

Koraes Elementary School

Parent/Student Handbook

2018-2019

Faith, Family and Education
108 Years of Excellence 1910-2018

Koraes Elementary School
11025 S. Roberts Road
Palos Hills, IL 60465
Phone: 708-974-3402
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www.koraes.org

VISION/MISSION STATEMENT/STRATEGIC GOALS

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.

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 21st 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.

Strategic Goals to Support the Vision/Mission of Koraes School:

- 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 resources necessary 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

Koraes School 2018-19 Calendar

Aug. 22 – 24	Teacher Institute Day
Aug. 24	Meet the teacher - 2 - 3:30 pm
Aug. 27	First Day of School/Prayer Service
Sept. 3	No School
Sept. 5	Curriculum Night 6:00 p.m.
Sept 10 - 28	MAP Testing
Sept. 26	Dismissal 1:00 pm
Oct 2	Midterm Trimester 1
Oct 8	No School
Oct 31	Dismissal 1:00 pm
Nov. 9	End of Trimester 1
Nov. 19	Parent Teacher Conferences - Dismissal 1:00
Nov. 20	No School - Parent Teacher Conferences 8:15 - 11:00
Nov. 21-23	No School - Thanksgiving Break
Dec. 21	Liturgy, Christmas Program - Last day of school
Dec. 22 - Jan. 6	No School - Christmas Break
Jan. 7	School Resumes/Prayer Service
Jan. 10	Midterm Trimester 2
Jan 14-Feb 1	MAP Testing
Jan. 21	No School
Jan. 30	Dismissal 1:00 pm
Feb. 18	No School
Feb 25	End of Trimester 2
Feb. 27	Dismissal 1:00 pm
Mar. 8	No School - Parent Teacher Conferences
March 11	First Day of Great Lent
March 28	Dismissal 1:00 pm
March 29	No School - Teacher Institute
April 1	No School
April 12	Midterm Trimester 3
Apr. 25	Holy Thursday Liturgy - Early Dismissal
Apr. 26 – May 5	No School - Easter Break
May 6	School Resumes
May 6 –May 24	MAP Testing
May 21	Liturgy
May 22	Dismissal 1:00 pm
May 27	No School
May 30	All School Field Trips
June 3	Honors Day Program
June 4	Track and Field Day
June 5	Preschool Farewell/Kindergarten Graduation
June 6	8th Grade Graduation
June 7	Last Day of School/Prayer Service

Dear Koraes Families,

Greetings! The staff is excited to kick-off the 2018-19 school year! We are thrilled that your family has chosen Koraes Elementary School to provide your child(ren) with a quality Christian Orthodox education. The staff and I love each of “God’s special creations” and it is our goal that each child will prosper academically, socially, and spiritually as our instruction impacts their love for Christ. We know that the Lord will be at work both in and out of our classrooms, blessing our students as they grow closer to Him. I am very enthusiastic for the upcoming school year and am eager to see what God has in store for our school. We welcome every family’s participation and encourage you to passionately pray for our school. Throughout this Parent/ Student Handbook, you will find various policies and procedures, intended to provide students with a safe, secure, and appropriate school atmosphere. Take a moment to review carefully its contents. Please don’t hesitate to contact us if we can be of service to you in any way. We want to partner with you in every way possible and help to make this an awesome school year for your family. Please have the Parent and Student Sign-off located in the appendix signed and returned by September 7.

Warmly,

Beth Lind

Beth Lind
Principal

Koraes Elementary School Staff 2018-19

Interventionist & Preschool	Mrs. Vicky Drikos
Preschool Lead Teacher	Ms. Sonia Sierocki
Preschool & Interventionist	Mrs. Stacy Vlagas
Kindergarten	Mrs. Stefanie Steffensen
First Grade	Mrs. Melissa Schmucker
Second Grade	Ms. Stavroula Sepsakos
Third Grade	Mrs. Kat Simmerly
Fourth Grade	Mrs. Sandy Bekiaris
Fifth Grade	Mrs. Cindy Wainwright
Sixth Grade (ELA)	Mr. Rammy Zanayed
Seventh Grade (Math)	Mrs. Kathy Ruggiero
Eighth Grade (Sci & SS)	Ms. Hanada Sweis
Greek/Art	Presv. Georgia Alikakos
Greek	Ms. Panayiota Bozionelos
Greek	Mrs. Zoe Koultourides
Physical Education	Mr. Eric Sousanes
Teacher Assistant	Mrs. Eleni Kitsch
Administrative Assistant	Mrs. Christine Skiadopoulos

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 of: 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 and supplemented with small group instruction within the setting. We encourage creativity, imagination, collaboration, and

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 look to develop this area in the future. 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 that 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'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, 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 at a Glance

The purpose of the Handbooks is to identify the applicable policies and procedures for all students and their parents enrolled in Koraes. All policies and procedures apply to all students at Koraes unless otherwise noted. Koraes reserves the right to amend, modify, or delete without prior notice, the school rules, policies, and procedures contained in this Handbook as may be needed for the routine operation of the school and to ensure continued compliance with federal, state, or local laws. Every effort will be made to timely notify students and parents of any changes. Not all behaviors can be specifically identified in a handbook; however, students are expected to follow reasonable rules and not violate the rights of others. Any questions should be directed to the classroom teacher and/or to the principal.

School Hours:

Preschool – Ages 3 to 5

M-F 8:30* a.m - 12:15 p.m. Half day
M-F 8:30* a.m. - 3:30 p.m. Full day

*School starts at 8:45 a.m.

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

Kindergarten – 8th

M-F 8:45 a.m.-3:30 p.m.
Early Dismissal: 1:00

Morning Prayer begins promptly at 8:45. All students are expected to be on time for Morning Prayer.

School Office Hours:

Our school office is open for general business on Monday through Friday from **8:00 a.m. - 4:30 p.m.** during the school year.

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.

Enrollment

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, or picked up in the school office.
- Transfer into any grades welcome with transcripts and acceptable student performance/behavior.
- Interview and evaluation required with principal prior to approval for transfer.

Our Faculty

We have 16 teachers on staff in our day school. 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.

Our Student Body

The student body is made up of multiple nationalities within one Orthodox Faith. Students come from as far as Burr Ridge, Lemont, Lombard, Mokena, Frankfort, Chicago, LaGrange, and New Lenox.

Our Facilities

We have a technology lab that is fully operational and utilized on a daily basis. Our school is also equipped with a science lab, a classroom dedicated to our preschool and their specific needs, a dedicated kindergarten classroom, an enclosed playground for our youngest learners, and a full size collegiate gym. Each classroom has a computer, a SmartBoard, and a document camera. All of our staff utilize Chromebooks, students in grades 3-8 have 1:1 Chromebooks and the school has thirty-six iPads available for classroom use.

KPTA Koraes Parent Teacher Association & School Board

Family, staff, and community all share the responsibilities for the development of well-rounded children. Our parent organization (KPTA) is an active and integral part of our school. Their fundraising throughout the school year is vital to the school's success. Our School Board is a sub-committee of the Parish Council that is governed by the by-laws of the Parish. It meets every month during the school year and tackles the issues of both budget and policy for the school.

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>

Academic Competitions

Geography Bee (Grades 6-8); Science Fair (Grades K-8); Law Essay Competition (Grades 6-8); Band Solo and Ensemble Competition (Grades 4-8); Hellenic Writing Assessment; Ellinomatheia; and Spelling Bee.

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.

Admissions Policy and Registration

Koraes Elementary School is operated under the auspices of Ss. Constantine and Helen Greek Orthodox Church and only admits students of the Orthodox Faith. Parents/guardians who enroll their child(ren) at Koraes 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 principal. 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.

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 the kindergarten program must be five years of age on or before October 1st. 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.

After School Learning Opportunities

Previously offered and subject to change: Band, Student Council, Reading Enrichment, Chess, Drama, and Engineering. Students and parents are encouraged to watch for new activities this year. A fee of \$40 for a 10-week session will apply to most clubs.

Illinois State Registration Requirements

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

Medical Forms	Preschool, Kindergarten, 6 th and new transfers with proof of immunizations.
Dental Forms	Kindergarten, 2 nd and 6 th graders and new transfers are required to show proof of a dental examination.
Vision Forms	Kindergarten and new transfers are required to show proof of a vision examination.
Birth Certificate	Preschool, Kindergarten and new transfers
Baptismal Certificate (Koraes only)	All students new and transfer must submit a valid baptismal certificate

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're 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.

Report Cards and Progress Reports

A midterm report will be issued midway through each school trimester with a final grade issued at the end of each trimester on the

report card. Parents will access this information through PowerSchool. 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 concerns about 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 in an as-needed basis.

Student Support Team Meetings

Your child is 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

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
N/A	Not Assessed at this time designated that the content and skills listed are not a major focus for instruction and assessment during the reporting time period.

Indicators for Characteristics (K-8)

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

GRADING SCALE Grades 3-8

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

Homework

Homework is an extension of the learning process meant to reinforce, enhance, or continue learning that has begun at school. Homework is a way to keep parents informed about and involved with the child's schoolwork. It is a method of helping students establish self-discipline and study skills. The role of the parent is to provide a quiet place for the child to study and to provide support and encouragement. The role of the school is to assign meaningful homework. The role of the student is to complete the homework to the best of his/her ability and turn it in on time. Through a strong home-school partnership, homework has the potential to increase learning time and student achievement. All homework will be checked for accuracy and completion either by the teacher or by the student in order to give immediate and clear feedback on academic progress. Kindergarten through fifth grade will be marked for effort and completion only on homework assignments. Fifth grade students start receiving zeros for incomplete or missing assignments in January. Sixth through eighth will receive a zero for homework not completed, left at home, or in the lockers. No late homework will be accepted unless due to illness. Each teacher, at his/her discretion, will assign points to designated homework.

Homework Guidelines:

complete at least three semesters of academic work at Koraes having achieved a 3.50 or above cumulative grade average. Students are

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

Honor Roll for grades 3 – 8 for each trimester**A Honor Roll**

1. A's in all subjects
2. No more than (1) check during the reporting period

A-B Honor Roll

1. A's and B's in all subjects
2. No more than (1) check during the reporting period

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

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.

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 must be required to submit an application with a resume of leadership activities as well as documentation of service hours completed throughout 7th and 8th grade. More specific information will be given to the middle school parents and students by the advisor.

Graduation

Kindergarten and 8th grade students have formal graduation ceremonies at the end of the school year. The school is responsible for organizing the graduation ceremonies for these grades and the parents, under the guidance of the principal, are responsible for organizing the receptions for these grades. More specific information will be shared with involved parents and students.

Greek Archdiocesan Award

A single award is given to the top student in 8th grade by the Archdiocese. Students considered for the Archdiocesan Award in the Greek Language program must have the highest GPA in Greek Language/History (averaged from all three middle school years) and have no more than one check on the report card each trimester. To be considered for the award, the student must also demonstrate 90% or higher on-time school attendance, participation 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 93%. The school and parish reserve the right to not award this recognition. Student must meet requirements.

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.

Valedictorian and Salutatorian 8th Grade

The Valedictorian and Salutatorian may be selected each year from the graduating class. The school and parish administration reserve the right to offer this prestigious award each year. *Administration and Koraes staff reserves the right to forego if no students qualify.* At Koraes Elementary the 8th grade student with the highest cumulative GPA (during 6th, 7th and 8th grades) is bestowed the honor of class Valedictorian. No more than (1) check mark may be received on the report card during the 8th grade year. The 8th grade student with the second highest cumulative GPA is bestowed the honor of class Salutatorian. No more than (1) check mark may be received on the report card during the 8th grade year. Any disciplinary issue dealing with academic honesty will disqualify a student. A student will be disqualified from consideration for valedictorian or salutatorian if he/she receives any major discipline referrals during either seventh or eighth grade that results in two or more days of any type of suspension. Criteria are based primarily on cumulative GPA, through the final grades of the third trimester of the eighth grade year. Thus, more than one student may qualify for the valedictorian and salutatorian distinctions. In the instance of a tie, students will be awarded a designation as co-valedictorian or co-salutatorian. Candidates must attend Koraes during their seventh and eighth grade years.

Attendance

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 principal 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 homeroom teacher by 9:30 (Missing Children Act) to report their child's absence each day they are absent
2. Homework requests should be emailed to teacher no later than 9:30AM and may be picked up in the school office after 3:45PM. Homework requests made after 9:30AM will not be honored. Parents are encouraged to look on the teacher's website 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.
6. 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.
7. 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.
8. 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.
9. Anyone picking up a child that is not on the emergency form will be asked to show a picture ID. Parents must call the office to notify the school that someone who is not on the form is picking up the child. We recommend the person come into the office to show proper identification.

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 principal 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.

After School Clubs and Activities

Koraes School provides a variety of after school clubs for all grades from 3:30-4:30 p.m. Flyers 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. Clubs will meet for ten sessions and will be charged a \$40 fee to cover the cost of the program. A minimum of ten students is required for a club to be established.

Animals on School Grounds

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. Please keep pets/animals in your vehicle during drop off and pick up.

Arrival and Dismissal

Please drive slowly and carefully on the school grounds staying within the cone boundaries. Please keep drop-off lanes open by moving through once your child has exited the car. At times of heavy snow it may not be possible to place the cones out. We ask that extreme caution be used especially during these times, and that all cars stay in the area ordinarily marked by the cones. Preschool and kindergarten students and their siblings are dropped off and picked up on the north side of the building (soccer fields). Students grades 1-8 are dropped off and picked up on the east side of the building. Please follow the traffic patterns for the safety of all students and parents.

1. Doors are locked at all times for the safety and security of our students and teachers. Parents/visitors may enter the east doors or lobby doors by pressing the button at each entrance during these hours.
2. Student dismissal will begin at 3:30. Any students remaining after 3:38 will be brought to homework club.
3. In an effort to teach responsibility students must receive permission from a staff member to reenter the building for forgotten items once students have been dismissed.
4. All parents/visitors are required to sign in at the school office and wear a visitor's badge.
5. Teachers on duty in the morning and afternoon are not available during the school day/during arrival and dismissal for conferences. Please schedule a time when the teacher can devote his/her full attention to your concerns.
6. All after school clubs end promptly at 4:30 p.m. No further supervision is provided by the school.
7. Students who arrive after Morning Prayer are to report to the office to sign in and then head to class.

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. – 8:30 a.m. and 3:30 p.m. - 4:30 p.m.). For before school care, your child may come directly to the East Room where a teacher will be on duty. All morning drop-offs are to door 1 the east entrance. For after school care, at dismissal the children will be taken to the classroom of the teacher who is on duty that day. You may pick your child up by coming to the school office where we will call for your child to come meet you. There is no supervision past 4:30 p.m. Please do your best to be prompt.

Early Dismissal

Please review the school calendar for the scheduled early dismissal dates for students. Early dismissal is at 1PM. The KPTA will provide supervision on those days at no charge to families. Parents must sign up in advance to have their child(ren) participate. There are six during the school day.

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. When you arrive, please sign the Early Dismissal Form in the school office. We will call for your child upon your arrival.

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 individual 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 not be released early to parents after a field trip unless there is an emergency. 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 contact their child's teacher if they wish to be involved as a chaperone. All chaperones must sign-off on the Volunteer Participation form and submit a copy of his/her picture ID. Chaperones may not bring other siblings on the field trips and are asked to refrain from purchasing any gifts/snacks for the students they are supervising. Chaperones must be 21 years old or older. All chaperones are approved by the principal. 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 quarter, it may prohibit him/her from attending field trips and/or school assemblies for that particular quarter.

Student Records

Parents have access to their child's records and can view them by making a written request to the principal. Records cannot be transferred without a written transfer of records request which has been signed by the parent/guardian and sent to Korae from the receiving school. All records must be mailed from school to school and cannot be hand-carried by the parent/guardian. Certified copies of student's records must be requested within 14 days of enrollment. Korae sends unofficial records of students transferring to other schools within 10 days of the request.

Tardy to School

It is the responsibility of the parent to have their child in school on time each day. All students arriving after 8:45 a.m. are considered tardy. Students will sign in at the school office. Parents of students with excessive tardies each trimester may be subject to meetings with the principal and the priest along with possible school fines.

Vacation

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 principal 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 outside of school holidays. Students may always bring books to read, flashcards, and/or work on their on-line assignments. Students who miss school due to this type of absence are expected to take exams, and make up assignments and projects within a time frame that has been determined by the teacher. It is left to the discretion of the teacher as to when he/she administers tests upon the student's return.

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 Korae staff has received DCFS mandated state reporter training.

Communication Sources

Several forms of communication both in print and electronically are available to our parents. Our school website at www.korae.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 principal 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 principal to discuss any areas of concern. The *Korae Courier* is printed each 12 weeks to inform you of learning activities throughout the school. Friday Folders are used in Prekindergarten – 8th grade. Our KPTA has a parent tab on our school website. This along with other KPTA announcements, bulletins and information about your child's progress are included in this folder. Please sign and return this folder each Monday morning so that we can be certain that you viewed your child's weekly papers.

Communication with Korae Staff

We welcome communication by phone, letter or e-mail. 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 principal.

Conduct by Visitors

Students, parents, and guests are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Orthodox faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook. Guests may be banned from being on school property if found to be creating a hostile environment. At no time are school staff expected to tolerate disrespect from students and guests. Likewise, students and guests are to expect respectful interactions from Korae staff.

Custody

In the absence of a court order to the contrary, Korae 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.

Discipline Policy

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 and around school grounds and at any school-sponsored activity at or away from school. Corporal punishment is not permitted. Students are required to adhere to the school's discipline policy, which will be strictly enforced. After school detentions will be held each Thursday from 3:30 – 4:30 P.M. Teachers may issue time out, or loss of privilege for behavior which is disruptive to the learning environment. If a student receives an after school detention, the parent will be notified in writing and by phone contact. Suspensions and expulsions will be issued by the principal and are subject to review by the school board.

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.

The following rules apply when a student is

- a. on the school grounds.
- b. riding a bus for a school sponsored event.
- c. off the school grounds at a school activity, function, or event.
- d. off the school grounds while the student is in attendance of any school function, or is otherwise subject to the jurisdiction of school authorities.
- e. off the school grounds if parent or student brings the matter to the attention of the Principal.

Koraes School Expectations (rules)

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

POSITIVELY KORAES!

Positively Koraes! is our positive behavior intervention system to reward and support the children who are making their best efforts to make good choices and interact positively with peers and staff. This program will include the implementation of our Second Step social-emotional learning program designed to focus on promoting skills and attitudes that increase students' social and academic success while providing a foundation for creating a safe and respectful school environment.

1. Each student will be respectful in the classroom by supporting a positive classroom climate by following classroom expectations at all times.
2. Each student will respect and value other's personal property, classroom property and school property as if it were your own.
3. Each student will build positive peer and adult relationships by using kind words, helping hands, and a caring heart. Each student will not bully, threaten, hurt, or use disrespectful language with other students or staff members in verbal, written, or electronic form.
4. Each student will only bring items to school that have a school-related purpose at school. Each student will not possess or use weapons, whether assembled or disassembled (guns, toy guns, look-alikes, knives, toy knives, or look-alikes), any fireworks, or any other items that could be reasonably perceived to be a weapon or other destructive device. Each student will not possess, use, distribute alcohol, tobacco, or drugs.

Severe or repeated violations of school rules may result in parental conference and/or discipline review committee meeting with the parents and the principal.

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 principal 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. Palos Hills Police Department and/or county sheriff is notified immediately.

KORAES – Bullying Prevention:

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

Bullying is:

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

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

Bullying acts or conduct described above can include the following:

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

No student shall be subjected to bullying:

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

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

Reporting Bullying

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

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

- Anonymous reports of bullying may be made by a telephone call to the above-listed Principal. These reports will be investigated. However, formal disciplinary action shall not be taken solely on the basis of an anonymous report.
- The principal will promptly inform parents of all students involved in the alleged bullying incidents and discussion, to the extent permitted by state and federal laws and rules governing student privacy rights. Parents will be informed, as appropriate, of the availability of social work, services, counseling, school psychological services, other interventions, and restorative measures.

Investigating Bullying

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

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

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

Bullying Outcomes:

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

Sexual Harassment

Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal. Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any employee or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to the sanctions for misconduct set forth above.

Battery of School Personnel

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

Procedure for Administrative Referrals

- A. For minor behavior concerns, the teacher will notify the parent/guardian of any concerns regarding their child's behavior. Loss of privilege, time-out and other intervention strategies will be tried.
- B. If behavior problems continue and/or the infraction warrants it, an after school detention may be issued by the teacher or principal. Parent/Guardian will be contacted by phone and receive a copy of the detention form which will state the rule broken and the date and time of the detention.
- C. For more serious discipline problems, an administrative referral will be written up by the staff member and handed to the principal. The principal will speak with the child and notify the parent of the concern and consequence for the misconduct. The referral form will be sent home for parent/guardian signature to be returned on the following school day.

Infractions

Upon receiving a fourth infraction of any kind, an administrative referral will be written and after school detention will be assigned by the teacher. This may include violations of:

- Church dress code
- School dress code
- Gym uniform
- Casual day dress code
- Other as determined by the staff

Dress Code

The dress code at Korae 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. Short-sleeved polo shirts may be worn for as long as the weather permits with the ending date to be announced by the school. They are, however, not allowed on days when the students will be attending Liturgy or Prayer Service in church. 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 Korae sweater or fleece jacket may be worn

over the uniform on colder days or in the classrooms. If three consecutive written warnings of any kind are issued about uniform infractions, the fourth infraction will be followed with an 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 violations of the dress code. Parents are expected to support the dress code for all students.

School Uniforms

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

Girls (Grades K – 5)

Tartan blue, gray and white jumper with short or long sleeved white blouse and blue uniform sweater or fleece jacket. Girls should wear shorts under their jumper. Skirts must be knee length. Blouses must be tucked in at all times. School uniforms are the same as church uniforms. Plain (no stripes or prints) 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 grey. The following shoes are not permissible: athletic, glittery, light-up, or logos. Boots may only be worn if they meet the acceptable shoe expectations.

Girls (Grades 6 – 8)

Daily uniform is tartan blue, gray and white regulation skirt with blue Koras 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. Skirts must be knee length (not above). Polo shirts and blouses must be tucked in at all times. Plain (no stripes or prints) 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 grey. The following shoes are not permissible: athletic, glittery, light-up, or logos. Boots may only be worn if they meet the acceptable shoe expectations.

BOYS (Grades K – 4)

Church uniform is white short or long sleeved shirt and blue uniform vest, sweater or fleece jacket, navy blue long pants (navy corduroy permitted), cross tie - navy or Koras blue. 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 grey. 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 Koras blue polo. Boys may wear a navy blue, black or brown plain belt.

BOYS (GRADES 5 – 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), ready-made tie. 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, or dark grey. 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 Koras blue polo. Boys may wear a navy blue, black or brown plain belt.

GYM UNIFORMS

- 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 locker room or kept in their gym bag

Kindergarten: Girls are required to wear gym shorts underneath the jumper. Shorts may be purchased from *School Bells Uniforms*. Boys will participate with their regular school uniform, removing the vest and tie only. All gym shoes must have non-marking soles.

Grades 1 – 8: Gym uniforms are required for students in Grade 1 – 8. Gym uniforms must be purchased from *School Bells 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.

**Middle school students must wear Koras issued gray gym shirts.

CASUAL DAYS

We are a church school. All aspects of our 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 (skinny 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 in a change of clothing for the student. Students must look neat in appearance even on 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.

Special Uniform 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.
- Yarn, beads or hair extensions are not allowed. Excessive hair accessories are not allowed. Only Korae 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 Korae fleece or sweatshirts
- 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 ear

Electronic Devices

No electronic devices may be carried during the school day by the students. If a cell phone is sent to school by the parent, the student must store the cell phone in the “off” position in his/her locker or backpack. Cell phones 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. Students who need to call home are required to use the school office phone. 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 principal whether they have occurred in/out of school, the principal 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.

Internet Use

The school provides Internet safety instruction for all students. In order to use technology at Korae parents and students must sign the AUP (Acceptable Use Policy). Students who violate the AUP are subject to consequences of the AUP.

Emergency Forms

The school must be in a position to contact the parent/guardian in case of an emergency. Therefore, emergency cards must be filled out for each student in attendance. Cards must be kept current and the office should be notified immediately of a change of residence, phone number, medical condition, or custody change. In the event of an emergency, if a parent or guardian cannot be reached during the school day or is unable to pick the student up from school, a student will only be released to an individual listed on his/her emergency card. Please include all names of people who are available to pick your child up during the school day. If a student is to return home in some way other than that which is indicated on the emergency card, the school must be notified in writing. Any known food allergies must be clearly marked and communicated to the teacher and the school office. All custody agreements must be filed with the school office in order to be supported.

Emergency School Closing

When the school is closed due to inclement weather it will be posted on our school website and on our Facebook page.

Emergency Procedures

Throughout the year students will participate in emergency drills in order to be prepared for emergency situations. The school will implement the appropriate emergency plan in order to ensure the safety of all students and staff. A complete lockdown of the school will be implemented whenever the situation warrants. Students are expected to remain silent and follow directions of school personnel during any emergency procedure.

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 house 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. 111th 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 situation warranting a lockdown. Teachers and staff are trained in lockdown procedures.

Health Policies

Parents must notify the school of diseases/infections that are highly contagious in nature as this is an extreme priority to ensure the health and safety of our school community. In the event that a student contracts an illness that is considered highly contagious/communicable to others, it is imperative that the student remain home until cleared by a physician. A statement from the physician is required indicating the student has been treated and may return to the school environment. Koraes reserves the right to release health concerns of individual students to notify our faculty and staff. All personal information will remain strictly confidential.

Contagious Illness

We ask parents to notify the school office as soon as possible if the student develops a potentially contagious illness.

Readmission following illness from contagious disease may require a back-to-school permit signed by a physician. Certain guidelines established by the Illinois Department of Public Health, are used to control communicable diseases.

- Mumps-a child may return to school on the tenth day following the appearance of the swelling.
- Chicken Pox-no longer contagious after the sixth day and after all pox are scabbed.
- Measles-isolation is required until four days after appearance of rash.
- Whooping Cough-three weeks after the onset of cough, the child may return to school.
- Impetigo-the child may be in school after using the prescribed antibiotic ointment for at least 24 hours.
- Conjunctivitis-the child is excluded from school until antibiotic treatment has been maintained for at least 24 hours.
- Strep Throat-students may return to school after being on medication for 24 hours if he/she is free of fever.
- Fifth Disease-the child is excluded from school until a physician diagnoses the rash as Fifth Disease or the child is symptom free.

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

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

Pediculosis (head lice)

Pediculosis, or head lice, is considered a nuisance, not a disease, by communicable disease experts and agencies such as the Will and DuPage County Health Departments, the Centers for Disease Control (CDC) and the American Academy of Pediatrics (AAP). Based on information available from these agencies and either evidence based sources, it is no longer recommended that students with nits (but no live lice) be immediately excluded from school or that students be totally nit free prior to being readmitted to class. In addition, because there is no evidence that a classroom screening of students correlates with prevention of the spread of lice, it is recommended that this practice also cease. Therefore, students not found to have live lice but who have nits only in their hair would remain in school until dismissal. Students who have been sent home with live lice or whose parents have been notified that nits have been found on their child's head, may return to school once the hair has been treated. All nits found within ¼ inch of the scalp should be removed. Students who have been identified with live lice or nits must be treated with Pediculicide prior to returning to school.

Food Allergies

An increasing number of school age children have food allergies. Symptoms can range from mild reactions to severe life threatening reactions leading to the inability to breathe, a drop in blood pressure and unconsciousness. Please inform the School Office prior to the start of the school year if your child has a food allergy. All children should be strongly discouraged from sharing foods and treats with classmates. Good communication helps insure the safety of all our children.

Health Records

All students are required to have the proper health documents on file as required by the State of Illinois at the beginning of the school year. The State of Illinois requires vision, physical and dental examinations for students as follows:

Health Examination Requirements:

- all students entering Illinois schools for the first time
- all students entering kindergarten
- all students entering grade 6

Immunization Requirements:

- all children in PreK - grade 8 must provide proof of immunization against polio, DTP/DTaP/Td, measles, mumps, rubella, and Varicella/Chickenpox
- all children in preschool and grades 6-8 must provide proof of immunization against hepatitis B
- all children in preschool must provide proof of immunization against Hib
- all children in grades 6-8 must provide proof of immunization against Tdap.
- all children in preschool must provide proof of immunization against Pneumococcal
- all children entering 6th grade must provide proof of immunization against meningitis

Students entering first grade who did not attend kindergarten at Koraes must submit medical, eye and dental forms. Any child entering 6th grade shall show proof of receiving a meningitis vaccine and one dose of Tdap (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT or Td dose. Students must have a dental exam on file by May 1st of their kindergarten, 2nd, and 6th grade years.

All transfer students are required to have current physical examinations and to provide the health records from their previous school. These examinations must be completed and the health forms submitted to the school office before the student enters school in the fall. For any religious exemptions to the required immunizations, a parent must submit a Certificate of Religious Exemption signed by the student's health care provider. Any other objections to immunizations must be documented on the legal school vaccination and immunization exemption form available in the school office. Failure to comply may result in exclusion from school and/or non-release of report card/transcripts.

Illness During the School Day

Students who become ill during the school day are sent to the school office by the teacher. Koraes School does not have a full-time nurse or other medical personnel to diagnose illnesses, but the child's temperature may be taken. Students will be sent home if they have a temperature of 100 degrees or higher. Students must be fever-free for 24 hours before they can return to school. The administrative assistant and/or principal 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.

Excused from Physical Education/Recess

A written note from the parent or physician is required to be excused from physical education or outside recess stating the reason and time limit for non-participation. Any special adaptations/accommodations made in PE must be accompanied with a letter from the physician explaining the condition and the limitations of physical activity required.

Accidental Student Injury

If a child is injured during the school day, the school secretary and/or the principal will administer minor first aid when appropriate. The parent will be contacted immediately if a child requires care beyond that which the school can provide. Parents must provide special instructions in writing from a physician in event of special directions that must be followed due to a pre-existing medical issue.

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.

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.

Medication Policy

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. Students may not keep any medications on their person at any time.

1. If medication is to be taken at school, it must be in the original package or pharmacy container with only one dosage included.
2. Prescription medications must display the student's name on original package.
3. A written note from the parent must accompany all medications.
4. Student brings all medications to be kept in the front office only. The child must take the empty container home at the end of each day.
5. If your child has asthma, an inhaler must be kept at school at all times.
6. The school allows the self-administration and self-carry of asthma medication and /or epinephrine auto-injectors.

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 should be 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. During the first week of Great Lent and Holy Week students will be permitted to walk.
- Students shall be provided opportunities for physical activities through a range of school programs such as after school activities, Greek Folk dance and church athletic leagues.

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, Principal, and gym teacher have been trained in its use. It is available for emergencies and persons who have received training may also use it. .

Alcohol/Tobacco Use

Beverages containing alcohol are not to be served at any school-sponsored or athletic event where children are present. No smoking is allowed anywhere on campus.

KPTA

The Koraes Parent-Teacher Association (KPTA) of Koraes School fosters a cooperative relationship between the parents and Koraes Elementary for the enrichment of our children's educational experience. Through volunteer efforts, fundraising endeavors and event planning, the KPTA supports the educational, spiritual and financial development of the Koraes School community. In addition, the mission of the KPTA is to establish a sense of community for all who attend Koraes.

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 both our day and afternoon schools. 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 all meetings include the principal, pastor of the parish, president of the parish council, and any advisors with educational background that have been appointed by the parish council to act as resources for the group on educational issues.

Lunch

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 a 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 the East Room at their appropriate lunchtime. Students are asked not to bring carbonated drinks (pop) in their daily lunch.

Birthday/Nameday

Birthday/Nameday may be recognized with non-food items. No balloons or individual treat bags please. 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.

Lockers and Classroom Desks

Students in grades K-8 will be assigned 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. Modesty must prevail. 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, hot lunch etc. should be sent in a clearly marked envelope and handed to the teacher upon arrival. The school reserves the right to inspect lockers or desks at any time and cannot be responsible for lost/stolen items. Desks may not be defaced in any way.

Attendance at School Sponsored Events

Events such as after school clubs, middle school dances, 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.

Textbooks and Classroom Libraries

Textbooks are the property of Koraes School. It is the expectation that students will have all of their books covered and 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 Koraes administration that any unreturned handbook sign-off forms do not exempt students from the policy and procedures of Koraes School.

Principal/School Board's Right to Amend Handbook

The principal reserves 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.

2018-2019 Parent/Student Handbook Sign-Off

Please sign and return to your child's homeroom teacher by Friday, September 7

Please print the child's name: _____

Student:

I have read (or it has been explained to me) and agree to follow the Koraes Elementary School Parent/Student Handbook and have been made aware of the policies and procedures for the 2018-19 school year

Student Signature: _____ Date: _____

Parent:

As the parent/legal guardian of this student, I have read the Koraes Elementary School Parent/Student Handbook and have been made aware of the policies and procedures for the 2018-19 school year.

Parent Signature: _____ Date: _____