



Student Handbook

**2024-2025
SCHOOL YEAR**

**Drexel Academy
12751 S. Wood St.
Calumet Park, Illinois 60406
Telephone: 773-752-5644
Website: www.drexelacademyil.org**

Principal
Katie M. Gordon

Pastor/Superintendent
Elder Ricky Dukes, Sr.

Drexel Academy Student Handbook

Table of Contents

SECTION I – ADMISSION	3
Admission Requirements	3
Admission Process	3
New Student Selection Criteria.....	4
Transfer Students	4
SECTION 2– GENERAL STUDENT INFORMATION	4
Curriculum	4
School Instructional Year	4
School Supplies.....	4
Lunch.....	4
Uniform Dress Code.....	5
SECTION 3– HEALTH AND SAFETY.....	5
Health and Safety Rules	5
Sickness.....	5
Medication.....	6
Allergens.....	6
Communicable Diseases.....	6
Consent for Medical Treatment	6
Healthcare Appointments	6
Emergency Procedures and Notifications	7
SECTION 4 – DISCIPLINARY STANDARDS.....	7
Classroom Steps and Procedures.....	7
Administrative Steps and Procedures	7
Respect and Courtesy	8
Student Behavioral Expectations	8
Behavioral Infractions	8
Excessive Tardiness and Unexcused Absences.....	9
Safety-Related Discipline Issues.....	9
SECTION 5 – PARTNERSHIP AGREEMENT	9
Student Handbook Statement of Cooperation and Release Form	10

SECTION I – ADMISSION

Drexel Academy welcomes all students and does not discriminate on the basis of race, color, sex, or national origin in its programs or policies. Parents/legal guardians must sign and follow the [Student Handbook Statement of Cooperation and Release Form](#).

Admission Requirements

To apply for admission, parents/legal guardians must complete and submit the following documents, along with the applicable registration fees (non-refundable):

- Drexel Academy Enrollment/Registration Form
- Drexel Academy Emergency Contact Form
- Drexel Academy Statement of Cooperation and Medical Treatment Form
- Drexel Academy Photography/Digital Media Waiver and Release Statement
- Copy of birth certificate
- Copy of most recent report card and achievement test scores (e.g., FSA, Iowa Test)
- Your state Certificate of Immunization Form (e.g., Illinois Form #680) completed by a healthcare professional
- Your state Physical Exam Form (e.g., Illinois Form #3040) completed by a healthcare professional

Admission Process

The admission process consists of two steps:

- A personal interview with administration.
- Administration staff will review the application and make an admission decision as soon as possible. Admission decisions fall into one of three categories:
 - Conditional admissions are reviewed annually for continuation of enrollment.
 - Probationary admissions are reviewed each grading period for acceptable progress in academics and conduct. Failure to do so may result in denial of admission.
 - Denial of admission is a result of not meeting the criteria to the satisfaction of the administration.

New Student Selection Criteria

Drexel Academy seeks to admit students who:

- Desire a quality Christian STEM-based education;
- Have the potential to succeed academically as indicated by their grades and test scores;
- Exhibit good conduct and behavior as shown by their report cards; and
- Are willing to work in close partnership with Drexel Academy as demonstrated by signing the appropriate forms.

Transfer Students

Drexel Academy accommodates mid-year school transfers, evaluating each request to ensure seamless integration with the classroom's ongoing progress.

- Students seeking to transfer to Drexel Academy during the year must undergo an evaluation that includes, but is not limited to, the reasons for transferring, performance, and conduct at their previous school.
- Students who were removed (expelled, suspended, etc.) from another school are not accepted within their duration of expulsion.

SECTION 2– GENERAL STUDENT INFORMATION

Curriculum

Drexel Academy offers a Christian STEM-based education using the “Abeka” curriculum (www.Abeka.com).

School Instructional Year

The Drexel Academy school year begins the third week of August and ends the third week of May. Hours are Monday through Friday, 8:15 am to 2:30 pm. School closures for recognized holidays, early dismissals, off-campus events, inclement weather, etc. will be communicated in advance.

School Supplies

Teachers will provide a list of school supplies.

Lunch

Students are to bring bag lunches that do not require heating.

Uniform Dress Code

Girls Attire:

- Navy or black skirt/jumper (no splits and must be beneath knee in length)
- White or light blue blouse or polo shirt with collar
- Navy or black shoes (no athletic shoes)
- Navy, black, red or white vest/sweater/jacket (solid in color; no denim or logos)
- Solid navy, black or red cross tie.

Boys Attire:

- Navy or black pants with belt (pants are to be worn up on the waist)
- Navy or black shoes (no athletic shoes)
- White or light blue dress shirt or polo shirt with collar
- Navy, black, red or white vest/sweater/jacket (solid in color; no denim or logos)

Note: No earrings for girls or boys

SECTION 3– HEALTH AND SAFETY

Health and Safety Rules

- Our school strives to be safe and healthy for everyone.
- We need parents/legal guardians to follow our rules and policies.
- We have safety rules for students in the classroom.
- We will talk about these safety rules with the students.
- Students should tell a teacher, counselor, or administrator if they see or hear something unsafe or dangerous.
- School staff is trained to follow the laws and policies for suspected child abuse.
- We have cameras in our buildings for security and to note suspicious behavior.

Sickness

- Students should stay home when they are sick; this is good for them and others.
- Students should not come to school with a fever (100.4 degrees or more), rash, vomiting, runny nose, or diarrhea. Students should be free of these symptoms for 24 hours before returning to school.
- Our school does not employ a trained nurse. Sick students cannot be cared for at school. If a student becomes ill at school, we will separate them from others and call a parent/legal guardian to pick them up from the office as soon as possible. If we cannot reach them or anyone else listed on the Emergency Contact Form, we will get a health care professional and/or call 911 emergency if needed.
- All students who leave school early or receive an early dismissal for any reason must be signed-out by the adult accompanying them in the attendance book in the office.

Medication

- Signed parental/legal guardian permission is required for students to bring and keep medication (over the counter or prescription) at their desk or in a backpack/locker.
- A signed consent form is required if parents/legal guardians want school staff to administer the student's medication. The medication must be in the original container with the healthcare professional's instructions.

Allergens

- Parents/legal guardians must inform the school if the student has allergies. We try to make our school safe for students with allergies, but we cannot guarantee it.

Communicable Diseases

- Drexel Academy desires to keep a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises because of a specific infectious agent or rashes that may be transmitted directly or indirectly by a susceptible host (infected person, or animal) onto other persons. Teachers/staff members who reasonably suspect that a student/employee has a communicable disease or is presenting signs of symptoms described in section "Sickness" above, shall immediately notify a member of the administrative team.
- Any student or employee with a communicable disease shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, Drexel Academy may require an independent healthcare professional examination of the student/employee to verify the diagnosis of an infectious disease. Drexel Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Consent for Medical Treatment

In case of a medical emergency, on or off campus, the school will make every effort to contact the parents/legal guardians before treatment. As per the Statement of Cooperation and Medical Treatment Form (signed at enrollment), the parent/legal guardian gives consent to an emergency facility and/or professional to administer necessary treatment to the child and to transport by ambulance if the situation warrants.

Healthcare Appointments

Parents/legal guardians should try to schedule student medical appointments outside of school hours to avoid academic disruptions.

Emergency Procedures and Notifications

- Our school conducts fire, tornado, and security drills to keep everyone safe; everyone present must follow instructions during these drills
- If there is an emergency (or early dismissal) we will alert parents/legal guardians right away, using the emergency contact information on file in the school office.
- Your Emergency Contact Form requires home, work and cell phone numbers, or such information for another person (relative, close friend, neighbor, etc.) who can be contacted in the event of a serious problem. Please make sure your form is up-to-date and notify the office immediately if these numbers change.

SECTION 4 – DISCIPLINARY STANDARDS

The Bible and its principles are an integral part of Drexel Academy's regulations. It is understood that attendance at Drexel Academy is a privilege and not a right. Students who do not meet the school's standards may lose this privilege. The school can dismiss any student whose behavior is harmful to the institution's spirit.

- It is the hope and desire of the administration that each student will have a strong respect for the philosophies and aims of Drexel Academy. The administration may at any time request the withdrawal of any student who, in the opinion of the administration, does not fit into the school philosophy or refuses to conform to the rules and regulations.
- Drexel Academy's success hinges on clear communication and agreement between home, church, and school concerning student behavior. Our school aims to foster Christian Character, Mutual Respect, and Common Courtesy. We strive to provide a Christian education and serve as a Christ-like example to the community.
- Classroom discipline is specific to each class. Teachers are to implement their own classroom management plan, following approved guidelines. To keep clear communication, these discipline procedures are stated here.

Classroom Steps and Procedures

- Teachers administer and maintain a visible classroom management plan.
- Teachers keep parents/legal guardians informed of discipline concerns and improvements.
- Teachers notify the administration when more help is needed beyond the teacher's established discipline plan.

Administrative Steps and Procedures

- Teacher refers the student to the office when more help is needed.
- Administration meets with students, as necessary. Parents/legal guardians will receive a phone call/report explaining discipline concerns. A consequence that matches the concern will be assigned.

- In the occasion of continued discipline concerns, a parent/legal guardian meeting will be arranged with administration and teacher(s).
- In case of a serious violation, a conference with parents/legal guardians and administration may be scheduled to determine causes and remedies for such violation that best serve the student.

Respect and Courtesy

- *Do to others as you would have them do to you.* – Luke 6:31 NIV. Respect is one of the most important ingredients in any relationship. Relationships have been designed by God, in part to bring each one to Christian maturity. Without mutual respect, a relationship cannot have lasting positive benefits. Respect is needed between students and teachers as well as among the students themselves.
- Disrespect should not and will not be tolerated – whether in the form of inappropriate speech, defiant misbehavior or willful damage to someone else’s person or property.
- Drexel Academy is committed to supporting an academic environment in which all individuals treat each other with dignity and respect, free from all forms of abuse, intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to prevent and correct any violations of this policy. Therefore, anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

Student Behavioral Expectations

(including but not limited to)

- Be respectful to teachers, staff, other students, volunteers, and the facilities
- Resolve conflicts and disagreements without fighting or any type of aggressive behavior
- Adhere to the uniform dress code
- Be truthful
- No foul/inappropriate language
- Be obedient; follow instructions

Behavioral Infractions

The actions below will result in serious consequences which may include the suspension or expulsion of the student:

- Vandalism
- Profanity
- Fighting
- Disrespect
- Disobedience
- Lying

- Cheating
- Stealing
- Skipping Class
- Excessive Tardiness and Unexcused Absences
- Sexual Teasing/Harassment
- Derogatory/Discriminatory Comments
- Racism
- Possession of any type of weapon on campus
- General threats of violence
- Bullying/Cyberbullying (This includes threats or inappropriate comments made to another student/teacher/staff member inside or outside of school, on or off campus.)

Excessive Tardiness and Unexcused Absences

- Drexel Academy requires parental notification prior to each day of excused absence. Written communication with parents/legal guardians will be requested for absences of more than three (3) days.
- An in-person conference is required if the pattern continues for more than five (5) days.
- If a pattern of chronic unexcused absences persists beyond nine (9) days following a parental conference, the student may be ineligible for re-enrollment the following school year; and appropriate child welfare agencies will be contacted.

Safety-Related Discipline Issues

Safety is a primary concern at Drexel Academy. For this reason, any type of threat to the safety/security of the students, teachers, or staff will be taken seriously. Students must always consider the safety of others. For this reason, the use of any items considered unsafe by the administration is prohibited on campus at any time (such as fireworks, wheelies or skateboards).

SECTION 5 – PARTNERSHIP AGREEMENT

Thank you for your interest in our school. By signing the [Student Handbook Statement of Cooperation and Release Form](#), as parent/legal guardian, you acknowledge and commit to the Drexel Academy’s Christian educational philosophy and Code of Conduct. We look forward to working with you and your child.



Student Handbook Statement of Cooperation and Release Form

I, _____, have read/listened to the information
Student's Printed Name

and instructions in the Drexel Academy Student Handbook. I understand what is expected of me and agree to cooperate as a condition of my enrollment as a student.

Student's Signature: _____ Date: _____

I, _____, have read and reviewed the
Parent/Legal Guardian's Printed Name

information and instructions in the Drexel Academy Student Handbook. I understand what is expected of me and agree to cooperate as a condition for enrollment of the above-named child.

Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

***** Parent/Legal Guardian: Please retain a copy of this agreement for your records. *****

12751 Wood Street Calumet Park, IL 60406 (773) 752-5644
www.drexelacademyil.org