

EMBERS

A C A D E M Y



Parent Handbook

Academic Year 2019-2020

This Handbook covers the principles and practices of Embers Academy, as well as expectations of the student body and parent community.

Please read it carefully in tandem with other school resources.

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Embers Academy School Contact Information

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Website	www.embersacademy.org

Embers' Statement of Educational Philosophy

Embers Academy holds the following educational principles to be true:

- Embers Academy views parents as the primary educators of the children whom God has entrusted to them. School administration and faculty welcome the privilege of partnering with parents in their noble quest to form their children to become competent, responsible men and women who live by Christian principles. It is because our school and parents have shared convictions, Embers can help parents achieve this goal.
- To help parents form their children well, Embers intentionally acts holistically, seeking to nurture the total formation of each child, in conjunction with our parents, teachers, and staff. To this end, Embers cultivates a focus on academics and character development, the latter achieved through a thoughtful virtues education program that spans all grades.
- Academically, the measure of success for Embers' educational program is clear – not the framing of lofty goals, rather the results achieved – actual student learning that is validly and objectively assessed (e.g., through standardized tests). Helping our students find joy in learning – and using it as a way to glorify God -- is our ultimate goal.
- An integral part of the formation of the child is spiritual in nature. This dimension permeates Embers' academic and character education programs. As an academic subject, Religion is taught in faithfulness to the Magisterium of the Catholic Church. As character education, religious formation fosters growth in virtues, both human as well as supernatural (faith, hope, and charity, which have their foundation in God).
- Embers is founded on a key principle from Vatican II: That lay persons are called to a vocation of sanctity through fulfillment of their ordinary work and duties while remaining immersed in the secular world. This sanctity ideally imprints words, actions, and deeds and extends into interactions with students, teachers, and parents alike.
- Embers Academy is committed to the truth and merit of this educational philosophy, accepting it as a guide for current efforts and inspiration for future work.

Mission Statement

- Embers Academy is a private, independent school, rooted in the Catholic faith, serving grades pre-kindergarten through fifth.
- Embers is committed to the pursuit of academic excellence and character formation.
- Embers works in partnership with parents, who are the primary educators of their children.
- Embers sees each student as a child of God and a gift from God and helps them to acquire knowledge, develop skills, and practice moral behavior.

School Governance

The Board of Trustees: Embers Academy is governed by an independent, self-perpetuating Board of Trustees. As the title implies, the Board holds *in trust* the future of the school. The Board determines the school philosophy and mission; sets broad policies; is responsible for the fiduciary well-being of the school and its long-term health; and hires the Head of School. The Board is not involved in the day-to-day operation of the school. The current Board President is Mr. Thomas E. Carter.

The Head of School: The Head of School executes and administers Board-approved school policies; solicits funds for the school in conjunction with the Board; oversees the school’s finances; directs the school’s external operations, such as marketing and admissions; is responsible for all school personnel and all academic and extra-curricular programs; is the final authority in all matters of discipline; and assesses the effectiveness of the operations and programs of the school. Mrs. Lisa Hanretty is the Head of School. Assistant Head of School, Mrs. Therese Thursby, is responsible for day-to-day school operations.

The Faculty: Embers faculty teach, coach, counsel, supervise, and care about the students; work in partnership with parents; advocate and promote the school; work collegially with the Head of School, Assistant Head of School, and fellow teachers; and grow professionally.

Academics

Embers Academy’s academic program serves to educate the average to above-average child. Within each classroom, teachers meet the learning needs of their students through the use of diverse approaches built into the existing academic curriculum and class schedule. Embers does not provide academic services outside the scope and sequence of the established curriculum and class schedule.

Spiritual Formation

Embers is an independent school with a Catholic philosophy, imbued with the spirit of Opus Dei, a personal prelature of the Catholic Church. Opus Dei helps lay men and women to sanctify their ordinary lives and grow in virtue. To support the school’s emphasis on character formation, Embers integrates virtues into classroom curriculum and all interpersonal interactions. The content of the religious instruction that Embers provides is faithful to the Magisterium of the Church and consonant with the lay spirituality of Opus Dei. Embers prepares Catholic students to receive the Sacraments of Reconciliation and First Holy Communion. Students receive the Sacraments of Reconciliation and the Eucharist together as a class. The First Holy Communion Mass is celebrated at Our Lady of Ransom parish.

School Hours

Before-School Care _____	7:30 a.m. to 8:00 a.m.
Doors open _____	8:00 a.m.
Kindergarten through 5 th grade hours _____	8:20 a.m. to 3:05 p.m.
Tardy (not inside the classroom) _____	After 8:20 a.m.
3-year-old PreSchool (Half Day) _____	8:20 a.m. to 11:30 a.m.
3-year-old PreSchool with Extended Day _____	8:20 a.m. to 3:05 p.m.
3-year-old PreSchool Full Week (M-F) _____	8:20 a.m. to 3:05 p.m.
4-year-old PreSchool (Half Day) _____	8:20 a.m. to 11:30 a.m.
4-year-old PreSchool with Extended Day _____	8:20 a.m. to 3:05 p.m.

4-year-old PreSchool Full Week (M-F) _____ 8:20 a.m. to 3:05 p.m.
After School Care _____ 3:20 p.m. to 5:30 p.m.

For the safety of the school children, faculty and staff, beyond the hours of regularly scheduled drop-off and dismissal times, all visitors or deliveries are required to be admitted through the Breezeway (North) doors.

School Calendar and Communication with Parents

Please consult the general school calendar for student attendance days, parent/teacher conferences, early dismissals, and holidays for the 2019 -20 academic year. The School Office will send an all-school weekly newsletter to all parents each week via email. Calendar updates and information regarding specific classroom activities will be published in the class weekly newsletter. The most up-to-date school calendar can always be found on our website: www.embersacademy.org.

Friday Folders (K-5th grade): Each Friday, every student will bring home a folder containing completed school work and a simple overall evaluation that includes information on the student's behavior and academic performance during the week. Parents must sign these notes and return them in the folder to school on Monday. In addition, each teacher will provide a weekly newsletter. These folders are meant to be opened only by the parent/s; students should treat them as confidential.

Attendance

Each student is expected to attend school and to be on time every day except in case of illness or special circumstances. Absences or tardies can affect grades, credit, and continued enrollment. Students who are absent (without a valid excuse) for more than 10% of the 176 total days of the school year will be considered truant. Further, they may forfeit credit for the particular academic year if the student's classroom teacher and the Head of School deem such action appropriate.

Absence from School

When unforeseen circumstances cause your child to miss school, please call the School Office as early as possible on that morning. You may leave a voicemail message. If you know in advance that your child will be absent on a certain day, please let the Office and your child's teacher know as soon as possible through an email or phone call. If your child is absent and we have not heard from you, we will make every effort to call you at home or at work before 10:00 a.m. to verify your child's whereabouts and well-being (using the phone numbers you have provided on your child's enrollment records).

Arrival and Dismissal

Students arriving on campus between 7:30 a.m. and 8:00 a.m. will go to Before-School Care. Students should enter the building through the Main (West) doors. **Do not leave children alone outside without adult supervision.** Make sure you see an Embers staff member let your child into the building. Please consult the school website – www.embersacademy.org-- for the most updated charges for Before School Care.

Starting at 8:00 a.m., students should be dropped off at the Main (West) entrance of the building (our drop-off and pick-up zone). Students should enter the building through this entrance between 8:00 a.m. and 8:20 a.m., and walk to their classrooms.

During this time, there will always be adult supervision on hand. Staff can also open your passenger-side doors to help your children out, as necessary. Again, do not leave children alone outside, and make sure you see an Embers staff member let your child into the building.

Use the convenient drop-off procedure or park your car in the Embers lot and walk your child to the doors. If you wish to walk your child in or must unload something from your trunk, please park your car in the center parking spaces in the West lot before escorting your child into the building. To ensure safety during drop-off and pick-up, please always accompany your child/ren through the parking lot.

****All vehicles picking up PreSchool students or four-or-more students at 3:05 p.m. must park their cars in the center parking spaces in the West lot. Upon entering the pick-up line, a staff member will come to your vehicle to ask for the family name of the child/ren you are picking up.***

At dismissal time (3:05 p.m.), PK-5 students will be paged when their ride home arrives in the school lot. Cars line up in a single file line in the parking lot.* The front car should pull up all the way to the front of the single file line in the school lot, unless parking. Someone on duty will call out your car pool when it is your turn to load your children and then signal you when it is safe for you to pull away. If there is a change in the way your child will go home, please notify the School Office prior to 2:45 p.m., either by a phone call or an email.

Late-Morning Arrival

K–5 students arriving after 8:20 a.m. must enter through the Breezeway (North) entrance. Please park in the North Visitors Lot and escort your child/ren to the Breezeway doors. Students arriving after 8:30 a.m. must be signed in by their parents and obtain a pass from the school office before joining their class.

Early Dismissal

Please notify your child’s teacher and the School Office ahead of time if you need to request an early dismissal for your child, either by phone or email. Please park in the North Visitors’ Lot and enter using Breezeway (North) doors. Children should be picked up in the School Office and must be signed out by a parent or someone authorized by parents. Your child will be called to the Office upon your arrival.

Late Pickup and Extended Care

As educators entrusted with your child, it is the school’s responsibility at the end of the school day to supervise every child until picked up by his or her parent or carpool driver. Policy dictates that we must have *two* adults on site at all times to provide this supervision, even if just one child is waiting to be picked up. Sometimes traffic and weather can delay travel. In these instances, children not picked up by 3:20 p.m. each day will be moved from the classroom to the After-School Care program. (Please see below for fees, or consult the school website – www.embersacademy.org -- for the most updated information.)

Before-School and After-School Care Programs

These programs are provided starting on the first full day of school as a service to our school families. They provide PK-5 students with a safe and fun place to play and learn. Both are available on a regular or “drop-in” basis. Fees will be billed on a monthly basis.

Before-School Care runs from 7:30 a.m. to 8:00 a.m. After-School Care runs from 3:20 to 5:30 p.m. on full days of school. It is the responsibility of the parents to inform the School Office when their student should be in either program. Parents with students attending on a regular basis should set up the schedule in advance with the program coordinator. Parents wishing their student to participate in either program on a given day (on a drop-in basis) must send a note to the office that morning or call Embers beforehand.

In order to ensure student safety, the person picking up and signing out a student from After-School Care must be 18 years or older.

If you are interested in registering your child/children for either program, please contact the School Office.

Illness

Students who become ill during the school day are sent to the Office by the teacher. If the Head of School determines the child needs to go home, the Office will call the parent. Parents (or an emergency contact) coming to pick-up students who are ill must sign them out in the Office before taking them home.

A student who is ill should remain at home until they are fully recovered. A child who is sent back to school too soon can experience a relapse or inadvertently spread illness to others.

When deciding whether or not to keep a child home from school due to illness, please consider the following criteria:

- The child should be fever free for 24 hours before returning to school. A fever is a temperature of 100.0 degrees or higher.
- The child should be free of intestinal upsets - vomiting or diarrhea - for 24 hours.
- If prescribed an antibiotic, the child should be on antibiotics for 24 hours before returning to school.

If exposure to a contagious disease, such as strep throat or chicken pox, occurs at school, parents will be promptly notified.

Emergency School Closing

Severe weather conditions (heavy snowfall, extreme cold, or hazardous driving conditions) sometimes make it necessary to close school. If Embers determines such a closing is warranted, it will be reported online at www.EmergencyClosings.com and on local radio and T.V. stations via the Emergency Closing Center. A message will be recorded on the school phone voicemail and a text message and email will be sent to all Embers families. The decision to close should be made by 6:00 a.m.

Embers rarely closes early for bad weather. However, if the situation arises, parents will be notified by email and text message or parents may pick up their children early at their discretion. When severe and threatening weather is happening at the time of dismissal, students will be held in the building for as long as appropriate, even if parents are waiting in the parking lot to pick them up.

Student Information on TADS

It is vital that parents provide the information requested on the TADS Enrollment site and update it, as necessary. Please review your TADS account to verify that all contact information, including emergency contacts, are current and up-to-date.

Tuition Payments on TADS

All tuition payments are handled through TADS. Each family has a TADS account, in which you can choose the frequency of your payments, due dates, and the payment method you wish to use.

Parents whose tuition account is delinquent for 90 days, and who have not made satisfactory arrangements with the Head of School, will be asked to take their child/children out of school until such arrangements have been made.

Please log into your TADS account – www.tads.com -- to ensure that your payment information is accurate and up-to-date.

Materials Fee The Materials Fee is to help defray expenses for those consumable items that the school orders for all students. Such items include replacement and additional classroom furnishings; replacement of textbooks and workbooks; technology and its maintenance (computers, chrome books; and classroom projectors) and other learning materials, as well as unforeseen expenses.

It has been the philosophy at Embers to intentionally take a frugal approach to determining what comprises those materials needed to provide a strong foundational educational environment for our students.

Homework

It is Embers philosophy that the elementary school level is to nurture and foster a life-long love of learning and develop an inquisitive learner in students. Homework is a means to reinforce or extend classroom learning. Through the completion of age-appropriate homework assignments, students are instilled in those virtues, such as responsibility and fortitude, necessary to be a successful student in years ahead.

Homework may be assigned to make-up missing or incomplete work, or to give the child an opportunity to complete a longer-term project. Children are not expected to attempt new or unfamiliar work at home.

On the day of an absence, parents may call the School Office before 10:00 a.m. for the child's assignments. The teacher will have the assignments ready after dismissal for the parent to pick up or will send them home with a sibling or fellow car-pooler, per parental request. Please follow the teacher's guidelines outlining make-up work.

Student Assessment

Please see the school calendar for parent/teacher conferences, report card dates, and standardized testing (grades 3-5).

General Policy: Embers assumes there is a correlation between a student's *ability* (as measured by standardized tests) and *achievement* (as measured by both standardized tests and report card grades). If there is not, the school will take the lead in trying to determine why and, with the parents, take appropriate action. Embers further assumes that a child should leave Embers scoring at least the 70th percentile on standardized achievement testing, which equates to national norms.

Preschool - 2nd grade grading: Daily work is corrected but not assigned letter or number grades. As appropriate, students are required to correct mistakes.

K – 2nd parents receive four mid-quarter reports and four end-of-quarter report cards per year. Additionally, parents attend three parent/teacher conferences. In the report cards, the rubrics used on the *skills inventories* are not grades, but indicate the level to which the skill has become habitual (e.g., beginning, developing, satisfactory, and mastery).

3rd - 5th grade grading: Parents receive four mid-quarter reports and four end of quarter report cards per year and attend three parent/teacher conferences.

Major subjects receive letter grades and minor subjects receive “commendable”, “acceptable”, and “needs improvement” ratings. Major subjects are Religion, Language Arts, Mathematics, Science, History, and Geography. Minor subjects are Art, Music, Spanish, and Physical Education. The explanation of these ratings and letter grade ranges follow:

Commendable - Exceptional achievement and/or participation

Acceptable - Satisfactory achievement and/or participation

Needs Improvement - Unsatisfactory achievement and/or participation

A - Superior Skills (93-100)

B - Honor level achievement and effort (85-92)

C - Satisfactory achievement and effort (77-84)

D - Low achievement and effort (70-76)

F - Failure (69 or below)

Standardized testing: Students in 3rd- 5th grade are administered a standardized test as one measure of achievement; 4th and 5th grade students also take an annual writing assessment. These results are sent home and the opportunity to discuss them with the child’s teacher occurs in the Spring.

Communication with Parents

Progress reports (K – 5th grade): Parents whose child’s behavior, effort, or achievement is unsatisfactory (any average below a C-), or whose grades have dropped a full grade from the last marking period of the current school year, will be notified through the regular mid-quarter report. If it is determined necessary, a parent will also be contacted for a conference by phone or scheduled meeting.

Conferences and Classroom Visits

Besides regularly scheduled parent/teacher conferences, other conferences may take place at any time during the school year. Parents are asked to call or send an email to make an appointment with a teacher if they have an issue or concern they would like to discuss.

Scheduled classroom visits can easily be arranged. Because unannounced parental visitations can disrupt important school routines, parents are asked to schedule visits in advance.

Supervision of Students

Students cannot be on campus without supervision. Aside from officially scheduled and supervised on-campus activities, the school cannot assume any responsibility for the supervision of students before and after school hours or on weekends. Unless involved in a supervised school activity or in an Extended Care program, students must be picked up immediately after school.

Personal Property

Please mark your child's name on all personal property. Each child is assigned a space for hanging a coat and storing a lunch. Books and backpacks are kept inside the classroom. Valuables or large sums of money should not be brought to school. The school cannot be responsible for lost or stolen articles. The "Lost and Found" is located in the School Office.

Games or toys, including cell phones, electronic games, iPods, and music players, may not be brought to or used at school.

Student Uniform and Grooming

How students dress affects the total learning environment. Therefore, student dress and grooming must be clean, neat, modest and appropriate at all times.

Beginning with the first day of school, and except on days specially designated by the Head of School, students must wear the required uniform.

With the exception of items which carry the Embers Academy logo or the uniform jumper or skirt, uniform components may be purchased at any store as long as the items are comparable.

Parents of Preschool, Kindergarten and 1st grade students, please note: At the beginning of the school year, please send in a change of clothes with your child. These clothes should be in a bag labeled with the child's name.

Hair may not be colored or dyed a color that is unnatural and considered inappropriate. Boys' hair should be above the eyes and should not touch the top of the shirt collar in the back.

Uniform Requirements for Boys (K-5th grade):

- Pants: Navy Dennis uniform pants with navy or black belt
- Shirts: White Dennis uniform polo with Embers logo, short or long sleeve
- Shorts (*worn Sept and May*): Navy Dennis uniform short
- Sweater or Vest (*worn Oct 15 - Apr 15*): Red Dennis V-Neck Pullover or Cardigan Sweater or Vest with Embers logo
- Socks: Solid Navy or Black socks, at least 2" above ankle; no decorations or brand logos
- Shoes: Black dress shoe, no deck or boat shoes

Uniform Requirements for Girls (K-3rd grade):

- Jumper: Dennis Belair Plaid Jumper with Embers logo, knee length, must be worn with navy blue shorts underneath
- Blouse: White Dennis Peter Pan Collared Blouse, short or long sleeve
- Sweater (*optional*): Red Dennis Crew Neck Cardigan with Embers logo
- Socks/Tights: White bobby-sock, at least 2" above ankle; Navy or White Knee High socks; or Navy or White tights
- Shoes: Black or Navy Mary Jane shoes with straps

Uniform Requirements for Girls (4th-5th grade):

- Skirt: Dennis Belair Plaid Skirt, knee length, must be worn with navy shorts underneath
- Shirt: White Dennis uniform polo with Embers logo, short or long sleeve
- Sweater or Vest (*worn Oct 15 – Apr 15*): Red Dennis V-Neck Pullover or Cardigan Sweater or Vest with Embers logo
- Socks/Tights: Navy or White Knee High socks; or Navy or White tights
- Shoes: Black or Navy Mary Jane shoes with straps

Pre-School Uniform Requirements:

Boys

- Navy Pull-on Pants
- Red Dennis Short or Long Sleeve Jersey Polo with Embers logo
- Navy Pull-on Shorts, worn in September and May

Girls

- Navy Dennis Jersey Polo Dress with Embers logo
- Navy blue shorts
- Navy blue leggings may be worn underneath during cooler months, but are optional
- Red cardigan with Embers logo, optional

Preschoolers may wear comfortable shoes or socks (including gym shoes) with the school uniform. **We strongly encourage PreSchool children to wear shoes that have velcro closures if still learning the skill of tying shoes.**

Uniforms may be obtained from:

Dennis Uniform Company, 7055 W Higgins Ave, Chicago, IL 60656; (708) 669-7944

www.dennisuniform.com

Out-of-Uniform Days:

On out-of-uniform days, the following attire is appropriate:

Boys

- Pants or shorts of walking length (slacks, chinos, athletic pants or jeans are acceptable).
- Polo shirt or t-shirt without inappropriate writing or graphics.
- Socks and shoes, gym shoes are acceptable.

Girls

- A dress, skirt (both must be worn with blue shorts underneath), slacks or walking shorts (chinos or jeans);
- Blouse, polo shirt, or t-shirt without inappropriate writing or graphics;
- Socks and shoes, casual shoes with a backing and sandals are acceptable.

The following items are not permissible for any Embers student:

- dirty, torn, patched, faded or cut-off clothing;

- clothing with offensive messages;
- gym clothing (except during PE); halters;
- bare midriffs or shoulders;
- tank top garments;
- hats, caps or sunglasses indoors;
- backless shoes;
- flip flops;
- bare feet;
- leggings without a skirt or top with the length that provides proper coverage;
- shorts with inseams less than 5”;
- earrings on boys;
- or any items that are construed to be strange or inappropriate.

The school reserves the right to determine if a student’s appearance or grooming is not appropriate. Students missing uniform items will bring home a reminder slip to notify parents to help ensure those uniform pieces can be found if lost, or replaced and worn the next school day. We encourage parents to send an email or note back to your child’s teacher to let her know if there is a delay in obtaining a uniform item.

Outerwear Dress Code

Children will go outside for recess when temperatures are above 20 degrees. They should come to school with at least a coat, hat, and mittens/gloves when temperatures indicate such outerwear is needed. When it has snowed, we require snow pants and boots in order to be allowed to play in the snow. If a student is without snow pants and boots, they will play on the blacktop.

Bullying

Embers strives to promote and maintain a healthy, safe, and orderly learning environment for all students. Embers fosters a Golden Rule environment: “Do unto others as you would have them do to you.” Bullying or harassment of another student substantially interferes with a positive educational experience. Any such behaviors should be reported immediately to the Head of School. Any bullying or harassment is a serious matter and will be dealt with promptly and appropriately.

“Bullying” is either repeated incidents or a severe isolated incident of deliberate, hurtful behavior by which one student intimidates or harasses another student. Specific and unprovoked acts of bullying may include but are not limited to: physical confrontations, verbal taunts, threats, intimidation, extortion, and hazing.

“Cyber-bullying” is any bullying which is accomplished by the means of the internet, e-mail messages, text messages, instant messages, social networking sites, video sites, and/or blogs. While it is beyond the school’s jurisdiction to regulate off-campus bullying, Embers reserves the right to investigate these incidents and take appropriate action when such activities threaten violence against another Embers student or otherwise disrupt the learning environment or orderly conduct of the school. Any off-campus incidents of this nature that come to the attention of Embers will be reported to the parents of the involved student(s) by the Head of School.

Application of the Policy

This policy is in force:

- While on the school property before, during, or after school hours;
- While on any bus or other vehicle as part of a school activity;

- During any school function, extracurricular activity, or other school activity; and
- Outside the school property when the incident involves a threat of violence, disrupts the learning environment or orderly conduct of the school.

Procedures for Reporting an Act of Bullying

All members of the school community, including students, parents, volunteers, and visitors, are strongly encouraged to report any act that may be a violation of this policy. Any student who believes he has been the target of bullying or witnessing any acts of bullying should immediately report the alleged acts to an Embers teacher or staff member. Teachers or staff members who witness or receive individual reports of bullying are required to promptly report these to the Head of School. Any individual who reports an act of bullying should do so without fear of reprisal or retaliation.

School Response to a Report of Bullying

Each reported incident of bullying is taken seriously and will be investigated by the Head of School. When the alleged act constitutes a violation of this policy, the Head of School will determine the consequence. In addition, the parents of the aggressor and the victim will be contacted by the Head of School.

Although the school will try to maintain anonymity, parents should understand that when they bring an incident to the attention of the school, in many cases, the anonymity of their child cannot be guaranteed. Also, once an issue is brought to the attention of the Head of School, it is at her discretion, as to the manner in which the incident is investigated and handled.

Consequences

Subject to the discretion of the Head of School, any student who violates this policy will be subject to suspension or expulsion. The length of the suspension will depend on the frequency and severity of the conduct. The student's cumulative discipline record will be a factor in determining the length of the suspension, or if expulsion is warranted.

Students making false claims of bullying will be subject to disciplinary consequences.

Retaliation or reprisal against any person who reports a bullying incident(s) will not be tolerated. Such actions will result in severe disciplinary procedures.

Follow-Up Procedures

Any student who is suspended for a violation of this policy will be allowed to return to Embers after serving the suspension and having a meeting with the Head of School. The meeting will also include the parents of the suspended student and serve to inform all parties of the severe disciplinary consequences should such behavior be repeated.

The Head of School will continue to monitor the situation.

Physical Education

All Embers students have Physical Education (PE) once per week. If your child is not able to participate in physical education class due to illness or injury, please send a note the day of PE class. Your child will attend class, but will not participate for the period of time as indicated in the note. If non-participation is for a duration longer than a week, we require a note from the child's physician.

Students will change into a pair of gym shoes to wear for gym class. Girls will participate in gym wearing navy blue shorts; boys will wear their uniform pants or shorts for this class.

Medication

Parental permission must be obtained if a student needs to take prescription or non-prescription medication during the day. Students are not allowed to take any medicine without first checking with the main office.

If a student has prescription or non-prescription medicine that needs to be taken on a regular basis, he must bring a note from his parents along with the medicine in its original container labeled with his name to the main office. Exceptions to this rule may be granted for students who have asthma, severe allergies, or other serious medical conditions. Students are never permitted to give medicine of any type to other students.

Allergies

The Embers educational environment is not equipped to service students with allergies that can result in severe bodily harm. Parents of children with mild allergies are responsible for notifying the classroom teacher and the administration about any known food or other types of mild allergies their child may have.

Parents are also responsible for ensuring that school personnel are trained in how to appropriately respond to their child's allergic reaction. Embers faculty and staff will take reasonable precautions to prevent a student with mild allergies from coming into contact with the substance(s) communicated by the parents to trigger an allergic reaction.

In classes including a student who has a peanut or tree nut allergy, students who bring food items to school containing peanuts and tree nuts may eat them at a designated table. The classroom teacher will restrict students with peanut and tree nut allergies from the designated table.

Treats brought to school to be shared in the PreSchool and Kindergarten must be prepackaged and have an allergen notice. The classroom teacher will not distribute treats that the allergen notice indicates are not suited for all students in the class. The classroom teacher will also not distribute treats marked with an allergen notice of peanuts and tree nuts in the PreSchool and Kindergarten.

Birthdays and Parties

A child may bring one small treat to celebrate a birthday or half-year birthday with his or her own class. Please refer to Embers Allergy policy regarding distribution of treats in the PreSchool program and Kindergarten. Students may distribute at school invitations to private parties *only if they are inviting everyone in their grade*.

Volunteer Room Parents will be organized by the Embers Parent Association. Room Parents will work with the classroom teachers to provide simple parties to celebrate select holidays and assist with some class projects.

Field Trips

Embers Academy encourages field trips with an educational purpose that extends the classroom curriculum. In order for your child to attend a field trip, he or she must have a signed *Field Trip Request* form on file with accompanying payment.

In some cases, the school relies on parent volunteer drivers. Parents who drive must have a valid driver's license and proof of automobile insurance and are to leave a copy of each with the School Office before transporting any student who is not their own child. Each student must be secured according to current safety guidelines and Embers students may not ride in the front seat of any vehicle.

The Parent Association and Parent Formation

By virtue of being a parent or guardian of an Embers student, you are a member of the Embers Parent Association. The primary aim of the Parent Association is to foster closer ties among the families that comprises the Embers community. One way this is achieved is by organizing family or parent social events. An important responsibility of the Embers Parent Association is to coordinate a program of on-going formation in parenting available to all Embers' parents and friends. As an educational community, Embers can help bring together parents and outside resources to help all become more knowledgeable. Additionally, the Parent Association also coordinates hospitality for school events. In order to defray hospitality costs, each family is asked to pay a fee of \$25 to the Parent Association in the beginning of the school year. The Parent Association officers and contact information are available on the school website – www.embersacademy.org.

Expression and Routing of Parent Concerns

If you have a question or concern about any classroom matter, please first contact your child's teacher. If the matter is not settled at that level to your satisfaction, you are invited to bring it to the attention of the Head of School. If you have a question or concern on a school-wide issue, please bring that to the attention of the Head of School, as well.

Annual Fund and Embers Extravaganza

Tuition alone does not cover the full cost of educating each Embers student. Therefore, the school relies on two fundraising events – the Annual Fund (Fall), and the Embers Extravaganza (Spring). Each family is asked to participate in these events to the greatest extent possible given their individual financial situations. Whether it is \$5 or \$5,000, each donation is important.

Non-Discrimination Commitment

Embers 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Embers Academy reserves the right to make changes to policies stated in this handbook when it is determined by the Board of Trustees and the administration to be in the best interest of the school.