

# *Koraes Elementary School*

*Faculty Handbook*

*2024-2025*

## INTRODUCTION

Koraes Elementary School is a school where students can learn, grow, and develop in an Orthodox Christian environment with a commitment to excellence. The staff, with support from the parish priest, provides meaningful opportunities to encourage all students to excel and reach their God given potential. We recognize that each student is gifted by God, and the goal of true education must be to help all students develop their gifts for God's glory and the benefit of humanity. Also, of utmost importance, our staff must set appropriate examples for students who are looking for role models to follow. We commit to encourage and train each student to make life choices based on the unchanging values of the Orthodox Christian faith.

### ABSENCE OF STUDENTS:

All homeroom teachers PK - 8 are required to take daily attendance. This year homeroom teachers will enter attendance. The school nurse and/or office administrator will track absences. Teachers are still required to keep track of their class attendance for discrepancies. The school office, nurse or administrator will make a phone call or send an email to parent(s) /guardian(s) of students who are absent if they have not called or emailed to report their child absent by the end of the day. The school nurse and/or office administrator is to request a doctor's note for three or more days in a row of absences. Parents are expected to complete the vacation form when they will be taking their children out of school for a vacation. It is the responsibility of the school secretary and/or administrator/Head of School when students have accumulated 4, 8 and 10 tardies so a letter may be generated and sent home to parents. Failure to take daily attendance and monitor student tardies and absences by keeping the Head of School apprised of concerns may result in lower ratings on the evaluation tool and the summative rating.

### ATTENDANCE AND ABSENCE OF TEACHERS:

Punctuality and regular attendance are important to the smooth operation of our school. If you are consistently late or excessively absent, our ability to perform work and serve our students and families is affected and an unfair burden is placed on your co-workers. Therefore, unless your absence is permitted or excused you are responsible for being at work and arriving on time. If you are going to be tardy to school, you are expected to contact the school office with an estimated time of arrival so the school may plan for your late arrival.

Staff is required to report for duty at the time specified by the contract which will be at least **30 minutes before morning prayer commences**. Staff must accurately **sign in** on the designated time sheet. Failure to do so may result in disciplinary action.

Staff are expected to **stay on school premises** for not less than **15 minutes after students have been dismissed**. Staff must accurately sign-out on the designated time sheet. Failure to do so may result in disciplinary action.

Any staff member needing to leave the building during the day should contact the administrative assistant or the Head of School for permission to do so. The staff member needs to "sign out" on the proper roster in the office prior to leaving the building. Upon return, the staff member needs to "sign in".

Employees who are absent from work for **three (3) or more consecutive work days due to illness are required to provide a note from his or her physician** indicating that (1) the employee's medical condition required the employee to remain home from work, and (2) that the employee is released to return to work with or without an accommodation. If it is indicated as necessary, the nature and duration of the accommodation must be identified. Employees who are habitually absent or demonstrate a pattern of absences may be required to provide a physician's note to justify their absences. Employees will be required to use compensatory time before using sick leave. However, compensatory time sheets must be turned in within three days of earning the compensatory time or the employee may be subject to losing the time.

When a teacher is unable to come to work, he/she is to call the administrative assistant **before 9:30 p.m. the night before or no earlier than 6:30 a.m.** in the case of an emergency on the day of the absence. The administrative assistant's cell phone number is available from the school office. In the event that our administrative assistant cannot be reached, please call the Head of School on her cell. For emergency absences only, the administrative assistant will arrange for a substitute for you from an approved list. All teachers must maintain an emergency substitute folder with three days of emergency plans. Emergency sub plans are to be replenished after use. If you have lesson plans that may be emailed, please email those to your team leader ahead of time so he/she may run those off and provide them to the substitute. Location of emergency plans should be communicated to the teacher's team leader.

On the day of your absence, you will also be required to **notify the school prior to 3:00 PM** to let the office know if you plan to return the following day, unless specific information was given concerning the return date when the original call was made. This is necessary so that we may dismiss the substitute. We realize that it is sometimes difficult to determine for certain if you will be able to return the following day. If this is the case, it is best to report that you are unable to do so. If a teacher knows in advance that he/she will be absent, a substitute request form must be submitted to the Head of School no fewer than 5 days in advance.

### **ABSENCE-TEACHER DIRECTIONS**

Conditions frequently arise which require teachers to be absent from school when they least expect it. Thus, teachers should make preparations every day before they leave school that will enable a substitute to carry on work effectively. Please include the following in the substitute folder, the generic substitute log-in for PowerSchool and to gain access to the computer, the team leader's name, a class list, emergency lesson plans, specific daily routine/schedule, seating arrangements, locker combinations, any special needs students, church expectations, and emergency procedures.

*\*PLEASE NOTE:* The Teacher Contract requires teachers to sign in no later than 8:00 AM and to sign out no sooner than 3:30 PM. If you have a circumstance that dictates a different arrival or departure time, you must communicate this with the Head of School. Please do not sign in or sign out in advance of the time of your arrival or departure. The employee is expected to be at work on time and sign in on the designated time sheet. All staff are expected to be on campus for the duration of said work hours 30 minutes prior to the start of morning prayer and 15 minutes after student dismissal. Consistent failure to sign-in and sign-out may result in disciplinary action and may result in lower rating on the evaluation tool and the summative rating. The school office must have an accurate record of time worked therefore employees must sign-in and sign-out on time sheets in order to accurately and fully report hours worked. Falsified times are subject to disciplinary action.

### **ABUSE AND NEGLECTED CHILD REPORTING**

Any Koraes employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to DCFS. Always play it safe and on the side of the child. Make the call and let DCFS decide whether it is reportable. Employees shall personally report evidence of child abuse to the DCFS Hotline. No employee shall instruct or dissuade another employee from making such a report. The employee shall notify the Head of School that a report was made.

### **ACADEMIC PROGRESS REPORTS**

Progress reports will formally take place at the midway point of each trimester (three times a year). Teachers at every level are responsible for the midterm reports for their students. The purpose of the progress report is to enable families and students to understand the student's achievement at key points and to know what is required for future progress. Each subject area is required to give a progress report. Any grade that is a C, D, F requires a comment. Teachers are expected to communicate with parents throughout each trimester when grades are C's or lower. All midterms will be viewed electronically by families. Grades K - 2 receive notes for updates. This is completed as a team effort.

### **AED**

There are two AEDs in the school. One is kept in the school office and the other is in the gym. The school nurse and designated teachers (staff) are trained in its use.

### **AFTER SCHOOL**

It is the teacher's responsibility to make sure students are out of his/her classroom on time. School dismisses at 3:15. Friday afternoon prayer will begin at 3:10. PreK and K students and their siblings are dismissed from the north doors. **Students grades K-5 may begin getting ready no earlier than 3:10.** Teachers may not permit a student or group of students to remain after school, to stay in at recess, or to work on an activity or event unless the teacher is present. Students must be supervised at all times.

The assigned after school care teacher will remain in the classroom for supervision. Students may go outside with their class for dismissal. After dismissal all students must report directly to the after school care classroom. Teachers must go to the after school classroom to pick-up any student that is working with them specifically.

### **ALLERGIES**

Staff members will be requested to complete an emergency staff form documenting allergies. The nurse and teachers are responsible for viewing and noting their student's medical file and emergency form. If there are documented allergies, the nurse and teachers is (are) responsible for following up with the parent to share that you are aware of the allergies. The teacher will keep this information in his/her emergency sub plans. The nurse and teachers are responsible for viewing the Allergy Management/Food Allergies and Anaphylaxis and Anaphylactic Shock modules on GCN. This will prepare everyone to handle an allergic reaction and potentially save the life of a child.

### **ASSEMBLIES**

Student assemblies for special occasions may be held upon approval of the Head of School. Teachers are required to supervise his/her class during an assembly. However, if an assembly is scheduled during a planning period, it is not the homeroom teacher's responsibility to supervise. The teacher who is teaching Greek, PE, or Art will be responsible for supervision.

### **ASSIGNMENT NOTEBOOKS**

Since the inception of Google Classroom, some grade levels have chosen not to use assignment notebooks. Regardless of Google Classroom or use of an assignment notebook, teachers must post assignments on the board for each subject. Students are responsible for bringing their assignment notebook to school every day. It is also their responsibility to write their homework assignments down. This is the best way for us to communicate on a daily basis with parents and assist our students with organization. It is also the responsibility of the teacher to accurately record assignments each day on Google Classroom or the website. If a student loses his/her assignment notebook, a new one must be purchased in the office for \$5.

### **BATTERY OF SCHOOL PERSONNEL**

The administration and staff of our school believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination. The Head of School will immediately notify the school board and local law enforcement officials of written complaints from school personnel concerning issues of battery committed against school personnel at the school. The Head of School shall also notify the Illinois State Police within three days of each incident.

### **BEFORE/AFTER SCHOOL CARE**

Students whose parents are early/late picking them up after school, must attend the Before/After School Care Club which is under the supervision of a Korae faculty member. Students who are in the club must work on homework and/or read. If homework and reading log are completed students may choose something from the cart to work on during the remaining time. Teachers are required to take attendance in the morning and in the afternoon in the notebook provided by the office. Passwords for computer programs will be kept in the notebook. Students who attend the Before/After School Care will be held accountable to the same behavior expectations as stated in the Korae code of conduct. At 8:30 a.m. or at 4:30 p.m., depending on the time of day, students will be escorted to the East Room for prayer in the morning or to the church lobby after school. Before Care: 7:30 – 8:30 a.m.; After Care 3:15 – 4:30 p.m. Students who have not been picked up at 4:30 they are to be escorted to the school office.

### **BEGINNING OF THE YEAR SUPPLY REIMBURSEMENTS**

At the beginning of school, our KPTA reimburses teachers for supplies that must be submitted by the end of September. Please staple a copy of your receipt(s) in a marked envelope for up to the amount designated by the KPTA on a sheet of paper with your name/grade and return to the KPTA box as soon as possible. Remember this is a one-time startup **reimbursement for \$200**. If you have any problems/concerns please see the KPTA president. These receipts are due by October 1.

### **BEHAVIOR IN CHURCH**

Teachers must closely supervise students as they process in and out of church and during prayer services/liturgies. Students are expected to walk to church with their classroom in a manner that is respectful as students prepare their hearts and minds for church. Reverent and respectful behavior is expected at all times. No talking is allowed in Church or while processing in/out of the sanctuary.

Eighth grade boys serve as altar boys. Eighth grade girls attend church with kindergarten students and help with supervision. They will sit with the kindergarten class as directed by the kindergarten teacher. Seventh boys and girls support preschool with supervision and are under the direction of the preschool teachers.

Students in grades K-8 attend liturgy services for the entire duration. Preschool students may arrive 15 minutes after liturgy has started. Teachers must plan to leave their classroom with ample time to walk to church and pay respects to the Icons. Students leave church silently.

### **BOOK INVENTORY: NEEDS FOR FOLLOWING YEAR**

Teachers are required to keep an accurate inventory of all textbooks, workbooks, and teacher editions in their possession. In addition, library books that are part of the classroom library must also be closely monitored. The teacher is responsible for getting the textbooks back at the end of the school year.

### **BULLETIN BOARDS**

Teachers are expected to decorate all bulletin boards in the classroom as well as outside the classroom as the year progresses. Bulletin boards located in the hallway must be changed every month to reflect the month, special holidays, and display students' work. Due to confidentiality issues, please do not place graded papers on the hall bulletin boards or in the classroom. Teachers are welcome to collaborate with the art teacher.

### **KORAE – BULLYING PREVENTION**

As Orthodox Christians, we believe in the dignity and respect of each individual created in the image of God. Bullying is contrary to Gospel values and has no place in the Orthodox school community. Teachers are responsible for viewing the

Anti-Bullying for Students and Bullying modules from GCN.

Bullying is:

- Any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- Occurring on campus or off campus during non-school time,
- Directed toward another student or students, that has or can be reasonably predicted to:
  - Place the student or students in an unreasonable fear of harm to the student or student's person or property;
  - Cause a substantially detrimental effect on the student or student's physical or mental health;
  - Interfere substantially with the student or student's academic performance;
  - Interfere substantially with the student's ability to participate in or benefit from the services, activities or privileges provided by the school.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation and retaliation for asserting or alleging an act of bullying. Cyber bullying can include all of the previous as well as the use of electronic tools, devices, social media sites, blogs and websites to harm a student or students with electronic text, photos, or videos.

**Bullying acts or conduct described above can include the following:**

- Physical which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- Verbal which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet
- Emotional which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing, and peer pressure;
- Sexual, which includes, but is not limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact or sexual assault.

**No student shall be subjected to bullying:**

- During any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school or home computer network, or other similar electronic school or home equipment.

All members of the Orthodox school community, parents/guardians, teachers, staff, administrators and others, are expected to work together in preventing bullying and promoting Gospel values in a Christ centered environment. Students are expected to participate in age appropriate educational programs developed by the school that address bullying and teach respect for all. Bullying by a student or students may result in suspension and/or expulsion from the school.

### **Reporting Bullying**

School staff shall promptly report all bullying incidents and encourage students and parents to report bullying incidents to the Head of School:

Beth Lind  
(708) 974-3402  
blind@koraes.org

Anonymous reports of bullying may be made by a telephone call to the above-listed Head of School. These reports will be investigated. However, formal disciplinary action shall not be taken solely on the basis of an anonymous report.

The Head of School will promptly inform parents of all students involved in the alleged bullying incidents and discussion, to the extent permitted by state and federal laws and rules governing student privacy rights. Parents will be informed, as appropriate, of the availability of counseling, other interventions as deemed necessary, and restorative measures.

### **INVESTIGATING BULLYING**

When the Head of School receives a report of bullying, the Head of School will take the following steps to promptly investigate and address reports of bullying:

1. Investigate whether the reported acts of bullying are within the School's jurisdiction as defined by this policy.
2. Make reasonable efforts to complete the investigation within 10 school days after the bullying incident is reported, taking into consideration additional relevant information received during the course of the investigation.

3. Involve appropriate school support staff and staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
4. If the Head of School does not receive the initial report of bullying, the bullying incident should be reported to the Head of School as soon as possible after the report is received.
5. Provide parents of students under investigation, to the extent permitted by federal and state laws and rules governing student privacy rights, information about the investigation and an opportunity to meet with the Head of School to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incidents of bullying.
6. The Head of School shall document the following information:
  - type of bullying;
  - area of school where the bullying occurred;
  - impact of the bullying
  - whether the bully or victim had previously been referred for interventions; and
  - bystander intervention and participation.

### **BULLYING OUTCOMES**

Students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as means of retaliation or as a means of bullying shall be subject to discipline in accordance with policy. Students who are victims of bullying, as well as students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying, will be referred to the Head of School to determine appropriate intervention(s). Interventions may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community based services. Parents will be advised of this referral and any action that is taken or suggested by the Head of School.

### **BUS CONDUCT**

Bus transportation is provided for field trips only. Students are expected to practice safe and courteous bus behavior. Students must always remain seated and may not lean over the center aisle or seats in front of or behind them. The privilege of riding the bus will be revoked for students who do not behave properly. Bus evacuation drills are conducted by First Student Bus Company in October.

### **CALENDAR**

The school calendar is adopted by the Koraes School Board and Parish Priest. Each teacher is given a copy as soon as it is completed. The teachers' standard calendar will be more specific than the students' calendar. The office will share the school calendar through Google Docs. It is the teacher's responsibility to keep updated with church dates and times, newsletter due dates, lesson plan due dates, and other deadlines posted for field trips, etc. Please adhere to all due dates for reports. Failure to meet deadlines consistently will be documented in the teacher evaluation tool under domain 4 Professional Responsibilities.

### **CHILD ABUSE**

All teachers should be aware of child abuse and should report any cases to the Head of School's office immediately. We are mandated state reporters of child abuse. All teachers must complete and present certificates for DCFS mandated reporter training.

### **CHURCH GUIDELINES**

All teachers are expected to attend Liturgy Services. Prayer Services should be attended unless it is during your plan/prep period then the supervising teacher is required to supervise students. Food and drinks are to be kept in the lounge or classroom. Cell phones must be silenced while in church. An orientation to our church guidelines will be presented by the clergy during pre-planning week.

### **CLASSROOM**

Rooms are to be kept neat and organized at all times. Training students to be organized is an important aspect of a teacher's job, and should therefore not be overlooked or neglected. Every effort should be made to maintain a pleasant, attractive learning environment in the classroom. All books, shoes, lunch boxes etc. may not be left on the floor. These items should be kept in student lockers when not in use. Marker boards must be cleaned each day. Maintenance requests should be submitted to the Head of School first. Furniture changes must be documented on maintenance request and given to the Head of School. Use only masking tape, painters tape or "sticky tac" on walls. Out of reverence to our Holy Icons, please adhere to the request on the note next to each icon, which asks to leave the area around the icon clear. Items posted on the walls and bulletin boards are to be kept current. Safety notices must be visible on classroom doors with no distractors posted around them. Emergency information must be hung up and accessible to the teacher or substitute. Classrooms in the center of the school that have double windows must keep one side covered for safety reasons. All classrooms must have unobstructed visibility from the hallway.

### **CLASSROOM CELEBRATIONS**

Three classroom celebrations occur during the school year: Fall Festival,–Christmas and Valentine’s Day. Classroom parties are free from food. Birthdays and Name Days may be celebrated with non-edible items. Those items may be passed out at the end of the day. Birthday invitations may be distributed if all students in the class are invited, or only boys or girls if desired, and will be distributed at the end of the day. It is the teacher’s responsibility to reach out to the room parent to share party plans with you two weeks prior to the party. If you do not receive the plans, it is the responsibility of the teacher to ask for them. Teachers should use their room parent to assist at parties, field trips, etc. Work with your room parents and help them understand your expectations for field trips and parties. Parties are to be limited to one hour, except for Christmas which is 90 minutes, and will take place the last period of the day. When needed, have ideas prepared to assist the room parents. Room parents are not allowed to bring smaller children/siblings to the parties or on field trips. The classroom must be in neat order at the end of the day after a party. Only the parents who have signed up to be at the party may be in attendance. Room parents are responsible for chaperoning the class they are assigned to and may not leave the room to visit other children/classrooms during party time. Any deviation from these directions must be approved by the Head of School.

### **CLASSROOM LIBRARIES**

Each classroom must maintain a classroom library. It should be a functional, practical, useful and enjoyable part of the classroom. There should be a check-out system for books. Books damaged or lost will be expected to be replaced by the student.

### **CLUBS**

All teachers are encouraged to support an after school club. Please submit a club proposal form to the Head of School prior to initiating a club. Clubs must have a minimum of 10 students and meet for 10 sessions. A fee of \$50 per student will be charged for each club. Once the club has been approved, the sponsor may send out permission forms. All clubs go from 3:30 – 4:30 p.m. Student sign-up will be on a first- come, first-serve basis. The club sponsor is responsible for taking attendance each session and staying until all participants have been picked up for the evening. Students who are not signed up for a club may not enter into the club after it has started. A request for payment must be submitted at the completion of the club in order to process payroll.

### **COMMUNICATION SOURCES**

Several forms of communication both in print and electronically are available to our parents. Our school website [www.koraes.org](http://www.koraes.org) is a good way to check for information and upcoming events regarding the school. Phone messages and/or emails may be left for the teachers at any time during the school day with the expectation that the teacher responds within 24 hours. Texting parents is strongly discouraged and may only be used in the case of an emergency. Curriculum Night is scheduled at the beginning of the school year to familiarize parents with their child’s teacher and curriculum. Two Parent/Teacher Conferences are scheduled each year for formal discussions about student progress, but appointments may be scheduled at any time with the teachers or the Head of School to discuss any areas of concern. All KPTA announcements, bulletins and information about student progress is included in this folder. Parents are to sign and return this folder each Monday morning so that we can be certain that they have viewed their child’s weekly papers. Teachers are expected to keep their web pages updated weekly or daily when appropriate. Web Page and Google Classroom must be kept current with what skills and concepts students are learning, upcoming announcements and news. Teachers are also expected to keep pictures current. Classroom expectations, daily class schedule, field trips, due dates, etc. are to be posted. The teacher’s website should serve as a lifeline to the class.

### **CORPORAL PUNISHMENT**

Teachers are not to use corporal punishment including but not limited to slapping, paddling, or prolonged maintenance of students in painful positions or intentionally inflict bodily harm.

### **COUNSELING**

Students needing special help of any kind should be referred to the Head of School. The Head of School will make the necessary arrangements for follow-up procedures with qualified resources personnel. This may include parish clergy or Palos 118 personnel.

### **CUMULATIVE RECORDS**

Each student has a permanent folder on file in the school office, which must be reviewed by the teacher at the beginning of the school year. Any information that will help guide the student’s future progress should be placed in this file. Trimester grades, MAP test scores, health data and personal information are recorded on the cumulative card, which is in each folder. All information must be confidential. Records may be checked out from the office and must be checked back into the office prior to dismissal. No cumulative records may remain in the classroom overnight. All teachers are required to meet the needs of all students with modification or special strategies listed in the cumulative record file or as determined in an SST meeting or special education ISP.

## **CURRICULUM**

Students at Koraes are taught in English in the core content areas corresponding to their age and grade in the public schools including language arts, mathematics, sciences, social studies, fine arts and physical development and health. Students are additionally instructed in Greek language one period each day.- Curriculum coordination is the responsibility of the Head of School. All teachers are expected to participate in curriculum development and implementation of curriculum materials. All objectives must follow the Illinois Learning Standards supported by the Common Core and must be noted as such in teacher plans.

## **CURRICULUM NIGHT PREPARATION**

More specific information will be given prior to Curriculum Night. Teachers will provide presentations in the classroom following a parent meeting in the East Room. Teachers are expected to review daily routines, daily schedule, homework expectations, classroom expectations for behavior, reading logs, curriculum used and any technology usage. Teachers must collaborate with the Greek teachers to allow for time in the presentation. Please be courteous as to not use this time as a Parent/Teacher Conference. Middle School parents should follow their child's schedule.

## **CUSTODY**

In the absence of a court order to the contrary, Koraes Elementary School will provide both parents with 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. The emergency cards and PowerSchool will be highlighted with this information.

## **DETENTION: infraction sign up**

Each Thursday afternoon detention takes place from 3:30 – 4:30 p.m. All teachers are expected to supervise and a calendar will be shared through Google. Students in detention will be given a behavior intervention packet to complete. Packets may be found in the office where forms are located. At the end of detention, bring the student to the front office and give the completed packet to the Head of School. No other school work may be completed during detention. Packets are to be legible, neatly written, and spelled correctly. All questions are to be answered in complete sentences.

## **DISCIPLINE OF EMPLOYEE**

In the event of misconduct or any behavior that is so determined by the administrator to be harmful to the children, the staff, or the mission of the school/learning environment in any way, immediate dismissal may occur. Other forms of discipline that may occur, include warnings both oral and written as well as suspension While the employer will make its best efforts to progressively discipline beginning at Step 1, nothing in this Section shall require Ss Constantine and Helen Parish Council, School Board, Head of School; or designee, to exhaust any or all of the foregoing disciplinary actions or methods when a determination has been made of the need to discipline a teacher(s). The discipline step imposed is at the discretion of the employer and is dependent upon the severity of the employee's actions or omissions and the employee's disciplinary history.

### **1. Suggested Discipline Steps - See discipline steps in the Student/Family Handbook**

#### **Step 1: Counseling and verbal warning**

When an employee is verbally warned or counseled about a disciplinary matter, a written record of the discussion, noting the date, event and recommended action will be placed in the personnel file.

#### **Step 2: Written warning**

A written warning may be issued when warranted by the seriousness of acts or omissions of the employee or when a verbal warning has not changed the unacceptable behavior.

#### **Step 3: Suspension**

The Head of School or Board may immediately suspend an employee with pay 1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the school's best interests, 2) as a disciplinary measure for misconduct detrimental to the School, or 3) pending a School Board hearing to suspend a teacher without pay.

The School Board may suspend without pay: (1) a teacher pending a dismissal hearing, or 2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School.

Depending on the seriousness of the infraction, a teacher may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Employees may not substitute or use a sick day in lieu of the unpaid suspension. Pay may be restored to the employee if an investigation of the incident or infraction absolves the



employee.

#### Step 4: Termination of employment

An employee may be terminated as a disciplinary measure by Ss Constantine and Helen Parish Council, upon recommendation from the School Board after receipt of a recommendation from the Head of School. The Head of School and School Board will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment. However, Ss Constantine and Helen Parish Council reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense.

The Head of School's recommendation to terminate employment must be approved by the School Board and final approval may be required from Ss Constantine and Helen Church Parish Council.

### 2. Performance and Conduct Issues Not Subject to Progressive Discipline

Examples of performance and conduct that may be grounds for immediate termination and not subject to progressive discipline include, but are not limited to:

- a. Behavior that is illegal, including but not limited to theft, assault, battery, or other violent acts. Such behavior may be reported to a law enforcement agency.
- b. Harassment, Sexual Harassment, substance abuse, and intoxication.

### 3. Employee's Opportunity to be Heard

Employees will have the opportunity to present mitigating information or evidence that may challenge the allegations of misconduct. It is recommended that any mitigating information or evidence be presented at the disciplinary meeting. If a teacher is unable to present mitigating information or evidence during a step 1-2 meetings, and suspensions with pay meetings, the teacher will have three business days after that meeting to present such information to the Head of School. If the Head of School is the subject of the discipline, the information will be presented to the School Board president within three business days for consideration by the School Board.

For suspensions without pay and terminations, the employee will be given the opportunity to be heard by the School Board at a School Board hearing in closed session. The employee will be informed of the allegations prior to the hearing. At this hearing, the employee may present mitigating information or evidence challenging the allegations of misconduct.

### 4. Documentation

The employee will be provided copies of all final discipline documentation. Where appropriate, the employee may be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

### 5. Rights and Employment at Will

Nothing in this Discipline policy provides any rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Ss Constantine and Helen, Koraes Elementary School and its employees.

### **DISCIPLINE REFERRALS FOR STUDENTS**

Koraes Elementary School focuses on positive student behavior and providing a safe and secure school environment at all times. Discipline referrals may be written at any time by any staff member. Carefully state the facts only and do not write the names of other students involved. Do send the referral to the office but do not send the student. The Head of School will come to get the student as soon as possible. Teachers will use their call button or a teacher "buddy" in the case of disruptions that require more adult supervision and intervention.

### **DRESS/TEACHERS**

Teachers should at all times strive to present a professional image to students by dressing appropriately. Teachers are required to wear a dress or skirt, shirt and tie when church services are scheduled. Unless otherwise indicated as a school pride day, jeans are prohibited. Modest dress is required. Individual concerns will be addressed by the Head of School.

## **DRESS/STUDENTS**

Students are to be properly dressed in school uniforms. Students will be expected to keep themselves well groomed and dressed neatly at all times. Any form of dress or hairstyle that is considered contrary to good hygiene or that is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. It is the teacher's responsibility to record and issue uniform infractions. Teachers are expected to follow up with parents of students that are repeat offenders or for students that do not wear clothing that meet the uniform expectations. The teacher is expected to use his/her professional judgment regarding school uniforms. Uniforms must be in clean and good condition. Teachers are highly encouraged to inform parents when school uniforms (including shoes) have holes or are worn out. As a matter of dress code as well as safety, shoes must remain completely on students' feet. See student handbook for specifics.

## **DUTIES**

Staff members may be assigned non-instructional duties by the Head of School as the need arises. Such duties shall be fairly and equitably assigned in a manner easily understood by the teacher. When there is a conflict between extra duty schedule and the teacher's classroom instructional duties, the Head of School shall work collaboratively with the teacher to facilitate a mutually-agreeable resolution. Please be on time for arrival and at class period changes.

## **EARLY DISMISSAL**

Teachers are not authorized to send students out of the building during school hours. Students will not be dismissed from school unless written correspondence or phone call has been received from the parent or guardian. The office will call the classroom to notify the student when his/her parent arrives. On early dismissal days, after school care will be provided by the KPTA until 3:30.

## **EMAIL ETIQUETTE**

The school's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by Ss. Constantine and Helen Parish. Koraes Elementary School provides e-mail to aid staff members in fulfilling their duties and responsibilities, and as an education tool. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum. Note that your email is probably accessible by others through a FOIA request, through a student records request or otherwise by subpoena. The user is expected to abide by the generally accepted rules of email etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Represent yourself as a Christian. Use appropriate language. It is unbecoming to swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Consider all communications and information accessible to others.
- Make your best effort to respond to parent emails within 24 hours.

## **EMERGENCY CARDS: FORM**

Keep on file in a locked cabinet. Teachers will note and highlight all special concerns such as allergies and custody concerns. Teachers will take emergency cards on all field trips.

## **ETHICS EXPECTED BY KORAES STAFF MEMBERS**

All employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others. Please be aware that any personal electronic sites posted on the Internet must be consistent with the professional and modest profile that teachers at the school are expected to maintain. It is recommended that your personal sites should be made private. The name of Koraes School may not be used in any context on personal electronic sites. It is not permissible for teachers to communicate with students by texting or on any Internet social networking sites. Internet social networking with parents is not recommended.

All employees are required to sign an Acceptable Use of Electronic Networks document. All use of electronic networks shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **EXCUSED FROM PHYSICAL EDUCATION/OUTDOOR RECESS**

A written request is required from parent/guardian or physician for a student to be excused from physical education or outside recess. Keep this in your working file and give a copy to the physical education teacher.

## **EXPENSE REIMBURSEMENT**

Either Koraes Elementary or the KPTA will reimburse employees for pre-approved expenses related to performance of their duties, such as travel expenses and expenses for material purchases made if the purchase is pre-approved by the

Head of School prior to any purchases. Employees may not be reimbursed in full for expenses that exceed the pre-approved amount. Receipts must be submitted for all material purchases. Due to the church's tax exempt status, sales tax is not a reimbursable expense. It is the responsibility of the employee to turn in receipts within 30 calendar days of purchase. All beginning of the year purchases reimbursed by the KPTA must be turned in by September 30 to guarantee reimbursement. Employees may only go beyond the pre-approved allotment with permission from the Head of School and the KPTA. Employees must submit a signed travel expense form showing the amount of actual expenses. All receipts must be attached to the travel expense form for the reimbursement request to be processed. Reimbursement requests could take up to 45 working days for the request to be processed to conclusion. All forms pertaining to this topic can be found in the school office.

### **FACULTY MEETINGS, IN-SERVICE AND INSTITUTE DAYS**

Teachers are required to attend staff meetings before or after school when called by the Head of School. If the teacher has a scheduled school activity or other such obligation, or has a prior necessary personal commitment which requires the teacher's departure before the end of the meeting, the teacher shall inform the Head of School or other person who is in charge of the meeting of this conflict and inform the Head of School of the reason for the conflict before the meeting begins, unless there is an emergency. Teachers will attend all teacher institutes and in-service days as requested by the Head of School and including monthly committee meetings. Teachers who arrive late or miss scheduled meetings without prior notice to the Head of School are subject to documentation and lower ratings in Domain IV on their Performance Evaluation.

### **FASTING**

The Orthodox Faith requires abstaining from meat on Wednesday and Friday, as well as abstaining from meat and dairy products for various holidays. Specific directions will be given throughout the year by our clergy. It is not the responsibility of the teacher to monitor a student's fasting practices. Communication regarding fasting will be communicated from the school office.

### **FIELD TRIPS**

Team leaders along with their grade level teams are encouraged to plan a minimum of 2-3 field trips during the year to correlate with an educational unit the students are studying. The Head of School must approve all field trips at least three weeks in advance. Field trip request forms are available in the front office. Once the field trip has been approved the administrative assistant will contact the bus company for a quote. It is the responsibility of the teacher to follow up with the administrative assistant regarding the permission slip. Please see the Parent/Student Handbook. Students may not bring cameras or other electronics on field trips without explicit permission. Field trips proposed less than 3 weeks in advance may not be approved.

- The parents must give written permission slips before any student is allowed to go on a field trip. Send a field trip form home to parents two weeks in advance. If parents do not submit a permission slip, the student(s) are to remain at school. Make arrangements for the students to attend another class. Also make sure to prepare work for the student(s). Make every effort to collect money and field trip forms.
- Administration will review chaperone expectations the day of the trip. Teachers are to divide students into groups for each chaperone; parents do not form the groups. A list of the students that each chaperone will be responsible for should be given to the chaperones prior to departure of the field trip. - Your class will be called to board the bus by the office.
- On the day of the field trip, permission field trip forms must be carried with you. The names of students absent and/or arrangements made for students not participating must be given to the cooperating teacher before departing. Teachers must take the emergency folder containing copies of student's emergency cards. Attendance must be taken on the bus both before leaving school grounds and before departure from the field trip site.
- Only members of the class are permitted to attend field trips.
- Teachers will assist in selecting chaperones by requesting on the form.
- Chaperones must be approved by the Head of School. Please turn in the names of chaperones to the office one week in advance.
- The Head of School must approve all changes to field trips. For example, a field trip time change, chaperone change, etc.

### **FILES**

It is the responsibility of the teacher to view all students' files at the beginning of the school year. Teachers are required to make all modifications as listed in the files. Instruction must be tailored to meet the individual needs of the students based on the data previously accumulated. No modifications to the curriculum may be made without following the proper SST process.

### **FILMS, AUDIOVISUAL, YOUTUBE, ELECTRONIC MEDIA ON SMARTBOARD**

Please show videos sparingly and with discretion. All video clips must be previewed by the teacher in advance and must be appropriate for our students. Please document use of electronic media in lesson plans.

### **FIRE DRILLS**

The teacher will determine and train students to know which exit is to be used as designated in the fire drill. Classroom teachers should make sure the lights and doors are closed before evacuating the building. Students are to remain silent during all aspects of the drill. Since any fire drill might be a real evacuation due to fire, it is necessary for the teacher to take his or her emergency cards with him/her on all drills, so that an accurate check can be made in the event of an actual disaster. Teachers must also bring the red/green laminated sheets of construction paper.

Once in place outside, the teacher will hold up the appropriate color: green = all present, red = a student from your class is missing and unaccounted for outside. This will help us see at a glance if all students are present. The Head of School will maintain phone contact with the front office to report any students who are missing. Once the all-clear signal is given, students may re-enter the building. Students must remain silent when returning to the building until back in the classroom. It is recommended that you keep an emergency folder near the door of your classroom to keep your attendance list, emergency information and colored construction paper sheets handy.

### **EMERGENCY EVACUATION LOCATIONS**

In the event of a major emergency or occurrence which would require an evacuation of our school building, area institutions have offered their facilities to serve as a "safe house" for our students. As part of our district safety plan, we have drills with students to practice in the event of a real emergency. -The safe house locations for our school are listed below:

Stagg High School  
8015 W 111th St.  
Palos Hills, IL 60465  
708-974-7400

Sacred Heart Church (alternate site)  
8245 W. 111<sup>th</sup> St.  
Palos Hills, IL 60465  
708-974-3336

### **EMERGENCY SCHOOL CLOSING**

In cases of bad weather and other local emergencies, teachers will be notified via text message. If we dismiss early for an emergency, all after-school functions are automatically canceled. Please do not communicate any changes to activities that are related to the church (JOY, GOYA, etc.) unless as told do so by the priest.

### **FLAG**

Teaching our students to be patriotic is part of our school's mission. Both the American and Greek flags will be displayed in each classroom. The Pledge of Allegiance will be recited at the beginning of each day after prayer. In the event that it is not recited, the homeroom teacher will recite the pledge with his/her students in the classroom. All students are expected to know the Pledge of Allegiance.

### **FRIDAY FOLDERS**

Will be sent home with all students (PreK-5). Please maintain the FF sheet and send it home to be signed and returned by parents each week. All KPTA flyers and other notes approved by the school office should go home in FF also.

### **GCN (Global Compliance Network) MODULES**

All staff are expected to complete all modules by the posted deadlines. These modules are mandatory trainings for staff and most are required for compliance. Failure to meet the posted deadlines may result in lower rating on the evaluation tool and final summative rating. Teachers will be provided release or institute time throughout the year to complete the modules.





### **GRADING/GRADE BOOKS SYSTEM**

Both students and parents need a very clear and concise explanation of your grading system. All marks should reflect the student's effort in relation to his/her own ability. No extra credit work may be given. First and second grade grading policies should be consistent; third through fifth should be consistent; sixth through eighth should be consistent. Grades must be entered into PowerSchool in a timely manner. Teachers are expected to keep grades current. All subject areas receiving grades must be updated weekly. Failure to keep accurate and updated grades in Powerschool may result in lower ratings for the teacher on the evaluation tool. Exact details of Koraes grading policies can be found in the student handbook.

Outlined and defined Indicators:

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
N/A	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.

Example that may be used to explain indicators:

Your goal: To ride a bike by yourself	
	4 <b>Exceeding the Grade Level Standard</b> Wow! You not only ride a bike on your own, but you can pop a wheelie, jump ramps, and perform other bike stunts.
	3 <b>Meeting the Grade Level Standard</b> Congratulations! You are successfully riding a bike by yourself.
	2 <b>Progressing Toward the Grade Level Standard</b> You are pedaling well and staying upright as long as someone is holding on and giving you a little push.
	1 <b>Not Meeting the Grade Level Standard</b> You are riding a bike, but using training wheels.

Condensed Indicators

Indicators for Academic Performance	
4	<b>Exceeding Grade Level Standard</b> The student <b><u>consistently exceeds</u></b> grade level standards and expectations.
3	<b>Meeting the Grade Level Standard</b> The student <b><u>consistently meets</u></b> grade level standards and expectations.
2	<b>Progressing Toward the Grade Level Standard</b> The student is <b><u>progressing</u></b> toward grade level standards and expectations.
1	<b>Not Meeting the Grade Level Standard</b> The student is <b><u>not meeting</u></b> grade level standards and expectations. <b><u>Additional instruction, practice and support</u></b> is necessary to move toward grade level standards and expectations

NA	Not assessed at this time
----	---------------------------

Used for Characteristics (K-8)

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

Grading Scale Grades 3-8

98-100	A+		90-92	B+		82-84	C+		74-76	D+		68↓	F
95-97	A		87-89	B		79-81	C		71-73	D			
93-94	A-		85-86	B-		77-78	C-		69-70	D-			

**GRADUATION:**

The homeroom teachers will collect the graduation fees for kindergarten and eighth grades. Graduation exercises are to be held on a day designated by the Head of School. The Head of School will designate the teachers who are to prepare the graduation program. It is the respective teacher's responsibility to keep the Head of School informed at all times as to the program format of the graduation program with final approval coming from the Head of School.

**GREEK PROGRAMS - OXI, GREEK LETTERS DAY, and MARCH 25<sup>TH</sup>:**

Will be coordinated by the Greek department teachers and Head of School.

**HALLWAY DUTY**

All teachers are required to supervise the corridor in front of their rooms during their passing time. All teachers are responsible to monitor students in the corridor regardless of grade level. Hall duty should not be considered merely as supervision. It is also the time to establish good rapport, which is essential to a good learning environment. A few minutes spent in establishing good human relations when students enter the room at the beginning of the day will pay big dividends in the classroom.

**HEALTH POLICIES**

The school will observe recommendations of the Illinois Department of Public Health (IDPH) and Center of Disease Control and Prevention (CDC) regarding communicable diseases.

1. Parents are required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. Students absent for three or more days will be asked to provide a note from a physician indicating diagnosis and timing of when the student may return to school.

### **Contagious and Infectious Disease Reporting**

Parents are to notify the school office as soon as possible if the student develops a potentially contagious illness. Per state guidelines, our school must report suspected or confirmed cases of the diseases listed in Appendix C to the local health department within the number of days or hours indicated in parentheses. All reports are confidential and should include: the disease or condition being reported; child's name, DOB, age, sex, race/ethnicity, address, and phone number; physician's name, address and phone number; diagnosis. The **(nurse or)** administrative assistant will report confirmed or suspected infectious diseases to: Cook County Department of Public Health; 15900 S. Cicero Ave; Oak Forest, IL 60452.

Readmission following illness from contagious disease will require a back-to-school permit signed by a physician. Guidelines established by the Illinois Department of Public Health, are used to control communicable diseases and will be followed by the school. See Appendix C.

### **Skin Rashes**

Students with any type of rash, sore, or other skin condition should not come to school until the condition has been evaluated and identified by a physician and a written physician's release to return to school has been provided to the school-office. The release should include the diagnosis, treatment plan and any information about precautions/restrictions to take at school.

After a student has provided a written physician's release—to return, any open wound or sore must be covered with a dressing taped on all four sides.

Students will benefit from being taught to never share personal items when active in the community, at home, or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors, water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, and good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

### **Pediculosis (head lice)**

Head Lice (pediculosis) is an ongoing problem throughout the United States. Although not a serious medical condition, it can cause an interruption in children's education; therefore, the school requires the following:

1. Parent/Guardian will be contacted if their child is suspected of having a lice infestation.
2. Siblings and close contacts will also be inspected.
3. Any child found to have live adult lice in their hair will be referred for same day treatment.
4. Parents/Guardians are strongly urged to notify their child's close contacts regarding the possibility of head lice transmission.
5. School office will provide parent/guardian with evidence based guidelines and information regarding the elimination of head lice.
6. On return to school, the Head of School **(or nurse)** may inspect the child's head for lice and will advise if follow-up is needed.

### **Food Allergies**

An increasing number of school age children have food allergies. Symptoms can range from mild reactions to severe life threatening reactions leading to the inability to breathe, a drop in blood pressure and unconsciousness. Please inform the School Office prior to the start of the school year if your child has a food allergy. All children should be strongly discouraged from sharing foods and treats with classmates. Good communication helps ensure the safety of all our children. Some classroom or lunchroom tables may be identified as NUT FREE. Children who bring NUT products will be asked to sit in the hallway or change tables. Surfaces must be wiped down before and after eating at desks in classrooms and tables in the lunchroom.

### **HOMEWORK**

Homework is an extension of the learning process meant to reinforce, enhance, or continue learning that has begun at school. It is a method of keeping parents informed about and involved with the child's schoolwork. It is a method of helping students establish self-discipline and study skills. The role of the parent is to provide support and encouragement. The role of the school is to assign meaningful homework. All students in grades PK-8 will keep a reading log. Specifics regarding grade level reading logs are to be determined by the classroom teacher. Teachers in grades (K-5) will assign reading and math on a daily basis Holy Week. Please try to avoid tests/quizzes during Holy Week.- Middle school may assign zeros for incomplete or missing homework. Please see Parent/Student Handbook for teacher responsibilities for "absences outside of school holidays." All assignments must be clearly and accurately posted on Google Classroom or web page each day prior to the teacher's departure.

Tips For Teachers *(and things for parents to look for):*

- **Give the right amount of homework.** Overloading students with too much homework can be counterproductive at all ages.
- **Keep parents informed.** Let parents know the purpose of homework and what your class rules are.
- **Vary the homework.** Homework is a great way for kids to practice things learned by rote (spelling, math facts,

foreign language). It is also a great way to show kids that what they learn in school applies to things they enjoy at home (calculating batting averages, reading the back of a cereal box). Mix it up.

- **Never give homework as punishment.** That implies that you think schoolwork is aversive. Children will pick this up.

Homework Guidelines:

PK	10 minutes
K	10-15 minutes
1	20-30 minutes
2	30 minutes
3	30-40 minutes
4	40 - 50 minutes
5	50 - 60 minutes
6-8	60 - 90 minutes

### **ILLNESS OF STUDENT**

If a student complains or appears to be ill, he or she may be sent to the office with a note explaining the facts. It is important that this be done as soon as possible in all cases. Whenever there is a suspicion of a contagious disease, or the student seems to be seriously ill, parents will be notified by the school office. The child's temperature will be taken. If a fever is present (**100 degrees or higher**), the parent will be notified. Please communicate with the office when sending a child to the office for an illness, etc.

### **IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION**

#### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and , with proof of immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, early childhood, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one (1) and seven (7) years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.

Unless an exemption or extension applies, failure to comply with the above requirements before September 1st will result in the student's exclusion from school until the required health forms are presented to the school. New students who register after September 1st of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization before September 1st, the student must present, before September 1st, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering immunizations.

A student transferring from out-of-state who does not have the required proof of immunization before September 1st, may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccinations is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the



vaccinations is properly submitted.

### **Eye Examination**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Dental Examination**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each year. Students will not be excluded from attending school due to failure to obtain a dental examination.

### **Exemptions**

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Health examination or immunization requirements on medical grounds if a physician provides written verification.
2. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
3. Dental examination requirements if the student's parents/guardians show an undue burden or a lack of access to a dentist.
4. Additional health examinations and further evaluations of students may be required when deemed necessary by local school authorities.

### **INTERCOM**

The intercom will be used by the clergy, Head of School, and administrative assistant for various prayers, directives, and announcements. It is imperative that you direct the students' attention to these important announcements. Students are to be silent during announcements, prayers, and directives. Students making announcements may use the intercom only with a pre-approved script.

### **INTRUDER/EMERGENCY LOCKDOWN**

If a teacher sees a suspicious person in or outside the school building, lock the classroom door and contact the office immediately. The Head of School will investigate the situation. Teachers should not confront the intruder. The signal for intruder or emergency lockdown in the school building: "Teachers, this is a lockdown." All students are to be taken in the classroom with the lights off and doors locked, huddled in a corner away from the windows, if possible. Classrooms that have two ways into the classroom must have one set of the windows covered. Teachers must remain with their assigned class at all times until the all clear signal is given. Please be certain that all exterior/perimeter doors are locked once arrival and dismissal procedures are completed for the day. Teachers will text/email the administrative assistant and the Head of School of missing students or problems in the classroom.

### **LEAVING SCHOOL GROUNDS**

Students are not to leave the school grounds without the Head of School's permission. Teachers may not leave the building without notifying the Head of School and must sign out and sign back in upon returning.

### **LESSON PLANS**

Effective and efficient teaching requires that the work be carefully planned at least one week in advance. Written plans are also necessary to permit a substitute to carry on the work of the class when the regular teacher is absent. Revise your plans as it becomes necessary after the lesson has been taught. Each lesson should consist of a specific-learning target,

indication of how it is to be implemented, and how it will be evaluated and any plans for differentiation and small group work. Specify learning target, homework (HW), class-work, (CW), activities, and tests in plans. Lesson plans will be completed in a shared folder on Google and due no later than 8 AM Monday morning. Failure to keep consistent, complete plans may result in lower ratings on the teacher's evaluation under Domain 1 Planning and Preparation and Domain 4 Professional Responsibilities. The learning target and the Common Core Standard must be noted for each lesson.

### **LOCKS/LOCKERS**

Locks are given out at the time of registration to students who are new. If locks need to be replaced, a \$5.00 fee will be charged for a new lock. Only Korae's locks are allowed on lockers. Teachers must have students' lock combination recorded and submitted to the school office. Students are required to keep their lockers locked overnight and through the weekends. The school is not responsible for any lost or stolen items from lockers. Please teach students to organize and keep their lockers clean. Lockers may not be overly decorated on the inside and not at all on the outside. Lockers will be cleaned out no less than once a-trimester under supervision of teachers. Students may access their lockers at the start of the school day, before and after PE, before and after lunch and at the end of the day. Lockers are the property of the school and may be searched by the Head of School if there is concern regarding the contents.

### **LOST AND FOUND**

Lost and found articles are located in the office. Ask the administrative assistant for help. Students may check lost and found before and after school but not during school hours.

### **LUNCH**

Students bring their own lunch. No student is permitted to leave the school grounds for lunch without permission from the Head of School. Wednesdays and Fridays are (no meat) fast days. Lunches that are dropped off by parents during the day will be kept in the front office. Students may pick these up on the way into the lunchroom. Teachers eat lunch with students. Lunch periods are designated on the master schedule.

### **MAINTENANCE**

Please do not go directly to custodians with requests. Fill out maintenance requests and turn into administrative assistants when you have a maintenance concern.

### **PERSONAL MEDICATION**

Teachers must secure all personal medications and note any health concerns on the Staff Emergency Card.

### **MEDICATION FOR STUDENT**

All student medications must be kept in the school office. Students must take their medication only in the school office where it will be documented and kept by the administrative assistant.

### **MISSING CHILDREN 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 cell, 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 in Powerschool and report to the Head of School if there are any unusual patterns of absences and/or tardies.

### **MORNING PRAYER**

Each day begins with morning prayer over the intercom and is projected into the classroom. Students are not to be in the hallways during prayer. Students arriving at 8:28 or later must wait by the office to be dismissed to the classroom until prayer is over. Teachers are asked to please stand with their classes and monitor their behavior. Students who are not present during morning prayer are to be marked tardy or absent.

### **NON-DISCRIMINATION POLICY**

Korae's School is operated under the auspices of Saints Constantine and Helen Greek Orthodox Church.

Korae's admits Orthodox Christian students of any race, sex, national or ethnic origin to all rights, privileges, programs, and activities generally accorded to students in school.

It is the policy of Korae's School to provide equal opportunity in employment to all employees and all applicants for employment. No person shall be discriminated against in employment by reason of race, color, sex, national origin, age, military discharge, marital status, mental or physical handicap unrelated to the ability to perform the duties of this position, except when one of these characteristics is a necessary qualification of a position.

### **NOTES/Written COMMUNICATION TO PARENTS**

The Head of School must approve all formal letters going home to parents. Homework, missing assignment notes and other informal notes that do not go out to the entire class do not need approval. Email notices of unsatisfactory progress will be sent home as the need arises. Continual communication with parents is imperative.

### **OFFICE GUIDELINES/REMINDERS**

- Check mailboxes and email regularly. At a minimum, email shall be checked before school on a plan period and after school.
- Requests for makeup assignments will be emailed to you if they come through the office.
- Sign in and out daily.
- Office forms are located in files on the bookshelf outside of the health office in the blue bin. These forms are there for your convenience. When you notice that a particular form is low, as a courtesy to others please make more copies and place them in the file.

### **MONEY COLLECTING PROCEDURES**

- Never leave money in your classroom overnight. Turn in all money collected prior to your departure each day.

### **CUMULATIVE RECORDS**

Reviewing cumulative cards is required. Student records may not leave the office.

### **COPYING/PRINTING**

Teachers are expected to run copies back-to-back whenever possible. Think “green” before you copy. Copying may not be done for other schools or for personal reasons. Copy paper that students have brought in from supply lists may be brought to the office and kept on the shelves. Use red or green when color doesn’t matter in order to conserve paper. Please avoid sending students into the teacher’s lounge to retrieve copies. Large copy jobs should be reserved for off-peak times as a courtesy to others. It is helpful to alert the office when paper supply is running low. It is the responsibility of the staff to help load the copy machine when it is running low.

### **LAMINATING**

If there is a jam or the machine is not working properly, the teacher shall notify the administrative assistant.

### **PARENTS**

Parents are an important part of our school and are welcome at Koraes. Please notify the front office if a parent is coming to your classroom (time and purpose of visit). Unnecessary interruptions to the instructional day should be kept to a minimum and this procedure will help us manage the process. Parents who come into your classrooms may not grade papers, tutor students, or handle papers of other students for privacy reasons.

### **PARENT COMPLAINT**

When the administrator receives a complaint regarding a teacher from a Koraes parent, the parent will be encouraged to discuss the complaint with the teacher. In the event the parent is unwilling to do so, no later than five (5) school days after receipt of the complaint, the teacher and the administrator will meet to discuss the nature of the complaint and the teacher will be asked to provide a response. Upon receiving the teacher’s response, the administrator may invite the parent and the teacher to attend a meeting to discuss the complaint. The teacher will be notified of any action taken based upon the complaint. Should any written record, evaluation, or reprimand result from such a complaint, the teacher shall have the right to attach written comments. The timelines in this section may be extended whenever circumstances dictate.

### **PATRIOTISM/US HISTORY**

1. Provides instruction in:
  - a. American patriotism
  - b. The principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and
  - c. The proper use and display of the American flag
  - d. The method of voting in elections by means of the Australian ballot system
2. Shall require pupils to recite the Pledge of Allegiance daily [105 ILCS 5/27-3 and 27-4], and
3. Shall require not less than one hour per week, or the equivalent, to be devoted to the study of this subject matter in the 7<sup>th</sup> and 8<sup>th</sup> grades
  - a. No student shall receive a certificate of graduation from the 8<sup>th</sup> grade without passing an examination on these subjects.
  - b. No student shall graduate from the 8<sup>th</sup> grade unless he or she has received instruction in the history of the United States and has given evidence of a comprehensive knowledge of the subject and passed US Constitution and Illinois Constitution tests. [105 ILCS 5/27-21]

### **PERSONNEL**

## **Employee Harassment**

The school does not tolerate workplace harassment and is committed to providing an employment environment free of unwelcome harassment for its employees. It is unlawful and against School Board Policy for any employee, parent, or any other individual on school property or at an activity sponsored by the school to discriminate against or harass an employee on the basis of the employee's race, color, sex, religion, age, national origin, sexual orientation, ancestry, citizenship, marital status, disability, physical or mental handicap, military status, or other protected group status. The school does not condone and will not tolerate any unlawful harassment. Therefore, the school will take direct and immediate action to prevent such behavior and to remedy all instances of unlawful harassment, sexual or otherwise.

All staff shall view GCN modules on Ethics & Boundaries for School Employees, General Harassment, Professionalism (Conduct and Appearance), and Sexual Harassment

## **Prohibited Conduct:**

### **Harassment**

Unwelcome conduct may constitute harassment if it is directed at another individual on the basis of that individual's status as a member of, or association with, one of the protected groups listed above and has the purpose or effect of substantially interfering with the employee's professional performance or creating a hostile, intimidating or offensive working environment.

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and either verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **Retaliation**

Retaliating against an employee for resisting or reporting any harassment or for participating in an investigation or testifying regarding a claim of harassment is also prohibited. Retaliation may include, but is not limited to, retaliatory discipline, change of work assignments, or refusal to cooperate or discuss work-related matters.

### **Other**

Intentionally pressuring or intimidating another employee with respect to a claim of harassment, or falsely denying, lying about or otherwise covering up or attempting to cover up any behavior described above is prohibited conduct and will subject the employee to discipline, up to, and including termination.

## **Complaints, Investigation Procedure, & Redress**

Aggrieved persons who feel comfortable doing so should first directly inform that person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop. Employees should report claims of harassment immediately to the Head of School, who shall conduct an investigation if warranted. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Any student who is determined after an investigation to have engaged in harassment, bullying, or intimidation will be subject to disciplinary action up to and including expulsion consistent with the student disciplinary policy. Any employee who is determined, after an investigation, to have engaged in harassment, bullying, or intimidation will be subject to disciplinary action up to and including termination. Any person making a knowingly false accusation regarding harassment, bullying, or intimidation will likewise be subject to disciplinary action up to including termination, with regard to employees, or suspension and expulsion, with regard to students.

### **Confidentiality**

Complaints of harassment, information disclosed during investigations, and the outcome of investigations will be kept confidential to the greatest extent possible. This generally means that the information disclosed by the Complainant and during an investigation will be held in confidence and will be disclosed to others only if needed to fully investigate and resolve the complaint. To the extent that it would be appropriate to do so, the Head of School will inform the complainant and any others who have legitimate need to know of the general outcome of the investigation.

### **Dissemination of Policy**

The Head of School shall discuss this Policy with the school's employees at the first staff meeting of each school year.

### **Abused & Neglected Child Reporting**

All teachers shall view the GCN Mandated Reporter module. Any Koraes employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report or cause a report to be made to the Illinois

Department of Children and Family Services on its Child Abuse Hotline (800-25-ABUSE or 217-524-2606). The employee also shall promptly notify the Head of School that a report has been made. The Head of School, in turn, shall promptly notify the president of the School Board. All Koraes employees shall sign the Acknowledgement of Mandated Reporter Status form provided by the Illinois Department of Children and Family Services (DCFS) and the Head of School shall ensure that the signed forms are retained.

Any Koraes employee who discovers child pornography on electronic and information technology equipment shall immediately report it to the Head of School who will report it to the School Board Chairman and to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800-843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com).

### **Faculty Conduct Expectations & Discipline**

Faculty members at Koraes are expected to maintain a safe and Orthodox Christian learning environment for students. Faculty members shall demonstrate integrity and honesty; be compassionate, considerate, and cooperative; and maintain professional and appropriate relationships with students, and set age-appropriate rules that reflect students' developmental and spiritual needs. Faculty members shall provide effective and engaging learning opportunities by drawing upon research-based best practices as they strive to help students reach their fullest potential in all subject areas.

### **PLANNING PERIODS**

Teachers are expected to use their planning periods (before, during, and after school) in class preparation and student evaluation or otherwise as directed by the Head of School.

### **PRIEST VISIT IN CLASSROOM**

Teachers and students must stand if a priest enters the classroom as a matter of respect.

### **PROFESSIONAL DEVELOPMENT:**

The Board requires that the employee attend at least one professional training (off-campus visit, observation, conference) or participate in at least one professional in-house course of study (book study) pre-approved by the Head of School. Conferences must be pre approved by the Head of School. Failure to participate in professional development may result in lower rating on the evaluation tool and the summative rating.

### **RECESS**

Teachers are expected to monitor all students during recess. As stated in the GCN module, teachers are to have active supervision. Keeping focussed on the students while they are at play is imperative to their safety. Teachers are to avoid standing in clusters with other adults in order to monitor students' safety. If there is ever a major incident or injury, teachers can be held liable by the parents. It is important for all students to get fresh air each day whenever possible, especially in the lower grades, PK-5. Recess schedules will be indicated on each teacher's final class schedule. Do not go beyond the time allotted for recess without permission from the Head of School. If the weather is below 25°, teachers may choose to take students outside. Above 25° teachers should take their class outdoors. Please carry your cell phone with you at recess for emergency purposes.

### **RELEASE OF INFORMATION**

Name, addresses, telephone numbers, grades and special evaluations of students are confidential information and must not be given out. The office only will handle this matter.

### **RELIGIOUS INSTRUCTION**

Our school is recognized by the Greek Orthodox Archdiocese of America and is subject to its jurisdiction. Religious instruction is a required part of our curriculum and will be taught by our clergy on a weekly basis. A time and day will be assigned to your class. If classes are canceled, it is the responsibility of the clergy to notify the Head of School and teacher.

### **REPORTS**

Teachers are required to fill out various reports throughout the year. It is extremely important that they be filled out accurately and promptly as directed by the Head of School. A hard copy will be placed in the Head of School's box.

### **REPORT CARDS/ PROGRESS REPORTS (from Parent/Student Handbook)**

An electronic midterm report will be issued midway through each school trimester.—Two formal parent/teacher conferences are scheduled each year. In addition, appointments may be made at any time there is a concern about the student'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. SST meetings will be initiated for students in grades 3-8 who are failing in two or more major subject areas (reading/literature, math, science, social studies) during any quarter of the school year. K-2 SST meetings will be called in an as-needed basis.

### **REPORT CARDS:**

Report cards are issued three-times a year as indicated on both the faculty and school calendars. Refer to the calendar for the grading periods and attendance periods. Remember that the report cards are an important contact between the school and home. Grades must reflect academic progress only. Comments must be posted for all grades with a C or lower. Students in grades K-5 are to use homework only for extra practice of skills being learned. Completion and accuracy are required, but a grade may not be given. Students in grade 6-8 may be graded on homework and may receive zeros for non-completion of homework. The will establish the window for deadlines to meet for the release of the report cards. It is the responsibility of the teacher to communicate with parents regarding academic progress. The teacher is to keep the parents abreast of areas of concern, lack of progress and low test and quiz scores. The parent and student must not be surprised by a grade on a report card. Keeping up with entering grades in PowerSchool and communication with parents is expected from the teacher. Failure to do so may result in lower ratings on the evaluation tool and summative rating.

### **Academic Promotion/Retention**

Retention is a serious step, taken only after many other efforts to assist the students academically have not resulted in the expected academic progress. The teacher will notify the parents of any student in danger of retention due to poor academic progress by the end of the third quarter at a formal Student Support Team Meeting (SST). Students in grades 3-8 who have failing grades in two or more of the major core areas (reading/literature, math, social studies, science) will be required to provide documentation that they attended a summer school program such as the reading and math programs offered at Moraine Valley Community College before they can be promoted to the next grade in the fall. Eighth grade students must pass all classes with a C or higher in order to participate in graduation activities.

In the event that a child fails a test (67% or below) an individual plan may be initiated by the teacher to offer remediation that will lead to one additional opportunity for the student to be administered an alternate form of the same test (Form B). An average of the two test grades will be recorded as the final grade for that test. Only one retake opportunity will be offered per exam at the discretion of the teacher.

### **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. The following academic honesty guidelines are expected of all students at Koraes:

1. Teachers are required to be monitoring students at all times during a test.
2. No talking among students may occur during tests or quizzes.
3. Students may have on their person, in/on their desk and around their desk area only that which has been approved by the teacher.
4. 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.

If found to be in violation of one of the above policies, students will receive a zero on the test, project or paper involved. Parents will be notified within 24 hours.

### **RESTROOMS**

Proper supervision must be provided by the teacher during restroom breaks. Please use restrooms near the school office only. Restrooms on the north end are for students in grades K-3 only, preschool before lunch/after nap. Students are to use the west hallway to go to the bathroom near PE. Please maintain a log in your room for students to sign in/out. It is encouraged that students go to the bathroom independently instead of in small groups. Whole class bathroom breaks aren't necessary and deter from academic learning time.

### **SAFETY DRILLS**

Safety drills will occur at times established by the Head of School. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **SCHOOL INCIDENT REPORTING SYSTEM**

The Illinois State Board of Education and the Illinois State Police have developed the School Incident Reporting System through IWAS to collect incident data. This data includes: Attacks on School Personnel, Firearms in Schools, and Drug-related Incidents in Schools (within school grounds to include within 1,000 ft. of the school). The Illinois Compiled Statutes mandates that this incident data be reported as it occurs during the year. The Head of School and administrative assistant will be responsible for submitting this data to IWAS. Teachers are required to report any incidents to the school

office immediately. Parents are immediately notified of such an incident within 48 hours. The Palos Hills Police Department and/or county sheriff is notified immediately.

## **SEARCH AND SEIZURE**

In order to maintain order and security in our school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include the school Head of School and the parish priest.

### **School Property and Equipment as well as Personal Effects Left Behind by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers and desks), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or our student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

## **SECURITY AND VISITORS**

Please instruct your students that they are not to open any outside doors to a person even if they know the person entering. Students must be instructed to inform a teacher that someone is at the door. All visitors are to be directed to the school office and 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 to 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. 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 trespass and/or disruptive behavior. High school visitors/helpers will also be required to have a pass given to them by the teacher they will be helping. They will also have to sign in and get a visitor's badge. Please alert the office when you have visitors expected in your classroom.

## **SMOKING/ALCOHOL/DRUG-USE/TOBACCO**

Drug use, alcohol use, and substance use, of any kind are prohibited. The school is drug-free and tobacco free. Teachers may be subject to disciplinary measures if this policy is violated.

## **STUDENT DISCIPLINE**

One of the most important responsibilities schools have is to establish a positive, caring, nurturing, cooperative classroom climate that contributes to learning. Students have the responsibility to be accountable for appropriate behavior at all times during the school day. Discipline is not a punishment. It is teaching students how to be responsible for their own behavior. However, in the event that a student's behavior is such that the educational process is disrupted the teacher will follow the guidelines in the appendix.

## **STUDENT SUPPORT TEAM (SST) COMMITTEE MEETING**

Teachers will document academic/behavioral concerns on an SST form and present the form along with current academic information to the Head of School for review. Teachers, administrators and parents will then meet to discuss these concerns and develop strategies to help students have a more successful school year. The SST committee will reconvene in 4-6 weeks to document and monitor progress toward the academic/behavioral goals that are set. All documents will be kept in a yellow folder in the back of the child's permanent record. All RtI procedures must be followed.

## **STUDENT PORTFOLIOS**

The kindergarten teacher will start a reading and writing portfolio for all students. All teachers will maintain both a reading and writing portfolio for new students regardless of grade level. All assessment documents must be kept in their respective file throughout the year. Teacher will turn in both portfolios to the Head of School at the end of the school year for distribution for the following school year.

## **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. Emails, referrals, SST forms and the like are considered student records. Please be cautious of using names in emails. Only one name per

discipline referral. If more than one student is involved in the incident, use the other student or the like.

### **SUPERVISION**

The Illinois School Code holds each teacher accountable for the students assigned to his/her class. Teachers shall provide proper supervision at all times whenever there are children in the building. Never leave your class unattended. This pertains to all activities before and after school. Teachers shall supervise the halls, lunchroom, playground, and other necessary areas in accordance with the schedule and directions set forth by the Head of School.

### **SUPPLIES**

Contact parents individually when students are missing necessary school supplies. Teachers are provided a stipend by the KPTA to purchase supplies. It is the responsibility of the teacher to keep all receipts and turn in for reimbursement by September 30. The KPTA will determine the dollar amount teachers may spend each year.

### **TEACHER EVALUATIONS**

The primary objective of teacher evaluation is to improve the quality of instruction. It is vital to the success of the process if the teachers and the Head of School recognize the importance and value of a procedure for assisting in the evaluating process and success of teachers. Within a reasonable time after the beginning of the school term, but in no event later than October 15th, the Head of School shall acquaint each teacher with teacher evaluation procedures.

Informal-observations will be conducted no less than two times during the year. Formal observations will be conducted at least once each year for each classroom teacher. The Head of School and teacher will meet to discuss the observation at the preconference and after the formal-observation for the post conference. The post conference will occur within ten (10) school days. The Head of School shall provide a written report to the teacher within 15 school days of the formal observation that is to be signed by both the Head of School and the teacher prior to placing it in the teacher's personnel file. If there is a need to extend the deadline it must be mutually agreed-upon by the teacher and the Head of School. If there are concerns, a plan of improvement will be written. Failure to perform satisfactorily on the plan of improvement may result in immediate removal or not being offered employment for the following school year. The Charlotte Danielson Framework for Teaching is the evaluation tool used for all formal observations and the summative evaluation. The teacher will receive a summative evaluation annually no later than April 30.

### **Improvement Plans for Performance**

Teachers will receive feedback about their performance from the-Head of School throughout the year either by informal observation, emails, notes or personal contact. If performance problems occur, a Plan for Improvement will be created by the Head of School designed to correct deficiencies in performance. This plan will be discussed with the teacher and will consist of goals that are agreed upon as areas in need of improvement. After the plan is implemented, the administrator will give feedback to the teacher as to progress toward correcting the deficiencies on a weekly basis. A formal observation will occur at the end of 30 school days after the plan is initiated. If improvement is determined, a probation period of 30 days will occur to be followed by another formal observation and conference. If satisfactory performance is determined, teacher performance will be monitored by informal observations for the remainder of the school year. If there is insufficient progress, a second plan for improvement will be written and the teacher will be observed again in two weeks. A formal conference will then be held to discuss progress. If progress is determined, a probation period of 30 school days will occur to be followed by another formal observation and conference. If satisfactory, performance will be monitored by informal observations for the remainder of the school year. If there is insufficient progress as determined by the Head of School at the end of the second plan for improvement, the teacher may face immediate removal and/or will not be offered employment for the following school year. The Charlotte Danielson Framework for Teaching is the tool used for this process and all observations.

### **TECHNOLOGY USE**

All Koraes staff must sign an Acceptable Use Policy (AUP) agreement. A copy of this will be kept in your personnel file. Students and parents must also sign an AUP in order to access the Internet at school. A written letter must be provided by the parent if permission is denied. Teachers must be aware that any personal electronic sites posted on the Internet must be consistent with the professional and modest profile that teachers at Koraes are expected to maintain. The name of Koraes Elementary School may not be used in any context on personal electronic sites. It is not permissible for teachers to communicate with students by texting, personal email or on any Internet social networking sites. Internet social networking with parents is not recommended. Contact in person, via phone, handwritten notes and through official school email are the only acceptable forms of communication with parents and students. Texting parents is highly discouraged. Befriending parents on Facebook is not recommended. All computers and information on computers are considered property of Koraes Elementary School. Teachers must understand that anything placed on their computer must be related to school business only and can be accessed by the administration at any time. Please do not display personal photos or screensavers other than those officially approved by Koraes. Teachers are to refer to the At-Will Agreement for specifics regarding technology and social media. It is strongly recommended that you do not accept parents and families as friends on your social media accounts. Koraes or school related posts are not permissible on your personal accounts.

### **TELEPHONE/CELL PHONE**

Teachers will be called only for emergency calls during classroom hours. It is always a good practice to document



telephone calls made to parents. Cell phone use and texting by teachers and students is strictly prohibited during the instructional day both in the school and on the playground. If a teacher has an emergency and is waiting for a phone call or text message, it is expected that the teacher will notify the Head of School that he/she is waiting for information and may need to step away. The teacher may only do so if there is supervision for his/her students and if it is for a short period of time.

#### **TEXTBOOK FINES: NOT FOR PRIMARY**

Please inspect all textbooks before handing out to students at the beginning of the year. Make note of any damage at this time on the textbook form. Students will be assessed a fine if the textbook is returned at the end of the year in damaged condition. In addition, Greek textbooks may not be defaced or destroyed in any way. A fine will be assessed if the Greek book is destroyed or defaced. Report cards/records will not be issued until all fines are paid.

#### **TORNADO/EMERGENCY DRILLS**

Teachers must review their emergency plans. Please train students how to properly line up, proceed to their designated location, and take cover.

#### **TRAVELING TO AND FROM THE CLASSROOM**

PreK-5<sup>th</sup> grade teachers are to instruct students to walk in organized lines silently when moving anywhere in the building. The teacher should walk at the midpoint of the line and turn periodically to check on behavior at the front and back of the line. Teachers are responsible for holding students accountable for their behavior in the hallways.

#### **VISITORS (See security and visitors)**

#### **WELCOME BACK TO SCHOOL LETTER**

Prepare a brief letter that is to be sent to parents the first day of school in August. In this letter, welcome your parents and students back to school. Also provide contact information should the parent need to communicate with you. This letter is to be turned in to the Head of School for review prior to sending it home.

***This is not an exhaustive list of teacher responsibilities and expectations and is subject to change at any time without notice by the school board or Head of School.***

### **Appendix**

#### Student Discipline Guidelines

Philosophy of Discipline - Koraes Elementary School is committed to the goal of a positive, effective, and orderly process of instruction. Members of the Board of Education, the parish priest, the Head of School, teachers, parents, support personnel, and students assume their share of the responsibility for the attainment of this goal. The parent is the child's first teacher and remains the most important teacher throughout the formative years. It must be recognized from the outset that schools and parents should be active partners in preparing students for their role in our society.

Koraes Elementary School Expectations:

- Love God and love each other. Deuteronomy 6:5; John 15:17
- Listen and obey the first time. Psalm 119:10; Proverbs 13:1; Colossians 3:20
- Use kind words and a kind voice. Proverbs 15:1; Proverbs 16:24; Ephesians 4:29
- Be honest and loyal. Deuteronomy 18:13; Zechariah 8:16
- Have a servant's heart. Proverbs 3:27; Galatians 5:13; Philippians 2:14
- Ask for permission and forgiveness. Psalms 25:11; Proverbs 3:6; Ephesians 4:32
- Try your best. Colossians 3:23
  
- Listening skills help children get to know each other, their environment, and to acquire new knowledge.
- Children learn that cooperation creates a friendly and productive school.
- Learning to talk to each other with respect forms the basis for constructive communication.
- Talking about feelings helps children accept and express emotions and to deal constructively with them. They learn to respect the feelings of others.
- Being responsible means not blaming others for what we do. Being responsible means trying to solve conflicts fairly.
- All we can ask is that children give their best effort just like we expect from ourselves.

### GCN DUE DATES

Module	Length	Due Date	Who
Active Shooter	25 minutes	8/21/2024	all staff
ADHD	25 minutes	8/21/2024	all staff
AED	14 minutes	8/21/2024	all staff
Alcohol & Drug Awareness for Employees	12 minutes	9/9/2024	all staff
Anaphylaxis	16 minutes	8/21/2024	all staff
Autism	23 minutes	8/21/2024	all staff
Asthma	18 minutes	8/21/2024	all staff
Bloodborne Pathogens	20 minutes	8/21/2024	all staff
Bullying	27 minutes	9/9/2024	all staff
Child Abuse	14 minutes	8/21/2024	all staff
Children's Internet Protection Act (CIPA)	10 minutes	9/9/2024	Greek, PE, 3-8
Classroom Management Elementary	16 minutes	8/21/2024	PK - 5, Greek , PE
Classroom Management Junior High	15 minutes	8/21/2024	6-8, Greek, and PE
Computer Use	13 minutes	8/21/2024	all staff
Concussion	28 minutes	8/21/2024	PE
Cutting Self-Harm	10 minutes	9/9/2024	PE, Greek, 4-8
Cyber Bullying	18 minutes	8/21/2024	3-8
Domestic and Sexual Violence	20 minutes	9/9/2024	all staff
Effective Communication	12 minutes	optional	all staff
Ethics and Boundaries for School Employees	21 minutes	9/9/2024	all staff
Handwashing	8 minutes	8/21/2024	all staff
First Aid	26 minutes	8/21/2024	all staff
Food Allergy	21 minutes	8/21/2024	all staff
Handwashing	8 minutes	8/21/2024	PK/K
Internet Safety	21 minutes	8/21/2024	K - 8
Managing Conflict with Angry Parents	17 minutes	9/9/2024	all certified staff
Mandated Reporter	10 minutes	8/21/2024	all staff
Mental Illness and Disorders Awareness	9 minutes	9/9/2024	K - 8, Greek, PE
Playground	10 minutes	8/21/2024	PK-5
RTI	12 minutes	8/21/2024	K - 8
Sexual Harassment	22 minutes	9/9/2024	all staff
Suicide Prevention	16 minutes	9/9/2024	6-8, PE, Greek 6-8
Teen Dating Violence	15 minutes	9/9/2024	6-8, PE, Greek 6-8
Telephone Etiquette	14 minutes	optional	all staff

# Koraes Elementary School

## Student & Staff Acceptable Use Policy

**All users (i.e. students, staff, administration, parents, and school board members) must sign the Acceptable Use Standards before using the school's electronic network and information services. Please read this document carefully before signing.**

The following are the guidelines set forth by the Illinois Association of School Boards and supported and adopted by Koraes Elementary School. These guidelines are designed for all those using the school's technology and networks (including Internet access); in addition, student-users will have only supervised access.

Koraes Elementary School has established a computer network with the capability of accessing the Internet. This will allow students to have network accounts and will provide them with access to a variety of Internet resources and 21st Century tools. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many education and global changes to date. In order for students to use the school's system and the Internet, students and their parents or guardians must first read and understand the following acceptable use policy. The use of the school's technology, networks, and access to the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time; his/her decision is final.

All use of the school's technology and the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, research, and communication. Koraes has an educational responsibility to instruct students in the appropriate use of electronic resources. Access to the school's technology and the Internet must be for the purpose of education or research and be consistent with the educational objectives of the school. This Authorization does not attempt to state all required or prescribed behaviors of users. However, some specific examples are provided under the Terms and Conditions for Acceptable Use.

The failure of any user to follow any of the terms of the Authorization for Internet Access and Technology Usage will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the School's Agreement regarding permissible technology use form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **COPPA Notice**

The Children's Online Privacy Protection Act (COPPA) is a federal law governing the online collection of personal information from children under 13. The rules spell out what a website operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online.

Koraes Elementary School utilizes several educational software applications and web-based services that are operated by third parties. In order for our students to use these valuable programs and services, certain personal identifying information, generally the student's name and username and/or email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools to consent to the collection of personal information on behalf of all of its students when the information will be used solely for educational purposes, eliminating the need for individual parental consent given directly to the website operator. More information regarding COPPA is available on the Federal Trade Commission website at [www.ftc.gov](http://www.ftc.gov).

### **Curriculum and Appropriate Online Behavior**

The use of the school's electronic networks shall (1) be consistent with the curriculum adopted by Koraes as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials. As required by federal law students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. The school's electronic network is part of the curriculum and is not a public forum for general use. The school expects that faculty will integrate the use of relevant electronic resources throughout the curriculum and will provide supervision, guidance and instruction to students. Such resources will be previewed and evaluated by faculty prior to use, and students will be expected to follow faculty direction for accessing these resources.

### **Terms and Conditions for Acceptable Use**

1. The network may not be used to download, copy or store any personal software, shareware or freeware.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the district network without district authorization.
3. The network may not be used for any activity that violates federal, state or local laws or school rules. This includes, **but is not limited to** illegal activities such as threatening the safety of another person or violating copyright laws.
4. Network users may not use vulgar, derogatory or obscene language. Use may not engage in personal attacks, harass or post private information about another person.

5. Network users may not log on to someone else's account, attempt to access another user's files or delete other user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
6. Network users may not access internet sites that contain obscene material or promote illegal acts. If a user accidentally accesses this type of information, he or she needs to immediately notify the district teacher or administrator in charge.
7. Network users may not engage in "spamming" (sending an annoying or unnecessary message to a number of people) or participate in chain letters.
8. Network users are prohibited from downloading copyright material or plagiarizing electronic copy.
9. Network users may not play games that are not teacher directed/supervised and educational in purpose.
10. Network users may not intentionally waste computer resources. This includes, but is not limited to, unnecessary and excessive printing, storing of large or an excessive number of files, and video streaming without authorization to do so.
11. Vandalism will result in loss of privileges and other disciplinary action, and the user will be responsible for any costs related to the damage incurred. This also includes the uploading or creation of computer viruses.
12. Never share your own personal information or personal information of others over the electronic network. Maintain confidentiality at all times.
13. Never agree to meet in person with anyone you have met online without express approval of your parent or guardian.
14. Notify your teacher or an administrator immediately if you receive an inappropriate message or encounter any material that violates this Acceptable Use Policy.
15. Koraes Elementary School may provide users with mobile computers, other devices, or online subscription services to promote learning inside and outside the classroom. Users should abide by the same acceptable use policies when using school purchased software and hardware off the school network as on the school network. Use of these resources may be monitored.
16. Network users will not try to find ways to circumvent the school's safety measures and filtering tools.

### **General Information**

1. The school will not be responsible for any personal damages, including but not limited to loss of data, non-deliveries, service interruptions or accuracy/quality of information obtained through its services.
2. Network security is of highest priority. If a user identifies a security problem, he/she must notify the system or building administrator immediately. Do not demonstrate the problem to others. Keep your account and password confidential.
3. Each school computer with Internet access has a filtering device to block inappropriate materials from entering the school's network. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The school cannot guarantee that filtering software will in all instances successfully block access to inappropriate materials.
4. All data stored on school network/computers must be work related and therefore the property of the school. When an employee leaves the district for any reason he or she can expect that his or her data will be removed immediately or transferred to another employee.

Technologies covered: Koraes Elementary School may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email and more. As new technologies emerge, Koraes will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

**Koraes Elementary School  
Authorization for Access to Electronic Networks  
and Information Services  
User Agreement**

I understand and will comply with the Koraes Elementary School Acceptable Use Policy for Accessing Electronic Networks and Information Services. I understand that the school and/or its agents may access and monitor my use of the Internet, including my Email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges will be revoked and school disciplinary action and/or legal action may be taken. In consideration for using the school's electronic network connection and having access to public networks, I hereby release the Koraes Elementary School and Board members, employees and agents from any claims and damages arising from my use of, or inability to use the Internet.

\_\_\_\_\_  
**Print Name**

Koraes Elementary School  
**School**

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Date**

**This form must be turned in prior to use of technology at Koraes Elementary School.**