

# Lions' Mathematics and Science Christian Academy



## Parent Handbook (2023-2024)

1011 Porter Street  
Waukegan, IL 60085

847-360-1054  
[www.lionsacademy.org](http://www.lionsacademy.org)

### ***Our Foundational Scripture***

*"For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control perseverance; and to perseverance, godliness; and to godliness brotherly kindness; and to brotherly kindness love.*

*For if you do these things, you will never fail."*

**2 Peter 1:5-7 and 1:10b**

*(Revised April 2024)*

Dear Parents,

Welcome to Lions' Mathematics and Science Christian Academy! You and your child have just embarked on an exciting new adventure in Education. Children are natural scientists, born with a sense of wonder and a passionate drive to find out about the world around them. The Lions' Academy program seeks to keep the scientist alive in young children. Through a program rich in science and mathematics instruction, children will learn how to use their critical thinking skills to find out and use information. In short, they will learn to do what scientists do. At every age, but especially with young children, science and math activities do more than just stimulate cognitive learning. All areas of a child's development (social, emotional, physical, cognitive, creative, affective, and spiritual) benefit from science and math explorations.

In the Lions' environment, we solemnly believe that every child is gifted and we shall strive to identify and nurture the giftedness of each child. You as parents must be an integral part of the process or we will not, and cannot, be successful.

This handbook has been prepared in order for you to have a written guide of the procedures and rules of the school. When parents choose to place their children in Lions' Academy, they agree to accept and abide by the policies and procedures of the school. Therefore, parents are responsible for the content of this book. It should be kept handy for reference during the year. Copies of this handbook are given out annually at the Parent Orientation at the beginning of the school year. Copies of this handbook are also available on the Academy's website and in printed form in the Academy's office. You will receive written notice if any changes in policies or procedures occur during the school year.

Adherence to this handbook ensures that the school will function in an orderly manner and will be able to provide a safe and peaceful learning environment. This will allow us to bring honor and glory to our Lord in all we do.

We look forward to sharing this most exciting adventure with you and your family. Thank you for selecting Lions' Academy.

Very truly yours,

Dr. Jean Swopes  
Founder, Emeritus

Mrs. Michelle Obleton  
Director

## Program Information

### Hours of Operation

Monday through Friday:  
6:30AM—6:00 PM

### Business Office

9:00AM—5:30PM

### School Phone Number

(847) 360-1054

### School Fax Number

(847) 782-9362

### Address

1011 Porter Street  
Waukegan, IL 60085



/LionsChristianAcademy



@thelionkidspride



@Lions\_Math



@thelionspride1

Licensed by the Department of Children and Family Services, License #: 343487

Facility Name: Lions Math & Science Christian Academy

ISBE RCDTS Code: 34049114X010000

District Name: Lions Math & Science Christian

Category: Non-Public Districts/Schools

Facility City: Waukegan

## Foundation

The foundational scripture of the Lions' Mathematics and Science Christian Academy is the verse 2 Peter 1:5-8.

*For this very reason, make every effort to add to your faith, goodness; and to goodness, knowledge; and to knowledge, self-control, and perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love.*

According to the Apostle Peter, we have been charged with increasing our understanding and knowledge for one primary purpose—to bring our faith to maturity. He shows us that knowledge is an indispensable element in the process that leads to self control, perseverance, godliness, brotherly kindness, and love.

*Therefore, my brothers, be all the more eager to make your election and calling sure. For if you do these things, you will never fall.. (2 Peter 1:10a)*

We have God's promise that if we grow in each of these values, we will not be unfruitful, nor will we fail or stumble. It is an awesome promise! God does not ask us to increase our knowledge for the sake of self enhancement. His desire is to increase our understanding so that we can grow into God-centered, loving, productive people. We have been charged to prepare our children in their service to God and in becoming world-class Christians. We are to assist them in their quest for knowledge so that they may establish a friendship with our Heavenly Father and cultivate a community of fellowship.

It is within this context that the intent of the partnering of Waukegan Community Church and Lions' Mathematics & Science Junior Academy will ensure that the children placed under our care will *grow in knowledge to fulfill their God given purpose and not fail.*

## Statement of Faith

**We believe** the bible to be inspired, to be infallible, and to be the supreme and final authority for all faith and life.

**We believe** that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

**We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the father, and in His personal return in power and glory.

**We believe** that man was created in the image of God but fell into sin and is therefore lost, and only such as are born of the Holy Spirit are saved from their sins.

**We believe** that the ministry of the Holy Spirit is to convict men, indwell, guide, instruct, and empower the believer for godly living and service.

**We believe** in the bodily resurrection of both the saved and the lost; of the saved to everlasting blessedness and joy with the Lord, of the lost to judgment and everlasting conscious punishment.

## Mission/Vision

### Mission

With the love of God and the love for children, our **MISSION** is to propel each child to new levels of knowledge, excellence and success, particularly in the education of mathematics and the sciences.

Our **VISION** for the future is that all of our students will be prepared to succeed with integrity.

The **CORE VALUES** that guide our work and relationships:

Love of God  
Love of Children  
Love of Knowledge  
Excellence in all that we do

It is our **GOAL** that every graduate of Lions' Academy will be a college graduate. We will help each student develop a strong character with deep Christian values and a positive sense of self. Our students will be able to think critically and will set for themselves high standards of excellence. Their experiences at Lions' Academy will promote a life-long thirst for knowledge and a diligent stewardship of their community and their environment.

## Impact

The Lions' Academy program is designed to deliver science and math instruction in the preschool and elementary classrooms by offering more time on task in science and math through integration in all core areas of the curriculum. Student learning is expected to become more meaningful as teachers deliver expository reading and writing as a means to acquire knowledge in the content areas of math and science. Reading and writing, an integral part of the problem solving applications, represent a primary vehicle for abstracting ideas, patterns, and relationships and communicating newly acquired thoughts and learning in science and mathematics between peers and mentors.

## Program Description

Lions' Mathematics and Science Christian Academy is an Independent, tuition-based, Private Christian School, enrolling Pre-K 3 through 8th grade students. Lions Academy is not supported by public funds. Funding for education at Lions' Academy comes through private tuition, grants, and scholarships.

Lions' Academy is governed by a Board of Directors to determine policies, academic curriculum, school year calendar, tuition rates, and escalated disciplinary matters. The Lions' Academy Board of Directors meets quarterly. A schedule of the Board Meeting dates can be found in the Academic Calendar.

Daily Operations of the school are delegated to the Academy Director, administrative staff, and designee(s) of the Academy Director. The Director may occasionally delegate certain initiatives and responsibilities to sub committees such as the Parent-Teacher Organization and Student Council. School policies are updated, published, and renewed annually with parents, students, and staff.

## Daily Format of the Early Childhood Program

Each day is divided into five major activities organized around themes. The daily routine includes the following:

**Morning Pledge/Daily Word** - At Lions' Academy, children will start each day with the United States Pledge and a time of devotion.

**Circle Time** - This is a time that involves all of the children in a planned lesson related to the weekly or monthly theme. This includes something new to learn about, movement activities, stories, songs, and fingerplays. Teachers use the flannel board, video equipment, chalkboards, pictures, and objects to make these lessons more interesting and relevant. Listening and speaking skills are practiced during this time. These lessons range from 15 to 30 minutes, depending on the attention span of the group.

**Center Time** - This is a time when a child freely chooses from a variety of learning activities. Learning games, creative art experiences, and math and science activities are available during this time. Children learn computer skills, conduct simple experiments at the science center and engage in simple problem solving using a variety of math manipulatives. Children will also share in the development and operations of a classroom weather station, and study and cultivate simple plant systems in the botanical gardens. Writing, reading and language arts are supported in the author's corner and the little theater. Sensory, creativity and large motor development are supported through activities found in the block corner and at the sensory table.

**Fitness/Wellness** - During this time children will engage in a variety of activities designed to enhance large motor development, listening and following instructions, and cooperative social skills.

**Mealtime** - Meals provide opportunity to eat and drink together, as well as to share conversation with other children and adults. Children wash their hands prior to eating, take turns setting the table, and clean up after themselves when they are finished.

### **Snacks**

Two snacks are served daily at 9:00am, and 2:45pm, for children participating in the academy's full and extended day programs. The children are allowed 30 minutes to consume their snacks.

**Free play time** - This time emphasizes activities involving the large muscles, both indoors and outdoors. Social learning is important at this time. Weather permitting; children will spend a portion of time, either morning or afternoon, in play out-of-doors in all seasons.

**Nap Time** - A rest period after lunch is provided for all children in the preschool/kindergarten program. We do not require children to sleep during this time, but to relax without disturbing others. Toys are not permitted in the rest area, but each child may select a favorite blanket, pillow, sheet, stuffed animal or doll. Laundry service for Academy-owned sheets and blankets is provided by the Academy.

**Toileting** - Every child must be toilet-trained before enrollment at Lions' Academy. Children are given many opportunities throughout the day to use the bathroom facilities and are supervised in this activity. Any time a child has to use the bathroom, permission is granted and assistance is given as required. Toileting accidents are not unusual, particularly when a child is new or not feeling well. Therefore, parents are required to provide an entire set of clothing for accidents. We treat toileting accidents as casually as possible. Your reaction to them as unfortunate, but not bad, is also an important support to your child's growing self-confidence and independence.

**Curriculum** -The goal of the Lions' Academy program is to promote higher order learning in young children as they transition from intuition and concrete operations to abstractions and symbol processing. This is accomplished through a math, science and technology rich curriculum designed to address the different backgrounds, learning styles and developmental needs of the children participating in the program. The programs and curriculum are modeled after Brain Learning theory as interpreted and applied by Howard Gardner, and incorporates the Illinois Learning Standards and National Benchmarks for math and science.

The theory of Multiple Intelligences argues that there are several domains of intelligence in humans. To date, eight are identified - linguistic (language), logical-mathematical (reasoning), visual-spatial (images and pictures), musical (rhythms & melodies), bodily kinesthetic (somatic sensations), interpersonal (deep inside of self), interpersonal (bouncing ideas off others), and naturalistic (deep into the nature of natural things). The Lions' program assumes, and its curriculum addresses, students gifted in all areas of the identified domains.

The Lions' program incorporates a "hands-on/minds-on" curriculum organized around themes that follow the National Science Education Standards on science and math concepts and processes appropriate for children PreK3 through 5th grade. Additional underlying principles governing the program include constructivist thinking, authentic inquiry, life-based problem solving, and

Christian-based ethics and values. The idea is that through rich science and mathematics instruction, all areas of the curriculum are supported.

In the Lions' environment, students are encouraged to see themselves as scientists, technologists and engineers. By experiencing these multiple roles, students practice, reinforce development of a number of life skills including written and oral communications. Computers are tools of the trade, and language development is supported through use of written and spoken native and foreign languages.

## Academic Overview of Primary Program (Grades Kindergarten through Eighth)

Lions' Mathematics and Science Christian Academy is a comprehensive Early Childhood Education and Primary program focusing on math, science and the character development of young children. The goal of the Lions' program is to promote higher order learning in young children as they transition from intuition and concrete operations to abstractions and symbol processing. This is accomplished through a math, science, and technology rich curriculum designed to address the different backgrounds, learning styles and developmental needs of students participating in the program. The Lions' Academy program is modeled after Brain Learning theory and incorporates the Illinois Learning Standards and National Benchmarks for math and science.

### Exciting New 21st Century Curriculum

#### Academic Overview

Instruction in the primary grades places a strong emphasis on math, science, reading, writing, and technology. To these basic skills are added Bible, geography, history, penmanship, art, fine arts, physical development, health topics, biological science, physical science, social science, and physical education. The following curriculums provide the framework for instruction. An expanded curriculum overview can be found in our **Curriculum Manual**.

**Bible** - ACSI Elementary Bible Study Series: Solid Christian principles and Life Application are taught through engaging Bible stories, characters and thematic units.

**Science** - Macmillan/McGraw-Hill's dynamic science program, *Science: A Closer Look*, offers students exciting and accessible standards-based lessons. Engaging activities promote curiosity and foster the development of science inquiry skills. Through a consistent and structured learning cycle, students confidently build upon their experiences to develop a lifelong understanding of science concepts.

**Mathematics** - Singapore Math® programs offer a balance between drill and creative problem solving. Customers who have used other programs think that the Singapore approach moves along to more abstract math concepts in a more rational way and, depending on the student's pace, more quickly. Other positive feedback indicates that the Singapore approach encourages greater problem solving skills and creative thinking.



**Language Arts, Spelling, Reading** - The **A Beka** curriculum provides an in-depth study of phonics and written language, integrating grammar, creative writing, and reading comprehension. Students learn to write clearly and concisely and to build creative writing skill in a carefully planned sequence. This integrated curriculum and progressive reading series helps to develop strong language skills.

**Social Studies, History, and Geography** - **A Beka curriculum and Everyday Story Path** offer **two** interactive, hands-on curriculums that focus on all aspects of history, geography, and anthropology.

**Technology** - Utilizing our computer lab, students are taught the basics of computer applications for every day use as well as research methods for scientific and mathematical exploration.

**Foreign Language** - All classes at Lions' Academy are taught in English. A Spanish Language Class is offered as a part of the curriculum.

**Electives** - Music, Art, Suzuki Violin, Praise Dance, and Basketball

#### **Academic Environment of Primary Program**

Student centered environment with highly qualified teaching staff.

Student/teacher ratio of 16:1

Multi-age cooperative group instruction

Technology integrated into all curricular disciplines

#### **School Year and Summer Camp**

The school year consists of 181 school days for the academic year, which is August-May. With 8 instructional hours, the school year covers at least 880 hours of academic instruction. Summer Camp operates for 10 weeks in mid-June to late-July.

### **Daily Format of the Enrichment /Afterschool Program**

#### **Daily Format of the Enrichment/Afterschool Program**

The daily routine is designed to build character, ethics, and fosters development of strong Christian values. Each morning begins with devotion, praise and worship. Lions' Math and Science Christian Academy provides programming for families in need of a safe environment with structured activities for All students will be required to participate in Homework Hour. A light snack will be served at 3:30pm, 1st - 8th graders. Structured activities, games, and academic clubs will encompass the remaining time. Parents are encouraged to speak with the Administrative Director regarding special homework needs of their child.

## Admissions and Enrollment

### Admissions

Lions' Mathematics and Science Christian Academy admits children from ages three years through Kindergarten into our Early Childhood Education Program and children ages six years through twelve years into our Primary and Academic Enrichment program on a first come first-served basis. No child will, on the basis of sex, religion, race, color, national or ethnic origin, or handicap, be excluded from participation, be denied the benefits of, or be subject to discrimination under any Lions' Academy program or activity.

Lions' Academy seeks to admit students who will experience success in its program. The school does not have the required resources to serve children who need special education programming.

### Enrollment Procedures and Forms

At Lions' Academy we invite any prospective family to come and tour our building and to learn more about our school first hand. The enrollment process is initiated once a registration form has been completed and returned with a non-refundable registration fee. Once a space is identified in a classroom, the parents will be contacted to enroll their child. At that point, the Academy Director will invite the family in to meet the staff, the classroom teachers and review the policies and procedures of the Academy. If registration occurs after a class has filled for the year, we will hold the completed registration form on file and add the prospective student's name to a waiting list.

Lions' Mathematics and Science Christian Academy and the Department of Children and Family Services require the following forms. **Enrollment is not complete until all of the following forms are completed and returned:**

#### All Students YEARLY

1. Enrollment/Registration Form (to be submitted at the time of registration with non-refundable fee)
2. Tuition Agreement Form with Quickbooks/Blackbaud tuition management enrollment
3. DHS Approval (if Applicable)
4. Food Program Enrollment Form
5. Emergency Consent Form
6. Medication Administration During School Hours Form (to be completed by the child's doctor)
7. Student Pick-Up List
8. Student Code of Conduct
9. Guidance and Discipline Policy
10. Parent Participation/Mandatory Fundraising
11. Consent Forms
  - a. Christian Instruction & Holiday Celebration
  - b. Local Walks and Parks Field Trip Permission Form
  - c. Publicity Release Form
12. Policy Forms
  - a. Acknowledgement of the Lions' Academy Pesticide Policy
  - b. Birth Certificate Requirement Policy
  - c. Late Pick-Up Policy and Fee Requirement

13. Lions' Academy Parent Handbook Agreement Form
14. DCFS Handbook Acknowledgement Form

### **New/Transfer Students**

1. Early Childhood Assessment (for incoming Preschool students)
2. School Age Assessment (for incoming Kindergarten - 8th Grade Students)
3. Student Transcript Release Form (Incoming Primary Students ONLY)
4. Enrollment Probation Acknowledgement Form
5. Copy of Birth Certificate
6. Certificate of Health Examination
7. Immunization Records
8. Proof of Residence

### **Health Forms All Students As Scheduled**

Students in the following grades must submit the following health forms, according to the given schedule: (new students, first year students, kindergarten/first grade, 2nd grade, 6th grade).

1. Certificate of Child Health Examination
2. Immunization Records
3. Dental Examination Form
4. Eye Examination Form

### **One-Time Signatures**

1. Pastoral Reference Letter
2. Medical Assessment Intake Form

### **Student Athletes YEARLY**

1. Student Health Forms - Concussion
2. Sports Physical
3. Acknowledgement Form for Participation in Interscholastic Sports

### **Enrollment Requirements**

1. All above listed forms must be completed.
2. All children enrolling in our Early Childhood Program must be potty trained.\*\*\*
3. Parent(s) or Guardian(s) of the child must subscribe to Lions' Academy Statement of Faith.
4. Parent (s) or Guardian (s) must fulfill Lions' Academy Classroom Hours requirement.
5. Child cannot have a diagnosed or probable learning disability outside of our expertise.
6. Child cannot have a current record of emotional or disciplinary problems.\*\*\*

## Student Code of Conduct

The purpose of the LMSCA Student Code of Conduct is to encourage students to follow Christian standards of behavior by clearly indicating acceptable behavior.

### Our Relationship with God

- We speak of God in respectful ways.
- We encourage close relationships with God, other people, and ourselves through Bible reading, prayer, sharing, etc.

### Our Relationship with Those in Authority

- We are respectful in our speech and conduct.
- We are obedient to those in authority over us.
- We do not condone disrespect displayed by others to those in authority.

### Our Relationship to Others

- We are respectful to each other.
- We address each other properly and not resort to name calling, swearing, or other bad language.
- We respect each other's person and remember, 'no touching except for helping.'
- We learn to apologize when we fail and to seek God's strength to continue trying to live in fellowship.

### Our Relationship to School Property

- We respect school property. This includes furniture, books, equipment, and building.
- We report any damage done and volunteer to pay for damages if we are responsible.
- We accept responsibility for the cleanliness of the school grounds.

## Student Code of Conduct Extended School-Wide Behavior and Expectations Matrix R.O.A.R.

Expectation	Respectful	Organized	Attentive	Responsible
<b>Classroom</b>	Use Polite Language: <ul style="list-style-type: none"> <li>● Be kind to others</li> <li>● Listen to the teacher</li> <li>● Raise your hand to speak</li> </ul>	Keep your desk/locker tidy: <ul style="list-style-type: none"> <li>● Put away materials neatly</li> <li>● Follow a schedule</li> <li>● Follow the classroom rules</li> </ul>	Pay attention to the teacher: <ul style="list-style-type: none"> <li>● Participate in class discussions</li> <li>● Stay focused on tasks</li> <li>● Complete assignments on time</li> </ul>	Bring necessary materials: <ul style="list-style-type: none"> <li>● Be on time</li> <li>● Follow directions</li> <li>● Take responsibility for your learning</li> </ul>
<b>Hallway</b>	Use quiet voices: <ul style="list-style-type: none"> <li>● Walk on the right</li> </ul>	Walk in a single file: <ul style="list-style-type: none"> <li>● Keep the hallway</li> </ul>	Stay quiet in the hallways:	Arrive on time: <ul style="list-style-type: none"> <li>● Follow hallway</li> </ul>

	side <ul style="list-style-type: none"> <li>● Hold doors for others</li> <li>● Keep the hallway clean</li> </ul>	clear <ul style="list-style-type: none"> <li>● Respect personal space</li> <li>● Follow hallway rules</li> </ul>	<ul style="list-style-type: none"> <li>● Be aware of your surroundings</li> <li>● Use appropriate behavior</li> </ul>	directions <ul style="list-style-type: none"> <li>● Show respect to others</li> </ul>
<b>Cafeteria</b>	Use good manners: <ul style="list-style-type: none"> <li>● Wait your turn</li> <li>● Clean up after yourself</li> <li>● Respect other's space</li> </ul>	Use your assigned seat: <ul style="list-style-type: none"> <li>● Keep your area clean</li> <li>● Follow the lunch schedule</li> <li>● Follow cafeteria rules</li> </ul>	Stay seated while eating: <ul style="list-style-type: none"> <li>● Use inside voices</li> <li>● Listen to cafeteria staff</li> <li>● Eat responsibly</li> </ul>	Follow lunchroom rules: <ul style="list-style-type: none"> <li>● Dispose of trash properly</li> <li>● Return items to their proper place</li> <li>● Show appreciation to the cafeteria staff</li> </ul>
<b>Recess/Gym</b>	Be inclusive: <ul style="list-style-type: none"> <li>● Share equipment</li> <li>● Take turns</li> <li>● Resolve conflicts peacefully</li> </ul>	Line up and wait your turn: <ul style="list-style-type: none"> <li>● Return equipment neatly</li> <li>● Use equipment properly</li> <li>● Follow recess rules</li> </ul>	Participate in activities: <ul style="list-style-type: none"> <li>● Stay safe and be aware of others</li> <li>● Be a good sport</li> </ul>	Follow recess/gym rules: <ul style="list-style-type: none"> <li>● Listen to staff</li> <li>● Report any problems</li> <li>● Return equipment</li> <li>● Stay active and have fun</li> </ul>

## Guidance and Discipline Policy

A high standard of conduct and discipline are maintained at Lions' Academy. Respect of self and respect of others is the expected norm. At Lions' Academy, discipline is a legitimate and constructive goal of the learning process. This includes both the setting of consistent limits and, when necessary, the enforcement of those limits. Discipline is administered in a loving, positive manner and students are guided in changing behavior and attitudes in becoming self-disciplined individuals. Corporal punishment will not be used on any student in any way. Students shall learn to be responsible for their own behavior. They are expected to obey all rules and regulations developed by the school for the orderly operation of educational and extracurricular programs. Preferred methods of child guidance include positive reinforcement through encouragement, hugs, nonfood rewards, and special recognition. When a child's behavior is inappropriate for the situation (behaviors which endanger the safety of others and themselves, damage property or interferes in an Academy program), the staff will use a variety of techniques to change the behavior. If it is possible to offer the child another choice of activity, we help the child decide which choice to make.

This allows some control over the situation and requires the child to make a decision. However, if there is not a choice available (mealtime, clean-up time, etc.) we firmly but calmly insist that, at this time, there is no other choice and it is time to follow directions.

The staff at Lions' Academy understands that children are learning cooperation and sharing. They are also learning that all people have rights and need protection from invasion of those rights. When an incident occurs between two children, we help both children talk about what happened. We ask them to explain what happened and their feelings about it, to each other and to the teacher. This helps each child practice using words rather than physical aggression. Teachers will guide the very young children in the beginning stages of language development in "talking through" the process.

Children who persist in inappropriate behaviors (these are specific behaviors contrary to the philosophy of Lions' Academy) will be encouraged to take "time out" from group activity to sit down for not more than five minutes (per occurrence) to reflect and calm down. This is not viewed as punishment but as an opportunity for the child to practice self-control.

We believe that these methods are most effective and respectful of children. We hope that these are among the methods parents use at home so that our work is supported. We never yell, curse, hit or humiliate a child, because we know that adults are behavior models for them. No matter what adults SAY, when we engage in these behaviors, we give a message that we approve of these extremes for gaining cooperation.

We also believe that it is important that children enrolling in Lions' Academy be able to function effectively in a group setting. If a child requires closer supervision than is possible in this setting, and/or has special needs that cannot be properly met in a group care environment; it is not fair to that child or others in the program to keep the child at Lions' Academy. If the Director determines that this is the case, we reserve the right to decline or terminate enrollment. We will attempt, in these cases, to make every effort to identify appropriate resources and alternative programs for the family.

### **Guidance and Discipline Policy Extended Behavioral Support Transition Plan**

#### **DETENSIONS, SUSPENSIONS, AND EXPULSIONS**

Subject to the above guidelines, a student may be suspended or expelled from attending school, participating in school sponsored activities, being on school grounds, or from riding Academy transportation for up to two (2) calendar years for acts of gross disobedience or misconduct, as set forth in Academy's discipline policies. The expulsion of a student for a minimum of one year is required anytime the student is found to have brought to school, any school sponsored activity or event or any activity or event that bears a reasonable relationship to school: 1. a firearm; or 2. a knife, brass knuckles or other knuckle weapon regardless of its composition, billy club or, if used or attempted to be used, any other object to cause bodily harm, including "look a likes" of any firearm. The time period of the mandatory expulsion is subject to modification by the Board of Directors. Expulsions for any other reason, including weapons offenses not covered below (e.g., use/attempted use of an object already at school or brought to school by another to cause bodily harm,) may occur at the discretion of the Administration and Board, except that no student attending preschool funded through a grant from the ISBE shall be subject to expulsion. 105 ILCS 5/10- 22.6(a), (d) & (k).

**IN-SCHOOL STUDIES (ISS).** A temporary exclusion of the student from a class or classes while present in school. The student shall be provided with class work and appropriate materials in an alternative location within the school.

**LEVEL 1 INFRACTIONS.** Level 1 infractions are those violations of the Academy's discipline policies that are generally viewed as disruptive to the learning and social environment. Level 1 infractions can result in detention and exclusion from extracurricular activities.

**LEVEL 2 INFRACTIONS.** Level 2 infractions are those violations of the Academy's discipline policies that are generally viewed as highly disruptive and potentially criminal. Nevertheless, some Level 1 offenses may warrant police involvement, depending on the circumstances surrounding the misconduct e.g., forgery, in which case the police may be called for assistance and a police report may be made. Level 2 infractions can result in suspension and exclusion from extracurricular activities.

**LEVEL 3 INFRACTIONS.** Level 3 infractions are those violations of the Academy's discipline policies that are generally viewed as potential criminal offenses or repeated commission of Level 1 & Level 2 Infractions. In addition to the disciplinary action taken by the Academy's administration, a police report may be made. Level 3 infractions can result in expedited expulsion.

1. **Zero-Tolerance.** Lions' Academy has a Zero-Tolerance Policy for fighting, profanity, bullying, battery against school personnel, firearms, and drug possession. Stricter consequences may be employed for these offenses.
2. **Bullying:** Lions' Academy adheres to the State of Illinois regulations regarding bullying and cyberbullying. 105 ILCS 5/27-23.7. Our complete Anti-Bullying and Harassment Policy can be found on our website:  
<https://www.lionsacademy.org/wp-content/uploads/2023/03/Lions-Math-And-Science-Christian-Academy-Anti-Bullying-Policy.pdf>
3. **Battery Against School Personnel:** The Academy's Director will immediately notify local law enforcement officials of written complaints from school personnel regarding instances of battery committed against school personnel by students, parents, guardians, or anyone who commits such offenses on school property. The Academy will also report any instances of battery committed against teachers, teacher personnel, administrative personnel, or educational support personnel to the Illinois State Board of Education's reporting system in IWAS by August 1st of the preceding year, for all occurrences of battery that occur during the school year.
4. **Firearms and Drugs:** Possession of firearms or drugs is strictly forbidden on school property. Firearms include but are not limited to guns, bb guns, knives, baseball bats/clubs, martial-arts-type weapons, explosive devices, pepper spray/mace, and sharp objects. Sharp objects include items such as box cutters, nail files, and any bladed items. If a student uses an ordinary item as a weapon to harm another, that student may be excluded from using such item until disciplinary consequences have been completed.

Drugs include any legal or illegal substance that is not prescribed by a doctor, and permissible on Lions' Academy school property. The Academy will immediately notify local law enforcement officials of verified incidents involving drugs occurring on school

grounds. The Academy will also report any instances of firearm or drug possession through the School Incident Reporting System (SIRS) in IWAS.

Examples of Level 1, Level 2, & Level 3 Infractions		
<p><b>LEVEL 1</b></p> <ul style="list-style-type: none"> <li>● Disrespect</li> <li>● Disruption</li> <li>● Horseplay</li> <li>● Insubordination</li> <li>● Insults/Roasting</li> <li>● Uniform Non-Compliance</li> </ul>	<p><b>LEVEL 2</b></p> <ul style="list-style-type: none"> <li>● Profanity</li> <li>● Lying</li> <li>● Property Damage</li> <li>● Gross Disobedience</li> <li>● Indecency/Obscenity</li> <li>● Plagiarism/Cheating</li> <li>● Leaving supervised areas without permission</li> <li>● Skipping class</li> <li>● Violation of classroom/school rules</li> <li>● Forgery</li> <li>● Repeated Commission of Level 1 Infractions</li> </ul>	<p><b>LEVEL 3</b></p> <ul style="list-style-type: none"> <li>● Battery to Staff or Students/Fighting</li> <li>● Possession/Use of Firearm/Weapon</li> <li>● Bullying</li> <li>● Life Threatening Issues</li> <li>● Sexual Harassment</li> <li>● Theft</li> <li>● Vandalism</li> <li>● Bomb Threat</li> <li>● Possession of Controlled Substance</li> <li>● False Fire Alarm</li> <li>● Violation of Disciplinary Directives</li> <li>● Repeated Commission of Level 1 &amp; Level 2 Infractions</li> </ul>

**INTERVENTION.** An intervention is a strategy to promote and encourage changes in behavior for an individual. Interventions are nonrestrictive or restrictive. Examples of nonrestrictive interventions include: Check-In Check-Out, social-emotional training, peer mediation, restoration, and time-out. Examples of restrictive interventions include: in-school suspension, out-of-school suspension, alternative placement, and expulsion. Not all behavioral interventions or disciplinary consequences will be available or appropriate for misbehavior conduct.

**RESTORATIVE PRACTICES.** Restorative Practices is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. Examples of Restorative Practices include: restorative circles, conversations and other practices. The use of Restorative Practices helps to:

1. reduce crime, violence and bullying.
2. improve human behavior and strengthen civil society.
3. provide effective leadership.
4. restore relationships and repair harm. \*International Institute for Restorative Practices

**SCHOOL SERVICE HOURS.** In an attempt to redirect/change student behavior and to encourage students to become responsible for their actions, administrators and teachers can assign students to hours of school service and/or detentions. School service activities may include helping in the lunchroom or on the playground, assisting teachers before and after school, helping with special school projects or Academy initiatives, helping at co-curricular events, etc. Parents must be notified of scheduled school service hours, and building administrators must be notified of assignments



**RESOURCES.** Our complete Behavioral Support Transition Plan can be found on our website [www.lionsacademy.org](http://www.lionsacademy.org). **Classroom/School Rules:** An expanded list of classroom and school rules is available in the classrooms and school office.

## Uniforms Policy

Lions' Academy has a uniform dress code requirement. The Academy colors are tan, white and hunter green. The Academy Uniform policy was enacted because of the following reported benefits: more focus on school and academic performance by students; increased feelings of safety by students and parents; more involvement/increased interaction with their children by parents; and, increased self discipline and sense of responsibility by students. This is a uniform, which, as such, automatically limits clothing options. Simply stated, students are encouraged to wear solid khaki (tan) bottom garments and solid white tops.

### Girls Uniform Attire

Girls wear solid white or hunter green collared blouses, solid khaki skirts, skorts, slacks, jumpers, culottes, or walking shorts. Polo-style shirts with a collar are permitted. Tops must be properly tucked in. An adjustable plaid cross ties for girls are a mandatory requirement of the Lions' school uniform. Tops must be properly tucked in. A solid hunter green sweater or sweatshirt may be worn over the tops.

### Boys Uniform Attire

Boys will wear solid khaki slacks, which must fit properly at the waist and reach at least to the top of the shoe. Short's length must be to the top of the knee. Tops can be either short or long sleeved, but not sleeveless. or collared dress shirts (for boys), and polo-style shirts with a collar are permitted. Green plaid ties for boys and adjustable plaid cross ties for girls are a mandatory requirement of the Lions' school uniform. Tops must be properly tucked in. A solid hunter green sweater or sweatshirt may be worn over the tops.

All clothing should be comfortable, washable, easy to manage, suitable for tumbling, climbing, crawling on the floor, as well as for messy play with paint, play-dough, markers, paste, glue, etc. Shoes must have rubber soles and must be solid black with matching solid colored laces. Gym shoes may also be worn if they follow the color rules and do not have conspicuous logos or labels. All socks, tights or other leg cover- ings must be tan, white or skin-toned. Students should wear a tie and belt at all times to prevent pants from sagging.

### Earrings

Boys are not allowed to wear earrings. Boys with ear piercings may ONLY wear clear/invisible plastic earrings. Boys wearing any other type of earring on school grounds during the school day will have their earring removed. Earrings for girls should not be any larger than the size of a dime.

### Hairstyles/Accessories

Both boys and girls are expected to keep their hair well-groomed and clean. All students must keep hair out of their faces. All hair accessories must be removable upon request. The Academy does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

## **Prohibited Attire**

### **For Girls**

- Large Earrings
- Spaghetti strap tops

### **For Boys**

- Earrings
- Sagging Pant

### **For Girls and Boys**

- Durags
- Hoodies
- Hats
- Crop Tops
- Clothing with profane language or images promoting violence, drug use, or promiscuity
- Too tight or too loose clothing

Children in **every** class must have an extra set of clothing (underwear, shirt, pants, and socks) in a marked bag to leave in his or her classroom for accidents. If the child uses these emergency clothes, they will be sent home with the child and we expect them to be replaced the next day. Parents are responsible for ensuring the spare clothes are the right size.

These requirements apply to all students while they are at the Academy or in attendance at Academy-related functions. **If during the school year, a student is non-compliant (not in uniform), parents will be notified in person or by telephone, as a First Warning. On the Second Warning, if still non-compliant, the parent can be fined up to \$10.00 per day to be applied to their next tuition statement.**



# DRESS CODE

**Collard Polo**  
In white or forest green,  
short or long sleeves  
\*polo or dress shirt is required



**Slacks**  
\*In khaki only

**Socks**  
White socks for boys



Boys

**Bowtie**  
reen jacquard bowties  
for boys required



**Belt**  
Students should wear a belt at all times  
for any clothing item that has a belt loop



**Shoes**  
Shoes must have rubber soles and  
be solid black with matching solid  
colored laces.



Girls

**Cross Tie**  
Green cross plaid tie:  
for girls required



**Collard Polo**  
In white or forest green,  
short or long sleeves  
\*polo or blouse is required



**Khaki**  
Skirts, skorts,  
jumpers, or culottes

**Leg Coverings**  
All socks, tights or  
other leg coverings  
must be tan, white  
or skin-toned.



**Sweater**  
A solid hunter green sweater or  
sweatshirt *may* be worn over the tops.



For more dress code guidelines, please refer to our Parent Handbook

## Parent Participation

### Parent Participation

Important in the Lions' Academy philosophy is a concern for the role of the parent as the major influence in a child's life. As often as possible, we involve parents in the programs of the Academy through family activities. On occasion, parents are asked to assist in special art projects, to read to the children and to share their hobbies and professional interests with the children. Parents are also invited to participate in field trips and class activities and classroom celebrations. Check with your child's teacher for details. In fact parents are required to serve a minimum of **15** hours of Lions' Academy community hours per school year (to be completed by May 1st or within 9 months of registration). These hours will be tracked through our business office. When community hours are performed please have your Lions' Academy community hours form signed by the staff or administrator who is directly in charge of the activity in which you participate, and return your completed form to the business office. Lions' Academy welcomes any parent to share any slides, photographs, collections, etc. on a subject that will be interest to the children. Failure to complete hours will result in a Parent Participation Fee of \$150 on May 1st or nine months from enrollment date.

We are very busy on school days. On "at home" days there are many things that you can do to help your child succeed this year: \*\*\*\*

- Read to your child on a regular basis.
- Ask questions about what your child is learning.
- Count with your child regularly. Show him or her how often you use counting everyday.
- Point out colors and shapes in the world around them.
- Say the assigned Bible verse together daily.
- Make flashcards of the letters and practice the sounds and letter names with your child.
- Make sure that your child is at school on time each day so that he/she will not miss out on any of this important educational foundation. Classroom instruction is invaluable and make-up work does not have this same benefit.

## Consents

### Religious Instruction and Celebrations

In the Lions' Academy environment, character development and ethics are stressed. Children participate in a daily morning devotion time and religious books and songs are sometimes used to support a lesson theme.

The Academy also encourages acceptance of a variety of cultural traditions into the social life of the classroom. All major Christian holidays and holiday traditions are observed at the Academy. We depend upon parents to tell us what is important and unique in their individual family celebrations and we celebrate the diversity of each child enrolled in a particular classroom. We also encourage each child to talk about special family celebrations and invite parents to share these special traditions with the class.

## Policies

**Birth Certificate Policy** - Parents enrolling a child at *Lions' Academy for the first time must provide a certified copy of the child's birth certificate or other reliable proof of identity and age of the child within 30 days* of enrollment. The Academy shall make a duplicate and return the original certificate. Lions' Academy is required by law to notify the Illinois State Police or local law enforcement agency if a parent or guardian fails to submit proof of the child's identity within the 30 day time frame;

If proof of the child's identity has not been submitted within the thirty day time frame the Academy will serve notice to the Illinois State Police or local law enforcement agency of the parent's failure to submit a certified copy of the child's birth certificate or other reliable proof of identity. In addition, the Academy shall also *notify the parent or guardian in writing that the Illinois State Police or local law enforcement* has been notified as required by law, advising the parent or guardian that he or she *has 10 additional days to comply* by submitting the required documentation; The Academy is also required by law to *report to the Illinois State Police or local law enforcement agency any affidavit received which appears inaccurate or suspicious in form or content*; The Academy shall *flag the record of any child enrolled at the Academy who is reported by the Illinois State Police*

as a missing person, and *shall immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing child.*

### **Proof of Residence/Custody**

Schools are required to obtain proof of residence for students enrolled in the Academy from the person seeking to enroll the student. The person presenting proof of residence must have legal custody of the student. Exceptions may apply for students whose residency is impacted by military obligations of his/her parent(s).

At the time of registration, all proof of residence must be verified by the principal, dated and signed, with a copy kept in the student's cumulative folder for new students. This proof of residence is necessary to comply with State law, which requires the administration to determine whether each child actually resides with the parents or legal guardians indicated on the enrollment paperwork.

**Proof of Residence.** Proof of residency must be submitted for new students. See also, "Residency Verification" below. **Two** of the following are needed:

- Current Lease. Must have parent/guardian's name/signature, landlord's name/signature, current address and dates the lease is in effect.
- Mortgage Papers. Must provide document showing possession of property—not closing date.
- Gas Bill. Must be current (within 2 months), must be in parent/guardian name and show service address.
- Electric Bill. Must be current (within 2 months), must be in parent/guardian name and show service address.
- Water Bill. Must be current (within 3 months), must be in parent/guardian name and show service address.
- Illinois Driver License or State Identification Card. Must be current and in parent/guardian's name.

**Proof of Legal Guardianship/Custody.** For student(s) whose parents are divorced or separated or who are living with a court appointed legal guardian, a certified copy of the court order addressing child custody and educational decision making authority of each parent (i.e., custody order or parental responsibility order) and establishing that the parent enrolling the student is providing the primary residence of the child and that the parent has educational decision making authority for the child. See also, "Legal Guardianship/Custody" below.

**ISBE/Attestation Enrollment and Residency.** For students who are living with an adult other than his/her natural or adoptive parents or a court appointed legal guardian and that adult has assumed care and custody of the student for reasons other than to access the District's schools and is providing a regular, fixed place of night time abode for the student. See also, "Legal Guardianship/Custody" below.

**Placement in Foster Care or with a Relative Caretaker.** For students under the legal guardianship of the Department of Children and Family Services who have been placed in foster care, verification of a best interest determination having been made that the student enroll in or

remain enrolled in the District when eligible. For students who have been placed with a relative caretaker who is receiving Public Aid on behalf of the student, proof of receipt of public aid.

**Divorced/Separated Parents.** In cases of divorced or separated parents, residency shall be determined based on the residence of the parent who has sole legal guardianship or custody or, in instances of joint guardianship or custody, the residence of the parent who provides the student's primary regular fixed night-time abode.

**Students in Foster Care.** If the residence of a student in foster care changes due to a change in placement by DCFS, a best interest determination is required to be made in regard to the district in which the student's educational services should continue.

**Students Impacted by Military Obligations of Parents.** If the student's residence changes due to the military service obligation of a person who has legal custody of the student, it is the obligation of the person who has legal custody of the student to request in writing that the residence of the student remain the same residence as immediately before the change in residence caused by the military service obligation, for the duration of the military assignment. The District, however, shall not be responsible for transportation to or from school for the student (105 ILCS 5/10-20.12b (a-5)). When a special power of attorney exists associated with deployment to active duty, the wishes of the parent/legal guardian regarding school enrollment will control. 105 ILCS 70/30. See also, Parents/Guardians Deployed to Active Military below.

#### **LEGAL GUARDIANSHIP/CUSTODY**

Persons seeking to enroll students in Lions' Academy who are not the natural or adoptive parents of the student(s) must submit to the District at the time of registration or upon request proof of legal guardianship or, if applicable, legal custody as that term is used in the School Code.

1. **Legal Guardianship.** A certified copy of the court order granting legal guardianship of the student to a person who is not the student's natural parent for reasons other than to access the District's schools. When a student's parents/guardians are divorced or separated, a certified copy of the most recent court order addressing legal guardianship, custody and educational decision making agreements between the parents is required.
2. **Legal Custody.** Legal custody for students who are not special education eligible may be established by adults who have assumed primary care and custody of a student and are providing a regular, fixed place of nighttime abode within the District for reasons other than to access the District's schools by completion of the ISBE/Attestation Enrollment and Residency form. A Power of Attorney or a statutory short term guardianship form indicating a transfer of care and custody for non-educational reasons also may be acceptable, subject to District review and approval. Relatives of a student who have been given custody of a child and are receiving public aid benefits on behalf of that child may submit evidence of the same to establish legal custody. 105 ILCS 5/10-20(12a). All documentation regarding legal guardianship or caretaker custody or residency MUST be kept in the student's cumulative folder and updated when a change occurs.

## Emergency Consent

### Emergency Procedures and Accidents

An emergency form is maintained for each child so that you can be reached in the event of an emergency. It is your responsibility to keep this information up to date. Please let us know when there are changes in email addresses and telephone numbers (home, work, or car) or in the names of persons authorized to pick up your child.

Lions' Academy provides instruction in first aid and CPR to all staff. The Academy staff will administer first aid to a child, on a limited basis, for minor accidents, such as superficial cuts and scrapes, bloody noses, bumps, etc. You will be asked to sign a consent form giving permission for Lions' Academy staff to apply ice, treat a minor wound, and apply a Band-Aid. If more attention is required, you will be called to discuss what steps to take. The staff will complete an Incident report for all accidents.

In the event of serious injury or a medical emergency, names will be called in the order found on the child's medical emergency card. At the same time, staff will notify emergency services that will transport the child to Vista East Hospital. Arrangements will be made to meet parents at the hospital.

At Lions' Academy first priority is always given to the well being of the child. If a child is exempt from medical care on religious grounds, we will make every effort to get the child to a certified practitioner as requested by the parents. If unable to do so, we reserve the right to get the best medical attention possible for the child until parents are contacted.

## Medication

Please complete our Medication Administration During School Hours Form. If your child needs to receive any medication, including prescription, you must complete Lions' Medication Administration During School Hours Form which requires a written note from the child's doctor. The form states the name of the medication, the date the medication was prescribed, the dosage, time of day to be administered, the number of days needed, and any other precautionary procedures that must be taken. In addition, the medication must be in the original container. The parent is also required to complete and sign this consent form. Unless otherwise noted, **all medications** will be administered once daily, immediately following the lunch meal.

### **MEDICATION ADMINISTRATION.**

1. **Staff Administration.** Medication generally will be administered by a trained staff member. Other school personnel may volunteer to assist in administering medicine in an emergency situation or if they qualify as Trained Personnel. The Trained Personnel or school administrator retains the discretion to deny requests for administration of medication for which appropriate authorization is not available. The Academy does not and is not authorized to keep undesignated asthma medications, epinephrine auto-injectors, diabetes medication, seizure medication, or medical cannabis on the

school premises. Parents/Guardians are required to provide the appropriate physician-authorized prescription on file and complete the Medication Administration During School Hours Form. Parent(s)/Guardian(s) who refuse to provide the appropriate prescription and written authorization on file may have their student excluded from school, including suspension and expulsion.

- a. **New Medications.** Whenever possible, the first dose of a medication that has been prescribed to the student for the first time should be given at home so that the parent(s) can observe any adverse side effects. Side effects should be made known to the school administration. If this is not possible, the parent(s) should notify the school administration of the student's new medication and the potential side effects as articulated by the student's health care provider and submit an updated medication authorization form.
2. **Administration by School Personnel.** Academy personnel, other than the designated Trained Personnel, may administer medications under the following guidelines:
- a. **Supervision of Self-Administration.** When the Academy's Trained Personnel is not available, the Academy's Director, or other school personnel (on a voluntary basis) may supervise self-administration of medication by a student when such action is appropriate.
  - b. **Diabetic Care Plans.** Authorized delegated care aides may administer or assist students with diabetes in the self administration of medication related to the student's diabetes, in accordance with a student's Diabetes Care and Education Plan. In the event a delegated care aide is not available, the individual identified as responsible for assisting the student with this task in the Diabetes Care and Education Plan is authorized to provide this service.
  - c. **Emergency.** An employee may volunteer to administer medications in emergency situations, if authorized by the student's medication administration plan and the Trained Personnel, Academy's Director, or emergency personnel are not available; the student cannot reasonably self-administer the medication; and waiting for the Trained Personnel, Academy's Director, or emergency personnel is reasonably thought to present a danger to the student.
  - d. **Epinephrine Auto-Injectors.** A Trained Personnel may administer a prescribed epinephrine auto-injector to any person who the Trained Personnel in good faith believes to be having an anaphylactic reaction: (i) while in school; (ii) while at a school-sponsored activity; (iii) while under the supervision of school personnel; or (iv) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Prior to the administration of a prescribed epinephrine auto-injector, Trained Personnel must submit to the Academy's Director proof of completion of an appropriate training curriculum to recognize and respond to anaphylaxis, which shall be valid for a period of one year. If the training was not provided by the Academy or is not an Academy-approved training, a copy of the training curriculum also must be provided and determined to meet the minimum training requirements of the School Code prior to the individual being authorized to serve as Trained Personnel. Trained Personnel also must submit proof of cardiopulmonary resuscitation and automated external defibrillator certification.



- e. **Field Trips.** Parent(s)/Guardian(s) may be requested and/or required to assist in making arrangements for the administration of medication during a field trip.
- 3. **Self-Administration.** Students may self-medicate at school under the circumstances outlined herein, if the student can safely self-administer medications. Subject to Illinois law, self-administration privileges may be withdrawn if the student exhibits behavior which indicates lack of responsibility toward self or others associated with the administration of medication.
  - a. **Asthma and Allergies.** Students with asthma or severe allergies who utilize an inhaler or epinephrine auto-injector must be allowed to possess and self-administer such medications absent adult supervision, provided the Academy receives appropriate written authorization in accordance with subparagraph 2(d), in addition to the standard medication administration form and emergency or action plan.
  - b. **Diabetes.** Students with diabetes may possess equipment and supplies necessary to monitor and treat their diabetes in any location in the school setting or at school related activities or events, which should be authorized in the student's Diabetes Care and Education Plan. This authority includes:
    - i. Checking blood glucose levels;
    - ii. Administering insulin, using the student's prescribed insulin delivery system; and
    - iii. Treating hyperglycemia or hypoglycemia.
  - c. **Seizures.** Students with epilepsy or seizure who utilize anti-seizure medications must be allowed to possess and self-administer such medications absent adult supervision, provided the Academy receives appropriate written authorization in accordance with subparagraph 2(d), in addition to the standard medication administration form and emergency or action plan.
- 4. **Supervised Self-Administration.** The Trained Personnel, in conjunction with a health care provider and with parent(s)/guardian(s)' written authorization noted in paragraph 2(D), may identify circumstances in which a student may self-administer other medications under the supervision of an adult.
- 5. **Written Authorization.**
  - a. **Parent Authorization.** Parent(s)/Guardian(s) must provide written authorization prior to the student's self-administration of any medication in school. A statement of the student's ability to safely self-administer medications and the student's acknowledgement of the rules associated with self-administration of medication shall be included in the authorization.
  - b. **Epinephrine Auto-Injector.** In addition to written parent authorization, students must have on file with the Trained Personnel written authorization from the student's current health care provider, including a prescription for use of an epinephrine auto-injector, and an emergency or action plan prior to being allowed to self-administer medication by way of an epinephrine auto-injector.
  - c. **Diabetes Equipment and Supplies.** In addition to written parent authorization, students must have on file with the Trained Personnel and school office a written Diabetes Action Plan and Diabetes Care and Education Plan. Equipment and supplies used by the student for management of his or her diabetes must be outlined in the Diabetes Action Plan and Diabetes Care and Education Plan.

Among other things, this will assist in avoiding unnecessary disciplinary referrals of students who properly are in possession of items necessary to monitor and treat their diabetes.

6. **Parent Administration.** Parent(s)/Guardian(s) may administer medications at school with the knowledge of the Trained Personnel. In the event the Trained Personnel is not in the building or otherwise unavailable at the time of parent administration, the Academy's Director or his/her designee shall ask the parent to complete and sign a medication administration form provided by the Academy and the Academy's Director or his/her designee shall provide the form to the Trained Personnel as documentation of the medication having been administered.
7. **Notification Requirements After Use of Prescribed Epinephrine Auto-Injector.**
  - a. Upon any administration of a prescribed epinephrine auto-injector, the Academy's Director or designee must immediately activate the EMS system and notify the student's parent, guardian, or emergency contact, if known.
  - b. Within 24 hours of the administration of a prescribed epinephrine auto-injector, the Trained Personnel must notify the physician, physician assistant, or advance practice nurse who provided the standing protocol or prescription for the prescribed epinephrine auto-injector of its use.
  - c. Within three (3) days after the administration of a prescribed epinephrine auto-injector by a Trained Personnel, school employee, parent, or a student at a school or school-sponsored activity, the Academy's Director must report to the Illinois State Board of Education in a form and manner prescribed by the Board.
8. **Indemnification.** Any parent/guardian authorization for the self-administration, staff administration, or parent administration on school property of medication shall notify the parent(s)/guardian(s), in writing, that the Academy, its employees and agents, including a Trained Personnel providing standing protocol for prescribed epinephrine auto-injectors, asthma medication, diabetes medication, seizure medications, medical cannabis, or any other medication are to incur no liability or professional discipline for any injury arising from the administration of any medication, except for willful and wanton misconduct, and require the parent(s)/guardian(s) to acknowledge this statement and indemnify and hold harmless the Academy and its Board, employees, agents, or their successors for any claims, except claims of willful and wanton misconduct, arising out of the administration of asthma medication, epinephrine auto-injector, or diabetes medication, regardless of whether authorization was given by the parent(s)/guardian(s) or health care provider.

## **MEDICATION.**

1. **Undesignated Medication.** The Academy does not and is not authorized to keep undesignated medications such as undesignated asthma medications, inhalers, allergy medications, epinephrine auto-injectors, diabetes medications, glucagon, seizure medication, or medical cannabis, over-the-counter medications, opioid antagonists, or any other form of undesignated medication on file or on the school premises. Parents/Guardians are required to provide the appropriate physician-authorized prescription on file and complete the Medication Administration During School Hours Form. Parent(s)/Guardian(s) who refuse to provide the appropriate prescription and

written authorization on file may have their student excluded from school, including suspension and expulsion.

2. **Prescription Requirement.** All medicine administered at school must be prescribed by a licensed physician or an appropriately licensed physician assistant or advanced practice nurse. This includes over-the-counter and non-prescription medicine (including cough drops, throat lozenges, aspirin, ibuprofen, et-cetera). Medicine prescribed for administration will not be given at school unless the prescription states a specific time of administration which occurs during school hours or a school related activity.
3. **Delivery of Medication to School.** Medications must be brought to school by parent(s) or another responsible adult or students for whom a written authorization to self-administer medications associated with the student's asthma, allergies or diabetes is on file with the school nurse. No other child may carry medicine to and from school.
4. **Appropriate Containers.**
  - a. **Prescription Medication.**
    - i. **Generally.** Prescription medication and refills must be provided in containers which are prescription-labeled by a pharmacy or licensed prescriber. The label must include the prescription number, student name, type of medication, dosage, directions for administration, date and refill schedule, pharmacy label and name/initials of the pharmacist or licensed prescriber.
    - ii. **Sample Medications.** Sample medications must be delivered in the original, labeled manufacturer's container identifying the ingredients with the student's name, dosage and directions for administration affixed to it. The medication name, dosage and administration directions must align with that on the prescription written by the licensed prescriber. The sample medication also must be sealed at the time of delivery, unless the original manufacturer's packaging inhibits drug tampering, e.g., an inhaler.
  - b. **Over The Counter Medications.** Lions' Academy does not allow for the use or administration of non-prescription medications by the Academy's employees or agents, including a Trained Personnel. No Non-prescription medicines can be given to any employee, agent, Trained Personnel, or school office for the purpose of administration to a student.
5. **Storage.** Medication will be stored in a secure cabinet or drawer unless it: a) requires refrigeration, b) is allowed to be in the possession of a student, pursuant to a written authorization on file with the school office or c) is allowed to be carried by the Trained Personnel. Refrigerated medicine will be maintained in a secure, refrigerated area. Medication remaining at the end of the school year must be taken home by the parent(s)/guardian(s) or will be discarded. Medications will be discarded in the presence of a witness.

## **RECORD KEEPING.**

1. **Dosage Recordation.** Each dose of prescription medication shall be recorded in the student's individual health record, unless the medication is self-administered by the student. In the event a dose is not administered, the reason shall be entered in the record.

2. **Student Health Forms.** The Medication Administration During School Hours Form and any related documentation will be kept on file in the Academy's office. Emergency medical information shall be retained in both the school office and in the student's temporary record file.
3. **Effectiveness and Side Effects.** The effectiveness and side effects of the medication shall be assessed with each administration and documented as necessary. Documentation of the effects from long-term medications should be summarized at least each semester or more frequently as determined by the Trained Personnel. The Academy's Director shall establish a procedure for advising school staff with a need to know of potential effects of medication on a student and emergency response procedures. The Academy's Director, additionally, shall establish a procedure for providing feedback to the Trained Personnel and the parent(s)/guardian(s) at scheduled appropriate intervals for long-term medication or as requested by the health care provider.
4. **Epinephrine Auto-Injector Personnel Training.** Records evidencing completion of annual training by Trained Personnel shall be maintained by the Academy's office along with the curriculum associated with the training. The Academy's Director shall prepare and distribute to each teacher a list of Trained Personnel assigned to the Academy.
5. **Renewal.** Authorization for the administration of medication, whether by school staff or self-administered, is effective for the school year in which it is granted and must be renewed every school year.

## Health Examination

### HEALTH

The Illinois Department of Children and Family Services require that each child submit a complete physical examination on forms prescribed by the department. The medical examination shall be valid for two years, except that subsequent examinations for school age children shall be in accordance with the requirements of the Illinois School Code and Child Health Examination Code. The medical report shall also indicate that the child has received the immunizations required by the Illinois Department of Public Health. These include poliomyelitis, measles, rubella, mumps, diphtheria, pertussis, tetanus, and haemophilus influenza B, hepatitis B, and chicken pox vaccinations. Additionally, the initial examination shall include a tuberculin skin test by the Mantoux method, and a one-time test for lead poisoning.

Students entering the following grades must get a school physical with a completed Certificate of Child Health Examination Form:

- ANY Student new to the State of Illinois going to school in Illinois for the first time
- Early Childhood (preschool)
- Kindergarten or First Grade (if the first year in school),
- Sixth Grade, and Ninth Grade
- ANY Student, irrespective of grade, immediately prior to or upon entrance to Lions' Academy

### PHYSICAL, IMMUNIZATION, DENTAL, & VISION REQUIREMENTS

All students must submit proof of immunizations and a physical examination. Dental examinations, vision examination, diabetes screening and lead screening are also required for some grades. Age appropriate developmental and social and emotional screenings are part of the required physical examinations. Please check with your child's physician so he or she can assess all records to be certain they are up-to-date. All students who are new to the state of Illinois, regardless of grade, must submit their physical examination, including tuberculosis screening and diabetes screening, and current immunizations.

1. **Schedule of Required Documents.** Examinations other than dental exams must be within one year prior to the year noted, and proof of immunizations and a physical examination must be received by the 10th day from the start of the school term, except new residents shall have 30 days from the date of enrollment to submit the forms. Dental exams must be conducted by May 15 of the school year required. Vision exams must be conducted by October 15.
  - a. **Preschool.** Physical examination; including tuberculosis screening, diabetes screening, and lead screening; and current immunizations.
  - b. **On entering Kindergarten or First Grade.** Physical examination; including tuberculosis screening, diabetes screening, and lead screening; current immunizations, dental examination, and vision examination.
  - c. **Second Grade.** Dental examination (in addition to physical examination and immunizations already on file).
  - d. **Sixth Grade.** Physical examination; including tuberculosis screening and diabetes screening; and current immunizations, and dental examination.

## RELIGIOUS EXEMPTIONS

Parents requesting a religious exemption to immunizations must submit the [IL Certificate of Religious Exemption to Required Immunizations and/or Examinations Form](#) along with the Certificate of Child Health physical form. The medical doctor, nurse practitioner or physician assistance completing the physical form is required to sign the religious exemption form. Religious exemption recognitions do not extend to the dental and vision exams. Religious exemptions will also not excuse a student from participation in physical education classes.

## FAILURE TO COMPLY

Failure to timely provide proof of immunizations or physical exams may result in the student's exclusion from school until it is received, as required by the School Code. Students will be excluded from attending school by October 15th or within 30 days of any enrollment date, if immunization and physical exam requirements have not been met. Students will not be excluded, however, if the health exam documentation presented fails to reflect completion of a developmental or social and emotional screening. Parents of students who were not screened by their health care provider for delays in developmental or social and emotional growth may contact the student's teacher or Academy's Director to request screenings if they have concerns that their child may have a disability and is in need of an evaluation for special education services or accommodations. Failure to timely provide proof of dental or vision exams may result in withholding of report cards until proof of examination is received.

## REPORTING

Lions' Academy will submit an immunization record report for all students by November 15 through IWAS. Lions' Academy will submit a vision and dental exam record report for all students by June 30.

## Health Management

### Allergies

Please inform the office and teachers if your child has allergies or any other condition requiring special knowledge and attention. If an allergy requires a change in diet this can be arranged with your doctor's consent. The school will not adjust the menu for a special dietary condition without a written note from the child's doctor.

## Sports

Lions' Academy has a co-ed basketball team and participates in interscholastic sports. The basketball season lasts approximately 3 months, starting in October. Students have a combination of home games and away games. Parents are encouraged to attend all student basketball games.

### DOCUMENTATION.

1. **Student Health Forms - Concussion.** Prior to practice or competition, all student athletes and their parent(s)/guardian(s) have signed an information document, approved by the IESA about the school's policy regarding concussions and head injuries.
2. **Sports Physical.** Prior to practice or competition, all student athletes must have had an annual sports physical within the last 395 days.
3. **Acknowledgement.** Prior to practice or competition all parent(s)/guardian(s) of student athletes have signed the Participation in Interscholastic Sports Form acknowledging the risks associated with playing sports. Any parent/guardian authorization through the Participation in Interscholastic Sports Form acknowledges that Lions' employee faculty, staff, and agents are to incur no liability or professional discipline for any injury arising from the participation in athletic activities, except for willful and wanton misconduct, and requires the parent(s)/guardian(s) to acknowledge this statement and indemnify and hold harmless the Academy and its Board, employees, agents, or their successors for any claims, except claims of willful and wanton misconduct,
4. **Refusal.** Parent(s) who refuse to submit the required documentation will have their student excluded from interscholastic athletic activities until the documentation has been submitted.

**CONCUSSION.** Safety is a top priority at Lions' Academy. We have a Concussion Oversight Team. Members of the Concussion Oversight Team are trained in spotting the signs and symptoms of concussions. The Concussion Oversight Team has an established "return-to-play" and "return-to-learn" protocol, and a person designated to implement that protocol. The designated person cannot be the basketball team's coach. The Academy's Director will supervise the person appointed to implement the "return-to-play" and "return-to-learn" protocol.

Students are removed from practice or competition if the Academy's Director, or member of the Concussion Oversight Team believes that a student has sustained a concussion. Students who are suspected of having a concussion are not permitted to return to practice or competition until the "return-to-play" concussion protocol is followed completely. Further information can be found on our **GUIDELINES FOR THE MANAGEMENT OF CONCUSSION IN SPORTS** on our website: [www.lionsacademy.org](http://www.lionsacademy.org)

**SPORTS UNIFORM.** Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with religious requirements, cultural values, or modesty preferences.

### Pickup List

#### Release Authorization

Children will not be released to any person other than a parent, legal guardian, or someone duly authorized by the parent or legal guardian.

At the time of enrollment, parents are asked to list those authorized to pick up the child. Unless we receive **written notification** from the parent of an addition or change to that list, the child will not be released until the parent has been contacted.

### Late Pick-Up

**Late Pick-Up and Late Pick-Up Charges: \$5.00 per 5 minutes beginning at 6:05 PM** - *For primary students that are not enrolled in the Afterschool care late pick-up begins at 4:05 PM.* The Academy closes promptly at 6:00 pm and children must be signed out by this time. It is our hope that parents will be sensitive to the hours of Lions' Academy Staff. Whereas occasional late pick-ups due to weather and/or traffic are understandable, continual late pick-up can result in termination of services.

As a courtesy, please call the Academy if you are running late for pick up. There is a late fee of one dollar per minute that goes to the staff member closing the Academy. Payment is required immediately, the same day you are late. Failure to make payment will result in immediate tuition suspension. If we have not heard from you by 6:00 p.m., we will call every emergency numbers provided by you. If by 7:00 pm we cannot get a hold of any of your emergency contacts and/or haven't heard from you, the police and Children's Aid will be contacted. The staff of Lions' Academy will discuss the issue of late pick-up only with the parent or guardian and never with your child. In addition, the staff of Lions' Academy will make every effort to ensure that your child is safe and properly cared for until picked-up.

## Incoming Transfer Students

A Permission for the Release of Records Form is required if a student is transferring from another school to Lions' Academy. Lions' Academy requests certified copies of transfer students' records within 14 days of enrollment. The former school must respond within 10 days.

Incoming students are enrolled under a probationary basis for 30 days and until all records are received. Parents must cooperate with the process of obtaining such records. Students who are found to not be in good standing, by reason of suspension or expulsion at their former school, or behavioral issues upon enrollment at Lions' Academy will be subject to suspension or expulsion.

Students who are transferring to Lions' Academy with an IEP or 504 plan will be admitted at the discretion of the Academy's Director. Students may not remain in enrollment if the student's individualized needs exceed the expertise of the staff.

Class Placements and Class Assignments result from a process of careful consideration based solely on the professional knowledge, judgment and discretion of the Director, with input from classroom teachers, education professionals, and Academy Administration. Although the Academy is happy to hear from parents who have information to share about their child's learning style and developmental issues, the Academy cannot and will not honor special requests for teachers. Class placements are communicated to parents after the completion of enrollment paperwork.

## Food Program Enrollment

Lions' Academy participates in the Child and Adult Care Food Program through the Illinois State Board of Education. This provides reimbursements for eligible food items. Enrollment in the Food Program is not parent/guardian income-based. All families including those receiving DHS subsidies and cash paying parents may enroll in the Food Program. All parents are encouraged to fill out the paperwork for enrollment into the Food Program. Enrollment in the Food Program helps keep operational and tuition costs down.

## OTHER POLICIES, CONSENTS, AND PROCEDURES

### Fees & Payment of Fees

The operating income of Lions' Academy is received through tuition, annual fees, donations and direct support. The Academy's tuition finances the operating expenses of our quality educational programs. Timely tuition payments are necessary for the daily operation of our school. Strict adherence to the payment policy will be implemented at all times.

Tuition will be assessed on Annual basis. All tuition payments should be managed through FACTS; Facts in our tuition management program. Prorated tuition will only occur for students that start throughout the school year.

**Refer to Tuition and Fee Chart for current rates.**



Full payment for the school year in advance will receive a 10% tuition discount.

*\*The family discount is 15 % on second child.*

**Tuition payments can be made online through Quickbooks/Blackbaud- preferred Through PayPal link on our website placed in the payment box or In-person when the finance director is available.**

*Receipts must be given for all cash payments.*

**DHS Subsidy Program Participants**

If you qualify for subsidized assistance such as the YWCA (DHS State funding), your tuition will be calculated based on your payment obligation. Statements will be issued monthly during the first week of the month. Statements may also be issued per your request.

For anyone receiving monies from outside sources please be aware that Lions' Mathematics and Science Christian Academy is not in partnership with any other funding source. We accept such payments but they will be applied and deducted from our actual tuition amounts and the difference or remaining balance is the responsibility of enrolled family. Families must meet with the Finance Director or Director to review their status and payment obligations.

Parents should not enroll their child in Lions' Academy unless they intend to pay school tuition and fees in full.

Children of parents owing two weeks of tuition may not be readmitted to Lions' Academy without payment in full. Families experiencing financial hardship must contact the Finance Director.

**Late Tuition Payment:** Will be assessed when tuition is more than 10 days delinquent. When payment is more than 10 days delinquent, we may require that you keep your child at home on tuition suspension until payment is received or other arrangements are made through the Business Office. The last recourse is dismissal, in which case the child's placement may be filled.

**Book / Graduation Fees:**

Book and lab fees are non-refundable. Book fees are due prior to the first day of school. Contact Business

Office for current tuition and fee chart.

*\*Discounts do not apply to book fees.*

**Non Sufficient Funds Fee: \$40.00** there will be a fee for any check returned because of "NSF" or "Closed Account." Lions' Academy will not accept payment by check from anyone who has a check returned by their bank unpaid. An automatic debit, credit card, money order, cashier's check or cash will be the only payment method accepted for the remainder of the school year.

**Field Trip and Other Fees:** Fees also may be charged during the course of the school year for participation in approved field trips and extra class activities. Parents will be notified in advance when such fees apply. School Fee and Other Debt Collection Procedures. Student fees, fines, tuition or other costs may be paid by way of cash. Parents will be provided written notice of late payments when they occur and given a definite period of time by which to submit payment.

Questions regarding the validity of the amount charged or the availability of alternate payment options should be addressed to the Finance Director.

Official transcripts may be withheld until such time as all fees, fines or tuition due and owing are paid. Lions' Academy also may initiate debt collection procedures through contact with debtors, engagement of a collection agency or request for assistance from the Illinois Office at the Comptroller.

**THERE IS NO REDUCTION IN TUITION FOR DAYS THE ACADEMY IS CLOSED.**

### **Holidays Observed by Lions' Academy**

The Academy is closed on thirteen national holidays:

1. News Year's Eve & Day
2. Martin Luther King's Birthday
3. President's Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Juneteenth
8. Independence Day
9. Labor Day
10. Indigenous People's Day
11. Veteran's Day
12. Thanksgiving Weekend (Wed-Fri)
13. Christmas Eve & Day

If a holiday falls on a Saturday, the Friday immediately proceeding shall be observed. If a holiday falls on a Sunday, the Monday immediately following shall be observed. An annual calendar will be issued at the beginning of each school year that lists holiday and other closings, as well as special Academy events and celebrations.

### **Holidays and Vacations Pre-K Program**

Because our program and licensing regulations require us to employ staff based on the number of children enrolled, we cannot give tuition refunds for holidays or for days a child is absent, regardless of the reason. Exceptions to this policy will be made for absences of a complete week (5 days) due to illness, for a family emergency, or for vacations (up to two weeks). A form (Vacation Request Form) for this purpose is available in the business office and must be completed in order to receive tuition adjustments. ***The Vacation Request Form must be submitted two (2) weeks in advance.***

There will be a one-week Christmas vacation. Tuition will not be assessed for this week.

### **Holidays and Vacations Kindergarten and Primary Program**

Tuition is based on the academic school year of 38 weeks. Tuition adjustments are not made for the required 38 weeks of attendance. There is a two-week break for Christmas and the New Year and a one-week break for Spring Break for which parents are not charged for tuition (unless enrollment in special programming). There is a two week break following the end of Summer Camp

and proceeding the beginning of the school year for which parents are not charged for tuition (unless enrollment in special programming). **Consequently, vacation time, sick time, and other reasons for absences will NOT result in a reduction of tuition.**

See the Finance Director for additional information.

### **Child Abuse and Neglect**

Illinois State law requires that suspected cases of child abuse and/or neglect be reported to the Illinois Department of Children and Family Services (DCFS). All School personnel are obligated to make such reports directly to the DCFS Child Abuse Hotline. The Lions' Academy administration and staff fully support the state requirements. The Lions' Academy policy states that: "any employee of the academy who suspects (based on observation) that a student might be the victim of child abuse and/or neglect shall immediately report such suspicion to the Academy director." Abuse means, "The inflicting by any other than accidental means, physical harm upon the body of a child." Neglect means "the failure to provide necessary food, care, clothing, shelter or medical attention for a child." All Lions' Academy faculty and staff are trained to recognize the signs of sexual abuse. We urge parents to also spot the warning signs of childhood sexual abuse. The Sexual Abuse Response and Prevention Resource Guide can be found here: <https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

### **Child Abuse Hotline: 1-800-252-2873**

### **Child Illness - Communicable Diseases**

If your child is sick and cannot attend the academy, please call the academy by 10:00 a.m. When you call, please state the nature of the illness and how long you expect your child to be away. If your child develops an infectious illness, please report this to the academy as well. We notify all parents if any child has developed an infectious illness (strep, chicken pox, mumps, etc.) and tell them what symptoms to watch for. For the safety and well being of all children, the academy reserves the right to refuse admittance of any child who is suspected of having an infectious illness.

When a child becomes ill at the Academy, the child will be removed from the classroom and the parents will be notified immediately to make arrangements to have the child picked up. *No child with a fever of 101 degrees or more, rash, severe diarrhea, vomiting, actively running nose, hacking cough, or red, draining eyes will be allowed to attend the academy. Please keep your child at home until these symptoms are gone for 24 hours, without medication.*

### **Communicating Daily Information**

Frequent communication is a primary ingredient in working effectively with you and your child. To keep you informed about Lions' Academy activities, we prepare newsletters, special letters and memos, and classroom parent boards. Each child has a Homework/Message Folder located in the classroom into which we place daily messages. In addition, we have a bulletin board in the first floor hallway with information of potential interest to all parents. Classroom bulletin board highlights classroom activities and events.

For communication specific to your child, parents are required to make an appointment for a meeting with the teacher. Teachers are not available during classroom hours to talk to parents.

Parents can also contact teachers with voicemail and email. All teachers are required to set aside time daily to answer and respond to these messages.

If you and your child are having difficulty at home, chances are your child will be having difficulty at Lions' Academy as well. Please inform us of any changes in the circumstances of your child. We are here to assist you and your child, and knowing that something significant has happened will alert us to extra ways in which we can help.

### **Emergency School Closings**

The Academy Director is authorized to close the academy on an emergency basis. In event of severe winter weather or school emergency closings, the following steps can be taken to get information.

Calling Post information was requested on your enrollment form. Please make sure that phone numbers are current to receive emergency updates. You will receive a phone message via the number provided. Lions' Academy is registered with the school closing information system used by local news stations. Parents are advised to watch for school closings as they scroll on the bottom of the screen. Information can also be heard on WKRS (AM-1220) and/or WGN (AM-720).

Lions' Academy is registered with the Emergency Closing Center. Parents can check their website at [www.emergencyclosing.com](http://www.emergencyclosing.com) for status of Lions' Academy or [www.lionsacademy.org](http://www.lionsacademy.org)

If the academy is closed more than one day, announcements will be made each day. If emergency failures (failed furnace, water shutoff, power outage, etc.) occur, the Academy staff will make every effort to contact parents regarding hours of operation and/or closure.

### **School Emergencies (Lockdown)**

In the event of a school emergency, Lions' Academy will attempt to notify parents/guardians through various methods. These methods may include, but are not limited to:

- A. Blackbaud voice messages to the parent/guardian cell phone;
- B. mass Alert text messages to the parent/guardian cell phone;
- C. letters home to parent/guardian;
- D. message posted to Academy website;
- E. social media platforms; and
- F. message to the community via television and/or radio stations.

All parents/guardians are reminded to keep their emergency contact information up-to-date during the school year. If you change your address after registration, please contact the building/house secretary to change your emergency contact information.

**THERE IS NO REDUCTION IN TUITION FOR DAYS THE ACADEMY IS CLOSED FOR EMERGENCIES OR HOLIDAYS.**

**(Refer to Tuition and Fee Chart for current rates)**

### **Classroom Observations**

Parents/Guardians are always welcome to observe in a classroom by appointment. Appointments can be made by contacting the Business Office. Observations are generally scheduled for 30-45 minutes. Appointments to talk to the teacher or administrative staff should be scheduled with the appropriate individual.

## STUDENT SUPPORT

### Parent/Teacher Conferences

The teachers of Lions' Academy will communicate with parents about a child's progress in several ways. Some of these ways may include sending home samples of class work, letters, or audio and video presentations. In addition, each quarter, teachers will arrange for a private meeting with parents regarding the progress their child has made to date. Meetings can also be arranged at any time during the year if a parent or teacher has a concern or feels it necessary.

Communication between home and school is important. Let us know when your child needs extra attention - illness in the family, new baby, financial crisis, moving, etc. We will make every effort to ease his/her anxieties.

If a teacher has a particular concern about a child, the teacher will discuss it with the Director. If necessary, a meeting with the parents will be scheduled to discuss the issue. During that meeting, in addition to making mutually agreeable suggestions for home and classroom changes, we may recommend that the family seek special help from an outside counseling agency. This is not meant to imply that parents are not doing a good job of parenting but only that some extra attention is needed. Students may not attend school if a parent is absent from Parent-Teacher Conferences. Full cooperation will help ensure a successful experience at Lions' Academy.

Students who are determined to need additional support will be offered tutoring services, check-in/check-out, and/or smaller group sessions. Staff are trained annually on intervention techniques to address the unique support needs of the student population. Parent cooperation with these interventions is essential for student success.

## Arrival and Pick-up Procedures

Morning arrival time begins at 6:30am. The official school day begins at 8:30am. Developing a habit of punctuality is important for all children. At Lions' Academy, being on time ensures that the student does not miss devotion time. It also avoids unnecessary distractions to the class. Excessive unexcused tardiness will be reported to the Academy Director and can result in dismissal from our program. If your child(ren) will be arriving late to school, please contact the business office during the first half-hour of the school day.

Lions' Mathematics & Science Christian Academy operates as a closed campus. Early Childhood, Elementary, and Middle School students are not to leave the school premises at any time during school hours, including lunch periods. Students are also considered tardy if they are away from their assigned area/classroom in the school building or school property during school hours.

When at the Academy, please use extreme caution and always be prepared to avoid an accident with a child that may dart into your path. Park only in designated spaces; do not block driveways of local residents. For the safety and well being of the students, parents are expected to park in the parking lot and accompany their child in through the double doors into the building. Sign-in sheets are located in the preschool corridor. Parents are required to sign their child(ren) in and out each day they are in attendance at the Academy. Parents are strongly encouraged to accompany their child directly into his/her assigned classroom.

Afternoon pickups can begin at 3:30 pm. If you arrive at the Academy and find your child is involved in an activity, please wait until he/she is finished and has cleaned up. Parents are required to sign their child(ren) out of the Academy each day. Failure to sign your child out each day can result in you being charged a late fee. In the event you need to arrange an alternate pick-up for your child, please call the business office in advance.

Your child will not be released to anyone not on your signed pickup list. All staff are instructed to request identification of the person picking up your child. This is for the safety and well being of your child and in conformance with Department of Children and Family Services regulations.

## Other Procedures

### **Withdrawal Procedure**

A family who has chosen to withdraw their child from Lions' Academy must inform the Business Office with a Withdrawal Form at least two weeks prior to withdrawal. Each withdrawal request must have a parent's signature. In the great majority of cases, termination of care by the parent is due to reasons such as relocation, child entering public school, etc. However, we also recognize that not every situation is appropriate for every child. If, for any reason, this program is found not meeting the needs of the student and/or family, a withdrawal can be initiated. Tuition will be prorated on a monthly basis.

### **Termination of Enrollment by the Academy**

When a student is expelled or withdrawn at the recommendation of the Academy, tuition will be prorated for actual days attended during the week of expulsion.

### **Change of Address or Telephone Number**

Parents are urged to report as soon as possible, any change of address or phone number to the school office. It is very important for the school to have current parental and/or guardian information at all times.

### **Child Custody**

If legal stipulations apply to your child, it is required that this information be communicated in writing (along with any legal documentation) to the Business Office.

### **Field Trips & Special Events**

Field trips play a significant part in the Lions' Academy program. Field trips help children learn about the world around them and allow reinforcement of a number of concepts and ideals discussed in the classroom. Teachers, in cooperation with the Academy Director, arrange class

trips and field outings. Parents will be given information about the destination, costs, time of departure and return, method of transportation and chaperone assignments. Any time public transportation is taken, parents will be asked to sign a special permission sheet. Parents are generally invited to accompany their child on any trips taken. In some instances, a teacher may require that a parent accompany the group as a condition of the child attending. In addition to bus trips, teachers also plan short walking trips around the neighborhood and to one of two nearby parks. Upon enrollment, parents will be asked to sign a permission form for these trips.

### **\*SOCIAL ACTIVITIES**

Each school offers a variety of social, community and recreational events throughout the school year. School organizations, such as the P.T.O., assist in the organization and promotion of these activities. Students may be denied admission to any school event, as a disciplinary consequence for conduct that violates the Academy's discipline policies, if the student is subject to suspension or expulsion at the time of the event, if the student otherwise is absent on the day of the event without valid excuse or due to illness, or if the student's average grade is "F".

### **Hygiene**

Lions' Academy will maintain an ongoing awareness of good health practices as they relate to everyday living. Washing hands after bathroom visits and before snacks and meals, covering coughs and sneezes, dressing for the weather, eating nutritious foods, etc. are part of our daily routine.

### **Personal Hygiene**

Parents must send students to school in a clean and well-kept manner daily. Families who are suspected of unkempt living practices are subject to a request for a parent-teacher conference. Students who participate in Physical Education through a graded gym class must bring personal hygiene items such as body wipes, deodorant, and a clean change of clothes.

## **Security, Searches, Inspections, and Law Enforcement**

### **BUILDING SECURITY**

During the regular school day, there is restricted access into the Academy. The main entry doors remain locked at all times. Entry is granted only to those individuals deemed to have legitimate relations with Lions' Academy. Prospective parents and visitors are required to go to the main office and sign-in at the receptionist desk. Families are encouraged to obtain and use a key entry pass. This will allow entry into the building during normal business hours. All others must wait to be granted entry into the building.

**TRESPASSING.** A person found in a school building or on school property without permission and/or the written approval of the proper school authority. This includes loitering and refusal to comply with a reasonable request by school officials or the police to leave school property. Trespassing may be charged as disruption or insubordination and/or considered as an aggravating factor in the imposition of any other consequence which may be applicable.

**SEARCHES.** School officials have the right to inspect student lockers, desks, parking lots and the vehicles located thereon and other school property at any time. Student property that is left

unattended also may be searched for any reason. Individual(s) and/or property belonging to students which is under their control and possession may be searched when there is reasonable suspicion to believe said individual may possess weapon(s), contraband, other non-permitted item(s), or when there is reasonable grounds to believe the individual is involved in a rules violation.

The criminal standard of “probable cause” is not required to support a search at the school level or for the Academy to act upon evidence obtained through an appropriate search. Whenever possible, a search that involves touching the student or that goes beyond a search of a student using a metal wand or of the student’s property will be conducted by a person of the student’s gender and with another adult witness of the same sex present. If practicable, and depending on the reason for the search, the school official may, in his/her sole discretion, delay a search until such time as the student’s parent can be present, but the student and his/her belongings shall remain supervised by the administrator or his/her designee until such time as the search can be conducted.

**LAW ENFORCEMENT ASSISTANCE** – Health or Safety Risk. Consistent with the School Code, and in addition to any disciplinary action that may be appropriate, principals are authorized to contact local law enforcement, “when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity”; assistance is necessary with a school search related to drugs, weapons or other illegal or dangerous substances or materials, or there is a battery to staff. 105 ILCS 10/20.4, 10-22.6(e).

### **BUILDING INSPECTIONS**

Lions’ Academy receives semi-annual and annual inspections (e.g., building, fire, sprinkler system, food safety, asbestos, lead etc.), in compliance with federal, state, and local regulations. All building inspectors are accompanied by a Lions’ Academy staff member during their time on the school grounds.

### **ASBESTOS**

Lions’ Academy has been inspected for asbestos, according to the regulations of the Department of Public Health. The Academy has submitted an Asbestos Management Plan to the Department of Public Health and maintains an Asbestos Report, available for viewing upon request.

## **Emergency & Disaster Management**

### **Disaster Drills**

Practice fire and tornado drills will be held throughout the school year. Students will be taught the appropriate procedures for each drill. Students must walk in line, and are expected to refrain from talking, pushing, or running. Teachers or appointed staff members will be with their class.

### **Emergency Drills**

In accordance with Illinois School Code, all schools shall complete the required school emergency drills each school year. These include the following drills: Evacuation, Law Enforcement, Bus Evacuation, and Severe Weather and Shelter-in-Place.



- A. **Evacuation Drill.** This type of drill prepares students and school staff for a quick exit out of a building when the conditions inside of a building are no longer safe. Evacuations may occur due to fire, hazardous material release, bomb threats or suspicious items, etc. The Academy conducts at least 3 Evacuation Drills per school year. One of the drills will involve the participation of the local Fire Department
- B. **Bus Evacuation Drill.** This type of drill prepares students and school staff to quickly exit a school bus when conditions inside of a bus are no longer safe. Bus evacuations may occur due to fire, hazardous material release, bomb threat or suspicious items, etc. The Academy does not have a school bus, and is exempt from conducting a Bus Evacuation Drill. The Bus Evacuation Drill will be conducted if the opportunity arises, at least once per school year. Relevant information regarding safe riding practices for all students will be provided in the Academy curriculum, where applicable.
- C. **Law Enforcement Drill.** This type of drill prepares students and school staff to respond to crisis situations that involve law enforcement. Schools can conduct drills that prepare students and staff for events that are dangerous inside or outside of the building. This type of drill can include Lockdown or Reverse Evacuation procedures. The Academy will provide sufficient notice and information to parent(s)/guardian(s) regarding such a drill. This drill will take place within the first 90 days of school. Parent(s)/Guardian(s) may opt-out their students of the walk-through lockdown drill, during the school day, when students are present. Parent(s)/Guardian(s) who wish to opt their child out of a walk-through Law Enforcement Drill must do so in writing. Parent(s)/Guardian(s) who opt their child out of a walk-through Law Enforcement Drill, or students who miss the walk-through drill because of illness or any other reason, must attend the alternative safety education and instruction offered during after school hours, within the first 90 days of school. Families who refuse to participate in any safety education or drill are subject to suspension or expulsion. The Academy conducts at least 1 Law Enforcement Drill per school year.
- D. **Severe Weather and Shelter-in-Place Drill.** This type of drill prepares students and school staff to respond to crisis situations that involve severe weather (e.g., tornados, earthquakes, severe thunderstorms, etc.) or the release of dangerous gas or chemicals outside of the building. The school conducts at least 1 Severe Weather/Shelter-in-Place Drill per school year.

## Crisis Plans

- A. **Crisis Response Plan.** Lions' Academy maintains a Crisis Response Plan with participation from a local first responder organization.
- B. **Interscholastic Athletic Activities.** The Academy maintains a specific Crisis Response plan for Interscholastic Activities
- C. **Asthma Episode Emergency Response Protocol.** The Academy maintains an Asthma Episode Emergency Response Protocol, for asthma-related emergencies.
- D. **Record Keeping.** Records are kept of emergency and disaster drills: including the date, time, number of students and staff participating, and general outcomes of the drill. The Academy annually submits the Private School Annual Review Compliance Report to the State Fire Marshal.

## Mealtimes

Lions' Academy strives to feed students a nutritious meal so that they can effectively learn to their potential. Lions' Academy also strives to be in compliance with the National School Lunch Program, School Breakfast Program, School Breakfast and Lunch Act and Childhood Hunger Relief Act and all of their rules and regulations. Lions' Academy is a participant with the Association for Child Development Child Food Program. Our meals and meal portions are patterned after the requirements of that program. All students are offered school meals and snacks at the designated times. No student is required to pay for meals or snacks. No student will be prohibited from receiving a meal or snack during their enrollment period, based on financial reasons.

### **Breakfast After the Bell**

All students are expected to eat a nutritious breakfast prior to the beginning of academic classes at Lions' Academy. In the event that a student arrives to school late with breakfast in hand, or if a student has missed the breakfast service time by 30 minutes or less, that student will be permitted to eat breakfast during the same time as their 1st class period. Students will be permitted to eat breakfast within one hour after the start of the academic day, in a manner that is not disruptive to the academic environment. This includes eating in the office or being offered a grab-and-go style breakfast. Students who miss breakfast in excess of one hour will be offered a meal or snack at the next designated snack time, or lunch time.

### **Early Childhood Program**

Two snacks and a hot lunch will be offered to children participating in full day programs at Lions' Academy. All snacks and meals meet the U.S. Department of Agriculture nutritional requirements. Menus are posted in each classroom, on the bulletin board, and available for distribution.

A morning snack will be served at 9:00am and the afternoon snack is served between 2:45-3:30pm, according to the snack schedule per grade. The lunch meals are served between 11:15am-12:45pm, according to the lunch schedule by grade. Meals are served in an unhurried, family style. Children are encouraged to relax, talk quietly, and enjoy the experience of eating.

### **Primary Program**

The lunch meal is served at noon. Meals are served in an unhurried, cafeteria style. Children are encouraged to relax, talk quietly, and enjoy the experience of eating. Students have a thirty minute recess immediately following lunch.

### **FOOD AND BEVERAGES (Pre-K to 8th Grade)**

Unless previously authorized by the school administration or pursuant to an individual health plan addressing food allergies, parents, guardians or other visitors may not deliver food and/or beverages to students during the school day. Any authorized delivery to a student of

commercially prepared food will require the student to eat the delivered food in the office. Free drinking water is available to students in cafeterias during meal periods (self-service).

### **PROHIBITED FOODS**

Lions' Academy is a PEANUT-FREE and SEAFOOD-FREE campus. Allergies to these food items are common and severe. Students may not bring food containing peanuts, peanut products, seafood, or seafood products on the Academy premises. Students who bring peanut or seafood products will be prohibited from eating the item at the Academy, have the item removed, and the item will not be returned to the student until the end of the school day.

### **\*FOOD ALLERGIES**

While it is not possible for the Academy to completely eliminate the risk of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members and students helps the Academy reduce these risks and provide accommodations and proper treatment for allergic reactions when necessary. If you believe your child needs accommodations for food allergies during the school day, contact the school office to enroll in the Food Allergy Management Program. Students must have a doctor's note with a medical diagnosis of food allergies to complete enrollment in the Food Allergy Management Program.

### **FOOD SERVICE WORKERS**

The food service area is maintained by a nutritionist and food service manager. All staff are trained on the proper sanitation and procedures of food handling. Students may be permitted to work in the food-service area, provided that the person enrolling the student has given written permission for the student to engage in such work. Enrolled students are never required to work in exchange for meals. Student workers who eat during the meal time will have their meal recorded in the same manner as if they were not working.

## **Personal Belongings**

Every child has an assigned cubby/location to store personal possessions. Parents of all pre-school and kindergarten children must provide a full set of clothing for the child in case of a toileting accident. **We do not permit toys to be brought to school except on designated days. Toy guns and weapons are never permitted. Items, such as building blocks assembled in a manner that resembles a gun, are also prohibited. Money, food, drinks, gum or candy are also not permitted** and, if brought into the Academy, will be kept in a special place until it is time for your child to go home. A special pillow or stuffed animal may be brought to school for naptime if either of these is important to your child. Lions' Academy cannot accept responsibility for breakage or loss of items brought from home.

## **Lost and Found Procedures**

Lions' Academy is not responsible for lost or stolen articles. All misplaced or lost personal belongings that have been left will be placed in the Lost and Found box. Unclaimed items will be given to the church ministry for distribution to the poor.

## Electronic Devices

### Student Cell Phone Policy

Electronic devices have become readily available in today's society. Some devices are for purely recreational purposes, e.g., hand-held electronic games and iPods, while others serve a more practical purpose such as contacting parents who are late in picking up a student after a school event. However, electronic devices can be misused in the school setting. The following rules of acceptable use of electronic devices.

When a student brings any electronic devices to School (smart/cell phones, iPads, Gameboys, etc.), the student does so at his/her own risk. The Academy will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding the same.

For students in Pre-K through eighth grade, cell phones, iPods, radios or other similar electronic devices, along with any headphones used to listen to these devices, may not be used during the school day except in an emergency, as authorized by an administrator.

All electronic devices must be turned off and handed into the school office at the beginning of the school day. Electronic devices will be stored in the school office while students are on campus during the school day, unless a teacher has specifically authorized the use of the device during that particular class for educational purposes.

If the device is being used for educational purposes, students must comply with the guidelines relating to such use. Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the educational environment including using devices to take, transmit, or post pictures or videotape classes, to send text messages to relatives or other students in class, or in ways that would otherwise violate a School rule.

Students who violate this policy will have their cell phones or electronics confiscated. Parents will be required to come to the school office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy.

## Progress Reports & Report Cards

The progress reports and report cards chart the academic growth and development of each child. The report card contains an evaluation of the student's work, behavior, and conduct. Report cards become the permanent records of your child's academic performance. Academic growth and social development are noted on the report card and used to set learning goals for each child.

**Grading** (Kindergarten and Primary students only)

The Lions' Academy grading system is as follows:

#### *Kindergarten - 2nd Grades*

E = **Exceeds** means that your child can reliably demonstrate the skills, knowledge, behaviors, or accomplishments represented by this performance indicator.

M = **Meets** implies that the skills, knowledge, behaviors, or accomplishments, represented by this indicator are intermittent or emergent, and are not demonstrated reliably or consistently.

N = **Needs Improvement** implies that this performance indicator represents a skill, an area of knowledge, or a specific set of behaviors or accomplishments that the child has not acquired.

#### *Third - Eighth Grades*

**A = Outstanding B = Above Average**

**C = Average D = Below Average F = Failing**

**ü = Progress meets or exceeds grade level expectations**

**+ = Progress being made**

**/ = Needs Improvement N/A = Not Covered this Grading Period**

### **Truancy Policy**

It is very important for students to arrive on time and attend all school days. Excessive absenteeism has detrimental effects on a child's educational experience. The Academy provides 181 school days, with 7 hours per school day, during the academic year, between August-May. Daily school attendance is required for school-age children (ages 5-17) during the academic year.

Any and all absences (partial-day, half-day, or all day) should be reported to the Academy's office. When calling in a student's absence, please provide your first and last name, the student's first and last name, the student's birthdate and/or ID number and the reason for the absence. To report an absence please call the school office at: (847) 360-1054 ext. 100

Lions' Academy adheres to all state and local regulations regarding absenteeism and truancy:  
*105 ILCS 5/26-2a. A "truant" is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days.*

Students enrolled in Lions' Academy may not miss more than 9 school days or 63 school hours for unexcused reasons. The Academy may request or require documentation of any absence for the absence to count as an excused absence.

#### **EXCUSED ABSENCES/TARDIES**

- Illness (absences exceeding three days may require a physician statement)
- Medical/Dental appointments (physician statement required for absence to be excused)
- Required county/state court appointments.
- Observance of a religious holiday
- Death in the immediate family
- Attendance at a civic event
- Family emergency
- Special requests from parents (pre-arranged with Academy's Director)

## **UNEXCUSED ABSENCES/TARDIES**

- Oversleeping/alarm failure
- Arriving to school 10 minutes after the start of school or checking out more than 10 minutes before the end of the day without an acceptable reasons
- Leaving school during the regular school day without approval of a school official or other non-emergency situations.
- Personal grooming appointments (hair, nails, tanning, etc)
- Employment/job interview
- Shopping/errands
- Driver's Education (classroom or behind the wheel)
- Skipping class/leaving campus without following proper procedure
- Family vacations that have not been pre-approved
- Needed at home/babysitting
- Car trouble
- Missing the bus/ride
- Needing sleep or rest

## **Student Records & Portfolios**

Educational records are maintained for all children enrolled at the Academy. These records are confidential and will not be shared with anyone without the written consent of parents. Two categories of records are maintained at the Academy, permanent and temporary. Permanent records consist of basic identifying information, such as enrollment forms, attendance, accident and health records. This is the information that is shared as the child progresses through school. A child's temporary record contains family background information, report cards, test scores, anecdotal records, and disciplinary information. Parents may examine the contents of these records at any time by making an appointment with the Academy Director. Parents may also request copies of any of these records at their expense and may question information contained in these records. Upon departure from Lions' Academy, please note that all student records will be withheld from anyone with a tuition or fee balance owed to the school.

## **School Equipment/Property**

Each student is expected to assume responsibility for the care of all school property. Students who damage/lose property accidentally or intentionally are responsible for paying for the damages. Laws of the State of Illinois provide that parents are responsible for property damage caused by their children.

## **PUPIL USE OF SCHOOL LOCKERS**

Lockers used by pupils are the property of the School District. Students only have the privilege of using lockers. They do not have exclusive possession and control rights. Students are not permitted to share lockers. School officials may search lockers, with or without student knowledge or permission, whenever they have reason to believe that a locker is being misused. Lockers are to be used to store clothing, books and other items necessary for use at school. Lockers may not be used to store weapons, stolen articles, tobacco or tobacco products, alcoholic beverages, drugs not authorized to be in the student's possession, items that may endanger the health or safety of

students or any other type of material not needed for education purposes. Searches may include, but are not limited to, the use of metal detectors, wands or police dogs.

## Supervision Policy

**Lions Academy students are to be supervised at all times.** At times the small numbers enrolled will sometimes necessitate only one staff being in the building. During these times there may be times of direct and indirect supervision.

**Direct supervision** means the caregiver is in the same room as the children and can see everyone.

**Indirect supervision** means the caregiver is not in the same room but is nearby. The caregiver is aware of where the children are and what they are doing and can hear the children and checks on them regularly.

Times when indirect supervision may occur could include when:

1. The caregiver is preparing food. The kitchen is open to play space.
2. Children are being dropped off or picked up. This could mean the caregiver is talking confidentially to one parent and the children are playing in the next room
3. The caregiver is attending a sick child or cleaning up a child in an adjacent bathroom

### Bathroom Protocol

The following is the Lions' Mathematics & Science Christian Academy's policy for taking a child to the restroom. While the idea of taking a child to the restroom may sound ridiculously simple, there are some safety issues that can be prevented by adhering to this protocol.

Frequent and regular bathroom breaks are to be a part of the routine classroom schedule. If there is a need for a child to make an unscheduled bathroom break, the child must be supervised.

1. Only two students may enter the bathroom at any given time.
2. Children must be escorted to and from the restroom by either the classroom teacher, assistant teacher, or an approved classroom volunteer. Bathroom Monitors should remain inside the restroom if it is a multi-stall room. The main bathroom door must remain open.
3. A Bathroom Monitor may also stand or sit directly outside the restroom door only if there are no other adults in the restroom.
4. 3. Bathroom Monitors should remain outside the restroom if there is only one stall or if there are no stalls. It is acceptable to leave the door open.
5. Students should not be allowed to play or linger in the bathroom at any time. If a child(ren) remains in the bathroom for a time period that is longer than appropriate, the Bathroom Monitors are allowed to check the bathrooms to determine if the child(ren) is okay and that there is no inappropriate play. The Bathroom Monitor should knock first before entering the bathroom to perform the bathroom check.
6. If there is a need for a woman to enter the men's restroom or vice versa, the Bathroom Monitor should knock first and announce their need to escort the child.
7. A Bathroom Monitor may assist with clothing closures and adjustments if there is another witness available.

Lastly, we expect all staff to make a concerted effort to check frequently with children to determine and address their bathroom needs. For toilet-trained children, this means asking if they need to use the restroom and taking them if they need to use the restroom.

## General Criteria

**Photo/Video Monitoring.** The Academy uses photographs and video recordings to assist in monitoring school grounds and property for purposes of safety and security of the students, staff and visitors and to assist with monitoring the condition of the schools and inventorying its property. This recording may occur in public spaces, such as hallways and buses, and the image of individuals accessing the school grounds or using school property may be captured in these recordings. The recordings are not regularly maintained by the Academy unless used for a specific Academy purpose, such as filing of a property damage report, student discipline or inventory records. Video recordings are the property of the Academy, and disclosure of any video is subject to authorization by school administration.

### Events

Lions' Academy presents annual programs and events for families and the public. It is the philosophy of Lions' Academy that all students should acquire public speaking skills, regardless of prior experience. All students are expected to participate in such events. Lions' Academy annual events include:

1. Latino Heritage Program (October)
2. Christmas Program (December)
3. African-American Heritage Program (February)
4. Science Fair [Kindergarten-8th Grade] (April). While the preschool students are not required to participate in the Science Fair, all Early Childhood students are welcome to submit their science projects for the Science Fair.
5. Graduation (May)

### Criteria for On-Site Events

Times for Drop-Off and Pick-Up:

Children and youth may arrive no more than 15 minutes prior to the time scheduled for the event. Children and youth must be picked up no more than 15 minutes after the ending time of the scheduled event.

Parents may not leave a child or youth at any event or on the school premises unless two approved volunteers and/or program staff are present. In the event of a parental emergency and the parent is unable to pick up a child, transportation may be provided with oral permission of the parent to the event leader.

*Prior Approval:* All activities involving children and youth volunteers on school property are required to receive prior director level approval as to location and supervision. Events will be held in open, well lighted spaces which are easily accessible.

### Dismissal Protocol:

- a. Children up through 8th grade will be released only to properly identified and pre-authorized adults or siblings.
- b. No child enrolled at Lions' Academy or youth volunteer will be dismissed to someone who is visibly impaired. (The police will be notified if there is a forced attempt to take a child in this situation).



## Social Media

Social media encompasses a broad array of online activity including social networks such as Facebook, Instagram, X (formerly known as 'Twitter') blogs, and other similar online or internet communications and activities.

### **Social Media for Students**

Students are not permitted to use the Academy's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the Academy, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the Academy, or otherwise disclose information online that the Academy would find offensive or inappropriate if posted on the Academy's social networks. Finally, students are not permitted to disclose any confidential information of the Academy, employees, students, parents, or activities online.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School Code of Conduct by making disparaging or negative comments about the Academy, administration, faculty members, students, and/or affiliates in a manner that is disruptive to the Academy's educational mission or activities.

Students may not use social media to harass or bully other students. In addition, students may not post inappropriate behavior on social websites behavior that is prohibited on school property (such as drinking, smoking, profanity, sexual actions, etc.). Students who engage in cyberbullying or inappropriate behavior online are in violation of the Student Code of Conduct and may be subject to disciplinary action.

### **Student's Identity Online**

Students are responsible for all of their online activity conducted with an Academy email address, and/or which can be traced back to the Academy's domain, and/or which uses Academy assets. What a student publishes on such personal online sites should never be attributed to the Academy and should not appear to be endorsed by or originated from the Academy.

### **Academy's Right to Inspect**

The Academy reserves the right to inspect all electronic data and usage occurring over the Academy's network or on Academy property without prior notice. We also reserve the right to assess information in the public domain on the internet and to discipline students for any violation of these guidelines.

The Academy may not require a student to share their password to social media. The Academy may require families and students to cooperate in an investigation of a student's social media account if there is sufficient evidence to suggest that a student has violated the disciplinary policy on social media. The Academy may require students to share social media content in the course of an investigation, in order to make a factual determination.

## Employee Conduct

**(Early Childhood) Two Person Rule.** All employees and volunteers who work directly with children at Lions' Academy must work in teams of two. Normally at least two adults, or one adult and one student volunteer (hereafter "two persons") shall be present at all activities and/or events involving Lions students.

1. **Exceptions:** Exceptions to this two-person rule would be:
  - a. A situation in which the activity occurs in a place where other people continually flow in and out of the area where the adult is working with children.
  - b. When a parent or legal guardian has signed permission for a one-on-one activity to occur.
  - c. As soon as feasible, either during the activity or at its conclusion, an adult worker (program director or volunteer) who is the only adult present during an activity involving children should report that fact either to the immediate supervisor or Director.
  - d. Employees and volunteers who by doing so assume full responsibility may supervise their own children without a second person. This exception permits the hiring of a child care provider to supervise the children within the confines of an employee's work space. Children of employees and volunteers may not be left unsupervised under any conditions while on school premises.

**Taking or Displaying Photographs.** No pictures of Lions' Students, youth workers or staff may be taken or displayed with their name or other identifying characteristics on classroom or hallway walls, on the internet, social media, or publications of Lions' Academy. Only parents, participants in an event, or photographers approved by the director may take photographs during Lions' Academy approved events. Parents will be asked for advance written permission should an outside photographer be utilized. Parents or guardians will be asked for written permission to display a picture, with the name of a child, in advance of a special event involving such a display.

### Social Media for Employees

1. Employees and volunteers should not initiate a connection with any child, youth, outside the school context.
2. A "connection" is defined as any form of communication that happens over a social network or through a social media application.
3. A "school context" is an assigned subset of the broader classroom event, usually in the form of a small group or mentoring relationship.
4. Employees and volunteers may at their discretion and caution accept and respond to such a connection that is initiated by the child, youth.
5. Employees and volunteers should normally communicate over social media in such a manner that at least one other Lions' Academy approved leader can view the communication.

**Doors and Windows in Offices and Classrooms:** All offices, conference rooms, and classrooms shall have an unobstructed window in the door. Rooms used in conjunction with children or youth classes or activities shall have a window or be open when in use. One-on-one counseling with any child or youth volunteer shall be held in a room with an unobstructed window in the door or with the door open.

**Professional Conduct:** Lions' Academy faculty and staff maintain the professional conduct outlined in 105 ILCS 5/22-85.5. Our full Employee Professional Conduct Policy can be found on our website: [www.lionsacademy.org](http://www.lionsacademy.org).

## Chemicals

### Pesticide Policy

It is the policy of Lions' Math and Science Christian Academy to control pests in the Lions' facility. Pests can pose hazards to human health, damage property, and disrupt learning. It is also the policy of Lions' Academy to implement and practice Integrated Pest Management (IPM) to provide necessary pest control while minimizing pesticide use. In accordance with the Federal and State laws, chemicals for insect and rodent control shall be applied in minimum amounts and shall not be used when children are present in the facility. Toys and other items mouthed or handled by the children must be removed from the area before pesticides are applied. Children will not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater.

Regularly scheduled applications of pesticides are not permitted under the Lions' IPM policy. However, the IPM at Lions' Academy will include the following:

1. Regular monitoring to identify pest problems;
2. Preventive actions to reduce future pest problems;
3. Preference for the use of non-chemical controls after non-chemical control methods have been applied; Training for staff when needed.

If a pesticide application is deemed necessary, **all** Lions' Academy parents and staff will be notified in writing at least two business days and no more than thirty days prior to the pesticide application (antimicrobial agents and insecticides and rodenticide baits are exempt from notification). Notification of a pesticide application will appear in classroom newsletters and/or through a special flier published by the Academy. The notification will include the date of pesticide application, name of the pesticide and target pest, and the name and contact information of the Academy personnel responsible for facility management of the IPM. Over-the-counter products may be used only according to package instructions. Commercial chemicals, if used, shall be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of any and all pesticides used are documented and maintained in the Lions' Administrative offices. Prior notice of pesticide application is not required if the application is due to an immediate threat to health or property, in which case the pesticide must be immediately applied. If such a situation arises, either the Director of Lions' Academy or her designate will publish and provide to parents or guardians as soon as is practicable a signed statement describing the circumstances that gave rise to the health threat. *Pesticides subject to notification requirements shall not include antimicrobial agents, such as disinfectants, sanitizers, or deodorizers, or insecticide baits and rodenticide baits (Section 10.3 of the Structural Pest Control Act).*

### **Cleaning Supplies**

Lions' Academy maintains a standard of cleanliness on the school property. A janitorial service is used daily, mainly during non-prime hours, when fewer students are in the building. All staff are trained on the correct disinfecting and cleaning methods of surfaces, clothing, toys, food sanitation, and property, during school hours.. Material Safety Data Sheets are kept on file for all cleaning supplies used within the school property.

### **Scientific Chemicals**

Lions' Academy is an academic institution focusing on science. On occasion, middle-school students (grades 7th-8th) will use chemicals relating to conducting scientific experiments, under the direct supervision of a science teacher. No chemicals used or combined cause a caustic, explosive, or burn risk. Preschool and elementary students use non-toxic chemicals to conduct experiments. All chemicals used are labeled according to statute. Students, teachers, and visitors must wear protective gear and eyewear while conducting experiments.

### **Art Supplies**

Lions' Academy students will use non-toxic art supplies such as paint, glue, crayons, markers, etc. under the supervision of a trained staff member.

## **General School Compliance**

Lions' Academy reports to and maintains compliance with the following governmental agencies: Department of Children & Family Services, Illinois State Board of Education, Lake County Health Department, Illinois Department of Public Health, Illinois State Fire Marshal, and Illinois State Police, Illinois Elementary School Association, among others. Lions' Academy agrees to comply with any other applicable State or Federal Laws. Any revisions to this handbook will be immediately posted and made available to the parents, students, employees, and any agents of Lions' Academy.

**LIONS' MATHEMATICS & SCIENCE CHRISTIAN ACADEMY**  
**1011 Porter Street Waukegan, IL 60085 -- (847) 360-1054**  
**www.lionsacademy.org**

**PACT FOR EDUCATIONAL SUCCESS**

**PARENT'S RESPONSIBILITY:**

1. I know my child can learn.
2. As an involved parent, I will support my son/daughter by ensuring that they attend school daily and arrive to school on time.
3. I will communicate positive information regarding teachers, directors, and other school personnel when discussing school with my son/daughter.
4. I will encourage my son/daughter to follow the rules and regulations of the school.
5. I will ensure that my son/daughter dresses according to the school dress code.
6. I will attend open house, conferences, and parent meetings.
7. I will help my son/daughter with his/her homework everyday.
8. I will serve a minimum of 15 hours of Lions' Academy community hours per school year.

**STUDENT'S RESPONSIBILITY:**

1. I know I can learn.
2. I will be quiet in the classroom.
3. I will speak and act respectfully to others at school.
4. I will complete my work neatly and on time.
5. I will control my temper.
6. I will talk through my problems.
7. I will be tolerant of my classmates.
8. I will observe school rules.
9. I will work hard to achieve my best.

**TEACHER'S RESPONSIBILITY:**

1. I know that each child can learn.
2. I will respect and value the uniqueness of each child and his or her family.
3. I will provide an environment that promotes active learning.
4. I will enforce the rules in the classroom and throughout the school in a fair and consistent manner.
5. I will assist each child in achieving the essential academy learning requirements.
6. I will document ongoing assessment of each child's academic progress.
7. I will maintain open lines of communication with students and parents.
8. I will seek ways to involve parents in the school program.
9. I will demonstrate professional behavior and a positive attitude.

**PACT FOR EDUCATIONAL SUCCESS OF ALL STUDENTS**

**(Review & Obtain Signatures at Open House)**

Child's Name (written by child): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_