

Table of Contents

<u>Governance and policy-making</u>	3	
Preface	4	
The Most Important Things You Need to Know	4	
Absences	4	
Academic Promotion	4	
Birthdays/Special Days	5	
Complaint Review Procedures	5	
Computer/Internet Use	5	
Confidentiality	5	
Disciplinary Procedures	6	
Gross Misconduct	6	
Gross Misconduct-cont.		7
Student Suspensions	7	
Perpetual Nuisance Clause	8	
Expulsion	8	
Acceptable Use Policy for Mobile Devices	9	
Discrimination	10	
Filming of Student	10	
Grading		10
Guidelines for Students	10	
Health Requirements	11	
Administration of Medicine:	11	
Homework	12	
Missing Children Records Act	12	
Required Reporting	12	
School Bus Behavior	12	
School Uniform	12	
Student Conduct	13	
Tardies	13	
Tests	13	
Visitors	13	
<u>Additional Documents</u>		
3 ² Multi-Level Teaching Protocol	14	
Advantages of an Academic Setting with No Permanent Walls	15	
A Parent's Guide to Daily Operations	16	
Cont.	17	
Bullying Policy	18	
Safe Sports Act of 2019		
General Compliance		
Code of Ethics	22	
Cont.	23	
Asbestos Compliance	24	
Computer Lab Rules	25	
Definitions	26	
Diagnostic Teaching	28	
Cont.	29	
Ten Guidelines for Governor French Academy Teaching		29

Extra-Academy Tutoring Policy	31
Cont.	32
Great Expectations	33
Cont.	35
Cont.	36
Internet Policy	37
Individual Intervention Plan	38
Cont.	39
Military and Medical Family Support	41
Overview of Student Placement between Forms	42
Planned Interventions	43
Record Transfers	44
Sexual Harassment Policy	45
Cont.	46
Staff Policy Guide	48
Understanding “In-Confidence” and “Confidentiality”	49
Uniform Clothing Standards	50
Upper School Requirements	51
Insurance, Proof of, Requirements	52

Governance and policy- making**Administrative staff directory**

Head Mistress	Administrative Assistant/Admissions	Administrative Assistant/records
Kim Powers	Jessica Bauer	Paula Ray

The College of Governor French is our Governing Board. The board is responsible for the approval of policies and procedures for the improvement and well being of the school. The College of Governor French consists of Teachers, Administrators, Alumni, and stakeholders from the community.. It is the responsibility of the committees of Strategic Planning, Finance, Employment and Building and grounds that select and construct new policies and procedures for approval.

The immediate supervision of the school rests with the Head Mistress who, together with staff, executes policies and procedures approved by the Board.

Complaint Review Procedures

If a parent/guardian/client of the Academy has a complaint with the Academy's action, the parent/guardian/client may request any or all of the following procedures.

1. A conference with any member of the Academy's staff under the supervision of the Headmaster or Dean of Admissions.
2. A conference or review with three members of the faculty who would be chosen by the senior faculty member.
3. A conference or review with the faculty as a whole under the chairmanship of the senior faculty member.

If the faculty as a whole reviews a complaint, the decision made by the faculty as a whole shall be final.

Preface

Governor French Academy is a K-12, private, non-sectarian, college-preparatory school that receives no federal money. It serves grades K-12 in an educational environment unusual in the United States: It is small, highly individualized, and narrowly focused on one goal. That goal is preparing students (from K-12) for college (higher education).

As an alternative to what is usually offered by American schools, Governor French Academy knows that it is not a school for everybody. It is a school for people who share the beliefs that hard work prepares people for college and that everybody is different. Therefore, even though Governor French Academy's student population is relatively small, its diversity is huge. The school has had students from 8 foreign countries. It has a minority student population of 45%. Governor French Academy requires people to visit in person or by Skype before enrolling to make certain that they understand the culture of this unusual school.

The Most Important Things You Need to Know

When clients sign a contract with Governor French Academy, they are committing themselves to several special things:

- Disciplinary Procedures will be strictly enforced.
- Clients may owe tuition money after they have left the school.
- Signing of the contract gives permission for students to attend field trips, as these are part of the student's course of study.
- Governor French Academy may use data and material generated in the student's course of study for research, publicity, and curriculum development.

Absences

Governor French Academy requires all students to attend classes daily. Governor French Academy makes no distinctions between excused and unexcused absences. Parents are asked to call the school to report absences; if they do not do so, someone from the school will call to notify the parent of the absence. Days spent visiting college campuses by students are counted as days of attendance. Students who leave during the school day must sign out and are counted absent. Students are required to complete and submit to teachers all assignments that were missed due to an absence. Some exceptions may be applied due to long term health absences.

Academic Promotion

The following factors affect promotions: achievement, age, improvement, parental counseling, and faculty advice.

Birthdays / Special Days

Each teacher determines his/her own procedures for this. However, no notices, gifts, or invitations may be handed out at school unless all the students in the relevant class receive equal treatment

Computer / Internet Use

All of our students may use the computers and internet unless they have been restricted from it for disciplinary reasons. The school however, may monitor, check, inspect, censor all computer/internet use on its grounds or during its activities.

Confidentiality

Governor French Academy has protected the privacy of its clients and the confidentiality of their records since its formation in 1983. The school generally follows the requirements of the Family Educational Rights and Privacy Act (FERPA) to the extent this is practicable, although Governor French Academy receives no money from the federal government and FERPA is technically inapplicable.

Governor French Academy recognizes the parent's right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA or another federal or state law authorizes disclosure without consent. The school discloses education records without a parent's prior written consent under the FERPA exception for disclosure to other school officials with legitimate educational interests.

Governor French Academy acknowledges the parent's right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Unlike the provisions in FERPA, the school does not provide parents with the right to a hearing to request an amendment of the student's education records that the parent or student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. However, the school will allow a parent or student to insert a reasonable amount of explanatory written statement to be permanently included within the student's education records.

Disciplinary Procedures

Since the purpose of attending GFA is to learn and since discipline, problems take time away from the learning process, the following will be strictly enforced.

Prior acts or conduct of students in violating the schools rules and regulations or engaging in inappropriate behavior shall be considered by GFA officials in determining the severity of discipline to be imposed.

Each student must be able to get the most out of their experience at GFA without it being infringed upon by others. Therefore, the examples listed in the section entitled “Gross Misconduct” may be considered, but not limited to, suspension from the school at the direction of the suspension committee, and/or a recommendation for consideration for possible expulsion from the school.

Any discipline given to a student which results in a loss of attendance shall necessitate that student be accorded appropriate due process.

The Governor French Academy administration is committed to maintaining a safe learning environment for its students. To meet this objective, any act by a student that is likely to substantially disrupt the educational environment will be subject to the full range of discipline as outlined in this document. Students should be aware that this prohibition extends to any conduct that is reasonably related to the school or school’s activities. This would include, but is not limited to:

1. On or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to the school;
3. Traveling to or from the school for any school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered a threat or attempted intimidation of a staff member or student, or an interference with school purposes.

Gross Misconduct

The following is a list including, but not limited to, examples of conduct considered gross misconduct by students. Any conduct that interferes with the learning environment of GFA is considered gross misconduct and will be subject to discipline up to and including expulsion from the Academy.

- A. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct.

- B. Play-fighting
- C. Physical assault on students or staff. The Head of school shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against them. The head of school shall also notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS) through ISBE. Fighting is included in this and will not be tolerated. This includes before, after school, and at events at other schools involving GFA.
- D. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- E. Gross disrespect, gross insubordination, intimidation or threats, or gross verbal or written abuse of the school's personnel and/or fellow students. Disobeying directives from faculty members and/or rules and regulations governing student conduct.
- F. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcohol are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- G. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drugs, or drug paraphernalia. Students who are under the influence of any prohibited substance are not permitted to attend school or any school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession. The Head of School will immediately notify a local law enforcement agency of incidents involving drugs occurring on school grounds. The Head of School will also notify Illinois State Police of such incidents on the School Incident Reporting System (SIRS) through ISBE.
- H. Carrying, transferring, or possession of a weapon on school grounds or at school events. The Head of School will immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, the Head of School will also immediately notify the student's parent or guardian.
- I. Gambling in all forms is not permitted.
- J. Improper bus conduct.
- K. Illegal use of a computer to alter grades, report cards, transcripts, or school documents.
- L. Sexual harassment of fellow students or faculty (see Sexual Harassment Policy).
- M. Any other activity that, in the administration's opinion, causes or is likely to cause a material and substantial disruption to the school's educational environment.

Student Suspensions

A student may be suspended for acts of gross misconduct. A committee consisting of three (3) faculty members, none of which may be the faculty member directly involved in reporting the student's offense, determines suspension judgments.

During the period of suspension, the student may be directed not to attend Governor French Academy and any school related functions. A parent/guardian disagreeing with the committee's decision to suspend a student may request review of the committee's decision by the full faculty. A student will not be permitted to return to school if an appeal request is made, until the full faculty determines judgment. In the event the faculty reverses the suspension, the student will be permitted to make up all work missed during the suspension period without penalty.

Perpetual Nuisance Clause

A student's disciplinary history is considered when determining the appropriate discipline for any offense. Students who are continually in violation of the school's discipline policy may receive more severe action than the typical punishment for one isolated incident of the relevant behavior. The administration will determine the appropriate recommended punishment, up to and including expulsion from Governor French Academy. When repeated misbehavior is a problem, the Headmaster with the student present will call a parent conference.

Expulsion

Expulsion is defined as the removal of a student from Governor French Academy for a time more than ten (10) successive days duration. Expulsion from Governor French Academy is the most serious disciplinary action that may be handed down.

For any acts of gross misconduct, a recommendation may be made by the administration that a student be expelled from school. This recommendation would then be presented to the faculty for judgment. During the term of the expulsion, a student is not permitted to be on school property or attend school related events.

Prior to being expelled, the following procedures will be used:

- Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing either in person or by registered or certified mail.
- The student shall have a hearing, at the time and place designated in the notice, conducted by the faculty of Governor French Academy at which the student may present his or her position on the issue under examination.

During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel. At the expulsion hearing, the faculty shall hear evidence of whether the student is guilty of the gross misconduct as charged. The student shall also have the opportunity to present relevant evidence for consideration by the faculty. After presentation of the evidence, the faculty shall decide the issue of guilt and take such action as it finds appropriate.

Any student who has been expelled from Governor French Academy must apply for admission like any new student, if he or she wishes to attend Governor French Academy after the time of the expulsion.

Acceptable Use Policy for Mobile Devices

Governor French Academy realizes the importance of technology in the lives of its students and their families. However, after a protracted experiment in allowing students to have electronic devices with them during the school day, the faculty has come to view that there are too many distractions inherent in social media and information retrieval devices for such devices to be compatible with an educational environment. Therefore, the use of personal electronic devices and related accessories shall not be allowed on campus or at school events such as field trips without faculty directive from 7:55 a.m. to 4:00 p.m. each school day. Electronic devices shall not be used on the school playground. Form IV students may use their device inside the building from 11:30 – 11:55 a.m., but may not use them for the first half of the lunch hour. Upper School students may use their devices during the entire lunch period from 11:00 – 11:55 a.m., but are reminded not to do so while driving should they leave campus.

Parents and guardians who need to contact a student during the school day are asked to please call the school office. A message will be forwarded to the student or the student will be brought to the office to call back as appropriate. Please do not call or text your child during the times that electronics are prohibited.

Individual faculty members may on occasion encourage the use of electronic devices during certain classroom activities. In these circumstances, students may use their devices according to the lesson plan. Electronic devices, and all appurtenances connected with them, that are observed on campus without faculty directive during the prohibited hours on a school day will be collected and held by the school administration until 4:00 p.m.

If an individual student has three (3) Mobile Device Confiscation Reports filed against them, this will be considered gross insubordination. Per Governor French Academy Discipline Policy, acts of gross insubordination fall under the heading of “Gross Misconduct.” In alignment with the school’s Discipline Policy:

Governor French Academy will not request or require a student to provide a password or other related account information in order to gain access to a student's account or profile on a social networking website.

Should the school conduct an investigation or require a student to cooperate in an investigation where there is sufficient evidence to suggest the student's social network account violates the

school's disciplinary policy the school may require the student to share content in the course of such an investigation.

“A student may be suspended for acts of gross misconduct. Suspension judgments are determined by a committee consisting of three (3) faculty members, none of which may be the faculty member directly involved in reporting the student’s offense(s).”

(Students and parents will sign and date this policy)

Discrimination

Governor French Academy has a very diverse student body. It does not allow discrimination based on race, color, sex, national origin, sexual preference, or religion. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. School employees and staff will not be discriminated against based on race, color, sex, national origin, sexual preference, age or disability. Any employee of the Academy with whom a person feels comfortable can be the reporting agent for a complaint. The Headmaster will act on any complaint within seven (7) days. Any dissatisfaction with the Headmaster’s action may be appealed to the faculty as a whole under the chairmanship of the senior faculty member for action within seven (7) days.

Filming/Photographing of Student

Any parent who does not want his/her child filmed or photographed in any way during school activities may ask for that proviso. Upon such request, every reasonable arrangement will be made to protect the student from filming/photographing. This may necessitate some unusual procedures to shield the student.

Grading

Grades are recorded by each teacher. Parents/students may view grades anytime online in the parent/student portal information provided to them. Grades are recorded weekly. Transcripts are constructed from the weekly reports for submission to colleges and other schools.

Guidelines for Students

“Do your best, and go to class!”

Health Requirements

All students must comply with the State of Illinois' health requirements. Mrs. Ray, Student Records, oversees these procedures. She will be glad to help with compliance. Students will be excluded from school by October 15th if Health examinations and immunizations have not been met.

All students in Form IV and the Upper School are required to participate in at least one sport per year, excluding the 2021-22 school year due to Covid requirements no interscholastic Sports were conducted. When interscholastic Sports are played athletes will abide by all IHSA health requirements. Mr. Meers, Athletic Director, oversees these procedures. He will be glad to help with compliance.

All students are required to provide proof of private health insurance.

Administration of Medicine:

Governor French Academy has a required form available from Mrs. Ray, Student Records, which allows us to administer medicine to your child in a way that is consistent with our standing as non-certified personnel in the medical field.

The school must have on file a signed parent permission notification for the administration of Asthma medications. The prescription label must contain the name of the student, the name of the medication, the dosage, and the time or circumstances in which the medicine is to be administered. An Asthma Action Plan is requested from parents of students with Asthma each new school year or upon any changes.

The school must have on file a signed parent permission notification for the administration of medical cannabis infused products to a student who is a registered patient. A parent or guardian, a non-certified medical staff member, or a student who is the registered qualifying patient to self-administer the products under supervision of a school administrator.

The Governor French Academy and all personnel will incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, an opioid antagonist, or medical cannabis infused products for registered qualifying patients.

Homework

This falls within the authority and responsibility of each individual teacher.

Missing Children Records Act

Governor French Academy will flag records as required by Illinois law and will cooperate with law enforcement authorities while protecting students' confidential information in school records. When notified by law enforcement of a student's disappearance, the school will flag the record of that student. Every student enrolled at Governor French Academy at the time of initial enrollment shall provide a certified copy of his/her birth certificate. Certified copies of transfer students' records shall be requested within 14 days of enrollment. The school sends unofficial records of students transferring to other schools within 10 days of the request.

Required Reporting

Employees of Governor French Academy are required to report certain actions as directed by law in the areas of physical, sexual, and cyber abuse. All employees of Governor French Academy will follow the pertinent laws in such situations.

School Bus Behavior

Governor French Academy students use school buses for field trips and athletic events. All school and bus company rules must be followed.

School Uniform

Governor French Academy's uniform requirement serves several purposes. First, it diminishes the differences between our students' backgrounds so that they all look as equal as possible. Second, it helps our students feel comfortable in the clothes that adult society requires in the workplace. Third, there have been quite a few empirical studies that show a correlation between high standards in the expectations of dress and high levels of results in the performance of students in class.

Our students have no difficulties in being strong individuals. Our uniforms have not impinged on their individuality. However, they do improve the cohesion of our student body and each student's achievement. The uniforms are a small antidote of order in the chaos that is contemporary American life.

Student Conduct

Students are expected to:

- ✓ Behave like ladies and gentlemen
- ✓ Do their best
- ✓ Go to class
- ✓ Respect others

Tardies

Tardies are recorded, added up, and can become part of a student's absentee calculation.

Tests

Governor French Academy believes that the way to learn how to take tests is to practice testing. Therefore, our students participate in a large number of tests of all types.

Visitors

Visitors are encouraged, but are required to check in through the office in the Oliver C. Joseph Building. Should a visitor become a distraction, he/she may be asked to leave. Some people are restricted from visiting by outside authorities, i.e. the courts. Under such circumstances, the outside authority will be obeyed if duly constituted.

3² Multi-Level Teaching Protocol

1. Clearly identify what needs to be learned by the student.
(SKILL GOAL)
2. Diagnose where each student is in the process of learning toward the SKILL GOAL
(SKILL STATUS)
3. Diagnose how each student learns. (LEARNING MODE)
4. Test the skill repeatedly in the learning process, and beyond.
(MOTIVATION then ASSESSMENT)
5. Analyze what is happening in the learning process.
(LEARNING STATUS)
6. Change approach if something does not work.
(REFINE TREATMENT)
7. Repeat the skills even when you think the student knows them.
(USE IT or LOSE IT)
8. Re-diagnose where each student is in the process of learning the SKILL GOAL
(SKILL STATUS MONITORING)
9. Return the protocol to #1 for the next SKILL GOAL as you periodically check each student's retention of the previous SKILL GOALS.

Advantages of an Academic Setting with no Permanent Walls

Cost Effectiveness:

1. Cost of initial, permanent walls is avoided.
2. Cost of moving initial walls in the future for changing class populations is avoided.

Curricula Supervision:

1. Administrators and Supervisors can monitor the academic presentations of teachers at any time.
2. Administrators and Supervisors can monitor the academic work of students at any time.

Security:

1. All students can be seen at any time
2. All teachers can be seen at any time
3. Any visitor can be observed easily.

Disadvantages of an Academic Setting with no Permanent Walls

Educations Environment:

1. Students must be trained to concentrate on their work in an open environment.
2. Teachers may feel uncomfortable in an open environment.

A Parent's Guide to Daily Operations

Governor French Academy has developed a highly successful philosophy of education that we call “Diagnostic Teaching.” By this, we mean that our first task as educators is to diagnose each student’s aptitudes and skills; then we prescribe how we should teach. This method requires us to do everything that we can to individualize our educational service.

Secondly, our curriculum is determined by what the colleges want. We carefully monitor college requirements and practices in order to guarantee that our students are well prepared.

Thirdly, we must provide an effective environment for the first two principles to be effective. This means that we need to sustain a safe, orderly, and intellectually stimulating environment.

Governor French Academy has developed a tradition of academic excellence using these three principles, and everyone who steps through our doors is expected to support the things that help our students to develop well. The modern world is a dangerous place and several of the “guides” address safety issues. Therefore, we require everyone who is in our schooling environment to observe the following guides.

1. The Headmaster has the authority to remove anyone from our schooling environment whom the Headmaster believes to be dangerous or distractive.
(REASON: STUDENT SAFETY AND EDUCATIONAL EFFECTIVENESS)
2. Parents / Guardians need to leave the schooling environment as soon as classes begin.
(REASON: MAXIMIZE EDUCATIONAL SERVICE TIME)
3. Anyone wishing to observe the school during our educational service time must arrange with the Headmaster or his/her designee. All activities, lunch periods, and sporting events are included in our educational service time. Sports spectators are excluded from the “make-prior-arrangements” requirement.
(REASON: STUDENT SAFETY AND EDUCATIONAL EFFECTIVENESS)
4. Parents / Guardians are encouraged to meet with any members of our staff. However, meetings must be scheduled through the Headmaster or his/her designee.

(REASON: DEVELOP GOOD COMMUNICATION BETWEEN OUR STAFF AND PARENTS / GUARDIANS; MINIMIZE DISTRACTIONS)

5. The campus has a designated waiting area for parents / guardians. Unless a parent/guardian has made specific arrangements to visit an instructional area, he/she must stay in the waiting area.
6. Each student will stow away his/her own materials, books, papers, etc.
(REASON: STUDENT SAFETY AND EDUCATIONAL EFFECTIVENESS)
7. No one may distract a student or a class during educational service time.
(REASON: EDUCATIONAL EFFECTIVENESS)
8. Anyone removing a child from our educational service before dismissal time is required to arrange with the Headmaster or his/her designee. After arrangements are made, the student needs to be signed out on the register in the OCJ building.
(REASON: STUDENT SAFETY)¶¶
9. All Lower School students shall be in Art class.
(REASON: DEVELOPMENT OF SMALL MOTOR SKILLS; IMPORTANT BECAUSE OF NEW HANDWRITTEN ESSAYS ON THE SAT TEST)
10. All Upper School students who are physically able will be active in at least one sport and one drama production each school year.
(REASON: FULFILLMENT OF P.E. REQUIREMENT AND DEVELOPMENT OF PUBLIC SPEAKING SKILLS)

Students at Governor French Academy have been extremely successful academically because of the rigor of their College education. We expect everyone connected with Governor French Academy to do his/her best to maximize the effectiveness of the education of our students.

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

Governor French Academy believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. Bullying is also contrary to Illinois State law and the policies of Governor French Academy and its governing board, the College of Governor French. Free expression and the free exercise of religion or religiously based views as protected under the United States Constitution and the Illinois Constitution are supported as long as no harm is inflicted in the process. Nothing in this Section is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution. the policy of the non-sectarian nonpublic school and is consistent with subsection (a-5) of this Section [free exercise of religion].

Governor French Academy expects all students to conduct themselves with a proper regard for the rights and welfare of other students. Governor French Academy will not tolerate behavior that infringes on the safety of any student. A student or faculty member shall not intimidate, harass, or bully a student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; destruction of property; verbal assaults, such as harassment, threats, intimidation, public humiliation, teasing or name-calling, including communications made in writing or electronically; and social exclusion or manipulation. "Bullying" includes "cyber-bullying" and means 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 or students in reasonable fear of harm to the student's or students' person or property; (2) Causing a substantially detrimental effect on the student's or students' physical or mental health; (3) Substantially interfering with the student's or students' academic performance; or (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. "Cyber-bullying" means bullying through the use of technology or any

electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog 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 in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Governor French Academy expects students and/or faculty to immediately report incidents of bullying to the headmaster or designee. Faculty members who witness such acts take immediate steps to intervene when safe to do so. Governor French Academy shall promptly investigate and address each report of bullying. This policy applies to conduct that occurs on school grounds, in virtual classroom spaces, while traveling to and from school or a school-sponsored activity, during the lunch period whether on or off campus, at school-sponsored activities, and through school-owned technology as well as conduct that occurs outside the school environment which creates a significant disruption to the school environment.

To ensure bullying does not occur between our students, the Governor French Academy will provide faculty development training in bullying prevention and cultivate acceptance and understanding in all students and faculty to build the school's capacity to maintain a safe and healthy learning environment. Students will receive regular instruction in character development including positive behaviors contrary to bullying. Governor French Academy shall utilize a variety of interventions to address bullying which may include restorative measures, social-emotional skill building, counseling, and community-based services.

Teachers are asked to discuss this policy with their students in age-appropriate ways and to assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All faculty, students and their parents/guardians will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school's notification to parents/guardians.
- Faculty who witness acts of bullying shall take immediate steps to intervene when safe to do so. Staff members will (1) intervene immediately to stop a bullying incident that they witness, (2) report bullying, whether they witness it or not, to the headmaster or designee, and (3) inform the board of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- People witnessing or experiencing bullying are strongly encouraged to report the incident to the Headmaster, Mrs. Kim Powers, in person, by phone at 618-233-7542, or by email via kpowers@governorfrench.org ; such reporting will not reflect on the target or witnesses in any way. No student will be punished for reporting bullying or supplying information even if the investigation concludes that no bullying occurred.
- However, knowingly making a false accusation or providing false information will be treated as bullying for purposes of determining appropriate consequences or other remedial actions.
- Governor French Academy will not tolerate bullying reprisals or retaliation. Such actions will be treated as bullying for the purposes of determining appropriate consequences or other remedial actions.
- Governor French Academy will promptly inform parents or guardians of all students involved in the alleged bullying incident and will discuss, as appropriate, the availability of counseling services, other interventions, and restorative measures adapted to the particular needs of the students, school, and community.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Faculty members with knowledge or training in bullying prevention will participate in the investigation process. Governor French Academy will make every reasonable effort to complete the investigation within 10 school days after the date the report of the incident of bullying was received and will take into consideration additional relevant information

received during the course of the investigation about the reported incident of bullying.

Policy for Conflict Resolution

To prevent conflict, Governor French Academy will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the headmaster or designee.
- Students can rely on faculty to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent/guardian/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should contact the headmaster or designee. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Students are to resolve their disputes without resorting to violence.
- Students can rely on faculty to intervene in any dispute likely to result in violence.
- Conflict resolution procedures shall not supplant the authority of faculty to act to prevent violence, ensure campus safety, maintain order, and discipline students.

These policies are consistent with other school policies and will receive periodic review and re-evaluation by the College of Governor French board to assess its effectiveness. This evaluation will include review of relevant data collected in any investigations without inclusion of personal details. The information

resulting from the policy evaluation will be sent to the Illinois State Board of Education for approval and made available on www.governorfrench.com/current-families/ with the new approval date.

This policy is based on the engagement of a range of school stakeholders, including students and parents or guardians.

Code of Ethics

First, do no harm. Teachers at Governor French Academy should behave in a manner that is consistent with a “Hippocratic Oath” for education. All GFA Staff must work with each student in a way that does no educational damage to the individuals who are our clients. Staff members may touch students to prevent bodily harm or in a manner that is consistent with “Avoiding Risks with Today’s Students.” Staff members cannot belittle any student’s intellectual talent, physical limitations, or intransigent conditions. Staff members can, however, use command – voice instructions or corrections if they pertain to safety, fairness, respect or honesty.

Second, Governor French Academy is a business. The Academy’s business is the selling of a complete range of educational services to its clients. Therefore, all of the school’s staff must present themselves to our clients in as professionally informative a manner as possible. Unlike the attitude often displayed by other schools, Governor French Academy must always be perceived as helpful, even if that help takes the form of sending a student to another school.

Third, all Governor French Academy’s staff must be aware of the limits to our teaching effectiveness. Unlike most other schools who steadfastly proclaim that they can teach everyone, GFA recognizes that some students need an educational environment different from the one GFA provides. Our duty in such circumstances is to advise our clients as to what services a student needs and where the client is most likely to find them. Furthermore, no staff member can criticize or disparage a client’s family in a manner that is unprofessional. The State of Illinois has carefully drawn the lines concerning the reporting duties of teachers in the areas that concern the Department of Children and Family Services. Beyond those duties, Governor French Academy staff members do not venture to infiltrate family matters.

Fourth, Governor French Academy staff members will follow the “Avoiding Risks with Today’s Students” guidelines. Contemporary American society is a minefield of dangers for school personnel who behave unwisely in sensitive areas.

Fifth, Governor French Academy staff members will behave as seasoned professionals in all their duties. Teaching is a difficult profession. People who behave, dress, speak, act and judge in

a way that is consistent with this Code of Ethics will earn respect from our clients. Every staff member is expected to display the following behaviors:

1. Try to find a way to educate each student!
2. When you make a mistake, admit it!
3. When you injure another, apologize for it!
4. Everything we say will be heard and remembered by someone!
5. Let time be your ally, not your enemy when you teach!

Finally, the Governor French Academy holds the belief that education is an art, not a science. Therefore, the science of education may be useful as we prepare our students' lessons, but we are more likely to find effective teaching techniques on the advice of our colleagues, especially the most experienced ones. Therefore, the school expects its staff members to consult with their colleagues in order to best serve the educational needs of our clients.

ASBESTOS POLICY

The U.S. Environmental Protection Agency (EPA) has regulations regarding asbestos-containing materials in school buildings. These regulations require that all schools conduct surveys to identify the presence of friable and non-friable asbestos in their building and implement appropriate response actions, as necessary.

Inspections are conducted at Governor French Academy in compliance with these regulations. Furthermore, a site-specific asbestos management plan has been developed and is periodically reviewed by the Illinois Department of Health. This plan describes in detail how any asbestos exposures will be minimized.

Parents, guardians, teachers or others may review the inspection and management plan which will be available Monday through Friday between 9:00 a.m. and 4:00 p.m. at Governor French Academy administrative offices.

Computer Lab Rules

- Do Use only the programs that are currently installed on these computers. **Do not install or remove any other software (including instant messaging software).**
- Do Use the screensaver and backgrounds that are currently programmed.
Do not Change screensavers or backgrounds.
- Do Inform supervising faculty if you experience any difficulties or glitches or malfunctions – with any computer lab equipment.
Do not Attempt to “fix”, “repair”, “correct”, “improve”, or “experiment” in any manner.
- Do Eat and drink during designated times, in designated areas.
Do not Eat or drink in or near the computer lab area (or near any computer on campus).
- Do Save to a flash/thumb drive
Do not Save anything on the computer. Folders will be emptied every 30 days
- Do not** Use computers without staff permission and staff supervision!

The Computer Lab is closed to gaming.

Your cooperation is not only appreciated – it is expected.

Definitions

CLOS: Chain of Command Leader on Site who is in command until the Headmaster (or Designee, ia) can assume command

Evacuation: Movement of Personnel to a “Safe Harbor”

Field Trip: Any GFA activity that takes our personnel off-campus

Forms: Students grouped in generally academically homogenous skill levels (e.g. K; KI; Form I, grades 1 & 2; Form II, grades 3 & 4; Form III, grades 5 & 6; Form IV, grades 7 & 8)

GFA: Governor French Academy

ia: if absent

Long Term “Safe Harbor”: A safe place for GFA students to stay for longer than 2 hours

Lower School: Students taking classes at academic levels of at least grades K (Kindergarten) through grade 6

Media Firestorm: Any contact with media outlets (Reporters, Facebook, Instagram, etc.)

Mis/Fel: Misdemeanor or felony action(s) perpetrated toward or around GFA personnel.

Personnel: Any student, faculty, staff, or visitor present in our buildings or on our field trips at the time of an incident

Personnel Resistance Actions (PRA): active or passive resistance to an intruder performed by our personnel.

Roll Call: Visual contact with personnel during or after an incident. Names will be called, but Visual verification is necessary to count someone as present. (Each faculty has his/her class list. The Business Manager, Director of Records and Director of Admissions, have school lists for verification purposes.

Safe Harbor: A place deemed safe in the face of the threat posed. (See “Safe Harbor” Map)

Short-Term “Safe Harbor”: A safe place for GFA students to stay for less than 2 hours

Survivor: Any Personnel living after an incident

Upper School: Students taking classes at academic levels of at least grades 9 through 12. In some Instances, students in 7 & 8 grade may be taking Upper School classes by request presented to the board.

Diagnostic Teaching

Copyright 1997 Governor French Academy

The main reason people bring their children to Governor French Academy is that they believe they will receive teaching that is effective. The Academy performs this service under the following philosophical principles.

1. **INDIVIDUALIZATION.** Each student is an individual whose particular needs must be addressed with an understanding of the student's strengths and weaknesses.
2. **COMMON GOALS.** There are definable educational goals that can be established for preparing students for college. These goals lie within the disciplines of English, Mathematics, Science, Foreign Language, and Social Studies.
3. **DIAGNOSIS.** Teachers are expected to perform the dual processes of diagnosis and prescription as they plan lessons aimed at achieving their goals for each student. Different students require different methods as the students approach the school's general goal of college preparation.

So how do teachers become most effective? GFA espouses the following ten strategies:

1. The entire school is to be thought of as a single classroom. The school's physical arrangement should be as open as its methods.
2. The physical arrangement of the school and its philosophy will require a greater degree of cooperation than one usually finds in schools.
3. All classes shall have aspects of team teaching.
4. The collegial nature of the teaching that is fundamental to GFA's success will require a different type of coordination than one usually finds in schools. The school's administration will be more effective facilitating teacher actions than directing them. Direction should only be required in extraordinary circumstances.
5. Continuing effort shall be expected of all Governor French Academy's teachers in their efforts to diagnose what should be learned, what can be learned, and how a student learns most effectively.
6. The Academy believes that development should be a fundamental part of each

- child's learning. Developmental factors need to be addressed in order to completely diagnose a student's learning.
7. The Academy believes that most students learn in a progressive, interlocking chain that leads from basic, mechanical tasks to conceptual understanding. The motto of this belief shall be, "Skills first, concepts later".
 8. Teachers should function under the understanding that students learn by means of different styles and at different rates. This understanding is the foundation for each teacher's method of instruction.
 9. The Academy believes that a student's self-esteem develops as the young person masters measurable skills. The school also believes that teachers alone cannot generate student motivation. Students who begin to achieve through the mastery of skills have an intrinsic reward that should motivate them.
 10. Governor French Academy cannot help every child. When the Governor French Academy cannot effectively educate a student, good practice dictates that the student should be referred to an organization that can reasonably be expected to help.

Ten Guidelines for Governor French Academy Teaching

Teachers should:

1. Assign work that is specially directed to the mastery of skills.
2. Seek ways to teach those who are not learning.
3. Reward real achievement, no matter how slight.
4. Grade what students learn, not what they do not learn.
5. Grade so that a balance is established between the delivery and the reception of education.

Teachers should not:

1. Assign work that is not graded and returned.
2. Test material that is not specifically given in class.
3. Move on before necessary material is mastered.
4. Grade students in a way that gives the least credit to the mastery or skills.
5. Direct any verbal and written frustrations to what students are. Teachers should address what students do.

The school monitors the performance of each employee who provides or assists with instruction or has other instructional responsibilities.

Students' needs for support services such as counseling and social work are evaluated when any member of school staff believes consideration is needed, such as when there are changes within the student body or stresses within the surrounding community.

Tutoring Policy Guidelines

For legal liability reasons, the following guidelines are necessary:

1. All tutoring must be on a GFA campus outside of the Academy's regular academic schedule of 8:00 a.m. - 4:00 p.m. Summer hours will be arranged between the tutor and the student.
2. All Tutors must be employees of Governor French Academy at some level.
3. This Tutoring Policy shall be included as a part of the Educational Service Agreement.
4. GFA students cannot be tutored anywhere but on a GFA campus except in extraordinary medical situations.
5. All GFA Tutors must comply with the Academy's "Avoiding Risks with Today's Students".

For financial reasons, and in some cases legal reasons, the following guidelines are necessary:

1. Tutors are asked to charge a minimum of \$35.00 per hour.
2. Tutors must collect payment at each session.
3. Students shall pay for a session if they miss and do not give the Tutor at least 4 hours advance notice.
4. In order to meet the school's legal and tax responsibilities, all tutoring money must go through the Academy's Business Office.
5. The school must deduct ten percent (10%) of each tutor's fees and charges for the use of materials and services of Governor French Academy. The deduction of payroll taxes will also apply.
6. The parents of Non - GFA Students must be given and must sign the Disclaimer that declares tutoring does not of itself earn school "credit".
7. Any student who is not a student of GFA and one who is not tutored at a GFA campus must be given a written copy of the following statement. "I (Tutors Name) am not acting as an agent or an employee of Governor French Academy in my work as a Tutor for (student's name)." A sample of such a statement (Disclaimer) must be kept on file at Governor French Academy's Business Office. The purpose of this Disclaimer is to insulate Governor French Academy from any wrongdoing about which the corporation has no control or knowledge. Failure to administer this Disclaimer in the manner described above will be considered a serious breach of professional ethics by Governor French Academy.
8. Tutors will reimburse the school for copies, supplies, equipment use and other expenses incurred by GFA on the Tutor's behalf by means of an Honor System.

Cont. – Tutoring Policy Guidelines

9. Tutors will be paid on the 15th of each month for tutoring sessions for which tutoring charges have been collected from the students and turned in to the Business Manager. Pay periods shall run from the 14th to the 13th of each month. Payments will be itemized on each person's itemized payment stub detailing collected hours, withholding taxes, etc.

Governor French Academy **Great Expectations**

Governor French Academy has Great Expectations for everyone connected with its educational process. The Academy, in a very short period of time, has been recognized as one of the nation's finest schools.

Simply stated, the philosophy of Governor French Academy is that we believe everyone in contemporary society needs a college education for both personal and social success. Our goal is to prepare all of our students for this endeavor. We believe progress relies upon two basic qualities. First, we seek to help each student develop a healthy self-reliance. Second, we nurture this development through the combined efforts of an academy, a community of parents, teachers, and students. We demand much of this triad for we believe that it has much to give.

It is within this arduous yet rewarding context that we enumerate the Academy's Great Expectations. We believe them to be a proven way to encourage growth of energetic young people and the development of responsible adults.

Students at Governor French Academy are expected to:

- Begin the day with a good, nourishing breakfast.
- Follow the dress code. Students who cannot follow the dress code will be warned once. On the second occasion, students may be sent home.
- Attend every class. The school takes a lenient position concerning illnesses and family trips that result in students missing class; however, parents and students are cautioned that it is the student's responsibility to prepare for such absences, if possible, and make up the work. Special tutoring for academic remediation of this kind is the financial responsibility of the parents.
- Be on time. Students (grades 1–12) who are tardy will report to the appropriate school study area instead of attending class. Parents of the students who drive to school will be notified of such an absence. Students may be admitted to class after commencement with the permission of the Headmaster or the Admissions Director.
- Behave in class in a manner that supports the learning process. Every class is different; every teacher is different. It is the student's responsibility to discern

exactly what style of deportment each class requires. Generally speaking, students who focus on the skills or subjects being considered will be behaving appropriately.

- Come to each class prepared. Students are expected to attend class with all necessary supplies (books, paper, pencils, etc.) ready. Students will not be dismissed from class in order to retrieve such items. Students are also expected to come to class with their assignments properly completed for submission. Unprepared students may be sent to the appropriate study area.
- Follow the Academy's classroom etiquette.
 1. Pay attention.
 2. Follow the teacher's instructions.
 3. Take notes.
 4. Move about only with permission.
 5. Be respectful to others.
 6. Follow any particular requirements.
 7. Avoid distracting movements in class.
 8. Do your best.
- Keep a written record of class. Every class (grades 4 – 12) requires the students to keep a notebook or folder, particular to that class. This notebook will include all notes, tests, assignments, etc. Such folders will be turned in at the end of each semester. Teachers will announce at the beginning of each semester their procedures for the return or retention of these materials.
- Do the homework. GFA believes that education is built on a foundation of acquired skills. Skills are developed by analytical exercise. The Academy's homework is such an analytical exercise; and, it needs to be faithfully completed for effectiveness. Any work that is of a poor standard will be done until it is adequate. In such a case, the grade for the work may be adversely affected.
- Turn assignments in on schedule. Students may be granted a one-week deadline extension for a good reason such as illness or personal emergency. After that time, assignments not submitted or recorded will earn a zero.

- Exhibit the highest standards of behavior. The Academy does not tolerate inappropriate language, name-calling, insubordination to parents and teachers, outbreaks of temper, or any manner of physical aggression.
- Listen to people. When any authority “has the floor”, a social condition common to organized society, the auditors will listen courteously.
- Label every project with name, date, subject, and relevant page numbers.
- Leave each area clean. Classes and activities will not be dismissed until their areas are clean and orderly. Any tardiness caused by such inappropriate behavior will not be excused.
- Eat in designated areas only. Students have areas that are especially designated for eating. Eating of any food or candy outside these areas is not allowed.
- Help create a learning environment. Several areas are designated as special places of study. People using these areas are expected to be quiet and studious.
- Participate in one extra-curricular activity in each subject. For example, all eligible students will participate in one math contest and one science fair each year. Each teacher will announce particular requirements of this nature.
- Participate in two extra-curricular activities outside the realm of academics. Such projects may include the Winterfest preparations, the yearbook, basketball, etc.
- Do well on tests. In order to help GFA students do well on their tests, the teachers will do everything possible to follow the school test schedule.

Monday	Social Science
Tuesday	English
Wednesday	Science
Thursday	Foreign Language
Friday	Mathematics

This does not include the semester exam schedule.

- Be rewarded for success.

- Enjoy your holiday. There will be no long assignments made exclusively over holiday vacations.
- Be the best person possible.

Internet Policy

As a part of the educational services offered to your student, Governor French Academy offers Internet access via the computer lab. Although the faculty monitors this usage, it is beyond our ability to control the availability of offensive materials on the World Wide Web. However, all students are informed as to appropriate usage and are instructed as to what to do in the event that inappropriate material is encountered.

We consider the Internet an invaluable resource in the contemporary academic world, and consider its informed use vital to success in the business world today and in the future. As such, we shall continue to offer this service to your student, under the above-mentioned guidance, with your written permission.

Student Academic Use

Form K, K-1, I, II, III Students – may only use computers when directly supervised.

Form IV and Upper School Students – may only use computers with permission.

Computer use is for acquisition of academic information / knowledge. Appropriate academic use includes assigned work, general interest pursuits (appropriate sites); students are required to store information on flash drives, rather than on hard-drive storage. Use of e-mail, playing computer games, visiting chat-rooms / date-rooms, etc., ordering/purchasing materials; registration for websites, listening to music, etc., are not considered appropriate computer activities on GFA campus.

Student Signature

Date

Faculty Signature

Date

Parent / Guardian Signature

Date

(Faculty Accepted 8/03 Updated 4/12)

Individual Intervention Plan (IIP)

adapted from Individual Progress Plan developed by Dr. Daniel M. Perna
Governor French Academy – 1997

Section I

 Student's Name

 Date

 Description of Area of Concern:

(Be as specific as you can.)

 Referred by

Circle choices below.

 Verified by (Highly suggested, but not required.)

X choices below.

Section II

(To be filled out by referring Faculty)

Mark choices

N/A if Not Applicable; if yes, indicate the degree of concern
Circle – Referring Faculty "X" – Verifying Faculty

	<u>High</u>	<u>Low</u>		
Is the area of concern academic?	1	2	3	N/A
Is the area of concern behavioral?	1	2	3	N/A
Is the area of concern constant?	1	2	3	N/A

Section II continued

(To be filled out by referring Faculty)

Parents / Guardian's Response to or Explanation of the Area of Concern:

Section III

What actions have been presented and/or prescribed for remediation?

	Initiated	Dates Reviewed	Reviewed
1. _____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	_____	_____
_____	_____	_____	_____

Date and Means Used to Report to Parent / Guardian:

Means (Notes Home, Phone Call, Conference, etc.)

Date

Evaluation of IIP Actions (1st of each month)

Date

1. _____

2. _____

3.

(continue as necessary)

Military Family Support

It has been the practice of the Governor French Academy to remove the “penalty clause” in our Educational Service Contract for military families who have to move outside of the greater St. Louis region during a school year in which we have reserved a spot for their child.

Overview of Student Placement within Forms

Governor French Academy uses the British school system's terminology of "Forms" in the Lower School. The purpose of the Forms is to give our teachers as much flexibility as possible to address each child's individual needs.

Each Form at Governor French Academy has a standard curriculum that all students are expected to complete within a two-year period. Some students are unprepared to begin work at the expected level; other materials are utilized to "fill in the gaps" before these students proceed with the materials standard to the Form. Many students exceed the established expectations, those students continue to progress utilizing books and materials at more advanced levels.

Forms at Governor French Academy are composed of students of varying ages. Form K consists primarily of students 4 – 6 years of age; Students in Form K-1 are typically between 5– 7 years old. Placement and advancement from one Form to the next depends upon academic progress and emotional maturation. Most often, such advancements occur as the academic year begins. Advancement during the school year is approved through a faculty vote.

The Academy gives advance placements very serious consideration for the following three reasons:

- A balance between challenge and success is to be created for each student.
- Children are not to be placed in or kept in social situations that impair their academic progress.
- Students are not to be confronted with class content for which they are too young or too old.

At every turn, the Faculty of Governor French Academy seeks to place each child in the class setting that the Academy's experience has proven to be best. Effective "Form" system approaches this goal.

Planned Interventions

Planned Interventions address The School Improvement Goals and are aligned with the Academic Assessments.

Planned Interventions address the reasons why some students are not already succeeding, and are directed at developing:

- Knowledge
- Ability to apply knowledge
- Skills
- Habits or patterns of behavior
- Attitudes

Planned Interventions are research based and/or contain interventions that have been successfully employed at Governor French Academy,

Planned Interventions address the application of knowledge and skill transfer from specific instructional context.

Planned Interventions have a set of clearly defined activities for implementation that are balanced – they contain teaching, modeling, expecting, practicing, and supporting.

Planned Interventions have designated persons responsible for completing and documenting each activity listed under each intervention.

Planned Interventions have appropriate timelines that have been developed for effective implementation.

The Governor French Academy Administration will provide the necessary resources for the effective implementation of the interventions.

7-20-02-NCA-CASI
(NCA-CASI – Peer Review Visit Accreditation Rubric)

Record Transfers

Governor French Academy will send unofficial records within ten (10) days of any official request for the transfer of a student's records. Official records will be sent as soon as all financial commitments to the Academy are fulfilled.

Sexual Harassment Policy

Governor French Academy prohibits sexual harassment of its students, its employees, and its applicants for employment by any student, client, employee, or applicant. Such conduct may result in disciplinary action up to and including expulsion of a student or discharge of an employee. This policy covers all activities of the school on or off-campus. The school will not tolerate or condone sexual harassment by any member of the school's community (students, clients, employees, associates, or non-employees who attend activities or conduct business with Governor French Academy.) This policy covers all employees and students.

Sexual harassment is defined as any behavior that includes unwelcome sexual advances of either a verbal or a physical nature. This includes verbal and/or physical harassment for a person's gender orientation.

The students, employees, clients, and associates of Governor French Academy are entitled to work in an environment free from sexual harassment, especially harassment that is of a hostile or offensive nature. The school also recognizes that some forms of sexual harassment, especially those aimed at minors, may be illegal. Any actions believed by the school to be illegal will be reported to the appropriate agency or authority within three (3) hours of the action becoming known to the Head of School and his/her differently sexually oriented (DSO) representative. Head of School and DSO representative shall serve as judges.

Students or employees who have complaints of sexual harassment should (and are encouraged to) report such complaints to any superior in the school's system. Said superior is required to relay the report to the Head of School within two (2) hours. Any person in the school's community of students, employees, and associates who is found to be guilty of sexual harassment will face disciplinary actions that may include expulsion, discharge, or report to legal authority.

Anyone directly involved in a sexual harassment investigation has the right to appeal the decision made by the Head of School and the DSO representative during the initial investigation (See Initial Investigation Procedure). Such an appeal is presented to the entire faculty at a special faculty meeting under the auspices of a Hearing Liaison appointed for the appellant from the faculty by the Head of School.

Governor French Academy will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment to the school's attention, or against someone who serves as a witness in the investigation of a complaint of sexual harassment.

Initial Investigation Procedure

All complaints of sexual harassment that are brought to any member of the school's community (students, employees, clients, associates) must be immediately brought to the attention of the Head of School or the DSO representative within two (2) hours. The reason for the dual reporting figures is to allow any member of the Academy's community to talk freely with a person of the gender orientation of his/her choice. After the initial report to the Head of School and DSO representative, these two administrative figures will meet within three (3) hours to decide on the details of the investigation.

In order to make the investigation as comfortable as possible for the complainant, the Head of School and DSO representative will construct an investigation team of not less than two (2) and not more than three (3) people to conduct interviews and question witnesses. Care will be taken to construct a team that can question people in as humane and non-threatening a way as possible. After the investigation, the investigating team will report to the Head of School, if he/she is not on the investigating team, the conclusions. At that point, the Head of School will prescribe disciplinary actions in accordance with the contract if the offender is a student or client, and actions in accordance with the employment contract if the offender is an employee. The Head of School will act in accordance with the law should the situation warrant. Student offenses may be treated by means of remedial instruction as well as disciplinary actions up to and including expulsion. Employee offenses may be treated by means of behavior remediation as well as disciplinary actions up to discharge.

Should the Head of School or DSO representative be the person against whom the complaint is filed, and then the faculty as a whole will sit in judgment under the Chairmanship of a teacher who is senior in service to the Academy.

Under normal circumstances, the Head of School, under the terms of the Contract and the Employment Agreement, will make the final decisions on remediation and/or disciplinary actions for students, clients, and employees.

Governor French Academy will not retaliate in any way against any individual who makes a report of sexual harassment to the school nor permit any employee to do so. Any person found to have retaliated against another individual for reporting sexual harassment to the school will be subject to appropriate disciplinary action, up to and including termination.

Finally, if an investigation results in a finding that any student or employee knowingly made a false statement, the prevaricator will be appropriately disciplined. However, this provision

should not be construed to inhibit any complaint if a person genuinely believes himself or herself to be sexually harassed. This provision only applies to someone who knowingly makes a false accusation. To prove falsity would need corroboration from a witness who was able to offer evidence of a complainant's purpose or intent.

Staff Policy Guide

All members of the Staff are expected to:

1. Set high standards of performance and discipline
2. Expect only the best from everyone involved with the College
3. Be prepared for the responsibilities
4. Be prompt

Teachers are expected to:

1. Continuously grade students
2. Direct their attention to the class as a whole
3. Follow the Classroom Schedule
4. Follow the Homework Plan

The Classroom Schedule

Each teacher is responsible for establishing a classroom plan that works for each student

The Homework Plan

Homework will be assigned every day.

In any subject, drill-type homework will be limited to fifteen minutes each day (This does not apply to new materials.)

In any subject, there will be no prescribed limit to reading or original writing assignments

Composition assignments will meet the following minimums:

Mathematics and Science	one every month
Foreign Language	one every two weeks
English and Social Science	one every week

Examinations

Each class will have weekly examinations on:

Monday	Social Science
Tuesday	English
Wednesday	Science
Thursday	Foreign Language
Friday	Mathematics

Exceptions

The Headmaster must approve any procedural exceptions from the Staff Policy Guide.

Understanding “In-Confidence” and “Confidentiality”

It is important that each member in our learning community of parents, faculty, staff, and students know that the terms “in confidence” and “confidentiality” will be interpreted in the following manner:

- Statements made to teachers or staff members by parents “in confidence” will be kept private by the teacher or staff member who receives the information up to the point at which the faculty or staff member in his or her professional judgment believes that sharing the information is necessary for the safety or good order of the students or the Academy, or is necessary for the successful execution of a student’s educational program.
- “Confidentiality” is the act of not sharing with others information or matters that have been entrusted to you “In-Confidence.”

All faculty and staff members are required to use their best professional judgment in this matter.

Governor French Academy Uniform Clothing Standards 2020-2021

Lower School Students (Form K through Form IV)

- Males:**
- *Pique hunter green polo embroidered with the words “Governor French Academy”- long or short sleeves
 - *Navy blue uniform pant with belt (or elastic waistband) – no denim, corduroy, or cargo pants
- Females:**
- *Pique hunter green polo embroidered with the words “Governor French Academy”- long or short sleeves
 - *Navy blue uniform pant with belt (or elastic waistband) - no denim, corduroy, skinny, pencil fit or cargo pants
 - *Black Watch Plaid jumper
 - ***Forms III & IV Only:** Black Watch Plaid skirt – no shorter than 2” above the knee

Upper School Students

- Males:**
- *White oxford shirt with GFA crest (button down or non-button down collar), long or short sleeves
 - *Necktie required
 - *Navy blue or khaki uniform pant with belt – no denim, corduroy, or cargo pants
 - *Navy blue blazer with GFA crest **permanently** attached (to be worn at all times unless teacher gives in-class permission to remove)
- Females:**
- *White oxford shirt with GFA crest (button down or non-button down collar), long or short sleeves
 - *Pique hunter green polo shirt embroidered with the words “Governor French Academy” or white polo shirt with GFA crest – both with long or short sleeves
 - *Navy blue or khaki uniform pant with belt – no denim, corduroy, skinny, pencil fit or cargo pants
 - *Black Watch Plaid skirt – no shorter than 2” above the knee
 - *Navy blue blazer with GFA crest **permanently** attached (to be worn at all times unless teacher gives in-class permission to remove)

- All Students:**
- *Shoes may be student’s choice except no sandals/no open heel or toe shoes
 - ***GFA** sweaters (pullover, cardigan, or vest) allowed in solid color navy blue; embroidered with the words “Governor French Academy”
 - *All clothing must be clean and maintained in good repair.
 - *No radical hairstyles or brightly colored hair.
 - *Students may wear official GFA sweatshirts. They must be worn over a uniform shirt with collar exposed
 - *Shirt worn under the uniform shirt **must** be the same color
 - *Students with distracting piercings will be asked to cover them
 - ***Any form of dress that offends or interrupts the educational process can be**

disallowed by faculty.

***Sweatshirts can be worn anytime with uniform shirt underneath**

***GFA T-Shirts can be worn on Friday's only**

*** No fish net or lace leggings**

Upper School Student Requirements

As a member of Governor French Academy, all academic class requirements must be met in addition to these Upper School Student Requirements. Fulfillment of these requirements is criteria for the faculty vote on graduation.

- You must take an ACT or SAT.
- You must complete at least one scholarship application.
- You must apply for admission to at least one college or university.
- You must complete a Science Fair Project with at least a 65% grade each year that you are in the Upper School.
- You must complete a Research Paper with at least a 65% grade each year that you are in Upper School.
- You must participate on one athletic team, in one drama production, and in one academic contest each year that you are in Upper School.

As a member of Governor French Academy, I verify that I understand that all of the Upper School Student Requirements must be completed in addition to all of the academic requirements in order to be awarded graduation from Governor French Academy.

Signature of Student

Date

Governor French Academy
2019-2020 School Year

I hereby attest that our family has its own accident and health insurance, a product that is required by both the Governor French Academy (as addressed in our Educational Service Contract with the Academy) and Illinois State law as a requirement to participate in sports. Therefore, my signature below indicates that I am aware of this requirement and that my student athlete is covered by accident and health insurance.

Student: _____ Signature _____

Parent(s) _____ Signature _____

Date: _____

Name of accident and health insurance Company(s). (Optional)
