

The Avery Coonley School

PARENT STUDENT HANDBOOK

2020 - 2021

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Appendix A

I. ABOUT THE SCHOOL

Mission

The Avery Coonley School is an independent school whose mission is to provide a learning environment that is appropriate both for academically bright and gifted children who are motivated to learn and have demonstrated the potential for the scholastic achievement necessary to succeed in a challenging academic program, in order that they may become positive, productive, and respectful members of society.

Approved by The Avery Coonley School Board of Trustees annually.

Philosophy

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

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

We recognize and are sensitive to the unique needs of gifted children. Within a traditional structure, we provide acceleration and enrichment, and foster a supportive atmosphere that provides opportunities for creativity; problem-solving, and risk-taking. We believe that diversity is the foundation for a strong, competent, and compassionate community. Therefore, we value racial, religious, economic, and cultural diversity in our student body, faculty, and staff.

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

Approved by The Avery Coonley School Board of Trustees annually.

Board of Trustees

The Board of Trustees is responsible for setting the mission and policies of the School and ensuring that the institution operates in the best interests of its students, teachers, and parents. The board consists of a minimum of fifteen and a maximum of twenty-one volunteer members. Any parent or member of the faculty wishing to offer a name for consideration for membership on the board should communicate in writing to the Chairperson of the Committee on Trustees. New board members are elected and serve a single-year term and may stand for re-election. New trustees are elected from candidates presented by the Committee on Trustees. All board members serve on one or more committees. Board committees include Building and Grounds, Committee on Trustees, Development, Finance, and Enrollment and Marketing. Following best practices of NAIS, regular Board of Trustee meetings are only for board members and administrators. The Board of Trustees will provide regular communication to the school community through HSA meetings and electronic communication.

Home and School Association

The Home and School Association is a volunteer organization that works on behalf of The Avery Coonley School in cooperation with the Administration and the Board of Trustees. All parents, faculty/staff members, and the School's administration are members of the Association. The primary purpose of Home and School Association is to help create a close working relationship between the parents and teachers. Home and School coordinates several community-building activities throughout theyear.

Accreditation and Professional Memberships

The Avery Coonley School is accredited by the Independent Schools Association of the Central States and is a member of the National Association of Independent Schools, National Association for Gifted Children, Illinois Association for Gifted Children, Lake Michigan Association of Independent Schools, Illinois Coalition of Non-Public Schools, Educational Records Bureau, and Council for Advancement and Support of Education. The School has been nationally recognized as an Exemplary Educational Institution by the United States Department of Education and the Council for American Private Education. The School also typically serves as a testing site for the SSAT (Secondary School Aptitude Test) and participates in the Midwest Talent Search through Northwestern University.

II. ACADEMIC PROGRAM INFORMATION (See appendix if distance learning plan is inplace)

Academic Requirements

Successful completion of the current academic year and recommendation of the faculty are required for the re-enrollment of all students. It is an expectation that all students will earn passing grades in all subjects each trimester. Schoolwork must be completed on time, and it must meet the required standards in order to be accepted. Academics take priority over extracurricular activities. Students may be kept from participating in extracurricular activities due to incomplete or poor-quality work. Eighth Group students who do not pass all subjects may be excluded from participation in graduation activities.

Homework Guidelines

Homework guidelines for each Group/content area will be presented at Curriculum Night. The amount of time spent doing homework is dependent upon each student's interests, learning style, study habits, and needs. Parents should encourage their child to discontinue working on any assignment that they are unable to complete within a reasonable amount of time. When this occurs, parents are asked to communicate directly with the teacher(s). Teachers can then assist parents in identifying effective strategies for working with their child at home, as well as work with the child at school to address the problem.

Tutoring

No current ACS staff member may tutor any ACS student for additional compensation; this policy must be approved in advance by the Head of School.

Field Trips

Field trips are an important part of the academic program and should be treated as such. Students are expected to attend and participate in these activities. Field trips are planned for a specific purpose and are for Avery Coonley School students. Unauthorized guests are not permitted. Permission for field trips is given on the Student Permission Form at the beginning of the school year. The behavioral expectations listed in the Standards of Behavior apply to all school trips, as do the guidelines for proper attire. Parents will be notified about field trips via email in advance.

Learning Differences Policy

Learning differences are not uncommon within a bright and gifted population. The school is able to provide most accommodations for students based on their needs with professional documentation.

Documentation requirements: We require updated documentation that identifies a learning difference. This might be in the form of a neuropsychological evaluation that states the diagnosis and academic recommendations, current 504 plan or IEP. Our school team will then review the suggested accommodations and decide which, if any, are necessary for your child to access the curriculum and expectations set forth by The Avery Coonley School. Documentation of a learning or attentional difference should be updated every three years to ensure compliance with ACT and college admissions standards. While this process can be overwhelming at times, we aim to help parents understand and address their children's challenges, provide outside referrals for testing, tutoring, and counseling as needed.

Learning Accommodations: The Avery Coonley School seeks to accommodate students with documented learning challenges while maintaining programmatic curricular integrity and rigor. In most cases, ACS will not be able to implement all accommodations included in an IEP or 504 Plan, and this will be discussed with families prior to admission. In order to receive accommodations, a complete copy of an updated neuropsychological evaluation, IEP or 504 Plan must be shared with the school. The most commonly provided accommodations include extended time on assessments, preferential seating, and the use of a computer to compose essays.

Academic Reporting - Conferences and Report Cards

Early Childhood through Kindergarten

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

First through Eighth Groups

Students in First through Eighth Groups have three trimester marking periods during the year. Report cards are accessible via the Parent Portal at the end of each trimester. Conferences are conducted twice a year. Written reports, phone calls or emails notify parents in the interim when a student's performance warrants more frequent communication. Parents of students in Fifth through Eighth Groups may also access student grades for each subject area in the Parent Portal throughout theyear.

Grade System

Each attribute is evaluated according to the following systems:

Lower School (First – Fourth Groups)

- E = Consistently exceeds expectations
- M = Consistently meets expectations
- P = Progressing toward expectations
- I = Inconsistent progress
- NA = Not Applicable at this time
- PASS = Passing performance
- F = Failing performance

Middle School (Fifth – Eighth Groups)

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

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

- E = Exceeds expectations
- M = Meets expectations
- I = Performs inconsistently
- N = Needs improvement
- DNA = Does Not Apply

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

Honor Roll

Honor Roll certificates are mailed at the end of each trimester to qualifying Middle School students. In an effort to recognize exceptionally strong academic performance, honor roll recognition is indicated on the trimester report card. Students receiving no grade lower than a "B-" and having attained a grade point average (GPA) of "A-" (10 on a 12-point scale where "A+" = 12 and "D-" = 1) will be recognized on the "High Honor Roll." Those receiving no grade lower than a "C" and having attained a GPA of "B+" (9 on a 12-point scale) will be recognized on the "Honor Roll." Grade point averages are not rounded up in the determination of Honor Roll status.

Academic Probation

Middle School students whose grade reports indicate performance of low quality (D or below) in two or more courses in a single trimester will be placed on academic probation. Academic probation is a warning that is intended to alert a student that a change in effort and/or performance is necessary. The Middle School Head will coordinate a meeting that will include parents, teachers, and, in some cases, the student. The purpose of the meeting will be to identify the issues and develop a plan for improvement. The Middle School Head will then send a letter to the student's family, outlining the steps that should be taken to help a student achieve at a higher level. If necessary, students may be asked to seek tutoring or outside testing, enroll in a summer program, or in extreme cases, withdraw from the School.

Student Withdrawals

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

III. STANDARDS OF BEHAVIOR

Expectations for Students

The Avery Coonley School strives to instill in its students an inner discipline that 1) promotes self-control, 2) fosters respect for others' rights and possessions, and 3) demonstrates a seriousness of purpose - a spirit of cooperation and trust. Students are expected to be honest, fair, kind, and polite. These guidelines protect the health and safety of students while at school.

Student responsibilities include regular school attendance, conscientious effort in daily classroom work, and compliance with the School's rules and regulations. Most of all, students, faculty, and administration share responsibility for developing a positive climate within the School – one that is conducive to maximum learning. The School believes that the most effective discipline system is one that maintains the dignity of each student in all situations, and one that focuses on teaching and learning rather than retribution or punishment. The goal of the discipline at ACS is to promote a culture of behavior in which all students are respectful, engaged, and safe. Expectations will be clearly communicated to students, and the resulting consequences clearly defined. Parents will be contacted for assistance with their child when these goals are not being attained.

It is important for all students to demonstrate responsible citizenship commensurate with the student's age level. The School believes that good citizenship parallels solid academic achievement. It is essential that students and parents understand the School's expectations concerning citizenship as well as recognize that each individual is accountable for his/her own actions.

Academics - Students are expected to:

- Be curious and creative.
- Communicate effectively.
- Learn from mistakes.
- Take initiative and consistently give best efforts.
- Develop knowledge and skills to become critical thinkers and life-long learners.

Citizenship - Students are expected to:

- Follow school policies and procedures.
- Cooperate and contribute to group efforts.
- Represent our school in a positive manner.
- Exercise self-discipline.
- Exhibit kindness and support for one another.
- Demonstrate gratitude.
- Be safe, responsible, honest, and respectful.

Social Awareness - Students are expected to:

- Take pride in their appearance, and practice good health and hygiene.
- Be considerate, polite, and accepting of others.
- Display appropriate manners.
- Practice good sportsmanship.
- Develop leadership skills.
- Become mature, responsible members of society.
- Volunteer and participate in school and community projects.

The following expectations have been established for specific areas in school and on campus:

Location	Be Respectful	Be Engaged	Be Mindful
<p>Gatherings and PAC</p> 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Sit quietly during performance • Do not speak (unless asked by presenter to participate) • Ask teacher, in a whisper voice, if you need to use the bathroom or get a drink • Enter and exit in an orderly fashion • Wait for and follow directions given by teachers or student representatives • Sit with teacher in designated row 	<ul style="list-style-type: none"> • Inform teacher if a problem arises • Be an active listener • Applaud positively at expected times • Focus your attention and body towards the performance or presentation • Be attentive to the presentation or performance • Maintain proper posture - feet on the floor, hands to yourself, and sitting upright 	<ul style="list-style-type: none"> • When performing or presenting, be proud of your courage to be on stage • Remember everyone makes mistakes while performing or presenting; persevere • If you are unsure how you are to respond, look for cues from your teacher • While in the audience, consider how you would feel performing or presenting in front of your peers • Consider those around you who also want to hear and attend to the performance or presentation
<p>Hallways and Lockers</p> 	<ul style="list-style-type: none"> • Walk in the hallways • Close locker gently • Keep hands, feet and objects to self • Use only a very quiet voice during passing period • Remain silent during a class period, or speak quietly when working with others • Use language that promotes a safe and positive environment for ALL students • Have a pass from a teacher during non-passing periods • Close and lock locker when not in use • Use problem-solving skills to resolve conflict 	<ul style="list-style-type: none"> • Go directly to your next class • Organize and plan for materials you will need for your next class • Wait for teacher permission to enter the classroom 	<ul style="list-style-type: none"> • Consider how much space your body and belongings are using and adjust to allow room for others • Be observant of those in need. • Consider how you can help and act on it (for example, helping a peer pick up belongings they dropped or opening or closing a stuck locker) • Look for opportunities to be courteous (say thank you, hold the door open for others, etc.)
<p>Restroom and Locker Room</p> 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Remain silent, or speak quietly when necessary • Clean up after yourself; use trash cans • Practice healthy hygiene • Report damaged property, problems or accidents to adults promptly • Use language that promotes a safe and positive environment for ALL students • Use problem-solving skills to resolve conflict 	<ul style="list-style-type: none"> • Get permission from the teacher before leaving the classroom • Be quick and quiet, and return to class promptly • Flush, wash, and dry • Dispose of all trash in trash can 	<ul style="list-style-type: none"> • Consider how much space your body and belongings are using and adjust to allow room for others • Your body and voice volume should make those around you feel comfortable in the bathroom and locker room • Be observant of how your words and body can affect others
<p>Recess</p> 	<ul style="list-style-type: none"> • Use appropriate pathways and speak quietly when walking through the cloister • Use language that promotes a safe & positive environment for ALL students • Be inclusive to peers • Be aware of personal space • Use problem-solving skills to resolve conflict 	<ul style="list-style-type: none"> • Use recess time to rest, play, imagine, think, move, and socialize • Be responsive and line up when you hear the whistle blow • Look around and observe what games your peers are playing if you need some ideas of what to do • Ask to join activities • Invite other peers to play • Ask questions when you're unsure of expectations • Cooperate with agreed-upon rules of a game or activity • Dress appropriately for weather • Inform a supervisor if a problem arises 	<ul style="list-style-type: none"> • If a peer asks to play with you, consider how your peers want to feel included • Be observant of those who want to join your activity, and invite them to play with you • Whether you win or lose a game, consider the feelings of those involved • If you lose a game, be persistent and try again next time

Location	Be Respectful	Be Engaged	Be Mindful
<p>Lunch and Commons</p> 	<ul style="list-style-type: none"> • Remain silent for announcements • Keep hands, feet and objects to self • Use a quiet voice, speaking only to those at your own table • Allow every student the right to choose their own seat • Use language that promotes a safe & positive environment for ALL students • Practice manners • Dispose of all trash in trash can/recycle bins before leaving • Wipe down table and chairs before being dismissed • Use problem-solving skills to resolve conflict • Remain seated during lunch 	<ul style="list-style-type: none"> • Listen to and follow directions from ALL adults • Report accidents and spills immediately to supervisors • Allow yourself enough time to eat and clean up • Get permission from supervisor before leaving the Commons 	<ul style="list-style-type: none"> • If a peer asks to sit with you, consider that they want to feel included • Be aware of how your conversation can affect others • Consider how much space your body and belongings are using and adjust to allow room for others
<p>Classroom</p> 	<ul style="list-style-type: none"> • Be an active listener • Follow classroom expectations • Talk only at expected times • Use language that promotes a safe and positive environment for ALL students • Wait to be dismissed by the teacher • Keep grades and scores private • Be inclusive to peers • Use problem-solving skills to resolve conflict 	<ul style="list-style-type: none"> • Focus your body towards the speaker • Only use your device during expected times • Utilize work time constructively • Actively participate in activity • Work cooperatively 	<ul style="list-style-type: none"> • Accept the value of what you can learn in the process, versus focusing solely on the end result • Be aware that everyone learns differently • Be aware of the impact you have on your peers when you share grades • Maintain a growth mindset
<p>Technology</p> 	<ul style="list-style-type: none"> • Be helpful and encouraging to others online • Be considerate of others' views and needs • The things you write and create should be positive, educational, and helpful to others • Manage your device with care • Use technology for school purposes • Recognize, avoid, and report any inappropriate interactions by others • Recognize, avoid, and report cyberbullying 	<ul style="list-style-type: none"> • Practice responsible and legal use of technology and follow copyright laws • Cite sources for any images, videos or ideas that are not your own • Carry your device safely, work on a sturdy surface, and use a protective case • Tilt or close the screen when not in use • Personal and identifying information should be kept private 	<ul style="list-style-type: none"> • Pause and consider how others would feel before sharing any information about them online • Pause and consider implications before sharing any personal information about yourself online • Be aware that others might not be who they say they are online • Use judgement when sharing information with others online
<p>Library</p> 	<ul style="list-style-type: none"> • Keep food out of the library • Treat books and library resources with care • Use only whisper-voice in main room • Use quiet voice levels in group rooms • Gain teacher permission before using group rooms • Use language that promotes a safe and positive environment for ALL students • Wait to be dismissed by the teacher • Be inclusive to peers • Consider content of your conversation, as multiple group levels use the library simultaneously • Use problem-solving skills to resolve conflict 	<ul style="list-style-type: none"> • Use library time appropriately by reading quietly, studying, researching, or doing homework • During recess time, computer use is limited to academic purposes only • Use time effectively and prioritize tasks 	<ul style="list-style-type: none"> • Observe and modify your voice volume and body position so that others can focus on their work • If you find yourself reading a book that isn't a good fit, just bring it back • Challenge yourself with new texts and authors • Be aware of return date on checked-out books, as others are waiting to borrow them

Academic Integrity Policy

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

Cheating

All members of the School community are expected to act with integrity. Cheating is academically dishonest, as well as an ethical offense in violation of the School's core values.

Cheating includes, but is not limited to, the following:

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

Consequences for Cheating

Each teacher will determine the consequences for an incidence of cheating, according to the severity of the offense.

Consequences may include any of the following:

- Grade reduction on the assignment in question
- A grade of zero (0) for the assignment
- Severe or repeat offenses may result in further disciplinary action to include suspension or expulsion, as determined by the teacher in consultation with the Administration.

Plagiarism

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

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

Consequences for Plagiarism

A *minor* offense occurs when a student uses isolated sentences, phrases, and/or paraphrases without proper citation, with the majority of the work being the student's original creation. A minor offense will be handled by the classroom teacher. The student may rewrite the paper for credit but may receive a lower grade. The teacher will notify parents regarding the infraction.

A *major* offense occurs when a student presents a piece where the ideas, themes, diction, or structure is not his/her own, and the majority of the work is not the student's original creation. A major offense will result in more serious consequences, including a meeting with parents and Division Head. The student will receive a zero for the assignment. A second minor offense may be categorized as a major offense at the discretion of the teacher. Repeated or major plagiarism infractions may result in suspension or expulsion from ACS.

Public Displays of Affection

Individuals shall refrain from excessive public displays of affection while on campus or while attending and/or participating in any school-related activities.

Expectations for Parents

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

In addition, parents of students at The Avery Coonley School are expected to:

- Support the Mission of the School;
- Work in partnership with the child's teachers and school staff;
- Communicate in a respectful manner;
- Be publicly supportive of the school and direct any concerns through appropriate channels;
- Attend parent teacher conferences, special events, parent education presentations, and other school activities where such participation supports the student's efforts.

The School believes that good citizenship parallels solid academic achievement. It is essential that students and parents understand the School's expectations concerning citizenship as well as recognize that each individual is accountable for his/her own actions.

Representing ACS

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

Classroom Volunteer Guidelines

Volunteers are a major strength of The Avery Coonley School community. Many parents choose to become involved in various aspects of learning that touch the lives of the students. The classroom is the students' space to grow, take risks, make mistakes, and achieve success. Volunteers are therefore asked to respect the confidentiality of student interactions in the classroom and not discuss individual students with others. Observations made while working with students, accompanying field trips, or visiting classrooms should remain confidential and should not be shared with others. For security reasons, all visitors must sign in at the front desk and provide a state-issued ID in order to get a name tag, which must be worn for the duration of the visit. In order to comply with insurance requirements, parents who chaperone ACS students on overnight trips must obtain a background check before the trip. Please contact the Business Office for further information. At the discretion of the Administration, parent volunteer access to the campus may be limited.

Firearms

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

Alcohol and Drugs

Possession, use, or distribution of alcohol or any controlled substance on campus by parents or students is prohibited.

Dress Code

Student Attire - Classroom

Students are to come to school or participate in distance learning neatly dressed and groomed. Clothing and footwear should be appropriate for school as well as for the season. Rubber-soled shoes that are securely fastened are encouraged. Skirts and shorts must be at least mid-thigh in length. Short shorts, spaghetti straps, halter-tops, sheer clothing, and low-cut tops are not considered appropriate dress and will not be allowed. Clothing that allows the midriff to be exposed at any time is not permitted. Any clothing containing references to drugs, alcohol, tobacco, profanity or other content deemed offensive is prohibited. Hats are not to be worn in the classrooms. Exceptions may be granted for religious or medical reasons. A student in violation of any of the above guidelines will be required to change his/her clothing.

Students are frequently outside when passing to and from classes; therefore, they are encouraged to wear extra clothing, such as a sweater or sweatshirt, on cold or rainy days. It is also recommended that Lower School students have a change of clothing available at the School.

Student Attire – Face Masks

Students are required to wear a cloth or medical mask while on campus. Masks are to be supplied by families. In addition to the mask they must wear to enter the building, students are required to bring a minimum of two clean masks with them in a clear zip-top bag labeled “clean” with their name on the bag. They are also to bring a second zip-top bag labeled “used” with their name on it. All students should bring in an extra zip-top bag of two masks for storage at their desk. All masks need to fully cover the nose and mouth. Students may not wear bandanas, neck gaiters, or masks with valves. Masks are always to be worn on campus, with the exceptions noted in the ACS Return to Learn Plan.

Student Attire - Outdoor Education

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

Student Attire – Indoor Physical Education Classes

Appropriate clothing for unrestricted movement and appropriate gym shoes are required of each student. Students in First through Eighth Groups are required to wear shorts under skirts or dresses for P.E. class.

General Guidelines and Responsibilities

1. Walking is expected in the cloister and throughout the building. Quiet activities are necessitated when children are in the cloister because of classes being conducted in surrounding classrooms. Students are expected to walk quietly through office and classroom areas.
2. To ensure the safety of our younger students, the playground equipment near the Gatehouse is reserved for Early Childhood, Junior Kindergarten, Kindergarten, and First Group students.
3. Children’s outdoor play activities are restricted to the assigned outdoor space for each group or cohort. During recess, students are expected to be outdoors unless involved in a supervised activity. The south terraces and walls are “out-of-bounds” for play at any time. The Thomas A. Kracht Memorial Garden is intended as an area for quiet conversation or reflection.
4. Students and families may not arrive before 8:00 AM.
5. Students may not leave the School grounds at any time without the permission and/or supervision of a faculty member.
6. The Lower School and Middle Receptionist must be notified when students either walk or ride bikes to the homes of neighborhood students, and they must have their parents’ written permission to do so.
7. Bikes must be walked while on the School grounds and locked near the west side of the School during the day. Rollerblading and skateboarding are not allowed on school property unless they are a supervised school activity.
8. Throwing snowballs is prohibited at all times.
9. The following indoor areas are off-limits to students, unless under the supervision of an adult: faculty lounge, faculty workroom, kitchen (including freezer, refrigerators, and cabinets), offices, maintenance areas, conference rooms, and faculty or staff mailboxes, desks, and cabinets.
10. Students are not permitted in any outdoor areas (excluding the Cloister) without supervision and/or permission from an adult.
11. Book bags/backpacks should be kept in the students’ bins and not carried throughout the School.
12. Each student is assigned a storage bin which is the property of the School and is therefore subject to inspection and search. Items of value should not be brought to school. The School assumes no responsibility for items stored in the bins. Students should only use the bin assigned to them. If the School has any suspicion that a bin is being used improperly, the School administration may search the bin. Students may not share supplies or materials stored in individual bins.
13. The elevator is to be used only by adults or students who are physically unable to use the stairs. The elevator should not be used when a fire warning alarm has been sounded.
14. Everyone must follow the directional signage for traveling through the building.

Lower School

For students in the Lower School, expected standards of behavior are taught and explained by the classroom teachers, and the teachers handle disciplinary issues in the classroom. Serious issues are handled by the Administration.

Middle School

In many ways, Middle School students set the tone for the rest of the School. Therefore, Middle School students at The Avery Coonley School bear a degree of responsibility for the positive atmosphere that exists within the community through their willingness to help their fellow students, be of service to teachers, and serve as role models for Lower School students. Middle School students are expected to develop sufficient inner discipline and motivation to achieve the following without undue intervention from teachers:

1. To arrive in class on time with all necessary materials.
2. To set the example for proper dress, good manners, and concern for others.
3. To be sensitive to the rest of the School between class periods by keeping noise levels down.
4. To respect all faculty and adults, as well as peers.
5. To plan ahead and get permission for Middle School activities.
6. To be kind and sensitive to each other, to avoid name-calling and put-downs, and to treat each other equally.
7. To conduct themselves with peers in a manner that reflects the highest standard of behavior.
8. To remember that attendance at school events, athletic events, extracurricular activities, and field trips requires that behavior will be appropriate and reflects good sportsmanship. Adherence to specific guidelines set forth by the faculty sponsor or chaperone is also expected.
9. To exhibit behavior on field trips, class trips, and athletic events that reflects the same standards of behavior expected by the School.

Anti-Harassment/Anti-Bullying Policy

The Avery Coonley School strives to maintain a secure, safe, and supportive environment that is conducive to learning and developing strong self-esteem; therefore, any type of harassment or bullying will neither be condoned nor permitted. Harassment and bullying include any behavior, explicit or implicit, which has the intention or effect of harming or intimidating others. This includes offensive, derogatory, or racist remarks, jokes, writings, pictures, or any other form of verbal, written, (including texting, emailing, social networking, etc.), graphic, psychological, or physical conduct that reflects adversely on an individual or makes the individual feel uncomfortable.

Any student who feels he or she has been harassed or bullied should deal with it in the following manner: he or she should let the offending person/s know the behavior is offensive to them and that they want it to stop. If the behavior continues, they should report it to the Lower School Head, Middle School Head, Head of School or a staff member whom they trust. Harassment and bullying are considered serious matters, and serious disciplinary measures will be taken accordingly when dealing with any and all persons who harass or bully others.

Serious Discipline

When inappropriate behavior is exhibited, the Administration of the School will be the judge of the seriousness of the situation. The age and overall record of the student will be taken into consideration when determining consequences. Serious infractions or repeated offenses may result in probation, suspension, or expulsion.

Serious infractions may include violations of the following guidelines:

1. Students are prohibited from having in their possession any weapons, look-alike weapons, or any other dangerous objects (including, but not limited to, knives, matches, and lighters) that are a possible source of injury to themselves and/or others.
2. Students are prohibited from having in their possession any drugs, look-alike drugs, alcoholic beverages, tobacco products, vaping products, or any other controlled substances. In addition, they may not wear articles of clothing with reference to any of these substances.
3. False alarms of any kind are a danger to people and property. These include, but are not limited to, tampering with fire or security systems alarms, making a bomb threat, misusing a fire extinguisher, or alarming others in a way that endangers them.
4. Obscene or prank telephone calls or electronic communications are a criminal offense.

5. Vandalism in any form will be considered a serious offense. Vandalism is defined as any malicious attempt to harm or destroy any school property or equipment, the data of another technology user, the ACS network, or other networks that are connected to the School's network.
6. Any action or threat that jeopardizes the safety of ACS community members.

The School provides notice of the violation, opportunity to respond, and notice of its decision with respect to the violation. School rules continue to be in effect in the event of distance learning.

School rules continue to be in effect on all field trips, including overnight trips. Students must also adhere to any additional rules set by the trip coordinator.

Inappropriate behavior at any school activity (athletic competition, school dance, field trip, etc.) may result in exclusion from participation or attendance at extracurricular activities for the balance of the trimester, suspension, or expulsion.

Probation

Disciplinary probation means that the student is on formal notice and subject to increased supervision. The further violation of school rules may lead to more severe forms of discipline, such as suspension and expulsion. While on probation, the student must report to the Division Head to review their weekly progress and structures for improvement.

Suspension

Suspension occurs when the student has committed a serious offense. The severity and type of suspension are determined by the Administration and are intended to provide just and fair discipline for academic and/or social behavior that violates school standards. The School's objective is to help the student understand the seriousness of the misbehavior as well as to serve as a deterrent and ensure the safety of others in the ACS community. All suspensions impact a student's academic work because the student misses the learning dynamic that took place during his/her absence. Teachers are not required to provide tutorial work for missed classes due to a suspension; however, the student is required to complete all missed academic work. A student serving either an in-school or out-of-school suspension cannot participate in any school-sponsored activities which occur on that day. Probation and/or suspension will be taken into consideration at contract renewal time

Expulsion

Expulsion is at the discretion of the Head of School. In addition to a violation of ACS standards of behavior, if a student, while enrolled at ACS, commits an act that is in violation of any local, state, or federal laws, that student may be subject to immediate expulsion and barred from school grounds.

IV. TECHNOLOGY

Acceptable Use Agreement Policy

ACS Technology is defined as any hardware including, but not limited to, computer desktops, workstations, laptops, tablets, calculators, cameras, projectors, displays, video recording device, scanners, sound/music players, telephones, and software installed on the local machines and network.

Use of ACS Technology

Students are expected to take proper care of computer equipment. They should report any malfunctions to staff of the Technology Department or the supervising teacher immediately and not attempt to move, repair, reconfigure, modify, or attach external devices to the systems themselves. No food or drink is permitted at any computer workstation.

Internet

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

When using the Internet, the technology user will:

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

Cell Phones and Other Smart Technology

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

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

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

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

- First offense: The staff member who witnesses the infraction will immediately confiscate the device and have a conversation with the student. The staff member will deliver the device to the Assistant to the Head. The student may retrieve the device from the Assistant to the Head at the end of the school day. The Assistant to the Head will document the infraction, and all staff members will be notified of the offense.
- Second offense: The staff member who witnesses the infraction will confiscate the device and discuss consequences with the student. The staff member will deliver the device to the Assistant to the Head and contact the student's parents via phone call or email. The device may only be retrieved at the end of the day by a parent or guardian. The infraction will be recorded, and all staff members notified.
- Further offenses: The cell phone will be confiscated immediately by the staff member who witnesses the infraction, and it will be delivered to the Assistant to the Head. Parents will be contacted by either the Head of School or the Division Head regarding its retrieval. Additional consequences may result at the discretion of the Administrator.

Reliability

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

Security

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

Technology Game Policy

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

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

Misuse of games on a graphing calculator or any handheld device will result in the user being required to remove the game from the device. See additional guidelines under "Consequences for Policy Violations."

Responsibilities - Specific Rules and Policies

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

Both on and off-campus, Avery Coonley School technology users will:

- Use their accounts wisely, honestly, and responsibly.
- Not login or use anyone else's account. If someone has left a computer logged on, users are expected to logout.
- Not impersonate or in any other way falsely represent themselves using an account that misrepresents the user.
- Only save data files to appropriate places as designated by the supervising teacher.
- Not use the computer lab or computer workstations without permission or supervision.
- Neither produce nor forward chain letters. Users who receive unsolicited chain mail should report the incident to the supervising teacher.
- Not use real-time chat online, such as instant messages, email, or any social media platform unless expressly authorized and managed by the supervising teacher or a member of the Technology department.
- Not intentionally deactivate anti-virus software. No person shall by any willful or deliberate act jeopardize the integrity of the computing equipment, its systems' programs, or any other stored information.

Failure to respect these privileges and to live up to these responsibilities will result in appropriate disciplinary action.

Information Access and User Privacy

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

General Use and Care of the School Device

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

Prohibited Activities

- Students should not remove or deface any identifying stickers put on their machines by the technology department; i.e., American Capital Leasing stickers and student name/machine name stickers.
- Students are prohibited from hosting any Internet services (including web page hosting, FTP hosting, etc.) on their device.
- Students are prohibited from lending or trading their device to anyone.
- Additions, modifications, or deletion of files, except in the student's home folder, is not allowed.
- Leaving devices on the ground or in hallways where they might be damaged is not allowed.

Student Expectations and Responsibilities at School

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

Student/Family Expectations and Responsibilities at Home

- It is the student's responsibility to fully charge his/her device at home each night, for use every school day.
- When transporting their device to and from school, students should always be sure it is placed in the carrying case, and the case is fully closed.
- All device repairs must be provided by The Avery Coonley School technology staff. Under no circumstances should students or parents attempt any repairs on the device.
- The Avery Coonley School will provide device computers to Middle School students for use at school and at home. The device must be returned at the end of the academic year in the same condition that it was when issued to the student, less reasonable wear. This includes the cable, charger, stylus, and carrying case.
- The cost of repairing/replacing the student's device and related components due to damage (beyond that of normal wear) becomes the responsibility of the parent(s). Consequences for misuse of the device will follow guidelines defined in the Acceptable Use Policy.

Consequences of Inappropriate Use

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

Criminal Violations

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

What to Do When a Problem Arises

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

V. ATHLETICS

****2020-2021 Athletics are subject to national, state, and school guidelines and recommendations**

Mission Statement

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

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

The Athletics Department is committed to creating a positive culture in which coaches, parents, fans, officials and athletes work together to achieve our mission.

Information

The Avery Coonley School is a member of the Suburban Elementary Athletic Conference. Typically, we offer interscholastic competition in:

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

Practice and competition schedules are set by the conference and the School's Athletic Director. Copies of each schedule and subsequent changes will be distributed by the Athletic Director. Buses are scheduled for away games.

An athletic fee is billed to families of participating students to cover transportation costs.

Athletic Guidelines

Any student in Group 6-8 who wishes to participate on an Avery Coonley School athletic team may do so. Fifth Group students may be invited to play based on need during a particular season. There are no cuts made on the basis of talent. However, playing time during scheduled contests is based on the following:

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

All ACS athletes, Groups 5 – 8, are required to have a sports physical and a signed concussion form on file each year prior to the first practice in order to participate.

If a student is suspended or absent on a day when a game is scheduled, they will be ineligible to participate. If a student misses a scheduled practice for disciplinary reasons (suspension or expulsion), they will not start and/or may lose playing time in the next scheduled game. Additionally,

1. If a student-athlete does not actively take part in physical education class on a given day, they cannot participate in athletics (practice or game) on the same day.
2. Participants are to be present at all scheduled practices. Practices are held every "non-game" day except for Fridays. Unexcused absences result in the loss of playing time. Repeated unexcused absences may result in dismissal from the team. *See the note below for the Wednesday practice exemption.
3. Participants should arrange to be picked up from school when practice is over. If their ride is not at school by 5:30 PM or at the end of practice, they must report to the After School Program, and the family will be billed for time spent in the program.
4. Participants are to provide the necessary equipment for the sport as determined by the Athletic Department.
5. Participants are to ride the bus to away games. If a player has other transportation home from an away contest, they must inform the coach in advance and must also check out with the coach before leaving. All players/participants leaving an away athletic event with someone other than their parent or guardian must have written permission from their parent or guardian.

Wednesday Practice Exemption

Wednesday practices will be held on Wednesdays. Athletes are expected to attend unless they are excused for school-sponsored clubs, Religious Education classes, music lessons, outside sport practices, doctor's appointments, etc.

Athletes must report an absence ahead of time.

Playing Time

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

Guidelines for Student-Athletes

- Athletes are expected to uphold the standards and expectations that are consistent with that of a student at The Avery Coonley School. Athletes should keep in mind that conduct both on and off the field reflects not only on the athlete himself, but also on the School. The highest standards of behavior are to be maintained both at ACS and at opponents' schools.
- Additionally, athletes are to honor the game by showing the ultimate respect for rules, officials, opponents, teammates, and self to make the game better. Student-athletes are encouraged to use their status and influence to improve their school community, including helping to prevent hazing and bullying.
- Students who do not abide by these guidelines may be prohibited from participating in future events.

Guidelines for Spectators

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

VI. GENERAL INFORMATION

Accident Insurance/Waiver and Release of Liability

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

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

After School Program

The After School Program is offered every regularly scheduled school day for Kindergarten through Group 8. The After School Program is not available on early dismissal days. After School will not be offered on Wednesdays.

Hours of Operation:

Mon., Tues., Thurs., Fri. - 4:00 p.m. - 6:00 p.m.

No After School on Wednesdays

Locations:

After School will meet in the Commons.

Contact Information:

From: 7:00 a.m. – 2:45 p.m.

Front Desk 630-969-0800, ext. 7203

Debbie Wysopal, Program Director 630-969-0800 ext. 7217

E-mail: dwysopal@averycoonley.org

From: 2:45 p.m. – 6:00 p.m.

After School Cell Phone: 630-559-4159 (only call this number after 2:45 p.m.)

Front Desk: 630-969-0800 ext. 7203

Registration:

The Avery Coonley After School Program is available to all currently enrolled students in Kindergarten through Group 8. Parents should register their student in After School through School Pass.

Last Minute Changes:

Any changes in a student's after school plans can be completed in School Pass. If there are any problems please contact the program director.

Debbie Wysopal: dwysopal@averycoonley.org

630-969-0800-ext. 7217

After 2:45 PM 630-559-4159

Responsibilities:

Avery Coonley After School students are expected to observe the same standards of conduct expected during the school day. Students must follow all behavior guidelines for the playground, Commons, hallway, gym, classrooms, and other areas of the school.

Signing-In to the After School Program:

All students not picked up when the pick-up line is completed will be escorted to the After School Program by a faculty or staff member. The students will be signed in at 4:00 p.m.

Signing-Out of the After School Program:

Students will be sign out of After School at the time their car arrives on campus. This will be done through School Pass. An After School employee will escort the students to their cars.

After School Program Fees:

\$5.00 per ½ hour from 4:00 p.m. - 6:00 p.m.

After 6:00 p.m., \$20 per first 15 minutes and \$20 every 15 minutes thereafter.

Billing Schedule:

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

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

Attendance & Tardiness

Regular school attendance is essential for consistent academic progress and achievement. Therefore, parents should make every attempt to arrange vacations to correspond with the School calendar.

The Division Head must be notified in writing when students are to be out-of-town for extended periods of time. All requests will be reviewed by the Division Head and Head of School.

If a child will be absent from school, their parent must call the School's automated attendance system (630-969-0800), press 5, and leave a message) before 7:30 a.m. Any child suspected or confirmed of having COVID-19 must follow procedures as outlined by The School. The School reserves the right to request an explanation from the child’s physician concerning the reason for the absence and confirmation that the student is ready to return to school.

Whenever students have been absent from school, it is expected that homework will be completed and submitted within a time determined by the teacher(s). Students are responsible for lessons and content covered during their absence. Tests missed will be made up at the teacher’s earliest convenience.

All students are to arrive at school no later than 9:00 AM. There will be a two-week grace period on tardiness to allow everyone to adjust to the new drop-off procedures. As long as students arrive by 9 AM, they will not be marked tardy. Beginning September 11, 2020, students who arrive after their scheduled drop-off time but before 9 AM will not be marked tardy if there is a delay in the drop-off line. The student will be marked tardy, however, if the delay is not due to the car line traffic.

To allow for appointments that need to take place during school days, parents and guardians can drop off students at two other times during the day (if they cannot drop off by 9:00 AM). Personnel will be available from 11:15 – 11:25 AM and again from 1:15 – 1:25 PM to screen students for entry. Students may not be dropped off at any other time during the day. There is no late drop off on Wednesday.

Birthday Acknowledgement/Invitations

Students’ birthdays are acknowledged in the classroom at the teachers’ discretion. The School respectfully requests that parents refrain from bringing birthday treats at any time.

Campus Visitors

Due to safety recommendations, parents of enrolled students are not allowed on-campus while we are in Phase 4 of Restore Illinois.

Communication

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

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

The School provides voicemail and email services for faculty and staff members. To keep classroom interruptions to a minimum, parents are asked to leave voicemail or email messages. All messages will be returned by the end of the next business day. Voicemail extensions and email addresses are included in the School Directory and can also be found on the website. The information contained in the Directory is intended for the sole use of parents and students. This information may not be reproduced or used for personal, non-school business.

Emergency School Closing

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

1. In the event of a closing due to a pandemic, if the decision to close one or more group levels is made prior to the 3:00 PM the day before, distance learning will resume the next day. However, if the decision to close is made after 3:00 PM, the School may institute a one-day transition for distance learning.
2. In the event of a weather closing, the decision to open or close the School must be made on the basis of weather and road conditions in the vicinity of the School. Since many Avery Coonley School families live quite a distance from the School, parents are the final judges in determining the advisability of traveling to school.
3. An email and automated phone call will be sent to families providing relevant information on the closing.
4. School closings will be announced both on the main school voicemail greeting and the school website.
5. Major Chicago television and radio stations are informed of school closing through use of the Emergency Closing Center. Parents can listen for an Avery Coonley School announcement on these stations or can access this information on-line at www.EmergencyClosings.com. In the rare event of a mid-day closing, if parents cannot be reached at home, emergency numbers listed on the Emergency Information Record Form will be used to advise them of an early closing.

Extracurricular Activities

The School offers extracurricular activities for Lower and Middle School students. For the 2020-201 school year, extracurricular activities will be offered virtually.

Avery Coonley School Non-Athletic Extra-Curricular Activities

Club/Activity	Eligible students/membership
Chess Classes Basics and Tactics; Competitive	Groups K-8
Math Counts	Groups 5-8
Debate Team	Groups 6 – 8, 12 – 16 students
Drama Club	Groups 7-8
Eighth Group Play	Group 8
Poetry Club	Groups 5 - 8
Book Club	Groups 5-8
Student Council	Groups 1-8 elected and appointed, 32-48 members
Yearbook	Groups 6-8, max. 15 students

Fire, Tornado, and Active Shooter Drills

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

Fundraising Programs – Office of Development

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

The ACS Fund

The ACS Fund is an annual program that begins each fall and concludes by the end of the fiscal year (June 30). Contributions are used to support every aspect of the School, funding the educational and operational expenses that are not covered by tuition alone. Each family is expected to participate every year to the best of their ability with a tax-deductible donation. The Board of Trustees, faculty, and staff have supported the Fund with 100% participation in recent years. We rely on full participation among current families as well in order to meet our financial obligations. Contributors to the ACS Fund are recognized in the annual report.

Auction

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

Capital Campaign

Capital Campaigns are an integral source of revenue for independent schools. Our most recent campaign, The Journey Forward Together, was launched in 2015 to provide a major renovation to the School's original 1929 building. These renovations were designed to ensure a functional, flexible, and beautiful learning environment for all students. With the generous support from ACS families, more than \$1.5 million was raised for this important capital campaign. These funds allowed the School to renovate the Library, Music and Orchestra classrooms, French classrooms, and Kindergarten, Groups 1-4.

Loss or Damage of School Property

Parents of students who lose or damage the school-issued materials, texts, technology, library books, etc., are billed for replacement costs by the Business Office.

Lunch

Students must bring their lunches and drinks to school. Microwaves are unavailable, and no milk will be provided for this school year.

Middle School Advisory Program

The ACS Student Advisory Program implemented for Middle School students is an affective educational program designed to focus on the social, emotional, physical, intellectual, psychological, and ethical development of students. It is intended to provide consistent, caring, and continuous adult guidance at school through the organization of a supportive and stable peer group that meets regularly under the guidance of a teacher serving as an advisor.

The advisory program helps bridge the gap between the self-contained Lower School classroom and the independent world of high school. It offers Middle School students the best of both worlds because it provides every student with an advisor who has a special concern for the student as an individual and encourages independence and personal growth needed for high school success.

Twelve faculty serve as advisors, under the direction of the Middle School Head. Advisory groups meet daily. Advisors get to know students individually in terms of their academic and social development, meet with parents of advisory students during conferences, and keep the Middle School faculty informed of pertinent student information.

The goals of the Advisory Program are to:

- Develop students' problem-solving skills.
- Develop students' conflict resolution skills.
- Provide a support system for each student.
- Help students develop good study habits and organizational skills.
- Provide a forum for student concerns.
- Encourage students to perform school and community service.

Parking Lot - Arrival and Dismissal Procedures

For safety reasons, everyone is required to use one of the crosswalks when walking from the parking lot to the school buildings. Jaywalking is not allowed and may result in disciplinary action.

A Cell Phone Free Zone

Drivers of vehicles are not allowed to use cell phones while driving on campus. Please respect this restriction for the safety of all. Individuals in violation of this policy may be in violation of Expectations for Parents policy.

Drop-off Procedures:

If dropping off a Middle School student, please follow these procedures:

- Complete health screening in School Pass prior to arrival.
- Pull all the way forward to the sign located in front of the music rooms.
- Make sure your child(ren) have their masks on.
- Have the child exit the car and wait next to it.
- A staff member will take the child(ren)'s temperature. If the temperature is below 100.0°F, the child will be instructed to enter the building at the main entrance (by the Bell Tower.) Then, proceed to drop off any Lower School student or leave the campus.
- If a child has a temperature in excess of 100.0°F, they will be asked to get back in the car. Follow the protocols in place for a child with a fever.
- All students are asked to wash their hands at either one of the exterior sinks or one of the sinks once they enter the building.

If dropping off a Lower School student, please follow these procedures:

- Complete health screening in School Pass prior to arrival.
- Pull all the way forward to the white canopy.
- Make sure your child(ren) have their masks on.
- Have the child exit the car and wait next to it.
- A staff member will take the child(ren)'s temperature. If the temperature is below 100.0°F, the child will be instructed to enter the building at the main entrance (by the Bell Tower.) Then, proceed to drop off any EC student or leave campus.
- If a child has a temperature in excess of 100.0°F, they will be asked to get back in the car. Follow the protocols in place for a child with a fever.
- All students are asked to wash their hands at either one of the exterior sinks or one of the sinks once they enter the building.

If you are dropping off an EC student, please follow these procedures:

- Complete health screening in School Pass prior to arrival.
- Pull all the way forward to Gatehouse entrance.
- Make sure your child(ren) have their masks on.
- A faculty member will reach in and take the temperature of the child. If the temperature is below 100.0°F, the child will be instructed to enter the building. Then, exit campus.
- If your child has a temperature in excess of 100.0°F, you should then follow the protocols in place for a child with a fever.

- All students will be asked to wash their hands once they enter the building.

If you have children in multiple divisions, please drop off the Middle School child(ren) first, then the Lower School child(ren) and finally EC child(ren).

Pick-Up Procedures:

The school will be using School Pass this year to automatically sense cars' arrival on campus. Once a license plate has been detected, a message will appear on the display in the student(s) classroom, letting the teacher know that the family vehicle has arrived. Students will have washed their hands, gathered their belongings, and will walk directly outside using either the South door (LS) or Main door (MS) to wait for their car to pull up at either the LS or MS drop off spot. EC students will be brought out to waiting cars.

Cars entering the property for dismissal should come to a complete stop at the first stop sign. The drivers should then alternate into the two lines being formed - one down the main drive and one in the parking lot along the fence.

Dismissal takes place on the east side of the building from the end of the traffic circle to the South entrance. Teachers and staff supervise dismissal. **To expedite traffic flow, all drivers must display their color-coded, school-provided name card in the windshield.**

Parents are not to arrive on campus for pick-up prior to 5 minutes before the dismissal time. It is expected that parents will share parking, arrival, and dismissal procedures with any childcare providers who will be responsible for dropping off or picking up students.

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

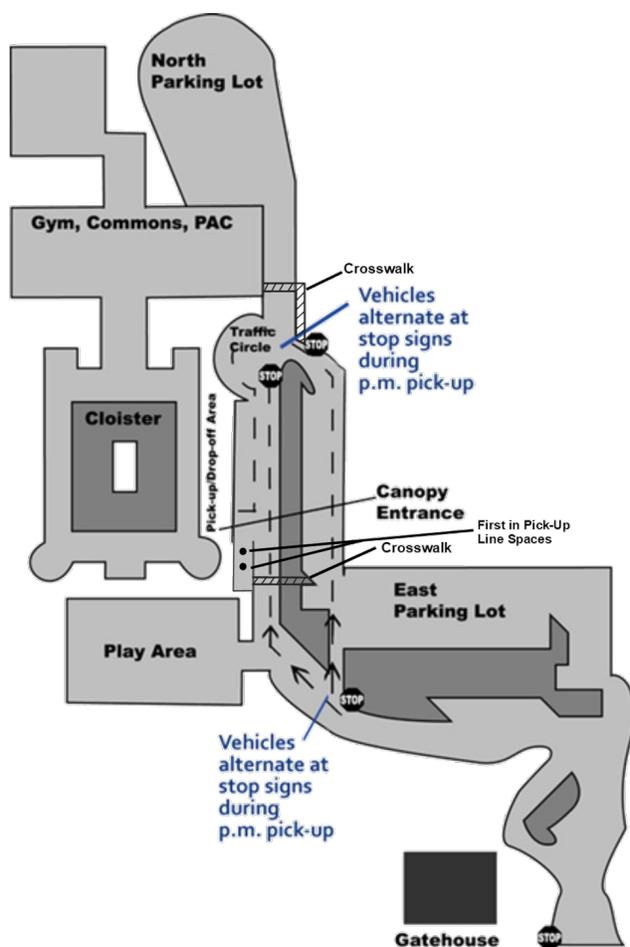
Cell Phone-Free Zone

when children are present



FOR THE SAFETY OF ALL

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



Morning Drop-off

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

Afternoon Pick-up

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

Photography and Video Recording

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

School Hours

Receptionist	7:00 a.m. - 6:00 p.m.
Early Childhood AM	8:45 a.m. - 11:15 a.m.
Junior Kindergarten	8:45 a.m. - 11:15 a.m.
Kindergarten	8:45 a.m. - 2:45 p.m.
Lower School (1 & 2)	8:45 a.m. - 3:05 p.m.
Lower School (3 & 4)	8:45 a.m. - 3:15 p.m.
Middle School (5-8)	8:45 a.m. - 3:45 p.m.

Wednesday Early Dismissal Hours

Kindergarten Wednesday	8:45 a.m. -12:10 p.m.
LS Wednesday (1 & 2)	8:45 a.m. -12:20 p.m.
LS Wednesday (3 & 4)	8:45 a.m. -12:30 p.m.
MS Wednesday (5 – 8)	8:45 a.m. -12:40 p.m.

School Telephone

Telephone calls by students are limited to emergency use only, and then only with the permission of school personnel. School phones should only be answered by staff.

Special Events

****2020-2021 special events are subject to national, state, and school guidelines and recommendations****

*****LocalLive** – ACS offers live-streaming of select events throughout the school year. These events are also recorded and archived online for viewing at a later date through LocalLive. This live-streaming and recording service was made possible by a generous donation from the ACS Home and School Association. To access archived videos or live-stream events, follow the link: locallive.tv/averycoonley.

Special Fees

When necessary, a fee is charged for some special school-sponsored activities and class projects. A file explaining the additional fees is posted on the School's website.

- Parents may choose to purchase the year's needed school supplies through the Student Council. Orders are placed in the spring of the year for the following September. Extra supplies are available throughout the year at the School store.

Student Health

Allergies

Parents must inform the School of any known allergies such as reactions to bee stings, peanuts, dairy products, etc. Outside food is not inspected by school personnel; therefore, The School cannot reasonably assure families that students will be kept safe from allergens. As part of a larger community, The Avery Coonley School strongly discourages having foods with nuts within the School, for the safety of those who are susceptible to food allergies. Parents are reminded to check all food labels and consult with the classroom teacher prior to bringing foods to school for any celebrations. Important information regarding food allergies is also posted in the Parent Portal. The following website has ideas for allergy safe snacks: <https://snacksafely.com/snacklist-20191205.pdf>.

Emergency Medication

In instances where a student may require emergency medical treatment, such as for asthma, bee stings, etc., first aid is administered. Parents of students with these concerns are to provide the School Nurse with clear procedures before the beginning of the School year or upon enrolling the child.

Head Lice

The incidence of head lice among school age children is very common. Any location or activity (dance class, slumber parties, theaters, athletic events, gymnastics, etc.) where children come into close contact with one another, presents the opportunity for head lice to spread. Parents are asked to check their child's hair weekly, especially during the winter months, to make sure that neither lice nor nits are present. If parents find that their child has head lice, they are asked to notify the School Nurse at once. If a teacher suspects that a child has head lice, the child will be checked by the School Nurse.

When a case of head lice is discovered in school:

1. The parent will be called by the School Nurse and information on treatment will be sent to the parent via email. If live lice are discovered at school, the parent will be asked to pick up the child and begin treatment.
2. The parent will be asked to consult their health care provider and treat the infestations.
3. The child's identity will be kept confidential, as with all student health/education information.
4. Siblings of the child will be checked and parents notified if lice/nits are found.
5. Before the child returns to class, the School Nurse will check for lice/nits. She will recheck the child's hair 10 days after each treatment. The treatment should be repeated 7-10 days after initial discovery and treatment.
6. A lice fact sheet will be sent via email to the parents of all students in the class. A link to this fact sheet can also be found on the Parent Portal.
7. The School Nurse will notify parents via email when new cases are discovered or reported.
8. The Building Engineer will be notified and will oversee thorough cleaning procedures in the School per protocol.

Hearing and Vision Screening Programs

The hearing and vision screening tests are administered by certified technicians under the supervision of the DuPage County Health Department.

The purpose of the hearing screening is to discover mild hearing losses before they become more serious problems. The test does NOT provide a complete examination. Several tones are used to test the child's hearing. New students and students in Early Childhood, Junior Kindergarten, Kindergarten, and First through Third Groups are tested. Referral forms for children who need a professional hearing examination are sent home and should be signed by a parent and returned to the School.

The specific goal of the vision screening is to identify those children who do not meet criteria for visual performance in order that parents may be encouraged to secure a professional eye examination for the child. The vision screening program identifies most children who should see an eye doctor; nevertheless, it does NOT provide a complete examination. Referral forms for children who need a professional eye examination are sent home and should be signed by a parent and returned to the School. Vision tests are administered to students in Early Childhood, Junior Kindergarten, Kindergarten, Second, Fourth, and Eighth Groups, new students, and any child with a suspected vision problem. Children who wear glasses are not tested.

Illness and Accidents at School

The School Nurse or a designated staff member will provide first aid to the ill or injured student or staff member. In the event of a serious medical emergency, Downers Grove paramedics are called and, if necessary, the student is transported to the Emergency Department of Good Samaritan Hospital in Downers Grove, unless directed to a different trauma center by the paramedics. All efforts are made to inform parents or the person designated by the parent to be called if the parents cannot be

reached. In the case of a serious medical emergency, a parent or guardian or the person designated by the parent to be called if the parents cannot be reached will meet the School's representative at the hospital. [Note: If a student who is not a resident of Downers Grove is transported by Downers Grove paramedics to a hospital or care facility, the student's parents will be billed by the Village of Downers Grove for that service.]

Parents are asked to be certain that all information on the child's Emergency Information Form is current and up-to-date.

Health Concerns/Medical Absences

To protect the individual student, his/her classmates, and teachers, parents are required to keep a child at home during the highly infectious first stages of a cold or other communicable ailment. Students exhibiting symptoms such as fever, sore throat, vomiting, or diarrhea should not attend school. It is required that a child be symptom-free for twenty-four hours without medication before returning to school. A physician's note with the diagnosis must be obtained for a student sent home with a rash or suspected conjunctivitis or 'pink eye', in order to return to school.

Parents **must** notify the School Nurse of any contagious disease at once so that parents of children who may have been exposed can be notified. The School Nurse should be notified by 7:30 a.m. of an absence and the reason for the absence (cough, fever, diarrhea, vomiting, rash, sore throat, etc).

Parents are asked to inform the School of any health conditions such as allergies, asthma, diabetes or seizures and to be certain that the information is included on the child's Emergency Information Form. This form is to be updated annually. It is important also that the appropriate form(s) (i.e. medication permission forms and/or health care plans/emergency action plans) are completed and returned to the School nurse prior to the first day of school. Other health information and all forms are found on the Parent Portal.

Any parent requesting that their child(ren) stay in from recess for more than three days must obtain a doctor's note to be submitted to the School. After the Head of School reviews the note with the parent, the doctor (*non-relative*) will be required to discuss the request with the Head of School. Exemptions will be granted at the discretion of the Head of School.

Please refer to the ACS Return to Learn Plan for COVID-19 information and procedures.

Physical Education Restrictions

A written parent request for a restriction from Physical Education Class/Recess will be accepted for up to three days. After this time period, a physician note is then required. These requests should be submitted to the School Nurse who will share the information with appropriate staff. Students will still report to P.E. for instruction or modified activities.

Confidentiality

All medical information concerning the student is confidential. Only information necessary to the health and well-being of the student is shared with staff members.

Sending a Student Home Sick

A student will be sent home if they have a fever of 100 F or higher, has vomited, or has diarrhea, an unexplained rash, or signs of eye irritation. The parent, guardian or designated emergency contact will be notified to transport the child home. The parent must arrive within 45min or the next emergency contact will be called.

Extended Non-Medical Absences

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

1. A student's attendance record will be taken into consideration at the time of re-enrollment.
2. Homework assignments in advance of planned absences may or may not be available depending upon the material being covered.
3. When a student has been absent, it is expected that homework will be submitted within a time frame determined by the teacher. The student is responsible for the lessons, materials, and tests covered in classes during the absence.

4. The School may require a student with an extended non-medical absence to receive outside tutoring in order to become current in one or more subject areas.

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

Medical and Dental Appointments

A student may be excused for medical, dental, and personal appointments when such appointments cannot be scheduled during non-school hours. To allow for appointments that need to take place during school days, parents and guardians can drop off students at two other times during the day (if they cannot drop off by 9:00 AM). Personnel will be available from 11:15 – 11:25 AM and again from 1:15 – 1:25 PM to screen students for entry. Students may not be dropped off at any other time during the day. There is no late drop off on Wednesday. If a student needs to leave school early to go to a medical, dental or personal appointment during school hours, a parent or guardian should notify the Receptionist either through email or by phone.

Medication

Parents and guardians have primary responsibility for administering medication to their children. Only those medications absolutely required for the critical health and well-being of the student will be administered during school hours. In order to ensure the safe and proper administration of medication to students, the following procedures have been established:

1. Written permission signed by the parent and physician is required for all over-the-counter or prescription medications. Exceptions: 1. An inhaler may be carried with parent permission. 2. An EpiPen may be carried with parent and physician permission. The primary EpiPen should be stored in the health office. 3. Parent only permission will be accepted for over-the-counter medication for extended field trips and summer program. No other medication may be in the student's possession at any time. The School Medication Authorization Form or the Asthma Self-Medication Permission Form may be found on the parent portal. These forms must be completed annually or when there is a change in medication and/or dosage.
2. The Avery Coonley School maintains a supply of emergency, undesignated epinephrine auto-injectors and albuterol according to Public Act 100-0726. This law allows the use of these medications with a standing order of a physician. The School Nurse or trained personnel may administer epinephrine to any person suspected of experiencing an anaphylactic reaction. Albuterol may be administered by the School Nurse or trained personnel to any person believed in to be having respiratory distress
3. The Avery Coonley School will incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an epinephrine auto-injector or an albuterol inhaler regardless of whether authorization was given by the student's parents or guardians, or health care provider.
4. All prescribed medications will be provided to the School nurse in an original container as provided by the pharmacist, with specific instructions for administration (physician name, name of medication, dosage, time of administration, possible side effects, and duration of dosage). The orders on the prescription container must match exactly the order as written by the physician. The pharmacist will supply the parent with two properly labeled containers when requested.
5. No child is allowed to take any medication once its effective date has expired.
6. The parent/guardian is responsible for bringing medication to school. At the termination of the medication or at the end of the School year, the parent/guardian or an adult designee must pick up the medication up from school or give permission for the child to bring the medication home. Medication left in the health office will be discarded by the School nurse.
7. Medication will be administered by the School nurse or the student will self-medicate under the supervision of school personnel. On field trips, the student will self-administer his/her medication under the supervision of designated school personnel.
8. The Initial dosage of any medication will not be given in the School except under life-threatening situations.
9. The School may choose to decline administration of a medication.
10. Cough drops may be brought to school only with written parent permission. In Groups 1 – 4 the cough drops and the note must be given to the teacher. The drops will be distributed as needed. Middle School students may carry cough drops with them and the note should be given to their advisor.

Physical Examinations and Immunizations (All required health forms are available on the Parent Portal.)

Good attendance does, of course, depend upon good health. State law requires that each student have a physical examination record showing a complete series of immunizations on file at the School. Physical examinations are required of all new students, including Early Childhood, and returning students entering Kindergarten and Sixth Group.

1. Physical Exam: The Illinois Department of Public Health requires a current physical exam, recorded on the approved form, and signed by a physician. This form must include a complete record of the dates the child received immunizations for diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, varicella, and Hib (preschool only).

Every student who enters Early Childhood, Junior Kindergarten, and Sixth Group must also show proof of Hepatitis B immunization. The records must be signed by the health care provider who either gave the immunization or can verify the dates of those immunizations.

2. Dental Exam: All Illinois children in Kindergarten, Second Group, and Sixth Group are required to have an oral health examination. These examinations must be performed by a licensed dentist who must sign the proof of school dental examination form.
3. Vision Exam: All children enrolling in Kindergarten and any student enrolling for the first time in an Illinois public, private, or parochial school must have a comprehensive eye health exam performed by a qualified eye doctor.

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

ACS Board of Trustees Student Vaccination Policy

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

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

- All enrolled students must have up to date immunizations as required by the State of Illinois. Minimum Immunization Requirements can be found here: <http://dph.illinois.gov/topics-services/prevention-wellness/immunization>
- The only accepted vaccination waiver will be for a valid medical exemption. For the School to accept a medical exemption, the family must consent to a medical examination of the child by a doctor of the School's choosing. Based on the recommendations made to the School, the School may or may not allow a medical exemption.
- Religious immunization waivers will no longer be accepted for students as of August 1, 2020.
- All students must have their immunizations up to date by October 15th of each school year to remain enrolled. ACS will use the Centers for Disease Control and Prevention recommendations (<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>) and the Illinois Department of Public Health (<http://dph.illinois.gov/topics-services/prevention-wellness/immunization>) as the basis for the vaccinations schedule. The School, at its sole discretion, may allow on rare occasions, a slight variation of the recommended immunization schedule based on medical circumstances.
- If proof of vaccination is not provided as required, the child will not be allowed to return to school.
- Questions regarding immunizations should be directed to the School Nurse or the Head of School.

Summer Program

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

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

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

Transportation

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

Tuition Payment Policy

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

Force Majeure

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

VII. ADMISSION

Admission and Enrollment

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

The Avery Coonley School admits qualified students of any sex, sexual orientation, race, religion, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of sex, sexual orientation, race, religion, physical disability, or national or ethnic origin in the administration of its educational policies, admission policies, financial aid program, athletic program, or other school-administered programs.

Guidelines for Selecting Student from the Qualified Admission Pool

There is a dual focus in the overall admission process at The Avery Coonley School in accord with the School's mission:

1. Ensuring enrollment of children most able to benefit from a challenging traditional program.
2. Ensuring that grade-level groups consist of students with compatible social, emotional, and academic levels.

The Admission Committees, in consultation with the Head of School, are responsible for the selection of the student body, guided by the following criteria:

1. Academic readiness appropriate for the group to which the candidate is applying as measured by intelligence testing, standardized achievement tests, and report cards.
2. Personal, social, and emotional maturity and development of the candidate.
3. Affiliation with the School: preferential review is given to qualified siblings from supportive families and qualified children of alumni and ACS employees.
4. Cultural, ethnic, racial, and economic diversity in the group to which the candidate is applying.
5. Gender balance in the group to ensure a coeducational atmosphere.

Grade Level Placement

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

VIII. FINANCIAL AID POLICY

Financial Aid Policy

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

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

Process for Applying for Financial Aid

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

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

APPENDIX A

The following documents are part of this handbook:

[ACS Return to Learn Plan Restore Illinois Phase 4 Operating Procedures ACS](#)

[Distance Learning Handbook](#)