



# ROYCEMORE

Proud history  
Inspired future

*ROYCEMORE SCHOOL*

*STUDENT-PARENT HANDBOOK*

*Revised March 2020*

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*At Roycemore School, parents are asked to support the school and its mission and to acquaint themselves with and follow the school's policies and procedures as outlined in the current student-parent handbook. We ask that you review the handbook carefully.*

## **MISSION AND PHILOSOPHY**

### **MISSION**

To inspire and nurture excellence and prepare each student for success in higher education and in a dynamic and complex world.

### **CORE VALUES**

Achieving Excellence at Roycemore School involves adherence to the school's core values. We value:

#### **Scholarship**

We foster intellectual curiosity, critical thinking, open-mindedness, and perseverance in each student, as part of preparing students to succeed in college and beyond. This encompasses all learning experiences, including academic, artistic, athletic, performance, and civic.

#### **Integrity**

Our commitment to truth, personal responsibility, and fairness in our judgments provides a foundation for the sense of trust throughout our school community as we adhere to high ethical standards.

#### **Community**

We care for each other, our school, and our diverse communities. Our commitment to an inclusive culture of encouragement and mutual respect promotes individual expression, thoughtful risk-taking, active learning, and personal growth.

### **Respect**

We recognize the inherent value in ourselves, others, and our planet. We embrace our responsibility to fairly consider points of view that differ from our own and to promote personal well-being. We honor the culture intrinsic to Roycemore School by being accepting, encouraging, considerate, attentive, and appreciative.

### **Compassion**

We strive to be kind, forgiving, and empathetic as we work toward our collective and individual goals. Seeking understanding before making judgments is the backbone of our caring community for all members of the school and beyond.

### **DIVERSITY & INCLUSION STATEMENT**

Roycemore School honors the diversity of our community. We are a college preparatory school that recognizes and embraces the unique talents and attributes of individual students. We believe that our differences are our strength and provide us with opportunities to appreciate multiple backgrounds and perspectives.

Through our curriculum and intentional conversations, we strive to open pathways for authentic understanding of ourselves and each other. We celebrate the rich and varied tapestry that is our community as we endeavor to create a welcoming and inclusive school. We respect, affirm, and seek to protect the dignity of all.

*Approved by the Roycemore School Board of Trustees at their meeting on June 14, 2018*

### **OUR EDUCATIONAL PHILOSOPHY**

Teachers, students and families know each other well and build effective partnerships based on mutual respect and understanding. As a result, we strive to ensure our programs:

1. Are learner centric and differentiated
2. Are relevant and contextualized
3. Develop creativity, collaboration, and critical thinking
4. Promote scholarship and academic rigor
5. Develop self-advocacy, resiliency, and self determination
6. Integrate technology meaningfully
7. Provide cross grade level collaboration
8. Include global literacy and civic engagement
9. Incorporate health and wellness

### **ACADEMIC HONOR CODE**

On my honor, I will not engage in academic dishonesty, whether it be plagiarizing, cheating, fabrication or falsification of materials/data and giving or receiving inappropriate assistance. I will not engage in the unethical use of technology.

*See section on student behavior and expectations for complete Honor Code.*

## **STATEMENT OF NON-DISCRIMINATION**

Roycemore School does not discriminate on the basis of gender, race, color, sexual preference, or national or ethnic origin in the administration of its admission, employment and educational policies, financial aid, and athletic and other school administered activities and procedures. Roycemore subscribes to the ISACS and NAIS principles of good practice regarding admission of students and employment of personnel.

## **GENERAL SCHOOL INFORMATION**

### **GOVERNANCE**

#### **Board of Trustees**

Roycemore School is an independent school, a non-profit organization governed by a volunteer Board of Trustees. The Board hires, supports, and evaluates the Head of School, who is responsible for overseeing day-to-day affairs, hiring faculty and staff, and leading the staff in developing and running the School's programs. The Board of Trustees shall be comprised of no more than seventeen (17) but no less than twelve (12) individuals whose focus is on the long-term, strategic development of the School and monitors the School's financial health and its programs. While the Trustees interact with others in the School community, they refer student, parent, and employee concerns to the Head of School.

### **ADMINISTRATIVE TEAM**

- Amanda Avery, Director of Admissions & Financial Aid ([aavery@roycemoreschool.org](mailto:aavery@roycemoreschool.org))
- Adrienne Finley Odell, Head of School & Interim Middle School Division Head ([afinleyodell@roycemoreschool.org](mailto:afinleyodell@roycemoreschool.org))
- Elizabeth Latimer, Director of Enrollment, Marketing & Communications ([elatimer@roycemoreschool.org](mailto:elatimer@roycemoreschool.org))
- Sara Keely McGuire, Director of Development ([smcguire@roycemoreschool.org](mailto:smcguire@roycemoreschool.org))
- Tanise Robnett, Systems & Operations Coordinator ([trobnett@roycemoreschool.org](mailto:trobnett@roycemoreschool.org))
- Melinda Orzoff, Lower School Division Head ([morzoff@roycemoreschool.org](mailto:morzoff@roycemoreschool.org))
- Vicky Pickett, Director of Finance and Operations ([vpickett@roycemoreschool.org](mailto:vpickett@roycemoreschool.org))
- Stefanie Rivera, Upper School Division Head ([srivera@roycemoreschool.org](mailto:srivera@roycemoreschool.org))
- Beth Shuttters, Director of Curriculum & Innovation ([eshuttters@roycemoreschool.org](mailto:eshuttters@roycemoreschool.org))

### **CONTACT INFORMATION**

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1200 Davis Street

Evanston, IL 60201  
Phone: (847) 866-6055  
Fax: (847) 866-6545

Web: [www.roycemoreschool.org](http://www.roycemoreschool.org)  
Twitter: @Roycemore  
Instagram: @roycemoreschool

## HOURS

Building hours: Mon-Fri 7:30 am - 6:00 p.m.

*\*Students must be picked up no later than 6:00 p.m., unless they are being directly supervised by a member of the faculty. (For further detail refer to the "after school section" of this handbook.)*

Administrative office hours: Mon-Fri 8:00 am - 4:30 p.m.

School Hours: Mon-Fri\* 8:30 am - 3:15 p.m. (LS)

Mon-Fri\* 8:20 am - 3:30 p.m. (MS)

Mon-Fri\* 8:30 am - 3:30 p.m. (US)

*\*All divisions dismiss at 2:00 on Thursday for faculty meetings and professional development.*

## KEY DATES / CALENDAR

Please refer to the calendar on the [Roycemore School website](#) for the most up-to-date event information. Subscribe to the google calendar with links provided to keep track of any changes to the schedule.

## SCHOOL CLOSINGS

On certain occasions, it may be necessary to close school, delay opening, and/or implement a remote e-learning plan because of inclement weather, epidemic, pandemic, or other local, state or national emergency. Such decisions are made in the sole discretion of the Head of School. Information on a school closing, late start, and implementation of a remote e-learning plan can be found in the following ways:

- By visiting our website at [roycemoreschool.org](http://roycemoreschool.org) or the separate divisional blogs.
- By listening to Chicago radio stations or watching local Chicago TV stations.
- By visiting [emergencyclosingcenter.com](http://emergencyclosingcenter.com).

Families will also be notified by phone call or text message through our automated phone system, and by e-mail from the school. Please ensure Roycemore has your current contact information, including phone numbers and email addresses, by keeping your information up-to-date on ParentsWeb (accessible via [roycemoreschool.org/parentsweb](http://roycemoreschool.org/parentsweb)). Keeping your information current will ensure you receive text and email alerts.

Roycemore School's commitment to hold classes, provide administrative services, and/or implement a remote e-learning plan is subject to force majeure events including and not limited to acts of God, fire,



tornado, hurricane, other severe weather events, epidemics, pandemics, acts of terrorism, acts of war, governmental actions, and all other events that are not foreseeable or not within the School's control.

## ACADEMICS

### GRADUATION REQUIREMENTS

Roycemore's comprehensive curriculum is designed to prepare students for admission to college. Students are expected to have the intellectual ability, motivation, and behavior necessary to successfully complete this course of study. We expect students to enroll in the most sophisticated courses for which they are prepared. Because colleges and universities have many different requirements for admission and because students often change their minds about career intentions and college plans, we encourage students to choose classes that will meet the standards of the most selective colleges and which will prepare them to do well once they are in college.

#### **Therefore, students are required to meet the following minimum graduation requirements during Upper School:**

- A total of 22 credits distributed as outlined below, including 5.0 credits during a student's senior year. A full year course is equal to 1 credit.
- English: 4 years of English with at least 1 every year at Roycemore, including successful completion of at least 1 year of English Level 3. All students attending Roycemore during the 9th grade year must take Foundations of English.
- World Language: 3 years of a World Language, with at least 2 in a single language. Up to 1 year of high school level World Language taken in middle school may count towards this requirement.
- Math: 3 years of Math, including the completion of Algebra II at a minimum. [With a recommendation from the student's advisor and following consultation with the college counselor, students with a diagnosed learning difference have the option of substituting Introduction to Algebra II for Algebra II.](#)
- Social Studies: 3 years of Social Studies, including successful completion of World History for any students attending Roycemore during the 9<sup>th</sup> grade year and either United States History or AP United States History for all students. Students must also pass the Constitution test, which is included as part of US History and AP US History.
- Science: 3 years of Science, including 1 year of Biology.
- Fine Arts: 1 year of Fine Arts.
- Electives: In addition to the 17 credits outlined above, Roycemore students must earn an additional 5 credits. All students are required to earn 1 credit for PE. The additional 4 credits may be taken in any of the above departments or as an elective.

Specific details on individual classes can be found in the Upper School curriculum guide. Approval for graduation is determined by vote of the Upper School faculty at the conclusion of the second semester. The school reserves the right to deny a diploma for cause.

## **GRADING AND HONOR ROLL**

The official School grading scale for the Middle and Upper School is A+ (100-97); A (96-93); A- (92-90); B+ (89-87); B (86-83); B- (82-80); C+ (79-77); C (76-73); C- (72-70); D+ (69-67); D (66-63); D- (62-60); F (59 or below)

At the end of each semester in the Upper School, each student's grade point average (GPA) is calculated using the following equivalents: A+ = 4.3, A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, etc. F = 0.0. The cumulative GPA is calculated at the conclusion of every semester and is reported on the academic transcript. In the event a student has taken an Advanced Placement course or a course at Northwestern University recommended by Roycemore, the usual grade point equivalent for the course is multiplied by 1-1/3. Only classes taken at Roycemore or at Northwestern University are figured into the GPA reflected on a student's Roycemore transcript.

The standard for making Honor Roll in the Upper School is a 3.0 GPA average in all graded classes and no grade lower than a C-. In the Middle School, the standard is no grade lower than a B- in all graded classes. The standard for making Star Honor Roll in both divisions is to have no quarter/semester grade below an A-. Honor Roll and Star Honor Roll recognition by semester is listed on the Middle and Upper School transcripts.

## **STUDENT INFORMATION SYSTEM**

Through Roycemore's online student information system, students and parents have the ability to monitor academic performance, by viewing attendance, online grade books, lesson plans, and grade reports. This system is called FACTS-SIS, and the student/parent portal is known as ParentsWeb. Both parents and students can access ParentsWeb by visiting [roycemoreschool.org/parentsweb](http://roycemoreschool.org/parentsweb). Faculty have been instructed to update their grade books and lesson plans at least once a week. Please note that this does not mean that faculty will grade all assignments within a week of submission.

Of course, we encourage parents to contact teachers directly at any point in the year with concerns about their child's academic progress, regardless of their child's level of achievement.

## **HOMEWORK**

Homework expectations vary among grade levels and courses. Faculty recognize that the time required to complete an assignment may vary considerably among individual students. Parents should make an appointment with a teacher to discuss heavy homework loads. Students are held accountable for the timely completion and submission of all assignments. Homework assignments are listed by teachers on ParentsWeb, our student information system, accessible by both students and parents. In the event of an absence, the student should consult ParentsWeb so as to be prepared for the following day.

Homework includes, but is not limited to:

1. Practice in operations and skills essential to the development and growth of competence in the subject
2. Preparation for topics to be covered in class
3. Development of responsibility, self-reliance, and intellectual curiosity
4. Expansion of thought, knowledge, and deeper understanding

Upper School students should plan for an average of two to two and a half hours of study and homework per night, with the length and frequency of assignments varying depending upon the nature,

focus, and level of each course. If a student misses class for a legitimate, excused reason, the teacher will help the student make up the work missed. For prolonged absences, this may involve extension of deadlines and/or giving a student an incomplete grade at report time.

### **GRADE REPORTS / PROGRESS REPORTS**

All grade and progress reports are sent to parents electronically through our student information system. Reports are available on ParentsWeb for two weeks after they are sent via email.

*Lower School:* A child's progress is discussed as needed throughout the year. In November and February, parents receive formal progress reports with checklists from their child's homeroom teacher as well as most of the specialists, and two days are set aside for parent-teacher conferences. In June, parents receive a final report. Although a formal grading system is not used in Lower School, classroom teachers use checklists and narrative reports to describe how each child is progressing in all subjects.

*Middle/Upper School:* Formal grades and comments are sent to parents four times a year; first quarter grades in October; second quarter and semester grades in December; third quarter grades in March/April; and fourth quarter and second semester grades in June. Mid-quarter reports will be sent home for all students receiving grades below a "C." In addition, all new students will receive a mid-quarter report for their first quarter after entering Roycemore. Mid-quarter report grades are not recorded on transcripts and are not maintained in a student's permanent file. Instead, they are intended to help students improve learning during the final weeks of a marking period.

Formal letter grades begin at Roycemore in Fifth Grade, the first year of Middle School. While Middle School grades reflect a combination of achievement and effort as students adjust to a more stringent form of evaluation, grades at the Upper School level, documenting progress for college placement, indicate achievement only; effort, attitude, and classroom conduct are assessed by teachers in their narrative comments.

### **ADVANCED PLACEMENT CLASSES**

The Advanced Placement program consists of college level courses based on course descriptions designed by the College Board for highly motivated students. AP courses are offered at Roycemore and taught by our experienced, talented faculty. For many, undertaking this challenging work has become the norm and Roycemore students perform very well on the end-of-year Advanced Placement examinations.

The GPA for AP classes is weighted at 1 1/3 times the normal GPA. All students enrolled in an AP class must take the AP exam at the end of the year. Extended time and other accommodations for AP exams are determined by the College Board. Students enrolled in AP courses may take 1/2 of a Reading Day prior to their scheduled exam either the afternoon of the day before if they have a morning AP exam or the morning of the exam if they have an afternoon exam.

### **NORTHWESTERN UNIVERSITY CLASSES**

Through a reciprocal arrangement with Northwestern University, qualified Roycemore students are able to take college courses at the university. The GPA for Northwestern classes is weighted at 1 1/3 times the normal GPA (eg. A=5.3, B=4.0). Each NU class counts as 0.5 credits at Roycemore. Students

enrolled in an NU class may have the option of taking a corresponding AP exam at the end of the year, but the exam is not required. A Roycemore student may be enrolled in a maximum of one NU class at any given time.

Students interested in taking a class at NU must meet the following requirements:

- Satisfaction of the graduation requirements in the appropriate Roycemore department
- Completion of the highest level class offered in that field at Roycemore
- Demonstration of strong, independent skills including prompt and regular completion of homework and regular on time attendance in all classes
- Academic strength in all areas as reflected by the cumulative GPA
- Recommendation of the faculty based on academic achievement, independence, and personal responsibility

Please note:

- While Roycemore can make requests and recommendations to NU, the final decision on student enrollment and course placement is at the sole discretion of the appropriate NU department.
- As per NU policy, Roycemore is allotted 30 quarters per year, and no more than that.
- Roycemore students are not permitted to enroll in Science Department courses at NU.
- Roycemore students must have completed at least one full school year at Roycemore before attending classes at NU.

Taking classes at Northwestern University is a privilege that we are happy to offer our students.

However, students must accept the following additional responsibilities in taking classes at NU:

- Prompt attention to all NU paperwork as required by both NU and Roycemore
- Providing log-in information to the NU grading system to the Roycemore Upper School Division Head
- Willingness to take classes either before or after regular Roycemore School hours if needed
- Agreement to attend all NU classes, which may include classes during Roycemore's winter, spring, and summer breaks

## **FINAL EXAMS**

Final examinations are essential to the instructional process in the Middle and Upper Schools. They not only assess student performance, but also establish norms of performance. In Upper School, typically, most courses that are offered on the block schedule will end the semester with an exam that counts for roughly 20% of the grade. Eighth grade students will be given semester examinations in World Languages and Mathematics only.

Second semester seniors do not need to take final exams in the spring semester if they have an 87% (B+) or higher average in any given class. However, teachers always have the right to revoke that privilege if attendance, tardies and/or behavior are deemed to be a hindrance to the student's success.

It is the expectation of the school that parents not request an absence from school during semester examination times. However, semester exams missed due to illness or family emergency can be made up. Parents should notify the Division Head immediately if a student is going to miss an examination due to illness or family emergency. Doctor verification will be required. Students missing an examination for any reason other than illness or family emergency must have prior permission from the Division Head. In the Upper School, moving exam dates or times for any other reason than illness or emergency is rarely granted, and missing a scheduled exam without permission will result in an unexcused absence and a student receiving a zero on the test.

## **COURSE CHANGES**

In the Upper School, if a student wants to change from one course to another, add, or drop a course, the student should first discuss the issue with the appropriate teacher(s) and advisor. Once all agree to the switch, an add/drop form is available from the Division Head. Until the change has been approved by all involved, including the parent, the student is responsible for the work assigned in the course.

The deadline for adding, dropping, or changing a course is 1 week after the 1st Midquarter for a 1st semester class, and 1 week after the 3rd Midquarter for a 2nd semester class. No transcript record of a dropped course will be made if the change occurs before that deadline. Thereafter, the student's transcript will show the course as either WP for withdrawn passing or WF for withdrawn failing, depending on the level of achievement at the time of the change. In some cases, including when a student must withdraw from a class due to a documented medical issue, the record may indicate only W for withdrawn.

## **SUMMER AND NON-ROYCEMORE SCHOOL WORK**

- For Upper School students: When work is to be attempted for academic credit at another accredited institution, either over the summer or during the school year, the student must submit the formal course description to the Division Head for credit transfer approval before enrolling in the course. Students and families should consult with the Division Head about possible credit to be granted and the impact of that credit on course placement at Roycemore before taking the course. Summer and other non-Roycemore course work taken while enrolled at Roycemore will be listed separately on the final transcript and may be counted for credit as outlined above, but will not be included in a student's GPA. Courses that are not compatible will be recorded on the Roycemore transcript with a grade of either P or F, and will not receive credit, nor be counted towards the GPA. We cannot give credit for classes if the previous school has not given at minimum a semester's worth of credit. Students taking PE at a previous school can have up to 1.0 credit of PE counted towards Roycemore, provided the school gave credit accordingly. PE is recorded as a P/F grade only.
- Students may earn up to 1.0 credit per subject area for high school level work taken prior to entering high school. These classes are not included in the student's Roycemore GPA.
- We recommend that Upper School students do not take math courses over the summer unless there is a compelling reason to do so (i.e. the student is not able to take a particular science class unless they have completed a specific math class as a prerequisite). The reasoning behind this recommendation is: 1) It is difficult to learn and retain material that is normally

covered in a 9-month course in a 6-week period of time over the summer; and 2) Roycemore cannot control the quality or rigor of a math course offered at another institution. Due to the cumulative nature of mathematics, it is difficult for a student to be successful in the next math class in the sequence without mastery of the material in the prior course.

- If a student does decide to take a math course over the summer, Roycemore requires the student to take an exam one week prior to the first day of school to demonstrate mastery of the content in that particular course. A score of 80% or higher is required to receive credit for the math course taken over the summer. Otherwise the student will need to take the math class at Roycemore during the upcoming school year. "
- Classes through our Northwestern University program are considered a part of the Roycemore curriculum. They are given credit at 0.5 credits per semester, and are counted towards the GPA and weighted as an AP class.
- All issues of credits and GPA are determined by the Upper School Division Head.

## **STANDARDIZED TESTING**

Roycemore School administers the Terra Nova test in the spring of each school year. All students in 3rd through 7th grades are required to complete the assessment as administered. 8th through 11th grade students take the PSAT in the fall. These tests are used as benchmarks both regionally and nationally. They are also used to help identify areas of weakness, to evaluate progress, and to aid in scholastic guidance. Parents are provided the results of the tests with a detailed review of the scoring. Terra Nova scores are not a required part of the college admissions process.

## **EXTENDED TIME AND OTHER CLASSROOM ACCOMMODATIONS**

At Roycemore, students may be granted certain accommodations including extended time based on a documented need for these accommodations. These requests should be made through the appropriate division's Learning Support specialist, who will work closely with the family on the process. When needed, Roycemore will create a Student Success Plan to identify the accommodations a student will receive in the classroom. It is the policy of Roycemore to make needed accommodations for students, but not to make any modifications to the curriculum.

## **LEARNING ASSISTANCE**

If a student has a learning difference in a particular subject / content area, Roycemore School may make accommodations or provide opportunities for enrichment to the regular classroom curriculum. If you believe your child may be able to use the services offered by this program, please contact the Division Head. In order to be considered for Learning Assistance, a student must meet all eligibility requirements for Roycemore and be enrolled as a student in the school. Learning Assistance specialists determine if they are equipped to meet the individual needs of the students. The program is for students with primarily academic concerns; the Learning Assistance staff is not equipped to handle emotional/behavioral difficulties. Students with documented learning differences must have regular three-year reevaluations by a certified psychologist, at the family's expense, in order to continue to receive accommodations. Parents/guardians of students participating in Learning Assistance must send the school copies of their child's evaluations by physicians reporting any visual, auditory, or physical deficits, allergies, hyperactivity, etc. and provide information about the need for any medication for such

conditions. Learning Assistance fees are not included in tuition Roycemore and the student's family will need to execute an agreement with Roycemore to outline the amount of services needed and the corresponding fees.

## **GIFTED SUPPORT**

Roycemore School has a Gifted Coordinator who works with faculty to support enrichment for students as needed, suggest alternative placement in courses, or collaborate with faculty and families to ensure students are engaged appropriately at school. If your child has had testing that indicates achievement at this level, please communicate with the appropriate Division Head so that Roycemore can assess the needs for your child's support.

## **OUTSIDE TESTING**

If a parent arranges for outside testing or evaluation, Roycemore expects that this information will be shared with the appropriate Division Head. The more the school knows about the child, the better we can assist that child in the learning process. Any information shared from testing is used internally and is not included on final transcripts.

This testing is of particular importance in the Upper School for any family looking for accommodations for standardized tests including college entrance tests. Generally, organizations who review extended time requests such as the College Board will look for formal testing in order to grant extended time. In the Upper School, the Learning Specialist will assist with this process.

If a student has received outside testing or evaluation prior to admission, it is required that parents disclose this information during the application process. Failure to do so may result in the admissions contract being voided.

## **TUTORING**

Roycemore believes that all students are capable of learning and success, however we understand that many require additional support in order to reinforce or remediate skills/concepts. The School does not provide tutors, nor do we endorse any particular one over another. We do allow tutors to meet with students on campus on a space and schedule availability basis. When tutors come on to campus for the first time they must clear a background check screening with the receptionist and they must check in with the receptionist each time they come to campus. The appropriate Division Head may also wish to meet with the tutor prior to commencing tutoring services with a student on campus, or in the course of the tutoring engagement from time to time. Tutoring arrangements are made between the parent and tutor, and Roycemore is not a party to such arrangement; nor is Roycemore responsible for any fees associated with the tutoring. Such is the responsibility of the parent/guardian. Tutoring services provided by Roycemore faculty/staff must be approved by the Division Head and no faculty/staff can provide tutoring services for a fee to a student with whom the staff member is currently grading.

## **COLLEGE COUNSELING**

As a college preparatory school, we expect all students graduating from Roycemore to apply and matriculate to an institution of higher education. Typically, 100% of the graduating class is accepted to a 4-year university or college of their choice, with roughly between 80 and 90% of graduates receiving merit-based (non-financial aid) scholarship offers.

We recognize that all of our students are unique individuals. Because of this, no “typical” college or university exists for Roycemore graduates. Roycemore alumni have found success at a wide variety of colleges and universities including prestigious Ivy League schools, large state schools, and small gem liberal arts schools. Recognizing these differences, we offer a highly individualized college counseling program. Throughout their time in the Upper School, students and parents work with the students’ advisors and college counselor to best prepare for college.

Beginning their freshman year, each student is encouraged to prepare thoughtfully for college placement. The students and family work closely with the Upper School Division Head and advisors to select courses that stimulate and challenge the student as well as meet admissions requirements for college. Colleges and universities universally consider the transcript the most important part of a student’s application, encouraging the applicant to show growth by taking increasingly challenging courses while also maintaining strong--if not perfect--grades. That said, what “challenging” means varies student to student. As such, the advisor and college counselor work closely with students to find their best academic balance.

In the sophomore year, this work continues. The student and family work closely with the advisor and college counselor to maintain a balance between challenging coursework and healthy grades.

The formal process of preparing to apply to college begins junior year, when the college counselor assumes the major responsibility for counseling with the student and parents. In the fall, the student and family member attend College Night, which provides a general overview of the college admission process and calendar. In spring semester, juniors are also expected to take a pass/no pass mini-course on Navigating College Admissions. In this one day per week class, students learn how to research their best fit colleges, assemble application material, navigate financial aid and scholarship processes, and more. The class participates in mock admissions and essay writing workshops hosted by college admissions officers and visits area schools to get a sense of the differences between liberal arts colleges and research universities.

In late spring, each family also meets personally with the college counselor to help refine students’ early research, honing in on “best fit” colleges with standards and programs complementing the student's needs and interests. Each student is then provided an individualized report detailing the content of the meeting, recommendations for building a strong application, and a list of prospective schools. Working one on one with students this way also helps the college counselor to tailor the letters of recommendation written in support of each student’s application. These letters, often a pivotal part of students’ portfolios, paint a full portrait of each student, not only highlighting academic accomplishments but also the intangible talents or intelligences a transcript simply cannot illuminate.



In early spring, sophomores and juniors have the opportunity to take an affordable standardized test prep class after school. The course instructor has had long assisted Roycemore students with test prep.

Senior year begins with each student meeting again with the college counselor to discuss the student's college list, timeline for college admissions and financial applications, and any questions or concerns the student has about what happens next. The college counselor not only provides all transcripts and school reports required by colleges, but is also available to review essays, lists of activities, or other parts of the student's application. Each May, seniors, alumni, and an academic advisor from Northwestern University gather for "What to Know Before You Go," a conversation about the academic, social, and emotional challenges of the crucial first year of college.

## **FIELD EXPERIENCES**

Field Experiences add a valuable dimension to a student's educational program at all levels. Our trips are required of students unless there are special circumstances that would prohibit attendance. Please sign the Field Experience Permission Form when sent home.

Field Experiences are organized by the teachers, with the safety of the students in mind. The need for parent assistance on these trips depends on the age of the group and the nature of the location. Typically, parent chaperones are coordinated by the teachers and/or room parents, and the number of parents going is limited. However we encourage you to help with a trip when asked as it provides a way for you to volunteer and a positive experience for your child.

All students should remember that their behavior on such trips reflects on both themselves and the school, and that they are expected to behave in a mature and responsible manner. Students who do not follow the rules established for their safety and behavior may not be allowed to take part in the next trip planned for their group. School rules and policies will be observed at all times during a school-sponsored trip.

## **ACADEMIC PROBATION**

Students must maintain a C average in all academic courses and be making adequate progress toward meeting academic graduation requirements at the end of each quarter. Any student not meeting these standards will be placed on academic probation. Students will remain on academic probation until the end of the next academic quarter when his or her performance will be evaluated, and the administration will determine further actions, including removal from probation, further sanctions, and possible non-renewal of the student's enrollment contract. While on academic probation, a student may be unable to participate in sports and/or extracurricular activities at school and may be required to attend a mandatory study hall and/or homework club to support academic achievement.

## **PROMOTION AND RETENTION**

Student retention is an individually reviewed matter. There may be times that a student is not promoted to the next grade based on the recommendation of the teachers, Learning Specialist, Division Head,

and/or other educational experts. In the Upper School, a currently enrolled student who needs to repeat a grade will not be able to do so at Roycemore.

Considering and recommending a student for possible retention in a grade is always a very serious matter, and every step of the process should be well documented and discussed with administrators and parents.

In the Middle and Upper Schools, current students must meet the following criteria to be promoted to the next successive grade:

- Attend school for 90% of school days minimum.
- Pass language arts and math with a minimum of 60% average for the year in Middle School, and for each semester in Upper School.
- Receive no more than one failing grade (F) as a yearly average in any of the courses taken in Middle School; receive no more than one semester grade of F in a school year in Upper School.
- Maintain a GPA of 1.7 every semester in the Upper School.

In rare instances, students may be considered for double promotion. Double promotion will be considered only in instances where the student will benefit academically, socially, and emotionally. In most circumstances emphasis will be placed on enriching the student's educational experience at grade level. Specific policies regarding double promotion can be found in the division guides.

## **LATE GRADUATION**

If a senior is in danger of not meeting the graduation requirements by the end of the second semester, the faculty can be petitioned by the student for permission to graduate in August, following the successful completion of a summer school program which removes all deficiencies. The student's petition must explain both the problem and the solution in detail, and must be presented to the Upper School Division Head no later than two weeks following the last mid-quarter of the year. Those seniors whose petitions have been accepted and who need one or less summer school credits to meet the graduation requirements may participate in the commencement ceremony. A senior needing more than one credit will not be permitted to participate in the commencement ceremonies, and that student's name will not be included in the commencement program. Students whose petitions have been accepted will earn their diplomas upon satisfactory completion of the approved summer work.

## **ATTENDANCE**

**Students are required to attend school for 90% of scheduled school days.**

In Lower School, attendance and timeliness is important to your child's academic success. If your child is habitually late or absent, you will be contacted by the Lower School Division Head. Grades PK-4: Attendance will be taken daily. If a student is to be counted present, he or she must be present for at least half of a school day. Doctor's excuses will be required for any student with absences in excess of ten days over the course of an academic year. Students who fail to provide a doctor's excuse for

absences in excess of ten may be asked to withdraw from the school. Any elementary school student who is absent for more than 20 days per school year may lose credit for the year and be required to repeat the grade. Additionally, retention may be required of any student who fails to make academic progress due to absenteeism.

Grades 5-12: Attendance will be calculated on a period-by-period basis as well as a daily basis. Students in these grades will be governed by the makeup work policy detailed below. In grades 5-12, absence from a course (excused or unexcused) for more than 10 days per semester may result in failure to receive credit for the course. If a student is more than 5 minutes tardy to a class, and the tardy is unexcused, that counts as an absence but the student will still attend the remainder of class. Additionally, retention may be required of any student who fails to make academic progress due to absenteeism. Doctor's notes are required for any student with absences in excess of three class periods per subject per semester. Students who fail to provide a doctor's excuse for absences in excess of three per class per semester may be asked to withdraw from the class or school's enrollment. Appeals (complete with medical/legal documentation) may be directed to the Division Head. Period attendance will be recorded daily. Students must be present for at least 90% of a class to be counted present. Students who attend school for a portion of the day but miss two or more classes in a day will be marked as absent ½ day.

The actual number of days school is in session will be determined by the yearly school calendar. Attendance records are reported on student grade report and are recorded on cumulative record summaries included in a student's transcripts. The Illinois Board of Education has specific policies in regards to attendance that Roycemore will follow, such as the 90% rule: In order to be promoted to the next grade, a student must be in attendance for a minimum of 90% of the scheduled school days within an academic year.

In the event that the school implements a remote e-learning plan due to necessary school closures, students will be expected to fully participate in the required e-learning activities in lieu of attending school. Participation in e-learning activities will replace days of regular student attendance, during the period of implementation of a remote e-learning plan.

## **ABSENCES**

Students are expected to attend school daily; however there are times that students will miss class for legitimate reasons. When a student is ill and will be absent from school, the school must be notified between 7:30 and 8:30 am by a parent. Students who are 18 years old are still required to have a parent report the absence. The absence can be reported in one of these two ways:

1. By emailing [attendance@roycemoreschool.org](mailto:attendance@roycemoreschool.org) with the student's name, date, and reason for the absence.
2. By calling the school at **847-866-6055**.

Each morning, calls will be made home for any student not in attendance who has not been reported as absent. Parents are encouraged to make medical or other appointments after school hours, if at all possible. Roycemore encourages parents to take their children on trips only during regularly scheduled vacation periods.

Absences will be excused for the following reasons: 1. Illness or injury; 2. Quarantine; 3. Death in immediate family; 4. Medical or dental appointments (when permission is gained prior to absence,

except in case of emergency); 5. Court or administrative proceedings; 6. Religious observation; 7. Educational opportunities (when permission is granted prior to the absence). Other absences may be excused by the Division Head on a case-by-case basis.

*Short-term Absences:* If a student needs to be absent from school for one or two days, for any reason, the parents should contact the school office by note or phone as soon as possible. After an absence due to illness, a doctor's note may be required.

*Long-term Absences:* If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing (e-mail or written letter/note) explaining the circumstances. This will allow the Division Head to inform the appropriate teacher(s) and to compile the necessary schoolwork that the student would otherwise miss. Student illness or family emergencies should be the only reasons for a long-term absence.

*Advance Absences:* Advance absences must be discussed with the Division Head at least one week in advance of the absence. In the Upper School, students must have an advanced absence form signed by each teacher before the absence, ensuring they collect any work they will miss. This form is available from the Upper School office.

When an extended absence is "voluntary" (versus illness or emergency), it will be considered unexcused unless cleared in advance through the Division Head.

In the case of any advance absences, all assigned work must be completed upon return.

Homework due on days missed for an unexcused absence may be turned in for credit with a late penalty when appropriate. This late penalty is typically 10% per day, but may be adjusted by class. Students missing a test or quiz due to unexcused absence will be handled on a case by case basis. Homework due the day after an unexcused absence must be turned in on time, or will be counted late. In some cases, when the work cannot reasonably be made up, the student may receive a zero.

For all students taking final exams, it is critical that students attend school the days of final exams (the week just before winter break and the last week of school before summer), as these exams cannot be rescheduled except in cases of emergency.

## **MAKE UP WORK**

It is the responsibility of the students, not the teachers, to arrange to make up the class work missed due to an absence. Students must make up the work at a time and place convenient to the teacher. Make up work assigned and not completed within a reasonable time shall be recorded as a failing grade.

For three or less absences from a given class, students will be permitted two days to make up work for every day missed (i.e. a student who misses two days of a class will have four days to make up the missed material upon return). For students who are absent for four or more days of a class, the teacher and the student may collaborate to determine an appropriate length of time. In cases when a teacher announces a test prior to a student's absence, the returning student is expected to take the test upon return to school, either during class time, study hall, or after school hours. Work missed that cannot be

made up at home (e.g. laboratory experiments, direct teaching, etc.) shall be made up at the discretion of the teacher through alternative assessment or during time provided before and after school or during lunch. In some cases, it may be necessary to allow the work to remain ungraded and to average the student's grade based on the work submitted. In such cases, the student's grade shall reflect the degree to which the student met the aims and objectives of the course.

In the case of intentional absences (e.g. skipping class) students shall not be permitted to make up work for credit and shall receive a failing grade for work assigned on the day of the absence.

## **EARLY DISMISSAL**

If a student must leave school during the school day (such as for a medical or dental appointment), a parent/guardian must contact the school to provide permission. No student will ever be allowed to leave school with someone who is not on the Emergency Contact List. For the child's protection, anyone who picks up a student may be asked to show identification. Upper School students may sign out for early dismissal only with permission from a school administrator. When the dismissal is for a scheduled appointment, parents must submit a request containing the exact reason, time and date. Students who drive themselves to school must also have parental permission to leave campus early.

## **TARDINESS**

All students are expected to attend school regularly and punctually. The school day begins at 8:30 a.m. (8:20am for the Middle School). A student is tardy after this time. In order to prepare their minds for a hard day's work, students should arrive on time and prepare to begin class promptly at the allotted time. Oversleeping, traffic, etc. are not acceptable excuses for tardiness. Illness, doctor's appointment, and court appearance are considered excusable. Tardiness will be treated as any other disruption to the educational process: three unexcused tardies per week in grades 5-12 will result in a detention. Parents will be notified in the event of excessive tardiness.

- Students arriving more than 5 minutes late to class without an excuse will be considered absent but must still attend the remaining portion of class. This will be an unexcused absence and will result in a detention being issued.
- A note from a doctor's office will always be accepted as a legitimate excuse for tardiness and the tardiness will be considered "excused".

## **TECHNOLOGY**

### **ACCEPTABLE USE POLICY**

Technology, internet access, and email accounts are provided for students to complete school-related tasks. All use of technology at school, and of school devices and accounts outside of school, is to be guided by the school's stated mission, philosophy, and values. School policies and expectations for behavior and communication apply to the use of the school's technology, network (including wifi), internet services, and user accounts (including email). We expect parents to monitor student usage of

electronics, including social media, and to inform the school of any issues that may negatively impact Roycemore students.

Specifically:

- Students will use technology in ways that are respectful to peers, teachers, and others.
- Students will use good judgment when communicating with others and using social media.
- Students will not access or modify other user's' files.
- Students will not give out personal information about themselves or others.
- Students will not waste resources (paper, ink).
- Lower and Middle School students will not use personal or school devices for game-playing, social networking, or entertainment while at school unless explicitly authorized by faculty.
- Upper School students will only access social networks, games, and entertainment during free periods unless otherwise authorized by faculty.
- Tampering with technology tools or the school's networks or data systems is unacceptable.
- Roycemore School makes no guarantee that the services provided will be error-free or without defect. The Technology Department will not be responsible for any damage suffered including, but not limited to, loss of data or disruption of service.

Any individual using Roycemore School's internet, including parents and students, agrees to follow these guidelines:

- Individuals will not deliberately access, send or create any obscene or objectionable information, language, or images.
- Individuals will not deliberately use technology to harass others with language, images, innuendoes, or threats.
- Individuals will not use technology for unlawful purposes, such as illegal copying or downloading, or installation of illegal software.

Improper use of technology is a violation of this handbook, and may result in loss of privileges or other disciplinary action as determined by the Division Head.

## **SCHOOL DEVICES**

Devices are provided for Lower students on an as-needed basis. Unless otherwise specified, classroom teachers will check out computers or tablets for use by their students when in class. The Middle School has implemented a 1:1 technology program and students are provided with a Chromebook. Parents and students will be asked to sign a separate agreement regarding the Chromebook program before taking the Chromebook home.

Upper School students are required to use a computer in some classes, and are required to bring their own devices from home. Parents and students will be asked to sign a separate agreement regarding this bring-your-own-device (BYOD) policy.

## **STUDENT OWNED DEVICES**

For the safety and security of the Roycemore network, the Technology Department reserves the right to install monitoring software and to obtain system information from student-owned devices.

To protect the safety of all students, any device (including, but not limited to smartphones, tablets, and laptops) being brought into the school is subject to search and seizure upon request of administration. Similarly, students must allow teachers, at any time, to view screens, files, or other information located on their devices while at school.

Though students are welcome to bring and use other devices at school, support can only be provided for certain types of devices. The Technology Department is prepared to support the following devices during school hours:

- Apple devices (assuming administrator access)
- Chromebook (any brand)
- Limited assistance is available for Android, iOS, and Windows devices

## **E-MAIL AND STUDENT ACCOUNTS**

Under the *Children's Online Privacy Protection Act (COPPA)*, websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. This personal information usually includes the student's name and email address. For more information on COPPA, [please visit this website](#). The law permits schools such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

Students in grades 4-12 are provided with a Roycemore School email address. Important school communications are sent to these addresses. In general, this is a student's first name, followed by his or her last initial, followed by @roycemoreschool.org. Lower School student accounts may only send and receive email from other @roycemoreschool.org addresses. Appropriate language is to be used in all email messages. School email communications are not guaranteed to be private. Student email addresses are not to be used to create social networking accounts, including (but not limited to) Facebook, Twitter, Instagram, and Snapchat.

At Roycemore School, we use G Suite for Education, and we provide and manage a G Suite for Education account for each student in grades 1-12. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Roycemore School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at [https://gsuite.google.com/terms/user\\_features.html](https://gsuite.google.com/terms/user_features.html)): Gmail - only turned on for grades 4-12, Calendar, Classroom, Contacts, Drive, Docs, Forms, Groups, Keep, Sheets, Sites, and Slides.

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "**Additional Services**": YouTube, Google Maps, Chrome, and Google Play.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) You should review this information in its entirety.

Students at Roycemore may also use Adobe products which require an account. Student Adobe accounts are owned and controlled by the school, not the student. You can read more about Adobe's privacy policies in their Privacy Center: <https://www.adobe.com/privacy.html>.

## **CELL PHONES AND OTHER ELECTRONICS**

Lower School students may not bring cell phones to school.

Middle School students may not use [Cell phones during school hours except for: \(1\) in the case of an emergency with adult approval or \(2\) specific permission by a teacher for class activity](#). Phones must be turned off (not placed on silent or vibrate) and stored in student lockers from 8:30 a.m.-3:30p.m. Teachers may grant permission for cell phone usage for school-related purposes (including as a planning/calendar tool). Students may not use their cell phones between classes or during recess/recharge time. If parents need to reach their child during the day, they can contact the school's main number and we will get a message to your child or have them call you back on the land line.

Upper School students have fewer restrictions on cell phone use. Phones may not be used or heard during class or meeting time. Upper School students also may not make calls on their phones inside the building.

If cell phones are used outside of approved times, a faculty or staff member will confiscate the phone and turn it in to the Division Head. The student may collect the phone at the end of the day only once. Should it be necessary to collect a confiscated phone a second time, a parent/guardian must retrieve it. Any student who repeatedly violates this policy faces disciplinary consequences. Any student who uses a cell phone for an inappropriate purpose - including but not limited to using a cell phone during a quiz, test, or exam - will face more serious disciplinary measures.

Students have access to telephones at the office should they need to reach parents during the school day. Upper School students may use these phones before school, during break, and during lunch but calls should be limited to those that cannot wait until the end of the school day. Should parents need to reach their child during the school day, we ask that you please call the office, not your child's cell phone. Urgent messages will be passed on to the child immediately; messages of lesser importance will be passed on as soon as practical. As part of our commitment for students to develop meaningful relationships with their teachers, we do not restrict teachers and students from communicating with each other via text message for school-related purposes, just as they are able to communicate via email. If parents prefer that text communication be restricted, they should notify their child's Division Head.

Roycemore strives to have students interact meaningfully with each other and with faculty during the day. Accordingly, students should not bring electronic devices such as iPods, other personal listening



devices, cameras, or portable game systems to school unless specifically invited to do so by a member of the faculty for a specific time and purpose.

## **HONOR CODE**

In order to maintain Roycemore's mission and tradition of academic excellence, the students, faculty, administration and parents must work together to demonstrate the high regard for learning and personal academic integrity required for intellectual growth. This culture of learning can only flourish supported by a solid foundation built upon trust, fairness, respect, and responsibility. Failure to follow our Honor Code will result in a hearing with our Honor Committee.

### **Roycemore School's Academic Honor Code:**

*On my honor, I will not engage in academic dishonesty, whether it be plagiarizing, cheating, fabrication or falsification of materials/data and giving or receiving inappropriate assistance. I will not engage in the unethical use of technology.*

### **Responsibilities**

Students will...

- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers.
- Avoid engaging in cheating, plagiarizing, and lying.
- Use research sources in the prescribed manner.
- Report any violations of the Honor Code.

Teachers will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations to advisors, administrators and parents or guardians.
- Confer with those who violate the Honor Code.

Parents will...

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Honor Code.

Administrators will...

- Ensure that all faculty, students, and parents receive the Honor Code.
- Maintain accurate records of Honor Code violations.
- Schedule conferences including the student's administrator, the teacher, the advisor, the parent, and the student.

### **Examples:**

Cheating - Examples of cheating include but are not limited to:

- Copying another person's work or allowing another person to copy your work.

- Using unauthorized notes, aids, answer keys or written material in any form during a test.
- Unauthorized use of technological devices when taking an assessment.

Plagiarism - Examples of plagiarism include but are not limited to:

- Presenting someone else's work as your own including the copying of language, structure, a work of art, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Paraphrasing or copying word for word, without using quotation marks or giving credit to the source of the material.

Giving or Receiving Inappropriate Assistance - Examples of giving or receiving inappropriate assistance include but are not limited to:

- Giving or receiving an answer as opposed to help with finding an answer on your own.
- Allowing another person to turn in your work as his or her own.

Fabrication or Falsification of Materials or Data - Examples of fabrication or falsification of materials or data include but are not limited to:

- Fabricating data in a science experiment or survey.
- Falsifying academic records of any kind.

## **STUDENT BEHAVIOR AND EXPECTATIONS**

Students, parents and other adults on campus and at school-related functions (including bus transportation and by electronic means) are expected to treat each other with honesty, kindness, and respect. Students are expected to demonstrate age-appropriate social behaviors in accordance with typical developmental benchmarks. We do not teach conformity; rather, we foster an environment where students learn to view themselves as effective problem solvers who are resilient, and who work to become independent and self-disciplined in their thoughts and actions.

Any student demonstrating rude, abusive, defiant, dishonest, or unsafe behavior, or whose behavior is otherwise disruptive to his/her own learning or the learning of others, will be dealt with in a fashion appropriate for maintaining a positive school atmosphere and addressing the developmental characteristic of the students. Most minor issues are handled by individual teachers and may typically involve logical and timely consequences of in-class discipline, contact with a parent, or dismissal from class. Patterned escalation (in frequency or severity) of negative behaviors may result in suspension or expulsion.

Following is a list of some specific offenses that render a student liable for immediate disciplinary action up to and including expulsion:

- Conduct detrimental to the reputation of Roycemore School
- The use, sale, or possession of alcohol or any drug prohibited by law or the use of a drug requiring a prescription that is not prescribed to the student
- Possession and/or use of knives or other items which are potentially dangerous
- Unauthorized use of fire equipment

- Bullying or harassment of peers (including cyber-bullying via email, social networking sites, text messages, or telephone)
- Abusive language and/or overt disrespect to a teacher or staff member
- Damage to or unauthorized use of school property
- Dishonesty in any form, including sharing of homework, cheating on tests or plagiarism
- Unauthorized absence from school
- Use of Internet technology (including but not limited to: websites, instant messages, blogs, forums, and social media) *at or away from school* to demean employees or students, or cause disruption to the educational setting
- Fighting or intimidation of other students
- Any behavior, on or off school grounds, which causes disruption to the educational setting

Any instances of battery against a member of the Roycemore community will result in disciplinary action up to and including expulsion. School officials will work with and inform local law enforcement on these issues as mandated by law.

When students enroll at Roycemore School they automatically become representatives of the school in the community. Therefore, every student should behave at all times in ways that will honor the school. This is especially true of all school-sponsored activities when all school rules of conduct and responsibilities still apply. Student conduct off campus or during vacation periods which reflects a disregard for the norms of social behavior expected of a Roycemore student (including, but not limited to, violations of rules stated in this handbook) may, at the school's discretion, be subject to disciplinary action.

### **FIREARMS, DRUG, AND SUBSTANCE USE POLICY**

It is a felony to carry a firearm or weapon onto school property, in a vehicle, on a person, or at school-sponsored activity. A weapon is defined as any type of firearm, knife, or any other instrument that, in the opinion of the administration, is dangerous to an individual student or the student body in general.

The use of illegal substances, tobacco, and other like products, including the full range of options for marijuana, vaping and e-cigarettes, are not permitted on the Roycemore campus or Roycemore-sponsored events.

The illicit use of drugs and/or alcohol by students harms both individuals and their community. It violates federal, state and local laws; it adversely affects the individual's physical, mental, and emotional development; and it lowers the expectations of other students by setting a poor example of what it means to be a Roycemore student.

Roycemore is committed to prevent the illicit use of drugs and alcohol by its students. It is the school's responsibility to consider the welfare and safety of the entire student body. However, it is the sole responsibility of each student to abstain from the improper use of drugs and alcohol.

Any student found to have used, consumed, or been in possession of drugs, tobacco, vape or e-cigarettes, and/ or alcoholic beverages while under the authority of Roycemore, will be subject to a strong disciplinary response, including suspension and/ or expulsion in certain cases. Any student

found to have engaged in the selling or distribution of drugs, at any time or place, will be expelled. School officials will work with and inform local law enforcement on these issues as mandated by law. Tobacco products are also not permitted on campus or at events.

As used herein:

- "Found" means a determination by the school, following an investigation, based upon any type of information or evidence deemed by the school to be credible and substantial. The school shall have the right to act upon information or evidence that may not be admissible in a court of law.
- "In the possession of" includes the participation in the use or consumption of, or knowingly being in the presence of drugs or alcoholic beverages.
- "Drugs" includes all that is commonly understood in the context of the drug use problem including, but not limited to, the following: tobacco products including nicotine; non-tobacco vape or e-cigarette products such as JUUL and similar products; marijuana; depressants such as barbiturates, tranquilizers, and narcotics; stimulants such as amphetamines, methylphenidate, and cocaine; hallucinogens such as PCP, LSD, and mescaline; inhalants such as solvents, aerosols, nitrates, and nitrous oxide; and so-called club or designer drugs such as Ecstasy, rohypnol, and GHB. It shall not be considered a violation of this policy for students to use a drug properly that has been prescribed for them by their physician, if such use is in accordance with the physician's instructions. Nor shall it be a violation for a student to use so-called "over-the-counter" drugs, if such use is in accordance with that drug's labeled directions and is not otherwise prohibited by the school. If a student and/or his or her parents have any doubt as to this policy's application to the use of a drug by a student, such drug use should be approved in advance by the school.
- "While under the authority of Roycemore" means any time the student is on the school campus for any reason or is in its immediate vicinity; and whenever the student is attending, participating in, or being transported to or from a school-sponsored activity. Dances, plays, social events, and athletic events held at and/or sponsored by other schools are also considered school-sponsored functions. Off-campus lunches on a school day, including travel to and from such lunches, shall also be included within this definition.
- Any student found to have remained in the company of another student who was clearly using, consuming, distributing, selling or possessing drugs or alcoholic beverages while under the authority of Roycemore, may also be considered in violation of the school's drug and alcohol policy, unless he or she was intervening to prevent a problem, was assisting the person in difficulty, or was obtaining adult assistance.

Violations of this policy will be treated as a very serious violation not only of the school rules but also of applicable federal, state and local laws. Given this, students who violate this policy at school or at a school-sponsored event will be subject to disciplinary consequences. These may include suspension or expulsion.

The use, possession, sale or transfer of illegal drugs or alcohol, and the possession of a weapons on or near school property is prohibited by state and federal law. It is the responsibility of all members of the Roycemore community to abide by these laws. Roycemore will provide local law enforcement with

notification of verified incidents of such violations occurring in the school, on school property, within 1,000 feet of the school, or while students are being transported to/ from a school related activity as required by Illinois law. A fundamental principle of the Roycemore policy on drugs and alcohol is that students are personally responsible for conforming their behavior to the federal, state and local laws and to the school's policy.

### **Substance Abuse Intervention**

If a student or his or her family recognizes an ongoing problem with drugs or alcohol we encourage them to seek help immediately. If brought to the attention of a faculty member or administrator before evidence of use or abuse has been identified by a representative of Roycemore, the school will help to establish an evaluation and treatment plan through a licensed professional, and the student will not be subject to a disciplinary response by the school. The school will attempt to maintain strict confidentiality in offering this assistance. Continued substance abuse after treatment could result in a disciplinary response, a medical leave of absence, or separation from the school.

### **Search and Seizure Policy**

To protect the safety and welfare of students and school personnel and to enforce school policy and conduct rules, Roycemore may perform unannounced searches, seize contraband, and perform physical searches of students to determine whether they pose a danger to themselves and/or others at any time while the student is on campus or at any school-sponsored activity. Accordingly, the Head of School and authorized staff members may search a student's computer, iPad, personal mobile device, pockets, purse, backpack, gym bag, or other personal property, student lockers, desks, or other school property, or student automobiles in accordance with applicable law.

## **DISCIPLINARY ACTIONS**

At Roycemore we care deeply about academic integrity, respect and kindness. We consider these fundamental to the establishment of a warm, supportive academic community. Therefore, we have high expectations for personal behavior and expect students to model behavior that aligns with the school's core values and follow rules outlined in this handbook. When students violate community rules, they will be subject to a range of disciplinary responses, from Detention to Dismissal. We recognize, however, that students are prone to make poor judgements at times and believe that learning from mistakes is an important part of their growth. With that in mind, whenever possible students are given an opportunity to learn from a mistake, while we also strive to be consistent in our approach to discipline. Each discipline case is considered independently, while balancing the need for a consistent approach.

*Detention:* The school will hold detentions in the Middle and Upper Schools as needed. It is our desire that there be no need for detentions for students who fail to effectively implement self-discipline. The discipline policy calls for detention to be used when a student has exhausted his warnings and reprimands. Students are responsible for notifying parents and for making transportation arrangements. Students assigned to detention are expected to be prompt in attendance and must bring work to be completed during the time. Upper School detention will typically last from 3:35-4:15 p.m. on Wednesday afternoons. Any parent who has a conflict with the assigned day of detention should contact the Division Head to reschedule. Except in special cases, students required to attend afternoon detention will not be excused to attend extracurricular activities at that time. Middle School students will be required to attend a lunch detention, resulting in a loss of recess and a private lunch with the supervising teacher.

During detentions, students must sit quietly and will not be allowed to listen to music or work on non-school work.

*Suspension:* Students whose disciplinary problems are considered serious should expect to serve an in-school or out-of-school suspension and the suspension of any student will require a mandatory parent conversation with Administration. In-school and/or out-of-school suspension is considered the final attempt to remedy a problem. Work missed during suspension is to be completed, however receives reduced credit. In cases where change is evident and the student appears remorseful, suspension may be reduced in duration. The duration of a suspension is dependent on the severity of the issue. In most cases, the first suspension will be for one day; if a second suspension is necessary, it will be issued for three school days. A five school day suspension may be issued for the third necessary suspension - considered the final attempt to alter the student's behavioral choices. Suspensions will usually be off campus. However, students receiving in-school suspensions will sit in an assigned area for the duration of the suspension. During the term of suspension, the student will have no visitors, free break time, or any extracurricular activity. A faculty member or administrator will accompany students in suspension if they leave the assigned area. Each teacher will send the student's daily assignment, quiz, or test to the Division Head for delivery to the student. The student shall complete such assignments during the normal class time and return the same to the Division Head, as appropriate, for delivery to the teacher. For out-of-school suspensions, homework will be sent home and must be completed and evaluated per the terms of an unexcused absence. Suspended students are not permitted to participate in any school or extracurricular activities during the day or evening of the suspension.

*Disciplinary Probation:* Any disciplinary problem deemed serious enough by the Administration may warrant a period of probation. Students who violate a major school rule while on probation, or who fail to improve their behavior while on probation, will jeopardize their continued enrollment at Roycemore.

*Expulsion:* Expulsion from Roycemore is a very serious matter. It results from extreme or repeated violations of the school's policies and expectations. All decisions regarding expulsion will be made by the Head of School in conjunction with recommendations from the administrative team. When a student is expelled, the student will leave the school campus immediately and will not be permitted back on the campus for school-sponsored events. The student will not be invited to reapply in the future.

#### Disciplinary Reporting to Colleges

Roycemore supports the "Statement of Principles of Good Practice" of the National Association of College Admissions Counselors (NACAC) which expects secondary schools to report major school rule violations that lead to disciplinary probation, suspension or dismissal. Roycemore reserves the right to determine whether or not a first-time violation of a major school rule warrants a suspension (which are reported to colleges) or other discipline. Violations that are deemed to be particularly egregious and harmful to our community, and are often premeditated, are more likely to incur a more serious disciplinary response such as a suspension, even for a first-time offense. These include violations of our Bullying and Harassment Policy, the Honor Code, the Drug and Alcohol Policy, and/ or bringing a weapon to campus. However, repeated violations are likely to result in suspension, probation or expulsion.

## **STUDENT ACTIONS OUTSIDE OF SCHOOL**

The school reserves the right to discipline any student who is found to be involved, at any time or place, in activity that reflects negatively on the school and its students, violates school policies, or otherwise negatively impact the school community. Students are reminded that our expectations for citizenship and behavior are the same online as they are in the real world. Online activities, even those in “private” settings, can easily be made public. Thus inappropriate online activities, including but not limited to e-mail communications, social media posts and messaging, and online forums, that run counter to our values and expectations can be subject to disciplinary response. Any criminal charges brought by law enforcement authorities against a student, including but not limited to any drug or alcohol-related offense, would likely result in disciplinary action, including the possibility of suspension or expulsion.

## **POLICY FOR ANTI-HARASSMENT**

Roycemore is committed to maintaining an inclusive and equitable community. As a result all members of the Roycemore community agree to treat each other with respect-- one of the school's core values. Therefore, we do not tolerate bullying or harassment. Through our character education programs in each division we use a proactive approach to help students understand what bullying and harassment is and to prevent it in the first place.

Whether physical or verbal, bullying and harassment may disturb a person's protected status, such as gender, sexual orientation, ethnicity, race, religion, ancestry, national origin, age, physical handicap, medical condition, or disability.

Whether by an individual or by a group, and whether in person or online, bullying and harassment interfere with a student, faculty or staff member's performance and security by creating an uncomfortable, intimidating or hostile environment. Therefore, this behavior will not be tolerated on campus, at any school-related function, or through the use internet or other technology.

We strive to embrace differences in one another and we desire that all students learn to be kind and welcoming of all. Roycemore School will not tolerate any mean-spirited, unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation in our school buildings, on school grounds, in school-related activities, or that occurs outside of school and creates a hostile school environment for the targeted student. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to restore a safe learning environment for students who are bullied and to prevent further bullying or harassment by students who are identified as perpetrators of bullying.

The following actions in an ongoing form may be forms of bullying and harassment:

- Physical aggression - including hitting, punching, kicking
- Teasing or verbal abuse - including put downs, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering

- Cyber bullying or harassment

Roycemore students have the right to participate in school life without the threat of harassment or bullying. Students and faculty are strongly encouraged to report any such behavior toward themselves or others to the appropriate Division Head. Per 105 ILCS the school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and the school may require the student to share content in the course of such an investigation. Allegations of harassment will be investigated immediately, in a confidential manner. The investigation will be conducted by the Division Head with the support of the Head of School as needed. The results of the investigation and appropriate remedial action will be presented to the Head of School. Possible remedial actions to acts of harassment or bullying may range from an apology to the victim and/or the student body to suspension, probation or expulsion.

## **DRESS CODE**

At Roycemore, we believe in the importance of individual expression for our students. Because of this, we neither have a uniform, nor a narrow dress code. However, we do recognize that student dress can impact the learning environment, and at the same time, we strive to educate students on how to dress properly for a given environment. We ask that students dress in a manner that respects and upholds our Core Values and our school culture. A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

*Lower School:* We ask that parents help guide your children in making good clothing choices.

*Middle School and Upper Schools:* All upper and middle school students must dress in a way that sets an appropriate example for our youngest students. All genital areas, breasts, nipples, and buttocks must be fully covered by opaque fabric, but there are no specific cleavage requirements. No depictions of drugs, illegal substances or profanity are allowed. Hats/head coverings are allowed as long as they aren't distracting to other students. Students' eyes must be completely visible, regardless of any head attire worn. The midriff or waistband should not be visible with a student's arms straight at their sides. Note that specific classes (such as the sciences or physical education) may introduce additional requirements for participation (such as closed-toed shoes) for safety reasons which are applicable only during those classes.

If a student or member of the faculty believes that someone has violated these guidelines, they may point them out to the Division Head or Head of School. Only the Division Head or Head of School may address issues with the student in question and provide appropriate consequences. Dress code violations will be handled privately. The disciplinary measure taken will be determined by the Division Head or Head of School and decided based on the severity of the infraction.



*Physical Education:* To receive credit for participation, all Middle School students must wear the approved Roycemore P.E. uniform. These uniforms are not acceptable for classroom apparel.

*Field Experiences:* Unless the sponsoring classroom teacher suggests alternate dress, students in Lower School must wear a Roycemore School shirt.

*Spirit Days:* Periodically days are designated as “school spirit days”. Students are encouraged to wear Roycemore apparel and school colors on these days.

*Awards Day and School Sponsored Banquets:* We ask that students dress up periodically for school-sponsored banquets and the end of the year Awards Day.

If a student is in violation of the dress code, the following guidelines will be used: On the first offense, students will be sent to the Division Head and will be given a warning and asked to make the needed change so that they are no longer in violation of the dress code. The Division Head will maintain a log of dress code violations. On the second offense, students will again be referred to the Division Head and the parents will be contacted to bring a change of clothes. If the dress code violation is causing a disruption to the educational process, interfering with the maintenance of a positive teaching/learning climate, or compromising reasonable standards of health, safety, and decency, the student will not be permitted to return to class until after his or her parents have arrived, and the student has changed into alternate clothing. On the third offense, the student will again be referred to the Division Head and disciplinary action may need to be taken.

Parents are encouraged to be mindful of the dress code before their children leave the home; it may save you the inconvenience of a trip to the school.

## **SUPERVISION DURING SCHOOL**

For their safety and wellbeing, Lower School and Middle School students must be under the supervision of a faculty or staff member at all times, including morning care, recess, lunch, and after-school activities. Students may only leave campus under the direct supervision of a member of the faculty or staff, a parent, or another adult specifically authorized to do so by the parent after written notice is provided to the school. Avoiding or evading these supervision requirements will be considered a serious breach of discipline and will be treated accordingly. **Once a Middle School student leaves campus for the day, the student may not return without a parent.**

In the Upper School, as a college preparatory school with a stated value of student independence, students are given a greater degree of freedom. During school hours, Upper School students may be in any Upper School public area, but should not be in the Lower School, parking garage, unattended classrooms, or “hanging out” in the locker room, parking lot, or stairwells. We expect our Upper School students to model responsible behavior for our younger students. Students who cannot model this behavior, and who are unable to make good choices in this environment, will face disciplinary consequences.

It should be understood that Roycemore, as an independent school, reserves the right to search lockers, book bags, electronic devices, cars, or other items of personal property as deemed necessary and without notice. On school-sponsored trips, students' luggage/belongings are subject to search.

## **DROP-OFF AND PICK-UP**

### **DROP-OFF**

Supervised drop-off begins at 7:30 a.m. Supervision is not available earlier than 7:30 a.m., and the school will not be open until that time. To ensure their safety and well-being, do not drop off students prior to 7:30 a.m. Please carefully follow these procedures to ensure a safe and efficient morning drop-off with a minimum of traffic delays:

- Upper School students should park or be dropped off in the outside main lot on Davis Street.
- Middle School parents should enter from the south entrance, from Grove Street. Please stay to the right and pull up to the double doors outside the gym. Middle School students will remain in the MS Zone (gym foyer) until 8:15, when they will be dismissed to upstairs.
- Lower School families when dropping off their children may pull into the garage (accessed via Davis Street), park and walk their children into the school. They should be taken to the EDP room until 8:15, at which point they can be taken directly to their classrooms. When entering the lot, if all the spaces are full, please drive around until a space opens. **DO NOT PARK** anywhere that is not a designated space. Families arriving after 8:30 will need to park upstairs, enter through the main entrance, and bring their children to their classrooms.

### **PICK-UP**

At 3:15 p.m., Lower School students are dismissed for pick-up. Lower School parents when picking up their children at 3:15 (2:00 on Thursday) may pull into the garage, park, and walk into the school to get their children. If all the spaces are full, please drive around until a space opens. **DO NOT PARK** anywhere that is not a designated space. Parents picking up from the Extended Day Program or half-day preschool program may park in the garage, using their keycard. Please inform the school in writing of any regular car pools and of any changes to your pick-up situation any time they occur. Students will only be released to individuals listed on the registration forms as provided on the emergency contact section, or otherwise specifically identified to the school in writing or by telephone. Such individuals will be required to present a photo identification.

At 3:30 p.m. (2:00pm Thursday), the Middle School and Upper School are released from classes. By 3:45 p.m. each day (2:15pm Thursday), all Middle School students must be in a supervised school activity, in Homework Club, or have been picked up. Students who have not been picked up by this time must report directly to the supervision of Homework Club.

After 3:30 p.m., Upper School students may be picked up at the main entrance, or may depart campus on their own. Parents, please use one of the parking spaces in the lot if you are waiting, and be sure that you do not block traffic attempting to exit the lot.

No Lower School or Middle School student may remain on campus after 3:45 p.m. (2:15pm Thursday) unless the student is involved in a supervised program of study or activity. The Middle School Zone is a fee-based opportunity available to any Middle School student who remains on campus after supervised activities have ended. Reminder, Middle School students are not able to remain on school grounds without direct adult supervision.

The school officially closes at 6:00 p.m. and no student will be allowed to remain after that time unless the student is supervised by staff for an activity, rehearsal, game, etc.

## **STUDENT LIFE / EXTRA-CURRICULAR**

Participation in enrichment and extracurricular activities, including athletics, is a valuable part of the Roycemore experience for all divisions. In Lower School, enriching activities are provided most afternoons starting at the end of the school day for 45 minutes to an hour. They include such activities as Cross Country Team, Chess Club, Acting and Improvisation, Lego Club, Engineering, Martial Arts, and others based on student interest and teacher or parent expertise. Parents sign up for the activities in which they want their children to participate three times a year.

Middle and Upper Schools offer students many clubs, athletics, and social activities. See Middle School and Upper School Activities Guide for more information.

After school social activities open to all students will be organized throughout the year by the Student Government in the Upper School, and in the Middle School, by the Division Head. Flyers with permission slips are sent home to provide advance notice of such events. Each student will be responsible for notifying the family regarding late arrival home and for making arrangements for transportation. In addition to monthly social outings in the Middle School and Upper School, there are many after-school clubs.

### **ATHLETICS**

Roycemore students are actively encouraged to participate in team sports. The athletic program at Roycemore emphasizes personal improvement, effort, and teamwork. Students learn the importance of hard work, respect, leadership, and sportsmanship, and personal accountability in practice and competition. These character-building traits ensure better athletes, better students, and better citizens. Because of these beliefs, Roycemore has a “no cut” policy for team sports. All students who meet the requirements and are willing to commit to the team are welcome to join, regardless of level of experience.

Roycemore offers Lower School students in Grades 1-4 the ability to participate on the Cross Country Team, Middle and Upper School students the chance to participate in the following interscholastic team sports: Boys and Girls Basketball (MS & US), Girls Volleyball (MS & US), Boys Volleyball (US), CoEd Cross Country (MS & US), CoEd Soccer (MS & US). These sports are sanctioned by the Illinois High School Association (IHSA) and adhere to all guidelines established by that organization.

Schedules of games and practices are provided to all team members at the start of each season.

Students participating in athletic events are expected to ride the school-provided transportation to and from the event. Parents may take their athletes off the return bus ride home if they sign the team roster, indicating they are doing so. Because coaches and attendees of sporting events represent Roycemore School and because they must set an example for our students, they are expected to exhibit respectable character and behavior. If a parent or coach fails to set a good example for our students on multiple occasions, the student will be asked to discontinue attendance at Roycemore sporting events.

### **ATHLETIC PARTICIPATION**

In order to participate in athletics or other extra-curricular activities, which involve extensive out of school commitments, students must maintain a C- average or higher in all academic classes. On Fridays, coaches will check student eligibility. A student found to be ineligible due to grades will not be able to participate until the grades are improved. For any students who have grades lower than a C-, the administration and faculty will work together with the student and family to determine participation in other extracurricular activities, including school trips, clubs, etc. The final decision for these extracurricular activities will be made by the school in conference with the parents, and will be determined on a case by case basis in consideration for how to best serve the student.

Additionally, all students participating in social outings and/or athletics at the school must demonstrate respect for self and others, a cooperative spirit, and a commitment to fair play. Failure to do so will jeopardize a student's ability to take part in future activities.

### **CHARACTER EDUCATION, ADVISORY, AND HOUSE**

Character education is an integral component of the School, infused formally and informally throughout the day. We use a model based on Stephen Covey's Seven Habits of Highly Effective People. Teachers will teach the Seven Habits, embedding them in their lessons and encouraging students to know that they can be leaders and do what is right. It is a truly positive message that each child is a leader.

The Seven Habits are:

1. Be Proactive - You're in Charge
2. Begin With the End in Mind - Have a Plan
3. Put First Things First - Work First, Then Play
4. Think Win-Win - Everyone Can Win
5. Seek First to Understand, Then to Be Understood - Listen Before You Talk
6. Synergize - Together is Better
7. Sharpen the Saw - Balance is Best

Teachers hold class meetings, to help students gain a sense of community. “Leadership Awards” are presented to students at the Lower School Monday Morning Meeting to reward and celebrate positive behaviors. “Leadership Week” begins the year, where the Habits are integrated into Roycemore’s Core Values and the community. In the Middle and Upper School, the Seven Habits are integrated into our advisory programs.

Middle School students are each assigned to an advisory group that meets for a full academic period on Thursdays. The advisor serves as the primary point of contact between parents and the school, and is able to address any concerns the family may have regarding their child. Advisories are grouped with 5th & 6th grade together and 7th & 8th together. This allows for advisors to talk with their advisees and address the social and emotional issues their advisees are experiencing. Age-appropriate topics are discussed in advisory including social-emotional topics, character education, study skills, and academic enhancement activities related to the middle school years of development.

Each Middle School student is also assigned to a House. The Middle School House system is designed to help students develop positive relationships, using traditions designed to encourage development of cross-age relationships, healthy and fun competitions and planned community gatherings to unite members of House groups. The school organizes events such as Olympics, reading challenges, spirit days, and House projects each year. Students and faculty members in the Middle School are divided into one of four houses with competitions and other events based upon House membership. A student remains in the assigned House group throughout their years in the Middle School program. Two 8th grade students each year are selected by the House sponsors to serve as captains for their House. This is an honor that carries the responsibility of role model, supporter, and mentor to the other students in the House group. At the end of each quarter, points are totaled and the House group earning the most points wins the opportunity to participate in a House reward block of time. The House with the highest number of points at the end of the school year receives the Griffin Cup.

The advisory program is a key feature of Roycemore’s Upper School. Each student chooses a faculty advisor every fall, and the two work closely together throughout the year. The relationship focuses on two broad categories of school related issues. First, advisors help students with academic planning. This includes selecting appropriate courses for each semester, designing annual January Short Term projects, and formulating college plans. Second, their advisors work with students in less structured areas which could include helping them to set realistic long- and short-term goals, evaluate their progress, develop strong study habits, become involved in extracurricular activities, and budget their time and energy in order to respond most effectively to the multitude of demands placed on them. The advisor is also an important point of contact for parents, and will remain in communication with parents regarding issues at school. While we encourage student self-advocacy, we understand that at times, parents must be involved to help students make the best choices. At these times, the advisor, parents, and student will work together. Students and their parents are free to consult with any member of the faculty and administration, but they are likely to turn to advisors first.

### **AFTER SCHOOL AND EXTENDED DAY PROGRAM**

Extended Day Program (EDP) - Roycemore's Extended Day Program provides children in Grades Pre-Kindergarten through Grade 6 with a change of pace from their regular school program. The students are divided into two groups dependent upon age. Outdoor and indoor physical activities and enrichment opportunities in the arts are among the experiences students enjoy. A time to complete

homework with America Reads tutors from Northwestern University is also provided for the older students. Our desire is to maintain a relaxed, warm atmosphere where children may have a choice of recreational activities in which they may participate.

EDP hours start at the end of the regular school day and ends at 6:00 p.m. *If a family does not pick up a student by 6:00 p.m. it places an undue burden on the extended day staff. In these cases the family will be charged an additional fee of \$1.00 per minute for late pickup.* When classes are dismissed mid-day, children registered for the Extended Day Program may remain until their usual dismissal time. On days when school is not in session, EDP may or may not be available – see the Division Head or school calendar for specific details. Enrollment in the vacation EDP days requires registration in advance. There is an additional cost for enrollment in EDP. Further information regarding EDP may be obtained from Melinda Orzoff, Lower School Division Head.

Middle School students in grades 5-8 have their own after-school program called The Zone. All MS students must be in a supervised, designated space by 3:45 each day (except Thursdays, when the time is 2:15) The Zone is located in the gym foyer and is available as a hang-out for 5th-8th grade students who are not involved in an afterschool activity, club, or sport. There is a separate fee associated with The Zone (daily or annual- refer to tuition and fees schedule on the school website). Homework Club is a supervised study hall offered for no charge on Mondays-Wednesdays immediately after school until 4:20. Students remaining on school premises after 3:45 must either be in one of the programs offered until a parent/guardian arrives to pick up at the gymnasium door. Any student remaining at the end of Homework Club, at 4:20, will be sent directly to the Zone where they are expected to stay unless they have permission of The Zone supervisor to leave. The Zone shuts down at 6:00 p.m. Should a student remain after that time, a fee of \$1.00 per minute will be charged. Reminder: No Middle School student is allowed to be on school premises after school hours without direct supervision.

### **Thursday Special Programs**

Special programming will be available on Thursdays during the early release time, primarily to Lower and Middle School students. Some programs offered through our community partners are fee-based while others will be free of charge. Details of the program offerings are shared with families prior to the start of each semester. Upper School students may be in the building until 6:00 p.m. During this time, they must be in a supervised area. This includes the upstairs lounge and alcove area until 4:30 p.m. and the library and first floor common area until 6:00 p.m. Students involved in after school activities that extend beyond 6:00 p.m. must remain with the faculty supervisor of that activity, and that faculty member will assume responsibility for supervision. After 6:00 p.m., students are expected to leave campus promptly when an activity has concluded.

### **FOOD SERVICE & LUNCH**

Lunch is served to all students and is included in student fees so there is no additional cost. Food is served cafeteria-style by HandCut Foods. HandCut is committed to delivering to Roycemore students the freshest, highest-quality dishes, made from scratch and with whole ingredients. Roycemore has a full-service, modern kitchen facility, hot tables, cooled salad bar and open eating area. Students may choose from at least two entrees, fresh salad bar, sandwiches, soup, milk, and most often fresh fruit for dessert - or an occasional freshly made sweet treat. Allergens are clearly marked on each weekly menu.

Making an appealing lunch for students from age 3 through seniors in high school is a challenge that HandCut welcomes. In addition to working with Roycemore School to satisfy students' tastes, HandCut menus feature meatless or vegan options, gluten-free alternatives, and they do their best to accommodate for other dietary restrictions as needed. HandCut also prepares the daily snacks for our youngest students.

HandCut builds custom menus for Roycemore around seasonal, whole ingredients, many of which come from nearby Midwest farms. Staff input is valued. HandCut's team includes full-time registered dietitians who oversee menus to ensure that meals are as nutritionally balanced as they are responsibly sourced.

Roycemore School's Dining Hall and all Lower School areas are nut/peanut-free.

Parents whose children require special dietary restrictions should contact the respective Division Head regarding other options. Lunch trays must be used and table areas must be cleaned/cleared before leaving the Dining Hall.

In the Lower School, food may not be taken out of the Dining Hall without teacher permission. Pre-Kindergarten, Junior Kindergarten and Kindergarten have a mid-morning snack provided by the school in their classrooms. Students in Grades 1-4 have the opportunity to have a snack, which the individual child provides. We ask that snacks be nutritious, nut-free and sensitive to any special dietary restrictions in individual classrooms. We ask parents not to send candy, gum or suckers to school, as suckers can be dangerous for young children, and gum chewing is not allowed at school. Food that is not a daily snack should not be brought to school unless the child has prior permission from the teacher and provided there is enough to share with the homeroom class. Lower and Middle School students in the Extended Day Program are served a daily snack after school.

During Middle School lunch, students must report to the Dining Hall and remain there for a minimum of ten minutes to eat lunch. Once released to recess, Middle School students have 3 choices as to supervised areas in which they may be: the gym, the Zone, or the outside concrete area (with teacher supervision). These are the only options, unless a student has specific permission from a teacher to be in another area of the school. Students who do not comply with the stated policy will receive lunch/recess detention on the following day.

Snack time is offered each day in Middle School for everyone who brings their own healthy nut-free snack to eat. Fruits, veggies, crackers, pretzels, cheese, etc. in a bag that can easily be thrown away are possible options. No student will be allowed to eat chips, cookies, cakes, candy, etc. Because of the proven health and learning benefits of staying well hydrated, we encourage students to keep water bottles filled with plain water (not sports drinks or other beverages). Students are, of course, responsible for cleaning up after themselves whenever and wherever they are permitted to eat and drink.

Upper School students on campus during lunch must eat in the Dining Hall. Upper School students may not eat lunch in the 2<sup>nd</sup> floor locker alcove, Student Lounge, 1<sup>st</sup> floor patio, or lobby.

## **JANUARY SHORT TERM**

January Short Term (JST) in the Upper School was created to reflect the school's conviction that a student-designed program of learning is an excellent way to further help students commit to their own education and to encourage their independence. All Upper School students participate in JST each year they attend Roycemore. January Short Term takes place in the three weeks following Winter Vacation. Regular classes do not meet during this period. Students do not receive a traditional letter grade for their performance during JST. However, they are evaluated by their project director and must earn a rating of "successful participation" at the end of the project in order to receive credit. A student's JST projects are also listed on his/her official transcript from the school. For more information on January Short Term, please refer to the Upper School Guide.

## **GRADUATION**

Roycemore holds two end-of-year graduation/commencement ceremonies. It is the expectation of the school that all 8th graders and 12th graders attend and take part in these events.

The 8th grade ceremony will celebrate the student's completion of Middle School and progression to Upper School as a "Moving Up Ceremony." Uniquely special for Middle School students this celebration will honor the 8th grade students in a special way and is typically scheduled for the last week of the school year during the day. Middle School students should plan to dress up either in dress suits and ties, dress pants, or dresses. The 12th grade graduation is scheduled for that same week. Specific dates and times are posted in the all-school calendar and communications to parents with details about the ceremonies will be sent out to parents and students in advance. The dress code for students taking part in graduation from 12th grade include black tuxedo/ suit, white dresses or white pant suit. All are welcome to both events, including parents, grandparents, siblings, and any other friends or family. No RSVP or ticket is required.

## **BIRTHDAYS AND CLASS PARTIES**

Students are welcome to celebrate their birthdays at school. We suggest muffins or cut up fruit because they are healthy and easier to serve and eat. Please notify the child's homeroom teacher of your intentions prior to the day. Please remember that Lower School is a nut free environment. Even with this restriction, it is requested you talk to the teacher in advance so that other special dietary needs and restrictions are considered. Other parties may be planned by the classroom for Halloween, Thanksgiving, Hanukkah, Christmas, Valentine's Day, and picnics at the end of the year. Frequently, children whose birthdays occur in the summer celebrate at another time. Please speak to the homeroom teacher one week in advance when planning any in-school party.

When a student plans an out of school party, invitations must be e-mailed or otherwise delivered off campus. Please be sensitive to the feelings of classmates. If having a sleepover, please **do not** bring sleeping bags and/or overnight bags to school.

## **INTERNATIONAL STUDENTS**

Roycemore is pleased to work with families from outside the United States in order to host international students. International students are expected to follow all of the guidelines and policies outlined in this handbook, along with the following additional policies:



- All international students new to the United States, and any student the school feels is in need of extra support, must work with an English language tutor for the first year. This tutor is not provided by the school, and families must make their own arrangements and pay for the tutor on their own.
- Students must live with a host family or family member in the Chicagoland area and if not living with a direct family member, must be staying with a host family through a recognized agency partner, per our [International Student Policy](#). The student must live with this family full time while enrolled at Roycemore, regardless of the student's age. It is the responsibility of the student and his or her family to keep the school informed with up to date contact information for the host family. A student who is found to not be living with the host family may be dismissed from Roycemore. Roycemore does not arrange host family stays, and reserves the right to not approve of a home stay arrangement.
- Students in grade 7 and below must live with one or both legal parents while in attendance at Roycemore, unless otherwise approved by the school.
- Students must attend class from the first day of school through the last, and must agree to return promptly from vacation. In addition, in order to maintain status as a full-time students, as required by their visas, upper school students must be enrolled in at least five classes at all times.

Questions regarding international student visas should be directed to the Admissions office. Our International Family Liaison is also available to help work with international students and their families - both the host families here in Chicago and those back home.

## **HEALTH AND STUDENT SAFETY**

If a student becomes ill or is injured during the day, the student should report to the Division Head's office. Only with permission from the Division Head may students proceed to the reception desk for parent contact, or further arrangements. If the Division Head is not available, then the child should go to the reception desk. A school official must speak with the family before any student leaves for home. Students who are calling home regarding illness or injury must do so from the school phone, not their own cell phone. In the Middle and Upper Schools, failure to follow this procedure may result in the absence being recorded as unexcused.

Emergency cases - In the event that there is an extreme emergency where the wellbeing of the student is at risk, the student will be transported to the closest hospital and the family immediately notified.

Medication at School - Prescribed medication must be brought to school in the original container appropriately labeled by the pharmacy. Families must also provide specific directions from the doctor on how medication is to be dispensed and a note from the parent authorizing the school to administer the medicine. The school will not accept or administer medications that are not packaged in the original

container with appropriate labeling and do not include instructions from the doctor. Any alteration of prescribed dosage must be expressed in writing from the physician. Students must give medication to the division office for administration, and may not keep it on their person or in their locker for self-administration unless previously discussed with the Division Head.

Over the Counter Medicines - Over the counter medicines must be sent to school in their original packaging, with the manufacturer's label, the student's name written on the packaging, and a note from the parent with specific directions. These may be self-administered or administered by the division office, but self-administration must be approved by the Division Head.

Inhalers and EpiPens – In all divisions, students who require inhalers and EpiPens should keep them with them at all times, and parents must notify the Division Head. Parents may leave a spare in the Divisional office. An action plan must be on file with both the main office and the Division Head. In Lower School, please put the EpiPen in a fanny pack or similar, so the child can easily carry it with him/her.

Allergies - All student allergies should be reported on the appropriate medical form and submitted to the main office at the start of the school year.

## **EMERGENCY FORMS**

Roycemore requires that all students have the Emergency Form on file and updated at the start of every academic year. These forms are available to download on the parent section of the website and should be sent to [forms@roycemoreschool.org](mailto:forms@roycemoreschool.org).

The State of Illinois mandates that all children have a record of physical examinations and immunizations per state guidelines. Forms for these are available on the parent resources page of the school website, and are required to be submitted to Roycemore School by the first day of school of the needed academic year. State law requires that students must have these forms on file in order to be able to attend class.

## **ILLNESS GUIDELINES**

In an effort to diminish the large number of illnesses among both the students and faculty resulting from the premature return of children who have been ill from colds and other communicable diseases, we request that your child not return to school until completely well. In the event of any known contagious conditions (i.e., strep throat, chicken pox, lice, etc.), we will notify the parents of students in that grade by way of an email. In the event that your child contracts a contagious disease, we require that parents notify the appropriate division promptly. Students who have the contagious condition will not be allowed to attend school until an appropriate medical professional gives permission to do so and the school accepts that permission.

The following are recommendations to help you determine when and how long to keep your child home with an illness, however we encourage you to always consult a medical professional for any questions.

- **COLD:** Symptoms include scratchy throat, runny nose/eyes, fatigue and sneezing. Keep your child at home if they are too tired to function normally at school. Consult their physician if

symptoms persist for more than one week, if a fever develops or sputum becomes green or yellow.

- FLU: Sudden onset of fever, chills, sore throat, generalized aching muscles and headache. Cold symptoms are often present. Keep your child at home until the symptoms are gone and they are without a fever (<100.0) for 24 hours *without* the use of Tylenol/Motrin/Advil.
- STREP THROAT: Fever, sore throat (that may or may not be accompanied by white spots on the tonsils), nausea, swollen glands in the neck. If antibiotics are prescribed following a positive throat culture, your child should remain at home until receiving a full 24 hours of antibiotics and is also fever free for 24 hours. *Antibiotics should be taken as directed until the medication is gone.* Only then is the strep germ completely gone even though you child may be feeling much better after the first few days of the antibiotic.
- VOMITING AND DIARRHEA: Stomach ache, cramps, nausea, possible fever, Keep your child at home until without symptoms for 24 hours. If your child has vomiting and/or diarrhea during the night, please keep them at home the following day.
- PINK EYE: May affect one or both eyes which may be red, itchy, tearing and have watery or thick drainage and may be sensitive to light. Typically lashes are crusted together upon waking. It may be viral or bacterial. Your child should stay at home until receiving 24 hours of an antibiotic (if prescribed for bacterial infections). If antibiotics are not ordered, student is still contagious and should be at home until there is no drainage.
- FEVER: A fever is a symptom indicating an illness and can present itself before, during or after other symptoms. Please allow your child to remain at home until they have been without a fever (<100.0) for 24 hours *without* the use of Tylenol/Motrin/Advil.
- HEAD LICE : When a child is found to have head lice, parents will be called to inform them and they will be requested to please do the following:
  1. Check every member of the family. Lice are hard to spot, so look for tiny white eggs (nits) on the hair shafts, near the scalp, especially at the nape of the neck and behind the ears. Head lice are small, wingless, grayish-tan insects. Any family member with lice or nits must be treated.
  2. Use an effective head lice treatment. (Avoid using regular shampoo for two days after treatment.)
  3. Remove all nits. Gently comb the child's hair with the special nit removal comb provided with most lice treatment products.
  4. Wash clothes, bed linens, and towels. Use hot water then dry on the hot cycle for at least 20 minutes, also dry on the hot cycle. Items such as stuffed animals, headphones and hats that are not machine washable must be dry-cleaned or stored at room temperature in a tightly sealed plastic bag for two weeks.
  5. Soak combs, brushes, etc., in boiling water for five to ten minutes.
  6. Vacuum everywhere.

Please check your child for such symptoms. If affected, please check your child weekly for four weeks to make sure it has not returned.

## PARENTS AS PARTNERS

We believe the quality of education a young person receives is dependent upon the school environment as well as the home environment. If the expectations are consistent in and out of school, the student will develop more rapidly and with more self-confidence. With this in mind, we invite, and expect, parental involvement in the school community. The best interest of students should always be the primary concern of parents and educators. In order to avoid conflicts and misunderstandings that result in confused messages to students, we have structured the school community to help ensure open lines of communication among faculty, students, and parents.

The faculty and administration sincerely appreciate the long tradition of parental support. Parents need to know that their views concerning the welfare of their own children in particular, and the school in general, are always welcome.

At Roycemore, all members of the adult community strive to treat one another with respect, avoid harmful speech and gossip, build mutual trust, and work in partnership toward constructive outcomes.

Together, parents and school professionals exert a strong influence on children, and it is important that children perceive that adults are acting in partnership on their behalf. In order to promote a respectful school culture, Roycemore asks that parents refrain from openly criticizing other school adults or school policies when speaking with their children. Parents are urged to communicate directly with appropriate school personnel when issues arise. In classroom matters, we request that parents first speak with the appropriate teacher or advisor. If concerns remain, it is then appropriate to contact the Division Head, and ultimately the Head of School.

Roycemore places an emphasis on our values and philosophy, and asks all members of the Roycemore adult community to model these values and appropriate attitudes for our students. Parents unable to meet these expectations may be asked to withdraw their children from the school.

We expect all parents to attend Miniature School, Parent/Teacher Conferences, and the State of the School Night as these events are very important. All families are strongly encouraged to attend Palio, the Winter Program, and the Spring Show - our three long-standing, cross-divisional showcase events. Each division of the school will have other events that parents will be invited to attend, such as the Athletics/ Activities Awards Assemblies in the Middle/Upper Schools and Lower School Showcase/Culmination Night.

**The Roycemore Family Association** at Roycemore school encompasses many facets of volunteerism at Roycemore. The RFA with spreading the word about Roycemore amongst their friends and colleges and providing information based upon your area of expertise.

The RFA includes:

**Roycemore Family Association Chairs (Formerly Leadership Team and Volunteer Team)**  
**Roycemore Family Association Class Representative (Formerly Class Reps Team)**  
**Parent Ambassadors (Formerly Hospitality Team)**

**Parent Admissions Team (Formerly Hospitality Team)**  
**Parent Annual Fund Captains**  
**Auction and Scholarship Dinner Committee**

**Job Descriptions for each set are below.**

**Roycemore Family Association Chairs**

Roycemore Family Association Chairs provide the leadership to the RFA. The chairs will be representative of one or more persons from each division of the school, Early Childhood, Lower School, Middle School and Upper School who will work together to create all school events, coordinate volunteerism, conduct divisional social gatherings and communicate with the Roycemore community. An administrative Chair and a Volunteer and Communications Coordinator will be elected from this body to set and manage the annual budget, to set meeting times, and to create consistent communications regarding events and recruitment. The Chairs liaise with the Director of Development on a regular basis and will meet at least quarterly.

**Roycemore Family Association Class Representatives**

The Class Representative is the “Room Parent” and directly assists the teacher in the classroom with field trips, social events and classroom activities. The Class Rep will be called upon to distribute information regarding these events. Class representatives are also responsible for coordinating the creation, purchase of supplies and finishing of the class gift to be presented at the Annual Scholarship Dinner and Auction.

**Parent Ambassadors** are the first to be called on for volunteer activities. Additionally, Parent Ambassadors are recruited to and encouraged to become a welcome wagon for new families, touching base throughout the year to help new families acclimate to the Roycemore community.

**Parent Admissions Team:**

Are called on for Admission Mornings, Tours, School Fairs. They have been trained by the Admissions Director to give robust tours, answer questions and talk about their experiences at Roycemore. They are expected to be able to lead a tour from start to finish on their own.

**Busy Schedule, but want to help? General Volunteer Opportunities:**

All Roycemore Families are encouraged to volunteer. Many volunteer opportunities will be published in a general call for volunteers to the community of parents, guardians, and grandparents. These may include chaperone duties, concessions, events, storytimes, class projects, proctoring exams, gardening, or other fun opportunities to immerse yourself in Roycemore school. Parents, guardians, and grandparents are welcome to volunteer cross-divisionally.

**Volunteer Requirements**

- All Volunteers must have their ID run through our security system, Raptor

- All Volunteers must ensure that their emergency contact information is updated in the FACTS-SIS system, or if not a parent/grandparent or guardian, updated in the Donor Connect system.
- All volunteers who work in the Annual Fund, Phonethon, and Auction must sign a confidentiality agreement.
- All volunteers who will spend an overnight with students must also be fingerprinted and cleared before attending an overnight field experience.

Roycemore follows all court orders in regards to separated or divorced parents. This includes access to student records, communication with school officials, and visitation on campus. We ask that copies of any and all documents pertaining to parent rights, including divorce rulings, be shared with the appropriate Division Head so that we can best ensure these orders are followed. Such documents will be kept private, aside from the relevant information needed by other members of the faculty and administration.

Parents are expected to attend the regularly scheduled teacher conferences, which take place in early November for all Roycemore students and for Lower and Middle School students again in late February. On days when conferences are scheduled during regular school hours, classes do not meet and the Extended Day Program is not available. The exact days of the conferences are listed on the online calendar.

Additional conferences can be scheduled at any time during the year. These may be initiated by either the parent or the school. Arrangements should be made by calling the classroom teacher, advisor, or the appropriate Division Head. Please feel free to email teachers at school during regular hours or contact them by telephone. Your messages will be returned within 1 business day, but usually much earlier.

## **BUSINESS OFFICE AND ADMISSIONS**

### **RE-ENROLLMENT**

Re-enrollment at Roycemore is not automatic. A student is promoted to the next grade when he or she has satisfactorily met the expectations of his or her current grade, when Roycemore feels the school can continue to meet that student's needs, and when the behavior and attitude of the student and family are consistent with school policy, mission, core values, and philosophy.

Re-enrollment decisions begin after the first semester by the administration. Re-enrollment for current students is managed by the Director of Admissions. Enrollment contracts will be sent to returning students only if all financial obligations are current and there are no concerns regarding academic performance or behavior. Agreements are due back by the indicated due date with a non-refundable deposit, to be applied towards tuition. A family who does not return their enrollment contract on time runs the risk of losing their child's space for the coming year. Roycemore reserves the right to withdraw a contract as a result of a new significant behavioral or academic issue prior to the start of the next school year.

Re-enrollment contracts may be held temporarily pending further evaluation or resolution of any existing academic, behavioral, or financial issues. Final decisions on these held contracts are typically made at the conclusion of the school year.

In some cases, it may be determined that it is not appropriate for a student to continue at Roycemore. This difficult conclusion is only reached after careful consideration. While parents are involved in the process, Roycemore makes the ultimate decision regarding re-enrollment offers. Roycemore reserves the right to not offer a re-enrollment contract for a student if the parents have been uncooperative or if their actions have in any way undermined the school or its teachers.

## **TUITION ASSISTANCE**

All families beginning in Pre-Kindergarten are eligible to apply for need-based financial aid through our Sliding Scale Tuition Assistance program annually. This support is offered for families who might not otherwise be able to consider Roycemore as an option. Applications must be completed annually in order to be eligible for the coming year's financial aid awards. Financial aid awarded in any given year is not a guarantee of continued financial aid in future years, however, the school will make every effort to provide continued support to families who demonstrate ongoing, qualifying need.

Families may apply for financial aid online. Determination of financial aid awards is made by the Access and Affordability committee with final approval from the Head of School, and this committee's decision is separate from a decision of enrollment. Families must re-enroll their child(ren) prior to their Sliding Scale being reviewed.

## **PAYMENT OF TUITION AND FEES**

Roycemore School offers families a number of options for paying tuition: 1) early payment with discount; 2) annual payment in full; 3) two payments; and 4) monthly payments. Regardless of payment type, it is the expectation that by the end of an academic year, the student account balance will be paid in full.

Tuition and fees are billed via our online payment system called FACTS. Should families fail to make a payment on the scheduled due date, their account will be assessed a late fee according to the terms on the enrollment contract.

During the course of the academic year, there likely will be additional costs incurred by your student that will be billed directly by Roycemore. These include, but are not limited to: field trips, advanced placement exam fees, January Short Term fees, additional books, and services not covered in the initial contract. These additional charges will be billed via FACTS accounts.

Notwithstanding the cancellation or abridgment of any academic year, specific classes, administrative services, or school functions, and notwithstanding the implementation or termination of a remote e-learning plan, tuition and fees paid are not prorated or refundable, except in the sole discretion of the School.

Roycemore School depends on tuition payments being made on schedule and in full. For this reason, a student will not be allowed to re-enroll for the coming year, and final grade reports and transcripts will not be released if an account is in arrears.

Roycemore retains the right to turn over student accounts that are in arrears to third party collection agencies to recover unpaid funds. Questions about financial matters should be directed to the Business Office.

## **GENERAL SCHOOL POLICIES**

### **PUBLIC RELATIONS, COMMUNICATIONS, AND PHOTOGRAPHY POLICY**

Public relations and communications are important tools for promoting the school to the broader community, as well as keeping our own families informed. Roycemore School highlights the activities of the school, our students, and staff in a variety of ways, including the school's website, weekly e-newsletter, official social media outlets, Newsletters, brochures and other print publications, admissions outreach materials and fundraising efforts, and occasionally with local or national news media.

In promoting the school, we sometimes use students' names, images and samples of work. These might include photographs, video/audio recordings, quotations, student writing, and artwork. These images are used solely for public relations and education about the school's mission and purpose. Parents are asked to sign a media release form annually with the enrollment contract, requesting consent to use their student's name, image, words and/or work in school publications and for the communications purposes outlined above. Students whose families do not consent will be placed on a "Media Consent Denied" list that is shared with school staff and administrators. Please note: for students on the "Media Consent Denied" list, this means that if we go into a classroom or to an event or activity to take photos, we will ask your student to step out of the photo. This may include official class photos, (i.e. graduation photos). If you choose to NOT grant photo permission, please discuss this with your child/ren (if they are old enough to understand) so they know to not partake in group photos in the classroom, gym, playground, field experiences, etc. Please know that in all of our digital communications, students are rarely identified by name and if so, only by first name and the first initial of their last name (e.g., John D.). Full names may be used in print publications when referring to awards and special recognition.

If parents have good news about their student's accomplishments outside of school that they would like to share, they may contact the Director of Enrollment, Marketing & Communications, at 847-866-6055.

### **BACKGROUND CHECKS**

All Roycemore employees are subject to a Criminal History Record Check.

### **EISNER SCHOLARSHIP**

As a world-renowned economist, Robert Eisner advised presidents, governments and the educational community. He was a long-time supporter and benefactor of Roycemore School, and the Robert Eisner Distinguished Scholar Program was established in his memory.



Roycemore awards one or more new full tuition scholarship each year, based on a student's demonstrated academic achievement and outstanding leadership abilities. The scholarship is renewed for each subsequent year as long as the student maintains a 3.5 grade point average and contributes positively to the school community. Students entering grades 9 or 10 in the upcoming year may apply. Award winners are selected by an independent committee and approved and announced by the Head of School in late December or early January. The application packet is available on our website, with completed application packets due in late November. Details can be found on the Roycemore School [website](#).

All Eisner Scholar applicants must take a standardized achievement test administered at Roycemore School. Students must score at the 95th percentile or better on either the total math or the total verbal section and have maintained a superior academic record in order to be considered. Finalists will be invited to return to Roycemore for personal interviews with committee members.

## **LOCKERS**

All students in the Middle School and Upper School have assigned lockers. Students are expected to keep their personal belongings in their lockers and not in public spaces. Lockers are school property on loan to students. Damage to lockers will result in parents being charged for repairs. The school will require periodic locker cleanout. Lockers are subject to search by school administrators. The school is not responsible for the contents of a student's locker. Students should not keep valuables - including electronic devices, jewelry, or cash - in their lockers at any time. Any student who is found to be accessing or attempting to access another student's locker is subject to discipline.

## **LOST AND FOUND**

"Lost and Found" stations are located in various places on campus. The bins will be emptied at the end of each quarter and unidentified contents will be donated to charity. Please make sure to label any article of clothing that may be removed throughout the school day, as well as other belongings so as to facilitate their being returned. Valuable items that are found, such as jewelry, calculators, cell phones, tablets, etc., will be turned in to the Division office.

## **SECURITY DRILLS**

Roycemore School holds drills throughout the year in order to accustom students to the proper procedures in the event of an emergency. School drills include, but are not limited to, drills for fire, tornado, school lockdown and school evacuation. While some drills will be announced in advance, others will be surprise drills. Students are expected to silently follow all directions during a drill.

## **STUDENT RECORDS**

Roycemore maintains cumulative educational records for each enrolled student. These records include all data that is collected concerning a student's educational progress. The records are updated at the conclusion of each school year. Parents/legal guardians may review the contents of the cumulative record by making an appointment with the Division Head. The school does request educational records and/or transcripts from a student's former school and will forward a Roycemore student's educational records and/or transcripts to other schools when provided with written authorization to do so. In order

for Roycemore to release any student records including transcripts, a family's account with the Business Office must be cleared.

## **VISITORS TO CAMPUS**

All visitors during the regular school day, from 7:30am-3:30pm, are required to check in at the front desk area and receive a visitor badge, including Roycemore alumni. To ensure the safety of our students, visitors must present a valid government-issued ID and be cleared through a security check prior to receiving a badge. The visitor management system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, visitors are issued a badge with their name and photo, the date, and the purpose of their visit. Visitor badges must be worn prominently while on campus and visitors are asked to check out upon completing their visit.

A visitor's badge will not be necessary for those who visit our school simply to drop off an item or pick up paperwork. For group or community events where large numbers of visitors converge on campus- for example, project shares, theatre performances, athletic events, Grandparents Day, Miniature School night, etc.- guests are not required to present a photo ID.

For student visitors, parents must make a request for visitation with the Division Head at least two days prior to the visit. On the day of the visit, the student visitor must sign in and out at the front desk and wear the visitor badge while on campus. Host students are responsible for ensuring that the visiting student complies with all school policies and expectations. The school reserves the right to restrict visiting privileges on certain days based on school activities, or to specific adults or students who are considered possible distractors to the educational environment. Roycemore is private property, and any visitors may be asked to leave the school if an issue occurs.

## **FUNDRAISING**

Annual Giving, Capital Campaign, and the Annual Fundraiser play vital roles in ensuring the successful operation of the school. Tuition alone cannot keep Roycemore operating and advancing. Unrestricted gifts to the school, which are tax-deductible, are essential. Each enrolled Roycemore family is encouraged to participate to the extent of their ability.

Roycemore has a policy that parents or representatives are not to solicit money for teacher gifts. This includes any parents soliciting other parents for group gifts for classroom teachers. A \$20 membership fee in the Roycemore Family Association (RFA) is included in tuition. These funds are used for Teacher Appreciation Week and other functions as decided by the RFA chairs in support of the school, its faculty and staff and programming. There may be other opportunities that will be income producing throughout the year initiated by the RFA but will never result in a direct solicitation of funds.

In an effort to minimize the number of times parents are asked to help fund the many good causes at Roycemore, we remind all parents and students that all solicitations must be cleared by Director of Development. This includes any fundraising events including sale of spirit wear, baked goods or other typical activities in a school environment. Parents who receive a solicitation from individuals who are

not in an official volunteer role are encouraged to notify the appropriate Head of School and/or the Director of Development.

Parents can expect to be asked to contribute to the following school-wide functions that serve to build a stronger school:

- Annual Fund
- Capital Campaigns as appropriate

The following school activities and fundraisers are optional and have participation fees. Some that parents can expect include:

- Pumpkin Carving and Carnival (Lower and Middle School)
- Yearbook Ads
- Selected After-School Activities
- Middle School Social Outings
- Prom and other School Dances
- Scholarship Fundraiser and/or Auction

In addition, there are several mandatory school functions, such as field trips, the fall Middle School trip and the Fourth Grade trip that parents will be billed for directly by the school.

Finally, Roycemore and/or the Student body may choose to support a variety of Service Organizations. All fundraising efforts or drives for materials must be approved by the Development Office. Parents and students may be asked to contribute to:

- Holiday Gift Drive (such as Toys for Tots)
- YWCA Race Against Hate

Upper School students conduct a variety of activities to support their service projects.

Campaign and Annual Fund Volunteers, Class/Grade or Room Representatives and Roycemore Family Association chairs are often approved to collect funds. All requests for fundraising projects must be submitted to the Development Office for approval prior to any advertisements in the community.

### **GENERAL COMPLIANCE WITH ILLINOIS SCHOOL CODE AND RELEVANT CASE LAW**

Roycemore School shall be in compliance with state and federal laws prohibiting discrimination, the applicable sections of the Illinois School Code, relevant case law (including *Plyler v. Doe*, 457 U.S. 202 (1982)), and Ill. Admin Code tit.23, §425 *et al.*

In addition to Roycemore School's Statement of non-discrimination on page 7 of this handbook, Roycemore School also complies with applicable federal and State laws prohibiting discrimination. The senior administrative team of the school, also listed on page 7 of this handbook, are responsible for ensuring the school is in compliance with applicable non-discrimination requirements. Below is a

Whistleblower Policy, approved by the Roycemore School Board of Trustees that details procedures for community members to adhere to.

## ROYCEMORE SCHOOL WHISTLEBLOWER POLICY

The Sarbanes Oxley Act of 2002 requires that business organizations adopt a policy and a mechanism for employees to report illegal or fraudulent activities without fear of reprisal. Even though this provision is not mandatory for Not-For-Profit organizations such as Roycemore School, Roycemore School wishes to operate in a legal, ethical manner and has voluntarily decided to adopt a whistleblower policy and a reporting mechanism. Trustees, administrators, teachers, all other employees, and volunteers of Roycemore School are expected to practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws, regulations, and Roycemore School policies.

This policy is intended to encourage and enable each trustee, administrator, teacher, employee, and volunteer of the school to report concerns about illegal or dishonest activity or other misconduct involving the school's financial or business affairs. Such activity may include but is not limited to:

1. Fraud or deliberate misrepresentation in the preparation, review or audit of the school's financial statements;
2. Fraud or deliberate misrepresentation in the recording and maintaining of financial records of the school;
3. Deficiencies in or noncompliance with the school's internal accounting controls;
4. Misrepresentation or false statement regarding a matter contained in the financial records, financial reports, or audit reports of the school; or
5. Theft or flagrant misuse of the school's funds or other assets.

An individual with knowledge or concern about illegal or dishonest financial or business misconduct is encouraged to communicate such concern to his/her immediate supervisor, to the Head of School of Roycemore School, or to the Chair of the Board of Trustees of Roycemore School.

Concerns may be made either verbally or in writing. In order to permit a thorough and complete investigation of the charge, any letter or report should provide as much specific information as possible as to the time, date, and nature of the reported activity, but need not be signed by the employee. Reports of concerns shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All reports will be promptly investigated by, or under the direction of, the Executive Committee of the Roycemore School Board of Trustees, and appropriate corrective action will be recommended to the Board of Trustees, if warranted by the investigation.

The Executive Committee of the Roycemore School Board of Trustees has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

Roycemore School strictly prohibits retaliation against any trustee, administrator, teacher, employee, or volunteer who, in good faith, has made a protest or raised a complaint under this policy as to activities of Roycemore School or also the activities of another individual or entity with whom Roycemore School has or had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or regulation or a clear mandate of public policy concerning health, safety, welfare, or protection of the environment.

Roycemore School will not retaliate against any Trustee, administrator, teacher, employee, or volunteer who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of Roycemore School that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the

environment.

Trustees, administrators, teachers, other employees, and volunteers who believe they have been retaliated against for making a report under this policy or cooperating in an investigation conducted under this policy should report the retaliation to any member of the Board of Trustees of Roycemore School, the Head of School of Roycemore School, or the investigator (if any) retained by Roycemore School.

The designated Compliance Officer responsible for implementing and enforcing the terms of this policy is the Head of School of Roycemore School. The Alternate Compliance Officer responsible for implementing and enforcing the terms of this policy in the event that any complaint involves the Compliance Officer is the Chair of the Roycemore School Board of Trustees.

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