



DRAFT



Student - Family Handbook
2025-2026

One School. One Church. One Community!

Faith, Knowledge, and Friendship.

Korais Elementary School
11025 S. Roberts Road
Palos Hills, IL 60465

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Fax: 708-974-0179

🌐 www.korais.org

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Koraes Student/Parent Handbook Acknowledgment and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Koraes Student/Family Handbook and School Board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all school rules, policies and procedures.

I understand that the Koraes Student/Family Handbook policies may be amended during the year and that such changes are available on the Koraes Elementary School website, or in the School Office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with Koraes Elementary School rules, policies, and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Koraes Student/Family Handbook and School Board policy on student behavior. I have read these materials and understand all the rules, responsibilities and expectations.

I understand that the Koraes Student/Family Handbook and school policies may be amended during the year and that such changes are available on the school website or in the School Office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with Koraes Elementary School rules, policies, and procedures.

My signature acknowledges I have read through the Parent Code of Conduct.

Parent/Guardian Signature

Date

General School Information

This handbook is a document that outlines Koraes Elementary School rules and expectations, and is a comprehensive statement of school procedures. It can be found online at www.koraes.org, or at Koraes Elementary School, located at:

Koraes Elementary School

11025 S. Roberts Road

Palos Hills, IL 60465

The School Board governs Koraes Elementary School, and its members are either elected by the community, or appointed in certain cases. Current School Board members are:

_____, Chairperson

_____, Vice-President

_____, Secretary

_____, Treasurer

_____, Member

_____, Member

_____, Member

The School Board has hired the following administrative staff to operate the school:

Head of School: Dr. James H. Letsos

Director of Instructional Strategies: Mrs. Beth Lind

Koraes Elementary School may be contacted at (708) 974-3402

School Mission Statement

The mission of Koraes Elementary School is to pursue excellence in academic knowledge and skills through a whole-child approach to education that fully prepares students for college, career, citizenship and the challenges of the 21st Century. We believe that through an intentional integration of faith and learning, Koraes Elementary School students are challenged to achieve their fullest potential and aspire to become critical thinkers who are fully prepared to meet the challenges of an ever-changing world while remaining steadfast to the traditions and teachings of the Orthodox Christian Church and the Hellenic culture.

School Vision Statement

Koraes Elementary School will become a school of excellence where students acquire both the knowledge needed to be successful academically and the skills to live a Christian life that is firmly rooted in the teachings of the Orthodox Church and the Hellenic culture.

Board of Education Strategic Goals

Administration Transition Planning

Goal 1: Develop a plan to recruit, internally develop, and retain administrators

Communication

Goal 1: Assess/deliver the best communication format that is effective for the Koraes Elementary School community

Goal 2: Identify and deliver the means to publicize the accomplishments and curricular offerings

Capital Development

Goal 1: Immediately address the important maintenance needs of the building and consider developing a long-range building maintenance plan

Goal 2: Assess and redefine the current spaces, and plan for facilities expansion

Finance

Goal 1: Improve the financial strength of the school by exploring alternate sources of revenue to finance the identified goals and action plans

Personnel

Goal 1: Develop a plan to attract, retain, and support exceptional faculty and staff

Curriculum

Goal 1: Develop a staff and curricular plan to address the social emotional needs of students

Goal 2: Redesign the middle school schedule to include Humanities and an additional period of Hellenic culture

Our Beliefs

- Each child is taught to honor and respect their unique identity to the Orthodox Faith and our cultural heritage through Christ-centered religious instruction
- Each child's comprehensive needs can be met through the shared partnership of school, family and church
- Parent involvement is critical to the success of our children and our school
- Active engagement in challenging learning opportunities should be balanced with service that is connected to the school and the broader community
- A healthy lifestyle and awareness of well-being is practiced by everyone in a school environment that is safe and secure
- Each child deserves access to personalized learning that is supported by qualified, caring teachers and staff
- A growth mindset is imperative in our work with children
- Academic literacy in the Greek Language is of great importance

Admissions Policy and Registration

Koraes Elementary School is operated under the auspices of Ss. Constantine and Helen Greek Orthodox Church and only admits students of the Orthodox Faith. Parents/guardians who enroll their child(ren) at Koraes Elementary School desire an Orthodox education for their child(ren). Parents/guardians who enroll their child(ren) at Koraes Elementary School will cooperate and uphold all school regulations. The parents will cooperate with the staff in supervising the home study of the children and foster in their children a respect for all persons and property. Koraes Elementary School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies and school administered programs. Transfer students will be accepted upon full review of student records by the Building Head of School. If a student has an Individual Service Plan (ISP) on file, modified instruction and assessment will occur on a level as determined by the interventions/goals of the individual student.

Notification of Admission

Families will be notified by May 1, 2026 via email that they have been admitted or placed on a waiting list.

Priority of Consideration for Admission

Koraes Elementary School does not guarantee admission to any individual student or group of students at any grade level. Prior enrollment does not guarantee the following school year's admission. Generally, Koraes Elementary School offers preferential consideration to siblings of current Preschool - Grade 8 students, children of faculty, and children of active stewards of Saints Constantine and Helen Greek Orthodox Church. In all cases, the Admissions Committee considers every applicant individually and in relation to the applicant pool. Many factors affect our admission decisions. These are difficult decisions for us and for our applicants. Each year is different and presents different challenges and opportunities.

At the time of registration, the incoming student's original birth certificate and baptismal certificate must be presented. A record of compliance with local and State health requirements must be submitted to the School Office. Students entering Kindergarten must be five years of age on or before October 1st. Students entering the preschool program must be three (3) years of age and be toilet trained.

Koraes Elementary School is under a special education agreement with District 118 which provides consultative services, speech services, occupational therapy, and other testing as needed in order to diagnose learning/emotional/social disabilities.

Registration Requirements

State of Illinois Registration Requirements

The State of Illinois requires the following documents be on file for each student

1. Medical Forms: Preschool, Kindergarten, 6th and new transfers with proof of immunizations.
2. Dental Forms: Kindergarten, 2nd, and 6th graders. New transfers are required to show proof of a dental examination.
3. Vision Forms: Kindergarten and new transfers are required to show proof of a vision examination.
4. Birth Certificate: Preschool, Kindergarten, and new transfers

Baptismal Certificate

All students new and transfer must submit a valid baptismal certificate.

Enrollment

Koraes Elementary School enrolls new students on a first come, first serve basis and reserves the right to limit enrollment as needed.

- Forms can be downloaded from our website at www.koraes.org and returned to registration@koraes.org
- Transfer into any grades welcome with transcripts and acceptable student performance/behavior
- Interview and evaluation required with the Building Head of School prior to approval for transfer

School Hours

Preschool - Ages 3 to 5

Monday to Friday	8:30 am - 12:00pm	Half Day
Monday to Friday	8:30 am - 3:15pm	Full Day

Preschool families may choose a flexible schedule with a minimum of 3 days.

Kindergarten through 8th Grade

Monday to Friday	8:30am - 3:15pm
Early Dismissal	8:30am - 1:15pm

Morning Prayer begins promptly at 8:30am. All students are expected to be present in their classroom

for Morning Prayer. Students who are late are considered tardy.

School Office Hours

Monday to Friday

8:00am - 4:30pm

The School Office is open for general business during the school year. Summer hours will vary.

History of Koraes Elementary School

The Adamantios Koraes Elementary School was founded in 1910 under the auspices of Ss. Constantine and Helen Greek Orthodox Church as a Greek-American parochial school. At Koraes Elementary School, our primary goal is to promote intellectual development, reinforce cultural awareness and social responsibility, and foremost, to inculcate the moral and ethical values of the Greek Orthodox faith. Our students are prepared to think critically through a challenging curriculum, communicate effectively, and act independently in preparation for life in a complex society with an accelerated rate of change.

The Adamantios Koraes Elementary School offers a complete elementary school program for grades Kindergarten through Eighth. The school is fully recognized by the Illinois State Board of Education, the Greek Orthodox Archdiocese, and the Ministry of Education of Greece. Faculty members hold at least a baccalaureate degree, some have graduate degrees, and all are fully certified by the State of Illinois. Our dedicated, highly competent teachers assure each student individual attention in a friendly, nurturing environment, yet challenge them with a demanding program of the fundamental scholastic disciplines. Faculty members of the Greek department hold appropriate credentials from the Ministry of Education of Greece and are committed to helping our children develop an understanding of their heritage and cultural identity. Our clergy complement the intellectual development of our children with the development of positive moral and ethical values through guidance in their spiritual growth and instruction in the Greek Orthodox faith.

A preschool was started in the 2007-2008 school year for three- and four-year old children. The core of the curriculum is based on the Illinois Early Learning Standards and focuses on developmentally appropriate activities suited to the needs of each child. Students receive instruction in language and literacy development, numeracy, handwriting, science, and social studies. Students are taught through exploration using weekly thematic units. Greek instruction is taught five days a week. Gross motor is developed during Physical Education class and is offered twice a week. Students will have experiences with Technology and Art in the classroom. Students attend prayer and liturgy services, and participate in Religion class weekly.

The core of the curriculum in Kindergarten through fifth grade concentrates on an integrated program of basic studies supported by the Illinois Learning Standards in the five academic disciplines: English Language Arts, Mathematics, Science, Social Studies, and Greek. The curriculum is supplemented by the instruction of handwriting, social emotional learning, technology, religion, physical education, and Art. Instruction occurs in self-contained classrooms in grades K-1. Students in grades 2-5 have more than one teacher. Whole group instruction is supplemented with small group instruction within the setting in order to differentiate to meet the needs of the students. We encourage creativity, imagination, collaboration, and teamwork.

The middle school curriculum in grades six through eight provides an academic program concentrating on the five disciplines, English Language Arts, Mathematics, Science, Social Studies, and Greek. The student makes a transition from a self-contained classroom under the direction of their classroom teacher to a

departmentalized program of study where the student is under the direction of a number of different teachers. Individualized small group instruction continues as in the lower grades in reading, technology, religion, and physical education. The focus of the upper grade program is to provide a strong foundation in order to prepare students academically for entry into high school.

Our staff encourages students to embrace change and use their imagination and creativity to soar as innovators. We are growing in our work towards STEM opportunities and continue to develop this area in our curriculum. Students in grades 3-8 will be using Chromebooks to support instruction across content areas. All students in grades K-8 participate in NWEA MAP® (Measure of Academic Progress) assessment three times yearly along with reading running record assessments given throughout the year to measure and monitor reading progress. Our teachers will support our students by encouraging them to persevere through struggle, believe in themselves, and never give up. They will encourage them to wonder, think critically, analyze information, and make connections. It is our goal that students will do the same for their peers.

Koraes Elementary School Calendar 2025-2026

August 14 & 18	Teacher Institute Days
August 19	Parent Orientation PK 6:00pm
August 20	Meet the Teacher PK-8th 1:00pm -3:00pm
	Middle School Meeting 3:15pm -4:15pm
August 21	First Day of School
September 1	No School - Labor Day
September 3	Curriculum Night 6:00pm
September 24	Early Dismissal 1:15pm
October 13	No School
October 14	No School - Institute Day
October 31	Early Dismissal 1:15pm
November 24	Early Dismissal 12:00pm - Parent Teacher Conference
November 25	No School - Parent Teacher Conferences
November 26-28	Thanksgiving Break
December 1	Return to School
December 19	Program at 1:00pm - Last day of class
December 22-January 2	Christmas Break
January 5	No School - Teacher work day
January 6	Return to School
January 19	No School - Martin Luther King Day
January 28	Early Dismissal 1:15pm
February 13	Early Dismissal 1:15pm
February 16	No School - Presidents' Day
March 30-April 3	No School - Spring Break
April 8	Holy Thursday Liturgy - Early Dismissal 11:00am
April 9-13	No School - Easter Break
April 23	Return to School from break
May 22	No School - Teacher Institute Day
May 25	No School - Memorial Day

June 2
June 3
June 4

PK and Kindergarten Graduation Day
Last Day of School - Dismissal at 11:00am
Class of 2026 Graduation Day

Koraes Elementary School Faculty and Staff

Our blend of many experienced teachers together with newer graduates from teaching programs allows us to deliver instruction that is innovative and research-based teaching strategies. Many of our teachers have graduate degrees, or specific endorsements in Math, Social Studies, Science, and Reading.

2025-2026 Koraes Faculty and Staff

Preschool 3	Ms. Nicole Panos
Pre-Kindergarten 4/Director	Mrs. Sonia Nikolopoulos
Preschool Aides	Mrs. Linda Winston
Kindergarten	Mrs. Pamela Kostopoulos
First Grade	Mrs. Shannon Noyes Mrs. Genie Georgacopoulos
Second Grade	Ms. Delaney Fischer
Third Grade	Mrs. Jeavonna Munoz Mrs. Kristen Stolorz
Fourth Grade	Ms. Olivia Halter
Fifth Grade	Mrs. Nikoletta Stavrou
MS ELA	Mrs. Anne Tanhueco (6th Grade)
MS Math	Dr. Roberta Zasadzinski (7th Grade)
Intermediate & MS Social Studies	Mr. Mark Del Real (8th Grade)
Intermediate & MS Science	Ms. Denise Spinos (7th Grade)
Religion	Ms. Elaine Kakis (3-6) Mr. Alex Magdolinos (7-8)
PK -2 Greek & Religion, K-5 Art	Presvytera Georgia Alikakos
Greek	Kyrios Stavros Kariofilis (Dept. Head) Kyria Roula Boubourekas Ms. Natasha Vossos

Reading Enrichment	Mrs. Diane Garratt
Reading Interventionist	Mrs. Donna Kastellorizios
PE	Mr. Kostadeno Kolovos Mr. Stelios Oikonomakis
School Nurse	Ann Haywood
Administrative Assistant	Mrs. Despina Lianos
Director of Instructional Services	Mrs. Beth Lind
Head of School	Dr. James Letsos
Parish Proistamenos	Fr. Chris Avramopoulos

The Koraes Elementary School curriculum is guided by the
 Illinois State Board of Education and supported by the Illinois Learning Standards.
 These standards may be viewed at <https://www.isbe.net/Pages/Learning-Standards.aspx>

Student Body

The student body is made up of multiple nationalities within one Orthodox Faith. Students come from as far as Addison, Batavia, Bolingbrook, Bridgeview, Burbank, Burr Ridge, Chandler, Chicago, Chicago Heights, Chicago Ridge, Clarendon Hills, Countryside, Crestwood, Darien, Downers Grove, Frankfort, Hickory Hills, Hinsdale, Homer Glen, Indian Head Park, Joliet, Justice, La Grange, Lemont, Lockport, Matteson, Mokena, Monee, Oak Brook, Oak Forest, Oak Lawn, Orland Park, Palos Heights, Palos Hills, Palos Park, Plainfield, Schaumburg, Skokie, Tinley Park, Warrenville, Westchester, Westmont, Willow Springs, Willowbrook, Woodridge, and Worth.

Access to School Grounds

Koraes Elementary School students on school grounds before or after respective school hours must be in the care of an adult at all times. Parents must supervise their children after school hours if they are outside the school/church areas (playing fields, patio, etc.). Students may not enter the school once the school is closed at 4:30pm. If the student needs to enter the church, the student must enter from the church side of the building.

Before and After School Care

A Koraes Elementary School staff member is available each school day before and after school to supervise children who either come early, or need to stay late each day (7:30am – 8:15am and 3:15pm - 4:30pm). Before and After Care is a service. All Before School Care drop-offs enter through the church lobby. For After School Care, the children will be taken to Graven Hall or a classroom at dismissal. Parents will call the School Office acknowledging they are here to pick up their child(ren). Students will be dismissed through the main entrance of the school in the East parking lot. Drivers are not allowed to enter the school building. There is no supervision past 4:30pm. Please do your best to be prompt. All School rules apply during supervised care. Students are to report immediately to the destination (before or after school) unless permission from staff has been granted otherwise. If a parent is going to arrive *after* 4:30pm, it is the responsibility of the parent to contact the School Office *prior* to 4:00pm to provide an estimated time.

Lost and Found

All articles (clothing, personal possessions, etc.) left at school will be placed in the Lost and Found. Unclaimed articles will be disposed/donated periodically. Koraes Elementary School does not assume responsibility for damage to personal property, or lost articles. Please be sure all jackets, sweaters, sweatshirts, and other personal items are marked with your child's name.

Lockers and Classroom Desks

Students in grades K-8 will be assigned a locker at the beginning of the school year. Students are expected to keep their lockers clean and organized and free of pictures and/or other decorations on the outside of the locker. The school takes no responsibility for items considered as decorations. Only Koraes Elementary School-issued locks may be used on school lockers. Lockers are considered to be property of the school and are expected to be treated as such. There is no expectation of privacy and the school reserves the right to inspect/search lockers or desks at any time. Lockers may be locked at the end of each school day. Bringing personal items to school is discouraged. The school is not responsible for lost/stolen items. Lockers or desks may not be defaced in any way. Students who vandalize school property are subject to disciplinary consequences and/or monetary restitution.

Communication with Koraes Elementary School Staff

Several forms of communication both in print and electronically are available to our parents. Our school website at www.koraes.org is a good way to check for information and upcoming events regarding the school. Phone messages may be left for the teachers and/or the Building Head of School at any time during the school day with the expectation that a phone call will be returned within 24 hours. Curriculum Night is scheduled at the beginning of the school year to familiarize parents with their child's teacher and the curriculum. Two Parent/Teacher Conferences are scheduled each year for formal discussions about your child's progress, but appointments may be scheduled at any time with the teachers and/or the Building Head of School to discuss any areas of concern. Friday Folders are used in PreKindergarten – 8th grade. Our KFSAs have a parent tab on our school website. This along with other KFSAs announcements, bulletins, and information about your child's progress, are included in this folder. Please go through this folder on Friday and return it each Monday morning so that staff can be certain parents viewed their child's weekly papers. Please look for our Friday Eagle Notes each week delivered via email.

We welcome communication by phone, letter, or email. Every effort is made to respond within 24 hours. However, the response time can vary with the complexity of the issue and the schedule of the person contacted. If you do not receive a response within two school days, please contact the School Office. An issue regarding grades or classroom situations should be directed to the teacher as the first contact. If additional discussion or resolution is needed, the parent and/or teacher may contact the Building Head of School.

Please make every effort to contact a staff member ahead of time to set up either an in-person conference or a virtual conference. Any prearranged conferences before school would need to conclude by 8:10am. Please be respectful of a teacher's time at social events and avoid conducting a parent-teacher conference. Any person wishing to confer with a staff member should contact that staff member by telephone or email to schedule an appointment. Conferences with teachers are held, to the extent possible, outside school hours, or during the teacher's conference/preparation period.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the Building Head of School. If a conference is necessary, a parent may make a request through an email, a written note, or a phone call to the teacher so that a mutually acceptable time may be scheduled. If a conference with the teacher is not satisfactory, a conference may be requested with the Building Head of School, but only after the matter has been first addressed in a teacher conference. "Drop in" conferences before or after school are not workable at any time. Teachers and administrators schedule their use of time carefully and have duties that are particularly heavy at both the beginning and end of the school day. To keep informed about your child's activities and coursework, log on to PowerSchool.

Telephone and Messages

School telephone use is restricted to important situations, such as canceled activities or missed rides. Forgotten classwork, homework, lunch, or technology does not constitute a necessity to contact a parent. Parents may contact the School Office for family emergencies, or matters of extreme importance, and a message will be communicated to your child during lunch, or at the very end of the day. Students are not

permitted to use the school phone. If a parent/guardian needs to be contacted, the school staff may make a phone call. Students are NOT to use their cell phones in the restroom, lunchroom, hallway, or in the classroom. Cell phones are to be in the “off” position and stored in student lockers. Students *may not* carry a cell phone in a backpack, purse, or on their person.

Textbooks and Classroom Libraries

Textbooks are the property of Koraes Elementary School. It is the expectation that students will handle them with care. Any textbooks which are lost or damaged must be paid for before any report cards, transcripts, and diplomas will be released. As a matter of respect, students may not deface, write, or draw on any of their textbooks. Students are expected to return all books to the classroom library. Parents are responsible to pay for any lost or damaged textbooks, or books that belong to the classroom library.

Unreturned Parent/Student Handbook Sign-Off Forms

It is understood by the Koraes Elementary School administration that any unreturned handbook sign-off forms do not exempt students from the policy and procedures of Koraes Elementary School.

Visitors

All visitors of Koraes Elementary School, including parents and siblings, are required to enter through the church lobby on the west side of the building. Visitors should identify themselves and inform School Office personnel of their reason for being at the school. Once buzzed into the building, visitors should immediately report to the School Office.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the School Office and sign out before leaving the school building. **Any person wishing to confer with a staff member should contact that staff member to make an appointment.** Conferences with teachers are held, to the extent possible, outside school hours, or during the teacher’s conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property, or at a school event, shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person
2. Behave in an unsportsmanlike manner or use vulgar or obscene language
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device
4. Damage or threaten to damage another’s property
5. Damage or deface school property
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug
9. Be present when the person’s alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred
10. Use or possess medical cannabis, unless he or she has complied with Illinois’ Compassionate Use of Medical Cannabis Act and School policies
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner)

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized school employee's directive
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other policies or regulations, or a directive from an authorized security officer or school employee
16. Engage in any conduct that interferes with, disrupts, or adversely affects the school function

Parent/School Visitation

Koraes Elementary School appreciates the value of parent and school partnership in ensuring a student's success, so we encourage our parents to be a part of our school, meet with teachers, and **volunteer** in students' classrooms during designated days set forth on the school calendar. Parents/guardians may **visit** the classroom (including the playground) at the teacher and/or school's invitation. Siblings can not attend.

Parent Observations in Classrooms

A parent wishing to observe in his/her child's classroom shall be accompanied by the Building Head of School (or designee) for the classroom visit. Observers must submit a Classroom Observation Request Form including the date, time, child, teacher, grade level, and purpose of the proposed classroom observation at least forty-eight (48) hours in advance to the Building Head of School (or designee). The classroom observation will be approved or disapproved by the Building Head of School (or designee). If approved, the observation will be coordinated with the classroom teacher and the visit will be accompanied by the Building Head of School (or designee).

An explanation will be given on the Classroom Observation Request form if disapproved. All visitors must sign-in/out at the School Office prior to the agreed upon observation time. A visitor's badge will be issued and the Building Head of School or designee will be notified. The class observation shall be limited to one class period, not to exceed forty (40) minutes. The visitor shall not interrupt the classroom setting or the instruction. Therefore, the time of the visit will be determined by the Building Head of School or designee. Individual cases concerning classroom observations may be taken under consideration by the Building Head of School or designee after consultation with the teacher. The Building Head of School or designee shall have the latitude to deviate from the above guidelines to allow more frequent visits or to restrict or deny visits at any time he/she perceives the change to be in the best interest of the children, parent, or teacher. The Building Head of School's or designee's decision per classroom observation requests will be stated on the Classroom Observation Request Form.

In order to protect the privacy of other students and maintain a proper learning environment, parents/guardians may not film, tape, or record school activities during the observation and/or visitation and must turn off mobile phones. The Building Head of School (or designee) will have the authority to deny access to the school for any individual who has not first obtained the permission of the Building Head of School to visit, been disruptive or may disrupt or disturb the learning environment or who lacks a valid or legal clearance/purpose for observing in the classroom.

Guidelines for Parent Observations in Classrooms

At Koraes Elementary School we support a parent's request to come into the school and classrooms to observe the instructional process in their children's classrooms. However, we need to be certain that we are maintaining the instructional time and focus in the classrooms. With that in mind, please follow these guidelines for parent observation to classrooms.

1. Parents who want to observe their child in the classroom must first contact the Building Head of School and submit a Classroom Observation Request Form at least 48 hours in advance in order to set up an appropriate time. If your request is approved, you will have a seat designated by the classroom teacher when observing in your child's room. Sitting right next to your child may cause

your child to lose focus on the teacher and lesson. Therefore, this seat will not be right next to your child.

2. We know there are times that the parent needs access to the teacher for questions. If you have questions, please contact the teacher via e-mail or a phone call to arrange a time for you and the teacher to talk post-observation. Students are our number one priority. Therefore, please call or e-mail to set up a time to talk.
3. **When an observation appointment has been granted, other observers such as younger/older children, relatives, friends, etc. WILL NOT be allowed in the classroom due to privacy issues (FERPA).**

*Observers/visitors are not permitted to observe/visit sibling's classrooms, schedule impromptu visits to classrooms or to teachers, eat lunch with children without an appointment, or otherwise spend unstructured time in the school during a typical school day. Parents are encouraged to assist in the school as volunteers through the KFSA for the betterment of the students. Special meetings or observations that do not fall within these guidelines will have to be determined by the Building Head of School and teacher.

Visitor Code of Conduct

Koraes Elementary School expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No visitor on parish/school property or at a school event, whether or not on the parish/school property, shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate parish clergy, staff member, a School Board or Parish Council member, sports official or coach, or other visitor, parent, guardian, student or any other person on parish or school property or attempt to do so.
2. Behave in an unsportsmanlike manner, use offensive, vulgar or obscene language or display of a temper.
3. Disruptive behavior which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises
4. Any inappropriate behavior on school premises
5. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device

Emergency School Closings

In cases of inclement weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings and notification for any reason will be announced by the school as early as possible. If inclement weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For the convenience of our school community, Koraes Elementary School will make every effort to notify parents of school closings via email and/or school website. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

KFSA and School Board

Our School Board is a sub-committee of the Parish Council of Sts. Constantine and Helen that is governed by the by-laws of the Parish. The School Board Chair is elected by the Parish Council and school board members are appointed at the discretion of the Parish Council executive committee and Parish priest. The School Board meets monthly and tackles the issues of both budget and policy for the

school. The Koraes Family School Association (KFSA) is a committee of the School Board, and to that end the School Board governs the operations of the KFSA.

The KFSA is for current parents and guardians and is an active and integral part of our school. The objective of the KFSA is to create a positive parental climate that respects and supports teachers and administration in the work they do and decisions they make for the good of each child, to cultivate positive, broad parental engagement with projects and activities that enhance student life at the school, and to help specific needs of the school as presented to this organization by both the Building Head of School and the School Board annually. All Koraes Elementary School current parents/guardians are members of the KFSA. The KFSA is governed by the by-laws, and elections of its executive committee are held annually. **KFSA By-Laws are located in the Appendix at the end of this Handbook.**

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student Attendance

Illinois law requires that whoever has custody or control of any child between six (6) (by September 1st) and seventeen (17) years of age shall assure that the child attends school. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Attending school regularly is a vital component to a student's academic success. Koraes Elementary School expects regular attendance except for illness or family crisis. Excessive absences jeopardize academic success. In cases of excessive absences, a meeting will be held with the Building Head of School and the clergy to devise a plan for on time arrival and consistent school attendance. A full day of instruction is considered to be 300 or more minutes per day by the State of Illinois. Students in attendance for less than 150 minutes during any school day will not be considered present. Half day attendance will be awarded to students who are present from 150-299 minutes. (Illinois State Board of Education Guideline).

1. Parents are required to call the School Office at 708-974-3402, or email the administrative assistant and homeroom teacher by 9:15am. (Missing Children Act) to report their child's absence each day they are absent and explain the reason for the absence
2. Homework requests should be emailed to the teacher no later than 9:30am and may be picked up after 3:30pm. When picking up homework after school hours, please use the school entrance by the playground. Homework requests made after 9:30am may not be honored. Parents are encouraged to look on Google Classroom for their child's homework.
3. In order for an absence to be excused the parents must provide documentation for the absence (orthodontics, doctor, etc.).
4. Extended or chronic absences that occur for three (3) or more days must be documented by a doctor's note.
5. An excessive number of absences during the school year may require the student to attend a summer school program in order to be promoted, or in rare cases to be retained in their current grade.
6. When a student is absent due to illness or family crisis, he/she may have one day for every day absent to make up missed work plus one additional day to the total.
7. It is understood that it is up to each individual teacher's discretion to determine a timeline to administer tests upon the student's return.

8. Parents must call the School Office to notify the school that someone who is not on the form is picking up the child. Anyone picking up a child that is not on the emergency form will be asked to show a picture ID to school personnel.

Preschool and Pre-Kindergarten Attendance

The Koraes Elementary preschool and pre-Kindergarten programs require a minimum of three half days in preschool (3YO) and a minimum of four half days for pre-Kindergarten (4YO). Families have the option to choose which days of attendance. As the classes reach capacity, the school reserves the right to select days based on enrollment numbers.

Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: 1) any child attending a private school (including a home school) or parochial school; 2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician); 3) any child lawfully and necessarily employed; 4) any child over 12 and under 14 years of age while in confirmation classes; 5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day; and 6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the Building Head of School. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The School Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused.

Prearranged excused absences must be approved by the Building Head of School. If a student will be absent from school due to a planned family activity, educational trip, or vacation, approval must be received from the Building Head of School, prior to the trip. It is the responsibility of the student to complete all missed assignments and return them to the teacher within the time allotment designated by the teacher. Homework will not be issued preceding an absence.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. The school may require documentation explaining the reason for the student's absence. In the event of any absence, the student's parent/guardian is required to call the school at **708-974-3402** before 8:00am to explain the reason for the absence. If a call has not been made to the school by 10:00am on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Tardies

Students who arrive after morning prayer has started are considered tardy. Students must report to the School Office before going to class if they arrive after 8:30am. All arrivals to school after 8:28am are to report to the church lobby entrance. Please call the School Office to inform of your child's late arrival. Traffic situations that result in a large number of students being late will be considered excused. All other tardies will be considered unexcused.

Vacation(s)

Any interruption to the educational program takes away from the educational process. It is impossible to replicate the classroom experience by virtue of make-up class work. Class discussions and conceptual development cannot be made up through missed assignments. We ask that vacations be planned during scheduled school holidays and are discouraged during the school year. If parents wish to take their child out of school for several days due to a family trip/vacation, they must understand that their student will be missing valuable instruction time and that academic progress may be affected. Notification in writing must be given to the Building Head of School by the parent prior to the trip by completing an extended absence form available in the School Office. Teachers are not expected to provide assignments before a planned absence. Students may always bring books to read, flashcards, and/or work on their online assignments. Middle School students are expected to check Google Classroom for assignments. Students who miss school due to this type of absence are expected to take tests, and make up assignments and projects within a time frame that has been determined by the teacher.

*For further information on school absences, refer to the Illinois Compiled Statutes (School Code).

Doctor/Dental Visits

Notes from a doctor/dentist must be turned in to the School Office.

Early Dismissal

Early dismissals will be granted for emergencies, and medical or dental appointments that cannot be scheduled outside of school hours. Appointments should be scheduled before or after school whenever possible. If time permits, students are expected to return to school from medical and dental appointments and must check in at the School Office. Some early dismissals will count as a half day absence. Requests for early dismissal are to be made verbally, or in writing. Any request, except in an emergency, should be made via email to the teacher, or call the School Office 708-974-3402. Students must be signed out at the School Office on behalf of the parent and the child will be escorted to the doors. **Parents will not be permitted in the school building to pick up students.** Students will be brought to the church lobby for early dismissal by Koraes Elementary School staff. Students leaving early are a disruption to the learning environment and to the integrity of the classroom setting. Please do your very best to schedule doctor appointments outside of school hours. In the event that you must pick up your child early for an appointment, please write a note to the teacher. Parents are to call the School Office when they arrive and the School Office will call for the child to be escorted to the parent waiting for them in the west side church lobby. Please review the school calendar for the scheduled early dismissal dates for students. Early dismissal is at 1:15pm. **There is no supervision on campus after early dismissal.**

Missing Children's Act

The Missing Children Act supports activities that may locate and identify a missing child. Therefore, efforts will be made by the school to identify possible missing children and to notify the proper persons or agencies. It is extremely important that the parents or persons responsible for the child provide the school with a current address as well as home, work, and emergency telephone numbers. It is equally important that parents contact the school if their child is absent for any reason. Teachers are required to maintain accurate attendance records daily and report to the Building Head of School if there are any unusual patterns of absences. Requests from any current or former parent/guardian for a student reported as a missing person will be denied and reported to authorities immediately.

Custody

In the absence of a court order to the contrary, Koraes Elementary School will provide student contact to the non-custodial parent and access to the academic records and to all other school related information regarding the child. If there is a court order specifying that no information or contact with the child is permitted, it is the responsibility of the custodial parent to provide the school with an official and updated copy of the court order.

Attendance at School-Sponsored Events

Events such as after school clubs, middle school activities, and Field Day are sponsored by the school and are intended ONLY for current Koraes Elementary School students. If an event is open to the entire community, it will be publicized as such.

School Assessment - NWEA MAP® Testing

NWEA's assessments are called Measures of Academic Progress (MAP®). When taking these computerized adaptive tests, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, the questions become more difficult. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level. Students take the MAP® in the fall, winter, and spring in the areas of reading and mathematics. A parent/guardian may request, and the school will provide in a timely manner, information regarding student participation in any assessments mandated by law or school policy.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

Time Guidelines for Daily Homework

Preschool	10 minutes	3rd	30-40 minutes
Kindergarten	10-15 minutes	4th	40-50 minutes
1st	15-20 minutes	5th	50-60 minutes
2nd	20-30 minutes	Middle School	60-90 minutes

Academic Integrity

We trust and expect that our students will do their best when fulfilling academic assignments and that all of their work is their own honest effort. Academic dishonesty inhibits the learning process and is not consistent with our school's mission of integrating Christian values and faith. Violations of these expectations are regarded as very serious by Koraes Elementary School. The following academic honesty guidelines are expected of all students at Koraes Elementary School:

1. No talking among students may occur during tests or quizzes

2. Students may have on their person, in/on their desk and around their desk area only that which has been approved by the teacher
3. Students may only submit their own work. Plagiarism, or copying word for word, from any source either electronic or in print, will not be accepted for any credit. All work must be in the student's own words with sources properly cited

Students found to be in violation of one of the above policies will receive a zero on the test, project, or paper involved. No opportunity to make up work in violation with Koraes Elementary School code will be given. Parents will be notified within 24 hours by the classroom teacher. Students may be subject to disciplinary consequences.

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Students with excused absences will have the same number of days absent plus one additional day to complete work. All make-up tests must be completed before or after school and arranged with the teacher.

Grading and Promotion

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher. A hard copy is sent home for K-2 each trimester. Grades 3-8 receive a final report card at the end of the school year. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Students receiving one or more failing trimester grades may be subject to academic probation for the following term. A meeting will be held between the family, the teacher(s), and the Building Head of School. Students may be required to turn in documentation of summer tutoring or summer school if the failing grade(s) occur in the third trimester in order for the student to return to school in the fall. The Building Head of School has the final decision in summer expectations and academic probation for students who earn failing grades.

Grading Scale Grades 3-8

97-100	A+	87-89	B+	77-79	C+	67-69	D+	59↓	F
94-96	A	84-86	B	74-76	C	64-66	D		
90-93	A-	80-83	B-	70-73	C-	60-63	D-		

Grading K-2

Indicators for Academic Performance

4	Exceeding Grade Level Standard - The student consistently exceeds grade level standards and expectations. Performance is characterized by self-motivation and the ability to apply the skills with consistent accuracy, independence and a high-level of quality above grade level
3	At Grade Level - The student consistently meets grade level standards and expectations. Performance is characterized by the ability to apply skills with accuracy, independence and quality with minimal assistance. This is an excellent level of achievement, and one that a student should be working toward as developmentally appropriate.
2	Approaching Grade Level - The student is progressing toward grade level standards and expectations. Performance varies in consistency with regard to accuracy and quality. Student requires additional practice and support.
1	Below Grade Level - The student is not meeting grade level standards and expectations. Additional instruction, practice and support is necessary to move toward grade level standards and expectations
NA	Not Assessed at this time designated that the content and skills listed are not a major focus for instruction and assessment during the reporting time period.

Indicators for Characteristics K-8

Indicators for Characteristics of a Successful Learner	
4	Exceeding Expectations: Student independently exceeds expectations through role modeling and leadership.
3	Meeting Expectations: Student consistently demonstrates skill.
2	Progressing Toward Expectations : Student demonstrates skill some of the time with support.
1	Not Meeting Expectations: Student requires ongoing intervention and support.
N/A	Not assessed at this time

Honor Roll (Grades 3-8)

A Honor Roll: A's in all subjects

A-B Honor Roll: A's and B's in all subjects

Regular subjects include: Language Arts, Reading, Math, Science, Social Studies, Greek, Religion, and Physical Education.

After-School Learning Opportunities - Extra Curricular

Previously offered and subject to change: Band, Student Council, Reading Enrichment, Chess, Drama, Typing and Coding, Sign Language, and Engineering. Students and parents are encouraged to watch for

new activities during the year. A fee of \$50 for a 10-week session will apply to most clubs.

Koraes Elementary School provides a variety of after-school clubs for all grades from 3:15pm-4:15pm. Flyers will be sent out as clubs become available. All Koraes Elementary School behavior expectations are in place during after school clubs. Band and strings instruction are outsourced and are a separate charge. Clubs will meet for ten sessions and will charge a \$50 fee to cover the cost of the program. A minimum of 10 students is required for a club to be established. Some clubs will differ in length and amount.

Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Student Plan (ISP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Student Use of Electronic Device(s)

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the Building Head of School.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student’s individualized student plan (ISP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student’s lunch period.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: 1) using the device to take photographs in locker rooms or bathrooms; 2) cheating; and 3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school is not responsible for the loss, theft, or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the School Office

2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the School Office
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the School Office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination
4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the School Office. The student will also face consequences for insubordination

Administration may conduct an investigation, or require a student to cooperate in an investigation, if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Summer Homework Expectations

Students will be given the opportunity to complete summer activities in the areas of reading, math, and Greek. Please work with your child to set time aside over the summer to continue studies. Students may continue to access online portals for practice too. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Students with excused absences will have the same number of days absent plus one additional day to complete work. All make-up tests must be completed before or after school and arranged with the teacher.

Test Corrections and Retakes

Students learn at different rates, and mastering a topic may take a student more time than another. Test retakes are an opportunity for students to demonstrate proficiency on specific standards. This is optional and students desiring to retake a test must complete the following requirements:

1. Correct previous test with or without support from the teacher. No points awarded for test corrections
2. Attend a tutoring session(s) with the designated classroom teacher. The number of sessions will be determined by the classroom teacher. The time of the tutoring session is to be arranged with the teacher
3. Complete any additional work assigned by the teacher
4. Make an appointment with the teacher to retake the test before school from 7:30am to 8:15am or after school from 3:15pm - 4:15pm. Retakes may not be taken during the school day

Students may retake tests as many times as needed in order to demonstrate proficiency of a grade B or higher, however the student must repeat the process described above. All aspects of a retake must be completed before or after school. Test retakes must be completed within the trimester they are given.

e-Learning and Remote Learning Guidelines

e-Learning days are designed to avoid interruptions in instruction that occur when school cannot be held due to severe weather conditions. They may also be used when a school must be closed due to "an act of God, or as occasioned by conditions outside the control of the school which poses a hazardous threat to the health and safety of pupils". Schools participating in the program are not required to use e-Learning

days nor do they have to exhaust all of their emergency days before using an e-Learning day. Any day approved as an e-Learning day may be counted as a day of attendance and would not be required to be "made up" at the end of the school year.

Our plan is to ensure all teachers are available to assist students with their assignments during the hours of the regular school day. The assignments for e-Learning are designed to be engaging and will allow students to learn while being at home. Parents and students will be required to log and submit evidence of their learning experiences in order to receive attendance credit for the day. Further, if students were unable to participate during the e-Learning day, accommodations will be made to assist them in making up the missed work.

e-Learning Expectations

Platforms used for e-Learning are Google Classroom for grades Kindergarten through 8th grade. The Greek department may use Zoom to connect with students in addition to Google Classroom. Middle School students are to attend virtual classes and follow their class schedule. Specific guidelines will come from the homeroom teacher for grades K-5.

Graduation

Kindergarten and 8th grade students have formal graduation ceremonies at the end of the school year. The school is responsible for organizing the graduation ceremonies for these grades and the parents, under the guidance of the Building Head of School, parents are responsible for organizing the reception for these grades. More specific information will be shared with involved parents and students at scheduled meetings by the Building Head of School to begin the planning process.

Preschool four-year olds participate in an end-of-the-year celebration of their final year in preschool. This celebration will be organized by the preschool team and will be held on the same day as the Kindergarten graduation.

Greek Archdiocesan Award

An award is given to the top student(s) in 8th grade by the Archdiocese. Students considered for the Archdiocesan Award in the Greek Language program must have the highest GPA in Greek Language (averaged from all **three middle school years**). To be considered for the award, the student must also demonstrate 90% or higher on-time school attendance, participate in at least three extracurricular events sponsored by the Greek Department (Greek Essay Writing, Pan School Celebration, Ellinomatheia, etc.) and have a minimum combined grade average of the three middle school years of no less than 90%. The school and parish reserve the right to not award this recognition. Due to extenuating circumstances, the requirements may be modified (i.e. no programs). Students must meet requirements.

Philoptochos Service Award

The Philoptochos Service Award is given to the 8th grade student(s) at graduation who have volunteered an excess of 100 community service hours to school, church, and community during their 8th grade year. The candidates must also display the pinnacle of good character and dedication to church, school and community. Candidate(s) are announced at the graduation ceremony.

National Junior Honor Society (NJHS)

Students in grades 7 and 8 are eligible to apply for recognition and membership in the National Junior Honor Society. This organization recognizes students who exemplify the qualities of citizenship, service, leadership, scholarship, and character. By identifying these students, Koraes Elementary School hopes to provide role models for all of our students. To be considered for selection, students are required to submit an application with a resume of leadership activities as well as documentation of service hours completed throughout 7th and 8th grade. More specific information will be given to the middle school parents and students by the advisor. Students are also required to read a minimum of 5 Battle of the Books. Students are also expected to be members of a minimum of two organizations/clubs. Students must participate in

the mandatory service project and fulfill the service hour requirement of 20 hours beyond the required grade level community service hour requirement.

Student Council

Dedication, service, and leadership are the characteristics that define our Student Council. Students entering grades 4 through 8 are eligible to apply for membership at-large in the Koraes Student Council. Elections for officer positions and class representatives are held at the end of the previous school year for the upcoming school year. Officers and representatives are elected by their peers. Advisors reserve the right to appoint a student to a position if circumstances arise where the position remains unfilled. Students must meet the grade level community service requirement and Student Council Community Service requirements. In order to be recognized as a member of the Council, students must fulfill the service requirements and the grade/behavior expectations.

Community Service

Community service hours are required for students enrolled in grades K-8. Our desire is to have all students participate in service projects to introduce and educate them about the value and satisfaction of common service. Students in grades K-8 will find that community service gives them an opportunity to nurture compassion for others and to better understand themselves. Teachers and families are welcome to work together to establish a classroom project. Community Service is defined as work done for someone other than a relative, for which the student is not paid.

Students are required to keep a log of their volunteer hours at church, school, or other organizations where they volunteer their time. Students in Middle School who have volunteered 50 hours and students in K-5 who have volunteered 25 hours or more of service during the school year will be recognized at the Honors Day Celebration in June. The final report card will indicate if a student has met the community service requirement. Students who wish to be elected to Student Council, or be a member of NJHS, must have fulfilled the community service requirement the year running for a classroom representative, or officer, or qualify for NJHS.

Minimum Requirements

K-2 = 3 hours

3-5 grades = 6 hours

6th-8th grades = 12 hours

Student Council members: 20 hours

NJHS: 20 hours

Guidelines to follow:

- Is not performed for compensation
- Is active in participation (being present does not count)
- Contributes to at least one person (not a family member) in the greater community
- Is done outside of scheduled class time (before or after school)
- Is done outside of worship time
- **You may not count more than 10 hours for a given activity (festival, Jr Olympics, etc.).**

Greek Programs

Attendance at Greek Programs is part of the required curriculum at Koraes Elementary School. These programs may include: OXI Day, Pan-School Celebration, Three Hierarchs, Greek Independence Day program and the Greek Independence Day Parade. Participating grade levels will be assigned and a schedule will be given to parents at the beginning of the school year to help with planning. A written

assignment that pertains to the particular theme being celebrated may be assigned to children who miss the program that they are assigned to attend. These written assignments are due the Friday before the actual date of the program. Each year it becomes more difficult to teach the Greek language which is not spoken as often in the home. These programs are integral to the teaching of our language, culture and heritage, and we thank our parents for their support.

Report Cards and Progress Reports

A midterm report will be issued midway through each school trimester with a final grade issued at the end of each trimester on the report card. Parents will access this information through PowerSchool for grades 3-8. A paper copy of midterms for students in grades K-2 will be sent home via the student. One formal parent/teacher conference is scheduled after the first trimester and a second day mid-way through the second trimester. In addition, appointments may be made at any time there is a concern about your child's academic progress. Further, the Student Support Team (SST) process is a formalized meeting that can be initiated by the parent, teacher or administrator to discuss academic and/or behavioral concerns. Student Support Team (SST) meetings will be initiated for students in grades 3-8 who are failing in two or more major subject areas (English Language Arts, math, science, social studies, Greek). PreK-2 SST meetings will be convened on an as-needed basis. Parents are welcome to contact the teacher to set up a meeting regarding student progress at any time during the school year during the teacher's contractual time at school (8:00- 3:30).

Student Support Team Meetings

Your child is a unique child of God. The rate at which children develop may not appear to be the same as other children, but is most appropriate for their own individual needs at the time. Sometimes alternate strategies/ideas for working with your child are needed to facilitate their unique development. SST meetings may be convened together with the parents, teachers, and administrator in order to communicate these strategies collaboratively. By having all three team members present at an SST meeting, we ensure the best for your child by supporting his/her development in the special way needed to individualize the learning process. SST meetings help us determine strategies that will help all of us work with your child in ways that may better support his/her own individual development. Students in need of counseling/social work are served by our clergy and D118 support services. Response to Intervention strategies are used to further support all students' success.

PowerSchool

PowerSchool for parents is easy to use and will allow you to take a more active role in your child's education in grades 3-8. PowerSchool offers parents real time access to grades and attendance. Each parent will be issued a confidential PowerSchool username and password. Once you are inside the PowerSchool Program, you have access to a variety of information at the click of a button. Teachers are asked to keep grades updated weekly in grades 3-8 in PowerSchool. Please contact your child's teacher with any questions. It is the expectation that teachers update PS weekly.

Exemption from PE Requirement

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian, or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students with an Individualized Student Plan may also be excused from physical education courses for reasons stated in the Handbook Procedure.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the school from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School.

A student who is exempt from PE is also exempt from recess.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases
2. The student's class schedule

Discipline and Conduct

Students shall not arrive at school before 7:30am. Classes begin at 8:30am and students are dismissed at 3:15pm each day. The following rules shall apply and failure to abide by the rules may result in disciplinary consequences:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property
- Chewing of gum is not permitted in the school building
- Skateboards are not permitted at school
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, or cameras are permitted without permission from the Building Head of School

School Dress Code and Student Appearance

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the Building Head of School will make the final decision.

- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

The dress code at Koraes Elementary School promotes equity and fosters an atmosphere conducive to learning. We will strictly enforce the dress code. Please remember that we are an Orthodox school and moderation in all things must be practiced. Vest and ties are required on church service days, so we ask that you please consult the monthly calendar for the schedule of church services. Only the Koraes Elementary School sweater or fleece jacket may be worn over the uniform on colder days or in the classrooms. It is the parents' responsibility to see that their student is dressed properly for school before leaving home each day. If a student is out of dress code, he/she will be required to change to meet the dress code policy in order to return to classes for the day.

The dress code is to be observed each day during the school year and for all participants in school programs, performances outside school, field trips, etc. unless specific permission has been given by the School Office. If any staff member deems a student immodest or out of dress code in any way, the student must correct the issue immediately or will be sent to the School Office for correction. Students will not be given additional time to complete work assigned while out of class. If three consecutive written warnings of any kind are issued about uniform infractions, the fourth infraction will be followed with a before- or after-school detention.

Students in grades K-2 will receive a *Friendly Reminder* notice for dress code violations. Students in grades 3-8 will receive a *Warning* notice. Teachers will use their discretion regarding the frequency of the offense. Our goal is that all of our students are dressed appropriately and ready to work hard each day without violation of the dress code. Parents are expected to support the dress code for all students.

Coats may not be worn in classrooms unless the temperature in the classroom dictates otherwise. Students may wear school issued clothes (fleece, sweatshirt) or school colored sweaters when the temperature dictates a need.

***School dress for field trips will be noted on the permission slip.**

School Uniforms

Students must wear what is listed below. They may not wear clothing other than what is listed below. Koraes-issued sweatshirts may be worn over uniforms. However, they may not be worn in church. Hair accessories for girls must be Koraes colors: blue, white, gray, or black.

Girls (Grades K – 2)

Tartan blue, gray and white jumper with short or long sleeved round collared white blouse and blue uniform sweater or fleece jacket. Girls should wear shorts under their jumper. Jumpers must be knee length. Blouses must be tucked in at all times. School uniforms are the same as church uniforms. Plain (no stripes, prints, or visible logos) white, black, gray or navy blue socks, leggings or tights must be worn. Leggings must resemble tights and be of ankle-length or longer with no patterns, lace, logos or zippers. Socks must be worn with leggings. The only acceptable shoes cover the toes, are low heeled in black, navy, dark brown, or dark gray. The following shoes are not permissible: athletic with colored logo, glittery, light-up, or logos. Boots may only be worn to school and need to be changed upon arrival.

Girls (Grades 3 – 8)

Daily uniform is tartan blue, gray and white regulation skirt or skort with blue Koraes polo (short or long sleeved). Church uniform is the same skirt with white short or long sleeved blouse, blue uniform vest,

sweater or fleece jacket. Blouses must be tucked in. Sneakers are not allowed on church days. Students may wear the Koraes fleece jacket or cardigan, but no hoodies in church. Girls in middle school may wear a school sanctioned blazer on church days and may wear school tie if desired. Skirts must be knee length (not above). Polo shirts and blouses must be tucked in at all times. Plain (no stripes, prints or visible logos) white, black, gray or navy blue socks, leggings or tights must be worn. Leggings must resemble tights and be of ankle-length or longer with no patterns, lace, logos or zippers. Socks must be worn with leggings. The only acceptable shoes cover the toes, are low heeled in solid black, navy, dark brown, or dark gray. The following shoes are not permissible: athletic with colored logo, glittery, light-up, or logos. Boots may only be worn to school and need to be changed upon arrival.

Boys (Grades K-5)

Church uniform is white short or long-sleeved shirt and blue uniform vest, sweater or fleece jacket, navy blue long pants (navy corduroy permitted), and optional ready-made tie - navy or Koraes blue. Sneakers are not allowed on church days. Students may wear the Koraes fleece jacket or cardigan, but no hoodies in church. Socks must be solid colored white, gray, black or navy blue. No stripes or patterns. The only acceptable shoes cover the foot completely, and may be black, navy, dark brown, dark or dark gray. Laces must match the shoes. No coloring of any type. The following shoes are not permissible: athletic shoes with a designer emblem, light up shoes, boots, or skater shoes. Everyday dress is short or long sleeve Koraes blue polo. Boys may wear a navy blue, black, or brown plain belt. Belt is recommended but not required. For the purposes of neat appearance, shirts are to be tucked in the pants. Navy knee-length shorts are permissible August - October and April - June except on church days.

Boys (Grades 6-8)

Church uniform is white short or long sleeved shirt and blue uniform vest, sweater or fleece jacket, navy blue long pants (navy corduroy permitted), and required navy tie. Boys in middle school may wear a school-sanctioned navy blazer with a tie on church days. Sneakers are not allowed on church days. Students may wear the Koraes fleece jacket or cardigan, but no hoodies. Socks must be of solid color with white, gray, black or navy blue. No stripes or patterns. The only acceptable shoes cover the foot completely, and may be solid black, navy, dark brown, or dark gray. Laces must match the shoes. No coloring of any type. The following shoes are not permissible: athletic shoes with a designer colored emblem, light up shoes, boots, or skater shoes. Everyday dress is short or long sleeve Koraes blue polo. It is recommended that boys wear a navy blue, black, or brown plain belt. For the purposes of presenting a neat appearance, shirts are to be tucked in the pants at all times. Navy knee-length shorts are permissible August - October and April -June except on church days.

PE Uniforms (for students in grades 3-8)

Separate uniforms for each child must be provided. Uniform sharing with siblings will not be permitted. No aerosol, colognes, spray or other propellants may be used in the locker room, or kept in a gym bag.

Kindergarten - Second Grade

Girls are required to wear gym shorts underneath the jumper. Shorts may be purchased from *Schoolbelles Uniforms*. Boys will participate with their regular school uniform, removing the vest and tie only. All gym shoes must have non-marking soles. It is recommended if a child has not mastered tying shoes to wear velcro or shoes they can put on independently. School gym shoes must be left at school. Students may not wear their everyday shoes for PE.

Grades 3 – 8

Gym uniforms are required for students in Grade 3 – 8. Gym uniforms must be purchased from *Schoolbelles Uniforms*. Three uniform infractions or three consecutive infractions of any kind will result in an after school detention upon the fourth infraction. A lower grade in gym class will be given if a student is not in uniform three consecutive times. All gym shoes must have non-marking soles and may not be the same shoes the student wears to school each day. Gym uniform consists of a gray t-shirt and

blue shirt. Gym shoes are for school use in the gym. All gym shoes must be kept in school. Students will not be permitted to wear their everyday shoes in the gym.

Casual Dress

We are a church school and therefore all aspects of student life, including clothing choices, must be consistent with our faith and traditions. Casual days are meant as a way for students and faculty to promote good, wholesome fun at school.

All shirts must have sleeves (tank tops, halter tops, tops with holes in the back, strapless tops etc. are not appropriate). Bare midriffs or visible cleavage are not permissible at any time. Tight jeans, form fitting yoga pants, or pants with holes, tears or rips are not appropriate. Shorts and skirts may be no shorter than two inches above the knee. Athletic shorts to the knee and athletic pants that do contain holes and that are in good condition are acceptable. Leggings (except under dresses, or skirts) are not acceptable. Shoes must cover the entire foot (no sandals, Crocs, open toed, or backless shoes).

Appropriate logos, symbols or words on clothing are acceptable. All logos, graphics, words/phrases or other writing must be appropriate for a Christian school environment, in other words, carry positive messages and be in line with Biblical standards. Certain graphics, including gargoyles, skulls, pirates, wizards, vampires, dragons, and other graphics of this nature are not appropriate for school. All clothing on non-uniform days is subject to the approval of administration and teachers. For students dressed inappropriately, parents may be called to bring a change of clothing for the student. Students must look neat in appearance even on a casual day. Clothes may not be ripped, or worn out of season. All casual attire must be clean and in good condition. Large-sized jewelry, make-up, hats, or unusual hairstyling are not permissible. Please support our church school environment by helping your child exercise good choices. We truly want this to be a “fun” time for students to look forward to and enjoy.

Birthday Dress Down Days

A student may wear casual wear on the first Monday (or as designated by the Building Head of School) of their birthday month following the dress code for casual days. June and July birthdays are recognized on the first Monday in May. August birthdays will be recognized with September birthdays. Students who are absent on their designated Monday forfeit their birthday dress day.

Special Dress Code Notes

Boys Hair

- Hair must be clean-cut and neatly combed away from the face. Bangs may not be longer than the eyebrow line or obstruct vision in any way. Sides must be cut above the ears and back may not go below the top of the shirt collar. No unnatural highlights, unruly spiking, sideburns, or facial hair.

Girls Hair

- Hair must be neatly combed and pulled away from the face. Bangs may not be longer than the eyebrow line or obstruct vision in any way. No unnatural highlights or “messy” buns/braids.
- Dyed hair, excessive hair accessories are not allowed. Only Koraes-issued headbands or headbands that are solid white, blue, black, or brown are permitted.

Girls/Boys

- Visible tattoos or writing on the skin is not permitted. Make-up is not allowed
- Only white or gray t-shirts worn under the uniform

- Items/accessories worn by the student that may draw attention in a negative way and/or disrupt the learning environment are not allowed
- Students will be asked to remove unnatural colored nail polish – (pale colors only)
- Hoodies or other types of sweatshirts other than Koraes-issued fleece or sweatshirts are not allowed with the exception of casual days
- Jewelry should be limited to student's cross, prayer bracelets, or fitness bands (no Smart watches)
- Slippers/moccasins are not allowed
- Only one (1) piercing per ear at the ear lobe – no cartilage piercings or piercings other than the ear

Student Behavior

Maintaining discipline is fundamental in promoting an educational environment conducive to learning. Rules of conduct are displayed in each classroom in detail. When a student disrupts the learning environment, deliberately ignores expected rules of good conduct, threatens the physical or emotional well being of another person, or commits a destructive act toward public or private property, it will be considered a breach of the Discipline Policy. All students are subject to appropriate disciplinary measures for violations of the Koraes Elementary School Rules of Conduct on school grounds, riding a bus for a school sponsored event, off school grounds while the student is in attendance of any school function, or is otherwise subject to the jurisdiction of school authorities, and off school grounds if parent or student brings the matter to the attention of the Building Head of School and is considered to have a substantial disruption to the school environment.

The support of the entire school community – parents, staff, and students – fosters the spiritual, intellectual, social and emotional growth of the students. The school is an entity outside of the home that has its own purpose, plan, policies and rules. We believe that in order for our students to meet the challenges presented by our society, the development of self-discipline and individual responsibility are essential. Students are expected to respect the requirements of the school, even if those requirements may, of necessity, be different or more stringent than home rules. Most students easily meet these expectations. They are successful in school because these behaviors have been learned at home and practiced in school.

Parents are valued partners with Koraes Elementary School in the learning process. Parents are expected to send their children to school prepared to learn. Parent support is expected in following school rules and setting expectations and establishing boundaries for students, including a respect for staff, self, other students, and school property.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - A. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law)

- B. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription
 - C. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription
 - D. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law
 - E. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications
 - F. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy
 - G. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances
 - H. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form
4. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession
 5. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions, and are treated as though they have the prohibited substance, as applicable, in their possession
 6. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure
 7. Using or possessing an electronic paging device
 8. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy, or by the Building Head of School, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized student plan (ISP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals
 9. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction

10. Disobeying rules of student conduct or directives from staff members or school officials
Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search
11. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores
12. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct
13. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault
14. Engaging in teen dating violence
15. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property
16. Entering school property or a school facility without proper authorization
17. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity
18. Being absent without a recognized excuse
19. Being involved with any public school fraternity, sorority, or secret society
20. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia
21. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property
23. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school
24. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Building Head of School

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
3. Traveling to or from school or a school activity, function, or event
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property
5. During periods of remote learning

Disciplinary Measures

School officials shall limit the number and duration of expulsions and Out-of-School suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using Out-of-School suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property
6. In-School suspension
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
10. Suspension of bus riding privileges
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the School and local law enforcement agencies

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive

measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- 1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the School Board on a case-by-case basis.
- 2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-a-likes" of any firearm as defined above.

The expulsion requirement may be modified by the Building Head of School, and the Building Head of School's determination may be modified by the Board of Education on a case-by-case basis.

Gang and Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: 1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or 2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; 3) request any person to pay protection or otherwise intimidate, harass or threaten any person; 4) commit any other illegal act or other violation of School policies, 5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The Building Head of School or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Violations Defined

According to Koraes Elementary School Board Policy, violations are divided into three categories based on severity of the incident. While administrative responses to these violations are based on the categories

in which the behavior falls, additional factors including past behavior will be factored into the decision making process.

Preschool Discipline

Discipline for preschool students is guided by “God-pleasing behaviors.” The goal of discipline is to teach children self-control and to build character. Expectations for preschool are defined in our all-school classroom expectations. If a preschool student misbehaves, the student will receive a verbal warning. If the misbehavior persists, or is significant enough in the teacher’s discretion, the Assistant Director will call the student’s parents. Instances of repeated misbehavior will be dealt with on an individual basis.

Category 1: Minor Violations

Minor violations are those behavioral issues which individually do not warrant a referral and can be handled by the individual teacher. These include, but are not limited to:

- Chewing gum
- Eating or drinking (anything other than water) in class without permission
- Being unprepared for class
- Being tardy at the start of the day, return to class late during transitions (switching classes, bathroom trips, returning from lunch) or unproductive use of time
- Out of seat without permission during class
- Blatant disregard of personal boundaries and possessions of classmates (e.g. teasing another student, e.g. turning off another student’s chromebook without permission, invading personal space)
- Talking out of turn
- Failing to follow directions
- Failing to complete assigned tasks
- Behaving impolitely
- Interactions, noises or interactions that interrupt or distract self or others
- Purposeful language or actions that demean, devalue or disregard another person including unkind or impolite language
- Repeatedly ignoring directions or avoiding a task (including homework)
- Removal of small items or items with little value from a desk or area without permission;
- Purposefully marking body with marker or inking devices
- Dress code violation
- Possession of a cell phone
- Deceit to a teacher

Category 2: Moderate Violations

Moderate violations are those which negatively affect the teacher’s or school’s ability to meet educational commitments to our students. These behaviors include, but are not limited to:

- Deceit to Building Head of School or priest
- Insubordination to school staff
- Use of school phone without permission from staff
- Unauthorized area without permission
- Classroom disruption after warning from staff
- Defiance of authority after warning is given
- Propagating dissension
- Verbal, written, physical harassment, or abuse
- Excessive tardiness
- Repeated dress code violation or wearing prohibited clothing
- Deceptive behavior
- Fourth infraction from Category I in a 20 school day period
- Inappropriate behavior at a school sponsored event as a spectator
- Use of cell phone during school without permission

Category 3: Serious Violations

Serious violations are those which require the immediate attention of a school administrator because of severity or continuous action of Category 1 and 2 violations. These behaviors include, but are not limited to:

- Bullying or false accusations of bullying as defined in School Board Policy
- Sexual Harassment or false accusations of sexual harassment as defined in School Board Policy
- Fighting, assault or battery of a student or school personnel
- Graffiti of an offensive nature
- Continuous classroom disruption
- Dishonesty and other forms of deception including cheating or theft of material objects
- Misuse of school property including inappropriate use of technology, unauthorized use of school equipment, and trespassing on campus after school hours
- Skipping class including extended tardiness and truancy
- Obscene or lewd behavior or language
- Possess, use or distribute alcohol, tobacco, or drugs
- Possession or controlling of pornographic or sexually explicit material
- Substantial disrespect shown to any staff member including outright disobedience to instruction
- Physical, sexual, or verbal abuse
- Slander towards any persons or published false statement(s) that is damaging to a person's reputation; a written defamation
- Vandalism of school property
- Unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray and any additional items considered dangerous by the school administration
- Commission of any crimes or misdemeanors, on or off campus, including, but not limited to possession of alcohol, tobacco, or illegal drugs, immoral behavior and destruction of property
- Insubordination to a school authority including, but not limited to walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules
- Behavior of which potentially endangers another's safety
- Cheating, including plagiarism and intentionally assisting another student to cheat
- Sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school
- Failure to follow through with disciplinary disposition (i.e. failure to attend detention)
- Inappropriate fanatical behavior at an athletic event
- Category 1 and 2 behaviors that are determined to be habitual and/or continuous
- Any infraction determined to be severe by the administration
- Electronically recording (video or voice) of persons without permission

Consequences Defined

Disciplinary Measures

Violations of the standards of conduct will instigate disciplinary measures which include but are not limited to:

- Verbal warning
- Parent contact or written notification
- Disciplinary conference
- Return of property or restitution for lost, stolen or damaged property
- Confiscation of device
- Counseling or mediation
- Restorative measures
- Community service
- Teacher-issued lunch detention
- Teacher and/or Administrative issued before or after school detention
- Temporary removal from the classroom by the teacher
- Suspension from school activities

- Exclusion from Lunchroom
- Alternate Recess
- Exclusion from extracurricular
- Short or long term exclusion from a particular class
- Withholding of privileges
- Seizure of contraband: confiscation and temporary retention of the personal property that was used to violate school rules
- Assignment to In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Long-term suspension (more than 5 days)
- Expulsion
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between Koraes Elementary School and local law enforcement agencies

Depending upon the nature of the violation, it is the desire of the Koraes Elementary School Board that student discipline be progressive (i.e. student’s first violation should merit a lighter penalty than subsequent violations). It is also the School Board’s desire that the teacher and/or administrator take into account all other relevant factors which may be reasonably determined in appropriate disciplinary measures. The above list of disciplinary measures is a range of options that will not always be applicable in every case, and may be imposed either alone or in combination.

Confiscation of Contraband

Students who bring contraband on campus or use unauthorized items inappropriately (i.e. cell phones, smart watches) may have the item confiscated by a teacher or an administrator. If a teacher determines that an item is inappropriate and should be confiscated, the student is to be referred to the School Office and the parent is to be notified. If the student continues the behavior, they may be denied the right to bring the item on campus for a specified period of time. If the nature of the first offense is elevated (use in school) it is automatically a level 2 consequence.

Level 1: First Offense

1. Contraband placed in the School Office
2. Parents are notified to pick up the item at the end of the school day

Level 2: Second Offense

1. Contraband placed in the School Office
2. Parents are notified to pick up the item at the end of the school day
3. Contraband must remain in the School Office until further notice

Level 3: Third Offense

1. Contraband placed in the School Office
2. Parents are notified to pick up the item at the end of the school day
3. Contraband to remain at home for the remainder of the school year

Detention

If communication is ineffective in solving the disciplinary problems, the student may be assigned a detention to reinforce appropriate behavior. The structure of Koraes Elementary School’s detention program is graduated in nature. For classroom problems, teachers may choose to assign their own lunch detention. The level of reinforcement requires no office referral and would not be used to determine a pattern of student behavior. A more serious form of detention would be associated with an office referral. This would allow the School Office to keep a record of detentions (either morning or after school) based

on the frequency and serious nature of the problem. The administration reserves the right to assign menial tasks of labor associated with detentions as additional reinforcement.

Violation and Consequence Alignment

Consequences may be given independently or conjointly based on the circumstances of the violation.

Violation	Consequence
Category 1 Minor Violations	Verbal Warning Parent Contact or Written Notification Confiscation of Contraband, Level 1 Counseling or Mediation Lunch Detention Alternate Recess Temporary Removal from Classroom by Teacher Teacher-Issued Before or After School Detention
Category 2 Moderate Violations	Parent Contact or Written Notification Confiscation of Contraband, Level 2 Disciplinary Conference Counseling or Mediation Lunch Detention Administrative Before or After School Detention Short or Long Term Exclusion from a Particular Class Community Service Suspension from School Activities Exclusion from Lunchroom Exclusion from Extracurricular Activities Alternate Recess
Category 3 Serious Violations	Confiscation of Contraband, Level 3 Required Disciplinary Conference Return of Property or Restitution for Lost, Stolen or Damaged Property Counseling or Mediation Administrative Before or After School Detention Short or Long Term Exclusion from a Particular Class Withholding of Privileges Community Service Suspension from School Activities Exclusion from Lunchroom Alternate Recess Exclusion from Extracurricular Activities Assignment to In-School Suspension (ISS) Out-of-School Suspension (OSS) Long-term Suspension (more than 5 days) Expulsion Notifying Juvenile Authorities or Other Law Enforcement

Prevention and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age,

marital status, physical or mental disability, immigration status, military status, sexual orientation, gender-related identity or expression, unfavorable discharge status from the military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1. During any school-sponsored education program or activity
2. While in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school, or if the bullying causes a substantial disruption to the educational process or the orderly operation of a school

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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
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: name-calling, using derogatory slurs, stalking, sexual violence, sexual harassment, causing psychological harm, threatening or causing physical harm, physical violence, threatened or actual destruction of property, wearing or possessing items depicting or implying hatred or prejudice, harassment, threats, intimidation, theft, public humiliation, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. All School Accommodating Individuals

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images (digital replica), 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.

Cyberbullying 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.

Prevention Practices

School Wide Policy to Prevent Bullying

1. Clearly defines bullying behavior and provides examples
2. Clearly establishes school rules and expectations for all students
3. Communicate rules and expectations to all students (classroom teachers)
4. Staff communicates rules and expectations to all students
5. Encourages students to take personal responsibility for creating a safe learning environment
6. Make sure "hotspots" (locker room areas, hallways and lunchroom) have adult supervision
7. School encourages and reinforces students' reporting of bullying incidents

Restorative Measures

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: 1) are adapted to the particular needs of the school and community, 2) contribute to maintaining school safety, 3) protect the integrity of a positive and productive learning climate, 4) teach students the personal and interpersonal skills they will need to be successful in school and society, 5) serve to build and restore relationships among students, families, schools, and communities, and 6) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Reporting

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Building Head of School or any school employee. All school staff members are available for help or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Building Head of School or any staff member. Anonymous reports are also accepted. No disciplinary action will be taken solely on the basis of an anonymous report. Please use the Bullying Reporting Form.

Complaint Manager: Dr. James Letsos
Head of School
708-974-3402
jletsos@koraes.org

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Interim Measures

Upon notice of the complaint/report, the school will promptly take steps to protect the complaining party as necessary, including interim measures before the final outcome of the school's investigation (e.g., no contact order, increased supervision, check-in with both parties to a designee, change path to classes, counseling; escort services, academic support, or similar measures.

Mediation

The school will offer the parties the option to mediate the complaint and will only mediate complaints if both (all) parties mutually agree to participate. However, the school does not require the complainant to work out an issue directly with the accused. Additionally, the parties have the right to end the informal process and begin a formal process at any time.

Investigating

The Building Head of School or designee shall promptly investigate and address reports of bullying. This investigation may be done in conjunction with the parish priest. All reasonable efforts will be made to complete the investigation within 10 school days after the date of bullying was received.

As a part of the investigation, the Building Head of School or designee shall:

1. Take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying
2. Involve appropriate school personnel and other persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process

3. Notify the Head of School, designee, or parish priest of the reported incident of bullying as soon as possible after the report is received
4. Investigate whether a reported incident of bullying is within the permissible scope of Koraes Elementary School's jurisdiction

The school will act to promptly and impartially investigate using a preponderance of the evidence standard all complaints, either formal or informal, verbal, written, or electronic or prohibited harassment. During the process, the school will apprise all parties of the status of the investigation at regular intervals.

Upon receipt of a report or complaint alleging harassment consistent with policy, the Complaint Manager shall immediately notify the Nondiscrimination Coordinator, without screening or investigating the report. The Complaint Manager shall then also immediately undertake or authorize an investigation. The investigation may be conducted by the Building Head of School, the parish priest, or by a third party.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the conduct constitutes a violation of this policy, the school shall consider:

- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the race, color, national origin, disability, sex, age or other status of the victim
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- the number of alleged harassers
- the age of the harasser
- where the harassment occurred
- whether there have been other incidents in the school involving the same or other students
- whether the conduct adversely affected the student's education or educational environment
- the context in which the alleged incidents occurred

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

Notification

Consistent with Federal and State laws and rules governing student privacy rights, and the Building Head of School or designee shall promptly inform parents/guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

In addition, the Building Head of School or designee, consistent with Federal and State laws and rules governing student privacy rights, provide parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Head of School or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

Interventions and/or Consequences

When an investigation determines that bullying occurred, the Building Head of School or designee immediately shall impose the appropriate consequence. The Building Head of School or designee shall use interventions to address bullying, which may include, but are not limited to school social work services, counseling from the parish priest, restorative measures, social emotional skill building, counseling, school psychological services, and community-based services. Additionally, the

Administrator or designee shall provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

Any form of reprisal or retaliation directed against any person who reports bullying, provides information during an investigation about actual or threatened bullying is prohibited. Any such act by a student will be met with disciplinary consequences and appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information about actual or threatened bullying, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing false information will be met with disciplinary consequences and appropriate remedial actions.

Distribution and Review

This policy shall be posted on Koraes Elementary School's website and included in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted. This policy shall also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

Koraes Elementary School shall review and re-evaluate this policy and make necessary and appropriate revisions every two (2) years, and file the updated policy with the Illinois State Board of Education. This Policy must be based on the engagement of a range of stakeholders, including students and parents/guardians.

The Building Head of School or designee shall assist with the evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

1. The frequency of victimization
2. Student, staff, and family observations of safety at the school
3. Identification of areas of a school where bullying occurs
4. The types of bullying utilized
5. Bystander intervention or participation

The evaluation process may include the use of relevant data and information that the school already collected for other purposes. The school must post the information developed as a result of the policy evaluation on the school's website, or if a website is not available, the information must be provided to the school administrator, school board members, school personnel, parents/guardians, and students.

Appendix A

Koraes Elementary School Parent/Guardian Code of Conduct

This Code of Conduct is an unsigned agreement between the Parents and Guardians of Koraes Elementary School.

At Koraes Elementary School, we are very proud and fortunate to have a very dedicated and supportive school community. At our school, the staff and the parents all recognize that the education of our children is a partnership between us.

We expect our school community to respect our school ethos, keep our school tidy, set a good example of their own behavior both on school premises and school related events.

In addition we also expect our parents and visitors to keep our children safe by adhering to the school's drop-off and pick-up procedures. All drivers must follow expected driving norms on school grounds and adhere to signage posted on campus.

As a partnership we are all aware of the importance of good working relationships and all recognize the importance of these relationships to equip our children with the necessary skills as they develop into independent thinkers and learners. For these reasons we will continue to welcome and encourage parents to participate in partnership with our school staff.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents and visitors connected to our school.

We are committed to resolving difficulties in a constructive manner, through an open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative impact on our relationships. Where issues arise or misconceptions take place, please follow our protocol of resolution.

To ensure that your concerns or issues are heard by the appropriate individual who can provide you with a speedy response, parents are expected to follow the school's protocol of resolution outlined below. Our goal is to address concerns and issues quickly and efficiently through the individual(s) directly involved.

Protocol of Resolution

Curriculum and Instruction	1. Classroom teacher who is responsible for the concern 2. Head of School 3. Instructional Services Director
Student Discipline	1. Classroom teacher who is responsible for the concern 2. Head of School
Facilities, Grounds, Maintenance	1. Office Administrative Assistant 2. Head of School
Policy in the Handbook	1. Head of School
Extra-curricular	1. Person who is charge of the activity 2. Head of School
Personnel	1. Employee in question

	2. Head of School
All other matters	1. Head of School

This Code of Conduct aims to clarify the types of behavior that is unacceptable. The Code of Conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

Behavior that will not be tolerated on school grounds, school related activities or on social media platforms:

- Disruptive or inappropriate behavior which interferes or threatens to interfere with any of the school's normal operating procedures
- Using loud or offensive language or displaying a temper
- Threatening in any way, a staff member, visitor, parent, or child
- Damaging or destroying school property
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community
- Defamatory, offensive or derogatory comments regarding the school or church or any of the students, staff, parents of the school on social media platforms
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment or derogatory interactions of your own child
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child
- Smoking, taking illegal drugs, or the consumption of alcohol

It is important for parents to make sure any persons picking up their children are aware of this policy.

Issues of conduct with the use of Social Media

Most people take part in online activities and social media. It's fun, interesting, and keeps us connected.

Koraes Elementary School maintains a school Facebook page intended to communicate school events, provide updates, and serve as an introduction to our school for prospective families. The KFSA has a Facebook page which allows parents to receive and respond to messages about school and community events. We encourage you to positively participate if you wish. Both Facebook pages are maintained and monitored by an employee in the building.

We ask that you use common sense when discussing school life online. "Think before you post." Social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticize another parent, member of our staff or children. If parents have any concerns about their child in relation to the school as we have said above they should follow the protocol of resolution. Social media should not be used as a medium to air any concerns or grievances.

Online activity which we consider inappropriate:

- Identifying, sharing, or posting images/videos of children
- Abusive or personal comments about staff, parish and school administration, children, or other parents
- Bringing the school dishonor
- Posting defamatory or libelous comments about the school, its employees, or Koraes Elementary School families

- Emails circulated or sent directly with abusive or personal comments about staff, administration or children, or for personal gain
- Using social media to publicly challenge school policies, school decisions, or discuss issues about individual children or members of Koraes Elementary School staff
- Threatening behavior, such as verbally intimidating staff, Koraes Elementary School families, or use bad language
- Breaching any school security procedure

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

Spectator Expectations

Spectators at any school-sponsored event are expected to act and behave in an appropriate and considerate manner at all times. Students who attend school sponsored sporting events must have a permission form signed by a parent/guardian and on file in the School Office. Any student leaving the building during an event will not be allowed to re-enter unless accompanied by a parent/guardian

What happens if someone ignores or breaks the code?

- In cases where the unacceptable behavior is considered to be a serious and potentially a criminal matter, the concerns will be referred to the police. This will include any or all cases of threats of violence and actual violence to any child, staff or other parents.
- In cases that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying, administration and/or the complaint manager will be notified, as well as the school board, and a decision will be made based on the preponderance of evidence involving potential consequences
- In cases where evidence suggests that behavior would be tantamount to libel or slander, the school will refer the matter to the school's legal team for further action
- In cases where the code of conduct has been broken but the breach was not libelous, slanderous or a criminal matter, administration and/or the complaint manager will consider the preponderance of evidence when making a determination involving potential consequences

In all instances an emergency School Board meeting will be called. The School Board will send out a formal letter to the parent to attend a mandatory in person meeting. All meetings will be conducted face to face, or via Zoom when appropriate.

If the parent refuses to attend the meeting or no response is given, then the School Board will notify the parent via certified mail of its decision in the matter. A second in-person/Zoom meeting will not be offered.

In order to safeguard our school, a resolution will be determined by the School Board which may include: a ban to prohibit the adult from entering the school grounds, a ban which will disenroll any child(ren) and family, or as decided by the School Board. The duration of a ban will be dependent on the situation and determined by the School Board.

In the event of non-compliance with a banning order, the school would work with the police or other relevant authorities to enforce any orders or take such further action as appropriate (this may include the enforcement of a restraining order to restrict access to the school site).

Thank you for abiding by this code. Together we create a positive and uplifting environment not only for the children but also for all who work and visit our school.

Appendix B

Koraes Family School Association

Bylaws

ARTICLE I - NAME

The name of this organization shall be the “Koraes Family School Association”, referred to in the following articles as KFSA.

ARTICLE II- OBJECTIVES

A. The general and specific objectives of the KFSA outline its commitment to supporting Koraes Elementary School's mission of equipping students with a strong academic foundation while fostering spiritual and moral growth. Here is a refined summary of the objectives:

General Objective:

The KFSA aims to support Koraes Elementary School in fulfilling its mission to prepare students for high levels of success. This includes partnering with families to offer spiritual and moral guidance rooted in Orthodox Christian values, focusing on instilling confidence, respect, and a sense of well-being in every child.

Specific Objectives:

To create a positive parental climate that respects and supports teachers and administration in the work they do and decisions they make for the good of each child. To cultivate positive, broad parental engagement with projects and activities that enhance student life at the school. To help specific needs of the school as presented to this organization by both the Building Head of School and the School Board annually.

1. Collaboration with School and Parish: work in cooperation with the school administration and parish to promote the moral, physical, mental, social, and educational development of the children

2. Community Engagement: advocate for and promote the interests of Koraes Elementary School and the Parish among key stakeholders, including faculty students, parents, teachers, and administration

3. Programs for Families and Children: provide well-organized programs of interest to parents and children, emphasizing faith, education, and civic duty in collaboration with the school administration

4. Financial Support Initiatives: Develop and implement necessary financial support programs and projects, as approved by the KFSA Board.

Guide to fundraising programs are:

- Programs involving students require Building Head of School and School Board approval
- Programs limited to school parents also need School Board approval
- Programs involving the parish community require approval from both the School Board and the Parish Council

These objectives ensure that the KFSA's activities align with the school's mission and governance requirements, emphasizing holistic child development and community involvement.

ARTICLE III - AUTHORITY

The KFSA organization is under the governance of the Koraes Elementary School Board (per Parish By-Laws). All Koraes Family School Association operations and activities will be under School Board jurisdiction.

The Koraes School Board must approve the KFSA budget when presented to them by the September School Board meeting annually.

ARTICLE IV - MEMBERSHIP

Each current parent and/or guardian of a student attending Koraes Elementary School holds membership in the KFSA.

ARTICLE V - EXECUTIVE COMMITTEE

A. The Executive Committee of KFSA shall be: President, Vice-President, Secretary, and Treasurer.

B. Officers shall be elected for one one-year term. No individual may serve more than two consecutive terms in the same office.

C. Nomination for officers shall be made at an open election meeting to be held by June 8th annually. An open invitation shall be issued to all parents soliciting their interest in serving as an Executive Committee member and noting the date and time of the nominations by the end of May annually.

To be eligible for an Executive Committee position you must be:

1. A current parent/guardian
2. In good standing (canonically and with stewardship) with your Orthodox parish (letter will be required)
3. In good standing with Koraes Elementary School (as verified by school administration)
4. And available to chair and execute the Junior Olympics Weekend, Memorial Day weekend, and ensure the set up and staffing of the foodline at the SSCH Parish Greek Fest in August. Specific dates to be determined annually

The consent of all nominees must have been obtained prior to the election, verbally at the nomination meeting. Nominees not present may consent to their nomination via email within 24 hours of the nomination meeting. Election of officers shall be coordinated by the School Board and shall be completed by electronic mail. Voting will be open for 5 days. All parents/guardians of an existing

student are eligible to vote for executive positions. Winners will be notified via email and will be required to accept their position in writing by responding to notification email within 24 hours.

If all four executive committee member positions are not filled, the KFSA will be suspended until new nominations and elections can be held in October of the start of the following school year. If at the October meeting an Executive Committee is not decided upon, the KFSA will cease operations until the next election cycle in May of the following calendar year. Installation of officers elected in the spring will take place on the first day of the next academic school year at the School Board Welcome Breakfast. In the event of an October election, installation of officers elected will be held immediately after the election. The election is to be decided by simple majority vote.

D. Executive Committee members are responsible for securing chairs for the KFSA events, a list of which is included as Addendum A to these by-laws. Events are at the jurisdiction of the Administration, School Board and Parish.

E. The Building Head of School and the Parish Priest shall be ex-officio members of the Executive Committee. A KFSA Executive Committee member cannot concurrently serve on the School Board.

ARTICLE VI - DUTY OF OFFICERS

A. The President shall preside at all meetings of the KFSA and of the KFSA Executive Committee. He/she shall perform all duties pertaining to the office: appoint event chairs, serve as an ex officio member of all event committees, and receive notices of all event committee meetings. In his/her capacity as President, this officer will be responsible for chairing the Junior Olympics and finding a co-chair for the event. The President shall attend monthly open School Board meetings to give a KFSA report of activities and events and shall serve as liaison between KFSA and the KES School Board.

B. The Vice-President shall perform the duties of the President in his/her absence, assume the duties of President if the office of President becomes vacant, and be responsible for chairing and securing a co-chair for the Parish's Annual Greek Fest (food line manager) and also perform such other duties as the President or Executive Committee shall designate.

C. The Secretary shall keep written records of all KFSA activities (including collecting KFSA Committee reports, etc.), shall handle correspondence, maintain all records of the KFSA, maintain term records of all officers and Board members and perform such other duties as the President or Executive Committee shall designate. The Secretary will be required to volunteer at the Junior Olympics weekend (at least one of the prep days and one of the event days).

D. The Treasurer shall receive all funds of the KFSA, shall keep an accurate record of receipts and expenditures, and is responsible for following the deposit and payment process as established by the Parish Council. The KFSA account management falls under the jurisdiction of the Parish Council Treasurer. In conjunction with the Parish Council Treasurer, the KFSA Treasurer shall present monthly, quarterly financial reports and an annual statement, and other interim reports as requested by the Parish Council President or School Board. The Treasurer will be required to volunteer at the Junior Olympics weekend (at least one of the prep days and one of the event days).

E. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the School Board for the unexpired portion of the term.

ARTICLE VII - POLICIES

A. The KFSA understands it has no authority to manage, direct or control any administrative activities or policies of the School Board.

B. Expenditures in support of existing KFSA Committee activities that exceed the budget must be approved by the Executive Committee, in consultation with the Building Head of School and School Board.

C. At the end of the school year, the balance of all funds will be distributed for school projects based on the majority vote of current parents/guardians for projects as suggested by the School Board and with the approval of the Building Head of School. With approval of the Building Head of School, sufficient funds may be retained by KFSA for summer and fall start-up activities.

D. KFSA may handle funds for particular classes or grade levels at the discretion of the School Board and Building Head of School. Per Parish Council policy, the Parish Council treasurer is a signatory to KFSA accounts. The KFSA will utilize existing Koraes Elementary School bank accounts, point of sales, and other pertinent financial systems as approved by the Parish Council Treasurer and will not independently obtain or manage these accounts.

ARTICLE VIII - MEETINGS, PROCEDURES & VOTING RIGHTS

A. There shall be a minimum of 10 annual meetings, the first of which shall be held in conjunction with the September KES School Board Meeting. Meeting date(s) shall be established by the Executive Committee in consultation with the Building Head of School, rotating between morning and evening.

B. Special meetings may be called at the discretion of the Executive Committee, Building Head of School and School Board.

C. Each member is entitled to one vote for all matters coming before the Executive Committee, even if a member holds a position on the Executive Committee and/or School Board, with the exception of the KFSA President whose vote is only applicable in the event of a tie (see below). Each member is bound by any action which has received the required simple majority vote for adoption. If a particular proposal receives a tie vote, then such proposal will be determined by the vote of the President of the KFSA.

D. There shall be no vote by proxy.

E. In person voting is the established norm for KFSA and electronic voting at the discretion of the Executive Committee in consultation with the Building Head of School. Only the KFSA President can initiate an electronic vote. Electronic votes will be tallied by designated persons and results will be reported to the entire school within 2 business days of confirmed results.

ARTICLE IX - CHAIRS and COMMITTEES

A. The School Board in conjunction with the Building Head of School and KFSA President, shall outline all necessary committees and dates for KFSA events by June of the ending school year for the following school year.

B. Each event shall be chaired by 1-2 individuals, and 1-3 other members who in conjunction with the event chairs act as the events organizing committee. All events and committee requirements will be made available at the nomination meeting at the end of the school year. The listing shall include a description of the Committee's work. Events will be open to volunteers to chair beginning with the

September KFSA meeting. Events with no committee or chairs two months prior to the event will be cancelled.

C. Committee Chairs shall be confirmed two months prior to the event and volunteer sign up will be emailed to all parents for all events by mid-September. Committee chairs will continue as such until the start of the following school year.

ARTICLE X - AMENDMENTS

Amendments to the bylaws shall be proposed to the School Board at least two weeks prior by the KFSA President. The text of proposed Amendments may be presented to the School Board by email. The School Board has final authority to approve or deny changes to these bylaws. Any w changes made during the academic year (July 1-June 30th) will apply to the KFSA the following school year and to the officers elected to serve.

Addendum A

EVENTS hosted by the KFSA include but are not limited to:

- Fall Fest
- Book Fairs
- Thanksgiving Feast
- Santa's Workshop
- Santa's Brunch
- Pizza Lunches for Classroom Party Days
- Vasilopita Cutting
- Winter Event
- Tsiknopempti
- Kathara Deftera/Clean Monday Dinner
- Lenten Breakfast
- Field Day hot lunch
- Junior Olympics Concessions (concession stand operation and staffing)
- SSCH Parish Festival Food Line (food line management and staffing)

Building Head of School/School Board's Right to Amend Student Handbook

The Building Head of School and the School Board reserve the right to amend statements in this handbook with or without notice. Koraes Elementary School will attempt to keep parents informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

For further information on any of the above matters, please contact the Building Head of School.

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