



Student - Family Handbook  
2024-2025

**One School, One Heart**

Faith, Knowledge, and Friendship.

**Koraes Elementary School**

11025 S. Roberts Road  
Palos Hills, IL 60465

☎ 708-974-3402

Fax: 708-974-0179

🌐 [www.koraes.org](http://www.koraes.org)

## Student Handbook Acknowledgment

Name of Student: \_\_\_\_\_

### Student Acknowledgement and Pledge

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

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

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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Acknowledgement

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

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

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

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

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Table of Contents

## School Mission, Vision and Strategic Goals

Mission	7
Vision	7
Strategic Goals	7
Beliefs	8
Admissions Policy and Registration	8
Registration Requirements	8
Enrollment	9
School Hours	9

## General Information

History of Koraes	10
School Calendar	12
Faculty and Staff	13
Student Body	14
KPTA and School Board	14
Access to School Grounds	14
Before and After School Care	14
Field Trips	15
Lost and Found	15
Lockers and Classroom Desks	15

## Communication

Communication Sources	15
Communication with Koraes Staff	16
Telephone and Messages	16
Textbooks and Classroom Libraries	17

Unreturned Parent/Student Handbook Sign-Off Forms	17
---	----

### Attendance

Attendance	17
Attendance at School Sponsored Events	18
Student Absences	18
Early Dismissal	19

### Student Success

Academic Competitions	19
Academic Integrity	19
After School Learning Opportunities	20
Community Service	20
Greek Programs	21
Report Cards and Progress Reports	21
Student Support Team Meetings	21
Grading and Promotion	22
Homework	23
e-Learning or Remote Learning Guidelines	24
Graduation	24
National Junior Honor Society	25
Student Council	25

### Dress Code

Dress Code	25
School Uniforms	26
PE Uniforms	27
Casual Days	27
Special Uniform Dress Code Notes	28

### School Visitors and Volunteers

Visitors	29
School Volunteers	29
Visitor Code of Conduct	29
<b>Transportation</b>	
Parent Drop Off and Pick Up	30
Bus Transportation	31
Bus Conduct	32
<b>Health and Safety</b>	
Immunization, Health, Eye & Dental Examination	32
Injuries	33
Campus Security	
Eye Protection School Act	34
Koraes Student Wellness Policy	34
AEDs	35
Student Medication	35
Safety Drill Procedures and Conduct	36
School Incident Reporting System	37
Emergency School Closings	37
Communicable Diseases	37
Head Lice	38
Erin's Law	39
Missing Children's Act	39
Child Abuse and Neglect	39
Custody	39
Invitations and Gifts	39
Treats and Snacks	39

Students with Food Allergies	39
Care of Students with Diabetes	40
Exemption From PE/Recess	40

## **Discipline and Conduct**

Standards of Conduct	40
Violations Defined	42
Consequences Defined	44
Violation - Consequence Alignment	45
Student Behavior	46
Prevention of and Response to Bullying, Intimidation and Harassment	50
Bullying/Harassment School Incident Reporting Form A	55
Sexual Harassment & Teen Dating Violing/Harrance Prohibited	56
Lunchroom Rules	57
Field Trips Rules	58
Access to Student Social Networking Passwords & Websites	58
Student Use of Chromebook Devices	58

## **Internet, Technology and Publications**

Internet Acceptable Use	60
Network Etiquette	61
No Warranties	61
Indemnification	61
Security	61
Vandalism	61
Copyright Web Publishing Rules	61
Cell Phones	62
Use of Email or Google Accounts	62

## Search and Seizure

Search and Seizure	63
--------------------	----

## Student Records and Privacy

Student Privacy Protections	63
-----------------------------	----

Student Records	64
-----------------	----

## Parental Right Notifications

Standardized Testing	67
----------------------	----

School Visitation Rights	67
--------------------------	----

Mandated Reporter	67
-------------------	----

Sex Offender Notification Law	67
-------------------------------	----

Parent Notices Required by the Every Student Succeeds Act	68
---	----

Parent Code of Conduct	68
------------------------	----

## School Mission, Vision and Strategic Goals

## Mission Statement

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

## Vision Statement

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

## Strategic Goals needs to be updated

**Goal 1:** Koraes School will ensure a quality education for all students by focusing on teaching and learning that is aligned with the Illinois Learning Standards.

**Goal 2:** Koraes School will ensure a safe, secure and orderly Christian environment for all.

**Goal 3:** Koraes School will optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all necessary resources to meet current and future demands.

**Goal 4:** Koraes School will recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.

**Goal 5:** Koraes School will meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.

**Goal 6:** Koraes School will provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.

**Goal 7:** Koraes School will apply continuous quality improvement strategies and principles as the way the organization conducts business.

## Our Beliefs

- Each child is taught to honor and respect their unique identity to the Orthodox Faith and our cultural heritage through Christ-centered religious instruction
- Each child's comprehensive needs can be met through the shared partnership of school, family and church
- Parent involvement is critical to the success of our children and our school
- Active engagement in challenging learning opportunities should be balanced with service that is connected to the school and the broader community



- A healthy lifestyle and awareness of well-being is practiced by everyone in a school environment that is safe and secure
- Each child deserves access to personalized learning that is supported by qualified, caring teachers and staff
- A growth mindset is imperative in our work with children
- Academic literacy in the Greek Language is of great importance

## Admissions Policy and Registration- needs to be updated

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

### Priority of Consideration for Admission

KES does not guarantee admission to any individual student or group of students at any grade level. Prior enrollment does not guarantee the following school year's admission. Generally, KES offers preferential consideration to siblings of current Preschool - Grade 8 students, children of faculty, and children of active stewards of Saints Constantine and Helen Greek Orthodox Church. In all cases, the Admissions Committee considers every applicant individually and in relation to the applicant pool. Many factors affect our admission decisions. These are difficult decisions for us and for our applicants. Each year is different and presents different challenges and opportunities. After the Admissions Committee has met and made a determination regarding enrollment eligibility, families will be notified via email if their student has been admitted for the upcoming school year or placed on a waiting list. The email will be sent on the first Monday of May.

At the time of registration, the incoming student's original birth certificate and baptismal certificate must be presented. A record of compliance with local and state health requirements must be submitted to the office. Students entering kindergarten must be five years of age on or before October 1<sup>st</sup>. Students entering the preschool program must be three years of age and be toilet trained.

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

### Registration Requirements

#### State of Illinois Registration Requirements

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

1. Medical Forms: Preschool, Kindergarten, 6<sup>th</sup> and new transfers with proof of immunizations.
2. Dental Forms: Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> graders and new transfers are required to show proof of a dental examination.
3. Vision Forms: Kindergarten and new transfers are required to show proof of a vision examination.

4. Birth Certificate: Preschool, Kindergarten and new transfers

### **Baptismal Certificate**

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

### **Enrollment needs to be updated**

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

- Forms can be downloaded from our website at [www.koraes.org](http://www.koraes.org) and returned to [registration@koraes.org](mailto:registration@koraes.org)
- Transfers are welcome into any grades welcome with transcripts and acceptable student performance/behavior.
- Interview and evaluation required with the head of school prior to approval for transfer.

## **School Hours**

### **Preschool - Ages 3 to 5**

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

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

### **Kindergarten through 8th Grade**

Monday to Friday	8:30 am - 3:15 pm
Early Dismissal	8:30 am - 1:00 pm

Morning Prayer begins promptly at 8:30 am. All students are expected to be present in their classroom for Morning Prayer. Students who are late are considered tardy.

### **School Office Hours**

Monday to Friday	8:00 am - 4:30 pm
------------------	-------------------

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

## **General Information**

### **History of Koraes**

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

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

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

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

The middle school curriculum in grades six through eight provides an academic program concentrating on the five disciplines, English Language Arts, Mathematics, Science, Social Studies, and Greek. The student makes a transition from a self-contained classroom under the direction of their classroom teacher to a departmentalized program of study where the student is under the direction of a number of different teachers. Individualized small group instruction continues as in the lower grades in reading, technology, religion and physical education. The focus of the upper grade program is to provide a strong foundation in order to prepare students academically for entry into high school.

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

### **NWEA MAP®**

NWEA's assessments are called Measures of Academic Progress (MAP®). When taking these computerized adaptive tests, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, the questions become more difficult. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level. Students take the MAP® in the fall, winter and spring in the areas of reading and mathematics.

### **Koraes Elementary School 2024-2025 Calendar**

August 14 & 16	Teacher Institute Days
August 20	Parent Orientation PK 6:00pm
August 21	Meet the Teacher PK-8th 1:00-3:00pm Middle School Meeting 3:15-4:15pm
August 22	First Day of School
September 2	No School - Labor Day

September 5	Curriculum Night 6:00pm
October 4	Trimester 1 Midterm - Early Dismissal 1:00pm
October 14	No School
October 31	Early Dismissal 1:00pm
November 8	End of Trimester 1
November 25	Early Dismissal 12:00pm - Parent Teacher Conference
November 26	No School - Parent Teacher Conferences
November 27-29	Thanksgiving Break
December 2	No School - Teacher Institute Day
December 20	Program at 1:00pm - Last day of class
December 21-January 5	Christmas Break
January 6	Return to School from break
January 10	Trimester 2 Midterm
January 20	No School - Martin Luther King Day
January 31	Early Dismissal 1:00pm
February 14	End of Trimester 2 - Early Dismissal 1:00pm
February 17	No School - Presidents' Day
February 18	No School - Teacher Institute Day
March 24-28	No School - Spring Break
April 4	Trimester 3 Midterm
April 17	Holy Thursday Liturgy - Early Dismissal 11:00am
April 18-22	No School - Easter Break
April 23	Return to School from break
May 23	No School - Teacher Institute Day
May 26	No School - Memorial Day
June 2	PK & Kindergarten Graduation Day
June 3	Last Day of School
June 5	Class of 2025 Graduation Day

## Koraes Faculty and Staff

Our blend of many experienced teachers together with newer graduates from teaching programs allows us to deliver instruction that is innovative, yet based on research-based teaching strategies. Many of our teachers either have graduate degrees or specific endorsements in math, social studies, science, and reading.

### 2024-2025 Koraes Staff

Preschool 3	Ms. Nicole Panos
Pre-kindergarten 4/Director	Mrs. Sonia Nikolopoulos

Preschool Aides	Mrs. Linda Winston Mrs. Amy Struve
Kindergarten	Mrs. Diane Garratt Mrs. Genie Georgacopoulos Mrs. Mary Stieber
First Grade	Mrs. Shannon Noyes Mrs. Pamela Kostopoulos
Second Grade	Ms. Maria Michalaris
Third Grade	Mrs. Jeavonna Munoz Mrs. Kristen Stolorz
Fourth Grade	Mrs. Aleka Letsos
Fifth Grade	Mrs. Nikoletta Stavrou
MS ELA	Mrs. Anne Tanhueco (6th Grade)
MS Math	Mr. Julius Robles (7th Grade)
Intermediate & MS Social Studies	Mr. Mark Del Real (8th Grade)
Intermediate & MS Science	Ms. Denise Spinos (7th Grade)
Religion	Ms. Elaine Kakis (3-6) Mr. Alex Magdolinos (7-8)
PK -2 Greek & Religion, K-5 Art	Presvytera Georgia Alikakos
Greek	Kyrios Stavros Kariofilis (Dept. Head) Kyria Roula Boubourekas Ms. Natasha Vossos
Reading Interventionist	Mrs. Donna Kastellorizios
Math Interventionist	Mrs. Kathy Ruggiero
PE	Mr. Kostadeno Kolovos Mr. Vasilios Lolos
Administrative Assistant	Mrs. Despina Lianos
Campus Security	Mr. Todd Knepper
Special Projects	Mrs. Laura Grachan
Instructional Director	Mrs. Beth Lind
Head of School	Dr. James Letsos
Parish Proistamenos	Fr. Chris Avramopoulos

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

## Student Body

The student body is made up of multiple nationalities within one Orthodox Faith. Students come from as far as Burr Ridge, Hinsdale, Lemont, Darien, Downers Grove, Mokena, Frankfort, Chicago, LaGrange, and Peotone.

## School Board

The Koraes School Board is a committee of the Parish Council. The School Board meets monthly to discuss policy, finances, and other matters as they relate to the operation of the school. All decisions reached are reviewed and voted on by the Parish Council at their monthly meeting before taking effect. Non-voting members in attendance at School Board meetings include the Head of School, pastor of the parish, and any advisors that have been appointed by the parish council to act as resources for the group on educational issues.

## Access to School Grounds

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

## Before and After School Care

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

## Field Trips

It is the role of the teacher to schedule field trips each year for his/her class. All field trips must have a connection to our curriculum and must be an extension of our educational program. Field trips are designed to enrich the student's classroom curriculum in an educational, cultural and social experience. Transportation and admission fees are to be paid for each student by the parent. *No refunds can be given because trips are prepaid and vendors do not refund money to the school.*

Each student must have an official permission slip signed and dated by the parent/guardian. Students will return to campus after the field trip unless there is an emergency. Chaperones are selected by the classroom teacher. Chaperone-to-student ratios are determined by the teachers who will coordinate with parents who have volunteered to chaperone at school field trips. Interested parents should complete the field trip form where it asks for volunteers to serve as chaperones. In accordance with our volunteer expectations, all volunteers must attend the mandatory volunteer training put on by the school administration. All chaperones must sign-off on the Volunteer Participation form and submit a copy of his/her picture ID. All chaperones are to abide by the volunteer expectations. Parents/volunteers must also complete the Archdiocese mandatory training as well. Chaperones may not bring other siblings on field trips. Chaperones may not purchase any gifts/snacks for the students they are supervising. Chaperones must be 21 years old or older. All chaperones are approved by the Head of School. Behavioral expectations on field trips are identical to the discipline policy as outlined in this handbook. If a student receives a discipline referral at any time during the trimester, it may prohibit him/her from attending field trips and/or school assemblies for that particular trimester. Students who have a letter grade of a D or lower may not be eligible for attendance on field trips. Students who have delinquent accounts may not be able to participate in field trips off campus.

Dress code for field trips will be noted on the permission slip. Students will wear the Koraes field trip shirt that is purchased by the family unless otherwise specified on the permission slip.

## Lost and Found

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

## Lockers and Classroom Desks

Students in grades K-8 will be assigned a locker at the beginning of the school year. Students are expected to keep their lockers clean, and organized. Free of pictures and other decorations on the outside of the locker. The school takes no responsibility for items considered as decorations. Only Koraes issued locks may be used on the school lockers. Lockers are considered to be property of the school and are expected to be treated as such. Lockers may be locked at the end of each school day. Bringing personal items to school is discouraged. It is recommended that money sent to school for book fairs should be sent in a marked envelope and handed to the teacher upon arrival to class. The school reserves the right to inspect/search lockers or desks at any time. The school is not responsible for lost/stolen items. Lockers or desks may not be defaced in any way. Students who vandalize school property are subject to disciplinary consequences.

# Communication

## Communication Sources

Several forms of communication both in print and electronically are available to our parents. Our school website at [www.koraes.org](http://www.koraes.org) is a good way to check for information and upcoming events regarding the school. Phone messages may be left for the teachers and/or the Head of School at any time during the school day with the expectation that a phone call will be returned within 24 hours. Curriculum Night is scheduled at the beginning of the school year to familiarize parents with their child's teacher and the curriculum. Two Parent/Teacher Conferences are scheduled each year for formal discussions about your child's progress, but appointments may be scheduled at any time with the teachers and/or the Head of School to discuss any areas of concern. Students in grades PK3 - 5th grade are issued a KORAES blue folder. Each Friday, Eagle Notables will be emailed to our parent community with updates and reviews. Our previous KPTA has a parent tab on our school website. This along with other KPTA & Parish announcements, bulletins and information about your child's progress are included in this folder. Please go through this folder daily and return each morning so that teachers can be certain that you viewed your child's papers. Please check your teacher's website regularly.

## Communication with Koraes Staff

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

Please make every effort to contact a staff member ahead of time to set up either an in-person conference or a virtual conference. Any prearranged conferences before school would need to conclude by 8:10 am.

Please be respectful of a teacher's time at social events and avoid conducting a parent-teacher conference.



Any person wishing to confer with a staff member should contact that staff member by telephone or email to schedule an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

### Telephone and Messages

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

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

### Textbooks and Classroom Libraries

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

### Unreturned Parent/Student Handbook Sign-Off Forms

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

## Attendance

### Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Attending school regularly is a vital component to a student's academic success. Koraes Elementary School expects regular attendance except for illness or family crisis. Excessive absences jeopardize academic success. In cases of excessive absences, a meeting will be held with the Head of School and the clergy to devise a plan for on time arrival and consistent school attendance. A full day of instruction is considered to be 300 or more minutes per day by the State of Illinois. Students in attendance for less than

150 minutes during any school day will not be considered present. Half day attendance will be awarded to students who are present from 150-299 minutes. (Illinois State Board of Education Guideline)

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

### Attendance at School Sponsored Events

Events such as after school clubs, middle school activities, and track & field day are sponsored by the school and are intended for current Koraes School students only. If an event is open to the entire community, it will be publicized as such. If students are absent from school he/she is not allowed to attend after school activities.

### Student Absences - add preschool policy

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a high school shadow visit, attending a military honors funeral to sound TAPS, or other reasons as approved by the Head of School.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The School Board, in its discretion, may excuse a student for additional days relative to such leave or deployment.

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

The school may require documentation explaining the reason for the student's absence.

- 1) Parents are required to call the school office at 708-974-3402 **or** email the homeroom teacher by 9:00 (Missing Children Act) to report their child's absence each day they are absent to explain the reason for the absence. It is requested that the parent email the teacher to inform him/her of the absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Teachers will maintain an accurate record of attendance and tardiness. The record will appear on report cards and in PowerSchool.

**Vacation if form is not included add reference to it and add the form in appendix**

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

### **Tardies**

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

### **Early Dismissal**

**Early dismissals will be granted for emergencies, and medical or dental appointments that cannot be scheduled outside of school hours.** Appointments should be scheduled before or after school whenever possible. If time permits, students are expected to return to school from medical and dental appointments and must check in at the school office. Some early dismissals will count as a half day absence. Requests for early dismissal are to be made verbally or in writing. Any request, except in an emergency, should be made via email to the teacher or call the office 708-974-3402. Students must be signed out at the school office on behalf of the parent and the child will be escorted to the doors. Parents will not be permitted in the building to pick up students. Students will be brought to the church lobby for early dismissal by Koraes staff. Students leaving early are a disruption to the learning environment and to the integrity of the classroom setting.

Please do your very best to schedule doctor appointments outside of school hours. In the event that you must pick your child up early for an appointment, please write a note to the teacher. Parents are to call the office when they arrive and we will call for your child upon your arrival and escort them out the back door.

Please review the school calendar for the scheduled early dismissal dates for students. Early dismissal is at 1:00 pm. **There is no supervision on campus after early dismissal.**

## Student Success

### 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. No talking among students may occur during tests or quizzes.
2. Students may have on their person, in/on their desk and around their desk area only that which has been approved by the teacher.
3. Students may only submit their own work. Plagiarism, or copying word for word, from any source either electronic or in print, will not be accepted for any credit. All work must be in the student's own words with sources properly cited.

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

### After School Learning Opportunities - Extra Curricular

Previously offered and subject to change: Band, Student Council, Reading Enrichment, Chess, Drama, Typing and Coding, Sign Language, and Engineering. Students and parents are encouraged to watch for new activities this year. A fee will apply to most clubs.

Koraes School provides a variety of after school clubs for all grades from 3:30 - 4:30 p.m. Email notification will be sent out as clubs become available. All Koraes behavior expectations are in place during after school clubs. Band and strings instruction are outsourced and are a separate charge. A minimum of ten students is required for a club to be established. Some clubs will differ in length and amount.

### Community Service

Community service hours are required for students enrolled in grades K-8. Our desire is to have all students participate in service projects to introduce and educate them about the value and satisfaction of common service. Students in grades K-8 will find that community service gives them an opportunity to nurture compassion for others and to better understand themselves. Teachers and families are welcome to work together to establish a classroom project.

*Community Service is defined as work done for someone other than a relative,  
for which the student is not paid.*

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

#### *Minimum Requirements*

K-2 = 3 hours

3-5 grades = 6 hours

6th-8th grades = 12 hours

Student Council members: 20 hours

NJHS: 20 hours

### **Guidelines to follow:**

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

## **Greek Programs**

Attendance at Greek Programs is part of the required curriculum at Koraes. These programs may include: OXI Day, Pan-School Celebration, Three Hierarchs, Greek Independence Day program and the Greek Independence Day Parade. Participating grade levels will be assigned and a schedule will be given to parents at the beginning of the school year to help with planning. A written assignment that pertains to the particular theme being celebrated may be assigned to children who miss the program that they are assigned to attend. These written assignments are due the Friday before the actual date of the program. Each year it becomes more difficult to teach the Greek language which is not spoken as often in the home. These programs are integral to the teaching of our language, culture and heritage, and we thank our parents for their support.

## **Report Cards and Progress Reports**

### **PowerSchool**

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

### **Progress Reports and Report Cards**

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

## **Student Support Team Meetings**

Your child is a unique child of God. The rate at which children develop may not appear to be the same as other children but is most appropriate for their own individual needs at the time. Sometimes alternate strategies/ideas for working with your child are needed to facilitate their unique development. SST

meetings may be convened together with the parents, teachers, and administrator in order to communicate these strategies collaboratively. By having all three team members present at an SST meeting, we ensure the best for your child by supporting his/her development in the special way needed to individualize the learning process. SST meetings help us determine strategies that will help all of us work with your child in ways that may better support his/her own individual development. Students in need of counseling/social work are served by our clergy and D118 support services. Response to Intervention strategies are used to further support all students' success.

## Grading and Promotion

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher. A hard copy is sent home for K-2 each trimester. Grades 3-8 receive a final report card at the end of the school year.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance. Students receiving one or more failing trimester grades may be subject to academic probation for the following term. A meeting will be held between the family, the teacher(s) and the Head of School. Students may be required to turn in documentation of summer tutoring or summer school if the failing grade(s) occur in the third trimester in order for the student to return to school in the fall. The Head of School has the final decision in summer expectations and academic probation for students who earn failing grades.

### Grading Scale Grades 3-8

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

### Grading K-2

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

### Indicators for Characteristics K-8

Indicators for Characteristics of a Successful Learner
--



4	<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> Student demonstrates skill <b>some of the time</b> with support.
1	<b>Not Meeting Expectations</b> Student requires ongoing <b>intervention</b> and support.
N/A	Not assessed at this time

**Honor Roll (Grades 3-8)****A Honor Roll:** A's in all subjects**A-B Honor Roll:** A's and B's in all subjects

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

**Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

**Time Guidelines for Daily Homework**

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

**Summer Homework Expectations**

Students will be given the opportunity to complete summer activities in the areas of reading, math, and Greek. Please work with your child to set time aside over the summer to continue studies. Students may continue to access online portals for practice too.

**Make-Up Work**

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

**Test Corrections and Retakes**

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

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

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

## e-Learning or Remote Learning Guidelines

e-Learning days are designed to avoid interruptions in instruction that occur when school cannot be held due to severe weather conditions. They may also be used when a school must be closed due to "an act of God, or as occasioned by conditions outside the control of the school district which poses a hazardous threat to the health and safety of pupils". Schools participating in the program are not required to use e-Learning days nor do they have to exhaust all of their emergency days before using an e-Learning day. Any day approved as an e-Learning day may be counted as a day of attendance and would not be required to be "made up" at the end of the school year.

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

### e-Learning Expectations

Platforms used for e-Learning are Google Classroom for grades kindergarten through 8th grade. The Greek department may use Zoom to connect with students in addition to Google Classroom.

Middle School students are to attend virtual classes and follow their class schedule. Specific guidelines will come from the homeroom teacher for grades K-5.

## Graduation

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

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

### Greek Archdiocesan Award

An award is given to the top student(s) in 8<sup>th</sup> grade by the Archdiocese. Students considered for the Archdiocesan Award in the Greek Language program must have the highest GPA in Greek Language (averaged from all **three middle school years**). To be considered for the award, the student must also



demonstrate 90% or higher on-time school attendance, participate in at least three extracurricular events sponsored by the Greek Department (Greek Essay Writing, Pan School Celebration, Ellinomatheia etc.) and have a minimum combined grade average of the three middle school years of no less than 90%. The school and parish reserve the right to not award this recognition. Due to extenuating circumstances, the requirements may be modified (i.e. no programs). Students must meet requirements.

### **Philoptochos Service Award**

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

### **National Junior Honor Society**

Students in grades 7 and 8 are eligible to apply for recognition and membership in the National Junior Honor Society. This organization recognizes students who exemplify the qualities of citizenship, service, leadership, scholarship, and character. By identifying these students, Koraes Elementary School hopes to provide role models for all of our students. To be considered for selection, students are required to submit an application with a resume of leadership activities as well as documentation of service hours completed throughout 7<sup>th</sup> and 8<sup>th</sup> grade. More specific information will be given to the middle school parents and students by the advisor. Students are also expected to be members of a minimum of two organizations/clubs. Students must participate in the mandatory service project and fulfill the service hour requirement of 20 hours beyond the required grade level community service hour requirement.

### **Student Council**

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

## **Dress Code**

### **Dress Code**

The dress code at Koraes promotes equity and fosters an atmosphere conducive to learning. We will strictly enforce the dress code. Please remember that we are an Orthodox school and moderation in all things must be practiced. Vest and ties are required on church service days, so we ask that you please consult the monthly calendar for the schedule of church services. Only the Koraes sweater or fleece jacket may be worn over the uniform on colder days or in the classrooms. It is the parents' responsibility to see that their student is dressed properly for school before leaving home each day. If a student is out of dress code, he/she will be required to change to meet the dress code policy in order to return to classes for the day. The dress code is to be observed each day during the school year and for all participants in school programs, performances outside school, field trips, etc. unless specific permission has been given by the office. If any staff member deems a student immodest or out of code in any way, the student must correct the issue immediately or will be sent to the office for correction. Students will not be given additional time to complete work assigned while out of class. If three consecutive written warnings of any kind are issued about uniform infractions, the fourth infraction will be followed with a before or after school detention.

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

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

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

## School Uniforms

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

### Girls (Grades K – 2)

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

### Girls (Grades 3 – 8)

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

### Boys (Grades K-5)

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

### Boys (Grades 6-8)

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

## PE Uniforms (for students in grades 3-8)

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

### Kindergarten - Second Grade

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

### Grades 3 – 8

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

## Field Trips

Students are required to wear the Koraes field trip t-shirt unless otherwise dictated on the permission slip. All field trip dress codes will be communicated on the permission slip. Field trip dress codes will be enforced. The t-shirt is a separate purchase through the online school store.

## Casual Days

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

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

Appropriate logos, symbols or words on clothing are acceptable. All logos, graphics, words/phrases or other writing must be appropriate for a Christian school environment, in other words, carry positive

messages and be in line with Biblical standards. Certain graphics, including gargoyles, skulls, pirates, wizards, vampires, dragons, and other graphics of this nature are not appropriate for school.

All clothing on non-uniform days is subject to the approval of administration and teachers. For students dressed inappropriately, parents may be called to bring a change of clothing for the student. Students must look neat in appearance even on a casual day. Clothes may not be ripped or worn out of season. All casual attire must be clean and in good condition. Large-sized jewelry, make-up, hats or unusual hairstyling are not permissible. Please support our church school environment by helping your child exercise good choices. We truly want this to be a “fun” time for students to look forward to and enjoy.

### **Birthday Dress Down Days**

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

### **Special Dress Code Notes**

#### **Boys Hair**

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

#### **Girls Hair**

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

#### **Girls/Boys**

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

## **School Visitors and Volunteers**

### **Visitors**

All visitors, including parents and siblings, are required to enter through the church lobby. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag 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 main 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.

### **PARENT SCHOOL VISITATION POLICY**

***Purpose:*** The purpose of this policy is for parent awareness pertaining to school visitation.

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

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

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

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

### **Guidelines for Parent Observations in Classrooms**

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

1. **Parents who want to observe their child in the classroom must first contact the Head of School and submit a Classroom Observation Request Form at least 48 hours in advance in order to set up an appropriate time.** If your request is approved, you will have a seat designated by the classroom teacher when observing in your child's room. Sitting right next to your child may cause your child to lose focus on the teacher and lesson. Therefore this seat will not be right next to your child.
2. We know there are times that the parent needs access to the teacher for questions. If you have questions, please contact the teacher via e-mail or a phone call to arrange a time for you and the teacher to talk post-observation. ***Students are our number one priority. Therefore, please call or e-mail to set up a time to talk.***
3. When an observation appointment has been granted, **other observers such as younger/older children, relatives, friends, etc. WILL NOT be allowed in the classroom due to privacy issues (FERPA).**

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

### School Volunteers

In accordance with our volunteer expectations, all volunteers must attend the mandatory volunteer training put on by the school administration. All chaperones must sign-off on the Volunteer Participation form and submit a copy of his/her picture ID. All chaperones are to abide by the volunteer expectations. Parents/volunteers must also complete the Archdiocese mandatory training as well.

Volunteers are required to check in and out at the designated location and receive a visitor badge before going to their destination.

**Visitor Code of Conduct - see the appendix for the School Board approved document regarding visitors to the school.**

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

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

### Consequences for Conduct Violations

Visitors, as defined above, who violate the above Codes of Conduct may be sanctioned by the Head of School and or Parish Pastor. Sanctions include but are not limited to: oral or written warning, removal



from premises, a ban from participating in or attending school/parish events, removal from committees or offices held within the school or parish, or criminal prosecution.

### **Procedures to Appeal a Conduct Sanction imposed by the Head of School**

In accordance with Board Policy 2-30, the Head of School has the authority to impose conduct consequences against a visitor for misconduct occurring during the school day, a school field trip, even if it extends beyond the school day, or an after school club or educational program. A visitor seeking to appeal the Head of School's consequence decision shall do so in writing to the Head of School within 5 school days of receipt of the Head of School's decision. The Head of School shall notify the School Board Chairperson to convene the Conduct Board Members and the Parish Pastor of the appeal. The Conduct Board shall review the decision unless the Parish Pastor determines that he shall solely review the Head of School's decision.

### **Procedures for Filing a Conduct Complaint for misconduct not occurring during the School day**

In accordance with Board Policy 2-30, for visitor misconduct occurring outside the school day a written complaint should be filed with the Head of School or Conduct Board Member, who shall notify the Parish Pastor and conduct an investigation unless the Parish Pastor determines that he shall solely investigate the misconduct.

## Transportation

### **Parent Drop Off and Pick Up**

**Families are assigned a drop off and pick up location. Staff will be present at all locations for arrival and dismissal. Please abide by drop off and pick up procedures for the safety of our students.** It is of the utmost importance that students are safe and protected during carpool drop off and pick up times. The primary mode of arrival and dismissal is the carpool line, which effectively manages the large number of students coming and going from our school.

Arrival and dismissal times are generally busy with a lot of vehicles and students moving in and about the parking lot areas. All drivers are expected to follow the traffic flow patterns. In order to ease congestion, maximize traffic flow and minimize the risk of injury, it is required that students, parents and visitors follow these guidelines and courtesies at all times. Please avoid having children exit the car on the driver's side which may potentially be in the traffic pattern.

### **Supervised before school care**

Any students arriving before 8:10 are to enter through the church lobby. Supervision begins at 7:30. Students will go to Graven Hall and wait there until dismissed by staff to report directly to their assigned classroom.

### **Procedures:**

- The north parking lot gate will be closed at 8:25. Arrivals between 8:25 - 8:45 will report to the east parking lot (main entrance to the school) entrance.
- The east parking lot gate will close at 8:45. All arrivals after 8:45 will enter through the church lobby.
- The north and east gates will open at 3:00 for after school pick up.
- Any dismissals prior to 3:15 will be through the church lobby entrance.
- Preschool midday pick up will take place at the church lobby entrance.
- There is no need for parents to exit the car. Staff will be there to help with drop off and pickup to help load students into the car.

- Vehicles must line up and move in an orderly manner through the carpool line. Cars will pull up along where supervised students will be waiting. No one may pass other cars in the carpool line, unless directed to do so. There is no need for parents to get out of the car. Please follow the traffic pattern. Staff will direct students to vehicles.
- Avoid having a conference with a staff member during pick up.
- Avoid having children enter the car on the driver's side of the vehicle.
- Please don't drive through or park in the designated recess area.
- Students are not permitted in the parking lot without a guardian.
- In the east lot, drivers may not pull up to the entrance facing north. Cars may be directed to the area adjacent to the cemented area if the child has not come outside yet. Cars may pull up to the patio area to secure safety seats/belts.
- Drivers are not permitted to pull down an aisle and wait for children.
- Drivers picking up children from after school care -east lot, (if the pick up line is over) may either park and walk to the doors and ring the bell, pull up in the pick up line, call and your child will be dismissed or park in the pick up lane and come to the doors and ring the bell to inform the office the child's ride is here.
- Drivers of children in grades PK - 3 enrolled in After Care must park and come to the door to pick up their children.

Parents who have immediate needs or must pick up their students early are required to call the office and have the secretary call their child for dismissal who will be escorted to the church lobby entrance to meet the driver.

### **Supervised After School Care**

After School Care will be held in a classroom. Students will report there at 3:31. Parents are to call the school office to notify staff who is being picked up. The office will contact the supervisor and the child will be dismissed through the school's main doors to meet the guardian. Drivers picking up children from after school care -east lot, (if the pick up line is over) may either park and walk to the doors and ring the bell or pull up in the pick up line and call the office. Drivers of children in grades PK - 3 enrolled in After Care must park and come to the door to pick up their children.

## **Bus Transportation**

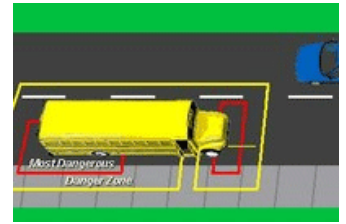
Bus transportation may be provided for school field trips. Students are expected to follow all school rules while on the bus. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
3. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
4. Talk quietly on the bus using volume 1. No shouting or creating loud noises that may distract the driver.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.
6. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other



passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



## Bus Conduct

Students are expected to follow all schools when riding the school bus. Students who choose to violate the rules may be subject to exclusion on the next opportunity to ride a school bus. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of an investigation into misconduct or accidents on the bus.

## Health and Safety

### Immunization, Health, Eye & Dental Examination

#### Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grade 6. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the ages of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a complete

eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Head of School or its designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Dental Examination**

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Head of School or its designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the The Head of School or its designee a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows 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
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

**A religious exemption will NOT be accepted as an exemption.**

**Students who do not meet the deadline to turn in the forms will have access to Powerschool turned off and report cards withheld until the documents are received in the office.**

### **Injuries**

Minor injuries will be given appropriate first-aid treatment by a school staff member. Treatment will be limited to cleaning a wound and/or providing Band-Aids and/or applying ice packs.

In the case of serious injuries or other emergencies, paramedics will be called and parents notified. In the event that a parent cannot be reached, someone listed on the child's emergency contact list will be notified.

### **Campus Security**

Safety is the top priority at Koraes. Koraes School Board has created a new position for campus security. The purpose of this role is to uphold safety protocols, communicate with local law enforcement, oversee campus safety drills and be visible throughout the school day beginning with before school and ending at the close of the school day. This role is to assist in ensuring that students and staff feel safe, both physically and emotionally, and also feel welcomed, supported and respected so that they can reach their full potential.

### **Safety is Everyone's Responsibility**

The safety of our students and staff is reliant on building trusted partnerships with parents, students and our school community. By alerting school administrators of suspicious behavior or unsafe conditions you help in taking part in sustaining a safe environment for all who are on campus.

## Eye Protection School Act

All students/staff are required to wear an industrial quality eye protective device when participating in any activity that could cause damage to the eye, especially during science labs.valuable

Toxic Art Supplies– (are not used in prekindergarten through eighth grade)

Good health and safety habits are practiced in art class. Adults model safety procedures, the use of appropriate safety gear, and careful reading of labels and cautionary statements. The following safety rules are followed at Koraes when using art materials.

- Surplus supplies are stored away from children.
- Food and drinks are kept out of the art area.
- Only small amounts of supplies are given out at a time to minimize spills and mishaps.
- Children are supervised closely to prevent unintended uses of art materials.
- Adults will mix powdered and extremely dusty materials.
- Hand washing occurs after the handling of materials. Solvents are not used to clean skin.
- Students are observed for unusual reactions to chemicals.
- Cuts and sores are covered with bandages before using materials.
- Products with cautionary labels/warning labels are not handled by the children.

## Koraes Student Wellness Policy

Koraes School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

### Goals for Nutrition Education

- Students in preschool through grade 8 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.

### Goals for Physical Activity

- Students in preschool through grade 8 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis is placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- Preschool through grade 5 shall have a daily, supervised recess period for all students weather permitting.

## AEDs

There are two AEDs in the school. One is kept in the Office and the other is in the gym. The administrative assistant, designated teachers, school administration and PE teacher have been trained in its use. It is available for emergencies and persons who have received training may also use it.

## Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or

school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

No school employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess an epinephrine injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student’s parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis,

Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Students who do not follow

expected safety norms will be subject to possible disciplinary consequences. 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 to address an active shooter incident, 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.

### **Emergency Evacuation Locations**

In the event of a major emergency or occurrence, which would require an evacuation of our school, area institutions have offered their facilities to serve as a “safe house” for our students. The safe location for our school is 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

### **Fire/Tornado Evacuation Procedures**

Students will be instructed as to procedures for exiting classrooms during a fire or tornado emergency. Directions are posted in each classroom. When the fire alarm or other evacuation signal sounds, students are expected to follow the following rules:

- Remain silent
- Follow directions of school personnel
- Walk rapidly, but do not run or push
- Line up in assigned places
- When the all clear signal is given, return silently to class

### **Lockdown/Intruder Procedures**

Students will be instructed to take cover in the case of an intruder or other situations warranting a lockdown. Teachers and staff are trained in lockdown procedures.

### **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.

### **Emergency School Closings**

In cases of bad weather and other local emergencies, please check your email and our school website [www.koraes.org](http://www.koraes.org). If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **Communicable Disease**

The school will observe recommendations of the Illinois Department of Public Health 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.

### **Illness During the School Day**

Children with fevers over 100.4°F, undiagnosed rashes, red/pink irritated eyes, vomiting, diarrhea and/or severe abdominal cramps may not attend school. Students are to be free of fever, vomiting and/or diarrhea for 24 hours without the use of medication before returning to school. See guidelines under Section 7.210. Communicable Diseases for more information.

Students who become ill during the school day are sent to the school office by the teacher. The child's temperature may be taken. Students will be sent home if they have a temperature of 100 degrees or higher. Students may also be sent home if vomiting occurs. Students must be fever-free and no vomiting occurring for 24 hours before they may return to school. The nurse or the administrative assistant will notify the parent in the event that the child should be picked up.

### **Infectious Disease Reporting**

Per state guidelines, our school must report suspected or confirmed cases of the diseases to the local health department within the number of days or hours indicated in parentheses. All reports are confidential and 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 administrative assistant will report confirmed or suspected infectious diseases to: Cook County Department of Public Health; 15900 S. Cicero Ave; Oak Forest, IL 60452.

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school office if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school office and the child is determined to be free of the head lice and eggs (nits).

### **Readmission Criteria**

Please adhere to the following standards regarding students returning to school after a health-related absence. Please note that these are minimal standards and certain children with certain illnesses may require a longer period of recuperation than what is listed below. Illnesses not on this list will require a doctor's note before the student is readmitted.

**Chicken Pox** Seven days after the onset of the rash. Students must have a doctor's note stating readmission is appropriate.

**Common Cold** Must be without fever for 24 hours without medication.

**Fever/Flu** Must be without fever for 24 hours without medication. Children may not enter school with a reduced fever or on medication to treat the fever.



**Stomach Flu** May return 24 hours after the last episode. Same as for fever/flu plus vomiting and/or diarrhea must have ended and the student is able to eat food. All symptoms must be cleared without medication.

**Lice** After application of medicated shampoo or lotion and approval from the school office.

**Strep Throat** Must be without fever for 24 hours after the antibiotic was administered. Doctor's note is required for readmission.

**Conjunctivitis (Pink Eye)** Doctor's note required for readmission.

**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 for a student to return, any open wound or sore must be covered with a dressing taped on all four sides.

**Vomiting** There must be a 24 hour window since the last incident of vomiting before a student can return to school unless the parent can validate the cause for illness.

### Erin's Law

The Illinois mandate requires schools to provide education for the prevention of child sexual abuse in accordance with Erin's Law. Students in preschool through 8th grade will be taught age-appropriate techniques to identify child sexual abuse and the importance of telling a trusted adult. Parents will have the opportunity to preview the presentation in the absence of children and ask questions. Parents may choose to opt out by completing the designated form. Erin's Law is a state mandate.

### Missing Children's Act

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

### Child Abuse and Neglect

All school personnel are mandatory reporters of allegations and/or suspicions of child abuse or neglect. According to the Abused and Neglected Child Reporting Act, school personnel are required to make reports to the Department of Children and Family Services whenever such circumstances exist. All Koraes staff have received DCFS mandated state reporter training.

### Custody

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

### Invitations and Gifts

Birthday and Name Day may be recognized with **non-food items**. No balloons or individual treat bags

are permitted. Simple items such as a pencil, a book, or the like are recommended. Students may only distribute birthday party invitations if the entire class is invited or just boys/just girls. These will be distributed at the end of the day.

## Treats and Snacks

Food treats are not permitted in school. Children in kindergarten and preschool may bring a nutritious snack from home. There is no sharing of food. Classrooms are nut-free.

## Students with Food Allergies

State law requires our school to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse and the Head of School at 708-974-3402.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school may be able to appropriately meet a student's needs through other means.

## Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse and the Head of School. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated school representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse.

## Exemption From PE/Recess

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the school from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school.

A student who is exempt from P.E. is also exempt from recess.



## Discipline and Conduct

### Standards of Conduct

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

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

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

This special section of the parent-student handbook contains changes to normal operating procedures that are specifically related to health and safety of students and staff as they apply to COVID-19.

### **Classroom Expectations**

1. Love God and Others! Deuteronomy 6:5
2. Listen and Obey. Proverbs 16:20
3. Use Kind Words. Proverbs 15:1
4. Be Honest and Loyal. Zechariah 8:16
5. Have a Servant's Heart. Philippians 2:14
6. Seek and Ask Forgiveness. Ephesians 4:32
7. Try Your Best. Colossians 3:23

### **Classroom Rules - Preschool through Fifth Grade**

1. I stay in my seat and work quietly in one place.
2. I keep my hands and feet to myself.
3. I raise my quiet hand.
4. I listen to the speaker.
5. I follow the directions the first time.

### **Classroom Rules - Middle School**

1. Be on time and ready to learn.
2. Respect personal boundaries and possessions of classmates.
3. Remain seated during class.

4. Demonstrate appropriate conversation etiquette.
5. Work diligently and use class time wisely.

## Violations Defined

According to Koraes Elementary School Board Policy, violations are divided into three categories based on severity of the incident. While administrative responses to these violations are based on the categories in which the behavior falls, additional factors including past behavior will be factored into the decision making process.

### Preschool

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

### Category 1: Minor Violations

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

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

### Category 2: Moderate Violations

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

- Deceit to head of school or priest;
- Insubordination to school staff;
- Use of school phone without permission from staff;
- Unauthorized area without permission;
- Classroom disruption after warning from staff;

- Defiance of authority after warning is given;
- Propagating dissension;
- Verbal, written, or physical harassment or abuse;
- Excessive tardiness;
- Repeated dress code violation or wearing prohibited clothing;
- Deceptive behavior; or
- Fourth infraction from Category I in a 20 school day period;
- Inappropriate behavior at a school sponsored event as a spectator;
- Use of cell phone during school without permission.

### **Category 3: Serious Violations**

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

- Bullying or false accusations of bullying as defined in Board Policy 7-20;
- Sexual Harassment or false accusations of sexual harassment as defined in Board Policy 7-20;
- Fighting, assault or battery of a student or school personnel;
- Graffiti of an offensive nature;
- Continuous classroom disruption;
- Dishonesty and other forms of deception including cheating or theft of material objects;
- Misuse of school property including inappropriate use of technology, unauthorized use of school equipment, and trespassing on campus after school hours;
- Skipping class including extended tardiness and truancy;
- Obscene or lewd behavior or language;
- Possess, use or distribute alcohol, tobacco, or drugs;
- Possession or controlling of pornographic or sexually explicit material;
- Substantial disrespect shown to any staff member including outright disobedience to instruction;
- Physical, sexual or verbal abuse;
- Slander towards any persons or published false statement(s) that is damaging to a person's reputation; a written defamation;
- Vandalism of school property;
- Unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray and any additional items considered dangerous by the school administration;
- Commission of any crimes or misdemeanors, on or off campus, including, but not limited to possession of alcohol, tobacco, or illegal drugs, immoral behavior and destruction of property;
- Insubordination to a school authority including, but not limited to walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules;
- Behavior of which potentially endangers another's safety;
- Cheating, including plagiarism and intentionally assisting another student to cheat;
- Sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school;
- Failure to follow through with disciplinary disposition (i.e. failure to attend detention);
- Inappropriate fanatical behavior at an athletic event;
- Category 1 and 2 behaviors that are determined to be habitual and/or continuous;
- Any infraction determined to be severe by the administration; or
- Electronically recording (video or voice) of persons without permission.

### **Consequences Defined Disciplinary Measures**

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

- Verbal warning;
- Parent contact or written notification;
- Disciplinary conference;
- Return of property or restitution for lost, stolen or damaged property;
- Confiscation of device;
- Counseling or mediation;
- Restorative measures;
- Community service;
- Teacher issued lunch detention;
- Teacher and/or Administrative issued before or after school detention;
- Temporary removal from the classroom by the teacher;
- Suspension from school activities;
- Exclusion from Lunchroom;
- Alternate Recess;
- Exclusion from extracurricular;
- Short or long term exclusion from a particular class;
- Withholding of privileges;
- Seizure of contraband: confiscation and temporary retention of the personal property that was used to violate school rules;
- Assignment to In School Suspension (ISS);
- Out of School Suspension (OSS);
- Long-term suspension (more than 5 days);
- Expulsion; or
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between Koraes and local law enforcement agencies.

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

### **Confiscation of Contraband**

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

#### **Level 1: First Offense**

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

#### **Level 2: Second Offense**

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

#### Level 3: Third Offense

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

#### Detention

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

### Violation - Consequence Alignment

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

Violation	Consequence
<b>Category 1 Minor Violations</b>	Verbal Warning Parent Contact or Written Notification Confiscation of Contraband, Level 1 Counseling or Mediation Lunch Detention Alternate Recess Temporary Removal from Classroom by Teacher Teacher Issued Before or After School Detention
<b>Category 2 Moderate Violations</b>	Parent Contact or Written Notification Confiscation of Contraband, Level 2 Disciplinary Conference Counseling or Mediation Lunch Detention Administrative Before or After School Detention Short or Long Term Exclusion from a Particular Class Community Service Suspension from School Activities Exclusion from Lunchroom Exclusion from Extracurricular Activities Alternate Recess
<b>Category 3 Serious Violations</b>	Confiscation of Contraband, Level 3 Required Disciplinary Conference Return of Property or Restitution for Lost, Stolen or Damaged Property Counseling or Mediation Administrative Before or After School Detention Short or Long Term Exclusion from a Particular Class Withholding of Privileges Community Service Suspension from School Activities

	<p>Exclusion from Lunchroom  Alternate Recess  Exclusion from Extracurricular Activities  Assignment to In School Suspension (ISS)  Out of School Suspension (OSS)  Long-term Suspension (more than 5 days)  Expulsion  Notifying Juvenile Authorities or Other Law Enforcement</p>
--	---

## Student Behavior

### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - A. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - B. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - C. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - D. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - E. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - F. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- G. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
4. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
  5. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
  6. Using or possessing an electronic paging device.
  7. Using an electronic device such as a cellular telephone, smartphone, tablet, Bluetooth speaker, video recording device, smartwatch, or any wearable technology, in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs (i.e. in locker rooms or bathrooms), cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Devices must be off and out of sight in locker rooms, washrooms, and detention areas. Unless otherwise banned under this policy or by the Head of School, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  8. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
  9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
  10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, graffiti of an offensive nature, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
  12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  13. Engaging in teen dating violence.
  14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
  15. Entering school property or a school facility without proper authorization.



16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Head of School.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **When and Where Conduct Rules Apply**

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

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



### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons Prohibition**

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

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

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

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

### **Re-Engagement of Returning Students**

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

## **Prevention of and Response to Bullying, Intimidation and Harassment**

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

### **Prevention Practices**

School Wide Policy to Prevent Bullying

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity,

gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

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

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Restorative Measures**

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

### **Reporting**

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

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

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

### **Interim Measures**

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

### **Mediation**

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

### **Investigating**

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

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

1. Take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
2. Involve appropriate school personnel and other persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notify the parish priest of the reported incident of bullying as soon as possible after the report is received.
4. Investigate whether a reported incident of bullying is within the permissible scope of Koraes's jurisdiction.

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

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

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

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

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

### **Notification**

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

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

### **Interventions and/or Consequences**

When an investigation determines that bullying occurred, the Head of School or designee immediately shall impose the appropriate consequence under this Policy and the Student Discipline policy (Board Policy 7.190). The Head of School or designee shall use interventions to address bullying, which may include, but are not limited to school social work services, counseling from the parish priest, restorative measures, social emotional skill building, counseling, school psychological services, and community-based services. Additionally, the Administrator or designee shall provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

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

met with disciplinary consequences and appropriate remedial actions consistent with this Policy and the Student Discipline policy (Board Policy 7.20).

A student will not be punished for reporting bullying or supplying information about actual or threatened bullying, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing false information will be met with disciplinary consequences and appropriate remedial actions consistent with this Policy and the Student Discipline policy (Board Policy 7.20)

### **Distribution and Review**

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

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

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

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

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

## **Bullying/Harassment School Incident Reporting Form A**

(Electronic form not accepted)

This form is used to report a possible incident of bullying or harassment. The staff person who observes the conduct or receives the complaint should complete this form. A copy of this form should be given directly to the Head of School upon completion by the appropriate staff person.

Date of Report:			
Name of Student with Bullying Behavior:			M F
Grade:		Room:	
Name of Student Being Bullied:			M F
Grade:		Room:	
Person Reporting:		Position:	
This incident was witnessed by the teacher or school staff person and/or reported by:			
Location of Incident (Circle Location):			
Classroom	Bathroom	Lunchroom	Gym
Hallway	Playground	Recess	Other:
Note: Reports may be made anonymously, but no disciplinary action will be taken against the bullying student on the basis of an anonymous report.			
Witness/Witnesses:			
Description of the Event (continue on back if necessary):			
To my knowledge the incident of bullying is the (circle one):    1st    2nd    3rd    4th    Other:			

Report sent (hard copy) to the Head of School at \_\_\_\_\_ time on \_\_\_\_\_ date.

All original forms are to be kept in a secure location by the Head of School (electronic forms not accepted).

## Sexual Harassment & Teen Dating Violence Prohibited

### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

2. Has the purpose or effect of:
  - A. Substantially interfering with a student's educational environment
  - B. Creating an intimidating, hostile, or offensive educational environment;
  - C. Depriving a student of educational aid, benefits, services, or treatment; or
  - D. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

Examples of conduct which may constitute sexual harassment include, but are not limited to:

1. Sexual advances;
2. Requests for sexual favors;
3. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or opposite sex;
4. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
5. Graffiti of a sexual nature;
6. Sexual gestures;
7. Sexual or dirty jokes;
8. Touching oneself sexually or talking about one's sexual activity in front of others;
9. Spreading rumors about or rating other students as to sexual activity or performance;
10. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of physical restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug or a young student, or one student's demonstration of a sports move requiring contact with another student;
11. Other unwelcome sexual

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 or older uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator the Head of School or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

<b>Nondiscrimination Coordinator</b>	<b>Complaint Manager</b>
--------------------------------------	--------------------------



V. Rev. Fr. Chris Avramopoulos 708-974-3400	Head of School Dr. James Letsos 708-974-3402 jletsos@koraes.org
--	--

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## Lunchroom Rules

Parents are responsible for sending lunch with their child each day. Because we are a church school, fasting is taught on Wednesdays and Fridays and as noted otherwise on the school calendar. The school will reinforce this practice by posting these days on the school calendar and making announcements, but it is ultimately up to the parents to provide a fasting lunch when noted. In the event that the child forgot to bring his/her lunch, parents may drop off lunch in the school office. Please mark your child's name and grade on the lunch bag. The children will pick up their lunches on the way into Graven Hall at their appropriate lunchtime. Students are asked not to bring carbonated drinks, soda or caffeinated drinks, in their daily lunch.

1. Students shall not save seats for other students.
2. Students shall walk to lunch and remain at volume 1 during lunch.
3. Loud talking, yelling, screaming, and other disruptions are prohibited.
4. Students shall not throw food, milk cartons or other items.
5. Students shall not trade food.
6. Students shall follow the instructions of the teachers and show proper respect.
7. Students are expected to remain seated with the following exceptions:
  - a. dispose of garbage;
  - b. retrieve a milk carton;
  - c. return to the lunch line on hot lunch days;
  - d. use the restroom;
  - e. talk to a teacher;
  - f. refill a water bottle from the East room fountain.
8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
9. Students shall report spills and broken containers to teachers immediately.
10. Students shall be dismissed from the lunchroom by their homeroom teacher.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

## Field Trips Rules

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration; or

- Other reasons as determined by the school.
- Family has outstanding tuition.
- Failure to comply with appropriate conduct during the bus evacuation drill.

### Access to Student Social Networking Passwords & Websites

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

### Student Use of Chromebook Devices

The use of Chromebook devices and other technology at school is a privilege, not a right. Students are allowed to use the device under the following circumstances:

- During instructional time when permission is granted by the Head of School, teacher or school staff member;
- Before and after school when permission is granted;

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

### General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate ports on the Chromebooks.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day unless permission is granted from school staff.
- Always transport Chromebooks with care. Use the carrying case whenever possible.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook anywhere inside or outside of the classroom during instructional time.
- Never lift a Chromebook by the screen.
- Avoid carrying the Chromebook with the screen open.
- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device (e.g. pens, pencils, or papers). Obstacles on the keyboard could cause broken screens or damaged hinges. Close the screen gently.

The student is responsible for payment for all damaged screens necessary to keep the Chromebook in working order. The school will assist by ordering and replacing the screen. The cost of the screen will be billed to the family. If available, a loaner device owned by the school will be issued. This device must be turned in to the teacher at the end of the school day unless permission is granted from a staff member to take the loaner home.

Students may not charge their device at school. Chromebooks are to be charged at home unless the student is using a school issued device in grades 4 or lower.

Not having the device in class will be treated the same as if a student did not bring his textbook or homework to class. Students are not permitted to call or contact a parent if a device is left at home, etc. Students should indicate to their teacher that they do not have a Chromebook in class. Loaners are not

available for students who forget their Chromebooks or who have misplaced them.

### No Expectations of Privacy

The school is not responsible for the loss, theft or damage to any electronic device brought to school. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, the Head of School and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks. Based on severity of offense it is up to the Head of School's discretion to determine disciplinary consequences.

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

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned, the student will be informed of the reason for the confiscation and parents will be emailed. The student will receive the device back at the end of the day in the school office, however it is the student's responsibility to retrieve it.
2. Second offense – The device will be confiscated. A discipline referral will be issued and a detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. The student's parent/guardian will be notified and participate in a meeting with the teacher, the Head of School and the student. Additionally, the student will be prohibited from using the device for the next 10 school days. The device will be held in the Head of School's office.
4. Fourth and subsequent offense – The device will be confiscated. The student's parent/guardian will be notified and participate in a meeting with the teacher, the Head of School and the student. Additionally, the student will be prohibited from using the device for the next 20 school days. The student will face disciplinary consequences for insubordination. The device will be held in the Head of School's office.

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

## Internet, Technology and Publications

### Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** – Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

**Privileges** – The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Head of School will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph and/or video;
8. Using or sharing another user’s account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

## Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
4. Recognize that electronic mail (email) 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.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

## No Warranties

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its

services.

## Indemnification

The user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

## Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the head of school. Keep your account and password confidential. Do not use another individual's account. Any user identified as a security risk may be denied access to the network.

## Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## Copyright Web Publishing Rules

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

## Cell Phones, Smart Watches and Personal Devices

No cell phones, smart watches and personal devices may be carried during the school day by the students. If a cell phone, smart watch and/or personal device is sent to school by the parent, the student must store the cell phone, smart phone or personal device in the "off" position in his/her locker. Cell phones, smart watches and personal devices may not be kept on the student's person or used at any time during the school day from the time the student arrives until he/she is picked up. The parent or guardian will be required to pick up any confiscated devices from the school office. Text messaging is strictly prohibited during the school day and/or in after school activities, anywhere, anytime on school grounds. If texting issues are brought to the attention of the Head of School whether they have occurred in/out of school, the Head of School will investigate the situation and issue consequences if deemed necessary. Students are not allowed to take videos, make audio recordings, take photos, email, text or instant message at any time during the school day. Please see Confiscation of Contraband under Discipline and Conduct.

## Use of Email or Google Accounts

The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides Google accounts to aid students as an education tool.

1. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. 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 email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the school's email system constitutes consent to these regulations.

## Search and Seizure

### Search and Seizure

In order to maintain order, safety and security in the schools, the Head of School is authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

The Head of School 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 consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Head of School may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students**

The Head of School may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, book bags, 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 the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

#### **Seizure of Property**



If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## Student Records and Privacy

### Student Privacy Protections

#### Surveys by Third Parties

Before the Head of School or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than the Head of School, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Head of School.

#### Surveys Requesting Personal Information

The Head of School and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

#### Selling or Marketing Students' Personal Information Is Prohibited

The Head of School or staff member may not market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.



## 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 (including electronic recordings made on school bus) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the School receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the Head of School a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the Head of School will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the School may request an additional 5 business days in which to grant access.

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the School to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the Head of School and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the School decides not to amend the record, the School will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the Koraes Elementary School as a Head of School, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any

person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**

Throughout the school year, the school may release directory information regarding students, limited to:

- A. Name;
- B. Address;
- C. Grade level;
- D. Birth date and place;
- E. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers;
- F. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, and organizations that have appeared in school publications, such as yearbooks, newspapers, or fine arts programs;
- G. Academic awards, degrees, and honors;
- H. Information in relation to school-sponsored activities and organization;
- I. Major field of study; or
- J. Period of attendance in school, any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Head of School within 30 days of the date of this notice.

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

Parents have access to their child's records and can view them by making a written request to the Head of School. Records cannot be transferred without a written transfer of records request which has been signed by the parent/guardian and sent to Koraes from the receiving school. All records will be mailed from school to school and cannot be hand-carried by the parent/guardian. Koraes will send records of students transferring to other schools within 10 days of the request.

## Parental Right Notifications

### Standardized Testing

Students and parents/guardians should be aware that the State and School require students to take certain standardized tests, including the following:

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### Mandated Reporter

All school personnel, including teachers and Head of School, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's ISP - individualized service plan.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Head of School or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the Head of School's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

## Parent Notices Required by the Every Student Succeeds Act

### Teacher Qualifications

A parent/guardian may request, and the School will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

### Testing Transparency

The State and school requires students to take certain standardized tests. A parent/guardian may request, and the school will provide in a timely manner, information regarding student participation in any assessments mandated by law or school policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

## Parent Code of Conduct

### **Koraes Elementary School Parent/Guardian Code of Conduct**

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

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

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

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

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

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

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

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

#### **Protocol of Resolution**

Curriculum & Instruction	<ol style="list-style-type: none"> <li>1. Classroom teacher who is responsible for the concern</li> <li>2. Director of Instructional Services</li> <li>3. Head of School</li> </ol>
Student Discipline	<ol style="list-style-type: none"> <li>1. Classroom teacher who is responsible for the concern</li> <li>2. Head of School</li> </ol>
Facilities, Grounds, Maintenance	<ol style="list-style-type: none"> <li>1. Office Administrative Assistant</li> <li>2. Head of School</li> </ol>
Policy in the Handbook	<ol style="list-style-type: none"> <li>1. Head of School</li> </ol>
Extra-curricular	<ol style="list-style-type: none"> <li>1. Person who is charge of the activity</li> <li>2. Head of School</li> </ol>

Personnel	<ol style="list-style-type: none"> <li>1. Employee in question</li> <li>2. Head of School</li> </ol>
All other matters	<ol style="list-style-type: none"> <li>1. Head of School</li> </ol>

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

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

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

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

**Issues of conduct with the use of Social Media**

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

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

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

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticize another parent, member of our staff or children. If parents have any concerns about their child in relation to the school, parents are directed to follow the protocol of resolution. When social media is used as a medium to air any concerns or grievances, the person(s) involved will be reported to the appropriate members of the School Board to investigate.

**Online activity that is inappropriate:**

- Identifying, sharing, or posting images/videos of children

- Abusive or personal comments about staff, parish and school administration, children, or other parents
- Bringing the school dishonor
- Posting defamatory or libelous comments about the school, its employees or Koraes families
- Emails circulated or sent directly with abusive or personal comments about staff, administration or children, or for personal gain
- Using social media to publicly challenge school policies, school decisions, or discuss issues about individual children or members of Koraes staff
- Threatening behavior, such as verbally intimidating staff, Koraes families, or use bad language
- Breaching any school security procedure

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

### **Spectator Expectations**

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

### **What happens if someone ignores or breaks the code?**

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

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

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

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

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

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



The School Board and Parish Council recognize that surveillance cameras will assist in addressing the safety and security of students, staff, facilities and equipment. The School Board and Parish further recognizes that video surveillance must be carried out in a way that respects privacy rights and for video recordings that directly relate to a student comply with isFamily Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act (“ISSRA”).

The security camera system has been and shall only be installed in public areas only. These public areas include school and church grounds, athletic areas, exterior entrances or exits to school and church buildings and large gathering spaces such as classroom corridors, East Room, lobby and main entries.

Restrooms, classrooms, employee lunchrooms or lounges, other employee workspaces, changing rooms, private offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy. Public notification signs will be prominently displayed, indicating the use of video surveillance. Koraes Elementary School and the Parish Council shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

The Parish Council President, School Board President, Technology Committee Chairman, Koraes School Principal and the Pastor will have access to the camera system to review and obtain recorded footage. Footage obtained during the school day that involves a student incident will only be viewed by the Principal. Footage is maintained for 30 days on a cloud storage system unless being retained for a student or employment discipline matter, or investigation or prosecution of local, state, or federal law or Board or Church policy . The system is on a loop and the footage is erased after the 30 day period. The surveillance camera footage will not be continuously monitored. However, during the school day the Principal, Assistant Principal, as well as school and parish administrative assistants will have access to view the surveillance camera live feed. Therefore, surveillance live feed monitors on school or parish property shall be placed in locations that only permit viewing by these individuals. After hours and on weekends, the Parish Council President, Technology Committee Chairman, and the Pastor will have remote access to review the surveillance camera live feed.

Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant legislation. Law enforcement personnel may review and obtain a copy of camera recordings, when available, to investigate criminal conduct not directly related to a student. If the camera recording is directly related to a student, FERPA and ISSRA will dictate when law enforcement personnel can review camera recordings absent consent of a student depicted in the recording. Video recordings may only be viewed by those designated above with or persons with or agents responsible for the technical operations of the system (for technical/repair purposes only). Employees or parents of students depicted in surveillance recording, may submit a written request to view video recordings but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph) or other employees.

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving student discipline, among other situations that are directly related to a student, is considered to be an educational or student records under FERPA and ISSRA. Therefore, consent must be given in order to disclose video recordings protected by

FERPA and ISSRA, except to the extent that FERPA and ISSRA authorizes disclosure without consent. The School Board may review the video presented into evidence at a disciplinary or employment hearing being heard and determined by the School Board.

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the school, or if the recording depicts a violation of local, state, or federal criminal law, or a violation of Church or School policy. The copy of the video recording shall be kept in a secure location by the Principal. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have expired. Koraes Elementary School shall comply with all applicable state and federal laws related to record maintenance and retention.

No unapproved employees may monitor or view video or camera images for any reason except as necessary in the course of an investigation or adjudication. Any employee violating this policy may be disciplined, up to and including termination. Any Parish or School Board Member violating this policy may be removed from office.

A log will be maintained by the Koraes Elementary School Principal and the Parish Council President that will record the name and date anytime a designated staff member views a recording.

The school administration (principal and assistant principal), school administrative assistant, church office administrative assistant, Parish Council President, Technology Committee Chairman, School Board President (Chair) and the Pastor shall provide a written acknowledgement that they have read and understand this policy.

Accepted 12/16/2021

## Head of School/School Board's Right to Amend Handbook

The Head of School and the school board reserve the right to amend statements in this handbook with or without notice. The school will attempt to keep parents informed of all changes as soon as practical; however, some changes might be made immediately due to unforeseen circumstances.

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