

EAST LAKE ACADEMY



Parent / Student Handbook

**Academic Calendar
Year 2019-2020**

EAST LAKE ACADEMY

Principal's Letter

Dear Parents,

East Lake Academy was founded on certain key principles of quality education, such as academic excellence, self-discipline, and respect. We strive to pursue these ideals while promoting leadership and Christian maturity in each student.

The faculty and staff of East Lake recognize the role of parents as the primary educators of their children, and we are pleased to share this responsibility with you. We cherish the opportunity to help you to educate your son or daughter in a cooperative atmosphere of charity and unity.

This handbook is written for parents and students with three objectives in mind: to inform about the philosophy and mission of the school; to clarify procedures and expectations for the students; and to enumerate various school policies. It is essential that parents and students review the handbook together.

Sincerely Yours,

Mrs. Rosario R. Echavez

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Principal

**East Lake Academy
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Lake Forest, IL 60045**

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East Lake Academy Board

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Mr. Dan Christoffel	Treasurer
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East Lake Academy Administration

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Mrs. Erin Beattie ebeattie@eastlakeacademy.org ext. 214	Dean of Academics
Mrs. Elizabeth Simutis esimutis@eastlakeacademy.org ext. 204	Admissions Director
Mrs. Marie Pindara elacommunications@eastlakeacademy.org ext. 201	Office Manager

Faculty

Mrs. Maureen Kowalski	Pre K 3 Ext. 221
Mrs. Carole-Anne Fere	Pre K 3 Aide
Srta. Lina Moreno	Pre K 3 – Third Grade Spanish, Ext. 207
Mrs. Barbara Campanella	Pre K 4C Ext. 209
Mrs. Regan Bugajski	Art & Pre K 4 Aide, Ext. 219
Mrs. Debbie Sapienza	Kindergarten Aide
Mrs. Amanda Mishork	Kindergarten Aide
Mrs. Jenni Shoemaker	Pre K 4S, Ext. 227
Mr. Tom Henders	PE, After Care Ext. 220
Mrs. Denean Gorman	Kindergarten Ext. 210
Mrs. Erica Kopf	First Grade Ext. 224
Mrs. Kathleen Calk	Second Grade Ext. 216
Miss Maggie Slingerland	Third Grade Ext. 213
Ms. Carrie Schultz	Fourth Grade Ext. 205
Mrs. Geraldine Lagman	Fifth Grade Ext. 211
Mr. Jerrold Losch	Middle School Math, Religion Ext. 206
Mr. John Stack	Middle School History, Religion Ext. 218
Sra. Elia Barrera	Fourth-Eighth Grade Spanish Ext. 203
Miss Annalyn Mendoza	Middle School Science, Religion Ext. 208
Mr. William Boersma	Middle School Language Arts Ext. 212
Mr. Antonio Rodriguez	Maintenance Manager

East Lake Academy

A Roman Catholic School of Academic Excellence

I. The Mission

East Lake Academy strives to foster Christian maturity and leadership in its students. We are committed to the complete formation of each student through a strong combination of academic excellence, spiritual growth and personal development. We work to form future leaders who will serve the Church and society.

II. Educational Philosophy

East Lake Academy's unique method of formation helps students to cultivate their natural gifts by addressing four distinct dimensions of the personality:

Intellectual — which deals with the ability to think and reason.

Human — which deals with the character and will.

Spiritual — which deals with one's relationship with God.

Apostolic or social — which deals with one's relationships with others and the broader community.

III. Spirituality

East Lake Academy offers spirituality focused on personal love for Jesus Christ and the practice of authentic charity as the essence of Christianity. Students are taught that faith is above all to follow a person, Jesus Christ; to model their lives after him through the practice of virtue; and to bring his message to others. This living, active and enthusiastic faith is integrated into every facet of school life.

IV. The Vision

In the future, East Lake Academy will grow from a three-year-old pre-school all the way up to a four-year high school. The school's board of directors has set a clear vision to purchase a 15 to 20-acre site in Lake County for construction of a new school. This campus will accommodate up to 1,300 young people.

V. ACADEMICS

A. Academic Expectations

East Lake Academy sets high academic standards at every grade level. All students who pursue their studies with diligence will succeed in acquiring a wide breadth of knowledge. Students are encouraged and motivated to be attentive in class and complete all written homework. Additional studies each evening to review class material from that day will benefit students in test preparation and help them reach their maximum academic potential.

B. Grading Standard (K-8)

Academic grades are a measure of the student's level of competency, sufficiency, or knowledge in a particular area and should reasonably reflect the student's understanding of the subject matter being assessed.

Progress reports are issued mid-trimester (K-8).

Report cards are issued at the end of each trimester (Pre K-8).

Grading Scale

A+	= 100	C	= 73-77
A	= 93-99	C-	= 70-72
A-	= 90-92	D+	= 68-69
B+	= 88-89	D	= 63-67
B	= 83-88	D-	= 60-62
B-	= 80-82	F	= 59 or below
C+	= 78-79		

Formation Grade (K-8)

To track each student's general behavior, a Formation Grade (FG) is given at the end of each day. This grade, assessed on a ten-point scale, indicates any lapses in conduct or responsibility. Every warning or check accumulated over the course of the day subtracts a point from the total. As assignment notebooks are checked at the end of each day, the teacher records the student's FG in the "Teacher's Messages" box, with comments if necessary.

Formation grades are based on the following criteria:

1. Procedures (silence, classroom work, line order, following directions, lunchroom, etc.)
2. Social Interaction (respect towards others)
3. Punctuality (tardiness, punctuality in line order and class)
4. Personal Presentation (Complete and clean uniform, nails, hair, proper posture, etc.)
5. Cleanliness and orderliness (handwriting, lunchbox, lunchroom, desk, folders)
6. Responsibility (homework, classroom work, signed assignment notebook, lost objects)

Failure Policy

Students who are absent ten (10) days during the trimester will be subject to a failing grade in the course. Special circumstances may, however, be reviewed by the Administrative team.

Students who receive a D or lower in a course must pass that course in an approved summer school program. Failed courses may not be repeated during the school year. Any student who fails three courses will not be promoted.

Academic Honesty

Students are expected to maintain a high level of integrity and honesty in their schoolwork. Handing in exams or assignments done by another or answers taken from another unapproved source violates academic honesty and is therefore strictly forbidden. Students who violate academic honesty will receive a zero for the assignment. In addition, a conference will be called with the student's parents to discuss disciplinary action.

C. Homework (K-8)

HOMEWORK HAS TWO FUNCTIONS: *Either to reinforce learning that has already taken place or to preview learning that will occur.*

1. Homework is essential to retaining and internalizing concepts and knowledge learned in class. For this reason, each student is expected to spend a sufficient length of time each night in order to complete homework and to present it in a neat and orderly manner. Homework that is wrinkled, torn, or sloppy will not be accepted. Non-completion of assignments will have a negative impact on grades. Homework should be completed at home and not upon arrival at school or during recess. Continuous neglect of homework will result in a mandatory parent conference.
2. Teachers assign homework daily so that the student can master concepts and skills taught in the classroom. The amount of homework varies, depending on the course and grade level.
 - Kindergarten about 10-15 minutes
 - First grade about 20 minutes
 - Second and Third grade about 30-40 minutes
 - Fourth - Fifth grade between 45 and 60 minutes
 - Sixth – Eighth grade between 60 and 140 minutes

This frame of reference indicates the approximate amount of time that the average student takes to complete assignments well. Please note that the time frame given at each grade level includes memorization, review of class material and daily study so that the student may be well prepared for pop-quizzes or tests.

Parents can help their child create a neat and orderly study environment at home. A desk or table in a well-lit and quiet area, without music or television in the background, will help the child to acquire the intellectual discipline needed to succeed.

Students who are absent from school may **request the day's work as well as homework by phoning the school office by 9:00 A.M. Homework can be ready for pickup after 3:00 p.m. in the main office.**

Assignments may be given to students for each class period. Students are expected to do the homework and have completed all assignments before the class date determined by the teacher.

While parents should be interested in the child's efforts, homework ultimately should represent the student's efforts. Sharing homework, unless specifically permitted by teachers in certain cases of group work, is prohibited.

Assignments are not given over Thanksgiving, Christmas, Spring or Easter breaks, Stanford Week or on other occasions specified by the Dean. Assignments may be given for classes following other school breaks (Labor Day, etc).

Penalties for late homework assignments:

- 10% off on the first day
- 15% off on the second day
- On the third day a zero grade with written notice to parents requiring a signature will be sent home and expected to be returned on the following day.

Any homework paper 69% or below must be signed by a parent and a copy will be kept on file.

Parent excuses for incomplete homework will not be accepted except in extraordinary circumstances. Parents should contact their child's teacher when such circumstances arise.

D. Exams

Students must do work in complete silence.

Once the student completes the exam, he should study or read silently at his desk until all the students have completed the exam.

If a student is caught cheating, the exam will be taken away and the student given a zero for the exam. The student will then be referred by the teacher to the Dean of Academics so that appropriate disciplinary action may be taken.

Students may not help teacher's correct exams.

One parent must sign all quizzes, exams and tests with grade of 69% or below. A copy of exams will be kept on file.

Standardized tests will be given to students during the third trimester.

E. Academic Standing

A student must be in good standing, maintaining a C average or above with no failing grades, to participate in extracurricular activities. Any student not in good standing will be excluded from extracurricular activities for a probationary period of two weeks. After that period, the student's academic situation will be re-evaluated.

Any student who earns **straight A's** will be placed on the High Honor Roll. Any student earning **all A's and B's** will be placed on the Honor Roll.

To be promoted to the next grade, a student must maintain a 70% average in Reading and Math as well as a 70% average across all subjects.

Awards

The following institutional awards honor high achievement:

- **Veritas et Virtus** - Grades 6-8 girl and boy having achieved the highest ideals of ELA formation reflected in all four pillars.
- **Dignitas et Veritas**
Grades 3-5 girl and boy having achieved the highest ideals of ELA formation reflected in all four pillars.
- **Semper Altius** - Grade K-2 girl and boy having achieved the highest ideals of ELA formation reflected in all four pillars.
- **Academic Accolade** - Girl and boy in each class with highest academic average in grades 1-8
- **High Honor Roll** - Straight "A" for the trimester in grades 1-8
- **Honor Roll** - All "A" and "B" for the trimester in grades 1-8

F. Virtue Program

The students of our school will be young people confident and alive with the joy that comes from the development of all their personality and qualities. This includes the formation of their character, intellect and soul so they become agents of positive change wherever their call in life leads them.

The virtue education program is pursued through imitation, identifying virtue in concrete events, and supported by positive feedback, which favors the development of good habits through repetition.

Monthly School Virtues

Virtue education for elementary and middle school students is pursued by emphasizing the knowledge of virtue, discovering its value, and proposing concrete, repeated acts in response to real-life situations. Each month of the school year will focus on a particular virtue that will help students grow in their social and spiritual development.

Kindergarten-4th Grade

September: Charity
October: Respect
November: Gratitude
December: Obedience
January: Generosity
February: Honesty
March: Responsibility
April: Cheerfulness
May: Perseverance

5th – 8th Grade

September: Charity
October: Purity
November-December: Obedience
January: Generosity
February-March: Integrity & Authenticity
April-May: Magnanimity

VI. East Lake Academy Discipline Policies

The general philosophy of discipline at East Lake Academy is to discipline as Christ would. Discipline can be corrective (redress of wrong action) or constructive (repeated practice of a virtue), but it must always be formative, contributing to the personal improvement of the individual. We do not discipline just to stop inappropriate behavior, but to form the habits and will of the student. Good discipline should always be aimed at forming the student from within rather than mere external conformity. The goal is for students to act well when we are not in their presence, through their own training and convictions.

Each student is encouraged to make proper choices and to accept responsibility for his/her actions. Consistent application by the faculty and staff of these standards will be emphasized. *Personal attention* to the students by the faculty and staff is very important.

Since parents are the primary educators of their child, East Lake Academy seeks the collaboration of parents in the formation of their children. If serious breaches in student conduct occur, the supervising teacher and Principal will meet with the student and parents about temporary or permanent dismissal from school.

A. Disciplinary Standards

- We respect all people and all property.
- We answer respectfully all teachers and other adults.
- We are self-disciplined and maintain order.
- We are honest. We do not lie, cheat, or steal.
- We are obedient to our teachers and those in authority over us.
- We always act appropriately in the Chapel knowing that the Blessed Sacrament is present.
- We follow our classroom rules and lunchroom rules.
- All of our work is done neatly and handed in on time.
- We come to class prepared with all appropriate books and materials.
- We do not use rude, abrasive, or profane language.
- We keep our hands to ourselves and refrain from pushing, hitting, etc.
- We are in complete uniform as defined in our student handbook.
- We do not chew gum on school property.

- We follow the directions of all faculty, school personnel, and supervising volunteers.

B. Behavior Expectations

In general:

Students must enter and leave the classroom in silence. Students are not to talk in the hallways except to greet adults.

1. Directions will be followed the first time given.
2. Students must keep their hands and feet to themselves.
3. Students must take care of school property and show respect for the property of others.
4. Students must be in complete uniform.
5. Students must conduct themselves like ladies and gentlemen at all times and treat one another with utmost respect.

In class:

1. Students must be prepared for class at the beginning.
2. Students' desks or workspaces must be kept neat and tidy.
3. Students must have permission to speak during class.
4. Students must remain seated at all times, unless otherwise directed by the teacher.
5. Homework must be completed neatly and ready to be submitted at the beginning of class.

Minor Infractions

- Talking out of turn
- Class disruption
- Failure to follow a class rule
- Actions performed without permission
- Incomplete uniform
- Incomplete homework
- Uncharitable language/behavior

Consequences for Minor Infractions

Step 1 Teacher warns student

A teacher may at his/her discretion discreetly warn a student of possible consequences. A teacher may employ the warning as many times as the teacher deems necessary to correct the student's behavior causing the infraction.

Step 2 Teacher contacts parents

The teacher will document misbehavior in FG in agenda with detailed note, contacting parents that day via phone if necessary.

Step 3 Teacher refers matter to Dean of Academics

If the repeated minor infraction continues without resolution, the teacher must refer the matter to the Dean of Academics.

Serious Infractions

- Profanity, vulgarity, or abusive verbal or body language is inappropriate and will not be tolerated. Use of such language demeans both the speaker and the community.
- Lying, disobedience, or lack of respect toward administration, faculty members, staff, or peers.
- Constant failure or refusal to fulfill disciplinary measures or habitual criticism of school norms.
- Fighting, bullying, or causing bodily harm to another student or threatening another student or member of the staff.
- Mistreatment of school property or destruction of such property, including intellectual property, books, furniture, lab equipment, audio-visual equipment, and the like.
- Theft of any kind, from the school or from fellow students.
- Excessive tardiness without excuse or justification, either to school or to daily class periods.
- Truancy, including extending holidays or weekends with unexcused absences.
- Leaving campus or being absent from class during school hours without permission.
- Copying another's homework, assignments, tests, exams, or attempting to obtain copies of the exams and answer keys before they are administered (cheating).
- Falsification of school documents or permissions. Forgery of documents or a parent's signature.
- Improper conduct outside school hours, especially when actions may cause scandal or damage to the school's reputation. This includes statements or photos posed on social media.

Consequences of Serious Infractions

In serious or repeated minor disciplinary infractions, a student may be subject to review by the Principal. The Principal makes recommendations to the President of the School Board regarding consequences to disciplinary violations, including those calling for expulsion or mandated withdrawal. Recommendations may include but are not limited to:

- Verbal warning
- Writing assignments
- Probationary period
- Denial of privileges (i.e. participation at recess, attending school functions, extracurricular events)
- Suspension
- Expulsion

Disciplinary Suspension

When a student is suspended from school he/she may lose credit for the day(s) work. The absence is considered an unexcused absence. Suspension is a grave penalty imposed only for very serious offenses. The length of suspension may vary with the seriousness of the offense (1-10 days). A student who incurs more than one suspension is liable to expulsion.

VII. BUILDING USE RULES

1. No Smoking

This building is a completely smoke-free environment 24 hours a day.

2. Alcohol

Alcohol may not be served at school during any event where students are present.

3. Lunchroom

Students are to clean up after themselves. Cleaning supplies (including a broom with dustpan, paper towels, and spray cleaner) are kept in the lunchroom throughout the week. Students are expected to bring their own utensils and napkins for snack and lunch. Microwave/Refrigeration is not accessible to students.

4. Storage Rooms

Storage rooms are used to house school supplies and educational materials. Since our space is limited, these rooms must be kept neat and orderly. Any items placed in storage for the weekend or overnight must be removed promptly. **Children/students are not permitted in storage areas.**

5. Items Brought to School

Magazines, comics, newspapers, radios, electronic devices and toys that might distract students during school hours may not be brought to school (unless item is requested by a teacher/approved by the Principal for an academic purpose). If cell phones must be brought to school (as deemed necessary by a parent), they should be kept in the student's book bag and always turned completely off while at school. Knives, pocket knives or similar weapons are never to be brought to school.

VIII. ADMISSION PROCEDURES

NOTICE OF NONDISCRIMINATORY POLICY TO STUDENTS

East Lake Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. East Lake Academy does not discriminate on the basis of race, color, national and/or ethnic origin in

administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

A. Review of Application: The Director of Admissions will begin to review the application upon receipt of the completed application form, the application fee of \$150, the student evaluation form, and all other requested information.

B. Testing: Applicants will be tested for placement.

C. Interview: Prior to acceptance, a parent interview will be scheduled.

D. Placement: Applicants are placed in an appropriate grade level based upon age, previous records, and entrance testing results. Placement is determined by the Admissions Review Committee.

E. Priority Guidelines for Admissions: In the admission of students to East Lake Academy, priority consideration will be given to these criteria in the following order:

- Currently enrolled students in good academic standing
- Siblings of currently enrolled students in good academic standing
- Students in good standing on the current year's waiting list

F. Notification: Applicants are notified of acceptance, by an acceptance letter, which will be mailed within two weeks of your parent interview. A non-refundable \$150 registration fee is due with the application. All enrollment contracts are due within 20 days of acceptance to the academy, along with a non-refundable tuition deposit to secure placement. This deposit amount will be deducted from the total tuition amount due

G. Waiting Pool: Applicants who qualify for acceptance, but cannot be admitted due to limited openings, will be placed in the waiting pool. Applicants must reapply for subsequent years.

The above are general guidelines utilized by the administration in determining acceptance. The Academy's Admissions Review Committee makes the final decision.

IX. ATTENDANCE

Regular and punctual attendance at school is essential to develop a student's sense of responsibility and positive work ethic. Attendance facilitates learning: the higher the attendance, the greater the potential for learning.

East Lake strongly urges parents to make use of vacation time allotted in the school calendar and not to take vacations when school is in session. **When students are taken from school for family vacation time, teachers are not required to provide work ahead of time.**

Frequent tardiness or absence is not compatible with enrollment at East Lake Academy. The Academy grants limited excused absences for illness or emergencies. Medical and dental appointments should be scheduled outside of

school hours. Athletic, social, cultural, and/or musical activities (outside of those scheduled by the Academy) should not take place during school hours and may be considered unexcused.

A. Absence

Procedure

1. In the case of necessary absence, **parents should call the Academy before 9:00 am on EACH day of the student's absence even when the illness continues for more than one day.** Not following this procedure could result in the student being considered truant.
2. Students seen by a physician must present a medical note in order to receive a medically excused absence.
3. Absences of more than 3 consecutive days may require a doctor's note for re-admittance.
4. The student is responsible for obtaining and completing all homework assigned by the teacher when absent.

Any student who was not in attendance for the day may not be allowed to participate in the day's extracurricular activities (practices and games).

Excused Absences

1. For illness or emergency with parental notification in writing for up to 6 school days per academic year. Additional absences of this kind will not be considered excused.
2. Under a doctor's direct care, verified in writing by a physician and submitted to East Lake no later than 2 days after returning to school. No illness will qualify as being excused until a note has been turned in to the office.
3. Hospitalization (verified by hospital records).
4. Death in the immediate family (verified by a letter from the parent).
5. Medical and dental treatment (verified by doctor in writing).
6. Other absences approved by the Administration.

B. Arrival and Dismissal

To promote a safe and secure learning environment, the following regulations apply:

- Drop off time is no earlier than 7:45 am (unless going to Before Care), but before 8:00 am.
- Arrival AFTER 8:05 am will require the student to be accompanied and signed in by a parent in the office. Students will receive a tardy slip to submit to the teacher.
- Dismissal time for Pre-K 3 and Pre-K 4 students is at 11:30 am. Kindergarten – 8th Grade dismissal is at 3:00 pm. Half day dismissal is at 11:00 am.
- Staff will supervise students until 3:20 pm to ensure student safety and smooth traffic flow. At 3:20 pm, students will be brought to Aftercare and parents will be charged accordingly.
- Students must be supervised while on school premises. Only students participating in extracurricular activities, or those students who have permission

and remain under the supervision of school staff, can remain on school premises. Students are not allowed to change out of their school uniforms before leaving the school unless supervised by a coach or parent.

- No students may leave the school campus with another student or adult without written permission from the parents of the student being picked up.
- In case of an emergency, the parent or guardian should notify the school office to indicate who will pick up the student. If unknown to school authorities, this person must present proper identification.
- Parents must sign out their child in the main office for any early pick up **from either building** during school hours.

C. Punctuality

Punctuality is important in the life of the student. It helps prepare the student for the world by reminding the necessity of adherence to a schedule. **A student who arrives after 8:05 am is considered tardy.** The student should first come to the office for an admittance slip before proceeding to class. **After four tardies in one trimester, the Principal will contact the parents.** Appropriate discipline may result from further tardiness in that trimester.

D. Injury or illness

Students who become sick or injured during the school day are asked to notify their teacher who will in turn notify the office. The office will inform the student's parent and, if necessary, the parent will come and pick up the child. If emergency care is required and the parents or family physician cannot be contacted, the school will obtain the necessary treatment by utilizing the written permission consent form for emergency care, which is on file in the school office.

Guidelines for Student Recovery Off Campus and Contagious Health Conditions

Parents are to report communicable diseases or health problems contracted by the student to the school immediately for the safety of the school community. Re-admission policies differ according to certain illnesses. For example, a student with a disease such as rubella (measles) or chicken pox will have different criteria for re-admission to school than one recovering from conditions such as pinworms or pediculosis (lice). **A student with lice must be "nit" free in order to attend school. Any student who has gone home with a temperature greater than 100.0 and/or has been prescribed antibiotics must be without fever and have been on antibiotics for 24 hours before returning to school.**

Indicators used to assist the school in determining when a student needs to recover off campus are listed below.

Oral temperature of 100 degrees or above
Vomiting, nausea, or severe abdominal pain
Marked drowsiness or malaise
Sore throat, acute cold, or persistent cough
Red, inflamed, or discharging eyes
Acute skin rashes or eruptions
Swollen glands around jaws, ears, and neck
Suspected scabies or impetigo

Any skin lesion in the weeping stage unless protected and diagnosed as non-infectious
Ear ache
Pediculosis (head lice or nits)
Other symptoms which are suggestive of acute illness

E. Field trips

Field trip days are official school days and must be handled as such. To be counted for attendance, students should report to their class as usual on these days. Failure to report to class, even if the student takes part in the field trip, will be recorded as an absence.

F. Activities and clubs

The purpose of activities and clubs is to give students the opportunity to pursue particular talents and interests. Some activities are during school time, and some are after school. Participation in activities as a complement to regular school life is encouraged.

Rules regarding participation and eligibility requirements are determined by the director(s) of each particular activity based on league rules. Students must be in good standing, maintaining a C average or above with no failing grades, to participate in extracurricular activities. Any student not in good standing will be excluded from extracurricular activities for a probationary period of three weeks. After that period, the student's academic situation will be evaluated.

East Lake Academy hosts clubs for girls and boys. The purpose of the clubs is to promote friendship and unity among Catholic youth. Club members organize or take part in retreats, trips, outreach projects, and other activities. Clubs typically meet once a week.

G. Medical Examinations

Up to date Certificate of Child Health Examination forms must be on file before a student can be admitted to the Academy. Please find all health and release forms on the school website under the Parent tab.

H. Food and Drink

All food and drinks are to be consumed only in designated eating areas. For safety reasons, students are asked not to share food at snack and lunch time. **Please refrain from bringing food/drink into the chapel.** Chewing gum is not allowed during school. East Lake Academy would like to promote wellness for our students. To that end, we encourage parents to send in healthy snacks, treats and lunches for our students. Please consider items from the following list when choosing snacks to send to school:

Fruits (apples, raisins, bananas, etc)
Vegetables (cut up carrots, celery, etc)
Pretzels
Cheese

Granola Bars
Cheese / Crackers
Bottled Water
Small Sandwich

Bagels

Students may bring water bottles filled with water to school, and may refill throughout the day. Juice, tea, and other drinks may be consumed during snack and lunch.

I. Birthday Treats

Many people see their child's birthday to be an opportunity to send in treats to school. While birthday cake, cupcakes or pudding are always a treat, please consider some of the following as possible alternatives to sweet snacks when planning a birthday treat:

Pencils	Small prizes/ toys (super balls, puzzles, etc)
Stickers	Bookmarks

Please make sure that treats are individual, easy-to-serve portions. Parents must provide utensils, napkins and/or plates if needed. No decorations, streamers, balloons or favors are to be brought to school. Please check with your child's teacher before purchasing any treats/drinks to find out about any dietary restrictions in class. Food items for birthdays should be dropped off in the office before school.

J. Medication

Parents must send a note of permission and/or doctor's note with detailed directions as to the amount and time a student needs to take medication. Personnel cannot administer drugs or aspirin/cough drops to children without permission from the student's parents.

X. COMMUNICATIONS

Teachers, parents, and administrators need to communicate openly on a regular basis for the benefit of the student. Agendas, newsletters, conferences, telephone calls, and notices containing information are all part of an effort to provide productive communication

A. Parent communication process

Each night parents will see the Formation Grade (FG) written in the student agenda. At times, a teacher note may also accompany that grade in the agenda. Parents are encouraged to use the agenda to communicate directly back to the teacher. Teachers check agendas daily each morning.

Parents should always first direct inquiries or concerns regarding school-related matters to their child's teacher. If needed, the parent, along with the teacher, should address the concern to the Dean of Academics. Finally, if the situation

necessitates, the parent, along with the Dean of Academics, should take the concern to the Principal.

Any school concerns that do not directly involve teachers should be taken to the Dean. To continue fostering charity within the East Lake community, we ask that concerns be always brought directly to the appropriate school personnel.

Any issues brought directly to a board member will be referred back to the system at the lowest level at which it has yet to be addressed.

B. Parent/Teacher Conferences

Parent/teacher conferences are formally held near the end of the first trimester and at the end of the second trimester. Conferences can also be arranged by appointment. It is important that parents become acquainted with their child's teachers and work closely with them. It is not necessary to wait for a parent/teacher conference day, or for the teacher to initiate contact.

Please respect the time of your child's teachers by making appointments if a note cannot communicate information. Communicate by note to the teacher whenever possible. Please try to refrain from "*dropping in*" unexpectedly before school. This time is important and necessary for the teachers to plan their day.

C. Written communication

Please note that some communication from the Academy may require a parent's signature and need to be returned to the school. **Some items requiring a parent's signature are:**

1. Daily assignment notebook.
2. Exams/Tests with a grade of 69% or lower.
3. Interim Progress Reports sent home periodically alerting parents to their child's progress.
4. Notes regarding missed homework.
5. Notes regarding disciplinary problems or action.
6. Requests for parent/teacher conferences.
7. Permission slips for school activities.

D. Phone calls (incoming-outgoing)

Please feel free to call the Academy to set up a conference, ask questions, and/or relay a message to a student or teacher. Except in emergencies, teachers will not be interrupted during the school day, and students will not be excused from class to take phone calls. In case of emergency, the secretary will relay messages or make arrangements for the student/teacher to call back.

The Principal, Deans of Academics and Director of Admissions each have a voice mailbox for leaving or receiving messages. Each teacher also has a voice mailbox. Parents are asked to allow teachers at least 24 hours to respond to voicemail messages. The office phone is a business phone and is not to be used by the students and/or parents except in an emergency.

The phone is our main link to the outside world. *Prospective parents, benefactors, and board members often call to relay important information or make arrangements.* Because it is vital to keep the phone lines open, parents and/or students are asked to refrain from calling the Academy to relay messages to other parents or students who may currently be within the school. **All changes in transportation of a student must be sent in a note from the parent granting permission for the child to go home/ride with another person/parent.**

E. Emergency Closing Procedures

In the event of inclement weather and the need to cancel/delay school should arise, please check by 6:00 am on the day in question. Reference the school's website, www.eastlakeacademy.org or:

Call: 847-238-1234 (Emergency Closing Center Hotline)
Enter ELA access code: 8472470035

Online: Go to the website of any of the radio stations (WGN Radio 720 or WBBM Newsradio 78) or TV stations (CBS-2, NBC-5, ABC-7, WGN News, FOX News, CLTV News) or go to www.EmergencyClosings.com and **search for the school's name and city or by phone number 847-247-0035**

XI. DRESS CODE

East Lake Academy requires its students to present themselves in a neat and clean manner at all times. The appropriate attire for the students at each grade level is posted on our website. The required student uniforms should be purchased through our uniform company. The teachers, deans or any school personnel can determine dress code infractions. Infractions may include clothing, shoes, hair, jewelry and general appearance.

East Lake Academy Uniform Requirements:

Please see current uniform guide on school website under Parent Section. Uniforms may be purchased through the preferred vendors.

Schoolbelles Uniforms: 1-800-548-3883 or www.schoolbelles.com or visit the store.

Land's End: 1-800-963-4816 or www.landsend.com

K-8 students without ties must report to the office and borrow one. Students must be in complete uniform to enter to participate in class/school Mass. Any item that varies (in style or brand) from the uniform guide will constitute an incomplete uniform. The administration may relax or adjust uniform requirements depending on weather and other variable circumstances. During the winter months, boots and

coats are to be worn to and from school and during recess but NOT in the classroom.

The school's dress code will be maintained throughout the day. Dress code infractions, determined by any faculty or staff member, are subject to disciplinary action at the discretion of the principal. Infractions include:

- Incomplete uniform including clothing, hair, and jewelry according to criteria below.
- Unwashed, unkempt, or inappropriately styled hair according to criteria below.
- Unclean or sloppy dress (including but not limited to un-tucked shirts, rolled skirts/rolled gym shorts, knee socks improperly worn).

Additional Uniform Regulations for Girls

Girls at all grade levels are expected to maintain their uniforms and personal appearance in a neat and orderly fashion.

- Skirt length must be at or below the knee at all times.
- No jewelry is to be worn other than a watch, a single necklace or chain, a single bracelet, a simple ring and a single pair of dime size (or smaller) earrings.
- Chokers are not permitted.
- Hair accessories must be of similar fabric as the uniform, or red, green, navy, white, black, beige or gray. The accessories must be of **solid color**.
- Makeup is not permitted.
- Nail polish is not permitted.
- Hair must be neat and pulled away from face.
- Hairstyles should be moderate. No cuts with spikes, lines or tails are permitted and hair should be its natural color. No hair dye.
- Shoes should be kept clean and in good repair.

Additional Uniform Regulations for Boys

Boys at all grade levels are expected to maintain their uniforms and personal appearance in a neat and orderly fashion. Shirts will be tucked in and belts worn every day.

- Hairstyles should be moderate. No cuts with spikes, lines or tails are permitted and hair should be natural looking. Hair length must be above the collar and short around the ears and above the eyebrows.
- No jewelry is to be worn other than a watch, a single necklace or chain, a single bracelet and a simple ring.
- Shoes should be kept clean and in good repair with laces tied at all times.

Winter Attire For All Students

Snow pants, boots, hats, and gloves are required for recess/outdoor activities during the winter months.

Physical Education Uniform

K-8 students wear East Lake Gym T-Shirt for physical education, uniform shorts, solid colored athletic socks, gym shoes with non-marking soles.

Pre K students wear gym shoes to school on designated PE days.

XII. BEFORE AND AFTER SCHOOL CARE (847-770-8137)

The **before-school care** hours of operation are from 7:10 am to 7:45 am for those days that school is in session. Families not registered for monthly before school care service will be assessed the drop-in rate \$15.00 per day per child, and \$9.00 for each additional child from the same family. Drop in rates will be turned into the business office and billed directly to the parents.

Parents are required to sign in their child at a central location daily. This procedure is for the security of the children and will also assist the before-school care staff with accurate record keeping. Your cooperation with the before-school care director and staff will assist them in providing a safe, enriching quality environment. The children may attend Mass on the days that before school Mass is held and participate in other planned activities when Mass is not held.

The **after-school care** hours of operation are from 3:00 p.m. to 6:00 p.m. for those days that school is in session. **Late fees begin at 6:05 p.m. Late fees are \$3.00 per minute (\$10.00 minimum).** Fees due will be turned into the business office and billed directly to the parent.

ANY CHILD NOT PICKED UP FROM DISMISSAL BY 3:20 P.M. WILL BE SENT DIRECTLY TO AFTER CARE. Families not registered for the monthly aftercare service will be assessed the drop-in rate of \$20.00 per hour for one child and \$15.00 per hour for each additional child from the same family. These charges are billed by the hour (not pro-rated). Drop-in rates will also be turned in to the business office and billed directly to the parent. If a child signed up for after-school care will not be attending after-school care on a particular day, the parents must notify (by note or phone call) the school by 12:00 pm so that the child will be prepared for pick up at 3:00 pm.

Parents are required to sign their child out at a central location daily. This procedure is for the security of the children and will also assist the aftercare staff with accurate record keeping. Your cooperation with the after-school director and staff will assist them in providing a safe, enriching quality environment where the children will have a space to complete their homework and enjoy a variety of planned activities.

For more information about the before and after-school care policies and/or rates, please contact the Admissions Office at 847-247-0035, ext. 204.

Use of Electronic Devices Responsibilities and Requirements

STUDENT RESPONSIBILITIES AND REQUIREMENTS

All students must comply with this policy and any additional policies that may be adopted by East Lake Academy.

A. School Use

East Lake Academy provided electronic devices are the sole property of East Lake Academy and are provided to facilitate the effective and efficient teaching of material. Users are permitted to access the Internet to assist in their learning.

B. Personal Use

Personal use means use that is not school-related. Personal use is not permitted for students at East Lake Academy.

C. User Requirements

When using electronic devices, users should:

- Follow all applicable East Lake Academy policies. Users may not violate any provision of this policy, any additional policy adopted by East Lake Academy, or any other policy, regulation, law or guideline as set forth by local, State, or Federal law. This may include but is not limited to copyright laws, trademark laws, and other legislated requirements.

D. Prohibited Activities

Certain activities are prohibited when using the East Lake Academy Internet and electronic devices. Students who engage in prohibited activities may be subject to disciplinary action according to School Policies. Prohibited activities include, but are not limited to:

- Any use that is in violation of applicable, local, state, and federal law.
- Accessing, uploading, downloading, transmitting, printing, posting, or storing information with inappropriate content as prohibited by law.
- Accessing, uploading, downloading, transmitting, posting, or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files contrary to East Lake Academy's guidelines.
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted agency information, proprietary agency information, sensitive school data or records, or copyrighted materials in violation of East Lake Academy or state policy.
- Using the school computers for use unrelated to academics (shopping, watching videos, using social media, sending instant messages, etc.).
- Posting information or sending electronic communications such as email using another's identity.

- Posting photos, videos, or audio recordings without written consent.
- Any other activities designated as prohibited by East Lake Academy.

East Lake Academy Responsibilities and Requirements

East Lake Academy has the following responsibilities and requirements related to this policy.

A. Monitor Usage

No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of East Lake Academy's equipment and/or access.

East Lake Academy has the right to monitor any and all aspects of student accounts. Such monitoring may occur at any time, without notice, and without the user's permission.

B. Address Violations

Violations of this policy will be addressed by East Lake Academy Administration. The appropriate level of disciplinary action will be determined on a case-by-case basis by the head of school or designee, with sanctions up to or including expulsion depending on the severity of the offense, consistent with this Policy or other appropriate applicable policies.

*Acknowledgement of Receipt of
Electronic Device Responsibilities and Handbook
(For parents and students)*

Please print out this last page, sign and return to the office by 9/12/19

Electronic Device

I have been given access to “Use of Electronic Devices Responsibilities and Requirements” and I understand that it is my responsibility to read and abide by this policy, even if I do not agree with it. If I have any questions about the policy, I understand that I need to ask the principal or teacher for clarification.

I understand that no student shall have any expectation of privacy in any message, file, image, or data created, sent, retrieved, received, or posted in the use of East Lake Academy’s equipment and/or access. East Lake Academy has a right to monitor any and all aspects of student electronic devices. Such monitoring may occur any time, without notice, and without the user’s permission.

Handbook

I have read the Parent/Student Handbook and acknowledge all of the information stated in it. I agree to follow all policies stated in the handbook and understand my responsibilities as a parent/student.

Parent Signature

Date

Print Name

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Print Name/s of child/children