# Table of Contents

Our Mission .................................................. 2
Our Heritage ............................................... 2
Portrait of a Hilltopper .................................... 2
Senior Summer 2024 Calendar .......................... 3
Elgin Academy Graduation Requirements .......... 4
**Attendance** .................................................. 5
  Importance of Regular Attendance for Senior Summer 2024 ........................................... 5
  Absent or late to school .................................. 5
  Planned Absences ......................................... 5
  Excessive Absences or Tardiness ...................... 5
  Students Reported as Missing ......................... 5
**Important Contacts** ...................................... 6
**Handbook Updates** ....................................... 6
**Emergency School Closing** .......................... 6
**Student Health** .......................................... 7
  Emergency/Illness at School .............................. 7
  Medication .................................................. 7
**Tuition and Fees** .......................................... 9
**Transportation** .......................................... 9
**Policies** ................................................... 10
Computer and Internet Use Policy .................... 10
Grading Scale and Reports .............................. 12
  Valedictorian and Salutatorian ....................... 12
**Student Conduct** ........................................ 13
  Student Expectations / Discipline ..................... 13
  Honesty and Respect .................................... 13
  Academic Honesty ....................................... 14
  Illegal Substances ....................................... 14
  Weapons/Replicas of Weapons ......................... 15
  Harassment and Bullying ............................... 15
  Social Media .............................................. 18
  Off-Campus, Vacation, and Out-of-School Behavior ...................................................... 18
  Respect for Property .................................... 18
  Dress Code ............................................... 19
  Computer, Internet, Cell Phone, and Electronic Devices ................................................. 20
  Leaving Campus and Parking ......................... 21
Our Mission

Inspiring students to become our creative, courageous, and compassionate future.

Our Heritage

Elgin Academy is proud of its heritage as the oldest co-educational, non-sectarian, college preparatory school west of the Allegheny Mountains. Since its founding, it has been an independent school dedicated to excellence through a challenging liberal arts curriculum, character development, and a true spirit of community. The school’s focus on academic achievement is supported by a selective admission process that identifies able students of social, economic, and ethnic diversity who commit to pursuing their learning enthusiastically within and beyond the classroom.

Elgin Academy admits students of any race, religion, gender, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, religion, gender, or national or ethnic origin in the administration of its educational policies, financial aid programs, or athletic and other school-administered programs.

Portrait of a Hilltopper

When students graduate from Elgin Academy, they go forth as productive, conscientious, and mindful young people who continue to hone their understanding of world and self—a lifelong process that stands as the abiding gift of their Elgin Academy education. Whether our students start their Academy journey in Preschool or Upper School or somewhere in between, they are guided to be prepared for what lies ahead.

Hilltoppers are:
- secure in themselves
- disciplined in their thinking
- creative in their collaboration
- compassionate toward others
- dedicated in their efforts
Senior Summer 2024 Calendar

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<thead>
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<th>Monday</th>
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School is in Session  NO SCHOOL

**Important Calendar Dates**
- Monday, June 10 - First Day of Classes; Semester 1 begins
- Wednesday, June 19 - NO SCHOOL, Juneteenth holiday
- Wednesday, July 3 - Semester 1 ends
- Thursday, July 4, and Friday, July 5 - NO SCHOOL, Independence Day holiday
- Monday, July 8 - Semester 2 begins
- Friday, August 2 - Last Day of Classes; Semester 2 ends

**Daily Schedule**
- 8:15 - 11:15 - English
- 11:15 - 11:45 - Lunch
- 11:45 - 2:45 - Statistics

**Important Events**
- Monday, July 29 - Senior Luncheon, Main Event, 12:00 p.m.
- Wednesday, July 31 - Baccalaureate Dinner, Holiday Inn Elgin, 6:00 p.m.
- Friday, August 2 - College Counseling Seminar & Commencement Rehearsal, 9:00 a.m.
- Friday, August 2 - Commencement Ceremony, EA Quad, 7:00 p.m.
Elgin Academy Graduation Requirements

The Academy’s Upper School curriculum has been designed to provide students with the experiences necessary for college and personal development. Ninth- and Tenth-grade students are required to take the equivalent of six courses each semester; eleventh- and twelfth-grade students are strongly encouraged to take six. The Assistant Head of School for Academic Affairs must approve requests for exceptions to these requirements. A 1.0 credit course represents one year of learning. Course requirements for students enrolled in the Senior Summer 2024 Program are as follows:

<table>
<thead>
<tr>
<th>Department</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Mathematics</td>
<td>4.0</td>
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<tr>
<td>Science</td>
<td>2.0</td>
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<tr>
<td>Social Science</td>
<td>3.0</td>
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<tr>
<td>World Languages</td>
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<tr>
<td>Fine Arts</td>
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<tr>
<td>Electives</td>
<td>2.0</td>
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<tr>
<td>Physical Education</td>
<td>1.66</td>
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<tr>
<td>January Term</td>
<td>1.5</td>
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Minimum graduation requirement: 22.16 credits earned
Attendance

Importance of Regular Attendance for Senior Summer 2024

Due to the intensive summer learning experience, **in which each day of class time is equivalent to a week of class time during a typical school year**, consistent attendance is of the utmost importance.

Absent or late to school

Parents must call the Upper School office (847) 695-0301 by 8:15 a.m. if students will be absent or arriving later than 8:15 a.m. Late students must sign in at the Upper School office upon arrival. Habitually late students will be required to develop an improvement plan.

Planned Absences

Regular medical appointments (orthodontist, etc.) should be scheduled outside of the school day. **Taking students out of school for vacations is strongly discouraged.** Vacation days can be excused only if parents discuss them in advance with the Assistant Head of School for Academic Affairs. Teachers are not required to give extensions for work missed due to planned absences (medical, vacation, etc.). The student must request work in advance, but not all work may be provided before the absence. Upon return to school, the student must consult with teachers to receive any further work, submit all work, and take all tests/quizzes missed due to the planned absence. Even when work is made up, students miss valuable class activities with their teachers and peers when taking planned absences.

Excessive Absences or Tardiness

Regular and punctual attendance in all classes and school programs is required of all students, as it is necessary for their continued academic success and growth. Excessive absence (five or more absences during the summer program) from a class for any reason (illness, medical appointments, vacation, etc.) may result in the student failing that class or not receiving credit for the summer program. Consequently, parents should consult with the Assistant Head of School for Academic Affairs if a student is expected to be absent for an extended time for illness or other reasons.

Students Reported as Missing

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

The Academy values its long tradition of parental support. Parent questions, suggestions, and concerns are always welcome. Teachers and administrators may be contacted directly via email or at 847-695-0301. The format for the majority of email addresses is “first initial last name@elginacademy.org,” such as dsept@elginacademy.org for Doug Sept. Particular items can be directed as follows:

**Senior Summer 2024 Program**

**Student absence or tardy:** Anna Przybylski, US Assistant, 847-695-0301 or aprzybylslski@elginacademy.org

**Concerns about a specific course:**
- **English:** Jennifer Sampson, 847-695-0301 or jsampson@elginacademy.org
- **Statistics:** Kyle Spencer, 847-695-0301 or kspencer@elginacademy.org

**Questions about the overall program**
- Doug Sept, Asst. Head of School, 847-695-0301 or dsept@elginacademy.org

**Concerns about your student**
- Extended absence
- College Counseling

**Handbook Updates**

This Handbook is subject to change during the summer. If a modification is made, an email will be sent to all constituents.

**Emergency School Closing**

If school is canceled due to an emergency, families will be notified via email, text, and phone (automated voice message). A popup message will also be posted on the EA website ([www.elginacademy.org](http://www.elginacademy.org)). Parents should ensure their contact information is correct in their profile by logging into the EA Community portal. ([www.elginacademy.org/ea-community/welcome](http://www.elginacademy.org/ea-community/welcome))
Student Health

Emergency/Illness at School

Elgin Academy does not provide the services of a registered nurse on campus. Parents of students who become ill will be contacted. Parents are expected to arrange transportation home if a student cannot attend classes. In an emergency, students will be referred to the appropriate medical facility. The Academy offers no group insurance plan to cover student accidents or injuries. Parents are strongly urged to secure health and accident insurance covering their student in the event of illness, accident, or other emergency, as the Academy will not be financially responsible for expenses resulting from such occurrences.

If an emergency occurs at school, we will first call parents. If they cannot be reached, we will then call the emergency contact person. If the school cannot contact any of the above, we will arrange to transport the child to the nearest emergency room. Meanwhile, the school will continue its attempt to reach the parents. The one notable exception to this will be in the case of a severe/life-threatening injury; the school will immediately call 911 for assistance and then try to contact the parents.

Medication

The school must supervise the dispensing of all medicines. Therefore:

1. Student medication will be stored in the Upper School office or other school locations as appropriate.
2. If a student requires medication, prescribed or over-the-counter, to be administered during the school day, the Academy must have on file written authorization from the prescribing physician and the parent or guardian. Please update this if the need arises throughout the summer program. It can be potentially dangerous in an emergency if we are not aware of the medications your child is taking.
3. All medications must be accompanied by documentation listing the name of the medication, the dosage and time to be given, and the doctor’s name.

Please read the following two pages for a more in-depth discussion of our medication policies and procedures, including a description of the Elgin Academy Medication Dispensing Authorization Form available on the EA website parent portal that must be submitted to your child's Divisional Office with medications.
Procedures and Guidelines Governing the Administration of Medications

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

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

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

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

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

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

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

6. **Storage and Record Keeping** - Medications, including those requiring refrigeration, will be stored in a secure area. Each dose will be recorded in the divisional office. The parent may be notified if indicated. To assist in the safe monitoring of side effects and/or intended effects of treatment with medication, faculty and staff may be informed regarding the medication plan. Any supply of opioid antagonists or epinephrine auto-injectors shall be maintained in accordance with the manufacturer's instructions.

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

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**Tuition and Fees**

The Senior Summer 2024 program is offered tuition-free, but students are expected to acquire their own classroom resources, including textbooks and school supplies.

**Transportation**

Academy buses may be used to transport students to field trip destinations. School rules apply to student van/bus conduct. Failure to follow the driver’s instructions or disrespect the driver or fellow passengers violates school rules.
Policies

The trustees of the Academy govern the school, and in doing so, they act in accordance with their by-laws, which are reviewed regularly and amended when appropriate. When the board deems a policy necessary to further the school's mission, it may pass that policy and put it in this handbook. As noted in other places, if the handbook is amended during the summer, we will notify the community via email. Any community member can see the board's by-laws by contacting the Administrative Assistant to the Head of School.

Computer and Internet Use Policy

The Elgin Academy network has numerous registered users—faculty, staff, and students—and all share the same resources: hardware, software, and bandwidth. None of these resources is infinite, of course, but as long as each user is considerate of all the others, the system will work smoothly and efficiently for everyone. If some users do not respect the rights of others, however, the performance and reliability of the entire system can be affected. Users' rights include the expectation that the system will allow them to create, save, and print documents, access the Internet, etc.; that their files will remain private; and that they will not be the target of abuse or inconsiderate actions by other users. All users should know that the Academy has the right to monitor and manage network traffic and to open and examine documents stored on Academy-owned equipment. However, these rights will not be exercised by Academy personnel without cause.

Some actions, such as damaging EA hardware, adversely affect other users. Others have less apparent, but no less profound, effects. For example, if you think of our network as the streets in a town and our connection to the Internet as the on-ramp to a highway, then every message sent by every user is like a car. The more cars there are, the slower traffic moves. Furthermore, because of how networks operate, what seems to a user to be a single message—a request for a web page, for instance—actually translates into many cars, not just one.

The Elgin Academy network exists to support the Academy's educational program. Students and faculty are expected to refrain from activities unrelated to that program and to report problems or violations of the guidelines as soon as possible so that appropriate action may be taken. Such activities (even if not objectionable per se) use bandwidth, can introduce malware into the system, and are often distracting to others.

Elgin Academy Upper School students receive a school email account through Google Apps for Education. Students should use these email accounts to communicate with teachers and peers about schoolwork information. Students are encouraged to keep separate personal accounts for non-school-related communication. Student email accounts are subject to the same guidelines as other school technology use.
Specific Guidelines

- Do not use another person’s password, account, or files without permission.
- Do not try to guess or determine another person’s password.
- Do not waste system resources (e.g., printing unnecessarily, downloading large files, etc.).
- Do not intentionally damage EA-owned hardware or software.
- Do not deliberately alter, damage, or delete material that belongs to someone else.
- Do not install, alter, or delete software without permission from the computer staff.
- Do not send or post anonymous, obscene, threatening, abusive, deliberately inaccurate, or hurtful e-mails or messages.
- Do not break any local, state, or federal law.
- Do not download or duplicate copyrighted material without permission.
- Do not represent another person’s words, pictures, or ideas as your own.
- Do not create or distribute computer viruses or other malicious programs.
- Do not illegally copy software.
- Do not look for, display, distribute, or save obscene, defamatory, violent, racially offensive, or otherwise objectionable material. If you have any doubts about whether the material is objectionable, ask a teacher.
- Do not frequent social networking websites.
- Do not gamble online or use the network for commercial purposes.
- Do not participate in chain letters.
- Do not open email attachments without permission, except those attached to emails sent to you by yourself, your classmates, or faculty members.

Failure by any member of the Academy community to live up to the guidelines listed above will result in disciplinary action. Violations will be handled as described in the Handbook.
Grading Scale and Reports

The Academy issues course grades on the following scale. Grades below “C-” are not considered college recommending. An “F” grade receives no credit. For Senior Summer 2024, the semester letter grades calculated on July 3 (Semester 1) and August 2 (Semester 2) will be recorded on the student’s transcript. An “F” for the second semester means the student fails the course for the summer and receives no credit. The “F” grade remains on the transcript and GPA calculation. EA will offer no opportunity for credit recovery for failed Senior Summer 2024 courses.

Grades For Credit
97-100: A+  87-89: B+  77-79: C+  67-69: D+
90-92: A-  80-82: B-  70-72: C-  60-62: D-
               P = Pass

Grades for No Credit
59-0 F
I = Incomplete
W = Withdrawn

Teachers may not give “Incomplete” grades without the approval of the Assistant Head of School for Academic Affairs. If a student has valid (e.g., medical) reasons for not completing course requirements on schedule, they must confer with the teacher and/or Assistant Head of School for Academic Affairs in advance to request a new deadline for completion.

Grade Point Average: A student’s grade-point average (GPA) is calculated using only classes (except physical education, athletics, and January Term) from grades 9-12 at Elgin Academy. Grade points are assigned as follows:

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 = 0.0

The Elgin Academy student transcript lists a student’s cumulative GPA at the end of each semester, including during the Senior Summer 2024 program. Elgin Academy does not rank students by GPA.

Valedictorian and Salutatorian

At the end of the Senior Summer 2024 Program, the student with the highest GPA will be named the Valedictorian, and the student with the second-highest GPA will be named the Salutatorian. To qualify for either of these honors, a student must have attended Elgin Academy for at least two consecutive years (10th and 11th grade, plus Senior Summer 2024).
Student Conduct

Student Expectations / Discipline

No set of rules can anticipate every possible situation that might occur. The Academy thus relies on three guiding principles in considering students' behavior: Integrity, Respect, and Trust.

- **Integrity:** Students are expected to act honestly, do their best in all activities, strive to grow academically and personally, and live by the letter and spirit of school rules.

- **Respect:** Students are expected to respect adults and their fellow students, respect school property and the property of others, respect themselves, and behave civilly.

- **Trust:** Faculty and Administrators must be able to trust students to act respectfully and with integrity.

Disciplinary consequences will vary depending on the student's disciplinary record and the nature and severity of the infraction. Consequences include but are not limited to restriction of certain privileges, loss of academic credit, detention, in-school suspension, out-of-school suspension, or immediate dismissal from the Senior Summer 2024 program. Note that work missed due to suspension or being sent home for a rules violation may receive no credit at the discretion of the Assistant Head of School for Academic Affairs. All rules in this handbook apply to all school-related activities.

**Honesty and Respect**

Dishonest or disrespectful behaviors are prohibited. These include but are not limited to lying, stealing, verbal or physical disrespect, deceitful behavior, vandalism of school property or another individual's property, and cutting class, sports, or other required meetings. Depending on the severity of the incident and the student's disciplinary record, consequences can range from detentions to suspension to expulsion.

Regarding public displays of affection, the school recognizes that personal relationships are an aspect of the maturation process for adolescents. However, given the importance of students behaving respectfully, we strongly discourage excessive public displays of affection. Students are expected to conduct themselves maturely and courteously.
**Academic Honesty**

One of the most rewarding aspects of an Elgin Academy education is the trust that can develop between students and faculty. Trust is based on honesty and openness; in academics, all work presented must be one’s own. Information taken in part or whole from another source is plagiarism unless it is documented as required by the teacher. Plagiarism includes improper use of another student's homework or in-class work, a teacher’s materials without permission, or published information in print or on the Internet. Using artificial intelligence tools like ChatGPT without teacher permission also qualifies as plagiarism. Having unauthorized notes or other aids in a testing situation or copying from or being influenced by another student’s work during a test is a breach of trust. Allowing another student to copy or use one's test, paper, or homework is an offense equal to receiving such aid. The teacher will discuss the incident with the Assistant Head of School for Academic Affairs in case of suspected cheating or plagiarism. Consequences may vary with the severity of the incident and the student’s disciplinary record. The following disciplinary steps may be applied individually or in combination:

- The student receives a zero on the assignment or may be required to re-do the work for zero or reduced credit at the teacher’s discretion.

- The student is placed on Disciplinary Warning, and a letter to this effect is placed in their file. They may also be assigned a detention or suspension.

- Any additional incident of academic dishonesty in the same course or another course may result in the student automatically failing the course in which the subsequent incident occurs.

- The student will be dismissed from the Senior Summer 2024 program.

**Illegal Substances**

The possession or use of cigarettes, cigars, tobacco, vaping, alcohol, or any other illegal or unauthorized drug or related paraphernalia during the school day or at school-related functions on or off campus is strictly forbidden. This prohibition includes the transfer of any illegal drug to another person or being under the influence of an illegal drug while at school or any school-related activity.

In compliance with Illinois State law, the chief administrator of the school or their designee reports instances of verified incidents involving drugs to local law enforcement officials as required by the School Reporting of Drug Violations Act. The administrator also notifies the Illinois State Police of such incidents through the School Incident Reporting System.
Selling drugs or alcohol will result in immediate expulsion. The potential disciplinary consequences for other illegal substance offenses include a suspension or expulsion. The school also reserves the right to initiate legal prosecution.

Substance abuse is frequently indicative of an individual’s struggles with self-confidence. We aim to assist students in their maturation process and support them in their personal choices. Educationally, we strive to work with parents and students in this area. Administrators will communicate concerns about students’ possible involvement in substance abuse to the student's parents. Such communication, however, does not preclude applicable disciplinary action from being taken if the school deems it appropriate.

**Weapons/Replicas of Weapons**

Possessing any weapon on campus or at any school-related event is strictly prohibited and may result in immediate suspension. Any student who seeks to use a weapon replica in a school presentation must receive permission from the Assistant Head of School for Academic Affairs, who will outline the process for this procedure. Any replica on campus without permission will be responded to as a genuine weapon. In compliance with Illinois State law, the chief administrator or their designee notifies local law enforcement officials of verified incidents involving firearms at the school. The administrator also notifies the Illinois State Police of such incidents through the School Incident Reporting System.

**Harassment and Bullying**

Harassment

Elgin Academy will not tolerate verbal or physical conduct by any community member—student or employee—that harasses or interferes with another’s performance or creates an offensive or hostile environment. This policy includes harassment of any kind, particularly harassment forbidden by law and based on race, religion, gender, age, national origin, color, physical size, marital status, or disability. Disciplinary steps up to and including suspension or expulsion will be taken against any student who engages in any type of harassment.

Harassment is contrary to state law and the fundamental tenets of Elgin Academy. It will not be tolerated. In compliance with Illinois State law, the chief administrator or their designee will immediately notify local law enforcement officials of complaints from school personnel concerning instances of battery committed against school personnel at the school. The administrator shall also notify the Illinois State Police within three days of each incident through the School Incident Reporting System.

Disciplinary steps up to and including discharge will be taken against any employee who engages in any type of harassment. In the case of inappropriate behavior by a teacher, coach, or
staff member, parents and students should contact the appropriate Assistant Head of School for Academic Affairs. Contact information is available in this handbook.

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated over time. Bullying is contrary to state law and the policy of Elgin Academy. It will not be tolerated. According to the applicable state statutes, “It encompasses any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing the student or students in reasonable fear of harm to the student’s or students’ person or property; (2) causing a substantially detrimental effect on the student’s or students’ physical or mental health; (3) substantially interfering with the student’s or students’ academic performance; or (4) substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.”

Bullying may take many forms and can occur in person or through the use of technology (cyberbullying). It could include harassment, threats, intimidation, creating a webpage, and sharing derogatory material via social media or electronic means. This list is meant as an illustration and is not intended to be exhaustive.

To be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even involving the same people.
- **Repetition:** Bullying behaviors happen repeatedly.

What bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- arguments, disagreements, or fights in which both parties participate equally

While the definition of bullying is broad and can occur in a variety of environments, it is usually a relationship problem that requires relationship-based solutions. These are best solved in the social environment in which they occur: in a child or young person's life, this is most often the school. As always, we will seek to remediate and educate.

These actions can cause significant distress and will be handled appropriately within the school's disciplinary procedures. Disciplinary steps up to and including suspension or expulsion will be taken against any student who engages in any type of bullying. In addition, EA will employ ongoing age-appropriate educational mechanisms to help students understand the
damage bullying and other forms of harassing behavior can do. However, they do not fit the definition of bullying and are not examples of bullying unless someone is deliberately and repeatedly doing them.

Bullying is a serious accusation. When a student believes they are being bullied, they should report this immediately to an adult who will inform the Assistant Head of School for Academic Affairs. Students or families wishing to report bullying can also contact the Assistant Head at dsept@elginacademy.org or 847.695.0301. Anonymous reports can be made using that same phone number.

The Assistant Head will then ensure the charge is investigated thoroughly and expeditiously by himself or his designee(s). All parents and guardians of all students involved in the alleged bullying incident will be informed promptly. As appropriate, the discussions will include planned interventions and restorative measures. These conversations will be consistent with federal and state laws and rules governing student privacy rights.

During the investigation, it will be determined whether a reported act of bullying is within the permissible scope of the school’s jurisdiction. The school will provide the victim with information regarding services available within the school and the community, such as counseling, support services, and other programs.

Every attempt will be made to ensure this investigation occurs within ten days. Since these situations are often complicated, a thorough and effective investigation may include conversations with the accuser and accused and various observations and conversations that would take time due to the repeated nature of bullying. The Assistant Head of School or his designee(s) will employ any other method they decide would help them ascertain whether bullying is present. If it is determined that bullying is present, appropriate remedies will be determined by the school. Parents and guardians of the students who are parties to the investigation will be provided information about the investigation and an opportunity to meet with the Assistant Head of School and/or his designee(s) to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

Interventions that can address bullying include, but are not limited to, working with the Assistant Head of School, facilitating restorative measures, implementing punitive measures, engaging in social-emotional skill building, and engaging with community-based counseling services.

Retaliation against anyone who reports bullying will not be tolerated, and the school will determine appropriate consequences for anyone found to have engaged in retaliation.

If a person is found to have falsely accused another of bullying as a means of retaliation or bullying, the school will determine the appropriate consequences and remedial action. These actions include but are not limited to working with the Assistant Head of School, facilitating
restorative measures, implementing punitive measures, engaging in social-emotional skill building, and engaging with community-based counseling services.

This policy is based on engagement with a range of school stakeholders. It is posted in the Elgin Academy Parent-Student Handbook, available on the school website, and distributed annually to parents, guardians, students, and school personnel, including new faculty and staff.

**Social Media**

We encourage all students and families to consider their social media presence. In rare instances when their posts hinder other students’ learning or comfort at school, making it impossible for them to participate in our program entirely, the school may need to become involved to ensure that the environment is safe for all students. The school may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy, and the school may require the student to share content during such an investigation.

**Off-Campus, Vacation, and Out-of-School Behavior**

Students' behavior during out-of-school hours is the responsibility of parents, and Elgin Academy will generally not involve itself in such a matter. Nevertheless, if a student engages in criminal misconduct away from school which involves 1) the possession, use, or sale of drugs or alcohol or 2) conduct that endangers or abuses the safety or well-being of the student, other people, or their property, the school may impose such discipline as it considers appropriate. The range of disciplinary responses available to Elgin Academy includes but is not limited to, suspension and expulsion. The Academy may impose similar discipline if the student's out-of-school behavior defames the name or character of the school.

**Respect for Property**

Students are to respect the school's and individuals' private property. Defacement, destruction, and stealing are all offenses that subject students to disciplinary action. The Academy cannot be responsible for lost or stolen property. Students are advised to use good judgment by not leaving personal items unattended in Academy buildings, buses, or on the campus.
Dress Code

Like most social institutions, the Academy expects everyone – students and adults – to maintain dress standards to meet the school community's expectations. Rules for dress, like rules for conduct, assist in the overall development of students. The dress code exists to

- Foster an atmosphere of seriousness and professionalism among students,
- Maintain an environment consistent with the traditions of the Academy,
- Instill the habit of dressing appropriately, as daily preparation is a crucial responsibility. Dressing appropriately shows respect for the school environment, peers, and, most importantly, oneself.

Students must maintain appropriate dress per the specified guidelines. Students must dress neatly and appropriately and maintain a professional appearance throughout the school day, as defined below. Students must also follow the dress code for field trips unless noted otherwise by the supervising teacher.

These are the Upper School Dress Code Guidelines:

**For all students:**

- All clothing should be in good repair and appropriately sized for the student.
- Any graphics or logos must be school-appropriate.
- Footwear should be appropriate for the weather and for safely navigating campus.

The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Students may be removed from class or sent home to change, with no credit for missed work for dress code offenses. Multiple dress code infractions may result in additional disciplinary consequences.
Computer, Internet, Cell Phone, and Electronic Devices

Students must adhere to the Academy's Computer and Internet Use Policy (see earlier in this Handbook). All Upper School students have student portal access to the EA website and an Elgin Academy Google account (email, Google Drive, etc.). Instant messaging, personal emails, computer games, or personal Internet surfing during the school day without teacher permission may result in suspension of computer privileges. More serious offenses, such as damaging computer hardware or software or, using computers to harass others or commit illegal acts, may result in suspension or expulsion from school.

The Upper School does not have a division-wide cell phone policy. Teachers are allowed to have students use this technology should they feel there is a benefit to student learning in their class. Therefore, each teacher will denote in their syllabus and class discussions about their individual classroom cell phone policies. Some teachers may allow student use at the teacher's discretion, while others may have a policy requiring students to turn their phones in for the period or keep them off and out of sight. Should a teacher allow students to use a cell phone for educational purposes, alternate forms of technology will be available for those who do not have a cell phone. Therefore, students who do not bring cell phones to school will not be disadvantaged.

During non-class times, students can access their cell phones as appropriate. However, students are encouraged to engage personally with their peers around them during the school day.

Teachers and the Assistant Head of School for Academic Affairs may confiscate computers, cell phones, or music players for unauthorized use. A confiscated device may be returned to the student at the end of the school day, or a parent might be required to retrieve it. Refusing to give personal electronics to an adult as instructed will result in disciplinary action for disrespect.

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

All Senior Summer 2024 students must remain on campus from 8:15 - 2:45.

To minimize traffic to campus and in the office, students must get permission from the Assistant Head of School for Academic Affairs to acquire food using delivery services at any point while they are on campus.

All drivers must exercise great care when driving on and near campus. Students may park in designated student lots, not areas designated for Elgin Historical Society Museum visitors. Students may park on College St. or Park St. within city regulations (side-of-street, snow/leaf removal). All parking areas are off-limits during the school day; students may not loiter in or near these areas. At their discretion, individual teachers or the Assistant Head of School for Academic Affairs may allow a student to go to that student’s car to retrieve books, technology, or other needed materials. The approved student should sign out and return to the Edwards Hall Upper School office, noting which adult permitted them to go to the parking lot. Students should retrieve whatever they need and return to class immediately. Students who have signed out with permission must leave promptly in their cars and return promptly to classroom buildings upon return.