness, health appointments, or emergencies, written notice must be sent to the Head of School in conjunction with the Division Head two weeks prior to the absence. The school's policy regarding extended (i.e., in excess of three consecutive school days) non-medical absences is as follows:

1. A student's attendance record will be taken into consideration at the time of re-enrollment.
2. Homework assignments in advance of planned absences may or may not be available depending upon the material being covered.
3. When a student has been absent, it is expected that homework will be submitted within a time frame determined by the teacher. The student is responsible for the lessons, materials, and tests covered in classes during the absence.
4. The school may require a student with an extended non-medical absence to receive outside tutoring in order to become current in one or more subject areas.

*Parents should be aware that many secondary schools require attendance records as part of the application process.*

If a child will be absent from school for any reason, their parent must call the school's automated attendance system (630-969-0800), press 5, and leave a message) before 7:45 am. Any child suspected or confirmed to have COVID-19 must inform the school nurse and follow the protocols and procedures she sets forth. The school reserves the right to request an explanation from the child's physician concerning the reason for the absence and confirmation that the student is ready to return to school.

### **General Campus Expectations and Responsibilities**

All members of the ACS community are expected to adhere to the following guidelines:

1. Walking is expected in the cloister and throughout the building. Quiet activities are necessitated when children are in the cloister because of classes being conducted in surrounding classrooms. Students are expected to walk quietly through office and classroom areas.
2. To ensure the safety of our younger students, the playground equipment near the Gatehouse is reserved for Preschool, Kindergarten, and Group One students.
3. During recess, students are expected to be outdoors unless involved in a supervised activity. The south terraces and walls are "out-of-bounds" for play at any time. The Thomas A. Kracht Memorial Garden is intended as an area for quiet conversation or reflection (and is only accessible if supervised by a faculty or staff member).
4. Students and families may not arrive before 7:45 am.
5. Students may not leave the school grounds at any time without the permission and/or supervision of a faculty member.
6. Parents must notify the school receptionist in writing (email is sufficient) when students either walk or ride bikes to the homes of neighborhood students.
7. Bikes must be walked while on the school grounds and locked near the west side of the school during the day. Rollerblading and skateboarding are not allowed on school property unless they are a supervised school activity.
8. The following indoor areas are off-limits to students, unless under the supervision of an adult: faculty lounge, faculty workroom, kitchen (including freezer, refrigerators, and cabinets), offices, maintenance areas, conference rooms, and faculty or staff mailboxes, desks, and cabinets.
9. Students are not permitted in any outdoor areas (excluding the cloister) without supervision and/or permission from an adult.
10. Items of value should not be brought to school. The school assumes no responsibility for items stored in lockers. If the School has any suspicion that a locker is being used improperly, the school administration may search the locker.
11. The elevator is to be used only by adults or students who are physically unable to use the stairs. The elevator should not be used when a fire warning alarm has been sounded.
12. Students must bring their lunches and drinks to school. Microwaves are available. If a student forgets their lunch, their lunch box may be dropped off at the table in the vestibule up to 10:30 am. After that time, a basic allergen-free lunch items will be provided to the student and the family will be charged \$5. In order to minimize the additional work created we ask that "fast food" or special lunches are not dropped off, either by parents or third-party food delivery services. This includes, but is not limited to, Uber Eats, GrubHub, DoorDash, and individual restaurant deliveries.
13. All restrooms are gender neutral and single occupancy unless indicated otherwise. Before entering the restroom, individuals should inquire to see if another person is occupying the restroom.
14. Parents of students who lose or damage the school-issued materials, texts, technology, library books, etc., are billed for replacement costs by the Business Office.

### **Special Fees**

When necessary, a fee is charged for some special school-sponsored activities and class projects. Information on additional fees is posted on the school's [website](#). Parents may choose to purchase the year's needed school supplies through the Student Council. Orders are placed in the spring of the year for the following September. Extra supplies are available for purchase throughout the year at the School Store.

### **Photography and Video Recording**

As part of normal school operations, The Avery Coonley School utilizes video surveillance for enhanced security and records individuals on campus. In addition, ACS streams video and audio content during events. Photos and names of individuals are also used for yearbooks and memory books. Students, parents, employees, and visitors cannot opt out of the above recordings. By entering the property of The Avery Coonley School, all individuals grant permission for their image to be recorded and used as The Avery Coonley School deems appropriate; however, under all circumstances the image will be used in a manner consistent with the Mission of The School. Only individuals authorized by the administration are permitted to take photographs or video recordings while on campus. The Avery Coonley School has a proprietary interest in and owns the copyright of any and all images and videos taken on school property.

### **Summer Program**

The ACS Summer Program is offered primarily to provide meaningful learning experiences for children during the summer months. For students entering Kindergarten through Group 8, academic and enrichment opportunities are available and designed to stimulate new interests, strengthen skills, and explore new areas of potential growth for the individual child. Recreational activities provide an ideal environment for interpersonal growth, individual skills development, and decision-making. Extended-day care is available before and after the program.

A preschool program is available for both four-year-old and five-year-old children. Designed to aid in the social, physical, and emotional growth of these children, it offers academic readiness activities emphasizing listening, thinking, and verbalization skills, stories, crafts, music, and water activities. These components are blended together to help the children develop a positive self-image, a sense of responsibility, and a greater awareness of self.

The teaching staff of the Summer Program is composed of professional educators. The recreational staff is composed of professional teachers and college students who are completing preparation for careers in education and other professional fields.

### **Volunteerism and Visitors**

#### ***Campus Visitors***

For security reasons, all visitors must sign in at the main entrance and provide a state-issued ID in order to get a name tag, which must be worn for the duration of the visit and returned to the front desk upon departure from campus. All visitors must enter and exit through the main entrance. In order to comply with insurance requirements, parents who chaperone ACS students on overnight trips must obtain a background check before the trip and present their COVID-19 vaccine card. Please contact the Business Office for further information. At the discretion of the Head of School, parent volunteer access to the campus may be limited.

#### ***Classroom Volunteer Guidelines***

Volunteers are a major strength of the ACS community, and many parents choose to become involved in various aspects of learning. As the classroom is the students' space to grow, take risks, make mistakes, and achieve success, all volunteers are required to respect the confidentiality of student interactions in the classroom and not discuss individual students with others. Observations made while working with students, accompanying field trips, or visiting classrooms should remain confidential and should not be shared with others.

#### ***Class Parties (Pre-K through Group 8)***

To create an inclusive and welcoming environment, decorations, including all paper products, should be in line with the overall goal of the event. For example, the Winter Party should focus on celebrating the upcoming break, winter activities, and the upcoming New Year. Please avoid characters and themes that are religious and/or particular to only one culture or group. The budget for decorations (including all paper products), should not exceed \$30. We discourage awarding prizes or goody bags

for classroom parties. Games should promote participation, therefore, take home crafts or a symbolic representation of the event/game is strongly preferred. No monetary gifts or gift cards may be awarded.

### **III. HEALTH, SAFETY & SECURITY**

**Food Allergies:** No school can guarantee a 100% allergen-free environment. The safety of a child diagnosed with life-threatening food allergies is a shared partnership between the family, school, and student. Educating your child about living in a world that is not allergen free is an ongoing and collaborative process. The Avery Coonley School strives to work cooperatively with families to maintain the health and safety of students diagnosed with food allergies in ways that are developmentally appropriate and inclusive.

ACS is a “peanut and tree nut aware school.” We ask that families observe the following guidelines with regard to bringing in lunches, snacks and celebratory foods items:

- Foods purchased or made at home may not contain tree nuts or peanuts. Tree nuts include: **almonds, Brazil nuts, cashews, hazelnuts, pecans, pistachios and walnuts**
- Ninety percent of food allergic reactions are caused by nine different foods: **peanuts, tree nuts, wheat, soy, fish, shellfish (exoskeleton), milk, eggs, and sesame**
- *Read food labels carefully.* While packaged food products may not contain nuts, it may be manufactured in a facility that processes nuts
- Food preparation guidelines:
  - Clean food prep surfaces with a commercial grade detergent such as Clorox, Lysol, Fantastic, etc.
  - Wash hands with soap and water prior to handling foods. **Hand sanitizing gel is not sufficient to remove allergens**
  - Outside lunches, snacks, and other food items brought into school should be in clean packaging
  - Run soiled food utensils and dishes through the dishwasher cycle or scrub vigorously with hot soapy water; **dish soap alone does not remove allergen residue**
- Food sharing is *not* permitted
- Birthdays are acknowledged at the teachers’ discretion. Please refrain from bringing food-related treats
- Read the [ACS Food Allergy Policy](#) to review our comprehensive plan

### **Medication**

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours is strongly discouraged, unless the medication is absolutely necessary and critical to the health of the student.

1. **Emergency medication:** emergency medication required to treat a medical condition must be provided to the health office by the first day of school.
2. **Self-carry:** (a) A rescue inhaler may be carried with parent permission and physician order. (b) An EpiPen may be carried with parent permission and physician order. Self-carry privileges may be withdrawn if a student exhibits behavior indicating lack of responsibility toward self or others with regards to medication.
3. **Stock Epinephrine/Albuterol:** ACS will maintain a supply of undesignated epinephrine auto-injectors and albuterol in accordance with Public Act 100-0726 when supply is available. This law allows the use of these medications with a standing order of a physician. Any trained personnel may administer epinephrine to *any person suspected of experiencing an anaphylactic reaction*. Albuterol may be administered by the school nurse or trained personnel to any person believed to be having respiratory distress.
4. **Medication storage:** Medicines provided to the school will be stored in the health office. Parents/guardians must arrange claiming the medication at the end of the school year. Unclaimed medication will be discarded.
5. **Liability:** The Avery Coonley School will incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an epinephrine auto-injector or an albuterol inhaler regardless of whether authorization was given by the student’s parents or guardians, or health care provider.
6. **Prescription medications:** must be provided to the health office in the original container and include the following instructions for administration: prescriber’s name, name of the medication, dosage, frequency, time, and route of delivery. A [Medication Authorization Form](#) must be on file with the school.

7. **Medication administration:** (a) during the school day, medications will be administered by a licensed Registered Nurse or designated personnel. (b) Medications for overnight trips should be limited to only those that are absolutely essential to a student's survival and/or well-being. Medications will be self-administered by the student under the supervision of designated school personnel, who will be responsible for holding the medication for the duration of the trip. The exception to this is emergency medication where the student is permitted to self-carry.
8. **Expired medication:** ACS will not administer expired medication. Expired medication will be discarded.
9. **Homeopathic medicines & preparations:** Homeopathic medications are not FDA approved and cannot be administered at school, even with a medical order. A parent/guardian may come to school to administer, but must be pre-arranged with the student's teacher and the school nurse via email.
10. **Medical cannabis:** Parents or guardians may administer a cannabis infused product on school premises to students provided: 1) the student is an authorized medical cannabis user, 2) has a physician's order on file, 3) has a copy of the student's medical cannabis user card on file, and, 4) has a parent/guardian medical cannabis user card on file. Medical marijuana may be delivered via patch, pump, or edible, but not in the form of inhaled smoking. The health office may only store FDA approved medical cannabis in the case of a qualified medical cannabis user. Presently, the FDA has approved only one CBD product available by prescription to treat two rare forms of epilepsy. Under federal law, this is the only cannabis medication that school personnel will administer to an authorized medical user with the appropriate documentation on file.

### **Head Lice**

Head lice infestation is common among school age children three to twelve years of age. Family units, *not* the school institution itself, are the primary cause of cases leading to outbreaks of lice in schools. The American Academy of Pediatrics and Centers for Disease Control and Prevention do not consider head lice to be a health hazard or a medical condition. Lice do not spread disease, and personal hygiene is not a contributing factor.

Both the American Academy of Pediatrics (AAP) and the CDC advocate for the following practices to be discontinued:

- whole classroom screening,
- exclusion from school for the presence of nits or live lice,
- notification to others except for parents/guardians of students with head lice infestations.

Please refer to our comprehensive [policy on head lice](#) for identification and treatment.

### **Hearing and Vision Screening Programs**

**Hearing screens:** hearing screens are administered by certified technicians under the supervision of the DuPage County Health Department. The purpose of the hearing screening is to discover mild hearing losses before they become more serious problems. The test is NOT a comprehensive exam, but a screen to help discover mild hearing losses before they become more serious problems. New students and students in PreK3, PreK4, Kindergarten, and Groups One through Three are tested. Students who require further testing will be referred for a comprehensive examination.

**Vision screens:** the specific goal of the vision screening is to identify those students who do not meet criteria for visual performance; it is not a comprehensive examination. Vision tests are administered to students in PreK3, PreK4, Kindergarten, Group Two, Group Four, and Group Eight, new students, and any child with a suspected vision problem. Children who wear glasses are not tested.

### **Accidents/Incidents**

ACS has a full-time registered nurse onsite to respond to medical situations. In the event of a serious medical emergency, Downers Grove paramedics are called and, if necessary, the student will be transported to the Emergency Department of Good Samaritan Hospital in Downers Grove, unless directed to a different trauma center by the paramedics. All efforts are made to inform the parent(s)/guardian(s) in the event of a serious medical emergency. If unable to reach the contacts provided, a school representative will accompany the student to the hospital. *[Note: If a student who is not a resident of Downers Grove is transported by Downers Grove paramedics to a hospital or care facility, the student's parents will be billed by the Village of Downers Grove for that service.]* It is critical that all emergency contact information is updated annually and whenever there is a change.

### **Health Concerns/Medical Absences**

- School absences must be reported by 7:45 am. State the student's name, grade/teacher, and the reason for the absence.
- Families are responsible for notifying the health office of reportable contagious illness so that families of students who may have been exposed can be notified.
- Parent(s)/guardian(s) are responsible for informing the school of any health conditions that may require care during the school day (e.g. allergies, asthma, diabetes, seizures, etc.) Any medication required to treat the condition and a corresponding medical plan must be provided to the health office before school begins. If your student has one of the above listed conditions, a medical provider must complete a corresponding [medical action plan](#) outlining the course of treatment.

### **Physical Education Restrictions**

A written parent request for a restriction from physical education class/recess will be accepted for up to three days. After this time period, a physician's note is then required. These requests should be submitted to the health office who will share the information with appropriate staff. Students will still report to physical education class for instruction or modified activities.

### **Confidentiality**

The sharing of protected health information with others in the school will be limited to a need-to-know basis. Only information that is relevant and necessary to preserve the health and safety of a student is shared.

### **Sending/Keeping Sick Students Home**

A parent, guardian or designated emergency contact will be notified to pick up a student from school within 45 minutes if s/he has any of the symptoms listed below. Also apply this criteria for keeping students home from school.

- Exhibiting a temp at or above 100 degrees Fahrenheit
- Has vomited or had diarrhea before school or develops during school
- Has heavy cold symptoms such as deep or uncontrollable coughing or significant lack of energy (even without a fever)
- Exhibits yellow or green discharge from the eyes (possible pink eye)
- Has acute pain and requires narcotics during school
- Displays unusual rashes or skin lesions (impetigo, scabies, monkeypox)
- Has live head lice: treat, then send
- Diagnosed with a communicable disease ([see communicable disease exclusion table](#))
- Poorly controlled asthma
- Exhibits any symptoms that would compromise the health and safety of other children

### **Medical and Dental Appointments**

A student may be excused for medical, dental, and personal appointments when such appointments cannot be scheduled during non-school hours. If a student needs to leave school early to go to a medical, dental, or personal appointment during school hours, a parent or guardian should notify the receptionist either through email or by phone.

### **Physical Examinations and Immunizations**

State law requires that each student have a physical examination record showing a complete series of immunizations on file at the school.

1. [Physical Exam Form \(Child Health Exam\)](#): Required for all NEW students, groups PK, K, 6 and those participating in interscholastic sports in grades 7 & 8
2. [Immunization record](#): required of ALL students (Illinois combines immunization records with the physical exam form) Refer to the most current published [Illinois vaccination schedule](#)
3. [Eye Exam Form](#): Required of groups K & NEW students entering the Illinois school system for the first time
4. [Dental Form](#): Required of groups K, 2, & 6
5. [Medication Authorization Form](#): Required of ALL students. Form requires a physician AND parent signature, but it is well worth the effort. Oftentimes, students can remain in school longer if made to feel physically comfortable. Everything from the administration of Tylenol to applying lip balm in the school setting requires authorization from a licensed provider and parent.

**ALL MEDICAL FORMS SHOULD BE FILLED OUT AND SENT IN BEFORE THE FIRST DAY OF SCHOOL.**



### **ACS Board of Trustees Student Vaccination Policy**

Vaccinations may be the single most important health-promoting intervention that health care providers and parents can do for children. Based on all available literature, evidence, and current studies from the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP), vaccines are safe and effective. Parents/guardians electing not to vaccinate their children put both their children and other individuals who are not able to receive vaccines for medical reasons at risk.

In the interest of safety, The Avery Coonley School Board of Trustees has decided to enact the following policy regarding student immunizations:

- All enrolled students must have up-to-date immunizations as required by the State of Illinois. Minimum Immunization Requirements can be found [here](#).
- The only accepted vaccination waiver will be for a valid [medical exemption](#)
- For the School to accept a medical exemption, the family must consent to a medical examination of the child by a doctor of the school's choosing. Based on the recommendations made to the School, the School may or may not allow a medical exemption.
- [Religious objection](#) waivers are no longer accepted
- All students must have their immunizations up to date by October 15th of each school year to remain enrolled. ACS is required to follow the [Illinois Department of Public Health Vaccine Schedule](#)
- The school, at its sole discretion, may allow on rare occasions, a slight variation of the recommended immunization schedule based on medical circumstances.
- If proof of vaccination is not provided as required, the child will not be allowed to return to school.
- Questions regarding immunization objections should be directed to the Head of School.

### **Emergency School Closing**

When school must be closed because of a pandemic, winter storm, or other emergency, these procedures are used:

1. In the event of closing due to a pandemic, if the decision to close one or more group levels is made prior to the end of the school day on the day before, students will participate in distance learning the next day. However, if the decision to close is made after the end of the school day, the school may institute a one-day transition for distance learning.
2. In the event of weather closing, the decision to open or close the school must be made on the basis of weather and road conditions in the vicinity of the school. Since many Avery Coonley School families live quite a distance from the school, parents are the final judges in determining the advisability of traveling to school.
3. An email and automated phone call will be sent to families providing relevant information regarding the school closing.
4. School closings will be announced both on the main school voicemail greeting and the school website.
5. Major Chicago television and radio stations are informed of school closing through use of the Emergency Closing Center. Parents can listen for an Avery Coonley School announcement on these stations or can access this information on-line at <https://www.emergencyclosingcenter.com/>. In the rare event of a mid-day closing, if parents cannot be reached at home, emergency numbers listed on the Emergency Information Record Form will be used to advise them of an early closing.

### **Force Majeure**

Force Majeure: The Avery Coonley School's duties and obligations under this contract shall be suspended at the school's discretion immediately and without notice during periods that the school is closed because of exigent circumstances or force majeure events including, but not limited to, any act of God, fire, flood, severe weather damage, natural disaster, war, governmental action, act of terrorism, epidemic, pandemic, epizootic outbreak, or any other event which is beyond the School's control. If such an event occurs, the school's duties and obligations in this contract will be postponed or canceled until such a time as the school, in its sole discretion, may safely reopen. Reopening may be for select grade/group levels only, at the sole discretion of the school. Individual students not in compliance with the school's vaccination and health policies that might pose risk to others may be prohibited from campus until such a time as the school determines it is safe for them to enter campus. The school may also alter its calendar or provide alternate means of instruction, as it deems appropriate.

### **Fire, Tornado, and Active Shooter Drills**

School personnel conduct and supervise regular fire, tornado, and other safety drills. Tornado emergency procedures and fire evacuation routes are posted in each classroom. The school also practices procedures to be used in the event of an outside threat requiring a lock-down of the facility.

### **Firearms**

For the safety and well-being of the entire school community, firearms and other weapons are always prohibited on school grounds, except by emergency personnel.

### **Alcohol and Drugs**

Possession, use, or distribution of alcohol or any controlled substance on campus by parents or students is prohibited. The Head of School may authorize the use of alcohol for adult events on campus.

### **Accident Insurance/Waiver and Release of Liability**

The school does not carry individual accident insurance for students who may be injured while at school. The school expects that all families carry appropriate medical insurance. The parent and/or guardian shall be financially responsible for any and all medical treatment or medical transportation provided to the student while in attendance both at the school and at any school event. As stated in the contract, the parent and/or guardian of the student releases (on behalf of themselves and the student) The Avery Coonley School, its directors, officers, employees, agents and assigns, from any and all obligations, claims, demands, judgments, causes of action, or damages of any kind, arising out of the student's attendance either at the school or at school events; however, the school shall not be released by or from any willful or wanton acts or reckless actions for which it may be found responsible.

By allowing your child to attend The Avery Coonley School, you grant permission for The Avery Coonley School to act *in loco parentis* on behalf of your child to secure emergency medical and/or emergency surgical treatment for your child while at school or on school related trips. This permission also extends to any program or travel outside the continental limits of the United States and allows for the provisions of emergency transportation.

## **IV. ADMISSIONS**

### **Admissions and Enrollment**

Students are selected for admission to ACS on the basis of their intellectual potential, developmental maturity, level of academic achievement, and readiness for the school's programs. Tests of intellectual aptitude, report cards, achievement test scores, and teacher recommendations are used as tools to provide information to assist in the assessment of each candidate. In addition, various academic assessments are administered to prospective students. In all instances, ACS retains the right to determine, in its sole discretion, whether or not to select a student for admission or to re-enroll a student.

ACS admits qualified students of any sex, sexual orientation, race, religion, or national or 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 sex, sexual orientation, gender identity, race, religion, physical disability, or national or ethnic origin in the administration of its educational policies, admission policies, financial aid program, athletic program, or other school-administered programs.

### **Guidelines for Selecting Student from the Qualified Admission Pool**

There is a dual focus in the overall admission process at ACS in accordance with the school's mission:

1. Ensuring enrollment of children most able to benefit from the school's curricular programming.
2. Ensuring that grade-level groups consist of students with compatible social, emotional, and academic levels.

The Admission Committee, in consultation with the Head of School, are responsible for the selection of the student body and guided by the following criteria in determining a student's fit for the school:

1. Academic readiness appropriate for the group to which the candidate is applying as measured by intelligence testing, standardized achievement tests, and report cards.
2. Personal, social, and emotional maturity and development of the candidate.



3. Affiliation with the School: preferential review is given to qualified siblings from supportive families and qualified children of alumni and ACS employees.
4. Cultural, ethnic, racial, and economic diversity in the group to which the candidate is applying.

### **Group Level Placement**

ACS curriculum is designed to challenge students academically at each grade level. Age and intelligence- appropriate materials are carefully selected to meet and fulfill the criteria established by the school's faculty as appropriate standards for each specific grade. The school does not allow students to advance more than one grade at a time.

### **Expectations for Parents**

The student and the student's family agree to comply with and be subject to the school's rules and policies as set forth in the Parent-Student Handbook. The family also agrees not to engage in any conduct or activities that may be disruptive or detrimental to the school. *As explicitly stated in the enrollment contract, any conduct determined not to be in the best interests of the school, the school community, its students, parents, or employees may result in the student's dismissal.*

In addition, parents of students at ACS are expected to:

- Support the mission of the school;
- Abide by the expectations set forth in the Standards of Behavior, pg. 24
- Work in partnership with the student's teachers and school staff;
- Communicate in a respectful manner with all members of the ACS community;
- Be publicly supportive of the school and direct any concerns through appropriate channels;
- Attend parent-teacher conferences, special events, parent education presentations, and other school activities where such participation supports the student's efforts.

### **Representing ACS**

All families are required to obtain permission from the Head of School prior to utilizing The Avery Coonley School name, brand, or logo with any outside or previously unapproved group. All requests will be evaluated on a case-by-case basis.

## **V. TUITION & FINANCIAL AID POLICIES**

### **Tuition Payment Policy**

1. For all students, a non-refundable deposit of \$1,000 must accompany the enrollment contract to reserve their space for the following year. This deposit is applied against tuition.
2. The tuition for each level and a payment schedule showing due dates (the middle of August, November, and February) appear on the enrollment contract. Statements are mailed to parents prior to the due dates. Tuition payments are to be paid on or before each due date.
3. Tuition for late-entering students is prorated based on the number of attendance days remaining in the school year.
4. In view of the parent's obligation to pay the total tuition, a partial tuition refund insurance plan is available. Information about the plan is sent to all parents or may be obtained from the Business Office.
5. Acceptance of enrollment constitutes an agreement to pay the full academic year's account, composed of both total tuition and all related fees and expenses of the student. The school is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balance.
6. An account is considered delinquent if not paid within 10 calendar days of the due date. A late payment fee of 1½% per month or fraction of a month will be charged on a delinquent account. Whenever a tuition or fee account becomes past due for a period of 30 days from its due date, the student will be withheld from classes until the delinquency is cured (unless the school obtains adequate security acceptable to the school for such account within said period). If the delinquency is not cured within an additional 30-day period, the student will be unenrolled from ACS. In all events, the first tuition installment payment must be paid on or before the first day of school or the student's place will not be reserved. The student will not be enrolled in classes. Final transcripts will be held for students until all unpaid tuition and fees are received.
7. In order to ensure the integrity of the re-enrollment process, non-payment of any delinquent accounts by April 15 automatically will serve as notice of withdrawal for the next school year, and the spot will be filled with another student. Also, any re-enrollment or new enrollment contracts offered prior to April 15 and not returned with the deposit on or before April 15 will be considered void, and the Admission Office will fill the spot with another student.

8. All cash payments must be personally presented to a member of the Business Office staff, who can issue a receipt for the payment.
9. The school will assess a service charge for all returned checks.

### **Student Withdrawals**

If parents make a decision to withdraw a student, they must notify the Head of School in writing as soon as they make the decision. The family is responsible for their financial obligations as outlined in the enrollment contract.

### **Financial Aid Policy**

The purpose of the financial aid program is to extend long-term access to the educational programs of ACS to qualified students of diverse socioeconomic backgrounds, who have the ability to succeed academically but may not have the economic means to pay full tuition. The financial aid program also provides short-term or emergency aid to current ACS families, who are experiencing financial difficulties, to allow their children to continue enrollment in the school. ACS awards financial aid to students in Kindergarten through Group Eight based on demonstrated financial need as determined by the school's financial aid application process. A financial aid award shall not exceed full tuition for any one student. The maximum award shall generally not exceed 90% of tuition.

Each school year, the school will budget up to 10% of total budgeted tuition revenue for financial aid. If financial aid requests exceed the budgeted funds, then additional funds may be requested from the Finance Committee. The Financial Aid Committee, consisting of The Head of School, the Chief Financial Officer and Assistant Head of School, the Director of Enrollment and Financial Aid and anyone else deemed necessary and appropriate by the Head of School, is responsible for administering the policy. All aspects of the financial aid process are confidential, and the Finance Committee may have access to redacted information only, with no family-identifying specifics.

### **Process for Applying for Financial Aid**

Financial aid awards at ACS are need-based. To be considered for financial aid, a family must contact the Admission Office for information on the process. Application for financial aid must be made each year that aid is sought. Current aid recipients and new applicants are asked to make their application early in the year (January) to allow for early processing and notification of financial aid awards. Early notification enables a family to make an informed decision regarding the reenrollment of the student for the next school year.

The process requires families to 1) complete an application, which includes an application fee, 2) submit a parents' financial statement to the designated financial aid service, and 3) submit the past two year's federal and state income tax returns with all schedules and W-2 forms. Once the file is complete, the Financial Aid Committee reviews the application and determines whether an award is indicated. The Director of Enrollment and Financial Aid communicates the decision of the committee to the family and notifies the Business Office when an award is made. The Financial Aid Committee strives to have all award decisions communicated by mid-March.

## **VI. FUNDRAISING**

ACS is a not-for-profit educational institution that receives revenues from tuition, fees, endowment income, and voluntary charitable contributions. The tradition of philanthropic giving initiated with Mrs. Coonley's vision for the school continues today with the generous financial support received from parents, grandparents, alumni, parents of alumni, faculty, staff, corporations, and other friends. Office of Development oversees the school's fundraising activities and many special events, and coordinates alumni relations. The main fundraising activities of the office include:

### **The ACS Fund**

The ACS Fund is an annual giving program that begins each fall and concludes by the end of the fiscal year (June 30). Rather than funding operating expenses such as utility bills, the ACS Fund supports specific enhancements to academics, student support services, fine arts, and technology. Contributions allow us to turn an excellent student experience into an exemplary one. Each family is asked to participate every year with a tax-deductible donation. Contributors to the ACS Fund are recognized in the annual report.

### **Auction**

Each spring, an auction is held to raise funds for the school. Chaired by parent volunteers, the theme of the event changes each year. All families are encouraged to participate in this important and joyous celebration. Contributions are recognized both in the auction program and in the annual report. Proceeds from the auction support the school's operating budget and capital projects. The "Fund-A-Need" component of the Auction is different each year and targets a specific need of the school.

## **VII. STUDENT LEARNING**

### **Academics at ACS**

At ACS, gifted and high-achieving children collaborate within a curriculum that offers the depth, pace, and complexity to challenge them to the fullest. Our program serves highly motivated, high-ability learners.

#### ***Preschool (Ages 3–5)***

Areas of development and study for Preschool include academic readiness skills to support reading, writing, mathematics, and fine and gross motor development.

#### ***Lower School***

Areas of study for students in Kindergarten–Group 4 include: Math, Literacy, Science, Social Studies, French, Drama, Art, Music, Physical Education, Technology, and Social-emotional Learning.

#### ***Middle School***

Areas of study for students in Groups 5–8 include: Math, Literacy, Science, Social Studies, French, Drama, Art, Music, Physical Education, and Advisory.

### **Homework Guidelines**

Homework is critical in supporting students' academic growth and development and is designed to reinforce content as well as provide students with opportunities for enrichment, exploration, and creative expression. Homework guidelines for each group level/content area will be presented at Curriculum Night when teachers will set forth general guidelines for homework completion. While the amount of time that a child spends on homework is contingent upon each student's unique learning style, study habits, and needs, parents should encourage their child to discontinue working on any assignment that they are unable to complete within a reasonable amount of time (as suggested by the classroom or content area teacher). In such situations, parents are asked to communicate directly with the teacher(s) to identify effective strategies for working with their child at home to better support their learning needs and study habits.

### **Learning Support Services**

Asynchronous development and over excitabilities are common within a bright and gifted population and some students may require additional support in the form of curricular accommodations to best support their learning needs. At ACS, the school is able to support student learning differences through differentiation, student-specific accommodations, and in rare cases, curricular modifications.

#### ***Learning Support Plans***

ACS seeks to accommodate students with documented learning differences while maintaining programmatic curricular integrity and rigor. For students with formal documentation (psycho-educational testing, neuro-psyche testing, or clinical documentation) wherein a specific diagnosis is provided, students are eligible to receive accommodations in alignment with the stated diagnosis. Documentation of a learning difference should be updated every three years to ensure compliance with ACT and college admissions standards.

With appropriate documentation, ACS will create a formal Learning Support Plan for each eligible student to better support their learning needs. Learning Support Plans are considered "confidential" material and will only be distributed to a student's immediate teachers, parents, the respective Division Head, and social worker. While this process can be overwhelming at times, ACS aims

to help parents understand and best address their children's challenges by providing referrals for outside referrals for testing, tutoring, and counseling as needed.

### ***Accommodations***

With appropriate documentation, curricular accommodations can be made to support and address individual learning differences through potential changes in how (and in what format) a student learns. Accommodations vary by student learning needs and require a formal diagnosis to support adjustments to a student's learning environment, content presentation or organization, materials used, and/or physical space.

### ***Modifications***

In rare cases, ACS may offer short-term curricular modifications based on individual circumstances; curricular modifications may involve temporary changes to the curricular content or pacing of a specific content area for a designated period of time. Any curricular modifications must be approved by the respective Division Head and will be implemented and monitored with the oversight and guidance of the school social worker, teacher(s), and respective Division Head.

### ***Differentiation***

Differentiation refers to a wide variety of teaching techniques used to instruct, enrich, and best address student learning needs for all ACS students. Differentiated instruction supports student learning through the consideration of unique student learning styles, asynchronous development, prior knowledge and skill, persistence (motivation, effort, work habits), cognitive ability, self-management skills, interests (values, passions, talents), and self-esteem.

### ***Tutoring***

ACS students are encouraged to meet with teachers during the school day to receive additional academic support and clarification regarding course content. While providing students with additional small group or one-on-one support outside of designated class time is not an expectation, select teachers may offer to support students before or after school. In such instances, tutoring and support services are allowed provided that no private fee is collected. No ACS teacher may tutor any enrolled ACS for compensation.

In the event that additional outside tutoring or support services are required or recommended, the school requests that parents be proactive in notifying the teacher(s), social worker, and respective Division Head when any outside tutoring services are engaged to support student learning. This will best allow the school and family to collaboratively support student learning. When outside services are engaged it is the parent and student's responsibility to share assignments with the outside professionals directly. ACS teachers are not responsible for communicating, planning, or sharing resources with outside professionals.

## **Academic Reporting - Conferences and Report Cards**

### ***Preschool through Kindergarten***

Preschool through Kindergarten conferences are held twice a year. Readiness reports are shared with parents during the fall conference. Two other written reports are accessible at the end of the second and third trimesters. Phone calls or emails notify parents in the interim when a student's performance warrants more frequent communication. All student reports are accessible in the Parent Portal.

### ***Group One through Group Eight***

Students in Groups One through Eight have three trimester marking periods during the year. Parents will be notified via email when report cards are accessible in the Parent Portal after the conclusion of the trimester. Conferences are conducted twice a year. Phone calls or emails will be used to notify parents in the interim when a student's performance warrants more frequent communication. If a Middle School student is experiencing academic or social and emotional challenges in two or more courses; a group conference will be requested so that the family and school can discuss and develop a plan to best support student learning needs moving forward. Parents of students in Groups Five through Eight are strongly encouraged to access student grades for each subject area in the Parent Portal throughout the year. For assistance or questions regarding student progress, please reach out to the student's teacher(s) or respective Division Head.

### ***Grade System***

Each attribute is evaluated according to the following systems:

#### Lower School (Groups One - Four)

E	=	Consistently exceeds expectations
M	=	Consistently meets expectations
P	=	Progressing toward expectations
I	=	Inconsistent progress
N/A	=	Not Applicable
PASS	=	Passing performance
F	=	Failing performance

#### Middle School (Groups Five - Eight)

A+, A, A-	: Performance of superior quality
B+, B, B-	: Performance of good quality; appropriate for achievement at a higher level of study
C+, C, C-	: Performance of marginal quality; improvement in this area is desirable
D+, D, D-	: Performance of low quality; immediate improvement is essential for achievement at a higher level
F	: Failing performance
I	: Incomplete; course requirements need to be completed within two weeks of the trimester's end
P	: Passing performance
EX	: Excused for medical reasons; does not affect GPA

Middle School students are also assessed on their performance in class using a performance assessment grid. Each attribute is evaluated according to the following key:

E	=	Exceeds expectations
M	=	Meets expectations
I	=	Performs inconsistently
N	=	Needs improvement
N/A	=	Not Applicable

Middle School student GPA is calculated based on the scale below:

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
		F = 0	

For all students in Groups One through Eight, a narrative report describing each student's academic and affective progress is completed each trimester as part of the report card.

### ***Honor Roll***

Honor Roll certificates are mailed after the end of each trimester to qualifying Middle School students. In an effort to recognize exceptionally strong academic performance, honor roll recognition is indicated on the trimester report card. Students receiving no grade lower than a "B-" and having attained a GPA of 3.7 or higher will be recognized on the "High Honor Roll." Those receiving no grade lower than a "C" and having attained a GPA between 3.3 and 3.69 will be recognized on the "Honor Roll." GPAs are not rounded up in the determination of Honor Roll status.

### **Academic Probation**

#### ***Groups 3-4***

Lower School students whose grade reports indicate performance of low quality (I or below) in two or more courses in a single trimester will be placed on academic probation. The Lower School Head will coordinate a meeting that will include parents, teachers to identify the issues and develop a plan for academic improvement. The Lower School Head will then communicate the plan via email outlining the steps that should be taken to help a student achieve at a higher level. Additional steps may require the family to seek additional support services such as outside tutoring or testing to best address the student's learning needs. Monthly

check-ins with the family and Lower School Head will be scheduled to discuss student progress. Students placed on Academic Probation may not participate in extracurricular activities until the probationary status has been lifted.

### ***Groups 5-8***

Middle School students whose grade reports indicate performance of low quality (D or below) in two or more courses in a single trimester will be placed on academic probation. The Middle School Head will coordinate a meeting that will include parents, teachers, and, in some cases, the student; the purpose of the meeting will be to identify the issues and develop a plan for academic improvement. The Middle School Head will then communicate the plan via email outlining the steps that should be taken to help a student achieve at a higher level. Additional steps may require the family to seek additional support services such as outside tutoring or testing to best address the student's learning needs. Monthly check-ins with the family and Middle School Head will be scheduled to discuss student progress. Middle School students placed on Academic Probation may not participate in extracurricular activities or ACS athletics until the probationary status has been lifted.

Any Middle School student who earns a failing GPA (0.7 or less averaged across the three trimester reports) in Literacy, Math, Social Studies, Science, French, Physical Education, Music, Art, or Drama must enroll in a school-approved summer course or tutoring service designed to remediate content gaps. Students who do not complete the required summer coursework will not be promoted to the next group level. Group Eight students earning a GPA of 0.7 or less in their first two trimesters may be barred from participation in graduation activities.

### **Distance Learning**

In the event of a temporary campus closing, ACS has the capability to transition from on-campus learning to off-campus distance learning. Distance learning tools and technology will vary by group level and content area. If distance learning becomes necessary, the Head of School in conjunction with the Division Heads will reach out to families via email to communicate the distance learning plan and resources. Behavioral expectations for students (see Standards of Behavior, pg. 24) continue to be in effect in the event of distance learning.

### **Field Trips**

Field trips are an important part of student learning and serve to enrich ACS students' academic, social, and emotional skills. Students are expected and encouraged to attend and participate in all field trip activities. During the trip, students must continue to abide by school behavioral expectations (see Standards of Behavior, pg. 24) in addition to any other rules set by the trip coordinator. No unauthorized individuals will be permitted on school field trips; please contact the respective Division Head with any questions or concerns regarding who is and who is not allowed to attend specific field trips. Permission for field trips is given on the Student Permission Form at the beginning of the school year. For the 2022-2023 school year, students must have received a COVID-19 vaccine and provide documentation to the school nurse to participate in any overnight field trip. Parents will be notified about field trips via email in advance of the trip date; additionally, parents should be aware that some field trips are not included in the cost of tuition and are billed separately.

### **Athletics**

The ACS Athletic Department aspires to be an outstanding educational-athletic organization that provides a high-quality experience in which every athlete:

- Is coached in a positive and nurturing way;
- Has fun at practices and games;
- Feels like an important part of the team regardless of performance;
- Learns life lessons that have value beyond the playing field; and
- Learns the skills, tactics, and strategies of the game and improves as a player.

Any student in Groups Six through Eight who wishes to participate on an ACS athletic team may do so. Group Five students may be invited to play based on need during a particular season. There are no cuts made on the basis of talent; however, playing time during scheduled contests is based on the following:

1. Demonstrated ability in a given sport;
2. Ability to learn a comprehensive system; and
3. Practice attendance.

ACS athletes are expected to uphold school behavioral expectations as set forth in the Student Expectations (see Standards



of Behavior, pg. 24). Athletes should keep in mind that conduct both on and off the field reflects not only the athlete themselves, but also on ACS. Athletes are to honor the game by showing the ultimate respect for rules, officials, opponents, teammates, and self to make the game better. Student-athletes are encouraged to use their status and influence to improve their school community, including helping to prevent hazing and bullying. Any student who does not abide by these guidelines may be prohibited from participating in future events.

ACS is a member of the Suburban Elementary Athletic Conference. Typically, we offer interscholastic competition in:

- Co-ed soccer and girls' volleyball in the fall
- Boys' and girls' basketball in the winter
- Boys' and girls' track and field in the spring

Practice and competition schedules are set by the conference and the school's Athletic Director. Copies of each schedule and subsequent changes will be distributed by the Athletic Director and are also available on the [ACS Athletics page](#). An athletic fee is billed to families of participating students to cover transportation costs as buses are scheduled for away games.

All ACS athletes in Groups Five through Eight are required to have a sports physical, signed concussion form, and proof of COVID-19 vaccination on file each year prior to the first practice in order to participate. All athletes must also provide the necessary equipment for the sport as determined by the Athletic Department.

If a student is suspended, absent, or on academic probation on a day when a game is scheduled, they will be ineligible to participate. Similarly, if a student misses a scheduled practice for disciplinary reasons, they will not start and/or may lose playing time in the next scheduled game. Additionally, if a student-athlete does not actively take part in physical education class on a given day, they cannot participate in athletics (practice or game) on the same day.

ACS athletes are expected to be present at all scheduled practices, which are held every "non-game" day except for Fridays. Unexcused absences will result in the loss of playing time and repeated unexcused absences may result in dismissal from the team. Practice exemptions may be granted for school-sponsored clubs, religious education classes, religious or cultural holidays, music lessons, outside sports practices, doctor's appointments, etc. All athletes must report a planned absence ahead of time.

Athletes should arrange to be picked up from school when practice is over. Students who have not been picked up from school by 5:30 pm or at the end of practice must report to the After School Program. The family will be billed for time spent in the After School Program.

Athletes are to ride the bus to away games. If a player has other transportation home from an away contest, they must inform the coach in advance and must also check out with the coach before leaving. All players leaving an away athletic event with someone other than their parent or guardian must have written permission from their parent/guardian.

Playing time is guaranteed in all regular season games (assuming the student/athlete meets the above criteria). There is no guarantee of playing time during any post-season tournament. The coaching staff reserves the right to make decisions that they feel are best for the team during the post-season. Athletes must be able to commit to every day during tournament week, no exceptions!

All spectators agree to comply with and be subject to the school's rules and policies as set forth in the Parent-Student Handbook. The family and their guests also agree not to engage in any conduct or activities that may be disruptive or detrimental to the Athletic Department. Spectator conduct determined not to be in the best interests of the athletes, coaches, support staff, other parents and spectators, the referees, or the opponents may result in the ejection of the spectator from the event, and they may be banned from attending future games.

### **Extracurricular Activities**

Aside from athletics, ACS also offers a robust listing of extracurricular activities designed to meet students' creative and cognitive interests. Below is a listing of club offerings typically available to ACS students. With the exception of debate, Treble Makers, and the Eighth Group Play, most clubs will begin in late September or early October.



Club/Activity	Description	Eligible students
Math Counts	Math Counts is for students who would like to further develop their problem-solving skills and learn the “tricks and traps” of contest problems.	Groups 5-8
Tech Club	Tech Club is for students who are interested supporting lights and sound for theatrical productions and school events.	Groups 8
Drama Club	Drama Club is for those interested in honing their theatrical skills through the art of improvisation.	Groups 7-8
Eighth Group Play	The Eighth Group Play serves as a capstone opportunity for the ACS theatre program; all Group 8 students are strongly encouraged to participate.	Group 8
Poetry Club	Poetry Club offers a space for aspiring poets to explore different poetic forms. Students will engage in individual and collaborative writing and have the opportunity to share their writing with their peers.	Groups 5 - 8
Book Club	Book Club is for all who love to read. Bibliophiles and aspiring bibliophiles are welcome.	Groups 5-8
Yearbook	Yearbook is a student-focused publication club where students work together to create the ACS yearbook. Students have the opportunity to cooperatively plan page designs, curate photos, and record memories of students’ time at ACS.	Groups 6-8
Art Club	Students who love art should consider joining Art Club. Projects are self-directed and teacher motivated.	Groups 5-8
Debate Team	The ACS Debate Club gives arguments a formal structure, turning it into a form of verbal chess. You need to think fast and outmaneuver your opponents to win your case. Students in Groups 5-8 will divide into two-person teams and use research, logic, and persuasion in pursuit of victory. Students are encouraged to come out and hone their reasoning and speaking skills in a fun and friendly environment.	Groups 5-8
Strategic Gaming Club	The strategic gaming club is for people who want to enjoy some time playing (non-electronic) games in a friendly, non-competitive environment. Each week, there will be a selection of board games, card games, and miniature games for the members to try, or students may bring their favorite games from home to share with the group. If we are really motivated, there may even be a Dungeons and Dragons campaign at the end of the year!	Groups 5-8
Advanced Orchestra	Orchestra offers students an opportunity to hone their instrumental skills and play with others.	Groups 5-8
Fiber Arts	The Fiber Arts Club is open to Group 6 and 7 students and is capped at 12 students. Students will bring their fiber art projects (knitting, crocheting, embroidery, etc.) and enjoy creating together and learning new skills together.	Groups 6-7
Choir	Choir is for anyone who likes to sing with friends.	Groups 5-8
Treble Makers	Treble Makers is an elite acapella choir that performs around school and the community. Auditions are typically held in early September.	Groups 5-8 (audition based)
STEAM	STEAM Club provides students with the opportunity to explore the variety of activities and applications that can be found within Science, Technology, Engineering, Art, and Mathematics. During STEAM Club, students apply their prior knowledge of diverse topics alongside new knowledge to complete various challenging tasks activities.	Groups 5-8
Chess	Chess Club provides students with an opportunity to practice and	Groups K-8

	play with peers as well advance their strategic thinking and tactical skills as chess players.	
Student Council	Student Council is for all students interested in leadership, collaboration, and an opportunity to serve the ACS Community.	Groups 5-8
Sticky Fingers	Sticky Fingers is a healthy cooking class specifically for Lower School students.	Groups K-4

## VIII. STANDARDS OF BEHAVIOR

### Expectations for Students

All members of the ACS community share in a collective responsibility for fostering a school culture and climate that prioritizes mutual respect, engagement, and mindfulness, which are our core community expectations. Expectations for classrooms and campus spaces will be clearly communicated to students at the start of each school year. Parents can find a comprehensive listing of [campus expectations here](#).

In support of our campus-wide Social and Emotional Learning (SEL) aims, each of the below core community expectations has been aligned with one or more SEL competencies from the Collaborative for Academic, Social, and Emotional Learning (CASEL).

<b><i><u>Be respectful of other people, perspectives, and property by practicing...</u></i></b>	<b><i><u>Be engaged learners, listeners, and collaborators by practicing...</u></i></b>	<b><i><u>Be mindful of oneself and others by practicing...</u></i></b>
<u>Social-Awareness</u> The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school, and community resources and supports. <ul style="list-style-type: none"> <li>• Perspective-taking</li> <li>• Empathy</li> <li>• Appreciating diversity</li> <li>• Respect for others</li> </ul>	<u>Self-Management</u> The ability to successfully regulate one's emotions, thoughts, and behaviors in different situations — effectively managing stress, controlling impulses, and motivating oneself. The ability to set and work toward personal and academic goals. <ul style="list-style-type: none"> <li>• Impulse control</li> <li>• Stress management</li> <li>• Self-discipline</li> <li>• Self-motivation</li> <li>• Goal setting</li> <li>• Organizational skills</li> </ul> <u>Relationship Skills</u> The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed. <ul style="list-style-type: none"> <li>• Communication</li> <li>• Social engagement</li> <li>• Relationship-building</li> <li>• Teamwork</li> </ul>	<u>Self-Awareness</u> The ability to accurately recognize one's own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one's strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset." <ul style="list-style-type: none"> <li>• Identifying emotions</li> <li>• Accurate self-perception</li> <li>• Recognizing strengths</li> <li>• Self-confidence</li> <li>• Self-efficacy</li> </ul> <u>Responsible Decision-Making</u> The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms. The realistic evaluation of consequences of various actions, and a consideration of the well-being of oneself and others. <ul style="list-style-type: none"> <li>• Identifying problems</li> <li>• Analyzing situations</li> <li>• Solving problems</li> <li>• Evaluating</li> <li>• Reflecting</li> <li>• Ethical responsibility</li> </ul>

## **Dress Code**

### ***Student Attire - Classroom***

Students should arrive on campus appropriately attired for weather and interactive activities in all classes and environments. Rubber soled shoes that are securely fastened are encouraged. As students are frequently outside when passing to and from classes; therefore, they are encouraged to wear extra clothing, such as a sweater or sweatshirt, on cold or rainy days. It is also recommended that Lower School students have a change of clothing available at the school.

Any clothing containing references to drugs, alcohol, tobacco, profanity, or other content deemed offensive is prohibited. Hats may be worn provided that their presence does not disrupt student learning. (Exceptions to this are granted for religious or medical reasons). A student in violation of any of the above guidelines will be required to change their clothing.

### ***Student Attire - Outdoor Education***

Students should come prepared each day to spend some time outside. Additionally, some physical education classes include outdoor activities even during the winter. As a general guideline, children will not go outside in the event of dangerous weather conditions. When there is snow on the ground all students are required to wear boots and snow pants to participate in winter outdoor activities on the field either at recess or in physical education classes. A change of clothes with winter apparel and appropriate rain apparel is required for all Lower School students to have on campus.

### ***Student Attire – Indoor Physical Education Classes***

Appropriate clothing for unrestricted movement and appropriate gym shoes are required of each student. Students in Groups K-8 are required to wear shorts under skirts or dresses for physical education classes.

## **Behavioral Management and Consequences**

If inappropriate behavior is exhibited, the respective Division Head and Head of School will be the judge of the seriousness of the situation and consequences aligned to students' developmental needs. Parents of students struggling to meet behavioral expectations will be contacted to discuss potential consequences and develop a plan of support for their child. In rare cases, if a student commits a serious infraction (as designated below) or continuously struggles to abide by the established expectations, suspension or even expulsion may be necessitated as determined by the Head of the School.

Serious infractions may include:

1. Possession any weapons, look-alike weapons, or any other dangerous objects (including, but not limited to, knives, matches, and lighters) that are a possible source of injury to themselves and others.
2. Possession any drugs, look-alike drugs, alcoholic beverages, tobacco products, vaping products, or any other controlled substances.
3. False alarms of any kind are a danger to people and property. These include, but are not limited to, tampering with fire or security systems alarms, making a bomb threat, misusing a fire extinguisher, or alarming others in a way that endangers them.
4. Obscene telephone calls or electronic communications (depending on the nature of the communication) are also a criminal offense.
5. Vandalism - which is defined as any malicious attempt to harm or destroy any school property or equipment, the data of another technology user, the ACS network, or other networks that are connected to the school's network.
6. Any action or threat that jeopardizes the safety of ACS community members.

### ***Suspension***

Suspension occurs when the student has committed a serious offense. The severity and type of suspension are determined by the respective Division Head and Head of School. Suspensions may take the form of in-school or off-campus suspensions. In both instances, the student will spend the day engaged in reflection activities designed to help the student process, understand, and address their behaviors. All suspensions impact a student's academic work because the student misses the learning dynamic that took place during their absence. Teachers are not required to provide tutorial work for missed classes due to a suspension; however, the student is required to complete all missed academic work. A student serving either an in-school or out-of-school suspension cannot participate in any school-sponsored activities which occur on that day. Suspensions may be taken into consideration at contract renewal time.

### **Expulsion**

In rare circumstances, the Head of School may expel a student for egregious behavioral violations and/or any act that is in violation of any local, state, or federal laws.

### **Anti-Harassment/Anti-Bullying Policy**

ACS strives to maintain a secure, safe, and supportive environment that is conducive to learning and developing strong self-esteem. Therefore, any type of harassment or bullying will not be tolerated. Harassment and bullying are defined as repeated, abusive conduct that causes intentional physical, psychological, and/or emotional harm to the target and often involves an imbalance of power between the bully and the victim. Examples can include, but are not limited to, offensive, intimidating, or derogatory verbal, nonverbal, written, digital (cyber-bullying), graphic, psychological, or physical conduct that reflects adversely on an individual or makes the individual feel uncomfortable. Bullying is not the same as teasing, but repeated, harmful teasing (that is not mutual) is a form of bullying.

Any student who feels that they have been harassed or bullied should address it by letting the offending person/s know the behavior is offensive to them and that they want it to stop. If the behavior continues, the student should report the behavior to the Lower School Head, Middle School Head, Head of School or a teacher or staff member whom they trust. Harassment and bullying are considered serious matters, and serious disciplinary measures will be taken accordingly when dealing with any and all persons who harass or bully others. An investigation of all complaints will commence immediately. The investigation and its results will remain confidential to the extent possible.

Any student found by ACS to have bullied or harassed a student may be subject to appropriate disciplinary actions. As a school, we aim to build and restore relationships, when possible. Examples of possible responses to bullying may include the development and implementation of a behavioral support plan, reflection activities, restitution, referrals to outside therapeutic counseling services, suspension, or in rare cases, possible expulsion. Retaliating or discriminating against a student for complaining about bullying, harassment, or participating in an investigation is prohibited.

ACS recognizes that the issue of whether bullying or harassment has occurred requires a factual determination based on all the evidence received. The school also recognizes that false accusations of bullying or harassment can have serious effects on innocent parties. We trust that all students will continue to act in a responsible and respectful manner to establish a secure, safe, and supportive educational environment.

### **Academic Integrity Policy**

ACS strives to teach each student to be an independent thinker. In order to instill this quality, the school teaches and expects integrity and original thought from each student. In all areas of the school, from the curriculum to artistic endeavors, these values are promoted. Originality of thought is expected in every class, regardless of the medium of expression. Any act that does not embody such qualities violates the school's core values and will not be tolerated.

### **Cheating**

All members of the school community are expected to act with integrity. Cheating is academically dishonest, as well as an ethical offense in violation of the school's core values. Cheating includes, but is not limited to, the following:

- Obtaining quiz or test materials prior to assessment without the teacher's knowledge;
- Inappropriate use of calculators, phones, smart watches, or any other electronic devices;
- Sharing student work that should be individually/independently produced;
- Using unauthorized notes or other study aids during a quiz or exam;
- Substituting another source in place of completing an assignment;
- Discussing information about a quiz or test with students who have not completed the assessment or while completing the assessment;
- Altering an answer on a graded exam or assignment and requesting that it be re-graded;
- Submitting another person's work as the student's own original work.

### **Consequences for Cheating**

The respective Division and teacher will determine the consequences for an incidence of cheating, according to the severity of the offense. Consequences may include a grade reduction on the assignment in question or a grade of zero (0) for the

assignment. Severe or repeat offenses may result in further disciplinary action including and up to expulsion, as determined by the teacher in consultation with the respective Division Head and Head of School.

### ***Plagiarism***

The school feels an obligation to educate the students about plagiarism. This education includes activities designed to teach the students what plagiarism is, as well as its ethical and legal ramifications. While this policy was established for students to follow at school, it is incumbent upon parents to reinforce these ethical principles at home by emphasizing integrity, originality, and independence. It is the responsibility of the student to ask the teacher if they have any questions regarding paraphrasing, quoting, or citing a source.

The school defines *plagiarism* as a failure to give appropriate acknowledgement when repeating another's wording or particularly apt term, paraphrasing another's argument, or presenting another's line of thinking. Plagiarism also includes the representation of borrowed material as the student's own original creation.

### ***Consequences for Plagiarism***

A *minor* offense occurs when a student uses isolated sentences, phrases, and/or paraphrases without proper citation, with the majority of the work being the student's original creation. Minor offenses will be handled at the discretion of the classroom teacher. Depending on the nature of the plagiarism, a student may be given the opportunity to rewrite or redo the assignment for partial credit. The teacher will notify parents of the incident and discuss ways to help prevent plagiarism from occurring in the future.

A *major* offense occurs when a student presents a piece where the ideas, themes, diction, or structure is not their own, and the majority of the work is not the student's original creation. A major offense will result in more serious consequences, including a meeting with parents and Division Head. The student will receive a zero (0) score for the assignment or essay. Severe or repeat offenses may result in further disciplinary action including and up to expulsion, as determined by the teacher in consultation with the respective Division Head and Head of School.

## **IX. DIVERSITY, EQUITY, INCLUSION, AND BELONGING**

### **Community Expectations**

At ACS, we believe that diversity is the foundation for a strong, competent, and compassionate community. Our most recent strategic plan includes clear goals to strengthen our identity as a diverse, inclusive, and multicultural school community. Collectively, we strive to foster an environment where the gifted characteristics of empathy and curiosity lead our mission to honor the dignity and experience of every human being. This starts by facilitating courageous conversations and affirming that mistakes are part of the growth process. Our commitment to a Diversity, Equity, Inclusion, and Belonging (DEIB) informed mission is one that is continuous and constantly evolving.

### **Holidays and Celebrations Calendar 2022-2023**

ACS believes that it is important to acknowledge, honor, and support our community's religious and cultural diversity. The list of holidays below provides the ACS community insight into celebrations that may be honored in ACS community members' homes. Some of the below listed holidays and cultural celebrations may be discussed in class as they provide opportunities for cross-cultural connections and community building.

Our goal is to be culturally responsive to all families. Please let your child's homeroom teacher or advisor know at least two weeks in advance if your family is honoring a special day/holiday and if your student(s) may need homework/classwork accommodations.

NOTE: All Jewish and Islamic holidays begin at sundown on the evening before the first date shown. Additionally, some of these dates are not fixed to a calendar but based on the lunar cycle.

*This list of holidays and celebrations is not exhaustive; it will be updated to reflect survey data collected at the start of the 2022-2023 school year.*

Holiday or Observance	Religion/Belief/Culture	Dates
Eid al-Adha	Islamic	July 9-10, 2022
Muharram (Al Hijrah New Year)	Islamic	July 30, 2022
Janmashtami	Hindu	Aug. 30, 2022
Labor Day		Sept. 5, 2022
Rosh Hashanah (New Year)	Jewish	Sept. 26-27, 2022
Navaratri/Dassehra	Hindu	Sept. 26-Oct. 4, 2022
Yom Kippur (Day of Atonement)	Jewish	Oct. 5, 2022
Mawlid-al-Nabi (birthday of Mohammad)	Islamic	Oct. 8, 2022
Indigenous Peoples' Day		Oct. 10, 2022
Sukkot (Feast of Tabernacles)	Jewish	Oct. 10-16, 2022
Shmini Atzeret	Jewish	Oct. 17, 2022
Simchat Torah	Jewish	Oct. 18, 2022
Diwali	Hindu	Oct. 24-28, 2022
Dia de los Muertos		Nov. 1-2, 2022
Veteran's Day		Nov. 11, 2022
Thanksgiving Day		Nov. 24, 2022
Hanukkah (Chanukah)	Jewish	Dec. 19-26, 2022
Christmas Day	Christian	Dec. 25, 2022
Kwanzaa		Dec. 26-Jan. 1, 2023
New Year's Day		Jan. 1, 2023
Orthodox Christmas	Christian Orthodox	Jan. 7, 2023
Martin Luther King Day		Jan. 16, 2023
Lunar New Year		Jan. 22, 2023
Maha Shivaratri	Hindu	Feb. 18, 2023
President's Day		Feb. 20, 2023



Ash Wednesday	Christian	Feb. 22, 2023
Beginning of Lent	Christian	Feb. 22, 2023
Holi	Hindu	March 7, 2023
Purim	Jewish	March 7, 2023
Beginning of Ramadan	Islamic	March 23, 2023
Ramnavami	Hindu	March 30, 2023
Passover (Pesach)	Jewish	April 6-13, 2023
Good Friday	Christian	April 7, 2023
Easter	Christian	April 9, 2023
Orthodox Good Friday	Christian Orthodox	April 14, 2023
Orthodox Easter	Christian Orthodox	April 16, 2023
Lailat Ul Qadr	Islamic	April 18, 2023
Eid al-Fitr (End of Ramadan)	Islamic	April 22, 2023
Shavuot	Jewish	May 26-27, 2023
Memorial Day		May 29, 2023
Juneteenth		June 19, 2023
Eid al-Adha	Islamic	June 29, 2023
Janmashtami	Hindu	June 29, 2023
Independence Day		July 4, 2023

## X. TECHNOLOGY

### Use of ACS Technology

Students are expected to take proper care of all ACS technology in their possession. ACS technology is defined as any hardware including, but not limited to, computer desktops, workstations, laptops, tablets, calculators, cameras, projectors, displays, video recording devices, scanners, sound/music players, telephones, and software installed on the local machines and network. Students should report any malfunctions to staff of the Technology Department or the supervising teacher immediately and not attempt to move, repair, reconfigure, modify, or attach external devices to the systems themselves. No food or drink is permitted at any computer workstation.

### Smart Technology Policy

Students are not permitted to use cell phones or other connected devices (including smart watches, personal tablets, or any other cell phone or Wi-Fi-connected devices) – other than school-issued technology – from the time they exit their cars at drop-off in the morning until they enter their cars at the end of the day. If students elect to bring such devices to school, they must remain powered off and unused, and in students' lockers the entire day. Students may retrieve their devices at the end of the day (or sooner if they are being picked up early), but they may not use them until they leave campus. Students may not use the devices



between classes, during lunch or recess, or during any clubs, activities, or athletic events.

Students may not have these devices on their person while on campus, even if the device is out of sight. This includes carrying it in a pocket, tablet bag, purse, etc.

Students will have ready access to school telephones should they need to contact a parent or guardian during the school day. We also respectfully request that parents refrain from texting, calling, or emailing students directly during the school day. If there is an important message to be delivered to the student, parents should contact the front desk, and the message will be delivered to the student.

Consequences for violation of the smart technology policy are as follows:

- First offense: The staff or teacher who witnesses the infraction will monitor the student as they return the device to their locker and have a conversation with the student about the school policy.
- Second offense: The staff or teacher who witnesses the infraction will confiscate the device and discuss consequences with the student. The staff member will deliver the device to the Assistant to the Head and contact the student's parents via phone call or email. The device may be retrieved at the end of the day by the student from the Assistant to the Head's office.
- Further offenses: The cell phone will be confiscated immediately by the staff or teacher who witnesses the infraction, and it will be delivered to the Assistant to the Head. Parents will be contacted by either the Head of School or the Division Head regarding its retrieval. Additional consequences may be applied at the discretion of the Division Head or Head of School.

### **General Use and Care of the School Device**

- Students are expected to treat their device with care and respect. Students should not deface the device or its carrying case in any way. This includes, but is not limited to, marking, painting, drawing, or marring any surface of the device and its case. Stickers, glitter, and any other decorative markings are expressly prohibited.
- Students should protect their device from extreme heat or cold. Devices should never be left in a car for an extended period of time, even if the car is locked.
- Devices should be protected from extreme weather, liquids, food, and pets. Students should never eat or drink while using their tablet or use their devices near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging any device into their tablet, such as a power cord, SD card, or flash drive.
- The device should be turned off and placed in its carrying case when coming to or leaving school.
- Devices should not be placed on or under soft items, such as pillows, chairs, sofa cushions, or blankets. This may cause the device to overheat, resulting in damage to the device.

### **Student Expectations and Responsibilities at School**

- Students are responsible for backing up important documents.
- Student file sharing is limited to school-related projects and activities.
- Devices are to be used only in classrooms and other learning areas of the school. While moving from one instructional area to another, and in the car pick-up line, devices should be stored in their carrying cases.
- During assemblies and other times when the devices are not permitted to be in use, the device should be stored in the case.
- At all times, students must have their school-issued devices either in their possession or in their locker.

### **Student/Family Expectations and Responsibilities at Home**

- It is the student's responsibility to fully charge their device at home each night for use every school day.
- When transporting their device to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed.
- All device repairs must be provided by the ACS technology staff. Under no circumstances should students or parents attempt any repairs to the device.

- The school will provide devices to students in Groups Four through Eight for use at school and at home. The device must be returned at the end of the academic year in the same condition that it was when issued to the student, less reasonable wear. This includes the cable, charger, stylus, and carrying case.
- The cost of repairing/replacing the student's device and related components due to damage (beyond that of normal wear) becomes the responsibility of the parent(s). Consequences for misuse of the device will follow guidelines established in Consequences of Inappropriate Use section, see pg. 32).

## **Technology Expectations**

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. School staff have taken precautions to restrict access to inappropriate content; however, on a global network it is impossible to control all content.

### ***Internet***

When using the Internet, the technology user will:

- Demonstrate appropriate digital citizenship.
- Show the same respect and consideration that is expected in all other contexts at ACS.
- Not view, use, or download inappropriate content, including (but not limited to) games, audio, video, or graphic files.
- Respect copyright laws. The Internet should not be used to download or exchange pirated material or files. If the distinction between freeware, shareware, public domain, and copyrighted commercial software or files is unclear, the user should check with the Technology Department.
- Properly credit information obtained online by following appropriate guidelines for citing electronic information.
- Practice cyber safety and not reveal their or another's personal information.

### ***Games***

In general, the use of computers, handhelds, and graphing calculator games is acceptable only under the following conditions:

- The supervising teacher must have express knowledge of and approve all game playing, and
- Game players must respect the academic setting and refrain from noise, sound effects, violent motion, etc., which may disturb others.

Misuse of games on a graphing calculator or any handheld device will result in the user being required to remove the game from the device.

## ***Technology Rules and Responsibilities***

Since technology use at ACS is increasing rapidly, rules concerning proper use require on-going clarification. As rules are updated, technology users will be notified and expected to comply.

Both on and off-campus, ACS technology users will:

- Use their accounts wisely, honestly, and responsibly.
- Not login or use anyone else's account. If someone has left a computer logged on, users are expected to logout.
- Not impersonate or in any other way falsely represent themselves using an account that misrepresents the user.
- Only save data files to appropriate places as designated by the supervising teacher.
- Not use the computer lab or computer workstations without permission or supervision.
- Not use real-time chat online, such as instant messages, email, or any social media platform unless expressly authorized and managed by the supervising teacher or a member of the Technology Department.
- Not intentionally deactivate anti-virus software. No person shall by any willful or deliberate act jeopardize the integrity of the computing equipment, its systems' programs, or any other stored information.
- Not remove or deface any identifying stickers put on their machines by the Technology Department; i.e., American Capital Leasing stickers and student name/machine name stickers.
- Not host any Internet services (including web page hosting, FTP hosting, etc.) on their device.
- Not lend or trade their device to anyone.

- Not make additions, modifications, or deletion of files, except in the student's home folder.
- Not leaving their device on the ground or in hallways where the technology might be damaged.

### ***Consequences for Inappropriate Use***

Failure to respect these privileges and to live up to these responsibilities may result in disciplinary action. When a policy violation occurs, the supervising teacher in concert with the respective Division Head will determine the seriousness of the situation. Serious infractions may result in suspension of technology privileges. ACS technology users will be held liable for repair or replacement costs of ACS technology equipment due to negligence or misuse.

Illegal activity may be prosecuted to the fullest extent of the law and may result in the immediate and permanent loss of privileges or expulsion from ACS.

### ***What to Do When a Problem Arises?***

- Email the Technology Department at [techteam@averycoonley.org](mailto:techteam@averycoonley.org).
- If a loaner device, replacement stylus, or replacement charger is needed, the student will be asked to fill out and sign a loaner checkout form, which is available from the Technology Department.
- Students are responsible for any lost or broken styluses or chargers.

### **Reliability**

ACS makes no warranties of any kind, whether expressed or implied, for the technology service it is providing, nor will ACS be responsible for any damage incurred by technology users. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the ACS network is at the user's own risk. ACS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Security**

Security on any computer system is a high priority, especially when the system serves many users. If the user identifies any security problem on the ACS network, they must immediately notify the supervising teacher or a member of the Technology Department. They must not demonstrate the problem to other users.

### **Information Access and User Privacy**

Users should be aware that the Technology Department and Division Heads can monitor all email and other network transmissions for the purpose of backups, network management, maintenance, security, improper usage, etc.