



Elite Scholars STEAM Academy

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www.ess.academy

Handbook

Please print copy of handbook from our web site at www.ess.academy

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Welcome

Welcome to Elite Scholars STEAM Academy. This handbook contains information regarding the preschool/child care program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you may have about our program.

Mission

The mission of Elite Scholars STEAM Academy is to provide a school community of inquiry that supports academic excellence through innovative, hands on experience that fosters critical thinking skills to all students of the 21st century.

Educational Philosophy

Elite Scholars STEAM Academy's educational philosophy is based on the Chinese proverb: **I hear and I forget. I see and I remember. I do and I understand.** We believe in a curriculum enriched classroom environment that reflects children's special abilities and interests by giving children the tools to construct their own knowledge and foster their natural curiosity to learn and excel.

Hours and Days of Operation

Elite Scholars STEAM Academy is open year-round, five days per week from 6:00 a.m. until 5:30 p.m., *with the exception of some holidays, teacher's institutes, and occasional snow days.*

Class	AM Half Day Hours	Full Day Hours	Extended Day Hours
Pre-Kindergarten	8:30-11:30	8:30-3:20	7:00-8:30 am and 3:21-5:30 pm
Jr. Kindergarten	8:30-11:30	8:30-3:20	7:00-8:30 am and 3:21-5:30 pm
Sr. Kindergarten-8 th Grade		8:30-3:20	7:00-8:30 am and 3:21-5:30 pm

Holiday Closures

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Snow Days

We may not always follow the public schools' snow day schedule or closures. Even if the public schools are closed, we may decide to remain open if we do not feel that the weather poses a significant threat to the staff or our ESSA families. We will notify KSDK Channel 5 and KMOV Channel 4 if we are closed. Please check their website or watch for the school closings list on television. We will also post the information on our Facebook page.

Daily Schedules

The following is a sample of our daily schedules. The daily schedules may vary slightly between classrooms to accommodate special circumstances such as: field trips, class parties, inclement weather, etc.

SAMPLE DAY SCHEDULE:

Pre-Kindergarten and Junior Kindergarten Half Day Schedule:

- 8:15-8:30 Arrival
- 8:30-9:10 Circle Time (includes morning announcements, calendar math, and morning message)
- 9:10-10:00 Reading Workshop (includes read aloud, mini-lesson, independent reading, share, ABC/Word Work, and guided reading)
- 10:00-10:30 Writing Workshop (includes read aloud, mini-lesson, independent writing, and share)
- 10:30-11:20 Math Workshop (includes read aloud, mini-lesson, and independent practice/small groups)
- 11:20-11:50 P.E.
- 11:50-11:55 Bathroom Break/Prepare for Lunch
- 11:55-12:25 Lunch
- 12:25-12:30 Dismissal

Pre-Kindergarten and Junior Kindergarten Full Day Schedule:

- 8:15-8:30 Arrival
- 8:30-9:10 Circle Time (includes morning announcements, calendar math, and morning message)
- 9:10-10:00 Reading Workshop (includes read aloud, mini-lesson, independent reading, share, ABC/Word Work, and guided reading)
- 10:00-10:30 Writing Workshop (includes read aloud, mini-lesson, independent writing, and share)
- 10:30-11:20 Math Workshop (includes read aloud, mini-lesson, and independent practice/small groups)
- 11:20-11:50 P.E.
- 11:50-11:55 Bathroom Break/Prepare for Lunch
- 11:55-12:25 Lunch
- 12:25-12:55 Recess
- 12:55-1:55 Learning Centers (includes reading, writing, and math)
- 1:55-2:05 Snack
- 2:05-2:45 Foreign Language
- 2:45-2:55 Clean up and prepare for dismissal
- 2:55-3:00 Dismissal

Fees

A. Rates:

The following tuition structure will be in place for this school year. Please be aware that payment of tuition is absolutely necessary in order for the child to remain as an actively enrolled student at Elite Scholars STEAM Academy.

For first time students, applications are available in the office and must be filled out completely. The application and enrollment fees must accompany the returned application. The following items are

required with the completed application: immunization record, copy of state issued birth certificate, social security card, photo, and previous school’s grades and standardized test results.

Application Fee	\$75.00	For first time students only
Enrollment Fee and Re-Enrollment	\$500.00/\$350.....	For full-day Pre-Kindergarten through 8 th Grade
	\$250.00	For half-day Pre-K-Kindergarten

THE APPLICATION AND ENROLLMENT FEES ARE NOT REFUNDABLE. Payment of these fees will guarantee that we will hold a slot for your child at Elite Scholars STEAM Academy. [Only if the class fills or if the student is not accepted after the interview is the enrollment fee returned to the parent. The application fee (\$75.00) will not be refunded for any reason.] Please read the **Financial Commitment Statement carefully.**

1. February and March: Priority is given to currently enrolled students.
New applicants may submit application forms, which will be coded with date of application; these are held until March 1st when the interview process for new parents begins. Preference for interviews will be given to those families who submit application forms with earliest date.
2. March 15: Enrollment opens to all. Newly approved applicants will be placed in classes where there is space per the date order in which the application was received.

TUITION PAYMENT SCHEDULE:

Parents have four options to pay for their child's education while attending ESSA. Parents, you may choose either of the payment choices that best meet your family’s needs.

Note: Monthly tuition is based on a 10-month period with the first payment of tuition due on the first of each month beginning August 1st and ending on May 1st.

Tuition

Tuition Per Class Type	School Year
Half day Pre-kindergarten (must be potty trained)	\$4,200
Full-day Pre-kindergarten (must be potty trained)	\$7,000
Full-day: Junior Kindergarten	\$6,850
Full-day: Kindergarten through 8 th Grade	\$6,500

EXTENDED DAY- BEFORE AND AFTER CARE: Please read this disclaimer thoroughly:

EXTENDED CARE FOR ESSA FAMILIES IS ONLY COMPLIMENTARY TO FAMILIES THAT CAN PROVE A NEED OF SERVICES. (EXAMPLE OF PROOF: WORK SCHEDULE, SCHOOL SCHEDULE, ETC.) IF PROOF HAS NOT BEEN ESTABLISHED BY THE FAMILY YOUR CHILD IS EXPECTED TO BE PICKED UP AND OPPEDED OFF AT THE APPROPRIATE SCHOOL START AND DISMI

Extended Day Fees – Enrolled Families included in cost.	Time
Non-Enrolled Families must apply through Beyond the Bell Program	

For Pre-Kindergarten through 8 th Grade arriving from:	6:00 a.m. – 8:30 a.m.
For Pre-Kindergarten through 8 th Grade staying from:	3:20 p.m. – 5:30 p.m.
<u>Before and After Care</u> (Please note changes: Effective August 2016)	Both times

If ESSA students are picked up after 3:20 p.m. and proof of service has not been verified, you will be charged a minute rate of \$1.00 per minute, after 30 minutes the charge increases to \$2.00 per minute. (3:21 pm – 4:21 pm, etc.)

The same rule applies for before care. There is no coverage before 8:20 a.m. and if care is needed before 8:20 a.m. and proof of service is not proven. The same fee schedule for after care applies fee to families that bring their children before the time allotted.

We understand that emergencies may occur and that work schedules may change. It is your responsibility to come in personally and speak ESSA'S Staff.

Elite Scholars STEAM Academy Camps Daily Rate

Winter Break Camp	\$41 (before and after care included)
Spring Break Camp	\$41 (before and after care included)
Summer Camp	\$140 per week

Summer Camp Extra Fees Below

Activities & Materials Fees

Pre-Kindergarten and Junior Kindergarten	\$100
Senior Kindergarten through 6 th Grade	\$100

Multi-child Family Discount

First additional enrollment after the oldest child (Second Child):10%
If enrolling more than two children, see the Head of School for Discount.

Note: The discount above does not apply to the enrollment/re-enrollment fee. Families receiving scholarship grants do not qualify for any additional assistance.

Military Discount

Military families are offered a 10% discount.

Only one discount can be redeemed.

Tuition Assistance

Tuition assistance is available on an as needed basis. Applications are processed by the School and Student Services for Financial Aid, an offering of the National Association of Independent Schools, which provides an objective; third-party financial aid needs assessment. Information and applications may be obtained from Elite Scholars STEAM Academy or online at sss.nais.org/parents. All award decisions are made in strictest confidence by the Tuition Assistance Committee. Elite Scholars STEAM Academy welcomes tuition assistance applications. Enrollment Contracts and deposits must be returned before awards are made.

Invest in Kids Act (Scholarship)

All Illinois families are entitled to apply for a scholarship that will provide school of choice. Low to middle class families can apply for scholarships that will be awarded in the amount of 100%, 75%, or 50% in order to pay your child/ren tuition and fees. You can visit www.empowerillinois.org and complete an application and review resources to see if your family will qualify. Please apply as soon as possible. The scholarships are only available as long as the Department of Revenue has funds to award.

Textbooks

Parents of students in grades PK-8 will receive textbook and workbook ordering information upon enrollment.

Important Reminder: Per the Application Form: Upon submission of re-enrollment paperwork, you are committed to the semester's tuition whether your child actually attends ESSA or not. (See the Statement of Financial Commitment)

B. Payment Options:

Four plans are available for payment of tuition:

- Option I - Single payment of full year's tuition
- Option II - Tuition divided into two payments
- Option III - Ten monthly payments
 - A \$50 one-time service charge applies to monthly payments, unless a family has been awarded a partial financial aid grant.
- Option IV - Four quarterly payments

Payment Policy

All payments must be made using the following schedule:

- Single Payment – Due upon registration
- Two Payments – First payment due upon registration
Second payment due January 1st
- Ten Monthly Payments – Due on the 1st of each month (beginning July 1st and ending on April 1st)
- Four Quarterly Payments – First payment due upon registration
Second payment due October 1st
Third payment due January 1st
Final payment due April 1st

***Note:* Monthly tuition payments not made on the due date will incur a \$50 late fee. After ten (10) days of non-payment a \$5.00 fee will be added to each day starting on the 11th day.**

STATEMENT OF FINANCIAL COMMITMENT

1. **Enrollment Fee:** As a parent or legal guardian, I understand that the \$500 enrollment fee (\$250 for Half-Day Pre-Kindergarten) is given as a consideration that my child has a slot at Elite Scholars STEAM Academy for the school year 2016-2017. I understand that this fee will not be refunded under any circumstances if my child is accepted as a student by the Head of School and the President of the School Board. Only if my child is not accepted will the \$500 (\$250 for Half-Day Pre-Kindergarten) be refunded. The \$75 application fee is not refundable under any circumstances.

2. Tuition Payments:

- o **Fall payments:** June, July, August, September, & October
- o **Spring payments:** November, December, January, February, March, & April
 - 1) *Each semester, payments are due on the first day of each month.*
 - 2) *If all tuition is not paid, no student will be allowed to attend class after the last day of calendar month.*

3. **Fall Semester Withdrawals:** I understand that if I choose to withdraw my child(ren) from ESSA after signing this enrollment form and being accepted for the next school year, then I am responsible for paying the full semester tuition. The school has agreed to hold the slot for the child; if the child does not attend, then the tuition must be paid because the school has possibly turned away other students who would have been eligible for the slot. This policy is in effect regardless of whether there is a waiting list for the class.

Note: Consideration will be given for families with extenuating circumstances.

4. **Spring Semester Withdrawals:** All requests for withdrawal for the spring semester must be made at least by November. Any withdrawals made after November monthly or yearly tuition has been paid will result in withdrawal charges of a semester's tuition payment. Tuition payments for the second semester begin November 1; second semester payments are due on this date.

I understand that if I should seek to withdraw my child(ren) without clearing my financial indebtedness, the following has occurred:

- 1) I have violated the contract I signed;
- 2) I have forfeited the right to ask ESSA to transfer my child's records to another school until I have cleared my debt;
- 3) I have subjected myself to the legally-binding arbitration process as prescribed in the "conciliation clause," which is included in this enrollment packet.

***Note: Parents, you are charged for all hours of care that you reserve, even if you do not use them. Parents, you are paying for the "slot" that is being held for your child.**

C. Camps

Winter Break Camp \$ 41 per day (before and after care included)
Spring Break Camp \$ 41 per day (before and after care included)
Summer Camp \$140 per week

Activities and Material Fees

Pre-Kindergarten and Junior Kindergarten	\$100
Senior Kindergarten through 6 th Grade	\$100

D. Tuition Assistance

Tuition assistance is available on a need basis. Applications are processed by the School and Student Services for Financial Aid, and offering of the National Association of Independent Schools, which provides an objective; third-party financial aid needs assessment. Information and applications may be

obtained from Elite Scholars STEAM Academy or online at sss.nais.org/parents. All award decisions are made in strictest confidence by the Tuition Assistance Committee. Elite Scholars STEAM Academy welcomes tuition assistance applications. Enrollment Contracts and deposits must be returned before awards are made.

Conciliation Clause

Conciliation is a dispute resolution process that involves building a positive relationship between the parties of dispute. After exhausting all possible attempts by Elite Scholars STEAM Academy to collect debts owed by parents, the conciliation method will be employed as opposed to mediation during the arbitration process. A “conciliator” will be used, which is an impartial person that assists the parties by driving their negotiations and directing them towards a satisfactory agreement. This process seeks to identify a right that has been violated and searches to find the optimal solution.

Conciliation tries to individualize the optimal solution and direct parties towards a satisfactory common agreement. Although this sounds strikingly similar to mediation, there are important differences between the two methods of dispute resolution. In conciliation, the conciliator plays a relatively direct role in the actual resolution of a dispute and even advises the parties on certain solutions by making proposals for settlement. In conciliation, the neutral is usually seen as an authority figure who is responsible for the figuring out the best solution for the parties. The conciliator, not the parties, often develops and proposes the terms of settlement. The parties come to the conciliator seeking guidance and the parties make decisions about proposals made by conciliators. In this regard, the role of a conciliator is distinct from the role of a mediator. The mediator at all times maintains his or her neutrality and impartiality. A mediator does not focus only on traditional notions of fault and a mediator does not assume sole responsibility for generating solutions. Instead, a mediator works together with the parties as a partner to assist them in finding the best solution to further their interests. A mediator’s priority is to facilitate the parties’ own discussion and representation of their own interests and guide them to their own suitable solution- a good common solution that is fair, durable, and workable. The parties play an active role in mediation, identifying interests, suggesting possible solutions, and making decisions concerning proposals made by other parties. The parties come to mediator seeking help in finding their own best solution.

Also, the role of the attorneys (if available) is to offer advice and guidance to clients about proposals made by conciliators. Conciliation seeks to maintain an existing business relationship and to rekindle a lost balance of power between two parties. In conciliation, the conciliator may not follow a structured process, instead of administering the conciliation process as a traditional negotiation, which may take different forms depending on the case.

Conciliation is used almost preventively, as soon as a dispute or misunderstanding surfaces: ESSA will reserve the right to contact a conciliator pushes to stop a substantial conflict from developing.

Eligibility

Elite Scholars STEAM Academy admits students of any race, color, sex, religion, national and ethnic origin to all the rights, privileges and activities that are made available to students at the school. ESSA does not discriminate on the basis of race, color, sex, religion, national or ethnic origin in administration, education policies, admissions or hiring policies.

Pre-Kindergarten – All students enrolling in our pre-kindergarten program must be 3 years of age by September 1st.

Junior Kindergarten – All students enrolling in our junior-kindergarten program must be 4 years of age by September 1st.

Senior Kindergarten – All students enrolling in our senior-kindergarten program must be 5 years of age by September 1st.

The following forms must be completed before enrollment in to the program:

- Proof of residency
- Copy of birth certificate
- Completed contract
- Immunization records
- Parent consent forms (Emergency Medical, Medical Authorization, Travel Permission, Photo Release)
- Debit/Credit card authorization form
- Authorization of alternate pick-up

***Note: All records are confidential. If any of your information needs to be updated at any point throughout the year, it is your responsibility to notify the director in writing.**

**** Note: Elite Scholars STEAM Academy is required by law to notify the Illinois State Police or the local law enforcement agency if the parent or guardian fails to submit proof of the child's identity within the 30-day time frame or if any affidavit received appears inaccurate or suspicious in form or content. If after the 30-day time frame the parent or guardian fails to submit proof of the child's identity, the Head of School of the Pre-Kindergarten program will notify the proper authorities, AND notify the parent or guardian in writing that the Illinois State Police or local law enforcement agency has been notified as required by law, advising the parent or guardian that he or she has 10 additional days to comply by submitting the required documentation.**

Probationary Period/Termination Policy

The first two weeks of your child's enrollment will be considered as a probationary period. If we/you feel things are not working out, we reserve the right to give notice of removal. If after the probationary period or any time prior to that, we feel that we cannot meet the needs of the child, we may ask for the two-week notice for your child.

School Uniform Policy

Elite Scholars STEAM Academy is proud to sponsor and provide a uniform dress code policy. It is the requirement of Elite Scholars STEAM Academy that all students wear uniforms daily. This policy will provide clear expectations to guide the parents and the students on what is acceptable for students to wear to school daily. The uniform supports the school's mission and helps instill character building, discipline and pride in appearance and maintain a positive learning environment. There are four combinations available to allow your child some choice and style; however, the ESSA logo engraved blazer/vest/lab coat and tie should be worn daily. The picture displays as well as the written itemized list contained in the ESSA Uniform Policy provides the uniform combinations. **Note: Please remember to label your child's clothing with a permanent marker. We**

appreciate your support of ESSA’s uniform dress code policy and hope to provide our families with all of the support and consideration needed in keeping up our “Eagle” pride.

In general, ESSA reserves the right to determine the appropriateness of any dress code item or issue and expect students to be in uniform as shown by the following:

Acceptable:

- Complete uniform (a blazer/lab jacket, shirt, pants/skirt -gender based, socks, and shoes) in the appropriate colors
- Neat and clean clothing
- Hair combed/styled appropriately
- Jackets and coats are to be worn to school from school and during recess (when appropriate weather permitting)
- Simple religious medals, watches, and single-stud or small, simple single hoop earrings, for girls; the hoop should be of such size that a finger would not fit in it when attached to the ear.

Unacceptable:

- Incomplete uniforms (missing a blazer/lab jacket, shirt, pants/skirt-gender based, socks, or shoes)
- Frayed, torn, stained, excessively worn items, unclean, and/or sloppy dress
- Unwashed clothing, un-kept, or inappropriately styled hair
- Non-uniform colors, sweaters, sweatshirts, jackets, etc., may not be worn
- Heeled shoes
- Make-up, tattoos, body piercings (with the exception of earrings for girls only), stickers, message buttons, etc.
- Earring

Elite Scholars STEAM Academy’s School Uniform Combinations

Boys	Girls
Black Pants with White Shirt	Black Pants with White Shirt
Khaki Pants with White Shirt	Khaki Pants with White Shirt
Black Pants with Red Shirt	Black Pants with Red Shirt
Khaki Pants with Red Shirt	Khaki Pants with Red Shirt
	Plaid Skirt with White Shirt
	Khaki Skirt with White Shirt
	Plaid Skirt with Red Shirt
	Khaki Skirt with Red Shirt



Note: ESSA Blazer/Lab Coat/Vest, shoes, socks, tie, and belt are to be worn with any uniform combination.

Boy's Uniform Options

The required uniform for boys is as follows:

1. White School Collar Shirt (short or long; cotton or polyester/cotton)
2. ESSA Red Polo Shirt (short or long; mandatory)
3. Vest
4. Black Pants/Shorts (not jeans)
5. Khaki Pants/Shorts (not jeans)
6. ESSA Black Blazer with Embroidered School Logo Badge
7. ESSA School Tie
8. Black Belt (must be worn with pants)
9. Plain Closed Toed Black School Shoes
10. Black or White Socks

Girl's Uniform Options

The required uniform for girls is as follows:

1. White School Collar Shirt (short or long; cotton or polyester/cotton)
2. ESSA Red Polo (short or long; mandatory)
3. Vest
4. Plaid Skirt
5. Khaki Skirt
6. Black Pants/Shorts (not jeans)
7. Khaki Pants/Shorts (not jeans)
8. ESSA Black Blazer with Embroidered School Logo Badge
9. Black Belt (must be worn with pants)
10. ESSA School Tie
11. Black, White or Red Tights (alternative for socks in winter)
12. Plain Closed Toed Black School Shoes

School Uniform Violations Policy

The Elite Scholars STEAM Academy acknowledges the following uniform violations in compliance with the Code of Student Conduct that will be enforced. It is the responsibility of each teacher to issue the student(s) a violation form when it has been identified that he/she is not in compliance with the ESSA School Uniform Policy.

Listed are the specific steps to be taken and the penalty for uniform violations:

1. For the first violation of this policy, the student's teacher fills out the violation referral form and contacts the parent/guardian and notifies the principal by sending the student and the referral form to the office. An alternative uniform will be supplied if available and recess will be taken the day of the violation.
2. For the second violation, the student's teacher completes the referral form and sends the student to the office so that the principal will contact the parent/guardian by telephone and in writing with a dress code violation form to be signed by the parent and returned to the school. An alternative uniform will be supplied if available and the student's recess will be taken and/or grade appropriate consequence will be administered for the day of the violation.
3. For the third violation of this policy, the administration arranges an in-person parent conference and reiterates the parameters of the policy and consequences of future violations.
4. For the fourth violation, the student is removed from class and will be given a suspension for the uniform violation. Disciplinary action in accordance with the Code of Student Conduct will be issued. This can include a parent having to shadow the student for a day or a suspension from school.
5. On the fifth violation within the school year; the student will be asked to find another school and not be allowed reenrollment.

After reading this Uniform Violation Policy, I understand and have reviewed this Policy with my child(ren).

Student Name _____ Grade _____

Teacher Name _____

Parent Signature _____ Parent Signature _____

Sign-In/Sign Out

All parents/guardians will be given their own access code and will be required to sign-in their child(ren) daily on the computer in the front lobby. This code should not be shared with anyone that is NOT permitted to drop off or pick up your child.

Only the appropriate persons listed on your child's enrollment forms will be allowed to pick up your child from Elite Scholars STEAM Academy. Any time a person is not recognized by a staff member, they will be asked to provide photo identification.

If a natural parent is to be refused permission to pick up his/her child, we must have a copy of the divorce decree on file at the school, which states that the enrolling parent has custody and the right to make that decision. For safety reasons, we will not release your child to an older sibling without a driver's license for verification and only if their name is on the child's pick-up list.

Emergency Procedures

If illness or other emergencies should arise during school hours, our staff will assess the situation and decide whether or not we feel it would be in the best interest for the child to receive first-aid treatment on site for non-serious conditions (i.e. minor cuts, scrapes, bumps, bruises, etc.) or if we feel that it would be in the best interest for the child to seek professional medical attention due to more serious conditions (i.e. severe vomiting, large bumps or bruises, deep cuts, etc.) you will be contacted to come and pick up your child first if it does not seem to be an immediate emergency. If an injury is very severe, we will call 911 for assistance before we contact the parent or guardian of the child. If for whatever reason you cannot be reached, we will call the emergency contacts listed on the Enrollment Form completed for the child. (Please remember to keep all contacts up-to-date). In all situations, an incident report will be recorded and filed.

Note: It is very important for parents/guardians to provide any changes in home or work addresses or phone numbers so that they can be reached at all times.

Child's Health

Should your child have signs or symptoms requiring exclusion from the group he/she will be isolated and the parent/guardian or other authorized person (as noted by the parent) will be notified immediately to pick up your child. There can be no exceptions given that illness spreads quickly among children.

Please make other arrangements if your child is sick and respect our decision if we feel your child is too sick to be at school. We are sympathetic to the difficulties of taking time off, so discretion will be used.

The symptoms of illness for possible exclusion shall include but are not limited to any of the following.

- A. The illness prevents your child from participating comfortably in program activities;
- B. The illness results in a greater care need than the staff can provide without compromising the health and safety of other children;
- C. Fever with behavior change or symptoms of illness;
- D. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
- E. Diarrhea;
- F. Vomiting two (2) or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration;

- G. Mouth sores associated with the child’s inability to control his or her saliva, until the child’s physician or the local health department states that the child is noninfectious;
- H. Rash with fever or behavior change, unless a physician has determined the illness to be non-communicable;
- I. Purulent conjunctivitis, until 24 hours after treatment has been initiated;
- J. Impetigo, until 24 hours after treatment has been initiated;
- K. Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
- L. Head lice, until the morning after the first treatment;
- M. Scabies, until the morning after the first treatment;
- N. Chicken pox (varicella), until 5 days of antibiotic treatment have been completed;
- O. Whooping cough (pertussis), until 5 days of antibiotic treatment have been completed;
- P. Mumps, until 9 days after onset of parotid gland swelling;
- Q. Measles; until 4 days after disappearance of rash; or
- R. Symptoms that may be indicative of one of the serious communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code (77Ill. Admin. Code 690).

Note: If your child had an immunization update, please remember to provide us with a record of the immunization so that it can be attached to your child’s health appraisal.

Medication

1. A “Medication log” **must** accompany all over-the-counter medicine. Over-the-counter medicine is usually given for short-term health conditions; the average length of time is 5 days.
2. Prescription medicine **must**:
 - a. be dated within the past 30 days
 - b. have the child’s name printed clearly on the label
 - c. have the dosage amount and times
3. Prescription medicine must also be accompanied by a “medication log” which **must include**:
 - a. Date
 - b. Child’s name
 - c. Doctor’s name and phone number
 - d. Pharmacist name and phone number
 - e. Name of medication
 - f. Dosage amounts and times to be administered
 - g. Route of medication, i.e. oral, eye, etc.
 - h. Why medication is needed
 - i. Date medication is to end
 - j. Special directions (i.e. take before eating, etc.)
 - k. Parent’s signature

Program Description

College Readiness:

The pathway to college begins in Kindergarten and has seven (7) Keys that will open the doors to college. Attaining all seven (7) Keys does increase a student’s chance of being ready for college. However, missing a *Key* does not close the doors to college for any student. It’s important to look at all of a student’s strengths, as well as the student’s motivation to succeed. Our expectation is to teach students the pathway for college, with

the expectation that students will advance in the first four (4) Keys while a student attends Elite Scholars STEAM Academy:

- Key 1** Read at advanced levels in Grades K-2
- Key 2** Score in “meets” or “exceeds” in reading on the local school and PARCC State Assessment for Grades 3-8
- Key 3** Complete advanced math for Grade 5
- Key 4** Algebra I by Grade 8, earn a C or higher
- Key 5** Algebra II by Grade 11, earn a C or higher
- Key 6** Score a three (3) on the AP Exam
- Key 7** Score a 24 on the ACT

The entire faculty at Elite Scholars STEAM Academy will work as a team with a vision that our students are all college-bound and will be prepared for college preparatory programs in high school. We recognize that every student can potentially be at-risk at any time in their academic career, particularly given the nature of the developmental stages of young adolescents. Therefore, we believe that the very nature of our program and the basic structures - focus on literacy, extra learning time, use of assessment to inform instruction, disciplined environment, and time for remediation, enrichment and advisory services - will contribute to the success of all our students.

It’s important for all children to know that college is a realistic option. All students who are willing to take challenging courses and work hard can go to college. There are many routes and career paths a student can take to earn a college degree. Elite Scholars STEAM Academy will teach the various choices that are available to children through a rigorous curriculum.

Social, Emotional, and Physical Health:

Social and emotional development is particularly critical to this age group, to the extent that it often overshadows the learning environment. By spending effort and time on this aspect of the students' well-being, Elite Scholars STEAM Academy will be addressing the specific concerns of our children.

Elite Scholars STEAM Academy will offer a non-traditional physical education program. Non-competitive gym classes will emphasize lifetime sports activities. These classes will be organized as mini-sessions and will be taught by outside experts in that field (i.e. swimming, aikido, balancing skills, yoga, dance, climbing skills, etc.). By providing different avenues for success in the physical realm, each child has the potential to be recognized for achievement. This will only add to the positive, supportive social environment of the school.

The school will be organized into pods. Each student and staff member will be assigned to this unit based on common and unique interests to provide diversity within the pods. We will start each day on a positive, sharing a theme where students and faculty can speak candidly. These groups will also be the basis of student problem solving and planning. Peer mediation proceedings would begin in the pods, moving on to administrative intervention only when needed.

The staff working with the pods age group will have expertise in this area and will act as a resource to supervise and model appropriate behavior.

Staff Qualifications

All of our staff must meet the following criteria:

- Emotional maturity when working with children;
- Cooperation with the purposes and services of the program;
- Respect for children and adults;
- Flexibility, understanding and patience;
- Physical and mental health that do not interfere with child care responsibilities;
- Good personal hygiene;
- Frequent interaction with children;
- Listening skills, availability and responsiveness to children;
- Use of positive discipline and guidance techniques
- Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation and other activities;
- Skills to help children meet their developmental and emotional needs; and
- Skills in planning, directing, and conducting programs that meet the children's basic needs

Discipline Policy/ Code of Student Conduct

Elite Scholars STEAM Academy has developed this guidance and discipline policy for staff use that is also provided to parents. Staff shall sign the guidance and discipline policy at the time of employment and parents will sign the policy when their child is enrolled. The policy includes:

Behavior and Safety:

Students who choose to attend Elite Scholars STEAM Academy are choosing this alternative because they want to be in a setting where learning is valued. Although this seems to be stating the obvious, all too often discipline issues overshadow learning. Students who choose to attend Elite Scholars STEAM Academy must agree to be responsible for their own behavior and actions. Everyone in this school is accountable for their own behavior so that everyone has the opportunity to learn all day. The tone of the classroom will also help to provide order and discipline. Studies show that children who are challenged and interested in what they are learning tend to have fewer discipline issues. Students are expected to contribute to the learning environment for all students.

The safety and welfare of the students in the school is the responsibility of the staff. The home-school partnership inherent in the school will foster excellent communication between teachers and parents. Any behavior problems not capable of being addressed in the school pod meeting will be addressed between the student, his or her parents, his or her teacher(s) and the administrator. Parents will be informed, in writing, of any disciplinary action that is dealt with outside of the school pod meeting. Corrective action will be determined by all present at this meeting. Students will be informed of their inappropriate behavior and the consequences to follow. The student's side of the story will always be heard and he/she will be present if consequences are to be administered.

Behavioral Expectations

Guidelines suggested are:

1. All people involved in the school will treat each other with respect and courtesy.
2. All people involved in the school are expected to positively contribute to, and not disrupt, the learning environment.

3. Students must be in the acceptable and appropriate uniform daily.
4. Destruction of property of any kind (i.e. books, supplies, buildings, etc.) is not allowed.
5. Bullying, fighting, rough housing, etc. are not allowed.
6. No weapons of any kind are allowed on school grounds. Possession of any weapons will result in suspension or expulsion and notification to the police.
7. Drugs, alcohol and cigarettes are not allowed on school grounds. Possession of any of these will result in suspension or expulsion and notification to the police.
8. Students attend this school to get an education. Constant disruption of classroom activities will not be tolerated.
9. No one may leave school grounds during school hours without permission from the administrator or his/her assistant.
10. Students are to obey all local, state and federal laws.
11. All individuals involved in the school are expected to adhere to high standards of academic honesty.
12. Students may not engage in stealing, vandalism, etc.
13. The use of any tobacco products within the school buildings, on the grounds or on school buses by any individual, including school personnel is prohibited.

If any of these infractions occur, the first offense will receive a warning; any subsequent violations will receive a suspension/expulsion depending upon the severity of the offense upon approval of the Head of School.

****Exception – The Uniform Policy Violation Infractions below will be followed relating to all school uniform policy infractions.***

UNIFORM VIOLATION INFRACTIONS

Listed below are the specific steps to be taken and the penalty for uniform violations:

1. For the first violation of this policy, the student's teacher fills out the violation referral form and contacts the parent/guardian and notifies the principal by sending the student and the referral form to the office. An alternative uniform will be supplied if available and recess will be taken the day of the violation.
2. For the second violation, the student's teacher completes the referral form and sends the student to the office so that the principal will contact the parent/guardian by telephone and in writing with a dress code violation form to be signed by the parent and returned to the school. An alternative uniform will be supplied if available and the student's recess will be taken and/or grade appropriate consequence will be administered for the day of the violation.
3. For the third violation of this policy, the administration arranges an in-person parent conference and reiterates the parameters of the policy and consequences of future violations.
4. For the fourth violation, the student is removed from class and will be given a suspension for the uniform violation. Disciplinary action in accordance with the Code of Student Conduct will be issued. This can include a parent having to shadow the student for a day or a suspension from school.
5. On the fifth violation within the school year; the student will be asked to find another school and not be allowed reenrollment.

Due process assures a student of his or her rights as well as responsibilities. Complaints from students regarding disciplinary action can be presented to the peer group, if desired. Otherwise, a meeting may be requested with the administrator and a teacher. If all interventions and corrective action, etc. fails in any case, (with parental permission) the decision may be appealed to the Board of Trustees.

Suspension and/or Expulsion

Any student who is suspended will be required to meet with school staff and his or her guardian or parent(s) prior to being re-admitted. Any student who is suspended or expelled by the Head of School has the right to due process. The student's parent(s) or guardian(s) shall be notified in writing of an opportunity for a hearing. The student may have representation for this hearing with the Head of School.

Any student who has been expelled or suspended has the right to appeal this decision to the Board of Trustees. The expelled student will have ten (10) days from the date of expulsion to notify the Board of the appeal. The student has the right to counsel at this hearing. The students will help to develop student behavior guidelines as well. The Board of Trustees can amend these rules.

Field Trips

As part of a well-rounded school curriculum, Elite Scholars STEAM Academy teachers, parents/guardians and students will occasionally go on field trips. Parents/guardians will be asked to sign permission slips for each field trip separately. There may be a fee for field trips to help cover the cost of admission, bus rental, etc. Notes will accompany each student when a field trip is scheduled. All students will be accompanied by an adequate number of adults to ensure appropriate supervision and a safe trip. If possible, parents/guardians, grandparents or family friends are encouraged to chaperone the children on field trips. Transportation to field trips will be provided by a rented school bus and authorized driver.

Money

On occasion, it will be necessary for your child to bring money to school. Always send money in a sealed envelope in your child's folder with the following information written on it:

1. Your child's first and last name
2. The amount of money
3. The purpose for the money (book money, lunch, pictures, etc.)
4. The teacher's name

Personal Belongings

Please put your child's first and last name on EVERY item they bring to school including backpacks, coats, boots, sweaters, sweatshirts, show and tell items, extra clothes, mittens and gloves, hats, etc.

Note: Toys from home are NOT permitted in schools unless they are being used for show and tell purposes.

Extra Clothes

Please send extra clothes (shirt, shorts/pants, underwear, and socks) in a Ziploc bag labeled with your child's first and last name. The change of clothing must be a uniform. Accidents do happen, and we would rather be safe than sorry!

Privacy Policy

Elite Scholars STEAM Academy values our customers' participation, interests and needs. We take great pride in our relationships with our guests. In order to provide educational services as well as information regarding those services, Elite Scholars STEAM Academy will occasionally ask you to provide us information about yourself and/or the children you have enrolled or seek to enroll at Elite Scholars STEAM Academy. This Privacy Policy describes the information we collect and how we use that information.

Elite Scholars STEAM Academy takes the privacy of your personal information very seriously and will use your information only in accordance with the terms of this Privacy Policy. When we collect personal information, including your name, e-mail address, home address, phone, child's name or age. We only use information obtained for internal purposes to improve our services to our customers. The information will not be shared or sold to any party outside Elite Scholars STEAM Academy without your prior consent.

If we are going to use or disclose your personally identifiable information in a manner materially different from that stated at the time we collected the information, you will have a choice as to whether or not we use or disclose your information in this new manner. Any material changes will be effective only after we provide you with at least a 30-day advance notice of the amended Privacy Policy. We will send the amended Privacy Policy home upon drop off or pick up of your child so that you can always review what information we gather, how we might use that information and whether we will disclose it to anyone.

Although Elite Scholars STEAM Academy provides educational services, this web site is for the use of parents only. Elite Scholars STEAM Academy does not collect personal information from minors (under the age of 18) and we ask that minors do not submit any personal information to us via this web site.

Elite Scholars STEAM Academy collects and stores a limited amount of personally identifiable information from the users of this website. That information is limited to your name, e-mail address, home address, phone, and/or child's name or age.

If you send us correspondence, including e-mails and faxes, we may retain such information in the records of your account. We will also retain customer service correspondence and other correspondence from Elite Scholars STEAM Academy to you. We retain these records in order to measure and improve our customer service. We may, over time, delete these records as permitted by law.

We use the information we collect about you in order 1) to provide our services, 2) to provide customer service, 3) to improve our services, and 4) to provide you information regarding our services. We give access to individually identifiable information only to those Elite Scholars STEAM Academy staff members who require it to fulfill these functions.

Elite Scholars STEAM Academy will not share, sell or rent any of your personally identifiable information to third parties without your prior consent. Although Elite Scholars STEAM Academy does not disclose this information to third parties, you have the right to inform us of your specific wish that your information not be disclosed to third parties and may do so by contacting us at Info@GrowingScholarsCenter.com.

We communicate with parents of children enrolled at Elite Scholars STEAM Academy via e-mail, U.S. mail or telephone to provide requested services or resolve complaints. We may also contact these parents to send information about important changes to our services. Generally, these parents cannot opt out of these communications, but they will be primarily informational in nature rather than promotional.

Outdoor Recess

The children will be going out to recess everyday unless it is raining, snowing, extremely cold or extremely hot. If your child is ill enough to need to stay indoors, we must have a signed note from the doctor stating the reason for the restriction and verifying that she/he is well enough to attend the center.

Please keep the weather in mind when dressing your child each morning. Please have your child wear appropriate closed shoes for running and playing.

Birthdays

Birthdays are very special for young children. If you wish, you may send a special snack on your child's birthday. Please speak with your child's teacher regarding the number of snacks for the classroom and when an appropriate time for celebrating would be. Also, all snacks must be packaged and purchased from a store or bakery. Homemade snacks are not permitted.

Book Orders

Several times a year, your child will bring home book order forms. If you wish to order, simply fill out the form and send the correct amount of money or a check made out to the book company in an envelope. These orders are provided as a convenient way for parents to buy quality books for their child at a reasonable price. As an added bonus, for every dollar spent, the class earns bonus points that will be used to purchase books for our classroom library.

Parent Involvement/Parent Meetings

Parents and schools need to be partners in a child's education. The two need to be aligned philosophically, and reinforce each other's messages, so that the child is surrounded by a coherent, consistent, and collective voice which nurtures, encourages and demands academic success. We will foster a successful partnership with the parents of our children through informational sessions, home visits, family surveys, newsletters and parent orientation sessions.

A key element to the success of this school will be the home-school partnership. On-going communication between these two aspects of each student's life will help to expand the community beyond the school. Linkage between home and school will take many forms. Parent participation will be required on some level, depending upon the availability and skills of the parents. Monthly meetings between staff and parents will be scheduled to discuss not only school business, but pertinent educational and parental issues as well. In addition, each parent will volunteer to perform several hours of service each year, based on his or her availability and talents.

We will also work to establish a chapter of the Parent Teacher Association (PTA), chartered through the Illinois PTA. The PTA will function to assist Elite Scholars STEAM Academy in meeting the academic, social, physical, and emotional needs of our students. The PTA will promote active parent and family involvement and provide access to PTA programs, services, and leadership. This will be only one of many actions we will take to involve parents and community.

Before and After School Enrichment

Before and after school enrichment will be offered by Elite Scholars STEAM Academy's Beyond the Bell (BTB) program. The time for before care is 6:00 a.m. to 8:15 a.m. The students will then be walked to their classrooms to ensure that they arrive to their classroom safely and on time. The afterschool program will begin immediately after the school day ends.

All children must be picked up by 5:30 p.m. We do understand that there may be an occasion of major traffic congestion or bad weather conditions causing a delay in your travel – if you have a cellular phone, please call us

and let us know and we will do our best to work with you. Consistent tardiness could be cause for termination. A \$1.00 late fee for each additional minute past, or part of, our agreed upon pick up time will be payable upon arrival.

See Page 6 for Extended Day Fees.

Meals and Snacks

Our school provides a daily snack. Children at the school will receive an afternoon snack that will be provided by parents monthly. A well-balanced hot lunch is served every day consisting of a vegetable, a fruit, a main course, bread and butter, and milk for \$6.00 through our catered services.

EXEMPTED LICENSURE from DCFS – Department of Children and Family Services

TO ALL PARENTS:

Elite Scholars STEAM Academy's facility and programs are deemed as exempted from licensure from the Department of Children and Family Services. This means that our facility and program is not licensed or regulated by the Department of Children and Family Services. As a non-public school, we are recognized by the Illinois State Board of Education.

Although we are deemed as exempted from licensure from the Department of Children and Services we still adhere to all the health and safety guidelines required by both the Department of Children and Family Services and Illinois State Board of Education. Each organization ensures annually that we are in compliance with all required standards that are needed to maintain a healthy and secure environment for children in preschool- 8th grade.

If additional information is needed, please feel free to contact our office at 618-726-2022.

Thank you,

Anetrise Jones

Elite Scholars STEAM Academy
Head of School

Workplace Weapons Policy

Policy Statement

In order to ensure a safe environment for employees, parents, students, and visitors, our establishment, [Elite Scholars STEAM Academy] prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facility or on our property including anywhere that school business is conducted. Any employee in possession of a firearm or other weapons while on our property or while otherwise fulfilling job responsibilities may face disciplinary action including termination. A client or visitor who violates this policy may be removed from the property and reported to police authorities. Possession of a valid concealed weapons permit authorized by the State of Illinois is not an exemption under this policy.

Definition

Firearms or other dangerous weapons mean:

- any device from which a projectile may be fired by an explosive
- any simulated firearm operated by gas or compressed air
- sling shot
- sand club
- metal knuckles
- any spring blade knife
- any knife which opens or is ejected open by an outward, downward thrust or movement
- any instrument that can be used as a club and poses a reasonable risk of injury

Exemptions

This policy does not apply to:

- any law enforcement personnel engaged in official duties
- any security personnel engaged in official duties
- any person engaged in military activities sponsored by the federal or state government, while engaged in official duties

Notification

“No Firearms or other Dangerous Weapons” signs shall be conspicuously posted within Elite Scholars STEAM Academy’s facility and in parking areas and grounds surrounding the school. These signs will clearly indicate that firearms and other weapons are not to be carried onto our property.

Reporting

Staff or security personnel will request any visitor found in possession of a firearm or other dangerous weapon to remove it from the facility and local law enforcement authorities will be notified promptly.

Special Instructions for Employees

Any employee concerned about personal safety may request an escort or other appropriate intervention by security personnel

Bullying Policy

Elite Scholars STEAM Academy believes that all students have a right to a safe and healthy school environment. The, schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

Elite Scholars STEAM Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name calling; and social isolation or manipulation.

Elite Scholars STEAM Academy expects students and/or staff to immediately report incidents of bullying to the head of school or designee. Staff who witness such acts take immediate steps to intervene when

safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school grounds, Elite Scholars STEAM Academy will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The school has adopted a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Nondiscrimination/Equal Opportunity

The Board is committed to providing a safe learning and work environment where all members of the school community are treated with dignity and respect. The school, Elite Scholar STEAM Academy, is subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of race, color, religion, national origin, ancestry, creed, age, pregnancy, sex, gender identity/expression, marital status, sexual orientation, genetic information or disability or need for special education services.

Accordingly, no otherwise qualified student, employee, applicant for employment or member of the public shall be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any school program or activity on the basis of race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, disability or need for special education services. Discrimination against employees and applicants for employment based on age and genetic information is also prohibited in accordance with state and/or federal law.

This policy and regulation shall be used to address all concerns regarding unlawful discrimination and harassment, except those regarding sexual harassment which are addressed in policies GBAA and JBB.

Annual notice

The school shall issue a written notice prior to the beginning of each school year that advises students, parents, employees and the general public that the educational programs, activities and employment opportunities offered by the school are offered without regard to race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, disability or need for special education services. With respect to employment practices, the school shall also issue written notice that it does not discriminate on the basis of age or genetic information. The annual notice shall be issued by the Head of School's Office on behalf of the Board of Education and should include the name/title, address, email address and telephone number of the person designated to coordinate Title IX and Section 504 and ADA compliance activities.

The notice shall appear on a continuing basis in school media containing general information, including: teachers' guides, school publications, the school website, recruitment materials, application forms, vacancy announcements, student handbooks, annual letters to parents, etc.

Harassment is prohibited

Harassment based on a person's race, color, national origin, ancestry, creed, religion, sex (which includes marital status), sexual orientation, gender identity/expression, age, pregnancy, marital status, genetic information, disability or need for special education services is a form of discrimination prohibited by state and federal law. Preventing and remedying such harassment in schools is essential to ensure a nondiscriminatory, safe environment in which students can learn, employees can work, and members of the public can access and receive the benefit of school facilities and programs. All such harassment, by school employees, students and third parties, is strictly prohibited.

All school employees and students share the responsibility to ensure that harassment does not occur at any school, on any school property, at any school-sanctioned activity or event, or off school property when such conduct has a nexus to the school, or any school curricular or non-curricular activity or event.

For purposes of this policy, harassment is any unwelcome, hostile and offensive verbal, written or physical conduct based on or directed at a person's race, color, national origin, ancestry, creed, religion, sex, sexual orientation, disability or need for special education services that: (1) results in physical, emotional or mental harm, or damage to property; (2) is sufficiently severe, persistent, or pervasive that it interferes with an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, hostile or threatening environment; or (3) substantially disrupts the orderly operation of the school. Board policy on sexual harassment (GBAA for employees and JBB* for students) will apply to complaints alleging sexual harassment.

Harassing conduct may take many forms, including but not limited to:

1. verbal acts and name-calling;
2. graphic depictions and written statements, which may include use of cell phones or the Internet;
3. other conduct that may be physically threatening, harmful or humiliating.

Reporting unlawful discrimination and harassment

Any student who believes he or she has been a victim of unlawful discrimination or harassment as defined in Board policy, or who has witnessed such unlawful discrimination or harassment, shall immediately report it to an administrator, counselor, teacher or the district's compliance officer and file a complaint as set forth in the regulation which accompanies this policy.

Any employee, applicant for employment or member of the public who believes he or she has been a victim of unlawful discrimination or harassment, or who has witnessed such unlawful discrimination or harassment, shall file a complaint with either an immediate supervisor or the district's compliance officer.

If the individual alleged to have engaged in prohibited conduct is the person designated as the compliance officer, the complaint shall be made to the superintendent who shall designate an alternate compliance officer to investigate the matter.

School action

All school employees who witness unlawful discrimination or harassment shall take prompt and effective action to stop it, as prescribed by the district.

The school shall take appropriate action to promptly and impartially investigate allegations of unlawful discrimination and harassment, to end identified unlawful behavior, to prevent the recurrence of such identified behavior and to prevent retaliation against the individual(s) who files the complaint and/or any person who participates in the investigation.

To the extent possible, all reports of unlawful discrimination or harassment will be kept confidential. Students or employees who knowingly file false complaints or give false statements in an investigation shall be subject to discipline, up to and including suspension/expulsion for students and termination of employment. No student, employee or member of the public shall be subject to adverse treatment in retaliation for any good faith report of harassment under this policy.

Notice and training

To reduce unlawful discrimination and harassment and ensure a respectful school environment, the administration is responsible for providing notice of this policy to all employees and departments. The policy and complaint process shall be referenced in student and employee handbooks and otherwise available to all students, staff and members of the public through electronic or hard-copy distribution.

Revised October 6, 2016

LEGAL REFS.:

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681

Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §621 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §701 et seq.

Americans with Disabilities Act, 42 U.S.C. §1201 et seq.

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000e

CROSS REFS.: ACA, Nondiscrimination on the Basis of Sex

ACE, Nondiscrimination on the Basis of Handicap/Disability

GBA, Open Hiring/Equal Opportunity Employment and Affirmative Action

GBAA, Sexual Harassment

JB, Equal Educational Opportunities

JBB, Sexual Harassment