



## **STUDENT/PARENT HANDBOOK**

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**This handbook should be based on the English contents as the formal standards.**

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This section applies to ALL grades in Pui Tak Christian School.  
All parents/guardians must read the entire Section I.

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**Section I**

**This section applies to ALL grades in  
Pui Tak Christian School.**

**All parents/guardians must read the entire Section I.**

## Welcome Letter From the Principal

Dear Parents and Guardians,

Welcome to Pui Tak Christian School (PTCS) and a new school year! Education is an essential element in each child's growth and development. At PTCS, we encourage a deep respect for each child with an emphasis on creative thinking, positive instruction, and the promotion of cooperative effort.

Parents play a vital role in children's education. We welcome your input as we work together to help your child develop to his/her full potential. To accomplish this, we want you to know and understand the goals, policies, and procedures of our school program in this handbook. Your awareness of its contents will help develop a shared understanding of expectations and will help ensure the best possible educational experience for your child. Please read this handbook carefully, sign and return the attached Parent Acknowledgement Receipt to your child's teacher by the due date on the Acknowledgement Receipt. Discuss the pertinent parts of the handbook with your child, if age-appropriate; have your child sign the Acknowledgement Receipt as well. If you have any questions, please call us at the school at (312)-842-8546. Our office hours are Monday to Friday from 8:00 a.m. to 4:00 p.m.

Sincerely,

Mrs. Bonnie Ho  
Principal

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## History and Mission

Pui Tak Christian School is a unique Christian preschool and elementary school in the heart of Chicago's Chinatown. It was started by the Chinese Christian Union Church in 1953 when most of the community's children were from immigrant families. The church wanted to help these children transition from their Chinese-speaking home environments to an English-speaking school setting. Ms. Helen Case served as the founding Nursery School Director and Teacher until her retirement in 1989. Mrs. Sylvia Wu began serving as the school's principal in 1989. The administration of the school was transferred from the Chinese Christian Union Church to the Pui Tak Center in 2001 when the school began offering elementary grades. The school became independent in July 2017. Mrs. Wu retired in early 2012, and Mrs. Bonnie Ho was called to serve as the school's third principal.

Pui Tak Christian School's mission is to create an educational environment that encourages students to develop exceptional character traits and a love for learning. Pui Tak Christian School is committed to training and nurturing students in their intellectual, emotional, physical, and spiritual growth.

The Pui Tak Christian School has adopted the Chinese Christian Union Church's statement of faith.

Pui Tak Christian School is a member of the Association of Christian Schools International (ACSI) and is registered with the Illinois State Board of Education as a private school. The City of Chicago and the Illinois Department of Children and Family Services have licensed the school for its operation.

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## Statement of Faith

### **Bible:**

We believe the whole Bible in the original manuscripts, both Old and New Testaments, to be the inerrant word of God, inspired by God, the complete revelation of His will for the salvation of man, and the Divine and ultimate authority for all Christian faith and life.

### **Triune God:**

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit. We believe Jesus Christ is true God and true man, conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins. Further, He arose bodily from the dead, ascended into Heaven, where, at the right hand of God the Father, He now is our Mediator, High priest, and Advocate. We believe in the Holy Spirit, the Third Person of the Trinity, who is equal in power and coexistent with the Father and the Son. His ministry is to convict men, regenerate believing sinners, and indwell, guide, instruct, and empower believers for godly living and service.

### **Man:**

We believe that man was created in the image and likeness of God, but in Adam, man has fallen into sin and incurred condemnation and both physical and spiritual death. As a sinner, man is completely helpless and in need of God for salvation.

### **Salvation:**

We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who respond in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire person to Him as Lord and Savior. There is no other way of salvation apart from Jesus Christ. All the redeemed, once saved, are kept by God's power, forever secured in Jesus Christ.



**Church:**

We believe that the true church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the Head. The Church is to bring glory to God. We also believe that water baptism and the Lord's Supper are ordinances to be observed by the church during the present age. They are, however, not to be regarded as means of salvation.

**Second Coming of Christ:**

We believe in the personal and imminent coming of our Lord Jesus Christ. We also believe in the bodily resurrection of the dead. The believers will be resurrected into everlasting blessedness and joy with the Lord and the unrighteous to judgment and everlasting conscious punishment.

## Admission Information

Pui Tak Christian School welcomes applicants from all races, colors, religions, national origins, and genders. The school does not discriminate based on race, color, religion, national origin, and gender in the admission of students. However, the school reserves the right to decide on the acceptance or continued enrollment within its sole discretion.

In addition, Pui Tak Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse an applicant's admission or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the student's activities are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unwilling to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27).

All applicants and those who enrolled should understand and respect that Pui Tak Christian School was founded as a Christian school. Our teaching philosophy is faithful to the teachings of Christian principles. While families who send their children to the school may hold different religious beliefs and practices, they must understand and agree that students are expected to participate in all of the school activities and regulations, whether they are academic or religious in nature.

Parents or guardians and students are expected to submit and uphold school standards. Students may be disciplined or face dismissal from the school if they violate the policies and rules outlined in this handbook.

### *Age Requirements*

Experience has shown that students do best in school when they have reached a certain age before beginning their school experience. Pui Tak Christian School follows the following guidelines for admission age:

Preschool	Children three years old by September 1 <sup>st</sup> of the enrolling school year are eligible to apply for admission.
Kindergarten	Children who are five years old by September 1st of the enrolling school year are eligible to apply for admission.
First Grade	Children who are six years old by September 1st of the enrolling school year are eligible to apply for admission. Students who enroll in first grade should have successfully completed kindergarten.

### *New or Transfer Students*

#### **All applicants**

1. An application form must be submitted to the school.
2. An application fee must be paid at registration.
3. A non-refundable one-month tuition deposit must be paid at registration. At the end of the school year, this one-month tuition deposit will be applied toward the balance of the student's account. The one-month tuition deposit will be forfeited if the student does not complete the school year

Admission is based on the following satisfactory criteria:

#### **Preschool:**

1. Successfully toilet trained
2. Assessments
3. Submission of birth certificate and current health records

#### **K-8th Grade:**

1. Assessments
2. Current transcript or report cards from the most recent school.
3. Completion of two recommendation forms
4. Financial clearance from the previous school
5. Submission of current health records

The School Administration will review the application and perform a

placement assessment for the applicant. The applicant will be notified whether or not they are accepted in writing. New or transfer students will be placed on probation for three weeks from their first attendance day of school.

### *Returning Students*

1. All returning students must register before the deadline.
2. All returning students must pay a non-refundable tuition deposit at registration. At the end of the school year, this tuition deposit will be applied toward the balance of the student's account. The tuition deposit will be forfeited if the student does not complete the school year.
3. All returning students must have a zero balance in his/her student account before re-enrollment.
4. All returning students must be in good academic standing.
5. All returning students must have up-to-date health records.
6. All returning students must comply with the school handbook including behavioral standards

### *Registration*

Registration dates and procedures are established and published for each academic year. Students are expected to register by the date specified in the school calendar. Registration is completed when all deposits or fees are paid, and all required registration documents are completed.

### *Physical Examination and Immunization Requirements*

The State of Illinois mandates certain health requirements of non-public schools. At all grade levels, students must provide up-to-date immunization records or an Illinois Certificate of Religious Exemption.

A physical/health examination must be completed for all students:

- a) Within one year prior to entering Kindergarten or first (1st) grade.
- b) Upon entering sixth (6th) grade.
- c) Upon first entry into an Illinois school.

A vision examination must be completed for all students:

- a) Upon entry into Kindergarten.
- b) Upon first entry into an Illinois school.

A dental examination must be completed for all students in grades:

- a) Kindergarten
- b) Second (2nd) grade
- c) Sixth (6th) grade

The State of Illinois requires that the school have current health and immunization records on file for all students. Parents are responsible to provide the required examinations and the health records to the school.

The school may withhold educational services to students with incomplete health records. Students are to be excluded from school by October 15th if requirements for health examinations and immunizations have not been met. [105 ILCS 5/27-8.1(5)]

### *Special Education*

As a private school, Pui Tak Christian School does not have the capacity or expertise to provide special education services. Thus, unable to accept students who have severe learning disabilities or needs which require specially trained personnel.

Teachers who observe behaviors/characteristics that warrant concern will notify the administration and parents or guardians. Parents or guardians will be requested to contact the appropriate public school district within 30 days and ask for an evaluation of their child. The administration will then review the results and determine whether Pui Tak Christian School will be able to offer an optimum education to the student.

## IL Act – Privacy of Students Records

Local, state and federal laws require that information in student records be held confidential. Unless the parents/guardians have signed a release form or a court order the release, student records are not released to anyone other than parents/guardians and authorized school personnel. A release form may be obtained from the school office.

### *Student Records –Definition*

A student record is any record that is maintained by the school that contains personally identifiable information or other information that would link the document to an individual student. It excludes the following types of record:

1. Records kept in a school staff member's sole possession, destroyed no later than the student's graduation or permanent withdrawal. These records are not accessible or revealed to any other person except a temporary substitute teacher or school official.
2. Records kept by law enforcement officials working in the school.

### **Types of Student Records**

#### 1. Permanent Record:

The Student Permanent Record includes basic identifying information, academic transcripts, attendance record, incident reports and health reports, honors and awards, school-sponsored activities, and the information pertaining to the release of this record. The permanent record is sent to the receiving school upon graduation.

#### 2. Temporary Record:

The Student Temporary Record may include information on family background, intelligence and aptitude scores, psychological reports, achievement results, participation in extracurricular activities, honors, and awards, anecdotal teacher records, disciplinary information, special education files, and information pertaining to the release of this record.

### *Student Records - Rights of Parents and Students*

All school records, including permanent and temporary records, shall

be available for inspection and duplication according to the provisions of the Family Education Rights and Privacy Act (FERPA), The Illinois School Student Record Act, The Education of the Handicapped Act, and applicable regulations for the implementation of these acts.

Parents/guardians have the right to inspect and copy the student's education records (a nominal fee may be applied). Parents/guardians may challenge specific information, exclusive of grades and references to expulsions or out-of-school suspensions, on the basis of accuracy, relevance or propriety. Requests of this nature should be initiated with the principal. The parents/guardians may request a hearing and may insert a written statement of reasonable length describing their position on disputed information. Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court orders otherwise. Parents/Guardians also have the right to prohibit the release of directory information concerning their child.

Except where legally specified otherwise, all release of information requires the prior written consent of the parents/guardians.

### *Transfer of Student Records*

For students transferring to Pui Tak Christian School, the school will coordinate the transfer of student records from the student's previous school once a parent or guardian signs an authorization form requesting the release of records from the previous school. Requests will be made within 14 days of enrollment as the State requires. Final Grade placement will be based upon verification from the previous school.

For students transferring from Pui Tak Christian School, the school will send the student records after receiving notification that the parent/guardian has approved the request. Official records will be sent within 10 days of being requested unless a balance of tuition and fees remains. If a balance remains, basic communication of a child's yearly academic progress will be provided to the school as required by law.

## Financial Information And Policy

The Pui Tak Christian School is a private school and does not directly receive any government funding. Tuition and fees only cover a portion of the cost to operate the school. Donations, school fundraising, and grants cover the remaining costs. We are indebted to our many volunteers who donate their time, energy, and resources to our school community.

Every school must operate on a sound financial basis. Prompt attention to financial responsibility is not only appreciated, but also necessary if we are to maintain a quality educational program at Pui Tak Christian School. Parents or guardians are responsible for paying the tuition and all applicable fees on time.

### *Tuition and Fees*

The tuition and fee schedule is reviewed and approved each year by the School Board. The fee schedule can be obtained from the school office.

Pui Tak Christian School offers three payment options for tuition, lunch and instructional materials.

Option 1	Make one full payment on or before 8/10 of the current Year for the new school year.
Option 2	Make a total of two installments. For payment details, please refer to the Tuition and Fee Schedule.
Option 3	Make ten monthly tuition payments from September through June by the 10th of each month. An additional fee will be applied per child, per month to cover administrative costs.

### **Late Payments**

After the due date, a late fee will be charged. For details on the late fee, please refer to the Tuition and Fee Schedule.  
If an installment has been late for two months, the student may be excluded from school until the account is current.



	If an installment has been late for three months, the students will no longer be enrolled in the school. Re-admittance will be at the discretion of the school.
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Parents or guardians should indicate their desired payment option by completing the "Tuition Payment Option" form. Payment can be in cash or by check.

For information regarding fees for Before and After School Care, After School Enrichment Classes, and Homework Club, please refer to the Tuition and Fee Schedule.

All tuition and fees must be paid in full before final grades will be released to parents/guardians or for graduating students to participate in the graduation ceremony. Transcripts/Standardized Scores requests from other schools will be withheld until all debts are cleared. Pui Tak Christian School will not re-enroll a student whose tuition has not been paid in full from prior years.

#### *Family Multiple-Students Tuition Discount*

A family with multiple elementary students enrolled at Pui Tak Christian School at the same time may be eligible for a discount. For details, please refer to the Tuition and Fee Schedule.

#### *Financial Assistance*

It is our goal to provide quality Christian education to every child who desires such an educational experience. The school has a limited amount of funds set aside for financial assistance for families with significant financial needs. Families who would like to request financial assistance can complete an application and submit a copy of their latest 1040 Tax return to the school. The school's Financial Committee typically meets in the spring to determine the financial assistance provided to students for the upcoming year.

### *Late Pick-Up Fees*

**Late Pick-Up Fee:**

Students should be picked up within 10 minutes of dismissal time. This 10-minute timeframe also applies to all extra-curricular activities and functions. A student that is not picked up within 10 minutes (according to the clock in the school office) after dismissal time will be charged a late pick-up fee. For details on late pick-up fees, please refer to the Tuition and Fee Schedule. The school office will automatically apply the late pick-up fee to the student's account.

### *Return Check Fees*

**Returned Check Fee:**

A fee will be charged for each returned check. For details on returned check fees, please refer to the Tuition and Fee Schedule.

### *Refund Policy*

All outstanding fees must be paid before a refund will be issued. When a student withdraws from school during the academic year, pre-paid tuition shall be refunded on a prorated scale. The following items are non-refundable:

1. Registration Fees
2. Tuition deposit

No tuition credit will be given to students who elect to take days off for vacation during school days.

## General Policies

### *Lunch and Snacks*

Morning snack	Provided to Preschool students only
Hot Lunch	Provided to all students
Afternoon snack	Provided to students in the Extended Day Programs

Parents/guardians should inform the school of any food allergies and special dietary needs of their child. These special needs are incorporated into meal plans and monitored by the staff.

### *Library Policy*

All students are entitled to use the library and to check out books.

1. Students may check out up to two books at a time.
2. Students may borrow books for a one (1) week period.
3. Books are to be returned to the school library.
4. A fine is charged for each day a book is overdue, and a note is sent home to parents/guardians. For details on overdue charges, please refer to the Tuition and Fee Schedule.
5. Students will not be able to check out any more books until all overdue books are returned, and fines are paid.
6. If a book is damaged or lost, students will be charged the book's replacement cost.
7. When in the Library, students are required to be quiet. Students who do not follow the library rules will be asked to leave the library and may lose borrowing privileges.

### *Field Trip Procedures*

A field trip is defined as any school-sponsored activity that occurs away from the school facilities (except for trips to the Chinatown Library, 24<sup>th</sup> Place playground, and Ping Tom Park). Field trips give students educational experiences that are complementary to the school's curriculum and attendance is required. Field trip permission slips will be given to parents/guardians along with information about the trip and any related fees (transportation or admission).

### *School Visit*

Parents or guardians are welcome to visit classes as observers. For the safety of the students, the administration of Pui Tak Christian School must approve all visitors, including parents/guardians before arrival. A parent or guardian wishing to visit the classroom should observe the following guidelines:

1. Call at least 24 hours in advance and make arrangements to visit the classroom.
2. Report to the school office to sign in and obtain a visitor's badge, which must be worn throughout the entire time when they are in the building.
3. Sign out at the school office before leaving the building.

### *Telephone Calls*

The school telephone is for business use and emergency calls only. Students and teachers will not be called from their class to answer the telephone. Messages will be taken and conveyed in such a way as to cause the least possible disruption.

### *Newsletters*

An all-school newsletter is distributed by e-mail each month, and a class newsletter is also sent home every week.

### *Lost and Found*

Pui Tak Christian School maintains a lost and found collection. Articles found should be turned in to the office immediately. All unclaimed items in lost and found are donated to a local charity at the end of each quarter.

### *Damage to school property*

When accidental damage to school property occurs, the incident should be reported immediately. The student may be asked to make restitution.

When intentional damage or destruction of school property occurs, the student will be responsible for restitution and faces additional disciplinary measures.

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## Medical and Health

### *Communicable Illness*

Parents or guardians are asked to notify the school office when their child has a contagious illness or a condition that may present potentially serious health problems for those who come in contact with the disease and/or disease carrier. These conditions include but are not limited to chickenpox, encephalitis, mononucleosis, measles, mumps, pediculosis, and other similar diseases.

### *Exclusion Policy*

Parents/guardians must call the school if their child is sick or has a contagious disease. If a child is absent three days or more due to an illness, a physician's note will be required.

To prevent the spread of germs and viruses, a child will not be allowed to attend school if he/she has one of the following conditions. If these conditions/symptoms appear while the child is in school, the parents/guardians will be called and asked to take the child home.

#### **Temperature**

Students with an oral temperature greater than 100° should not attend school until they receive a medical clearance from a physician or until the student has not had a temperature higher than 100° for a minimum of 24 hours.

#### **Vomiting**

Students who have vomited two or more times in the previous 24 hours.

#### **Strep infection**

Students who have Strep infection should not attend school until 24 to 48 hours after treatment has been initiated, and until the child has been without a fever for 24 hours.

#### **Conjunctivitis(“pink eye”)**

Students who are infected by Conjunctivitis should not attend school until 24 hours after treatment has begun.

**Lice**

Students who have lice should be nit free before attending school.

**Impetigo**

Students who are infected by Impetigo should not attend school until 24 hours after treatment has begun.

**Flu**

Students with flu or flu-like illness should not attend school until at least 24 hours after they are free of fever (100° F or higher) without the use of fever-reducing medications.

**Other Symptoms:**

Students who have the following symptoms that prevent him/her from participating in school should stay home:

- Productive coughing, sneezing
- Headache, body aches, earache
- Sore throat.

*Injury/Emergency Care*

Pui Tak Christian School will notify parents/guardians immediately of any injury which requires emergency care. We also will notify parents/guardians in writing within 24 hours of the injury if any first aid is administered to the child.

*Medication Authorization*

All medications, both prescription and non-prescription, which are necessary to keep the child in school and must be given during school hours shall be administered according to the guidelines below:

**Prescription Medication**

The following documentation are required for Prescription Medication:

1. A written statement from the student's physician or licensed prescriber stating the necessity for the medication, the dosage, method, and time of administration.
2. A completed and signed Medication Administration Authorization Form from the parent/guardian.

### **Non -Prescription Medication:**

The following documentation are required for Non -Prescription Medication:

1. A completed and signed Medication Administration Authorization Form from the parent/guardian.
2. If the medication is to be given for more than three (3) consecutive days, a written statement is required from the student's physician.

### **Diabetes**

PTCS staff will provide minimal assistance to a student's self-administration of medication related to a student with diabetes. A student needs to be mature enough to independently self-administer insulin and to test their sugar level. The school's staff can provide support through communication with parents and storage of medication and supplies, but they are not trained to administer medication or perform blood tests. The school does not maintain a supply of or allow for the administration of undesignated glucagon. The parents of an enrolled student with prescribed diabetic medication must provide:

1. A Signed Parent Authorization Form
2. A signed physician diabetes care plan that also carries a parent signature.

The school and its personnel incur no liability for injuries occurring when providing assistance to a student's self-administration of diabetic medication.

### **Epi-pens**

PTCS allows for the prescription use of epi-pens. The school does not maintain a supply of undesignated epi-pens Parents must provide the school with:

1. A Signed Parent Authorization Form
2. A written authorization from the student's physician (assistant) or advanced practice nurse.
3. A written statement from the student's physician (assistant) or advanced practice nurse containing the following information:
  - a). The name and purpose of the injector

- b). The prescribed dosage
- c). The time or circumstances in which the injector is to be administered.

The epi-pens with the above information are kept with the homeroom teacher.

The school and its personnel incur no liability for injuries occurring when administering an epi-pen.

### **Asthma**

PTCS allows the self-administration and self-carry of asthma medication if appropriate documentation is on file. The school does not allow for the administration of undesignated asthma inhalers.

Required documentation for asthma medication are:

1. Signed Parent Authorization Form
2. Original labeled container
3. An Action plan

The inhalers with the above information are kept with the homeroom teacher.

The school and its personnel incur no liability for injuries occurring when administering asthma medication.

### **Medical Cannabis**

According to the State of Illinois, PTCS must allow for the use of medical cannabis-infused products by registered patients. The administration of such products can only be done by the principal and only if it can be done in a way that does not disrupt the educational environment and does not expose other students to the product.

Parents must provide the school with:

1. A Signed Parent Authorization Form
2. A written statement from the student's physician (assistant) or advanced practice nurse containing the following information:
  - a). The name and purpose of the medication
  - b). The prescribed dosage
  - c). The time or circumstances in which the medication is to be administered.



The school and its personnel incur no liability for injuries occurring when administering cannabis-infused products to a student.

**The following applies to all medications:**

1. All medication must be brought to school in original containers appropriately labeled, with your child's name on it.
2. The responsibility to obtain the physician's authorization lies with the parents/guardians, not the school.
3. Pui Tak Christian School reserves the discretion to reject a request to administer medications deemed unnecessary or unsafe to be taken at school, such as vitamins, non-traditional therapies, drugs unapproved by the FDA or medication causing extenuating side effects for the student.
4. Because of the potential problems with Reye's syndrome, especially in older students, aspirin will not be administered without a doctor's authorization.
5. It shall be the responsibility of the elementary students to report to the teacher at prescribed medication times.

## School Safety

### *Sign-in and Sign-out Procedures*

#### **Arriving at school:**

The parent/guardian of a preschool student must bring the child to his/her classroom and sign in each morning.

#### **Departing from school:**

The parent/guardian of preschool students and students participating in afterschool programs must sign out their child at pick-up.

### *Authorized Pick-up*

Student safety is our primary concern. Any parent or authorized person picking up a student must be listed on *the* "Contact Information Update" form. All authorized persons must be age 18 or over. When the parent and the authorized person are not available to pick up a student, the parent or the authorized person must call the school office before a student is released to an unlisted person. The unlisted person must present his/ her photo ID before the student can be released.

### *Leaving Before Regular Scheduled Dismissal Time*

A situation may occur in which students must leave before the regularly scheduled dismissal time. For pre-scheduled situations (for example, doctor's appointments), parents or guardians must complete a notification form and return it to the school office by the beginning of the day that the early dismissal is to occur.

### *Risk Management/Safety Activities*

#### **School Employees and Volunteers:**

To ensure the safety of students and staff, all new employees and regular volunteers must undergo background checks. For those working with preschoolers, the background check involves fingerprinting or background checks through the Illinois Department of Children and Family Services. For those working with elementary school students, the background check includes a criminal, sex offender, and child abuse check.

**First Aid:**

Teachers and administration must hold current certifications in First Aid and CPR.

**Food and Sanitation:**

Staff members who supervise the lunch program and any food preparation must hold Food and Sanitation Manager certificates.

**Pest Control:**

A licensed Pest Control Company conducts scheduled inspections.

**Drills:**

Various safety activities such as fire drills, disaster drills are routinely scheduled.

*Emergency School Closing Announcement*

**Due to bad weather:**

Emergency school closing due to inclement weather will be announced on the following radio and television stations:

Radio Stations :

WBBM (780 AM), WGN (720 AM)

Television Stations:

WBBM Channel 2, WGN Channel 9, ABC Channel 7

**Due to Emergencies:**

In the unlikely event that the Pui Tak Christian School building is declared unsafe due to emergencies, students will be evacuated by the staff and relocated to a pre-designated safe location.

Parents/guardians will be contacted and instructed to pick up their child as soon as possible. If the parents/guardians cannot get to Pui Tak Christian School and if conditions make it necessary, school personnel will release the child to the adult whose name is listed in the "Emergency Release" section of the child's "Contact Information Form". School personnel will keep a written record of the adult to whom the child has been released.

### *Discrimination, Sexual Harassment & Retaliation Policy*

It is the policy of Pui Tak Christian School to maintain a learning environment in which all individuals are treated with dignity and respect. Each student shall enjoy the right to learn in an environment that is free of discrimination based on race, color, creed, national origin, gender, religion, age, and disability. Pui Tak Christian School will not tolerate unlawful discrimination, sexual harassment, and retaliation. Individuals may make an oral or written complaint of discrimination, sexual harassment, or retaliation if they:

1. believe their child is the recipient (target) of discrimination, sexual harassment, or retaliation
2. have knowledge of discriminatory or sexually harassing conduct or retaliation
3. believe that they have been retaliated against for making a good faith complaint or report of sexual harassment, discrimination, or for participating or aiding in an investigation of such complaints

To report suspected acts of discrimination, sexual harassment, or retaliation, contact the school principal.

### *Registered Sex Offenders*

Information regarding registered sex offenders can be accessed on the Illinois State Police Website [www.isp.state.il.us/sof/](http://www.isp.state.il.us/sof/) and the National Sex Offender Public Website [www.nsopw.gov/core/conditions.aspx](http://www.nsopw.gov/core/conditions.aspx).

### *Suspension of School Due to Force Majeure Events*

The duties and obligations stated in this Student/Parent Handbook may be suspended indefinitely without notice during all periods in which PTCS is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, an act of God, war, governmental action, an act of terrorism, epidemic, pandemic, state of emergency, or any other events beyond its control. PTCS has developed a contingency instruction plan to deliver remote instruction as soon as it is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the duties and obligations stated in this Student/Parent Handbook may be postponed for a period of time until PTCS can deliver its contingency course instruction or until such time as PTCS, in its sole discretion may

safely reopen. In the event, PTCS is closed for a period of time or must deliver course work remotely due to any force majeure event, Parent agrees PTCS is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to PTCS.

### *Jurisdiction Policy*

For the safety and protection of our students and their families, the school rules listed in Pui Tak Christian School Parent Handbook apply to students in all grades before, during, and after school hours. Students must abide by the school rules during in-school activities, before- and after-school programs, and off-campus school-related events.

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with government regulations, conference policy, board or faculty decisions, and are subject to such review and alteration as becomes necessary for the routine operation of the school.

The application of these procedures is subject to the discretion of the administration.

### *General Compliance*

The school agrees to comply with any other applicable State or Federal law or regulatory requirement.

## **Section II**

**This section applies to Preschool students only.**

**Kindergarten to 8<sup>th</sup> Grade parents/guardians should skip Section II and go directly to Section III.**

## General Policy

### *Program Hours*

<b>Class:</b>	<b>Monday to Friday</b>
Jr. Kindergarten 4-year-old Full-Day Class	8:45a.m.-2:45p.m.
Pre-K 3 year-old Full-Day Class	9:00a.m. - 3:00p.m.
Pre-K 3 year-old Morning Class	9:00a.m. - 11:30a.m.
Before School Care	7:30a.m. Drop-off
After School Care	5:30p.m. Pick up

### *Absence/Tardiness*

**Absence:**

When a student is absent, a parent or guardian should notify the school office by 9:00 a.m. on the date of absence.

**Tardiness:**

Students should arrive on time and be prepared to begin class.

Parents/guardians are responsible for ensuring that the student arrives on time.

### *Dress Code*

Below is the dress code for preschool students:

1. All children PK to 1<sup>st</sup> grade are expected to wear the school shirt on all school days.
2. All children PK to 1<sup>st</sup> grade must also have an extra set of clothing at school, including underclothes, socks, long pants, and a shirt. Parents/guardians should clearly label all garments with their child's name (Staff is not responsible for lost personal items).
3. During winter, parents/guardians should dress their child in clothing that will keep the child warm and dry as we go outside occasionally, weather permitting.
4. Mittens are required. No gloves!

### *Personal Belongings*

Your child should not bring any toys and/or special items to school as they may be lost or broken. The school and its staff are not responsible for lost personal items.

### *Birthdays*

Birthdays are always special, but for some young children, it can be overwhelming. Therefore, we keep celebrations simple by providing a special birthday hat or by singing "Happy Birthday" as a class. If parent/guardian would like to offer refreshments to their child's class, store-purchased small birthday treats are welcomed, but not mandatory. Treats must be individually wrapped for food safety.

### *Parent Involvement*

Pui Tak Christian School believes that parents are the child's first and most important teachers. That is why we embrace family involvement as being an essential component of our Preschool Program.

#### **Homework:**

Homework is vital to a child's learning. Parents should provide space and set a time for the child to work on homework. Parents are encouraged to review the student's homework and remind them to make sure homework is completed and brought to school the next school day.

In addition to homework, parents should encourage children to read. Even before preschoolers can read, parents should introduce them to books. It is well-documented that children who are read to by their parents, in English or their native language do better in school.

#### **Communication Folder:**

Each student is given a Communication Folder, which goes home at the end of each day. Homework, handouts, and communication from the school office and the teacher will be placed in these folders. Parents/guardians should check the Communication Folder and return it to school every day. The Communication Folder must be signed every Friday.

[Home](#)



## Curriculum

### *Curriculum Description*

Pui Tak Christian School's Preschool Program uses the Creative Curriculum as its framework. This is one of three developmentally appropriate curricula recommended by The National Association of Education for Young Children. We provide a variety of active and quiet work/play centers within which a child can make choices, create, and interact with peers and their environment. Materials used provide concrete experiences and are adaptable to the many different play levels of children. The teachers also develop "Units of Study" that thematically complement the children, their cultures, and the community. Our classrooms are divided into learning centers created to help children in all areas of their development. Children acquire new skills and strengthen existing skills as they participate in the different interest centers.

A child will be formally assessed throughout the year. Child development will be discussed during parent-teacher conferences.

Circle time allows children to be part of a broader community. They talk about their plans for the day and participate in large group activities. Children will share information and take turns while developing language and listening skills. Learning centers are carefully designed to focus on the learning units so students can explore and learn according to their own pace.

### *Learning Centers*

#### **Art Center:**

The focus of the Art Center is on the process of exploration and learning. Various materials and media are available for children to explore, create, and experiment.

#### **Block Center:**

Children will develop the ability to create designs, understand spatial relationships, and foster their imagination while learning how to share and respect the work of each other.

#### **Dramatic Center:**

Role-playing is an essential skill that teaches children to listen to

each other, observe behaviors, and resolve conflicts while promoting their language development.

**Manipulative Center:**

Children will use a variety of manipulative such as sorting and building objects, puzzles, pegs and pegboards and play dough to develop imagination and fine motor coordination. Children will also discover relationships based on color, size, and shape while refining their ability to make choices.

**Reading and Writing Center:**

Children are exposed to books and print. Children will use language, share thoughts, sequence events, use visual discrimination, learn to appreciate books, and value reading and writing as communication tools.

**Music and Movement Center:**

Children will participate in movement activities, which will aid in developing language, imagination, listening skills, and sound discrimination. Exposure to various rhythms and beats broadens children's awareness and appreciation of different cultures.

## Guidance and Discipline Policy

### *Discipline Guidelines and Policy*

Developing self-discipline and responsibility is an ongoing process in the child's growth. Children are encouraged to resolve conflicts and cooperate. Positive behavior in class is encouraged through modeling, reinforcement, redirection, and the use of alternative activities.

Pui Tak Christian School seeks to provide all students a safe, orderly, cheerful, and caring learning environment. Students are encouraged and challenged to exemplify Christian behavior in all aspects of the school day. We seek to provide an engaging learning environment that allows experimentation, physical activity, and quiet times to promote good behavior. Teachers and staff will:

1. Be fair to all students.
2. Examine our expectations to make sure that they are age-appropriate.
3. Guide students in their adjustment to school.
4. Enforce all school policies.
5. Direct students away from conflict situations calmly and quietly.
6. Assist students in understanding the consequences of their actions.
7. Help students resolve their conflicts.

Pui Tak Christian School uses direct guidance techniques such as:

1. We give advance warnings: "You have five minutes to play before it's time to clean up."
2. We give choices: "You may paint with the other children, or you may read a book in a quiet corner."
3. We get the child's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
4. Some teachers use a progressive warning system of colors and cards.

We pray for and with the children and families in our program. We ask God for His guidance in all of our daily activities. One-on-one prayer is used with children during difficult times.

The school provides counseling support to students when necessary. Parents and students can request counseling support by contacting the school counselor or the principal.

### *Classroom Rules*

The following guidelines/classroom rules are in effect throughout the school day and during before-school and after-school care.

Students are to:

1. Listen when the teacher or others are talking. (This demonstrates respect for Others)
2. Be kind to classmates. (This shows care for others)
3. Keep their hands and feet to themselves. (This is for everyone's safety)
4. Keep the room neat and clean. (This demonstrates personal responsibility)

### *Hallway Conduct*

Students should not be in the hallway during class time without their teacher's permission and adult supervision. When students are in the hall, the following guidelines will be followed:

1. Students will walk, not run, in the hallway.
2. Students will talk in a low tone of voice.
3. Students will keep hands, feet, and objects to themselves.
4. Students will only eat and drink in designated classrooms, not in the hallway.

### *Discipline Policy*

#### **Goal:**

In Chinese, "pui tak" means to develop character or cultivate virtue. Our goal in disciplining students is to develop Christian character. The methods we use are to educate and redirect, emphasizing cooperation rather than punishment. Discipline will be constructive, positive, and suited to the age of the child. At no time will there be any form or manner of physical punishment from or by our staff, including hitting, spanking, shaking, shaming, or isolating a child in a room by himself/herself. All forms of corporal (bodily) physical punishment are strictly forbidden.

#### **Discipline Policy:**

If other measures have failed, and a child is still unable to demonstrate self-controlling behaviors, the child will be removed from other students for one minute per year of age of the child. The separation time is provided not as a punishment but to help the child to regain control.

If a child cannot gain control and requires more individual attention than can be given in the classroom; the child may be sent to the school office. If the child cannot calm down in the school office, we may contact the parent/guardian. A child that consistently requires one-to-one attention may be asked to leave our school temporarily.

**Parent Communication:**

If we have concerns about a child’s behavior, we will inform their parents/guardians as soon as possible and collaborate on a plan of action for positive change.

*Discharge Policy*

Any child who, after attempts have been made to meet the child’s individual needs, demonstrates an inability to benefit from our care, or whose presence interferes with the program’s success for others, shall be discharged from Pui Tak Christian School. When Pui Tak Christian School decides that it is in the child’s best interest to terminate enrollment, the child’s and parents’/ guardians’ needs shall be considered. Careful planning with the parents/guardians will take place, and possible referrals will be made.

**Section III**

**This section applies to Kindergarten to 8<sup>th</sup> Grade students only.**

**Kindergarten to 8<sup>th</sup> Grade parents/guardians must read the entire Section III.**

## Curriculum

### *Curriculum Goals*

The curriculum goals of Pui Tak Christian School are:

1. To provide excellent academic training above and beyond State standards and requirements.
2. To acquaint students with a well-selected body of conventional knowledge and to develop a wholesome attitude toward learning.
3. To aid students in acquiring the skills necessary for formal learning.
4. To assist students in changing from a self-centered individual into a cooperative citizen and an effective member of society.
5. To teach students to study the Bible and personally apply biblical principles and teachings to their lives.
6. To develop a basic competency in Chinese language and culture and to learn to appreciate the diverse racial and ethnic cultures around us.
7. To help students to understand that the world is God's gift to us and to appreciate it through the study of math, science, language arts, history, physical education, art, music, and other subjects.

### *Program*

#### **Bible:**

Students in the lower elementary grades follow the *Association for Christian Schools International (ACSI) Elementary Bible Series* curriculum and focus on the stories from the Old and New Testaments and the traits of well-known Bible characters.

Students in the upper elementary grades study the life of Christ, God's Church, biblical doctrines, and survey the Old Testament with a focus on the choices (good and bad) of various biblical characters to encourage students to make wise choices.

#### **Math:**

The Pearson curriculum, *enVisionMath*, provides the students with organized topical lessons that present concepts step-by-step. Within the differentiated curriculum are purposeful, sequential illustrations, and practices that encourage students to interact with each concept to develop independent problem-solving skills.

**Language Arts:**

Through the Language Arts Program, students develop the ability to read, write, speak, and listen. Since the development of reading skills is foundational in the elementary grades, the basis of Pui Tak Christian School's reading instruction is differentiation. Teachers spend one-on-one time with each student to carefully assess individual strengths, needs, and interests. This information is used to plan instructions that are tailored to each individual student. Through individual and small group instructions, students read multiple books each week that are "just right" for them and practice literacy skills, share reading responses, and read together.

**Science:**

Students gain knowledge and understanding of the world around them with the hands-on STEMscopes curriculum. In sharp contrast to the traditional textbook approach, the teacher guides students through investigations with materials and concepts matched to their intellectual development. Students actively explore concepts within the strands of life, earth, and the physical sciences. Scientific reasoning and technology are integrated into each science strand as students learn to observe, communicate, compare, organize, relate, and infer.

**Computer Skills:**

Students develop basic and intermediate computer skills, including proficient typing, word processing, presentation, and research to prepare them for an increasingly technological world. Students also learn Internet safety procedures to keep them on age-appropriate websites and prevent from being victimized by predators.

**Mandarin Chinese:**

Starting from preschool, all students learn Mandarin Chinese. Younger students have Chinese class emphasis on speaking. From Kindergarten onward, Mandarin class covers all language skills, including listening, speaking, reading, and writing. Different methods are used to address various learning styles.

**Social Studies/Geography/History:**

Throughout the elementary school, students investigate the people, cultures, and the world in which they live. Students develop a geographic framework to explore how land features, climate, and resources impact people and cultures. Students develop historical thinking through studies of timelines and the lives of historical



figures. Emphasis on citizenship concepts is integrated throughout the elementary school curriculum, along with an understanding of the necessity of rules, laws, and the purposes of local, state, and national governments.

**Fine Arts:**

The study of Fine Arts is integrated throughout the regular curriculum and taught in a weekly art class. It is also offered as an elective at various times throughout the school year in the *After School Enrichment Program*. Students can explore a wide range of materials and techniques matched to their interests.

**Physical Education (P.E.):**

In P.E. class, students build body and space awareness, develop locomotive skills, and work on overall fitness through individual physical activities and team sports. Students are encouraged to develop healthy exercise habits and a lifelong desire for wellness.

*Extra-Curricular Activities*

After School Enrichment Program is offered throughout the school year and covers topics such as Music Appreciation, Conversational Mandarin, Acting, Mad Science, Sport, and many more. These classes are about two months long for an additional fee.

*Homework*

We believe homework is an essential and integral part of the total academic program. Homework is a continuation of a learning process developed in the classroom and carried on by the student in the home environment. Its effectiveness depends upon the teacher's careful planning and supportive parental involvement.

**Purposes of Homework**

1. To reinforce and enrich newly acquired skills and knowledge taught in the classroom.
2. To promote competence in skills and various subject matters.
3. To help students to learn time management.
4. To extend assignments that require students to apply previous learning skills.
5. To promote using various sources of information to research short and long term projects.
6. To instill a greater love for lifelong learning.

## Homework Assignment Guidelines

1. No homework assignment is given until the teacher covers the skills or content.
2. Students will receive directions with examples.
3. Students will have an opportunity to ask questions before they are expected to complete any assignment.
4. It is the student's responsibility that all required homework is completed and turned in on the due date.
5. Homework assignments are monitored, evaluated, or commented on by the teacher and returned to the students with feedback or request for corrections.

## Estimated Homework Time (Includes time spent reading)

- Kindergarten: 1/2 hr – 1 hr (includes adult reading to the student)
- Grade 1: 1 hr – 1.5 hrs
- Grade 2: 1.5hrs – 2 hrs
- Grades 3 & 4: 2 hrs – 2.5hrs
- Grades 5 & 6: 2.5hrs - 3 hrs
- Grades 7 & 8: 3+ hrs

## *Grading System*

### **1<sup>st</sup>-8<sup>th</sup> Grade**

The Quarterly Report Card reflects what your child knows and is able to do to meet the school's curriculum goals. The final grade in each subject, except for kindergarten, is the average of the grades received during all reporting periods. This is the grade recorded on your student's permanent record.

The following grading scale is used to determine the letter grade:

100—98	= A+	79 — 78	= C+	59 and less = F
97 — 93	= A	77 — 73	= C	
92 — 90	= A-	72 — 70	= C-	
89 — 88	= B+	69 — 68	= D+	
87 — 83	= B	67 — 63	= D	
82 — 80	= B-	62 — 60	= D-	

For subjects and circumstances in which a letter grade is not

warranted, participation and attitude are given high considerations.

The following evaluation will apply:

E — Excellent

S — Satisfactory

N — Needs improvement(Mid-quarter Progress Report)

N/T — Not taught during this quarter

N/A — Not assessed during this quarter

✓ — An area in a subject needing improvement

If students receive an F grade on 50% of the core subjects in the final grade, he/she may not be promoted to the next grade level.

Core Subjects include:

1. Math
2. Reading
3. Writing
4. Science
5. Social Studies

### **Kindergarten Progress Report**

Due to a young child's development, kindergarten students are evaluated each quarter on a numerical scale instead of a letter grade.

1 —Substantially exceeds grade-level expectations

2—Exceeds grade level expectations

3—Meets grade level expectations

4—Does not meet grade-level expectations

For subjects and circumstances in which a numerical grade is not warranted, participation and attitude are given high considerations.

The following evaluation will apply:

E — Excellent

S — Satisfactory

N — Needs improvement(Mid-quarter Progress Report)

N/T — Not taught during this quarter

N/A — Not assessed during this quarter

✓ — An area in a subject needing improvement

## *Title I*

Title I is a federally funded program designed to provide additional educational opportunities to students needing to improve their reading and/or math skills.

The goals of the Title I program are:

1. To expand learning opportunities while supplementing basic skills instruction in reading and math.
2. To increase reading/language arts and math achievement.
3. To develop positive attitudes towards reading/language arts and math.
4. To increase student self-esteem.
5. To involve children with parent(s) in reading/language arts and math activities at home.

### **Title I Policy**

Students are eligible to receive Title I services based on their standardized test scores and home address. Student academic progress is evaluated each quarter, and a written progress report is provided to parents to monitor their child's achievements. The Title I instructor and academic counselor are also available for consultation during the two scheduled parent-teacher conferences held each year. To minimize disruptions to student learning and progress, changes in Title I services should only be made at the end of a quarter and as a result of staff and parent consultation meeting(s). Parents are encouraged to discuss with the Title I staff at any time during the school year if they have concerns about their child's progress or the Title I program.

## General Policies

### *Parent-Teacher Communication*

Open communication between the parents/guardians and the school is essential. Parents/guardians are encouraged to discuss any questions or concerns they have with their child's teacher or an administrator.

#### **Parent-Teacher Conference:**

Regularly scheduled parent-teacher conferences will be held during the school year. Additional Parent-teacher conferences may be arranged on the initiative of the parents or guardians or teacher at any time as needed. Such conferences should be held after school hours or in accordance with the teacher's daily schedule. Unplanned conferences often interfere with classroom instruction and must be avoided. Pui Tak Christian School teachers consider good communication and parent/ guardian input most helpful in individualizing and meeting the unique needs of each student.

### *School Hours*

Except for the published holiday, classes are in operation Monday through Friday during the school year. The school day starts at 8:30 a.m. and ends at 3:00 p.m.

For an additional fee, Pui Tak Christian School provides before school care starting at 7:30 a.m. drop-off time, and after school care with a 5:30 p.m. pick up time on school days. There will be no after-school care provided on days of early dismissal.

### *Attendance*

The attendance policy of Pui Tak Christian School is based on the conviction that classroom learning incorporates far more than daily assignments. Professional teachers have invested a great deal of their lives in training for this profession, and daily, they spend a significant amount of time in the development of meaningful lesson plans and classroom activities. Hence, there is no adequate replacement for what is missed when a student is absent from school.

For the school staff to do the best possible job of educating the

students entrusted to them, students must be regular and punctual in their attendance. A successful attendance program requires the cooperation of the parents or guardians, student, and school faculty. A high level of cooperation and commitment towards attendance results in a stronger academic program and teaches the student responsibility.

Pui Tak Christian School requires students to be in daily attendance during the school year. When a student is absent, a parent or guardian should notify the school office before 8:30 a.m. on the date of absence and send a note with the child the day he/she returns explaining the reason for the absence. The written notes should be given to the teacher. Pui Tak Christian School reserves the right to require a doctor's note for a student who is absent for more than five school days.

The actual number of days school is in session is determined by the yearly school calendar. The Illinois State Board of Education (ISBE) has established specific policies concerning student attendance. A student must attend for a minimum of 90% of the scheduled school days within an academic year to be promoted to the next grade. Student attendance is reported on the student's report card.

According to ISBE's policies, there are only four legally acceptable excuses for a student to be absent from school:

1. Physical Illness or mental/behavioral health issues, medical/dental appointments.
2. A death in the family or family emergency.
3. Observance of a religious holiday.
4. Bad weather which makes traveling unsafe

Family vacations do not meet the criteria for an excused absence from school. Students taken out of class for an extended period, miss valuable learning time, and fall behind in their work. The class time they miss cannot be duplicated, and students seldom make up all the work they miss. Parents or guardians are urged to plan their special trips and vacation time when students are not scheduled to be in school. Teachers will provide classwork and makeup tests for students with **excused absences** and make every effort to help the student maintain his/her grade.

For **unexcused absences**, parents need to make arrangements with the classroom teacher to obtain makeup work after the student returns to school. Unexcused absences may negatively affect a student's grade since daily learning classwork, and homework will be missed.

Due to state law, an excessively absent student will be reported to a truancy officer. A truancy officer will be informed of a child's non-attendance, and it will then become a state issue.

### *Tardiness*

The school day begins at 8:30 a.m. A student is considered tardy if he/she arrives after this time. Parents/guardians are responsible for ensuring that the student arrives on time. If a student is late for school in the morning, he/she should report directly to the main office for an excused pass. If the student's parent has not contacted the office to explain the tardy, the student may receive a consequence after the 3<sup>rd</sup> unexcused tardy in a quarter. Excessive tardiness is defined as more than five times within a quarter and will be counted as one whole day of absence.

### *Computer and Internet Usage Policy*

#### **Access to the Internet:**

Pui Tak Christian School believes that the value of information and interaction that technology offers outweighs the hazards of its misuse. Making network access available, however, carries with it the potential that some network users will encounter sources that may be considered controversial or inappropriate. PTCS has installed technology protection measures designed to prohibit access to materials that, among other things, are obscene, constitute child pornography, and is harmful to minors. However, because information on networks is transitory and diverse, PTCS cannot completely predict or control what students may or may not encounter. Students must be cautious and responsible when accessing the internet.

For students to be granted access to school computers, the parent(s)/guardian(s) must sign the permission form and return it to the school office. By doing so, parent(s)/guardian(s) are granting

permission for their child to use the school's computer and the Internet independently.

**Liability:**

PTCS is not liable or responsible for:

1. Any information that may be lost, damaged, or unavailable due to technical or other difficulties.
2. The accuracy or suitability of any information that is retrieved through technology.
3. Breaches of confidentiality.
4. Defamatory material.
5. Unauthorized charges or fees which result from accessing the Internet.

**Technology Usage Guidelines:**

1. Students will only use his/her account or password (and no other) when utilizing the system. No anonymous or impersonated messages will be posted. The privacy rights of individuals will be respected.
2. Student will not divulge their address, telephone number, or access code, nor will similar information concerning others be divulged.
3. Copyright laws will be followed. Material created by others will not be posted without their consent and with proper credit.
4. Students shall not load onto the network or Internet any PTCS work product without prior approval from the teacher, the principal, or the principal's designee. Examples of materials constituting PTCS work products include, but are not limited to: School curriculum, test or examination materials, Department Guidelines and/or Procedures, Parent/Student Handbooks, PTCS publications and brochures, school newspaper, school yearbook.
5. Students shall not load onto the Internet any communications, student work, student images or any personally identifiable information about students without prior approval from the principal, or his/her designee and prior written parental consent.
6. Access is prohibited for any illegal activities, including but not limited to, "hacking," copyright violations and unauthorized access to or use of databases.
7. Students are not authorized to access information which is



illegal, indecent, obscene, inappropriate or harmful to minors, pornographic (including child pornography), defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the school, or is otherwise inconsistent with the school's educational mission, or to enter or transmit such information.

8. Students should not be destructive to any equipment, software, or data. Students are not authorized to use the system for commercial purposes, private business, personal gain, or any activities contrary to the law.
9. As a condition of being allowed access to the Internet and the school's electronic mail communication through the use of school computers and means of access, students shall consent to monitoring and inspection by school staff and administration of all use of school computers and means of access including any and all electronic mail communications made or attempted to be created or received by students and all materials accessed or downloaded by students.

### **Installing and Downloading Software**

1. Students are not permitted to download and install software without school authorization.
2. Students shall report immediately, to the system administrator, Any violations of this policy and any malfunctions or misuse of the school's computer system, including but not limited to, any malfunctions or disabling of blocking software (filters) or similar technology protection measures.

### **Network Etiquette**

Students are expected to abide by the following examples of acceptable network etiquette:

1. Be polite. Do not use abusive language.
2. Use language that is appropriate for the school setting.

### **Disciplinary Action**

Using the school's Internet is a privilege, not a right, and inappropriate use may result in the cancellation of those privileges. Students are only allowed access to information and data on the Internet, which is consistent with the school's pedagogical message

and educational mission. The system administrator will make judgments regarding whether or not a student has violated PTCS Computer and Internet Usage Policy and may act to suspend or deny a student access to the system.

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in the action of disciplines.

### **Confidentiality**

Students must recognize that there is no assurance of privacy regarding access to transmissions and files by persons outside or inside the school. Also, PTCS reserves the right to log technology use, to monitor fileserver space utilization by students, and to examine students' files and materials as needed.

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## Standards for Student Conduct & Discipline Policy

Pui Tak Christian School seeks to provide a safe, caring, orderly, and cheerful learning environment for all students. The Standards for Student Conduct and Discipline Policy are intended to improve students' character and promote a positive school environment. The goal of the administration in every discipline situation is the character development of the student.

To that end, our behavior goals are based on the following beliefs:

1. Learning increases when there is good behavior.
2. Every student can behave well.
3. Our success is measured by how well we teach students to be self-managers.
4. Our standards for behavior should be those taught in the Bible.
5. When students misbehave, they should be given the opportunity to correct the effects of their misbehavior.

Every student is responsible for knowing the school's Standards for Student Conduct and Discipline Policy. Each class will have additional rules and expectations. Students will be held accountable for both School Standards and the specific rules as outlined by the teacher.

Any unlawful activity taking place on the school grounds will be reported to the proper authorities. This act may also result in suspension or expulsion from school.

The standards and policies listed below govern any Pui Tak Christian School activity whether held at the school or off-campus. These standards and policies are simple and straight forward but are not meant to be all-inclusive.

The school provides counseling support to students when necessary. Parents and students can request counseling support by contacting the school counselor or the principal.

### *Respect to God, the Law, and Others*

Respect is to be shown at all times to God, our Creator and Redeemer, and to teachers, staff, volunteers, and fellow students.

Each student is to behave in a courteous and cooperative manner at all

times. Any behavior that could result in physical harm to another will not be tolerated at Pui Tak Christian School.

Federal, state, and local laws are to be obeyed at all times.

### *Academic Dishonesty*

To develop a strong moral character, Pui Tak Christian School prohibits students from engaging in academic dishonesty, which includes but is not limited to:

1. Copying assignments or asking others to do one's assignments
2. Stealing test answers
3. Taking answers into a test
4. Plagiarism and other forms of falsification
5. Conferring with other students during an academic examination
6. Giving or receiving help during an academic examination

Academic dishonesty will be dealt with swiftly and fairly using the following guidelines:

1st Offense	<ol style="list-style-type: none"><li>1. No credit is given, (zero score) for the assignment or activity</li><li>2. The incident will be documented in the student's permanent record.</li><li>3. Parents/guardians will be notified.</li></ol>
2nd Offense	<ol style="list-style-type: none"><li>1. Number 1 and 2 of the first offense.</li><li>2. The student will be placed on probation and /or suspension.</li><li>3. A conference will be scheduled for the student, parent/guardian, and the teacher.</li></ol>
3rd Offense	<ol style="list-style-type: none"><li>1. Number 1 and 2 of the first offense.</li><li>2. The student will be suspended or may be subject to expulsion from school.</li><li>3. The student will forfeit academic credit for the class or classes in which dishonesty occurred.</li></ol>

If a student is found to have had a pattern of academic dishonesty, the administration will have the discretion to consider the offense as a 2<sup>nd</sup> or 3<sup>rd</sup> offense.

### *Inappropriate/Nuisance items*

Inappropriate / nuisance items have the potential to disrupt the orderly operation of the school and are therefore not permitted on school property during school hours and at school-sponsored activities. These items will be confiscated and returned to parents or guardians only. Examples include but are not limited to:

1. Electronic games, radios, iPods, walkmans, cassette/CD players, Walkie-talkies, pagers, MP3, Compact DVD players.
2. Any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording, and information transmitting/receiving/storing.
3. Any Trading and Playing cards
4. Gum
5. Toys
6. Offensive printed materials

School administrators have the right to search desks, and personal property to enforce school policy.

The school does not assume responsibility for loss, theft, or damage to any personal property. Students are to leave valuable possessions at home.

### *Hallway Conduct*

Students should not be in the hallway during class time without their teacher's permission. When students are in the hallway, the following guidelines should be followed.

1. Students will walk, not run.
2. Students will talk in a low tone of voice.
3. Students will keep hands, feet, and objects to themselves.
4. Students will eat and drink in designated areas only, not in the hallway.

### *Cellular Phones*

Cell phones are not an integral part of classroom instruction. They do not contribute positively to the learning experience. Cell phones are not used in any manner (Calling, Texting, etc.) on or off school campus while school is in session except when it is used for a school assignment with the teacher's permission.

If cell phones are brought to school, they should be turned off and stored out of sight at all times. (This includes during Before and After School Care Program and field trips), If students are found using their cell phone without permission, or if the cell phone rings, buzzes, or otherwise disturbs a class, it will be confiscated and kept in the principal's office. The parent would need to contact the principal to reclaim the cell phone.

In the case of an emergency, parents can reach their child by calling the school office, and student can contact their parents by using the school office phone.

### *Public Displays of Affection*

Public displays of affection (PDA) are inappropriate and will not be permitted at school or school-related activities. Hand-holding, lap-sitting, extended embracing, kissing, and other inappropriate gestures will not be tolerated. Students engaged in such practices will be subject to disciplinary action.

### *Gang Policy*

Student involvement in gangs or gang-related activities on school grounds or at school-related events, including the display of gang symbols or paraphernalia is strictly prohibited. Any student who violates this policy is subject to disciplinary actions.

### *Dress Code And Personal Appearance*

Pui Tak Christian School adopted a school uniform for several reasons:

1. Uniform reduces distractions, and the concern about fashion, therefore, enhances the educational process.
2. Uniforms instill a sense of community among students.
3. Uniforms are one positive contributing factor to discipline and safety. Students are easily recognized by their uniform, especially when they leave the building to go on a field trip, or to the library.
4. Uniform reduces the need for administrators and teachers to be “clothes police” and monitor inappropriate clothing.

Uniforms are to be worn visibly on all school days. In addition, students should follow these guidelines:

1. Clothing must be clean, modest, and appropriate. This means clothing should not be ripped. No miniskirts, short shorts, and form-fitting clothing.
2. No gang symbols or attire.
3. Shorts, skirts, and slits should not be two inches higher than the knees.
4. Hairstyles should be appropriately groomed and away from the face. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not

limited to protective hairstyles such as braids, locks, and twists.

If a student fails to adhere to the dress code policy, parents or guardians will be contacted to bring the proper clothing for the student to change into before they can attend class.

*Social Media Account Investigation Policies*

Pui Tak Christian School may not request or require a student to provide a password or other related account information in order to gain access to the student’s personal account or profile on a social networking website.

The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest that the student’s social network account violates the school’s disciplinary policy.

The school may require the student to share content with the principal or her designee in the course of such an investigation.

## Severe Disciplinary Offenses

### *Bullying*

Students are expected to act with consideration and respect for other students, staff, and their property. School personnel is responsible for creating a safe, civil, and respectful learning environment where students can gain the knowledge and the interpersonal skills they need to succeed. Bullying creates a climate of fear and hostility, disrupts the educational process, inhibits the ability to learn, adversely affects student participation in educational programs and activities, has a negative effect on a school's social environment, and leads to antisocial behavior.

Bullying behaviors may focus on an actual or perceived characteristic such as race, disability, religion, national origin, sexual orientation or gender identity/expression, or other reasons related to a student's distinguishing characteristic. Bullying may also occur with the intent to force gang involvement. Pui Tak Christian School prohibits all forms of bullying by students and will not tolerate acts of retaliation for the reporting of bullying.

School staff shall identify and stop bullying behavior and refer perpetrators for appropriate discipline.

Bullying in any form will not be tolerated. This includes but not limited to:

#### **Physical Bullying:**

Examples including but not limited to hitting, punching, pinching, tripping, kicking, pushing, scratching, whipping, spitting, damaging or stealing property, throwing objects at someone, hiding/taking Belongings. etc.

#### **Verbal Bullying**

Examples including but not limited to teasing/name-calling, making offensive remarks, making discriminatory remarks, insulting, threatening, repeated teasing, intimidating someone. etc.

#### **Emotional/Social Bullying**

Examples including but not limited to spreading rumors, excluding someone, ignoring, making fun, and preventing people from



befriending someone. etc.

**Cyberspace Bullying**

Examples including but not limited to any form of bullying using cell phones, computers, Facebook, any other electronic equipment or social media. etc.

Pui Tak Christian School has zero tolerance for the list of offenses below. Students who commit any one of the severe disciplinary offenses listed below will be subjected to suspension and or expulsion from school.

*Substance Abuse Policy*

Substance abuse is a serious act, which violates state, federal laws, and the policies of the Pui Tak Christian School standards of conduct, and is a threat to the health and safety of abusers and others who come under its influence.

Pui Tak Christian School will suspend or expel any student who uses, possesses, distributes, purchases or sells any form of tobacco, alcohol, narcotics, illegal drugs and/or drug paraphernalia either on or off-campus or at any school-sponsored or non-school sponsored activity.

Whenever there is evidence or reasonable suspicion of drug or alcohol use by students, the administration reserves the right to require suspected students to submit to an alcohol or drug test. Any student suspected of substance abuse who refuses testing will be suspended or expelled from school.

The principal shall immediately notify the Chicago Police Department of verified incidents involving drugs occurring on school grounds. The principal will also notify the Illinois State Police through the School Incident Reporting System (SIRS) in IWAS.

School grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity, or on a public way within 1,000 feet of a school.

*Aggressive and Threatening Behaviors/Possession of weapons*

**Aggressive and Threatening Behaviors**

Pui Tak Christian School prohibits students from using aggressive behavior that causes physical or psychological harm to others and/or urges others to engage in such conduct. Prohibited aggressive behavior includes but not limited to the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Students are prohibited from making verbal or implied threats to teachers, staff, or other students.

**Battery Against School Personnel**

The principal shall immediately notify local law enforcement officials of **written** complaints from school personnel concerning instances of battery committed against school personnel, and shall notify the Illinois State Police within 3 days of each incident of battery through the School Incident Reporting System (SIRS) in IWAS.

**Possession of weapons**

Pui Tak Christian School will report to the police, suspend or expel any student who uses, possesses, controls, or transfers any weapon, explosive devices, or any objects that can threaten the safety of others or cause bodily harm. Imitation or toy weapons are not permitted and will be confiscated, and the student may be suspended.

The principal shall immediately notify the Chicago Police Department of firearm incidents or possession of a firearm on school grounds. If a student is in possession of a firearm, then the principal shall also immediately notify the student's parent or guardian. The principal will also notify the Illinois State Police through the School Incident Reporting System (SIRS) in IWAS.

School grounds are defined as the real property comprising any school, any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related-activity, or on a public way within 1,000 feet of a school.

## *Rights/Responsibilities and Due Process*

The teacher has the right and responsibility to retain order in the classroom and while on field trips. Pui Tak Christian School reserves the right to suspend or expel any student who violates the standards for student conducts. In disciplinary related incidents that may result in suspension or expulsion, due process will be exercised.

### **Due Process Procedures for Suspension:**

The School Board has authorized the principal to suspend any students who violate the standards for student conducts. However, consideration shall be given to the seriousness of the offense, the age of the student, and the degree of cooperation of the student in resolving the matter.

1. The principal shall confer with the student, who is under consideration of suspension, advising him/her of the reasons for the proposed suspension and the evidence in support of those reasons.
2. When a student is suspended, written notice shall be given to the parents or guardians. Such notice shall include the reason for the suspension, the duration of the suspension and notice of the right to review the suspension.
3. The parents/guardians may request a meeting with the principal to discuss the suspension.
4. If the parents/guardians and the principal cannot come to an agreement regarding the suspension, the parents/guardians may submit a written appeal stating what and why they are appealing. The principal must receive this written appeal within 72 hours after the meeting. The School Board shall review the report of the principal or the hearing officer regarding the appeal and may affirm or overrule the decision.
5. The documentation of the suspension will be placed in the student's permanent record.
6. An accumulation of three (3) suspensions during the course of the school year may result in expulsion.

### **Due Process Procedures for Expulsion:**

1. The parent/guardian shall be notified of the recommendation for expulsion in writing. The notification will include the reason for

expulsion and the date of which a hearing will be conducted.

**Note:**

A student may be suspended from school awaiting this meeting but will be provided the due process required to support a suspension.

2. The School Board or its appointed hearing officer will provide a full statement of the reasons for the proposed expulsion at the hearing and will provide notice of the date on which the proposed expulsion is to become effective.
3. The parent/guardian has the right to present evidence, and cross-examine witnesses at the expulsion review hearing.
4. The School Board shall affirm or overrule the decision based on the evidence presented.
5. The documentation of the expulsion will be placed in the student's permanent record.