



WILLOWS  
ACADEMY

# Parent & Student Handbook

2020-2021

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For COVID-19 policies & procedures refer to <https://willowsacademy.org/covid-19/>

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### **Important Information**

Front Office To Report an Absence/Tardy 847-824-6900 before 8:15 a.m.

Front Office Hours 7:15 a.m. to 5:00 p.m.

Front Office Phone 847-824-6900 x201

### **Important Links**

WillowsWeb [willowsacademy.myschoolapp.com](https://willowsacademy.myschoolapp.com)

Willows Website [willowsacademy.org](https://willowsacademy.org)

Dennis Uniform [dennisuniform.com](https://dennisuniform.com) (School Code: GJLGV)

TADS Tuition [tads.com](https://tads.com)

Marla's Lunch [marlaslunch.boonli.com](https://marlaslunch.boonli.com) (Password NWC305)

### **School Hours**

Building Opens 7:15 a.m.

Tardy Bell Days Monday through Thursday 8:15 a.m.; Friday 9:00 a.m.

Final Dismissal 3:25 p.m.

After School Activities as scheduled

Building Closes 5:00 p.m.

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# MISSION & PHILOSOPHY

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## MISSION & PHILOSOPHY STATEMENT

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Willows Academy exists for one purpose: to help cooperating parents form the characters of their daughters so that the girls grow up to become competent, responsible professional women, who raise strong families, and live by Christian moral principles as taught by the Catholic Church. Every aspect of the school is devoted to this end.

Willows Academy is an Independent College Prep School for girls inspired by the teachings of the Catholic Church and the spirituality of Opus Dei.

In collaboration with parents, Willows aims to educate the whole person. We weave together an all honors liberal arts curriculum, character development, one on one mentoring, and an ideal of service, to create a vibrant environment that graduates confident young women who will make a difference in the world

The spiritual formation available at Willows Academy is entrusted to a priest of Opus Dei, a personal prelature of the Catholic Church ([www.opusdei.org](http://www.opusdei.org)).

## SPIRITUAL FORMATION AND LIFE

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The founders of Willows Academy asked Opus Dei, a personal prelature of the Catholic Church, to provide a chaplain who would plan and oversee the doctrinal, spiritual, and sacramental life of the school.

Not all students, teachers, and administrators are Catholic. Yet, an unambiguously Catholic spirit permeates the entire life of Willows Academy. The students have the opportunity and choice to attend daily Mass, to regularly receive the Sacrament of Penance, to participate in other acts of Eucharistic piety, and/or to receive spiritual direction from the chaplain. Full year courses in Catholic Theology are offered every year from grades 6 to 12. In lieu of Catholic Theology, students may take classes in Virtues in the Middle School and Philosophy in High School. Willows Academy respects the choice of everyone's conscience in what refers to her spiritual life.

## CATHOLIC IDENTITY

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1. How does Willows Academy provide for a Catholic education?
2. Is Willows Academy supported by Opus Dei or the Archdiocese of Chicago?
3. What is Opus Dei?
4. What is the relationship between Willows Academy and Opus Dei?
5. Are all of the students and staff at the school Catholic?

**Q.** How does Willows Academy provide for a Catholic education?

**A.** The parents and educators who founded Willows Academy in 1974 asked the Prelature of Opus Dei to provide the school with chaplains to oversee the religious education curriculum and instruction, celebrate Mass, preach the Word of God, administer the sacraments, and teach Catholic theology. The chaplains are priests of the Prelature of the Holy Cross and Opus Dei. They are available to serve Catholic and non-Catholic students alike.

The founders of Willows Academy were inspired by the life and teachings of St. Josemaría Escrivá, the founder of Opus Dei. His writings highlight the dignity and responsibility of parents

and the importance of educating the whole person. His message encourages the lay faithful to strive to do ordinary things extraordinarily well for the love of God. The spirit of Opus Dei helps young women to give meaning and transcend their study, work, and human relationships with the light of their faith.

**Q.** Is Willows Academy supported by Opus Dei or the Archdiocese of Chicago?

**A.** Willows Academy is an independent school, which means it does not receive financial support from the Archdiocese of Chicago or from the Prelature of Opus Dei. Willows Academy is governed, as are most independent schools, by a Board of Directors appointed by the Trustees. Willows Academy is financed like other independent schools by tuition, an annual fund, and other school-wide fundraising events.

The religious instruction offered at Willows Academy is based on the guidelines established by the United States Conference of Catholic Bishops. The chaplain is a priest of Opus Dei. The teachers of Religion/Theology are approved by the Prelature of Opus Dei and the Archdiocese of Chicago. The formation and supervision of the Religion/Theology teachers are entrusted to the chaplain.

**Q.** What is Opus Dei?

**A.** Opus Dei, Latin for “The Work of God,” is a Personal Prelature of the Catholic Church founded by Saint Josemaría Escrivá in 1928. Opus Dei exists to spread the message that the ordinary circumstances of our lives are occasions to find God, serve God and others, and improve society. For more information about the aim, history, and work of Opus Dei visit: [www.opusdei.org](http://www.opusdei.org).

**Q.** What is the relationship between Willows Academy and Opus Dei?

**A.** The spirit of Opus Dei is evident in Willows Academy’s school culture. We recognize the intrinsic worth of each person and respect each person. We strive to promote family harmony and friendship, to integrate love for God into our daily lives, and to pursue excellence so we can better serve others.

**Q.** Are all of the students and staff at the school Catholic?

**A.** Students need not be Catholic to study at Willows Academy. In fact, the school is open to students of all creeds. Regardless of their faith, all faculty and staff uphold the mission of the school, respect the official teachings of the Catholic Church, and promote a healthy and vibrant school culture.

## **EDUCATIONAL PREMISES & PRINCIPLES**

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Willows Academy was founded in 1974 by a group of parents who were in agreement that a middle and high school should function on the basis of certain premises:

- a. education is a perfecting process of human life that facilitates the attainment of the supernatural end of man. Christian education, therefore, concerns itself with every aspect of the growth and development of a child;
- b. parents have the primary responsibility in the education of their children. “Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators;”<sup>1</sup>

- c. parents need schools in order to carry out their educational responsibilities. “Among all educational instruments, the school has a special importance. It is designed not only to develop the special care of the intellectual faculties, but also to form the ability to judge rightly, to hand down the cultural legacy of previous generations, to foster a sense of values, to prepare for professional life.”<sup>2</sup>

The parents who founded Willows Academy had as their goal to implement these premises by promoting a school that would embrace only one set of values – those which assist one to lead a truly Christian life. Such a school would be guided by the following principles:

- a. all education given at Willows Academy would always be characterized by fidelity to the Magisterium of the Roman Catholic Church in matters of faith and morals;
- b. all education is rooted in freedom, which is inseparable from the consequence of personal responsibility;
- c. the measure of human growth is not in material things acquired, but in having become a better person through the practice of virtue;
- d. maximum growth towards excellence can best be achieved in separate educational institutions for both girls and boys, especially during the mod of adolescence, and be committed to:
  - maintaining an academic program of the highest caliber so that their daughters would be prepared to play an effective role in our sophisticated modern society. Willows Academy is designed for students who have the ability to pursue a course of college-preparatory studies; are willing to work hard in preparation for a college-preparatory career; respond actively to the environment of confidence and trust; and have a desire for self-improvement.
  - maintaining a moral atmosphere within the school that is congruent with that of a Christian home. Willows Academy is conceived as a Family School which is directly integrated within the parents’ responsibility for the education of their children;
  - instilling in students a true understanding of freedom and responsibility, namely, determining what is necessary to man’s final end and then conducting oneself in a fashion which will achieve this end;
  - providing a program of formation that would give the students the necessary means to grow in virtue.

## **OBJECTIVES**

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### **SPIRITUAL OBJECTIVES**

Willows Academy is open to students of all faiths. The Catholic students receive an intense formation with the spiritual objectives of awakening and developing in each student:

- a profound sense of her condition as a daughter of God, so that this dignity received in Baptism will be considered as the spiritual basis of her life, which will bring her to practice piety, prayer, and frequenting of the Sacraments;
- a consciousness that all Christians through Baptism have received the calling to sanctity and of the demands this supposes on the plane of ordinary life;

- the ideal that charity is the principal Christian virtue, which should bring her to practice a spirit of brotherhood, service to others, and apostolate;
- love for the Eucharist and the Holy Mass as the center and root of all Christian life;
- love for Our Lady.

### **ACADEMIC OBJECTIVES**

The academic objectives of Willows Academy are to give each student:

- sound mastery of the tools of learning and communication: reading, writing, speaking, and computing, so that she will be able to qualify for higher education and for work at her highest level of ability;
- the necessary skills and opportunities for her to be able to exercise personal initiative for thinking clearly, logically, and independently, as well as creatively;
- an appropriate understanding of the physical, social, civic, scientific, economic, cultural, and philosophical world in which she lives, so that she will be able to use her abilities in the most effective way as an active participant in that world;
- an appreciation of the beautiful as exemplified in music, art, and literature so that she will be able to recognize them and put them into practice in her daily life;
- physical education and health education so that she will have, in so far as possible, robust health and the knowledge and desire to safeguard it.

### **OBJECTIVES OF CHARACTER FORMATION: PERSONAL AND SOCIAL**

These objectives have as their purpose to develop in each student:

- the ethical sense needed to demonstrate self-control, honesty, cheerfulness, sincerity, fairness, order, generosity, friendship, and concern for others. A student is helped to acquire the habit of applying a constant set of objective ethical values to all situations as a means to achieve a happy and fruitful existence.
- knowledge of herself and her abilities so that she will be able to recognize and utilize both her strengths and limitations;
- a realization of the dignity and value of being a woman, preparing her to be a well-balanced and happy individual in her professional, family, social, and recreational life;
- a realization that academic and professional work well done is a common and ordinary means to reach human and supernatural perfection (fulfillment) and to contribute to the good of society. (Professional work is here understood in the broad context of any service to an individual or individuals over a mod of time, whether remunerated or not. It does not distinguish between skilled, white collar, etc. types of work.)

<sup>1</sup> Vatican Council II, Declaration on Christian Education, 3.

<sup>2</sup> Vatican Council II, Declaration on Christian Education, 5.

<sup>3</sup> Teaching of the Church on Christian Education of Youth. Documents of the Church.



## **BENEFIT OF SINGLE GENDER EDUCATION**

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At Willows Academy, we believe that “maximum growth towards excellence can best be achieved in separate educational institutions for both girls and boys, especially during the mod of adolescence.”

What specifically are the benefits of single gender education? One of the primary reasons to have single-sex education is to let the kids focus on who they are and not on comparing themselves to what somebody else wants them to be. Who they are, is a daughter of God, full of dignity and potential to serve God and the world with all their talents and to achieve great happiness in this world and forever in heaven.

Specifically, the National Coalition of Girls’ Schools indicates five reasons why single gender education services girls well. At girls' schools:

**1. Girls put academics first.**

Girls' schools create a culture of achievement where a girl's accomplishments are what matters - where what she believes in and how she puts her beliefs into action are more important than what she wears to school.

**2. Girls enjoy not just equal opportunity, but every opportunity.**

All the speakers, players, writers, singers, and athletes are girls. All the doers and leaders are girls. Female mentors abound, whether faculty or fellow classmates. And that's the key to real achievement: positive role models, abundant opportunities, personal practice, and real-life experience.

**3. Girls dare to take on - and succeed in - the real world.**

Self-confidence is the key to turning skills and knowledge into success. If you have a healthy self-confidence, you'll be prepared to step outside your comfort zone and take on any workplace or social situation. At girls' schools, every girl learns to take on academic challenges, express her thoughts and opinions, and participate in new learning experiences.

**4. Girls thrive when their learning styles take center stage.**

Single-sex education is more than merely separating girls and boys. Girls' schools capitalize on all that we know about the way girls learn. As a result, girls' school students are more willing to stick with - and succeed in - courses such as math, science, and technology.

**5. Girls become leaders.**

There's no such thing as a “leadership gene.” Leadership is an acquired skill. That's why girls' schools constantly create new leadership opportunities in the classroom, the science lab, the playing field, or the stage - everywhere, in short, where there are valuable life-lessons to be learned.

Data source: [NCGS Young Alumnae Survey \(PDF\)](#)

Education at Willows Academy is not just for girls, but by girls as well. The single gender environment in which all the regular classroom teachers and advisors are women provides the girls not only with excellent role models, but with teachers who know best how girls learn.

## **GOVERNANCE OF WILLOWS ACADEMY**

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### **ADMINISTRATIVE COUNCIL**

The administrators of the school include the Head of School, the Assistant Head of School, and the Dean of Students.

Guided by the philosophy of the school and the policies enacted by the Board of Directors, the Leadership Team and the administrators work directly with the parents, faculty, and students in achieving the goals for which the school was founded.

### **BOARD OF DIRECTORS FOR WILLOWS ACADEMY**

The Board of Directors for Willows Academy is responsible for establishing policies that translate the school's philosophy into working directives for strategic action. They are also responsible for the fundraising (Development) activities of the school.

### **THE BOARD OF TRUSTEES**

Members of the Board of Trustees of The Alliance maintain a clear understanding of the philosophy of the school. The responsibility of the Board of Trustees is to guard the philosophy of the school. The members fulfill their responsibilities through the appointment of the Board of Directors, the chaplain, and the Head of School of Willows Academy.

# ADVISING, PARENT PARTNERSHIP, SERVICE

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## RESPONSIBILITIES OF THE LEARNING PARTNERS

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There are three major partners in the learning process at Willows Academy: the parents, the staff, and the student.

### PARENTS

Parents are the most influential educators of their children and the key to the success of Willows Academy's program. To help make their daughter's education a success, parents are expected to:

- be knowledgeable about the school, their daughter's activities, and the range of academic, extra-curricular, and social options available;
- demonstrate concern for the total environment – including the physical, emotional, and social well-being of their daughter - and provide the appropriate support for the learning process and academic success;
- attend Back to School Night, Parent – Teacher Conferences, communicate with their daughter's advisor, and check WillowsWeb weekly;
- become involved in the schooling process by communicating concerns, ideas, and suggestions;
- support Willows Academy's focus on respect for oneself, others, and the school facilities;
- demonstrate respect for faculty and staff.

From the time of the foundation of Willows Academy, it has been a part of the school's philosophy that the girls' parents should conduct all social activities. For this reason social activities are sponsored by the parents, not Willows Academy, and are held off campus. (See also: PACE.)

### FACULTY AND STAFF

Through the curriculum, all members of the faculty and staff are expected to:

- be models for students, demonstrating actions consistent with life-long learning, striving to continually improve means and methods of educating middle and high school children;
- be knowledgeable about the subject areas taught and the relationships between and among the subject areas;
- be sensitive and responsive to individual differences and diverse learning styles of all children;
- provide a variety of instructional delivery styles and assessments that are fair, understandable, and closely matched with targeted learner outcomes;
- demonstrate respect for parents, students, and for each other.

To further students' personal development, staff members are expected to:

- foster a nurturing environment in the context of clearly communicated expectations;
- demonstrate respect for all Willows Academy's learners and the process of learning;
- be consistent and fair in dealing with all members of Willows Academy community.

To further support parents in the education of their children, Willows Academy staff members endeavor to:

- communicate effectively with parents, children, and administrators about Willows Academy's instructional program;
- communicate with parents regarding the progress of their child.

## **STUDENTS**

One of the primary goals of the Willows Academy experience is to provide the student with an opportunity to become more independent and responsible for herself.

To support this process, the students of the Willows Academy are encouraged to take advantage of the many opportunities placed before them and participate actively in the life of the school.

The success of a student is related to the effort the student puts forth in helping fellow students and supporting the efforts of the teachers by:

- doing her best at all times;
- treating others with dignity;
- understanding and observing all school rules;
- participating in school activities;
- taking school seriously by coming to school ready to learn;
- being active shareholders in the educational process;
- knowing when she needs help and taking initiative in seeking and getting help.

## **ADVISING**

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The purpose of advising is to provide an adult mentor who acts as a role model and advocate for the student. The advisor is the adult who gets to know the student well and is able to guide her through academic struggles and successes, study habits, friendship, personal improvement, and other issues relating to the student's growth and development. The advisor also helps to facilitate the student's service learning experience. (See also: "Service Learning.")

Each student meets with her advisor a minimum of once a month. The advisor gives each student a pass that specifies the time and place for meeting. The advising pass also lets the teacher know of the appointment so that the student may be excused during part of class. If a test or quiz is scheduled at the time of an advising appointment, the student should contact her advisor to reschedule.

## **PARENT CONFERENCES**

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**Parent/Teacher Conferences** are scheduled in October and February each year.

Parents are encouraged to attend these conferences. The conferences offer parents and teachers the opportunity of working together in guiding each student towards a fruitful school year.

Parents need not wait until conference time to contact the school if they have a question or concern regarding their daughter. We encourage and welcome calls to the teacher or advisor whenever there are questions or concerns. Teachers may also be contacted by email.

Parent/advisor meetings are encouraged at the beginning of the school year. Since the advisor will meet regularly with your daughter, teamwork and cooperation are essential. Parents are encouraged to meet with their child's advisor during the first month of school.

## **SERVICE LEARNING**

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Learning through service to others is an integral component of a Willows education.

Through service learning, a student:

- begins to discover the joy brought to self and to others by serving others;
- begins to develop a spirit of sacrifice that will guide her adult life;
- begins to appreciate the value of service to the family, the Church, and the world;
- develops an awareness of the needs of others;
- develops a sense of responsibility to use her personal resources and talents in the service of others;
- discovers a sense of herself as a woman and as an integral part of the community;
- develops a more mature understanding of the sacrifice of Jesus Christ and her need to emulate that sacrifice in her own life;
- discerns the order of charity and the need to follow the order of charity in service.

The service-learning experience is facilitated by the student's individual advisor but is an integral part of all clubs, teams, and activities at Willows Academy.

Because of its importance to the success of the student in Willows Academy's program, a student is typically required to complete fifteen service hours each year as a requirement for graduation.

During the 2020-21 school year service hour logs will not be collected or required. We will incorporate more discussions about service in theology and philosophy classes that dive deeply into the value of service and provide practical ideas for living this out.

## **CLASS PARENTS**

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The aims of the Class Parent Program are to:

### **Foster a joyful, friendly atmosphere for families**

- Be a smiling face and a welcoming presence for other parents
- Foster friendships among parents and students
- Be an advocate of our mission and its role in uniting parents, teachers, and students
- Encourage parents with questions or concerns to communicate them directly to teachers and/or the Head of School

### **Communicate with families**

- Welcome new families by phone or email

- Send reminders about class activities and encourage parents to attend schoolwide events
- Attend school and parent events to get to know other parents
- CC the Head of School on communication with parents and Lead Teachers, when applicable

### **Coordinate class activities**

- Coordinate a class get together in the summer to promote class unity
- Organize special mornings periodically for the homeroom
- Organize one or two class service projects throughout the year
- Support Lead Teachers in fulfilling any needs of the homeroom

### **Support school traditions**

- Back-to-School Family Picnic
- Holiday Prelude
- Mother-Daughter Luncheon
- Senior Gala

### **Traditionally, parents of particular grades help with different events throughout the year:**

- 6th: Locker set up in August
- 7th: Host 8th Grade graduation reception in June
- 8th: Chaperone 8th Grade trip typically in May
- 10th: Junior Ring Ceremony reception in April
- 11th: Senior Graduation reception in May; Senior Gala Committee
- 12th: Lead Senior Gala Committee

## **PACE**

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The **P**arent **A**lliance for **C**reative **E**ntertainment (PACE) facilitates appropriate co-educational social activities for the students of Willows Academy. PACE collaborates with an elected Student Union Board (SUB) to develop and plan social events for the school year.

Parents play an important part in the social life of their children. Volunteering to chaperone gives the parents the opportunity to observe their children in a social environment and participate in the development of positive social activities for their children. In addition, chaperoning gives parents a rich opportunity to interact with other parents and meet friends of their children. Parents are encouraged to chaperone at least one event per year.

For more information, visit the PACE website: [settingthepace.io](http://settingthepace.io)

# ACADEMIC PROGRAM

## MIDDLE SCHOOL COURSE OF STUDIES: 2020-2021

MIDDLE SCHOOL	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
English	English 6	English 7	English 8
Science	Earth Science	Life Science	Physical Science
History	Geography	American History I	American History II
Theology	Religion 6: Commandments	Religion 7: Sacraments	Religion 8: Confirmation and Christian Prayer
		Virtue through Literature	
World Language	Latin Roots program is facilitated in English classes		
			French I or Spanish I
Physical Education	PE 6	PE 7	PE 8
Fine Arts	Music 6	Music 7: Handbells	Handbell Choir (Elective)
	Art 6	Art 7	Art 8
	Middle School Choir (required for 6 <sup>th</sup> grade, elective for 7 <sup>th</sup> and 8 <sup>th</sup> grade)		
Other			Technology

Math	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
Honors I	Math Foundations	Math Applications	Pre-Algebra
Honors II	Math Foundations	Math Applications	Algebra I
Accelerated	Math Applications	Algebra I	Geometry

### MIDDLE SCHOOL GRADUATION REQUIREMENTS

Department	Courses
English	4
Mathematics	3
Theology	3
History	3
Science	3
Physical Education	3
Fine Arts: Visual Art	3
Fine Arts: General Music	3

\*Should a student fail a semester of a class, the Dean and the teacher of that class may require remedial work.

After her fifth failing semester grade (in any academic subject or combination of subjects), a Middle School student's academic progress will be reviewed by the Administrative Council to determine whether she will be eligible to enroll for the next semester. Willows Academy reserves the right to dismiss a Middle School student with five failing semester grades either at the end of the semester or at the end of that academic year.

#### Additional Requirements

**Constitution Tests:** Students are required by the State of Illinois to pass tests on the Constitution of the United States and on the Constitution of Illinois prior to the completion of 8<sup>th</sup> grade.

**Service:** 15 hours of service per year are required.

**Summer Enrichment:** Three units of summer enrichment are required for graduation. One unit is earned each summer by successfully completing that year's summer enrichment assignment. Specific assignments are given prior to the end of the school year.



## HIGH SCHOOL COURSE OF STUDIES: 2020-2021

	Freshmen	Sophomores	Juniors	Seniors
English	Honors Intro to Literary Studies & Writing	Honors World Literature & Writing	Honors American Literature & Writing	Honors British Literature & Writing
			Accelerated American Literature & Writing	AP English Literature & Composition
	Journalism (Elective)			
World Languages	Honors Spanish I	Honors Spanish II	Honors Spanish III	Honors Spanish IV or AP Spanish IV
	Honors French I	Honors French II	Honors French III	Honors French IV or AP French IV
Science	Honors Biology	Honors Chemistry	Honors Physics	Honors Anatomy & Physiology
				AP Chemistry
History	Honors Global Civilizations	Honors Contemporary Issues & Intro to Economics	American Studies	Honors European History
			AP U.S. History	AP European History
Theology & Philosophy	Honors Faith and Revelation	Honors Blessed Trinity & the Blessed Virgin Mary, The Sacraments	Honors Moral Theology	Honors Theology 12: <i>Mulieris Fortis</i>
				Honors Philosophy: Justice, Law & Freedom
Physical Education	PE 9	PE & Health 10	Sports and Fitness	
Fine Arts Electives	Art I	Art II	Honors Art III	Honors Art IV
	Voice/Music Theory	Voice/Music Theory	Advanced Art	
			Digital Photography	
	High School Choir			
	Chamber Choir			
	Handbells			
	Instrumental Ensemble			
College Prep	High School Skills 9		Junior Seminar (Sem 2)	Senior Seminar

Math	Freshman	Sophomores	Juniors	Seniors
Honors I	Algebra I	Geometry	Algebra II	PreCalculus Statistics
Honors II	Geometry	Algebra II	PreCalculus	AP Calculus AB Statistics
Accelerated	Algebra II	PreCalculus	AP Calculus AB Statistics	AP Calculus AB Statistics
			AP Computer Science Principles (Elective or Senior Math Credit)	

Math placements for each ensuing year are based upon the combination of course grades, standardized & placement tests, teacher recommendations, and department policies. For a student to move into a different course sequence, and/or for a student to enter or remain in AP courses, she must meet all criteria, expectations, and policy set by the Willows math department. Summer school may be used for a student to advance into a different course sequence if all criteria are met and prior approval before enrollment; summer school courses do not count towards the 4-year course requirement.

#### HIGH SCHOOL GRADUATION REQUIREMENTS

Department	Courses
English	4
Foreign Language	4 (same language)
Mathematics	4
Social Studies	4
Science	4
Theology/Philosophy	4
Physical Education	2
Technology	1

Electives (Art, Music, Tech) 1 elective required each semester

\*Classes must be taken at Willows Academy in order to receive credit. The Dean must approve, in advance, of special circumstances, e.g. study abroad.

\*A High School student who has earned a failing semester grade in a course to recover credit up to three times (a maximum of 1.5 credits) at an approved institution.

After her fourth failing semester grade (in any subject or combination of subjects), a High School Student's academic progress will be reviewed by the Administrative Council to determine whether she will be eligible to enroll for the next semester. Willows Academy reserves the right to dismiss a student with four failing semester grades either at the end of the semester or at the end of that academic year.



become eligible for the Dean's List or Honor Roll when the incomplete has been cleared. ***Grades are not weighted for Honor Roll calculations.***

**Valedictorian:** The senior with the highest weighted cumulative grade point average in her class at the end of the seventh semester is honored as the Valedictorian of her graduating class. All seven semesters must be taken at Willows Academy. She is a speaker at the Commencement Exercises.

**Salutatorian:** The senior with the second highest weighted cumulative grade point average in her class at the end of the seventh semester is named Salutatorian of her graduating class. All seven semesters must be taken at Willows Academy. She also speaks at the Commencement Exercises.

## **ADD/DROP POLICY**

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**1<sup>st</sup> Semester:** Students may make changes (add or drop elective, change course level, etc.) in their course selections until the second full week of school. Students taking an AP course may switch into the honors level course within the first month of school, unless the honors class is full.

**Second Semester (new electives only):** Students may add or drop a new 2<sup>nd</sup> semester elective until the second full week of the semester.

**Note:** All require consent of instructor; it may not be possible to add a course in progress.

## **ELIGIBILITY**

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Cocurricular activities are an important part of the growth and development of young people. It is important that a balance be kept between academics and cocurricular activities.

Willows Academy strongly encourages cocurricular participation. In order for a student to be eligible to participate in a cocurricular activity, a student must be earning a passing grade in all courses and be exhibiting appropriate classroom behavior. (Some flexibility in this area is allowed in the Middle School, as determined by the Administration who consults with a student's teacher.) This eligibility requirement is in accord with the college prep mission of the school and complies with the Illinois High School Association (IHSA) by-laws.

Grades will be reported for eligibility consideration at mid-quarter and end of quarter. If a student is failing one or more courses at mid-quarter, the student will be issued a warning. If a student fails a course at the end of a quarter, a mandatory conference will be scheduled with the student, an administrator, and athletic or theatrical director. Parents will be invited to attend.

If a student fails a semester, she is not eligible to participate in extracurriculars (athletics, theater, or Student Council) the following semester.

WillowsWeb Updates and Grade Reporting

Teachers should update WillowsWeb on the first and third Monday of each month.

Maintaining eligibility to participate in co-curricular activities is a student's responsibility. If a student is ineligible, she may not participate in any practice, rehearsal, game, or any part of the activity.

## **EXAMS**

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Semester exams are administered in academic courses at the end of each semester according to the following schedule:

6 <sup>th</sup> Grade	
1 <sup>st</sup> semester	3 exams (Math, Language Arts, Geography)
2 <sup>nd</sup> semester	4 exams (Math, Language Arts, Geography, Science)
7 <sup>th</sup> Grade	
1 <sup>st</sup> semester	4 exams (Math, English, History, Science)
2 <sup>nd</sup> semester	5 exams (Math, English, History, Science, Theology)
8 <sup>th</sup> -12 <sup>th</sup> grade	exams in all academic subjects both semesters
A semester exam is worth 20% of a student's semester grade.	

**Review for Exams:** Days are set aside before exams during which no new material is covered. Teachers use these days to review material covered during the semester with the students. Students in grades 6-10 receive a written review sheet; students in grades 11-12 are given clear guidelines about the format and material to be covered.

The day prior to exams is an optional attendance reading day for Juniors and Seniors. Juniors and Seniors may choose to come to school during the day to consult with their teachers as they are available. Juniors and Seniors are not required to wear their uniform if they come in, however, they are expected to dress and behave appropriately and respectfully when in the building.

**Exam Schedule:** Attendance is required only during a student's scheduled exams. If a student does not have a scheduled exam and chooses to be in school during an exam mod, she must be in a supervised study hall.

A student who arrives late for an exam is required to complete the exam within the scheduled time.

A student must wear her regular school uniform, have paid all fines, served all detentions, and submitted all forms and tuition to the Front Office before she may take exams.

International students here for a semester or the entire year must take all required exams at the end of the semester.

Exam dates are set in the regular school calendar and will be administered according to a published schedule during those dates. Exams are rescheduled only in the following cases:

- Illness. A parent must call the school before the scheduled time of the exam. The exam will then be taken on the scheduled make-up day. In cases of longer illness, an administrator will reschedule the exams to an appropriate time.
- Extraordinary/emergency situation. Parents must contact the Dean directly indicating the need for a special arrangement.

\*Exam make-up days are only for students absent from school due to illness or family emergencies.

**Eighth Graders/Senior Exemption from Final Exams:** A teacher has the prerogative of granting an eighth grader or senior the privilege of being exempted from second semester exams. Since the nature of the material in some subjects may demand a semester exam, a teacher reserves the right to require all students to take an exam, regardless of the exemption standard.

If a teacher chooses to allow an eighth grader or senior to be exempted from a final exam, the student must meet all the following qualifications:

- have a grade of 90 or above for quarters 1, 2, and 3 –and–
- have a grade of 90 or above for Semester I –and–
- have a 4<sup>th</sup> quarter average of 90 or above at the beginning of semester review days.

\* A teacher may require a higher average than 90%.

After 9 absences (excused or unexcused) in the school year, a senior or an eighth grader will not be eligible for any exam exemptions.

Seniors are permitted to take up to three absences for documented college visits. These absences from approved college visits will not be factored into exam exemptions (this means any additional college visits that require missing school may impact a senior’s exam requirement).

Note: Each half day (1/2) absence counts toward the nine (9) day limit.

All seniors taking an AP class are required to take the AP exam. If an AP student does not have over a 90%, she must take the final exam.

If a senior is taking an AP exam, a teacher also may, but is not required to, exempt a student from taking a final exam in her class.

## **GRADING**

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Grades for an individual class are determined by a teacher’s class policy. Grades are based on an appropriate weighting of tests, quizzes, research assignments, homework, and participation. They reflect the student’s academic achievement for the quarter and semester. Teachers publish their grading policy in the course syllabus and explain it clearly to students during the first days of class and on their WillowsWeb page for the class.

Within two weeks of receipt of the final report card, grades will be entered into the student’s transcript and will be final as of that date.

**Calculation of Semester Grade:** The semester grade is equal to a percentage of the quarter grades plus a percentage of the exam grade. The breakdown is as follows:

Courses administering a semester exam: Quarter 1 grade x 40%

Quarter 2 grade x 40%

Semester Exam x 20%

Courses not administering a semester exam: Quarter 1 grade x 50%

Quarter 2 grade x 50%

## GRADING SCALE

Grade	Letter	Grade	Value	Honors
95-100	A	P	Pass	1 Dean's List 94.5 - 100
93-94	A-	I	Incomplete	and no grade below 85
91-92	B+	W	Withdrawal	2 Honor Roll 86.5 - 94.4
87-90	B			and no grade below 77
85-86	B-			
83-84	C+			
79-82	C			
77-78	C-			
75-76	D+			
71-74	D			
69-70	D-			
Below 69	F			

## GRADE POINT AVERAGES

A Grade Point Average (GPA) is calculated for all subjects according to the credit given for each class and is reported on a 100-point scale. A student's permanent record of academic achievement (recorded on her official transcript) consists of her semester grades and her cumulative GPA. Quarter and exam grades are not reported on the permanent record nor are they transmitted to colleges, unless requested by the student.

The GPA is calculated by dividing the grade points by the credits attempted. The cumulative GPA is the average of all semester grade point averages.

Cumulative GPAs are weighted on the transcripts according to the following multiplier:

Honors	1.025
Accelerated	1.05
AP	1.10

Weighting is for transcripts only. A transcript shows only the weighted GPA. Weighting does not apply to honor rolls. Weighting DOES apply to senior graduation awards of valedictorian and salutatorian.

## HOMEWORK

Homework is regularly assigned and may include in-school as well as at-home assignments. Some assignments are long-range in nature and require planned study time for their completion.

A student is encouraged to use her assignment notebook to record her homework assignments, quiz/test dates, and other information regarding her academic responsibilities.

Late homework will be penalized by at least 5% of the total point value of the assignment per day. No assignment will be accepted for credit after the third day. In the event of an absence on the day that homework is due, the assignment should be submitted on the day the student returns to school.

## HONOR SOCIETIES

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### MATH HONOR SOCIETY (MU ALPHA THETA)

Willows Academy Mu Alpha Theta Chapter is approved by the national organization of Mu Alpha Theta. It is an organization whose purposes are to promote scholarship in mathematics and to promote the enjoyment and understanding of mathematics. Members are invited to join based on superior scholarship. Specifically each member must have a 90% or above average in mathematics courses each semester for four consecutive semesters, and an 85% or better in all other subjects. She must also be currently enrolled in a more advanced mathematics course and exhibit qualities of leadership and character that reflect the spirit of Willows Academy. Members are asked to share their talents by tutoring those in lower mathematics courses.

### NATIONAL HONOR SOCIETY (NHS)

Membership in Willows Academy chapter of the NHS is open to eligible students following the completion of four semesters of work at Willows Academy, grades 9 – 12. If a student has transferred to Willows Academy, completion of two semesters at Willows Academy is required.

Eligible students are defined as follows:

- those juniors who have a non-weighted, non-rounded GPA of 91% with no grade below 85% and no incompletes at the completion of five semesters of work;
- those seniors who have a non-weighted, non-rounded GPA of 91% with no grade below 85% and no incompletes at the completion of six semesters of work.

Members are selected by a Faculty Selection Committee appointed by the Head of School.

Scholarship is recognized as the first criteria for selection for membership to Willows Academy Chapter of the National Honor Society. However, it is not the only criteria. Leadership, service, and character are also important criteria that are looked at very carefully. The following points are offered to provide an idea what a candidate for the National Honor Society looks like.

#### *Scholarship*

A candidate must have a grade point average of 91% or better.

#### *Leadership*

The student who exercises leadership:

- is resourceful in solving new problems, applying principles, and making suggestions,
- demonstrates initiative in promoting school activities,
- exercises influence on peers in upholding school ideals,
- is able to delegate responsibilities,
- exemplifies positive attitudes and inspires positive behavior in others,
- demonstrates academic initiative,
- successfully holds school offices or positions of responsibility, conducting business dependably,
- is a forerunner in the classroom, at work, and in the school or community activities,



- is thoroughly dependable in any responsibility accepted.

### *Service*

The student who serves:

- is willing to uphold scholarship and maintain a loyal school attitude,
- participates in some outside activity: Girl Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties,
- volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance,
- works well with others and is willing to take on difficult or inconspicuous responsibilities,
- cheerfully and enthusiastically renders any requested service to the school,
- is willing to represent the class or school in inter-class and inter-scholastic competition,
- does committee and staff work without complaint,
- shows courtesy by assisting visitors, teachers, and students.

### *Character*

Students will demonstrate good character by upholding morality, ethics, and honesty while showing courtesy and concern for other individuals. Any student who has any documented violation of these principles or school policies by the teaching staff or Administration may be in jeopardy of not being admitted into NHS.

### **SOCIETE HONORAIRE DU FRANCAIS (FRENCH HONOR SOCIETY)**

The *Societe Honoraire du Francais* was established by the American Association of Teachers of French in 1949 and has as its aim to stimulate interest in the study of French, to promote higher standards of scholarship, to reward high scholastic attainments, to create enthusiasm for an understanding of Francophone culture and civilization, to promote international friendship, and to reward efforts toward further solidarity in the French-speaking world.

To be eligible a student must:

- have maintained a 93% average or higher in French during the semester of election and have a cumulative semester average of 93%,
- have maintained an 85% average or higher in all other subjects during the semester of selection and have a cumulative semester average of 85%,
- be enrolled in 5<sup>th</sup> semester of French and be in 11-12<sup>th</sup> grades.

### **SOCIEDAD HONORARIA HISPANICA CHAPTER TIRSO DE MOLINA (SPANISH HONOR SOCIETY)**

The society recognizes high achievement and promotes the continuity of interest in Hispanic studies. Students in the society are eligible for college and travel scholarships.

To be eligible a student must:

have maintained a 93% average or higher in Spanish during the semester of election and have a cumulative semester average of 93%,

- have maintained an 85% average or higher in all other subjects during the semester of selection and have a cumulative semester average of 85%,
- be enrolled in 5<sup>th</sup> semester of Spanish and be in 11-12<sup>th</sup> grades.

### **TRI-M (MUSIC HONOR SOCIETY)**

Tri-M Music Honor Society is based on the purpose of inspiring music participation, promoting leadership, and motivating service. Willows Academy's chapter encourages student involvement in all three of these areas. Qualifications for membership include participation in at least two music courses, an "A" average in music, and at least a 90% cumulative GPA.

### **INCOMPLETE GRADES**

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Coursework that is incomplete at the end of a quarter must be made up according to the deadline set by the teacher. All work needs to be completed by the following mid-quarter, which is the maximum amount of time allotted. By that time the teacher must submit a grade for the student. All incomplete work at mid-quarter will be counted as a zero. Classroom policy regarding late work holds.

### **REPORT CARDS AND PROGRESS REPORTS**

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**Report cards** are issued once each quarter. The two semester grades become part of a student's permanent record. Report cards are mailed home at the end of the semester and posted WillowsWeb within a week of issuance. Attendance records, including tardies, may be recorded on report cards and transcripts.

**Progress Updates:** Progress updates are provided every two weeks on WillowsWeb. Each student, parent, and advisor is asked to review the report, discuss progress, and contact the teacher with questions or concerns. Every update will generate an email to parent, student, and advisor provided the WillowsWeb accounts have been activated and the notification option selected.

### **REQUEST FOR SCHOOL RECORDS**

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Students may request school records by completing the Request for School Records form available on the website or through our registrar, Mary Daniel, [daniel@willowsacademy.org](mailto:daniel@willowsacademy.org). For students under the age of 18, a written request signed by a parent is required before records can be sent.

Official transcripts and other records (test scores and health records) are sent *directly* by Willows Academy to colleges and other schools. Once an official request is received, records are processed and sent within seven working days.

College records and recommendations are processed through the Director of College Counseling's office. Seniors are informed of this procedure at the beginning of the year.

### **STANDARDIZED TESTING**

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In order to objectively evaluate students' progress in core academic areas and preparedness for college, students at Willows Academy participate in a variety of standardized testing.

**Terra Novas:** The Terra Nova is a series of standardized achievement tests designed to assess 6<sup>th</sup> -8<sup>th</sup> achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. Students take the Terra Nova in the Spring of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. Test scores are sent to the parents within two months of the test completion.

**PSAT/NMSQT:** PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides firsthand practice for the SAT Reasoning Test™. It also gives 11<sup>th</sup> grade students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs. The PSAT is offered at Willows Academy in mid-October to students in grades 10 and 11.

**PreACT:** Tenth graders are given this national test at Willows Academy. The PreACT provides short practice for the ACT test. Subjects included: English, math, reading and science.

**Advanced Placement (AP):** The Advanced Placement program, offered by the College Board, allows a student the opportunity to move ahead in her preparation for college by getting a head start on college-level work, improving her writing skills, sharpening her problem-solving techniques, and by helping the student develop the study habits necessary for tackling rigorous course work.

Willows Academy offers the following AP courses within the regular high school program:

English:	English Language English Literature and Composition
Foreign Language:	French Language Spanish Language
History:	European History U.S. History
Math:	Calculus AB Statistics Computer Science Principles
Science:	Chemistry

These exams are given in May each year. There is a fee charged by the College Board for this exam which is paid by the student to Willows Academy at the time of AP exam registration.

**ACT Prep:** The College Counseling Department offers a ACT Prep course on Saturdays from January through April to prepare for the April ACT test date. Information on the prep course is disseminated each fall through the College Counseling Department

## **TUTORING**

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Any student receiving a D or below needs to meet with the teacher of that subject during the teacher's office hours (at least once a week). The teacher should provide a written summons to the student (Mandatory Office Hours Appointment notice). It is up to the teacher to decide whether she will negotiate regarding meeting times. A teacher may recommend additional peer tutoring or outside tutoring. (See below.)

**Peer Tutoring:** National Honor Society and Mu Alpha Theta members are asked to serve Willows Academy by tutoring students who are struggling in math or science only. Tutors will help students learn study skills, review concepts missed on previous homework, tests or quizzes, or re-teach concepts from class that they did not grasp in order to do their homework. They should bring their notes, homework, and textbook to each session and be prepared with questions

to best utilize their time. Students should then complete their homework independently each night to be sure they have mastered what they have learned.

Tutoring is limited to twice a week per student so that students may still attend Mass and have independent study time. Students must be responsible in their preparation and attendance. Since they are asking other students to devote her study time to helping them, they should respect the relationship. If there are no questions, they may work on the next section with their tutor. Students who miss tutoring more than three times will no longer be served.

Tutors are also asked to respect the relationship by being punctual and attentive. They should not do homework for students and are encouraged to do examples not on the homework to demonstrate the required skills. This will allow students to complete their homework independently to gain mastery.

Tutoring is intended for Honors level courses, not accelerated or Advanced Placement courses.

Middle School and High School students who would like additional help in math may attend Math Lab on scheduled days during Mass/Study.

**Outside/Professional Tutoring:** The decision to recommend outside tutoring should be made in collaboration with the parent, teacher, grade level team, and advisor. The recommendation for tutoring should identify specific goals to be achieved by the tutoring.

## **ACCOMMODATIONS**

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Students who need accommodations need documentation on file at Willows Academy.

Middle School students with an IEP are allowed extended time. When a High School student has an IEP calling for extended time, she will be given up to time and a half on semester exams. On all other in-class assignments and assessments, students will not be allowed extended time, as we do not have the resources to facilitate this accommodation.

## **ATHLETICS**

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The athletic program supports the overall objectives of developing the mind, body, and soul of each young woman. Sound instruction and competition in a wide range of athletic activities round out an education by teaching personal health, the rules and requirements of various activities, and virtues that carry over into other areas of life, such as confidence, teamwork, obedience, sportsmanship, self-control, sacrifice, courage, and humility.

**Expectations:** A student who participates in the athletic and performing arts programs is expected to commit to the time and other requirements as outlined by the coach or director. Although not a sport, in the performing arts the Illinois High School Association or other organizing body rules shall be followed. A student whose grades or standing do not meet the IHSA and Willows Academy eligibility standards shall not be allowed to participate. (See also: Eligibility.)

**Involvement:** A student is encouraged to consider participation in athletic and performing arts programs beginning in Middle School and continuing into High School. At the Middle School level, development of knowledge of the particular activity and the coordination required for effective performance, as well as reasonable participation by all team members, take precedence over winning. At the High School level increasing emphasis may be placed on competitive success. This usually results in smaller numbers of participants in roles or on teams, and may limit playing or participation time of some team members.

**Dedication:** A student must remember that certain academic standards must be met in order to remain eligible to compete, so academic commitments must come first. Though not mandatory, a student also should expect that some year-round lessons, practice, or conditioning will be required in order to be competitive at the higher levels of the art or sport. Summer camps or similar additional training and competition also may be helpful.

#### **INTRAMURAL AND INFORMAL ATHLETIC ACTIVITIES**

Intramural sports provide an intermediate level of competition for anyone wishing to participate, but not to compete on interscholastic teams. A student wishing to organize other intramural or informal athletic activities may do so by finding a member of the faculty or a parent willing to act as adviser for the activity and submitting a proposal for such activity to the administration.

#### **INTERSCHOLASTIC SPORTS**

Interscholastic sports provide opportunities for more directed learning of the particular activity and additional competition. As well as attaining the overall objectives of athletic activities at Willows Academy, in high school interscholastic sports an additional emphasis is placed on developing the most competitive teams possible.

Students and adults alike are responsible for representing Willows Academy with the utmost dedication and character. Willows Academy teams are expected to represent themselves and the school to the best of their abilities, while keeping in mind higher priorities of God, family, and academics.

#### **HIGH SCHOOL AND INTERSCHOLASTIC COMPETITIONS**

In athletic competition, all Illinois High School Association or other organizing body rules shall be followed. A student whose grades or standing do not meet IHSA and Willows Academy eligibility standards shall not be allowed to participate.

The decisions regarding those students most likely to contribute to an activity or team success shall be the sole responsibility of the director or coach of each activity. Regular attendance at meetings and practices may be a condition for participation.

It is the responsibility of the student to discuss and resolve in advance with the coach or activity director any projected conflicts with other activities.

Inappropriate behavior of any kind, including use of foul language, inappropriate gestures or dress, may be grounds for discipline up to and including suspension or exclusion from the activity.

#### **MIDDLE SCHOOL, INTRAMURAL, AND OTHER ACTIVITIES**

At the Middle School level, all High School guidelines above generally apply. Emphasis is placed on accommodating all students who desire to participate, either by inclusion or by providing additional competitive or intramural groups or teams.

# ATTENDANCE

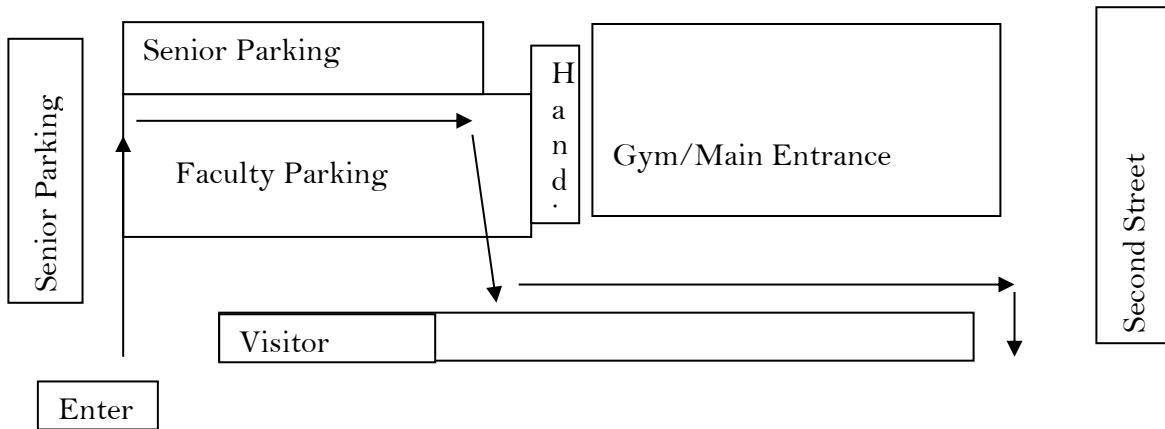
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Consistent school attendance is necessary to insure continuity in learning.

## PICK UP AND DROP OFF PROCEDURES

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Willows Academy Pick Up and Drop Off Procedure is designed to increase the safety of our students, parents, faculty, and neighbors and to make the street accessible for any emergency or non-emergency vehicles. This procedure eliminates the need for the students to exit or enter cars on the street, as well as reduces the chances that our neighbors will be blocked by Willows traffic.



All drivers are asked to treat Rose Avenue as a one-way street westbound in the morning and afternoon. Cars should turn onto Rose from First Street and be mindful of blocking any driveways. Upon exiting the lot, please proceed left (west) to Second Street.

Students, parents, and faculty parked in the lot should be patient and attentive when pulling into and out of a parking spot.

## ABSENCE FROM SCHOOL

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Parents are asked to call the Front Office before 8:15 a.m. each day their daughter will be absent 847-824-6900. In the case of a highly contagious disease, a note from the doctor is required before the student may return to school.

Upon return to school, it is expected that the student obtain any missed assignments and make up any missed tests and quizzes.

If a student is absent from school for a whole day or for any part of a day without her parents' permission, it will be considered an unexcused absence. If a student has an unexcused absence, she will not be allowed to make up any tests, quizzes, or assigned work for the day absent.

Willows Academy discourages parents from excusing their daughters to leave school for anything except medical appointments.

If a student is present any part of a day, she is expected to complete all work required for that day including taking any tests or quizzes and handing in any required work.

**Absence – Vacations:** Parents are discouraged from taking students out of school for family trips during the school year. If it is necessary for a student to miss school for a family vacation, the burden of the responsibility of making up missing work rests with the student.

Parents are asked to notify an administrator in advance if a student will be absent from school due to a trip. It is the responsibility of the student to check with each of her teachers to discuss what she can do to keep up-to-date in class during the time of her absence and to make up work following her return. It is not the responsibility of the teachers to re-teach subject matter missed, accept late projects or papers, or to schedule makeup tests or quizzes.

**Pre-Planned Absence:** If a student knows she will be absent, she should inform her teachers ahead of time and make a plan to complete work or tests that will be missed as soon as possible.

### **Extended Absence**

In order to accommodate the student's learning and to ensure continuity of learning, a parent must contact an administrator immediately upon realization of an extended absence from school. The parent should be prepared to provide the administrator with all pertinent information regarding the absence, including the instructions from physicians or other qualified practitioners regarding the student's ability to continue course work during her absence. The school will do its best to accommodate the student's learning needs during this time; however, the school is unable to provide individual instruction or tutoring.

### **Excessive Absence and Truancy**

Absence of more than nine (9) days from school is considered excessive and truant. A student who is excessively absent without justification (see Extended Absence, above) greatly impedes her opportunity to learn and may be subject to the truancy laws of the State of Illinois.

In the case of excessive absence, the Administration reserves the right to drop a student from a class should the absence become so great there is no possibility of mastery of the course content. A student who is excessively absent without justification from a physician or other qualified practitioner is subject to all standing rules regarding participation and makeup work as well as any civil laws regarding truancy.

## **EARLY DISMISSAL**

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No student is ever to leave school early without the permission of her parents. Parents are required to sign students out in person at the Front Office either directly or with a signed note or fax.

If it becomes necessary for a student to be dismissed early from school, the parents should send their child to school with a written note explaining the reason for the early dismissal and the time they will be picking up their child or the time the child is allowed to leave. The student should bring this note to the Front Office prior to the start of the school day; the Front Office will give the student a pass to be excused from class at the required time.

If a student requires early dismissal due to an illness or injury at school, the student's parents will be contacted directly by the Front Office.

## **TARDINESS TO SCHOOL**

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A student is expected to be in homeroom on time (8:15 AM). If a student arrives to school after 8:15 a.m., she should report to the Front Office immediately to receive an Office Pass. A student

cannot be admitted to homeroom or a class without this pass from the office. After a third tardy, a detention will be given. Every tardy after 3 will result in a detention, tardies will reset at the semester

### **TARDINESS TO CLASS**

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Students are expected to arrive punctually to each class and study hall in proper uniform and with the necessary materials. Individual tardy policies will be determined by the classroom teacher. Detentions may be issued.

### **EIGHTEEN YEAR OLD STUDENTS**

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Although legally an adult, a student who is eighteen years old may not sign herself out without consultation with her parent or guardian. A student is expected to be in school as scheduled for the entire school day.

### **MAKE UP WORK**

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A student is responsible for making up all work and tests missed as a result of an excused absence.

A student is expected to take a missed test the day she returns to the specific class. Since tests are announced in advance, if a student is absent the day before a previously announced test and returns to school on the day of the test, she is required to take the test. Requests for a postponement of a test or quiz must be approved by the student's teacher. A teacher reserves the right to give an alternate form of a test or quiz.

A teacher may require a student to hand in the pre-assigned writing assignment (paper, essay, etc.) on the due date via email. This is done at the discretion of the teacher and is indicated in the teacher's syllabus.

If a student has missed work (not tests or quizzes), she has the corresponding number of days to make up the work. Quizzes may or may not be required to be made up according to an individual teacher's choice.

In the case of an extended absence (one week or more) the student must contact each teacher within two days of her return to set up a schedule for making up missed work and tests. The teacher will work with her to set up a schedule to make up a reasonable amount of work. The student is expected to submit the work according to the schedule agreed upon.

A teacher does not have to accept or give credit for assignments that are turned in after one week. Nor need she do so if an earlier deadline has been set. A student is expected to take her make-up test at the scheduled time. A make-up test will cover the designated material and have the same value; however, the format of the test may vary from the original test.

### **COLLEGE VISITS**

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Seniors are permitted to take up to three excused absences for documented college visits. Any additional college visits that require missing school will be considered may impact a senior's exam requirement. (See Exams.) Seniors planning to miss school to visit a college should complete a college visit form. A parent signature will be required.



# POLICIES & PROCEDURES

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## ACADEMIC HONESTY

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Academic dishonesty by a student degrades her character and reputation, impedes the teaching-learning process, and is in opposition to the values inherent in the philosophy of Willows Academy.

**Cheating:** The sharing of any class work including, but not limited to, homework, papers, and projects is considered cheating. In addition, sharing information, transmitting answers to a test, possessing testing materials, removing or sharing any testing material in any way (text messaging, copied, duplicated, or handwritten) is cheating. Coding answers or using technology in a way not sanctioned by the classroom teacher is also cheating.

Cheating is a serious offence because it involves personal dishonesty and is an injustice to others. Cheating will be dealt with in a swift and formative manner as is appropriate for the age and experience of the student involved. Continued or profound acts of cheating may result in dismissal from Willows Academy.

**Plagiarism:** To copy the ideas or words of another person and to present the work as one's own constitutes plagiarism. Whether intentional or unintentional (for example, because of improper citation) plagiarism is a serious offense and detrimental to one's moral and educational development and must, therefore, be avoided at all times.

Because it does not represent one's own personal work, work that is plagiarized cannot be accepted for credit.

Consequences for plagiarism will be decided on a case-by-case basis by the teacher, in consultation with the school Dean and the Administration, dependent on the nature of the plagiarism and the experience of the student.

## DISCIPLINE

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The goal of discipline at Willows Academy is to help a student act responsibly, accept responsibility for her actions, and maintain an atmosphere conducive to learning and the effective operation of the many activities of the school day.

A student is expected to behave as a well-educated, well-formed young woman at all times. As such, she is expected to:

- treat everyone in the school community with care and respect;
- understand and follow all school and classroom rules;
- be on time for school as well as for each class;
- use elevated and appropriate language at all times;
- participate actively in class in order to make the class profitable and enjoyable;
- demonstrate care and respect for the physical environment of the school;
- demonstrate care and respect for all members of Willows Academy community;
- wear the school uniform in an appropriate manner.

## DEMERITS

Demerits are used in the Middle School only. Demerits are warnings to the student that she is acting in a way contrary to school rules and in a way opposed to her growth and development.

A demerit is given at the teacher's discretion in the best interest of the student for behaviors including tardiness and failure to complete homework as assigned.

A copy of the demerit will be given to the student, to the Dean, and to the student's advisor. The student's advisor will then meet with the student to discuss the action and ways to make better choices in the future.

After the Dean records three demerits given to a student for any reason, the Dean will give that student a detention, as the demerits do not appear to be helping the student alter her behavior.

## **DETENTIONS**

Detentions are used in both the Middle and High Schools. A detention is a warning to the student that she is acting in a way contrary to school rules and in a way opposed to her growth and development. This warning carries with it a consequence of spending time with the Dean or another teacher in order to help the student understand the seriousness of her choice and the need to revise her decision making.

A copy of the detention will be given to the student by the teacher, who will give the appropriate copy to the Dean and the student's advisor. The student's advisor will then meet with the student to discuss the action and ways to make better choices in the future. The Dean will email the parent about the detention.

Detentions are served on as follows:

Detention will be held every Wednesday and Thursday from 3:30 until 4:10 p.m.

- Transportation, jobs, activities, etc. are not acceptable excuses for missing detention. Detention needs to be served the week it was issued. Students must attend After-School Detention in complete and proper uniform.

## **INFRACTIONS**

An infraction occurs when the disrespect or behavior of a student is such that learning in the classroom/activity is no longer possible. At such time, the student is sent to the Dean. At a later time, the teacher and the Dean will confer and decide on the appropriate action to follow.

## **SUSPENSIONS**

A suspension is warranted when a student has acted in a way that is unsafe for herself or for others, or has made learning or any other activity impossible by disrespectful or other inappropriate behavior.

Suspensions are warranted for, but not limited to, those actions listed in the Behavior Policy as well as unexcused absences from school or from a chronic inability to comply with school rules.

The Administration, in a conference with the student's parents, will designate the next school day as the day on which the suspension is to be served.

The status of work required during the suspension will be decided on a case-by-case basis based on the student's age, the infraction, and the impact of missed work on the student's academic future.

## **DISMISSAL FOR BEHAVIOR**

Any serious violation of school policy or continuous infractions can be grounds for immediate dismissal from Willows Academy. Dismissal can also occur if it becomes apparent after a series of incidents that the student does not possess the ability or desire to positively participate in the life of Willows Academy.

## **DISMISSAL FOR ACADEMICS**

If it becomes apparent, after consultation with parents and attempts by the faculty team at differentiation and remediation, a student does not possess the ability or desire to succeed academically in the Willows Academy program, the student can be dismissed from Willows Academy. This action occurs in collaboration with the student, parents, teachers and advisor, and with the best interest of the child in mind.

## **CODE OF CONDUCT**

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### **BEHAVIOR EXPECTATIONS**

A student of Willows Academy is expected to act at all times in a manner consistent with her dignity as woman and as a daughter of God.

It is expected that all students of Willows Academy and members of Willows Academy community act in a respectful and responsible manner at all times during the school day, while on school property, on school transportation, or at any school-sponsored activity. A student of Willows Academy is expected to behave as an emissary of her school and to demonstrate sound character values.

The faculty and Administration of Willows Academy firmly believe in giving students realistic opportunities to exercise self-discipline, mutual respect, and responsibility to the school and each other. School rules have been established based on consideration for the rights of others, the safety and welfare of all, and respect for the property of others. School policies and classroom rules are designed to promote learning and a school climate in which all may take pride.

**Respectful Behavior:** It is the responsibility of all students and members of Willows Academy community to conduct themselves in a respectable manner. A student must govern her behavior so as to promote her own excellence and prevent herself from infringing on the rights and personal freedoms of others. This includes the equal treatment of all students and members of the school community regardless of race, color, national origin, religion, age, gender, or ability.

Any behavior which disrupts the educational process or jeopardizes the safety and welfare of any member of Willows Academy community will be appropriately dealt with by the staff of the school.

The Head of School will immediately notify the local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel at the school. The Head of School will also notify the Illinois State Police within three days of each incident through the School Incident Reporting System (SIRS).

**Safe Behavior:** It is the responsibility of each student to maintain a safe environment at Willows Academy. If a student becomes aware that a fellow student is in possession of illegal substances, weapons, or any items that could endanger her safety or the safety of others, the student must

immediately inform an adult, such as a parent, teacher, administrator, or staff member. This information will be used to insure the safety of the student(s).

## **UNACCEPTABLE BEHAVIORS**

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The following behaviors are considered unacceptable by Willows Academy. Failure to behave responsibly in these areas during the school day, while on school property, on school transportation, or at any school-sponsored activity are considered serious violations of conduct and will lead to disciplinary action such as removal from class or activity, detention, suspension, or dismissal from Willows Academy.

### **BULLYING**

Willows Academy strives to promote and maintain a healthy, safe, and orderly learning environment for all students. We are acutely aware of the fact that bullying substantially interferes with a positive educational experience and is contrary to State law. Therefore, Willows Academy has a ZERO tolerance policy regarding bullying incidents. Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student(s) in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student(s) physical or mental health;
3. Substantially interfering with the student(s) academic performance; or
4. Substantially interfering with the student(s) ability to participate in or benefit from the services, activities, or privileges provided by Willows Academy.

Specific and unprovoked acts of bullying may include but are not limited to: physical confrontations (attacks), verbal taunts, threats, intimidation, extortion, hazing, harassment, stalking, theft, public humiliation, destruction of property, retaliation and cyber-bullying.

#### *Cyber-bullying*

Cyber-bullying is any harassment or intimidation which is accomplished by means of technology or any electronic communication, including without limitation: e-mail messages, text messages, instant messages, social networking sites, video sites, and/or blogs. Cyber-bullying includes the creation of a webpage in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying.

It is beyond the school's jurisdiction to regulate off-campus bullying. However, Willows Academy reserves the right to investigate these incidents and take appropriate action when such activities threaten violence against another Willows student or otherwise disrupt the learning environment or orderly conduct of the school. Any off-campus incidents of this nature that come to the attention of Willows Academy will be reported to the parent(s) of the involved student(s).

#### *Application of the Policy*

This policy is in force:

-While in the school building before, during, or after school hours

- While on any bus or other vehicle as part of a school activity
- While traveling to or from school and waiting at any bus stop before or after school
- During any school function, extracurricular activity, or other school activity or event
- While enrolled at Willows Academy

#### *Procedures for Reporting an Act of Bullying*

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

#### *School Response to a Report of Bullying*

Each reported incident of bullying is taken seriously. When the alleged act constitutes a violation of this policy, the Administration will determine the appropriate disciplinary consequence. Willows Academy may promptly inform parents or guardians of all students involved in the alleged incident of bullying. Communication will be consistent with Federal and State laws regarding student privacy.

Investigation of a bullying incident shall be initiated within five school days of receipt of a report and completed within 10 school days, unless the Administration grants an additional 5-day extension due to extenuating circumstances. The investigation shall include:

- a. Identifying the perpetrator(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
- b. Conducting an individual interview in a private setting with the alleged perpetrator and target. The alleged perpetrator and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders.
- c. Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education was affected.
- d. Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan that will restore a sense of safety for the target and other students who have been impacted.
- e. When appropriate, preparing a Misconduct Report identifying the Administration's recommendation for individual consequences.
- f. Comprehensively documenting the details of the investigation.

During an investigation, the Administration will take into consideration that a part of healthy growth is developing new friendships and becoming less close with existing friends. Though it can be confusing and even painful to have relationships shift, this is a normal experience in adolescence.

#### *Consequences*

Violation of this policy may result in suspension, expulsion, or any other consequence that the Administration considers appropriate. Students making false claims of bullying will be subject to disciplinary consequences as well. Retaliation or reprisal against any person who reports a bullying incident will result in additional disciplinary consequences. Any student who violates this policy for a second time during the school year will be subject to review by the Administration.

Any student who is suspended for a violation of this policy will be allowed to return to Willows Academy after serving the suspension and having a meeting with the Administration. The meeting will also include the parents of the suspended student.

#### *Review and Evaluation of the Policy*

Willows Academy Bullying Policy will be reviewed and evaluated by the Administration every two years. To assess policy effectiveness, the Administration will take into consideration the frequency of victimization, student/staff/family observations of safety at school, identification of areas where bullying occurs, types of bullying being utilized and information or guidelines issued by the Illinois State Board of Education. The policy will be revised as necessary in light of such review

#### **BEHAVIOR ENDANGERING PERSONS**

Unacceptable behavior includes threatening to cause, causing, or attempting to cause harm to another student or staff member including but not limited to: verbal or physical threats; fighting; “hit lists;” bullying; hazing; sexual harassment; use of profane, vulgar, or abusive language and slurs with regard to race, color, national origin, religion, age, gender, or disability against students, staff, or members of the community.

#### **CONDUCT ENDANGERING PROPERTY:**

Unacceptable behavior includes, but is not limited to, threatening to cause, causing, or attempting to cause damage to school or private property; theft; tampering with padlocks or lockers; improper release of a school fire alarm or tampering with fire extinguishers.

#### **DRUGS, ALCOHOL, FIREWORKS, WEAPONS, AND AMMUNITION**

Unacceptable behavior includes, but is not limited to, purchase (including exchange of money for such purchase), possession, transmission, or use of drugs or alcohol, fireworks, weapons, and ammunition: such infractions will result in immediate suspension from school pending further disciplinary action (see below) and referral to the proper authorities.

#### **SMOKING OR VAPING**

Unacceptable behavior includes, but is not limited to, smoking/vaping or possession of smoking/personal vaporizer smoking devices, including matches or lighters, will result in suspension from school. Vaping is illegal in Des Plaines for people 18 and under.

#### **FIREARMS**

Unacceptable behavior includes, but is not limited to, possession, use, or display of an actual or reasonable facsimile of a firearm or weapon will result in disciplinary action such as removal from class or activity, detention, seclusion, suspension, expulsion, and/or referral to the proper

authorities dependent upon the circumstances of the incident. The Head of School is responsible for notifying the Illinois State Police of firearm incidents in the school.

### **TRUANCY**

Regardless of a student's age, if a student is absent from school without prior parental knowledge and notification of the school or if a student leaves school without proper permission, the parents will be contacted and appropriate disciplinary measures will be taken by the Administration of the school. In addition, **no credit will be given for assignments, tests, and quizzes missed due to truancy.** Truancy is a violation of State and local law. The School does not accept responsibility for a student who is absent from school or a class without appropriate permission whether she is on or off school property. Repeated truancy may result in dismissal from Willows Academy and referral to local authorities.

### **SUBSTANCE ABUSE POLICY**

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Willows Academy believes that respect for the law and good health are prerequisites to success in any endeavor. It is our responsibility, therefore, to promote a respect for law and a healthy lifestyle among students both through educational programs and by providing a safe, positive learning environment.

Toward this end, the school curriculum and instructional delivery shall explain and reinforce the health and safety risks associated with controlled substances; inform students of the laws related to controlled substances; and encourage positive alternatives to the use of controlled substances.

The following policy prohibits certain conduct on school property, on school-sponsored transportation, or at school-related events. This policy is related to illegal substance use and defines disciplinary consequences for such conduct. The provisions of this policy shall be in force at all school-sponsored events whether on campus, off campus, or on school-sponsored transportation.

**Illegal Substances:** The following are defined as illegal substances and warrant disciplinary consequences for their use on school property or school-sponsored events:

- all alcoholic liquor;
- all controlled substances except when prescribed by a licensed physician;
- all prescription drugs, when sold, distributed, purchased, possessed, and/or consumed in a manner inconsistent with the prescription and/or the prescribed purpose - including situations where a student sells or distributes her prescription drugs to another and/or where a student sells, distributes, possesses, or consumes another's prescription drugs;
- cannabis (marijuana);
- any "look-alike" substance;
- any drug paraphernalia;
- any anabolic steroid.
- Vaping products

Faculty and staff members must report instances of illegal substance use directly to the Head of School, who in turn is responsible for reporting them to local law enforcement officials.

**Prohibited Conduct:** The school Administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct, including, but not limited to, the sale of, the distribution of, the purchase of, the possession of, the consumption of, or the exhibiting of evidence or any indications of having consumed (whether consumed on or off school property), or participation in a plan to sell, distribute, purchase, possess, or consume any illegal substances.

The policy also applies to students who choose to remain in the company of those committing an act of gross disobedience or misconduct without seeking the assistance of an adult or legal authority.

*“Possession”* is defined to include the use of the student’s person, clothing, supplies, school lockers, desks, or other parts of the school environment for the storage of illegal substances.

*“Possession”* is also defined as the presence of an illegal substance in any amount in or on the student’s person, clothing, supplies, school lockers, desks, or other parts of the school environment for the storage of illegal substances.

**Consequences:** Each case will be reviewed to determine past history, the harm incurred by the school community or its reputation, extenuating circumstances (e.g., unsolicited personal admission vs. public scandal), and the most appropriate and timely manner of assigning consequences. When it has been determined that disciplinary consequences are necessary, the student(s) involved may be subject to some or all of the actions listed below:

- temporary suspension or permanent dismissal from school;
- referral to legal authorities;
- referral for parental or professional counseling;
- community service;
- temporary or permanent ineligibility to participate in student government, athletics, theatrical productions, and other cocurricular activities according to the following scale:
  - Any student who possesses, uses, or remains in the company of anyone using illegal substances, and acknowledges full responsibility for such behavior, shall be excluded from participation for one full season or its equivalent and participation in student government and other cocurricular activities for one school semester. A first infraction without acknowledgement or a second infraction involving illegal substances shall result in exclusion from a sport for a full year and from participation in student government and/ or cocurricular activities for one full year.
  - Any student who possesses or uses alcohol and any participant who uses tobacco products, and acknowledges full responsibility for such behavior, shall be excluded from participating in student government, athletics, and cocurricular activities for a minimum of three weeks. A first infraction without acknowledgement or a second infraction shall result in removal from the sport for one full season



or its equivalent and from student government and other cocurricular activities for one full semester.

- other actions deemed appropriate by the Administration of the school.

A student is strongly advised to remove herself as quickly as possible from the company of anyone (other than a parent or other responsible adult) who is using alcohol, and they should avoid patronizing establishments that are oriented primarily to the selling of alcohol.

All students are expected to cooperate in the process of gathering accurate information, even though this may be a difficult task. If a student is found to have deliberately misled or excessively obstructed this process, her consequences may be more severe than those assigned to students who are forthcoming with relevant information.

All parents and students are encouraged to inform the necessary persons when they become aware of concrete information regarding a student's behavior that presents potential harm to self or others. Common sense should be utilized anytime an immediate health risk is involved (i.e. signs of alcohol poisoning or drug overdose) by calling for immediate parental and medical attention. Seeking immediate help and putting someone's health or safety ahead of personal repercussions will be considered an extenuating circumstance when evaluating appropriate consequences.

## **STUDENT DRESS CODE**

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In the spirit of Willows Academy tradition, we wish to maintain a standard for uniform and personal appearance that reflects the dignity of women and that is also appropriate in an atmosphere of serious learning and study. Willows Academy's dress code stems from our core belief in respect for the individual.

The following guidelines have been developed to clarify the school dress code. These guidelines are standards to be followed at all times:

- Shirts and blouses must cover the upper torso completely and cover the shoulders; no cleavage should show
- skirts and dresses should be knee-length or must be no shorter than two inches above the top of the knee in the front and the back.
- slits in dresses/skirts must not be higher than the knee;
- undergarments may not show or show through clothing at any time;
- clothing should be worn as designed and not rolled, unfastened, etc;
- shoes should completely cover the front and back of the foot (i.e. no flip flops, open-back Birkenstocks, or sandals);
- symbols on clothing must be positive and respectful in tone; clothing which contains offensive language, images or gestures, or drug/alcohol/tobacco ads and/or symbols may not be worn;
- hair should be kept neat and clean and maintained in a natural color;
- makeup should be appropriate to the age of the student and appropriate for a professional workplace environment;
- tattoos should not be displayed at school

A student's appearance and the appropriateness of her dress are her responsibility. Parents are expected to counsel their children regarding acceptable school attire.

A student who chooses to attend school or a school-sponsored event inappropriately attired will be required to adjust or change her clothes before she is allowed to participate. If a student does not have appropriate attire available, she will be withheld from the activity and her parents will be contacted.

## **REGULAR SCHOOL DAY UNIFORM DRESS CODE**

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A student is expected to be in proper uniform at all times. If a student is improperly dressed, the teacher will ask the student to change into the proper uniform before coming to class. A detention may be issued.

If a student is wearing an improper item, the teacher will ask the student to remove the item and take the item from the student. The item is given to the Dean for storage, and the student should then see the Dean to recover the item.

The school uniform is sold by Dennis Uniform Company ([www.dennisuniform.com](http://www.dennisuniform.com), School Code GJLGV) and consists of the following items:

### **Skirt:**

**Middle School:** Red Gabriel plaid box pleat

**High School:** Blackwatch plaid box pleat

Skirts should be knee-length or no shorter than 2 inches above the top the knee in the front and the back. They must be properly hemmed. (No staples or tape!)

### **Sweatshirt:**

Blue quarter zip with Willows logo

(Eighth graders and seniors are allowed to wear their class sweatshirts.)

### **Polo shirt:**

- Navy short or long-sleeved polo with Willows logo

### **Sweater:**

- Navy crew neck or v-neck with Willows logo
- Navy hooded sweater with Willows logo

### **Shoes:**

Sturdy dark shoe: brown, black, tan, or navy. No moccasins, gym shoes (except for PE), boots, open-backed shoes, or shoes with a heel larger than one inch are allowed.

### **Socks:**

Plain solid colored knee highs, crew socks or tights in the following colors: navy blue, forest green, white, gray, or black. Socks should not have logos.

Optional Items:

### **Turtleneck:**

A white or navy turtleneck may be worn under a sweatshirt or long-sleeved polo.

### **T-shirt:**

A plain white (without writing or design) T-shirt may be worn under the polo shirt.

\*Athletes are not allowed to change into their game uniforms during the school day before a home game or an away game.

## **PE UNIFORM**

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All students enrolled in physical education are required to purchase and wear Willows Academy PE uniform. The uniform may be purchased from Dennis Uniform. The P.E. uniform includes:

- Navy Shorts
- Grey PE Shirt
- White gym socks
- Gym shoes

Because everyone wears the same uniform, all parts of the uniform must be indelibly marked with the student's name.

A student who chooses not to dress appropriately for PE will be provided with a uniform to change into. When she is properly dressed, she will participate in PE class. Non-participation in PE is not an option for students at Willows Academy.

## **NON-UNIFORM DAYS**

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On certain designated days, the students may dress in non-uniform clothing. Non-uniform days will be announced to the students prior to the scheduled date. Regardless of the attire for the day, students are expected to be dressed modestly, covered from the neck to the knee, in appropriately fitting clothing. A student who chooses to come to school improperly attired will be required to adjust or change her clothes before she is allowed to attend class or participate in the day's activities. If a student does not have appropriate attire available, she will be withheld from class or the activity and her parents will be contacted.

**Dress-Up Days:** Clothing of a more elegant fashion, typically dresses or skirts, should be worn. Pants may be worn on dress-up days provided they reflect the appropriate elegance required for the activity. Jeans, shorts, capris, khakis, and corduroys are not acceptable dress-up attire.

**Jeans Days:** On days designated in the calendar as "Jeans Days" and on a student's birthday, she may wear jeans to school according to the following guidelines:

- a student must pay the fee for the Jeans Day as determined by the day's sponsor;
- jeans must come at least to the ankle and should not be capris, shorts, or leggings; jeans should be in good condition (no holes or shredded edges) and fit appropriately and modestly. Skinny jeans are generally not appropriate.
- shoes should cover the entire foot (no flip flops).

**Spirit Fridays:** Students may wear any Willows short-sleeved or long-sleeved spirit t-shirt or sweatshirt.

**College Jeans Days:** Upon acceptance to college, a senior may select one day to wear jeans with her college sweatshirt/t-shirt in place of her uniform. The same guidelines for jeans as above apply.

## **ADVERTISING POLICY**

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It is the policy of the school to refuse acceptance for distribution to students, parents, or teachers any item which is primarily produced for advertising purposes, unless such items have been produced by Willows Academy or its companion organizations. The school may cooperate, at the

discretion of the Head of School, with community or other organizations in publicizing projects or activities, not of a business or political nature, that directly benefit the immediate student body. No free materials, circulars, or flyers of any kind shall be distributed to students, parents, or teachers without the explicit permission of the Head of School.

## **BACKPACKS**

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Backpacks or book bags are typically not allowed in the classroom during the school day. They must be stored in students' lockers, homeroom closets, or gym lockers at that time. Students may bring pencil cases and purses to class to store items needed for class. Individual accommodations will be made for students with special circumstances.

\*Students may not enter their homeroom during another class to obtain items they left in the closet, except in the case of an emergency.

## **CALENDAR**

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A master calendar of school activities is published on WillowsWeb. The calendar includes activities that are organized in conjunction with the school including: Admissions, Development/Public Relations, and individual class activities.

When planning a school-related function, please call the Program Manager to check dates in order to avoid conflicts in dates and to help assure the activity's success.

## **DRIVERS' ED**

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Willows Academy does not offer drivers' education classes. The school is happy to verify student eligibility to take drivers' ed as needed. A student needing verification should submit her forms to the Dean of Students - complete with all the necessary information - and should allow one business day for processing.

## **END OF YEAR CHECK-OUT FORM**

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Each student must complete a check-out form before leaving for summer break. Failure to do so will put a hold on her official report card.

## **FIELD TRIPS**

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Field trips are a regular part of the curriculum. Participation in a field trip is a privilege and is earned by a student through appropriate study and behavior. Teachers will explain these expectations to students so each student may earn the right to attend the field trip. If a teacher has determined that a student has not earned the privilege of attending a field trip, that student is still expected to attend school on the day of the trip. An appropriate alternate assignment will be provided and the student will be supervised by an adult while in school.

Appropriate behavior is expected and all school rules remain in effect during the field trip. Inappropriate behavior will result in disciplinary measures, which may include the possible loss of future trip privileges.

Students must return a signed *Indemnity Agreement and Waiver of Claims Form* to the school in order to participate in field trips and co-curricular school activities. The permission slip must be signed by the parents and be on file by the specified date for each school year.

Fees for field trips are determined by the cost of each particular trip. Fees must be paid by the date designated in order for a student to participate in an event.

The school dress code applies to all school activities, including field trips. The specific dress for the day will be determined by the teacher coordinating the field trip.

If 50% or more of a grade level attends a field trip, classes for that grade level may be cancelled for the day.

The eighth grade class is allowed a one day field trip near the end of second semester. It must be planned in advance with the lead teachers and approved by the Administration.

## **HALL PASSES**

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A student must have a pass when she is in the halls during class mods. The three types of passes are:

**Gold Office Pass:** issued by the Front Office for attendance-related situations.

**Green Hall Pass:** to be used for advising and miscellaneous needs – issued by the teacher to whom the student is going.

**Washroom Pass:** (lanyard and tag) to be used only for trips to the restroom. \*Students must have a hall pass to be in the halls during classes or Mass/study.

## **LOCKERS**

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Lockers are the property of the school and are under the direct control and supervision of the Administration. Lockers can be inspected by any member of the Administration. Each student is responsible for the cleanliness and order of her locker.

In order to keep the appearance of the hallways appropriate, a student is expected to keep the outside of her locker clear. A student may use magnets on the outside of her locker to facilitate communication with her advisor, teachers, or classmates.

A student may also decorate the inside of her locker. Decorations on the inside of the locker must be appropriate to her dignity and easily removable.

The Administration reserves the right to examine locker contents if there is a suspicion that a condition exists that could endanger the health and safety of the school community, or if the locker contains items which are prohibited on school premises.

**Book Lockers:** Each student is assigned a book locker on the first day of school.

**Padlocks:** At the start of her career at Willows Academy, a student may request one padlock to use on her book locker; a padlock will be given to her to use on her gym locker. Only these locks may be used on school lockers. If a lock is lost or misplaced, additional locks may be purchased from the Administrative Coordinator. The first lock is free.

The student is responsible for her own locker and padlock. Safeguarding belongings is the student's personal responsibility. If a student chooses not to use her padlock, she does so at her own risk, as the school will not be responsible for any items taken from an unlocked locker. In order to prevent anyone from being tempted to enter a student's locker – even for a good reason – a student is encouraged to keep her locker locked at all times.

Tampering with another student's padlock or locker is strictly prohibited. A student who tampers with a padlock and/or accesses a locker that does not belong to her is subject to serious consequences, including the possibility of suspension from school. A student is reminded to make sure she keeps her locker combinations to herself.

**Gym Lockers:** All students enrolled in PE are assigned half a gym locker in one of the two locker rooms. A student and her locker partner can keep their PE uniforms along with any appropriate hygiene products in their lockers.

The locker guidelines that apply to the book lockers apply to the gym lockers. Like the book lockers, a student is reminded to keep her locker locked at all times and not to share her combination with anyone other than her locker partner.

## **LUNCH**

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A student has the choice to bring her own lunch from home or purchase hot lunch. Food ordering and delivery is not allowed during the school day. A parent or guardian may deliver a lunch to the front office.

Students in grades 6-11 may eat lunch only in the lunchroom or with a teacher in a space designated by the teacher. Seniors may eat lunch in room 05 downstairs. Each student is responsible for leaving the area where lunch was eaten as clean and pleasant a place as possible.

Students grades 6-11 are expected to remain on campus during and after lunch. Seniors have open lunch every day, except during presentations from colleges.

## **OFF-LIMITS AREAS**

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Certain areas of the school building and grounds are “off-limits” for everyday school activities. Other areas are designated as “special use only.”

Off-Limits areas:

- All areas outside of the building except designated recreation areas
- All exits except the main entrance area (Doors 7 and 8)
- Front Office
- Faculty Center – including Xerox machine
- Teachers’ 2<sup>nd</sup> floor workroom (213)
- Chaplain’s Office
- Custodian’s rooms
- Business Office
- Storage Closets
- Teachers desks, closets, and filing cabinets
- Tower offices
- Classrooms/hallways during lunch times

### **For Use with Faculty Supervision Only:**

- Auditorium
- Stage
- Kitchen
- Storage areas
- Classrooms
- Conference Rooms (including Rm. 109)
- Gym
- Art Room
- Business Office
- All school offices
- Commons
- Atrium



## **PARKING**

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All cars of faculty and students must be duly registered and display a Willows Academy parking permit on the rear view mirror. Parking registration forms and parking permits are available from the Administrative Coordinator.

Parking is available for visitors, faculty/staff, seniors, and students selected in a lottery in the school lot. Faculty spaces are identified as “staff/guest”; student spaces are numbered.

Parking is available in the school lot as follows:

- Visitors parallel parking in front of parking lot on Rose Avenue or in a parking spot marked “staff/guest”
- Faculty- front section of parking lot in spaces marked “staff/guest” with **GREEN** parking permit on the rear view mirror
- Seniors -spaces marked “#” with **BLUE** parking permit on the rear view mirror
- Handicapped spaces marked as Handicapped with appropriate Handicap Permit and tag

Street parking is available on Rose Avenue after 2<sup>nd</sup> Street, on Thacker, and on 2<sup>nd</sup> Street before Thacker or after Rose.

## **SCHOOL PHONE USE**

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The school maintains a telephone in the Front Office that a student is able to access –free of charge - with the permission of the Receptionist.

The phone may be used by a student during lunch mods, during study halls, and before and after school. Except in the case of an emergency, a student may not leave a class or a study hall to a make phone call. (See the Technology Section for the Cell Phone Policy.)

## **RESTROOMS**

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In order to facilitate an optimal and cooperative learning environment, students are encouraged to limit their restroom use to passing periods in between classes. Students are allowed to go to the restroom during class at the discretion of the teacher. Students must carry a hall pass (lanyard and tag) and follow the teacher’s procedures for leaving the classroom. Only ONE student will be allowed to leave the classroom at a time.

## **SCHOOL EQUIPMENT**

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General school equipment (computers, televisions, office equipment, etc.) is for general school use. Approved student use for clubs and activities may be obtained from the appropriate teacher or club leader.

If an item in the building is damaged or defaced, the student should report the damage and the circumstances of the damage to the Front Office.

## **STUDY HALLS**

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A study hall is time to be used for concentrated, academic study independently, with a teacher, or in small groups with the approval of the study hall monitor.

A quiet atmosphere in the study hall fosters reflection and quality work for all students. A student is expected to use her study halls for academic purposes. A student is also expected to refrain



from socializing during a study hall as it disrupts the environment of the study hall and distracts students from their academic pursuits.

A student may not use an electronic device to listen to music or play games during study halls.

## **WORK PERMITS**

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Work permits are available from the Program Manager. A student must provide a letter from the prospective employer stating his/her intent to hire prior to the permit being issued. A student must also provide a copy of her birth certificate and social security number prior to the permit being issued.

# **HEALTH & SAFETY**

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## **BIRTH CERTIFICATES**

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Per the State of Illinois, all students must have a certified copy (photocopy of a sealed birth certificate) on file by October 15.

## **DRILLS**

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As part of the school's overall emergency preparedness plan, Willows Academy holds safety drills throughout the year. Three types of drills are held several times a year: fire, tornado, and lock down.

During a drill, a student is expected to follow the directions posted in each classroom. A student should walk quickly, but not run, to her assigned area until an "all clear" signal is given. Absolute quiet is essential during all drills. In order to make sure that all students are accounted for, attendance is taken for each class during a drill.

Compliance with behavioral expectations during a drill is a serious obligation for each student. Failure to fulfill this obligation, therefore, is a very serious matter. Tampering with fire alarms or fire-fighting equipment will result in suspension from school. Bus evacuation drills are performed before field trips.

## **EMERGENCY SCHOOL CLOSING**

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If inclement weather or other emergencies necessitate closing school, parents will be informed via an automated phone call and/or [www.emergencyclosings.com](http://www.emergencyclosings.com), as well as through the broadcast school closing list on radio and television.

Every attempt will also be made to place the information on WillowsWeb as soon as the decision is made.

## **HEALTH EXAMINATION FORM**

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All students must have a completed current Certificate of Child Health Examination Form on file with the school prior to October 15 of each school year as required by the State of Illinois. High School students participating in sports are also required by the State of Illinois to submit a Health Exam Form each year they are involved in any sport activity.

In order to be current, all students must have forms on file dated as follows:

6<sup>th</sup> grade – dated no earlier than March 1 of the current year:

- Eye
- Dental

- Current Physical
- Current Record of Immunization

7<sup>th</sup> grade

- Meningitis immunization (1 dose)

9<sup>th</sup> grade – dated no earlier than March 1 of the current year:

- Current Physical
- Current Record of Immunization

12<sup>th</sup> grade

- Meningitis immunization (2 doses)

Athletes – dated no earlier than six months prior to the start of the sport:

- Current Physical

Health records of new students must be sent to Willows Academy from a student's previous schools.

As per State law, a student who does not have a health record on file will not be able to attend class after October 15.

## **ILLNESS IN SCHOOL**

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If a student becomes too ill to attend class, she should notify her teacher or Dean and go to the Front Office. The Front Office personnel will call her parent or another authorized person who can come to school and take her home.

## **EXCUSED ABSENCE FROM P.E.**

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To be excused from P.E class, a student must have a written note from home the morning of the day her class meets. If a student is excused for more than one week, the note must be from her physician.

In the case of a permanent inability to participate in P.E. due to a health condition, arrangements must be made with the Administration to substitute Willows Academy P.E. credit with a physical education program mutually acceptable to the parents and to the Administration. Students not in P.E. due to a health condition are still required to participate in the health unit.

## **MEDICINE**

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Parental permission must be obtained if a student needs to take prescription or non-prescription medication during the day. A student is not allowed to take any medicine without first checking with the Front Office for parental permission.

A student should come to the Front Office for the medication. At this time, the Receptionist will call the parents for approval and a written log will be completed.

If a student has prescription or non-prescription medicine that needs to be taken on a regular basis, she must bring a note from her parents along with the medicine in its original container labeled with her name to the Front Office.

Because of safety implications, a student is never permitted to give medicine of any type to other students. (See also: Substance Abuse Policy.)

## **STUDENTS WITH EPINEPHRINE AUTO-INJECTORS**

A student with allergies may self-carry and self-administer an epinephrine-injector provided (1) the parent/guardian provided written authorization from the student's physician, physician's assistant or advance practice registered nurse (hereafter, "physician"), and (2) the parent/guardian provided a written statement from the student's physician containing the name and purpose of the epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the epinephrine auto-injector is to be administered. Written authorization and prescription label information will be kept on file. Permission for the self-administration of medication must be renewed each subsequent school year.

## **STUDENTS WITH ASTHMA MEDICATION**

A student with asthma is permitted the self-carry and self-administration of medication so long as the parent/guardian provided (1) written authorization, and (2) a prescription label with the name of the medication, the prescribed dosage, and the time or circumstances under which the medication is to be administered. Written authorization and prescription label information will be kept on file. Permission for the self-administration of medication must be renewed each subsequent school year.

Parent/guardians must provide an annual Asthma Action Plan to be kept on file in the school office. An asthma action plan is to be developed with a student's medical provider to control her asthma. The goal of the asthma action plan is to reduce or prevent flare-ups and emergency department visits through day-to-day management and to serve as a student-specific document to be referenced in the event of an asthma episode. Copies of the asthma action plan may be distributed to appropriate school staff who interact with the student on a regular basis

## **ASTHMA EPISODE EMERGENCY RESPONSE PROTOCOL**

The following procedure will be followed to provide assistance to a student experiencing symptoms of wheezing, coughing, shortness of breath, chest tightness, or breathing difficulty. **Note:** Willows Academy does not have a school nurse on staff; the following procedures will be followed by any Willows faculty or staff member who observes an asthma episode.

If a student exhibits any of the following signs such as wheezing, coughing, shortness of breath, chest tightness, or difficulty breathing or if a student reports "I need my inhaler" faculty/staff should allow the student to self-administer quick relief asthma medication if the student carries self-medication (see quick relief medication below). If the student does not have quick relief medication, call 911 immediately and then call the student's parent/guardian.

If a student has any one or more of the following severe asthma episode symptoms (very fast or hard breathing; nasal flaring; skin retracting/sucking over student's neck, stomach, or ribs with breaths; breathing so hard they cannot walk or speak; lips or fingernail beds turn blue) call 911 immediately and then call the student's parent/guardian.

If a student appears to lose consciousness or ability to participate in own treatment, call 911 if not already summoned.

If a student has quick-relief medication and the episode is not an emergency, give/assist with giving prescribed quick-relief medication (with delivery device) as authorized by the student's Asthma Action Plan or medical orders. Stay with the student and observe for improvement. Stay calm, speak softly, encourage the student to take slow, deep breaths. Seat the student

comfortably, indoors if possible. Remove outerwear, if present, and loosen clothing, if needed. Do not permit the student to lie down or fall asleep.

If a student improves after quick-relief medication has been given, monitor the student for 15-20 minutes then allow the student to return to class and resume activities. Repeat quick-relief medication every 15-20 minutes, or as authorized in the student's Asthma Action Plan, until help arrives or student's breathing improves. Stay with the student until transferred to the Front Office (to be observed by office staff, assigned personnel, or administrator) or recovers. Call the student's parent/guardian or direct someone else to contact parent/guardian.

If a student does not show improvement within 10 minutes of quick-relief medication administration, if symptoms worsen, or if the student develops any one of the following symptoms (very fast or hard breathing, nasal flaring, skin retracting/sucking over student's neck, stomach, or ribs with breaths, breathing so hard they cannot walk or speak, lips or fingernail beds turn blue) call 911 immediately.

Recording incidents: be sure that an administrator has been informed of the asthma episode so that proper record of the medical response is filed. If needed, work with the parent/guardian to obtain an Asthma Action Plan for the student.

**DIABETES EXEMPTION:** For all students covered by the Diabetes Exemption, a "Diabetes Care Plan," specifying the diabetes related services needed by a student at school and at school-sponsored activities and identifying the appropriate staff to provide and supervise these services, must be on file in the school office. In addition, completed parent and physical authorization forms must be completed and on file in the Front Office.

Provided that the student is authorized according to her diabetes care plan, a student shall be permitted to do the following:

- check blood glucose when and wherever needed; administer insulin with the insulin delivery system used by the student;
- treat hypoglycemia and hyperglycemia and otherwise attend to the care and management of her diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity or event in accordance with the diabetes care plan; and
- possess on her person, at all times, the supplies and equipment necessary to monitor and treat diabetes, including, but not limited to, glucometers, lancets, test strips, insulin, syringes, insulin pens and needle tips, insulin pumps, infusion sets, alcohol swabs, a glucagon injection kit, glucose tablets, and food and drink, in accordance with the diabetes care plan.

## STUDENT LIFE

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### CHAPEL

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The chapel is available for student use throughout the school day. The Blessed Sacrament is reserved in the tabernacle in the chapel. A student is encouraged to develop the habit of greeting Our Lord in the Blessed Sacrament as she enters and leaves the building and throughout the school day as her schedule allows.

The Chapel is a place of prayer and worship and is available for student use during free mods and study halls, as well as before and after school. Spiritual books, Rosaries, and other materials are

available in the chapel vestibule to support prayer in the chapel. A student is reminded to act with reverence in the Chapel and should avoid distracting behavior in the areas outside the Chapel.

Mass is celebrated every day. Students, parents, and faculty are invited to participate in the Holy Sacrifice of the Mass as often as possible. On Holy Days of Obligation and other days of celebration, all-school Mass is celebrated during the school day. Parents are invited to attend these all-school Masses as well.

Chapel Services are conducted at regularly scheduled intervals for each class during Theology class time. A school chaplain gives a brief talk on some point relevant to the development of human virtues, then makes himself available for Confession for students who desire to avail themselves of the Sacrament.

## **CONFESSION**

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A student is encouraged to go to the Sacrament of Confession on a regular basis and is afforded ample time during the school day for this purpose. With the permission of the teacher, a student may be excused from class to receive the Sacrament of Confession when the chaplain is available. The chaplain is also available outside of the school day to hear confessions of students and family members.

## **MASS**

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The decision to attend Mass is an important one that should be given due consideration by the student. During the time that Mass is celebrated in the chapel, a student makes the choice to attend Mass or to attend a study hall.

If a student chooses not to attend Mass, she is required to attend the assigned study hall.

## **STUDENT COUNCIL**

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There are two Student Councils: one for the High School, one for the Middle School. (See Also: Student Council Constitution) The two Student Councils collaborate on all-school activities as well as provide service to their individual levels.

The purpose of the Student Council is to:

- empower students to make decisions that affect all aspects of student life at school,
- develop leadership skills among students and staff,
- gather the facts and represent student opinion on important issues,
- use student input to solve problems and make decisions,
- open lines of communication and build positive public relations within the school and the community,
- be of service to our local communities,
- encourage a variety of activities and learning experiences,
- coordinate the student activities and fundraising calendar,
- sponsor a variety of student-run events,
- promote school spirit and pride,
- help develop a positive school environment through increasing student involvement,
- raise and appropriate student funds,

- be the mind, heart, and hands of all school activities.

The High School Student Council shall consist of Executive Officers, Class Officers, and a Faculty Student Council Advisor.

The Executive team consists of a President, Vice President, Secretary, and Treasurer. Students in grades 9-11 vote the Executive Officers into power. The winner of the Junior Class presidential election will be appointed the Executive Vice President of Student Council.

The High School Class Officers consist of a Class President, Vice President, Secretary, Treasurer, and Trustee. Each class at the start of the school year elects the Class Officers with the exception of the senior class, which votes in May of their junior year.

The Middle School Student Council consists of a President, Vice President, and a Secretary (who may be elected in the spring of the previous year), elected representatives from the 6<sup>th</sup> and 7<sup>th</sup> and 8<sup>th</sup> grades (class presidents and secretaries).

## **CLASS LEVEL GOVERNMENT**

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**Meetings:** Class meetings take place during the weekly 45 minute class seminar. The lead teachers assist the offices to assure the smooth functioning of class meetings.

Qualifications of a Class Officer

- A student who sets an example of the “spirit” of Willows Academy. “Spirit” at Willows Academy involves being responsible, striving to do one’s best, showing respect, and being charitable to others.
- A student who is concerned about the welfare and interest of all the students in her class.
- A student who shows leadership and organizational ability, who will encourage her classmates to work through proper channels in school.
- A student who meets the eligibility requirements. (See Student Handbook: Academics – Eligibility.)

Responsibilities of Class Officers

Class Officers organize and manage class meetings that take place during the class seminar. They assist the officers to assure the smooth functioning of class meetings.

### **Class President**

- Meets with the lead teachers to plan topics for the meeting
- Prepares an agenda for the meeting
- Conducts the class meeting
- Serves as a representative of her class to Student Council

### **Vice President**

- Assists the President
- Acts in place of the President when she is absent
- Communicates with the Parent Ambassadors

### **Secretary**

- Keeps record of class meetings

- Keeps a class calendar of dates of activities and deadlines
- Handles all correspondence such as: any necessary letters or thank you notes, written requests to the school Administration for sales, outings, activities

### **Treasurer**

- Keeps the class financial records (ledger)
- Collects money for class projects
- Deposits any money collected in the class treasury
- Prepares check requests for money needed from the class account

### **Student Council Trustee**

- Represents her class in Student Council

### **ELECTION PROCEDURE FOR CLASS OFFICERS**

The officers of the Senior Class are elected in May of their junior year following the Student Council elections. Elections for all other classes are held at the beginning of each school year during class seminars.

#### **Class Officer Election Qualifications**

- Must meet and maintain all academic eligibility requirements according to the Student Handbook.
- Read, sign, and uphold every page of the Student Council Constitution.
- Be allowed a speech in front of her class.

### **CLUBS**

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Extracurricular and athletic activities are meant to provide students with the opportunity to discover new talents and interests, to develop skills, to work together as a team to achieve common goals, and to provide healthy recreation and competition. These activities, like studies and all of life, require the student to develop and exercise virtues such as diligence, perseverance, fairness, loyalty, humility, and temperance.

Anyone interested in a new activity not yet offered at Willows Academy may submit a thorough written proposal to the Dean.

### **MUSICALS, PLAYS, CONCERTS, AND OTHER PERFORMING ARTS EVENTS**

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The annual plays, musicals, concerts, and other performing arts events also provide opportunities for more directed learning of the particular aspect of the performing arts.

Each performer and participant is responsible to represent Willows Academy with the utmost dedication and character. A participant is expected to represent herself and the school to the best of her abilities, while keeping in mind higher priorities of God, family, and academics.

# TECHNOLOGY

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## CELL PHONES

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Cell phones are not required for Willows students. The school maintains a telephone in the Front Office that a student is able to access – free of charge - with the permission of the Receptionist.

Cell phones (or any device with messaging features) must be kept off and put away once the student has entered the building until the end of day dismissal at 3:25 p.m.

After 3:25 p.m., a student may use her cell phone at her discretion, always keeping in mind appropriate cell phone etiquette.

Violations of the above guidelines will result in the following:

**First Offense:** The phone will be taken away, given to the Dean, and returned to the student at the end of the day. An email will be sent home to the parents.

**Second Offense:** The phone will be confiscated, given to the Dean, and returned to the student at the end of the day. An email will be sent home to the parents.

**Third Offense:** The phone will be confiscated and given to the Dean. The parents will be asked to meet with the Dean to get the students phone back.

## TECHNOLOGY PHILOSOPHY:

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At Willows, we believe technology is a tool to be directed towards the true good of humanity. Our program seeks to *nurture human capacities in a digital world* and *develop technological competencies*. We want our graduates to be *person-centered, principled users, searchers and communicators of truth*, and *empowered creators who engage the challenges of life*.

The Willows technology philosophy is lived out in our classrooms as well as through our partnerships with parents, advising, seminar talks, student life, and our school policies.

The Willows technology curriculum is addressed in technology and skills classes and integrated into academic courses. Our goal is to refine and expand our technology course offerings, while more clearly articulating features of the curriculum that integrate technology.

### **Person-centered, principled users.**

- Protect time and space for study, silence, prayer, and reflection.
- Prioritize friendships with family and friends.
- Engage in authentic conversations with charity.
- Live with integrity both on and offline.
- Use technology mindfully and purposefully.
- Set their own limits for digital technology.

### **Searchers and communicators of truth.**

- Gather sources and evaluate information for truth.
- Consume, create, and share information responsibly.
- Safeguard freedom and privacy.
- Evaluate the safety, ethical, and moral implications of technology.
- Develop a spirit of solidarity and a sense of global citizenship.



- Foster the common good for all people and individual persons.

### **Empowered creators who engage the challenges of life.**

- Use technology with confidence and professionalism.
- Create, collaborate, and innovate with digital tools.
- Leverage the power of technology to analyze data and problem-solve .
- Develop computer programs that address human needs.

## **ELECTRONIC DEVICES**

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### **LAPTOPS AND TABLETS**

In Middle School laptops and tablets are not allowed in class or during study halls. High School students may only use a computer in study hall if they are taking an accredited online class. Seniors may use computers during their assigned study halls. No computers are allowed during Mass/Study period.

A student is personally responsible for the care and security of her electronic devices. The school assumes no responsibility for electronic devices. Willows Academy is not responsible for the loss, theft, or damage of any electronic device brought to school.

A teacher reserves the right to confiscate any technology that is being used improperly. A student may retrieve any confiscated technology from the Dean.

A student is expected to follow all acceptable use guidelines appropriate to school computers. A student is reminded to keep her device in a locked locker or on her person when not in use.

It is in the student's best interest to have access to a computer with Internet to complete assignments at home.

Student access to printers at school is limited. A printer on the second floor will be available to students during the day, but it is expected that students should print at home documents to be submitted in school.

### **IPODS, GAMES AND MUSIC DEVICES**

iPods, hand-held electronic games, and other such devices are not for use during the school day and must be kept in the student's locker from the start of the school day until 3:25 p.m. Electronic entertainment devices may be used quietly in the building after school hours only.

### **GRAPHING CALCULATORS**

The high school math curriculum makes use of graphing calculators. A student may choose to purchase and bring her own calculator to school for use in her coursework. As regarding the use of all technology, a student is reminded to act with integrity when using a graphing calculator. To cheat with the aid of a graphing calculator not only lacks integrity, but violates the trust relationship necessary for the free and open use of technology in the classroom. (See also: Behavior Expectations.)

## **COPPA (CHILDREN'S ONLINE PRIVACY PROTECTION ACT)**

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COPPA (Children's Online Privacy Protection Act) requires that web site operators never knowingly collect personally identifiable information from anyone under the age of 13 without

prior verifiable parental consent. Pursuant to COPPA, Willows Academy may collect personally identifiable information from students under the age of thirteen when such students use their Willows gMail, WillowsWeb or IXL (an online math resource). A parent or legal guardian's consent is required for the school to collect any personal information that may be contained in the student's username.

### **COPPA and VERIFIABLE PARENTAL CONSENT**

Willows Academy utilizes computer software applications and web-based services, not operated by this school but by third parties. These include, but are not limited to, Willows gMail, WillowsWeb, and IXL.

In order for our students to use these programs and services, certain personal identifying information – generally the student's name and email address – must be provided to the web site operator. Under federal law entitled the *Children's Online Privacy Protection Act* (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

The law permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

### **ACCEPTABLE USE**

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Access to the school computer network must be for bona fide educational or research purposes consistent with the school's educational mission. Use of technology for non-school related or entertainment purposes is strictly forbidden. Access also must comply with the Policy, these Rules and Regulations, other rules, regulations, or other terms or conditions of computer network access promulgated by Willows Academy, and all other disciplinary policies and regulations necessary for the safety and pedagogical concerns of the school.

### **UNACCEPTABLE USE**

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Any use which disrupts the proper and orderly operation and discipline in the school; threatens the integrity or efficient operation of the school computer network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds; is illegal or used for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of the school computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

### **STUDENT USE OF THE INTERNET**

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The school's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by students themselves. The school expects students to follow the guidelines below while on the internet:

- Students should never give out such personal information as their name, age, home address, telephone number(s), photograph, their parents' or guardians' work address or telephone number, or the name or location of the school over the

Internet or through email. Students should never give out such personal information about other individuals over the Internet or through email.

- Students should immediately inform their parents, guardians, or a member of the school staff if they come across any information on the Internet or in an email that makes them feel uncomfortable. Students should not respond to any email or other message which makes them feel uncomfortable.
- Students should never agree to meet someone in person whom they have “met” online.
- Students should never agree to send or accept any item to or from a person whom they have “met” online without parental knowledge, permission, and supervision.
- Students should never use a proxy server to avoid internet security.

Students who fail to abide by these safety guidelines will be subject to appropriate consequences based on their age and experience.

**Downloads:** Users may only download text files, images, or other files or software obtained through the Internet, email, file transfer protocol (ftp), or other means of file-sharing with the permission of the school. Users must scan all such files with virus detection software before installing, executing, or copying such files onto a school computer.

**Privacy:** Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the school. Users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network’s back-up system even after they have been deleted from a user’s individual account. The school may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access promulgated by Willows Academy; and to further all other educational, safety, and pedagogical concerns of the school. The school also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at any time, with or without user notice. Use of the school’s computer network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the school to access and review such files consistent with this paragraph.

**Technology Protection Measures:** Consistent with the school’s educational and pedagogical concerns, the school shall implement technology protection measures, which may include filtering and/or blocking software, on every school computer which has access to the Internet. Such technology protection measures shall be implemented in the best manner practicable to prevent access to any material, including visual depictions, which is obscene; which constitutes pornography, including child pornography; or which, with respect to use of computers by minors, would be harmful to minors. The school may disable the technology protection measure on an individual computer during use by non-student adults to enable access to material needed for bona fide research or other lawful purpose. The school shall monitor the use of the computer network by students and any other minor users in order to ensure compliance with the Policy, these Rules and Regulations, other rules, regulations, or other terms or conditions of computer network access promulgated by the school, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of the school.

**Security:** The security and integrity of the school's computer network is a high priority. Users are to keep their accounts and passwords secure and confidential at all times. If a user believes at any time that he or she has identified a security gap, weakness, or breach on the school's computer network or on the Internet, the user must notify a school staff member immediately. The user may not exploit the gap, weakness, or breach, and the user may not inform any other individuals of it. Any user who violates this security policy may be subject to a suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

**Enforcement:** The failure of any user to abide by the Policy, these Rules and Regulations, or other rules, regulations, or other terms or conditions of computer network access promulgated by the school will result in the suspension or revocation of the user's computer network privileges, disciplinary action, and/or appropriate legal action.

## FINANCIAL POLICIES

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### FINANCIAL POLICIES

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At Willows Academy, all expenses are tightly budgeted to keep annual tuition fees as low as possible. The annual budget, however, assumes full payment of all tuition contracts for all students. We strive to keep all tuition payment plans on schedule so that we may meet our budgetary needs throughout the year. To ensure this, we have in place the following policies:

1. All families must have a tuition deposit and payment plan on file in the business office prior to July 1<sup>st</sup> for the upcoming academic year.
2. All student receivable accounts must remain current to their family payment plan for the student(s) to remain in good standing.
3. Upon written notice to parents, if student tuition accounts fall 30 days past due, the School may undertake any or all of the following measures to encourage payment:
  - Students may be denied participation in extra-curricular activities and athletics;
  - Students may be held out of classes or examinations;
  - Students may be denied registration for classes for the subsequent semester/academic year;
  - Grade reports, transcripts, diplomas and summer work materials may be withheld from students; or
  - Students may be denied participation in summer camps.
4. Graduating students must have their student receivable accounts paid in full prior to graduation activities (which includes the Gala). Failure to pay in full may result in the graduate being withheld from graduation activities.
5. Any past due payments made after May 1<sup>st</sup> must be made in the form of cash, cashier's check, or credit card. No personal checks will be accepted.

### ADMISSIONS & REENROLLMENT

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Admission to the Middle School program does not guarantee admission to the High School program. Enrollment is done online with a unique link that takes parents to an online form. The Payment Plan form is printed out and returned to Willows Academy.