



2017 – 2018

Student & Parent Handbook

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## **SCHOOL CONTACT INFORMATION**

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# INTRODUCTION

## ABOUT ETON ACADEMY

At Eton Academy, we know that students who learn differently may find the structure of traditional schools almost impossible to manage. But at Eton, we don't believe in the impossible. We believe in looking at every student as an individual with extraordinary gifts and potential. We know that when educators understand the strength and beauty in students various differences, years of frustration can flourish into years of focus and success.

## ETON ACADEMY HISTORY

Founded as the Adventure School in 1980, the school was started as a tutorial for children with learning disabilities who found it difficult to function well in the traditional school setting.

Eton Academy was established in 1986 by a core of founding board members including current board member Pat Hartmann, and was led by Mary Van der Tiem from 1986-2003. In 1988, Eton Academy purchased the school building from St. Columban parish and began an extensive renovation and restoration program that created the foundation upon which the current Eton Academy stands today, In 2013, Eton Academy purchased the former church building from St. Columban parish and began extensive renovations to this building to create the Loepp Family Lower School facility, administration offices, an area for the Hartmann-Eton Center for Teaching and Learning, and the LaNeve Family & Friends Welcome Center.

Eton's accreditation and award history includes:

- 1997: the NCA accreditation team gave Eton exemplary commendations on achieving Outcomes Accreditation.
- 1998: the US Department of Education awarded Eton Academy "National Exemplary" status.
- 2000, 2008 and 2016: ISACS awarded Eton Academy accreditation.

## ETON STUDENTS

- Students with the capacity to achieve in our program.
- Students with average to above average cognitive abilities.
- Students who have struggled academically in other educational settings.
- Students with specific learning differences such as dyslexia, ADHD, auditory processing, reading deficiencies, process speed challenges, dyscalculia, non-verbal learning differences, and dysgraphia.

## PHILOSOPHY

- Build academic skills and learning strategies by using multi-sensory and neurodevelopment approaches in a literacy-focused curriculum.
- Educate students using a research-based curriculum.
- Provide a positive, non-threatening, and nurturing environment in classes with 10 or fewer students.
- Provide personalized instruction through continuous evaluation of each student's academic, social, and emotional needs.
- Employ compassionate faculty who are committed to educating students with learning challenges and who integrate professional training to enhance student growth.
- Build a strong partnership between school and home.

## **THE ETON APPROACH™**

Eton students are each unique and remarkable. They deserve an educational experience that can say exactly the same. This is why we've developed the Eton Approach™ - a complete system for teaching and learning at Eton Academy. It's more than curriculum: the Eton Approach™ is the foundation for each student's success.

The Eton Approach™ blends research-based teaching methods with an accepting environment that is nurturing, warm, and kind.

At Eton, we view curriculum as everything that takes place in a student's school day. Each moment at school is a teachable moment and included in our curriculum.

The Eton Approach™:

- Adapts to how students learn and process information and respects how students and parents feel.
- Provides teachers with assessments and data to make decisions regarding personalized instruction on an ongoing basis.
- Delivers instruction using the following techniques: multi-sensory, sequential, systematic, cumulative, direct, cross-curricular, hands-on and experiential.

## **ETON ESSENTIALS: EIGHT COMPONENTS**

### **1) Personalized Educational Program**

Educating students with reading, attention and other learning challenges requires something different ... personalization.

- Eton's Personalized Educational Program provides students with an unparalleled level of individualization.
- Eton's curriculum, teaching methodologies, along with the specific assessments used throughout the Personalized Educational Program, result in curriculum and instruction designed specifically for each Eton student.
- Personalization is not only what we do at Eton, it's how we do it, too.

### **2) Student Learning Portfolio**

By knowing and understanding a student fully, we can provide the personalized education that the Eton Approach demands; this begins with the Student Learning Portfolio.

The Student Learning Portfolio functions as a repository of information about each student.

The Student Learning Portfolio includes:

- Individualized learning goals.
- A neurodevelopment profile of each student.
- Essential psycho-educational testing results.
- Keys to their success.
- Reading and math assessments.
- Social/emotional inventory.

The Student Learning Portfolio serves as the basis for Student Learning Goals, developed for each student by teachers and directors.

### **3) Student Learning Goals & Reports**

Seeing the big-picture allows for greater focus. To this end, the Eton Approach incorporates the use of Student Learning Goals -- three to six broad-reaching goals, specific to each student.

- Student Learning Goals, when achieved, will lead to greater academic success.
- Student Learning Goals are based on the Student Learning Portfolio and the Personalized Educational Program.
- Student Learning Goals meetings (held weekly) allow directors, teachers and advisors to discuss the student's daily and weekly progress -- ensuring that short-term progress points towards long-term Learning Goals achievement.
- Comprehensive assessments of each student as it relates to his or her Learning Goals are provided to parents through Learning Goals Reports.
- Reports are delivered on a six to eight week frequency through a secure website.

### **4) Student Progress & Reports**

Breaking down larger goals into daily progress is an effective way to measure success. This is why Eton provides parents with Student Progress Reports.

- Student Progress is assessed on a weekly basis, reflecting daily activities.
- Student Progress Reports are provided to parents weekly through a secure website. Parent receipt is confirmed electronically, and parents can add their own comments.
- Student Progress Reports provide a brief summary of the student's general performance.

### **5) Annual Student Profile Review**

Personalization hinges upon a continuous understanding of each student and his or her subsequent plan for learning. To ensure we have the most comprehensive and up-to-date information about each student's learning needs, the Eton Approach incorporates an Annual Student Profile Review.

- The Annual Student Profile Review is a multi-day review process conducted in the spring each year.
- Directors, teachers and advisors perform a thorough review of each Student Profile, including the student's classroom work, Student Learning Goals and progress in school.
- The resulting information is the basis for Student Learning Goals for the following school year.

### **6) Specialized Teacher Training**

With many scientific developments, the field of educating students with learning challenges is ever-changing.

- Our teachers must keep up with the latest research and trends to determine if any changes or modifications need to be made to the Eton Approach.
- Eton provides robust teacher training and professional development for faculty and staff on an ongoing basis.
- In addition, Eton offers numerous parent education opportunities such as LD training, guest speakers, informal group conversation and a Community Resource Room filled with materials for parent check-out.

## **7) Teacher Advisor / Student Advisee**

The key to achieving success often lies in having strong support and sage advice. Eton Academy's Teacher Advisors serve this crucial role.

- Teacher Advisors build positive relationships with their Student Advisees and pave the way for progress in student learning, self-awareness and self-confidence.
- All Eton teachers serve as advisors to approximately seven to 10 students throughout the school year.
- Advisors also serve as a point of contact for parents, and deliver formal assessments of each Student Advisee's progress and achievement towards reaching their goals.

## **8) Parent Partnership**

You know your child better than anyone. That's why, at Eton, the parent partnership is a critical part of the Eton Approach.

- Teachers, directors and administrators seek parent perspectives as they develop and refine the Eton educational experience for students.
- Teachers engage in proactive communication with parents frequently.
- One form of communication is through parent-teacher conferences.
  - Three parent-teacher conferences occur throughout the year -- fall, winter and spring.
  - During these meetings, a thorough discussion of the Student Learning Portfolio and Student Learning Goals takes place.

## SCHEDULING RELATED INFORMATION

### BEFORE 8:30 AM POLICY

Students may be dropped off after 7:30 am. They will be supervised in the Lunchroom/Auditorium.

### AFTER 3:30 PM (2:15 ON WEDNESDAYS) POLICY

The school day ends at 3:15 pm and 2:00 pm on Wednesdays. Teachers will supervise students between 3:15-3:30 pm and 2:00-2:15 pm, respectively.

Students who have a formal after school activity are expected to report to the instructor, teacher or coach responsible for the activity.

Parents who cannot be at the school at 3:15 pm (2:00 pm on Wednesdays) regularly are strongly encouraged to participate in the After Care program. It is designed to provide you with the flexibility parents need to arrange for transportation that accommodates varying schedules with greater ease. See page 13 for more details about the After Care program. The program is based on hourly fees.

For parents who choose not to enroll their student in the After Care program, students must be picked up no later than 3:30 pm (2:15 pm on Wednesdays). If a student is not picked up by that time, he/she will automatically be placed into the After Care program while awaiting his/her transportation.

Unlike those enrolled in the After Care program who pay \$8 per hour, the **late pick-up parents will be charged \$1 per minute for every minute after 3:30 pm (2:00 on Wednesdays).**

### AFTER SCHOOL CARE PROGRAM HOURS:

M, T, Th, F:      Grades 1-12      3:15 – 5:30 pm

W:                      Grades 1-12      2:00 – 5:30 pm

**All students must be picked up NO LATER than 5:30 pm. Late pick-up parents will be charged \$1 per minute for every minute after 5:30 pm.**

## EMERGENCY SCHOOL CLOSING

- For school closings before students leave for school in the morning, please listen for announcements on the television and radio, and look for official communication from the school via email, website, and/or social media.
- On the days when school is open and weather conditions present an element of danger for you in your area of Southeast Michigan, please use your own discretion to determine whether or not it is safe to have your student attend school.
- If a storm arrives when students are already in school, we will keep our students in school and do not elect an early dismissal.
- For other acts of nature, such as power outages, we will communicate on the course of action depending on the circumstances of the event, with safety as the biggest consideration.



## **EMERGENCY DRILLS**

Eton follows state and local guidelines to ensure the safety of students and community members during emergencies. Students and staff participate in the required drills for fire, severe weather, internal and external intruders.

## **EARLY DISMISSAL FOR ILLNESS**

The parent(s) or guardian will be contacted in case of student illness. Parents arriving to pick up a student must sign an early dismissal sheet at the front office.

## **SCHOOL POLICIES AND PROCEDURES**

### **PARENT-SCHOOL PARTNERSHIP & COMMUNICATION**

At Eton Academy, the relationship between the teacher and the parent is vital to the success of each student. Frequent and open communication helps facilitate this partnership. We welcome and encourage parent involvement and communication.

Eton Academy faculty members are well qualified, dedicated professionals who care deeply about their effectiveness as teachers. Proactive conversation provides opportunity for clarification, allowing both the teacher and the family to work in collaboration. Therefore, we ask parents to communicate any concerns quickly and candidly with teachers should the need arise. If a parent's question is not adequately addressed, then the Division Director or Head of Academic Programs should be contacted.

**If at any time, a parent has an issue or concern regarding the safety of a child, contact the Head of School immediately by calling his mobile phone: 248-376-5948.**

### **ATTENDANCE (LOWER AND MIDDLE SCHOOL)**

Eton Academy class attendance is essential to maintain the continuity critical to those who learn differently. For this reason, we ask that students attend every school day and arrive on time. No more than ten (10) absences per semester, excused or unexcused, are allowed. If the attendance policy is violated, the student may lose credit for a semester (Middle School).

#### **1. EARLY EXCUSED ABSENCES**

- We request that parents notify the school prior to 8:00 am on the day of a student's absence.
- When illness is the cause, such information may be important in cases of communicable ailments. In all such events, make-up work will be expected.
- We discourage personal appointments or family holidays when school is in session.

#### **2. UNEXCUSED ABSENCES**

- If a student is absent, without being excused, the parents will be contacted by the school.

#### **3. TARDINESS**

- Please notify the school if unavoidable circumstances or inclement weather will result in late arrival.
- Habitually tardy students will be penalized according to Division expectations.

## ATTENDANCE (UPPER SCHOOL)

Class attendance is essential to student success at Eton Academy. For this reason, students are expected to attend school every day and arrive on time. Students obtain important information in the beginning minutes of Advisory time each morning, as well as in each class period. The following guidelines are in place to emphasize the importance of being prompt to and attending each class period:

### 1. ABSENCES

- No more than eight (8) absences per semester, excused or unexcused, are allowed and may result in loss of full semester credit in 9-12 grades. We request that parents notify the school prior to 8:00 am on the day of a student's absence.
- Advisory is a class for credit. Students attend advisory every morning and afternoon. If a student is absent for morning advisory, it will count as a ½ day absence for advisory class.
- If a student is absent, without being excused, parents will be contacted by the school.

### 2. TARDINESS

- No more than five (5) tardies at the beginning of each school day (after 8:25 am) per quarter, excused or unexcused, are allowed. Each subsequent tardy (5 and beyond) will result in an automatic detention.
- No more than three (3) tardies during 1<sup>st</sup> through 8<sup>th</sup> hours, per quarter, are allowed. Each subsequent tardy (4 and beyond) will result in an automatic detention.

## STUDENT DROP OFF, PICK UP, and PARKING PROCEDURES

Student transportation to and from school is the responsibility of each family. Parents are responsible to ensure their student has reliable and safe transportation to and from Eton. Students and parents are expected to **drive slowly, carefully and safely on school property and on the neighboring streets.**

If the school determines that a student or parent is not driving safely on school property, the school reserves the right to prohibit the student or parent from driving on school property, in order to ensure the safety of our students and community members. Students who drive to school must enter the school building upon arriving on school property. See Student Driving on page 24.

Please follow the directions below to ensure an efficient and safe entry and exit for all students at Eton Academy.

***Important Note: We do not use the Our Shepherd Lutheran Church entrance/exit to our school off of 14 Mile Road.***

Instead, the Eton driveway on Melton serves as a two-way street. Parents, staff, and guests should enter the school parking lot using the circle drive. Please approach the school from the south on Melton Road. Approaching the school on Melton from the north requires cars to turn left into the entrance, which makes it difficult for the general traffic on Melton Road to proceed. Please follow all one-way signs in the circle drive. There needs to be absolutely no parking on the Eton circle driveway. We will have several staff members and volunteers outside in critical areas to help keep traffic moving.

## GENERAL INFORMATION

- The LaNeve Family & Friends Welcome Center is the entrance to Eton Academy.

- Parents are welcome to park in the lot and use the crosswalk to walk up and to pick their student up for the day. If parents choose to do this, we ask you to wait until 3:30 p.m. to depart your parking space (2:15 p.m. on Wednesday) in an effort to help reduce traffic.
- Students will not be allowed to walk to a parked car without being accompanied by a parent unless they drove themselves to school.
- We ask parents and students to drive safely, pay careful attention, and avoid using their mobile phones. Please follow Eton staff instructions to ensure student safety and an efficient dismissal process.
- We ask students to look for their driver, listen for their name, and move safely, but swiftly to their driver's vehicle.

## **MORNING ARRIVAL PROCESS**

1. All students will be dropped off at the Welcome Center sidewalk. Between 7:30 am- 8:30 am, students should proceed to the Auditorium for Before Care. After 8:30 am, students should check in at the Welcome Center Reception Desk. Staff will escort Lower School students from the Auditorium to the South Building each morning.
2. Enter the Eton parking lot via the Eton driveway from Melton, and drop your student off at the Welcome Center sidewalk.
3. Parents and students are to drive no faster than 5 mph on Eton property.
4. Once students are dropped off, parents are to proceed slowly in a line, down the Eton driveway and out through the circle drive.

## **AFTERNOON DISMISSAL PROCESS**

### **Middle and Upper School Dismissal:**

1. All Middle and Upper School students will be picked up in the parking lot at the Welcome Center sidewalk unless they drive themselves. Students who drive themselves will be released from class to go home 10 minutes prior to other students.
2. Drivers enter via the Eton driveway from Melton and proceed to the back lot. Drivers will pull ahead in front of the South Wing to the southernmost point of the driveway nearest the building (adjacent to the driveway median). See map.
3. Students will enter vehicles when their driver reaches the Welcome Center sidewalk area. Eton staff will be directing traffic and students to ensure a safe and timely dismissal.
4. Please wait patiently while students enter into vehicles.
5. Once students are picked up, parents are to proceed slowly in a line, down the driveway and out through the circle drive. Do not pass other cars in the car line.

### **Lower School Dismissal:**

1. Approach the school from the south on Melton Road. The Lower School is dismissed to cars along the eastside of Dunstable and the north side of Melton Road. Parents will line up their cars facing east on Dunstable beginning at the tree before the first driveway on Dunstable (look for cones at start of year). The car line begins on Dunstable and extends onto Melton. Please leave only a half a car-length between vehicles so that we can get all cars in the designated space.

2. Students will be dismissed out the northwest door of the South Wing and escorted out of the building to their vehicles by Lower School teachers.
3. Students and teachers will walk along the sidewalk and begin filing in cars.
4. Please follow staff instruction to ensure a safe, efficient Dismissal for all. We ask that parents stay in their cars and patiently wait for students to be directed to their car. Please pull up along Melton as cars leave.
5. There will be a specified waiting zone, starting at the fence along the soccer field, for students whose cars are not in line. Students will be taken to Aftercare at 3:30 pm. (2:15 pm on Wednesdays.)

## AFTER HOURS AND VISITORS

### Parent Visits During School Hours

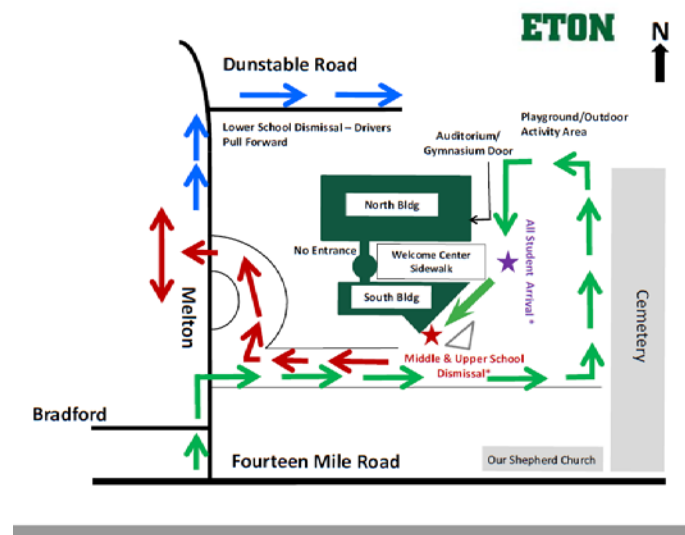
1. Parent parking is in the Eton parking lot. Parents are to enter through the Welcome Center Entrance. The Receptionist will “buzz” the door to unlock it for you to enter.
2. In order to maintain proper security in the building, all visitors/parents are to check in at the front desk during school hours. When you check in at the front desk, if you need to speak with your student’s teacher or director, the Receptionist will contact them to see if they are available to speak with you. It is always recommended that the best way to speak with your student’s teacher or director is to email or leave a voice message for them so that they can contact you during non-instruction time.
3. Parents will be directed to the appropriate wing for special events.

### After School Enrichment Program Pickup

1. Park in the back parking lot and use the Welcome Center entrance.

### Sports Events and After School Activities

1. Park in the back parking lot and use the Welcome Center entrance.



# AFTER CARE PROGRAM

## 1. Program Overview

The After Care program offers enriching experiences and positive social interaction, while enhancing and supporting school achievement. Students enrolled in the program will be encouraged to use creativity and problem-solving strategies, develop social relationships, and practice conflict resolution. Program activities include indoor and outdoor games, arts and crafts, computer, drama and time for completion of academic assignments.

## 2. Homework Study Period

In addition to the variety of program options, each day includes a homework study period for students to complete homework assignments with the assistance of the after school staff.

## 3. Days of Operation

The After Care program begins on the second day of school. The program is offered from 3:15-5:30 pm on Monday through Friday and 2:00-6:00 pm on Wednesday. The After Care program will not operate on school holidays, staff professional days, any other instance the building is closed such as for inclement weather, and the first and last days of school.

## 4. Registration

Every student attending the After Care program must have a registration form on file. Emergency contact information must be complete on the form. ***It is extremely important that you notify the school if there are any changes in the parent contact and/or emergency contact information.***

## 5. Fees

The cost of the program is \$8.00 per hour, billed at minute intervals. Parents are billed monthly.

## 6. Late Pick Up Fees

Late fees are charged for pick up after 5:30 pm, Monday through Friday. There is a \$1.00 per minute late fee due upon the pick-up of your student. After 30 minutes, an official school representative will be contacted to arrange for an emergency pick-up procedure for your student.

## 7. Attendance Changes

Anytime there is a change in your student's attendance for the After Care program, please send a note to school with your student stating the necessary schedule change. For example, if your student stays every day and you decide he/she will go directly home after school on Wednesday, you must send a note indicating that change. All changes must be given to the after school coordinator by 2:00 pm on the day of the change. As much notice as possible ahead of the change is appreciated.

## 8. Release of Student

Monday through Friday students must be picked up NO LATER than 5:30 pm. If an emergency arises, you are expected to notify the after school coordinator at (248) 514-2929 and make arrangements so that your child will be picked up on time. Parents who are unable to pick up their student on time, on a regular basis, may lose eligibility to participate in the program.

## 9. Pick Up

Each student must be signed out with the after school coordinator by an authorized person listed on the child's registration form before they are dismissed. If someone who is not on the registration form is to pick up the student, the parent or legal guardian must contact the after school coordinator 24 hours in advance to make arrangements. When the person picks up the student, they must have permission in writing from the parent or legal guardian and present photo identification before the student will be released.

## 10. Changes in Procedure

If there are any changes in dismissal procedures for your student, daily or continuous, please notify the after school coordinator or the school secretary in person or in writing immediately. This will help ensure the safety of your student. If you pick up your student early from the regular school day, please also notify the after school coordinator.

## 11. Behavior Discipline Policy

The After Care program is a choice. The same expectations and discipline policies that apply during the school day remain in effect during After Care hours.

# ALL SCHOOL DRESS CODE POLICY

Eton Academy believes in providing students with dress code requirements to help ensure the best possible learning environment for all students. The Eton Academy Student Leadership Council made recommendations to improve the dress code that were incorporated into the 2017-2018 All School Dress Code for Students.

## Responsibilities

- Students are responsible for arriving to school in dress code appropriate attire.
- Parents are responsible for helping students meet dress code requirements each day.
- Teachers and academic administrators are responsible for enforcing the school's dress code consistently.
- Parents and students understand if students arrive to school out of dress code or are found to be out of dress code during the day, parents will be required to bring appropriate attire to the school that day for their child.

## General Guidelines

- All clothing must be neat and tidy. No holes, tears, rips, or patches allowed.
- Students are expected to demonstrate daily appropriate health and hygiene (i.e. clean hair, clean clothes) • Eton logo wear may be worn every day. Sweatpants are not allowed.
- Pants must be worn at the waist
- Shorts and sandals are permitted until October 31st and after Spring Break
- Dress leggings can be worn under a dress, skirt or long shirt that is below mid-thigh
- Skirts/dresses are acceptable as long as they meet length requirements

The following are not permitted at any time:

- Sweatpants or athletic pants/shorts including yoga and yoga-like pants
- Form-fitting (with the exception of dress leggings) or see-through clothing
- Bare midriffs; low-cut or gaping necklines
- Spaghetti straps, tank tops, halter tops
- Clothing above mid-thigh
- Bandanas, hats, caps
- Body piercings (ear piercings are acceptable—all other piercings need to have guards in place while in school)
- Excessive or outlandish jewelry, including chains.
- Shoes with heels over 2"
- Clothing and apparel with inappropriate and/or offensive words or images\*

\* Up to the discretion of administration.

## **PAULA AND MARK LaNEVE STUDENT DEVELOPMENT SERVICES DEPARTMENT**

The Paula and Mark LaNeve Student Development Services Department's goal is to support the social and emotional development of all students at Eton Academy. The department director and support staff provide direct support to students, teachers, parents, and division directors. Support from the department includes social skills groups, testing, lunch and recess programming, and consultation.

### **GRADING PHILOSOPHY – Grades 7-12**

Eton grades on a formal basis in Grades 7-12. Students are awarded honor roll if they receive A's and B's in all subjects and citizenship areas. Middle School and Upper School grades are determined by averaging work done at the student's instructional level.

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60% is failing

### **HOMEWORK**

Homework is a process for...

- Enrichment
- Exercising responsibility
- Practicing skills
- Demonstrating independent learning
- Making errors and omissions on the road to understanding

Eton Academy's faculty strives to give assignments...

- With good instruction and preparation
- At levels that are appropriate to the group and/or individual students (time, purpose, quality)
- That include skill reinforcement, practical problem-solving and creative, artistic, oral and written expression.
- Observing gains in independence, understanding and task completion.
- Correcting errors or omissions in ways that enhance development.

Parents are asked to...

- Set up a daily, consistent routine for quiet study, preferably with the entire family reading or paying bills, etc. (i.e. TV off, no telephone calls taken by parents)
- Start the study time, but remember, it is your child's job to do the work, not the parent's job.
- Express a willingness to assist, but wait to be asked.
- If you think an assignment is taking too long, and is frustrating your child, mark the work at the half-hour period and indicate time taken for completion if completion continues to be desirable.



## PARENT/TEACHER CONFERENCES

As part of the Eton Approach™, parent conferences are held on a school-wide basis, five times a year. We ask that all parents attend these very important sessions. The registration process will be announced by the school several weeks prior to the conference dates.

In addition, please feel free to contact the school at any time you have a question or concern. Your active involvement is key to your child's success here at Eton Academy.

## FIELD TRIPS

Field trips are planned as important enhancements to school activities and curriculum. Every effort will be made to inform you of field trip plans far enough in advance so that interested parents may help provide transportation.

***Your involvement in these events is both welcomed and encouraged.*** Parents may transport small groups of students leaving for special purposes provided they have a valid driver's license and the driver has insurance coverage of at least \$500,000. We require that all parent drivers comply with posted speed limits and other traffic regulations, and assure that students use proper seat belts – safety is paramount.

Children are expected to accompany their class both to and from field trip destinations. Upper School students are expected to ride with an appropriate responsible adult. All students must have written permission on file to attend field trips.

Attendance on academic field trips is required. Without a doctor's written permission, the absence will be treated as an unexcused absence or truancy from each class held during field trip hours.

## TELEPHONE MESSAGES

Parents are discouraged from contacting students during school hours, unless there is an unexpected change in transportation arrangements or an emergency situation. Students may not leave classes for parent calls.

To leave a message for your student, please contact the school office and the message will be forwarded to the student during the course of the day.

To contact your child's teacher during the day, please leave a message in his/her voicemail box. Calls will be returned within 24 hours.

## BIRTHDAY PARTIES

Although our students live in all areas of metropolitan Detroit, they develop deep and lasting friendships at Eton Academy. Birthdays are important and the children are all aware of these celebrations. They are quite hurt when they are not invited.

***Please send invitations by mail only.*** We kindly ask that no invitations be distributed at school, even if you are inviting all the children in a grade level. If you need the address of a student who is not listed in the parent directory, please contact the advisory teacher.

Birthday treats, such as cupcakes, ***for your child's advisory class***, are welcome in the Lower School. Please contact the advisory teacher to make arrangements and for any potential allergies.

## TRANSITION PLANNING

Post-secondary (college) transition:

- The Upper School program provides preparation for the post-secondary education transition for all students.
- The preparation includes guidance for students choosing to submit college applications and opportunities to take college entrance exams.

Transitions for grades 1-11:

- Parents and teachers will work on identifying the best timing for each student's needs in regards to transition.
- If parents decide to transition their student out of Eton Academy, they should contact their student's Division Director at least one year in advance of the targeted transition date.

## REQUIREMENTS FOR GRADUATION

The Eton Academy diploma signifies that a student passed all required coursework and met all other requirements. Eton students graduate with 24-28 credits and are expected to have attended a full four years of high school classes.

In specific prearranged circumstances, where there is a strong agreement from the Eton Academy faculty, Upper School Director and the Head of School, a student may be granted an exception to graduate with the minimum number of 22 credits. Exceptions may be considered when a student earns so few credits from a high school experience prior to coming to Eton Academy that the student would need to complete five or six years of high school to earn the typical credits needed for an Eton diploma. Under these circumstances, the minimum 22-credit diploma may be considered.

In the Upper School at Eton Academy, students are placed in combination 9-12 grade sections. Credits are earned by students for successfully passing each course. Course content is standardized by thematic units, all school outcomes goals, and departmental objectives.

Subject Area	Minimum Subject Credits
Language Arts	4.0
Social Studies	3.0
Mathematics	4.0
Science	3.0
Visual, Performing, Applied Arts	1.0
Physical Education & Health	1.5
Community Services	2 Events
Foreign Language	1.0

## ATHLETICS – ALL GRADES

### 1. Overview

Interscholastic athletic competition is available to students in grades 1 through 12. Students are encouraged to play. We have a no cut policy, with a philosophy that everyone plays.

Eton sports mentors are enthusiastic and committed to providing exceptional coaching and guidance to the Eton student-athlete. Eton sports mentors expect students to adhere to **all** school rules and expectations before, during and after all sporting events. Parents are required to support the staff by adhering to all school and team rules.

We strongly encourage students to participate in some aspect of our athletic program. We offer an opportunity for every person to succeed. From the players and team managers, to the timers and scorers, we provide a place for every person to benefit from the athletic experience. While winning is certainly important to our athletes, our focus is on challenging the individual's "personal best" performance and the development of camaraderie, sportsmanship, and physical fitness through a love of sports!

### 2. What's Required to Participate

- A sport's physical, signed by a medical doctor and dated no earlier than July 1, 2017.
- Athletic Uniforms
  - Athletic uniforms are different from the PE uniforms
  - Eton provides athletic uniforms, although at times it may be necessary for students to purchase their own athletic uniforms. Uniforms purchased by students will be theirs to keep.
- On-time transportation after practices and games.

# **RIGHTS AND RESPONSIBILITIES / STUDENT CODE OF CONDUCT**

## **EXPECTATIONS OF THE SCHOOL COMMUNITY**

Eton Academy is a learning community built on the shared values of honesty, respect, truth, acceptance, kindness, and always doing one's best. To that end, Eton students are expected to be:

- Kind
- Respectful
- Honest
- Hardworking
- Accepting

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Eton Academy has set forth the following rights and responsibilities for all students, in order to empower students to make their school environment positive, productive, and enjoyable. These rights and responsibilities are the foundation on which individuals can learn in a safe and accepting setting.

Eton Academy students have the **RIGHT** to:

- Be treated with dignity and respect.
- A safe, kind, and accepting school setting.
- The best available instruction for their ability level, as determined by Eton faculty.
- A structured and predictable learning environment.
- A personalized education plan designed to lead to academic success.
- Participate in school activities, conditioned on compliance with all school rules and regulations.

Eton Academy students have a **RESPONSIBILITY** to:

- Treat others with kindness.
- Accept others and welcome them into the school community.
- Respect the rights, property, and privacy of other students and school personnel.
- Put forth their best effort every day.
- Keep the building clean and uncluttered by picking up after one's self.
- Ask for help when needed and help others when asked.
- Be accountable for their actions.
- Follow and understand all school rules and procedures.

## **CONSEQUENCES**

On occasion, students choose to ignore their rights, responsibilities, and expectations. When they do, they will be held accountable and will be expected to accept the consequences of their actions.

Consequences will vary depending on the infraction, frequency of the infractions, and the severity of the infraction, and will be determined at the discretion of Eton faculty, staff, and/or administration. Potential consequences for failure to meet core expectations, failure to fulfill student responsibilities, or violation of Eton rules and/or procedures include, but are not limited to, detention, study hall, loss of recess, in school suspension, or expulsion. Eton reserves the right to suspend or dismiss any student when, in the opinion of Eton, the student's interest or that of Eton will be best served by such action. The decision of the Head of School with regard to suspension or dismissal of any student will be final.

## **ARRIVING ON TIME/ CLOSED CAMPUS**

Students' well-being and safety are important to us. Adult supervisors will be on duty before school hours. Students are expected to enter and stay in the building when they arrive at school each morning, unless we have a note from the parent or guardian stating that your student may leave school grounds before or after entering the building, and that the parent or guardian waives school responsibility until the student enters the building. Eton Academy is a closed campus, meaning that students are not allowed to leave the campus during school hours without written permission submitted to the school secretary.

**Students are expected to be in the building by 8:25 am.**

## **PARENT VISITS DURING SCHOOL HOURS**

1. Parent parking is in the Eton parking lot. Parents are to enter through the Welcome Center entrance. The receptionist will “buzz” the door to unlock it for you to enter.
2. In order to maintain proper security in the building, all visitors/parents are to check in at the front desk during school hours. When you check in at the front desk, if you need to speak to your student's teacher or director, the receptionist will contact them to see if they are available to speak with you. It is always recommended that the best way to speak with your student's teacher or director is to email or leave a voice message for them so they can contact you during non-instruction time.
3. Parents will be directed to the appropriate wing for special events.
4. Our classrooms are closed for parental observation, without prior authorization from the division director, to keep distractions at a minimum for our students.

## **CLASS ATTENDANCE**

Eton Academy class attendance is essential to maintain the continuity critical to those who learn differently. For this reason, we ask that students adhere to the attendance policy and be on time for classes. Please see page 9 for Eton's attendance policy.

## **RESPECTFUL BEHAVIOR**

Mutual acceptance and respect is fundamental to success at Eton Academy. Disrespectful behavior such as bullying, name-calling, swearing and other such actions (in person and online activities are subject to this rule) will be immediately addressed and if a student breaches the basic rule of respect for others, he or she will face disciplinary actions and be required to make amends – the details of which will be determined at the discretion of a teacher and/or director.

Insubordination to teachers or staff may result in disciplinary action such as suspension.

## **ONLINE BEHAVIOR & CYBER BULLYING**

To ensure the safety of all, respectful behavior is expected while Eton Academy students are online, on and off campus. In addition, students are prohibited from using school technology for anything that is not school-related or teacher-assigned.

Cyber bullying is prohibited. Cyber-bullying includes, but is not limited to, the use of information and communication technologies such as email, cell phone, text messages, instant and direct messaging, personal websites, apps, unauthorized use of photographs and social networking sites, to support deliberate, repeated, and hostile behavior by and individual or group, that is intended to threaten or harm

others – emotionally or physically – or which substantially disrupts or interferes with the operation of any Eton Academy activity or an individual student’s ability to receive an education. Any known use of an electronic device, network, or internet that offends or harms a student, staff member, teacher, or community member will be investigated.

Should a student engage in any form of cyber-bullying, appropriate disciplinary actions will be taken which will be determined at the discretion of the Head of School. This may include suspension, expulsion and denial of readmission.

If a student feels threatened by any online activity, the student should tell a faculty member immediately.

## **MOBILE PHONES/WIRELESS DEVICES**

Mobile phones should not be a distraction to the academic program at Eton Academy. If a student is using a wireless device inappropriately, it may be confiscated or the student may be suspended or subjected to other disciplinary measures including expulsion at the discretion of the Division Director, Head of Academic Programs, and/or the Head of School.

Eton Academy is not responsible for any student-owned wireless device brought to school. During the academic day, students may use their phones for educational purposes as directed by educators. However, they are required to refrain from using them for personal phone calls and texting.

## **SOCIAL MEDIA, SOCIAL PHONE CALLS AND TEXT MESSAGING**

Social media, social phone calls and text messaging during school is prohibited.

## **MP3 PLAYERS, OTHER ELECTRONIC DEVICES**

MP3 players, iPads, and other electronic devices may be used in class only with the teacher’s permission. Explicit lyrics or inappropriate music or videos/movies may not be brought to school. Video cameras are not allowed, and the video function of a mobile phone or other device may not be used on school grounds, unless given permission by a faculty member for educational purposes or an assignment. Electronic devices used inappropriately or that contain explicit lyrics or inappropriate music or videos/movies will be confiscated and held at Division Director’s office for parental retrieval.

Eton Academy is not responsible for any student-owned electronic device brought to school.

## **VIDEOTAPING AND PHOTOGRAPHING**

Videotaping and photographing must be done with the permission of the individual being photographed. Because some students are on the DO NOT PHOTO list, students and parents taking photos for personal use, or official use on behalf of Eton Academy should ask faculty and staff if there is anyone that is not to be photographed.

## **IPAD INITIATIVE**

Students are required to bring an iPad to school for use in the classroom as part of the Eton learning experience. This program allows Eton Academy to stay current with educational innovations that promote student achievement and success. Our belief is that this initiative will continue to support our mission to educate students by engaging them in the effective use of technology to promote critical thinking skills, creativity and collaboration. We believe the effective use of technology is central to developing lifelong learning skills. The iPad is used in a variety of ways to fully engage students in the learning process. Teachers use will vary by subject and class.

Students are required to bring an iPad or iPad Mini Tablet (3<sup>rd</sup> generation or higher generation models, 16 GB or higher, only) to school every day unless instructed otherwise.

#### iPad Rules

- The student is responsible for bringing the iPad to school with a full battery charge each day.
- Eton required apps are expected to be installed and ready to go prior to the start of each school day.
- Students must insure the device is personally identified as belonging to you. Eton Academy is not responsible for any lost, stolen, or misplaced iPads.
- Any iPad activity that violates school policies or local, state, or federal laws is not permitted.
- Eton reserves the right to perform random iPad checks throughout the year to ensure the safety of all students at Eton Academy.

#### Handling and Required Care of the iPad

- Students are encouraged to keep the iPad in a protective cover. Eton Academy is not liable for any damage incurred to the iPad at school.
- Students should not eat or drink near an iPad.
- Students must not leave the iPad unattended at any time while at school and must follow all school procedures for securing unattended iPads when necessary (athletic activities, etc.)

## VIDEO GAMES

Playing video games that are not a part of the Eton Academy curriculum is prohibited at Eton Academy.

## COMPUTER (Including Tablets) TECHNOLOGY USE

Computer resources provided by Eton Academy must be used in a manner that is consistent with the school's educational purpose and environment. These resources are provided for the academic and research needs of the students, faculty and staff, and are expected to be used in an appropriate manner, in a spirit of mutual respect and cooperation. The following guidelines are intended to help students use computer resources in a responsible manner.

### ***Follow the general standards: Is it safe? Is it kind? Is it appropriate?***

Eton Academy does not tolerate:

- The creation or spreading of computer viruses.
- The invasion of privacy of other computer users.
- Abusive or improper use of computer technology resources, including but not limited to, tampering with equipment, copying software or making unauthorized repairs.
- The use of any sort of obscene, harassing, or abusive language while online.
- The use of computers to access obscene or pornographic material.
- Extensive use of computers for non-educational or social purposes.

At the discretion of the Head of School, any user violating these guidelines may be subject to the following:

- Parent notification
- Suspension and/or termination of computer use privileges

- Denial of participation in class and/or school activities
- Behavioral contract
- Suspension and/or expulsion from Eton Academy
- Referral to law enforcement authorities for criminal prosecution

## **PERSONAL PROPERTY**

To damage, take or use without permission the property of another student including books, notes, calculators, and other academic materials, will be considered a major violation of community expectations and school policy. Disciplinary action will be determined at the discretion of the Division Director.

## **STUDENT DRIVERS and SAFE DRIVING**

All Students must register the vehicles they drive to school with the Division Director. Parking must be in the back parking lot only. Students are expected to leave immediately upon dismissal and not to loiter in the parking lot before or after school.

Students must drive safely at all times. Unsafe driving will result in loss of driving privileges, as described below, at the discretion of the Head of School. Speeding or other hazardous driving from Melton Street onto or within school and neighboring properties is unacceptable. A safe speed is 10 miles per hour, or below, while on school property and a maximum of 25 miles per hour on Melton.

- The first violation will result in an after-school detention up to one week.
- The second will result in an after-school detention up to two weeks.
- The third violation will result in revoking the student's privilege to park/drive on campus.

## **DRIVING TO FIELD TRIPS OR ATHLETIC EVENTS**

Students who drive themselves to school may, with written parental permission, drive themselves to games or, on special request, to field trips. However, since transportation is provided and in accordance with school policy, we urge students to go on the bus or with parent or teacher drivers.

It is against school policy for students to drive other students. Students who are in carpools driven by other students must have written permission from their parents indicating that they may leave for home with that student driver.

While busing services may be engaged for field trip activities, students may be transported by faculty or parents provided drivers have a valid driver's license and the driver has insurance coverage of at least \$500,000.

## **SALES AND ADVERTISING**

To respect the school community and educational environment, students are prohibited from selling any items or posting any advertisements at school, unless prior authorization is granted by a Division Director or the Head of School.

## **TRUANCY OR LEAVING SCHOOL WITHOUT PERMISSION**

Students are required to come to school and to stay throughout the school day, unless an excuse is provided by the parent. If a student disregards this rule and leaves school premises or has an unexcused absence, then the following will occur, at the discretion of the Head of School:



- Students may not return to school until accompanied by a parent at a conference with the Division Director, Head of Academic Programs, or Head of School.
- Students will receive “O” for the absence.
- An in-school suspension may be assigned.
- Eton takes no responsibility for students who are off campus and not engaged in a school-sanctioned activity.

## **NO SMOKING ON SCHOOL PREMISES**

No smoking is permitted on school premises (inside or outside) or in cars in the school parking lot or on any sidewalks around the school. If a student violates this rule, parents will be notified and disciplinary actions will be determined at that time and in the discretion of the Head of School.

## **PHYSICAL VIOLENCE/AGGRESSIVE BEHAVIOR**

If students engage in physical violence, vandalism or other threatening behavior on school premises or while attending a school-sanctioned event, then the following will occur at the discretion of the Head of School:

- Responsibility will be determined and parents will be notified.
- Students will be required to make amends and pay for the replacement of any damaged property.
- Suspension may be arranged.
- If severe or persistent, the student risks not being re-admitted to the school without a scheduled parent conference.
- The student also risks expulsion.

## **POSSESSION OF ILLEGAL SUBSTANCES OR ANY WEAPONS**

Unlawful acts will not be tolerated. Weapons or drug possession and usage at school of any kind, illegal or inappropriate drug will not be tolerated, including alcohol, marijuana, cocaine, heroin, prescription medication, over the counter medication, etc. Pen knives may not be brought to school. The school has a zero tolerance policy regarding the sale or possession of drugs at school. If a student violates these policies then the following will occur:

- Parents will be notified immediately. Authorities will be notified.
- Student is to leave school, accompanied by parent.
- A student will not be allowed to return to school without having had a drug evaluation from a recognized Substance Abuse Clinic or counseling.
- Suspension will occur.
- Expulsion may occur, at the discretion of the Head of School.

## **SEXUAL HARASSMENT**

It is the policy of Eton Academy to provide an environment for employees and students free from sexual harassment. Eton Academy defines sexual harassment as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature which interferes with any individual's work performance or which creates an intimidating, hostile, or offensive working environment.

If the Head of School determines that a student has committed sexual harassment on school premises or

while attending a school-sanctioned event, then the Head of School will determine the appropriate consequences, which may include the following:

- Responsibility will be determined and parents will be notified.
- The student will be required to make amends.
- An in-school suspension may be assigned.
- If severe or persistent, the student risks not being re-admitted to the school without a scheduled parent conference.
- The student also risks expulsion.

## **CHEATING/PLAGIARISM**

Cheating and plagiarism is prohibited.

Examples include: a student who participates in using, copying or providing another student with any test answers, answer keys, or another person's work representing it to be his or her own work.

If the Head of School determines that a student has cheated or committed plagiarism, the Head of School will determine the appropriate consequences, which may include the following:

- Responsibility will be determined, and parents will be notified.
- Disciplinary actions will be determined; an in-school or out of school suspension may be assigned.
- If severe or persistent, the student risks expulsion.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

### **VOLUNTEERING**

Parent volunteers are a vital link in our school's parent/student/school partnership. Parent volunteers coordinate many fun and important school activities that embrace the entire Eton family. All parents are welcome and encouraged to become involved in the many parent-driven activities, so sign up early!

<u>Family Activities</u>	<u>School Programs</u>	<u>Fundraising Activities</u>
PSO Fall Event	Eton Store – LS Parents	Annual Gala & Auction
Back to School Social	Field Trips	Annual Giving Campaign
Grandparents & Special Friends Day	Staff Appreciation	
PSO Winter Event	Open Houses	
Graduation Day Reception	Picture Day	
Field Day	Clerical	
	Library Assistant	

### **PARENT SUPPORT ORGANIZATION (PSO)**

The mission of the Parent Support Organization (PSO) is to support Eton Academy in its efforts to provide the best possible learning environment for our children, to offer support and information to Eton families and to develop and maintain meaningful communication between families and the school.

The PSO is comprised of parents and family members of the student body and meets twice a year to stay abreast of school developments, discuss topics of educational and parental interest, as well as provide fundraising and special events for the school. The PSO is a link that helps to foster a positive parent/student/school partnership. Good parental communication and participation is key to our school's

success. Your support is needed ... and very much appreciated. All parents are welcome and encouraged to become active members of this vital organization.

The following PSO programs are successful due to the active participation of parents:

- New Family Buddy Program
- Back to School Social
- PSO Fall Event
- PSO Winter Event
- Staff Appreciation Week
- Box Tops for Education
- Kroger Card

## **FUNDRAISING AT ETON ACADEMY**

The Advancement Office at Eton is responsible for all of the school's fundraising efforts. In order to make an Eton education available to a broad range of students and keep tuition as low as possible, Eton must raise an additional \$2,400 per student, each year. This adds up to more than \$600,000 over and above tuition income that is required to cover Eton's annual operating cost. As an independent school, Eton Academy receives no State or Federal financial assistance.

## **ANNUAL GALA & AUCTION**

The Gala & Auction is Eton's annual celebration and largest fundraising event of the year. This exciting event depends on the volunteer efforts of our families, our staff and faculty, and the community. It requires a core group of parent volunteers working year round to plan the evening of cocktails and a sit down dinner, along with silent and live auctions. All parents are welcome and encouraged to contribute your time, donations, and resources for this fun and festive event.

## **ANNUAL GIVING FUND**

Parent participation in the Annual Giving Campaign is vital to our independent school finances. Every year, Eton Academy applies to private foundations and corporations for grant funding. Parent participation in the Annual Giving Fund is especially important to this effort because grant funding is often awarded based on the percentage of parents participating in giving by current parents. Parents are asked to make a contribution to the Annual Giving Fund at the level they are comfortable making. It is important for Eton to have 100% parent participation every year. All donations are tax-deductible.

Eton Academy Board of Trustees and Strategic Planning Committee outlined important initiatives that are vital to the future of our school. One vital initiative is to increase our Annual Giving Fund by 20%.

The Annual Giving Fund is important because:

- A robust Annual Giving Fund ensures we can provide important classroom resources and vital training to our teachers.
- Increased parent participation levels and increased Annual Giving gift amounts improve the likelihood of receiving grants from foundations and corporations.

We are so proud of the past support of Eton Parents. Please join us by increasing your past support by at least 20%.

### **Other fundraising campaigns:**

Eton Academy currently has the following campaigns focused on raising funds for specific efforts:

- Mary Van der Tuin General Scholarship Fund – Named after the former Headmistress, this fund provides tuition assistance to students in financial need.
- General Endowment – provides Eton Academy with a strong, stable financial base.
- Scholarship Endowment Funds:
  - Tressa VanAnda Scholarship – provides tuition assistance to Upper School students in financial need, and is in memory of an Eton alumna, Tressa VanAnda.

- Sunshine Scholarship Fund – provides tuition assistance to students in financial need, and is in memory of Eton grandparent JoAnn Irene Hafke.
- Ernst. J. Hartmann Scholarship Fund – provides tuition assistance to Upper School students in financial need.
- Kenneth and Frances Eisenberg Endowed Scholarship – provides tuition assistance to students in financial need.
- Tom Hoff Memorial Scholarship Fund – provides tuition assistance to students in financial need, in memory of long time Eton Academy teacher and administrator, Tom Hoff.

## FINANCIAL INFORMATION

### PAYMENT PLANS AND PAYMENT INFORMATION

For the 2017-2018 school year, a non-refundable 5% deposit is payable upon signing the enrollment contract. The balance of tuition is payable by choosing **ONE** of the following payment options:

1. Full Tuition Payment: Parents may elect to pay the balance in full within 30 days of enrollment.
2. Monthly Payments through FACTS: Parents may elect to pay tuition on the 1<sup>st</sup> or 15<sup>th</sup> of each month through the FACTS payment plan. This is an automatic debit that takes monthly payments directly from your designated bank account. The payment plan consists of 10 monthly payments that must be complete by the end of the school year or by the end of May for graduating students. For families enrolling later in the school year, this will require fewer than 10 but higher monthly payments to meet these payment deadlines.
3. Credit Card Payments through FACTS: Parents may elect to pay using American Express, MasterCard, or Discover through FACTS. FACTS does not accept Visa. The payment plan must be complete by the end of the school year, or by the end of May for graduating students. For families enrolling later in the school year, payments will be over fewer than 10 monthly payments. This will result in higher monthly payments to meet the payment deadline. FACTS will charge a convenience fee of 2.5 percent for each payment. **Example: For a tuition payment of \$400/month, the convenience fee would be \$10 (\$2.50 per \$100). You will be provided with a toll free number to establish this account through the Business Office.**

There is a discount for multiple student enrollments. When a family has more than one student attending Eton Academy, tuition for the first student will be at the full amount and each additional student tuition amount will be discounted five percent. The discounts will be calculated on the highest tuition. Family is defined as immediate family. Relations such as cousins, etc. do not qualify.

### RETURNED CHECK POLICY

There is a \$25 fee for all returned checks or for any missed payments through FACTS.

### OTHER MATTERS

The tuition schedule has been calculated to include absences due to illness, major holidays and unanticipated closings due to weather. There are no “make-up” days.

### ENROLLED STATUS

A family is considered enrolled after receiving an acceptance letter (if new) and a signed enrollment contract has been submitted and countersigned by the Head of Finance and Operations

### LATE PAYMENTS

The right of the student to continue attendance is contingent upon prompt payment of tuition. The Head of School reserves the right to withhold student reports, transcripts and suspend a student from class until all tuition and other fees are paid in full. Late payment fees shall be assessed against the unpaid balance at a monthly rate of 0.5% (annual percentage of 6 percent).

## **ENROLLMENT CONTRACT CONDITIONS**

1. The student is enrolled through a binding 2017-2018 Student Enrollment Contract. Parents understand and agree that the deposit is non-refundable and at any time for any reason is credited toward the full tuition fee leaving a net unpaid balance to be paid per the information shared in the Payment Plans and Payment Information sections above.
2. The student and the student's family agree to comply with, and are subject to, the school's rules and policies set forth in the Parent/Student Handbook and that a violation of such provisions may result in the student being disciplined, suspended or dismissed by the school. The school reserves the right to discontinue enrollment at any time if it concludes, in its sole discretion, that the actions of a parent or guardian interfere with the learning process or impact negatively on the school community.
3. The school reserves the right to determine, in its sole discretion, the student's placement and the curriculum and services to be provided. Dissatisfaction with the placement of the student, the curriculum or service provided is not a basis for a refund or rebate and shall not discharge the obligation to continue to pay tuition at the times and amounts applicable to the student's grade level.
4. Eton Academy reserves the right to suspend, dismiss, or expel a student, when the school determines at its sole discretion that his or her interest or that of the school would be best served by such action. In the event that the school takes such action, no tuition paid shall be refunded and all unpaid tuition will be due and paid as scheduled or within fifteen (15) days of suspension, dismissal, or expulsion at the school's discretion.
5. Eton Academy's enrollment contracts are binding as we use the current enrollment to plan for each year. If a student leaves during the academic school year, a request for tuition refund may be made. Parents may write a letter to the Board of Trustees to explain the reason their request to modify the enrollment contract terms. Parents should direct the letter to Amy Tattrie Loepp, President of the Board of Trustees and use Eton's address.

## **FINANCIAL ASSISTANCE**

All questions and inquiries regarding financial aid and scholarship assistance should be directed to Admissions.

# HEALTHY SCHOOL ENVIRONMENT

## IMMUNIZATION POLICY

Students are expected to be in compliance with immunization requirements as specified in the Public Health Code. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, exemptions and exclusions, including the necessary immunization assessment program forms. In an effort to comply with the Public Health Code and provide for the prevention/control of communicable disease, students not meeting the immunization requirements may be excluded from school attendance unless a request for extension of immunization compliance is received and determined by the school to be reasonable.

- Due to an immunization rule change from the Michigan Department of Community Health, waivers exempting children from receiving immunizations can no longer be obtained from a school or childcare.
- Non-Medical waivers based on religious or philosophical beliefs must first be certified at the Oakland County Health Division.
- Parents/Guardians of children who are unable to receive vaccinations due to medical reasons should consult their healthcare provider for medical waiver forms.

## REQUIRED FORMS

### MEDICATIONS POLICY

Emergency Information & Treatment Form: completed and signed by a parent

Permission to Administer Medication Form: completed and signed by a parent and prescribing physician.

Medication is defined as prescription, non-prescription (over the counter) drugs, and herbal preparations.

### PRESCRIPTION MEDICATION

Prescription medication must be brought to school in a current prescription bottle with the following:

- Student's name
- Name of medication
- Current dose

This prescription bottle must be kept at school to ensure accuracy when administering the medication. If a half tablet of medication is used, pills must be split at home.

Non-prescription (over the counter) drugs and herbal preparations must be brought in their original packaging with directions labeled.

A designated school employee – not a licensed registered nurse – will administer medication in the main office.

### OVER THE COUNTER MEDICATION

- The only over the counter (OTC) medications available to students at Eton are Tylenol and Motrin with parent permission. If parents would like their child to use any other OTC medication, we will need a note stating the name, dose and time to be given, signed by both the parent and physician. The medication and signed instructions must be turned into the front office to be administered.

## CHRONIC AND OTHER MEDICAL CONDITIONS

For students with chronic medical conditions, complete the "Health Care Alert" form which is found in the parent page of the Eton website. For students with medical conditions requiring possible health care or

emergency action(s) (asthma, severe allergies required use of an EpiPen, diabetes, seizure disorder, sickle cell disease, etc.), parents must present the appropriate Action Plan provided by the student's physician and signed by the parent. The Action Plan should indicate if students can carry their own medications and supplies. Action Plan examples include:

- Asthma Action Plan; Allergy Action Plan; Food Allergy and Anaphylaxis Action Plan; Diabetic Action Plan; Seizure Action Plan.
- Health Care Alert Forms can be found in the parent page of the Eton Approach website. Parents MUST complete these forms and ensure they are up to date, by communicating new information as it becomes available.

## **CONTAGIOUS DISEASES POLICY**

It is recognized that certain communicable diseases such as tuberculosis, acquired immune deficiency syndrome (AIDS) and hepatitis pose significant medical, social and legal issues for educational institutions. Recognizing that it is possible that there will at some time be a person among the student body or personnel who has one of these conditions, the Board of Trustees adopted a policy consistent with the recommendations made by the Centers for Disease Control, The National Association of Independent Schools and the State Board of Education. (Complete text available through Business Office.)

### **Students and Contagious Diseases**

1. The determination of whether a student diagnosed as having a communicable disease may be permitted to attend regular classes or participate in school activities shall be made by the Head of School on a case-by-case basis in consultation with the student's treating physician, the student's parents or guardian, the appropriate Division Director, a designated school physician and the President of the Board of Trustees. The proposed determination shall be subject to review and approval by the Executive Committee of the Board.
2. The student will be permitted to remain in a classroom setting, unless it is determined, based on reasonable medical judgment, that the student's presence poses a probable threat of danger to the student or to others.
3. The medical records of all students shall remain confidential, except where disclosure is mandated by law.
4. Individual cases should be reviewed periodically by the Head of School, the designated school physician, the student's personal physician and the student's parents or guardian.

### **Employees and Contagious Diseases**

1. The determination of whether an employee diagnosed as having a communicable disease will remain employed in a capacity that involves contact with students or other school employees shall be made by the Head of School on a case-by-case basis in consultation with the employee's treating physician, the school employee, the appropriate Division Director, the designated school physician and the President of the Board of Trustees. The proposed determination shall be subject to review and approval by the Executive Committee of the Board.
2. Pending such a determination, the school employee will be permitted to continue working in the school in accordance with all applicable employment policies, unless it is determined, based on reasonable medical judgment, that the employee's presence poses a probable threat of danger to the employee or to others.
3. Unless the Head of School either 1) assigns the employee to a work assignment under restrictive conditions, which could involve an adjustment in responsibilities and hours or 2)

places the employee on a medical or a disability leave of absence consistent with the current school policies, the employee shall remain in his/her current position, so long as the employee fully performs all of the duties required of such position as set forth in the employee's contract. An employee whose condition is such that the employee cannot perform usual job functions shall be treated in accordance with applicable personnel policies and procedures.

4. The medical records of all employees shall remain confidential, except where disclosure is mandated by law.
5. The identity of the infected employee shall not be revealed, except within the supervisory process within the institution or where disclosure is mandated by law.

## **CONTACT WITH THE PUBLIC AND THE MEDIA**

In the event the general public or news media contacts the school to obtain information on any suspected case of communicable disease, said inquiries will be directed solely to the Head of School. The Head of School or an individual designated by the Head of School will be responsible for all further contacts with the general public and news media. Information concerning a student, faculty member or staff employee will not be released to the news media or public without the prior written consent of the infected individual (if an adult) or his/her parent/legal guardian (if a minor).