

SIEF PARENT HANDBOOK

2022-2023

Welcome to Scuola Italiana Enrico Fermi!

We look forward to working with you and your family. This handbook is intended to provide our families with an overview of the general philosophy, policies, and procedures related to the daily operations of our school. We encourage you to take the time to read and familiarize yourself with the contents of this handbook. It will serve as a reference to many of the questions you may have about our programs and our school. This is a fluid document and subject to annual reviews, updates, and edits, as appropriate. Further questions or additional information about school policy can be addressed with the School Director.

Contact

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School Website: www.siefchicago.org

Operations Manager: info@siefchicago.org

School Director: aewaldt@siefchicago.org

SIEF PARENT HANDBOOK 2022-2023

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Mission

At Scuola Italiana Enrico Fermi we:

- Inspire our students with an innovative learning environment based on best practice and research
- Challenge our students to explore with creativity and curiosity
- Provide a dual-language education, in English and Italian, fostering intercultural understanding within the classroom, reaching out into our community and the world
- Nurture and respect our students through a Reggio Emilia-inspired education.

The Reggio Emilia Approach

We value children as curious, creative, and competent educational protagonists.

Relationships with teachers and peers foster and challenge children's innate curiosity. Teachers aid and support physical, intellectual, social / emotional, and academic development.

Through the emergent curriculum, teachers guide students through thoughtful investigations, nurturing learning. Together they engage in conversations, generate and test hypotheses, create hands-on activities, and explore the richness of the community.

Children use many different ways to understand the world around them, to express their thoughts and creativity. Many symbolic languages are at the core of our program: drawing, sculpture, painting, movement, dramatic play, poetry, music, and more. We embrace the Hundred Languages of children. "A Reggio preschool is a special kind of place, one in which young human beings are invited to grow in mind, in sensibility and in belonging to a broader community." – *Jerome Bruner, Cognitive psychologist, early childhood theorist, and NAREA Lifetime Achievement Award Winner*

Our Code of Conduct

Scuola Italiana Enrico Fermi's code of conduct sets the parameters of expected behavior for all staff, students, parents, and other caregivers within the school. The goal of our Code of Conduct is to ensure that all members of our school community are treated with respect and dignity. All members of the SIEF community are expected to:

- respect the rights of others;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- use respectful language at all times.

PROGRAM INFORMATION

Our Goals

Scuola Italiana Enrico Fermi, founded in 2016, is a non-profit 501(c)(3) school and operates as a private institution dedicated to providing the unique and authentic teaching philosophies of Loris Malaguzzi to children from 3 years of age through 1st grade. Scuola Italiana Enrico Fermi is governed by a volunteer Board of Trustees and is supported by tuition, fundraising, and gifts.

Scuola Italiana Enrico Fermi believes that the family is an essential part to a child's successful school experience. We aim to create a child-sensitive community where parent involvement is

an essential part of the process. Parents, or guardians of a child, enrolled at Scuola Italiana Enrico Fermi are welcome to visit and volunteer at the school. In addition, we encourage parents to take part in the program and its activities throughout the year. SIEF is a place for children and their adults to share ideas, grow, give support, gain support; we welcome you to our community!

Non-Discrimination Policy

Scuola Italiana Enrico Fermi does not discriminate on the basis of age, disability, national origin, ancestry, compensation, pregnancy, race, color, religion, gender, marital status, veteran or military status, gender identification, sexual orientation or any other basis prohibited by Federal, state, or local law in any aspect of its operations including, but not limited to, admissions, administration of its educational programs and extracurricular activities, and the hiring of personnel. SIEF does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture including but not limited to protective hair styles such as braids, locks, and twists.

School Programs and Hours of Operation

Scuola Italiana Enrico Fermi is in operation Monday through Friday from 7:30am to 6:00pm. Our school program is held 5 days per week and runs from 8:30am to 3:00pm; early pick up is available for families (there is no tuition difference) who choose an abbreviated daily schedule.

Aftercare Ateliers

These programs are available as a full-time (5 days a week) or as an as needed option. Parents must sign their child up for a particular day of as needed Aftercare Flex or Aftercare Full with teachers the morning of, or communicate through Class Dojo the day of. There may be a limit on daily enrollment, so it is best to request in advance.

- Aftercare Flex is available for pick-up beginning at 3:15 pm and ending promptly at 4:00pm
- Aftercare Full begins at 3:00pm and ends promptly at 5:45pm

Emergency Closing Policy

Scuola Italiana Enrico Fermi follows the Chicago Public School decisions for closures due to inclement weather. Please tune to your television or radio for school closing information. The school will follow up the decision with a Class Dojo message to all families to serve as backup notification by 7:00am. SIEF reserves the right to close school, or delay start for other emergency or weather related issues. Messages of emergency school closures will be posted on Class Dojo.

Registration and Enrollment Documents

Admission Procedures

Here are the four steps for application to our school:

- **Attend** a tour with SIEF's Director.
- Submit an **Online Application** and pay the non-refundable application fee.
- **Accept or reject the formal offer of enrollment.** Families typically **receive notification** in mid-March (or as appropriate, depending on the timing of the application) regarding admission status for the upcoming school year.
- A family has two weeks to **execute the Tuition Agreement and submit the non-refundable deposit.** A child is considered to be enrolled in SIEF only after both the tuition agreement and deposit have been received. For more information about the process please contact our Operations Manager at info@siefchicago.org

Required Enrollment Documents once a child is accepted to SIEF:

1. Student Tuition Agreement & Deposit: This contract, along with the security deposit, are due to the school within two weeks of acceptance notification. The security deposit is nonrefundable, and it is deducted from the child's final tuition invoice for the current school year.
2. Student Information Form: This form is due by June 30th of every year.
3. Color Copy of child's official birth certificate.
4. Certificate of Child's Health Examination: This form must be signed by a physician or certified nurse practitioner and must be submitted prior to the first day of school. This form must be updated annually. Vaccination records, lead and TB test information must be included. A child may not begin school without receipt of this form.
5. Medication Authorization Form: If you authorize the school to administer any over-the-counter or prescription medication this form is required and must be signed by a physician

detailing the dosage. Kindly note: If possible, it is preferred that SIEF does not administer medications.

6. Pick-up Authorization Form: This form is for any additional adults who are authorized to pick-up your child (family member, babysitter, additional grown-up). The individual must be over 18 years old and must present their photo ID at pick-up.

7. Photography Release Forms (US and International)

Re-enrollment

Current students are invited to re-enroll for the subsequent school year in December. Families failing to return the re-enrollment form with the necessary annual registration fee by the deadline may risk losing their child's space in the program.

Re-enrolling families will be required to pay the tuition deposit (\$1000) and complete the tuition agreement in March. Failure to complete this step may result in the loss of their child's space in the program.

Kindly note: the SIEF school contract is a legally binding commitment to a full year's tuition, without exception.

Enrollment decisions for siblings and new students are made in March of each year.

Re-enrollment policies

- SIEF reserves the right to deny any student the opportunity to re-enroll in the school for subsequent academic years;
- Financial obligations must be current in order to re-enroll for the following year;
- SIEF enrollment is for the entire academic year, subject to the family's compliance with the Code of Conduct, rules and regulations.

Toilet Training

Children in our preschool program are required to be toilet trained at the time of enrollment. Please see Appendix 1 for the Toilet Training checklist.

Withdrawals

SIEF recognizes that an occasion may arise where it is necessary for a student to withdraw from school. The school may request that a family withdraw from SIEF if:

- tuition is in arrears
- parents or legal guardians do not satisfactorily comply with school policies and procedures
- Director and teachers observe SIEF is not the most supportive environment for the student's academic or developmental needs*

*A parent conference and observations will be requested before considering a withdrawal request for reasons other than nonpayment of tuition.

SIEF reserves the right to collect upon tuition in arrears.

TUITION AND FINANCIAL INFORMATION

Tuition Payments

Tuition payments are assessed on a full payment (Plan A), two installment (Plan B) or eight installment (Plan C) plan. Please refer to your Tuition Agreement and the current year's tuition schedule for detailed information. Payment is due promptly by the dates in the payment plan chosen. Due dates are typically scheduled as follows: June 15th (Plan A), June 15th and October 15th (Plan B), 15th of the month beginning in June of the current year and continuing through January of the following year (Plan C). SIEF charges a 1% installment fee for Plan C. Parents will receive an invoice for these payments approximately two weeks before the due date through Quickbooks. Invoices will also include any applicable lunch, aftercare, and late fees..

Aftercare Fees

Aftercare is tracked on a daily basis, and invoiced monthly with tuition (if applicable). It is broken up into two rates; Aftercare FLEX if you pick-up your child between 3:00 and 4:00 pm, and Aftercare FULL if you pick-up your child between 4:00 and 5:45 pm. See the current year's

Tuition Form for rates.

Lunch Fees

Similarly to tuition, Lunch Fees are assessed on a full payment (Plan A), two installment (Plan B) or four installment (Plan C) plan. Please refer to your Student Information Form for detailed information. Payment is due promptly by the dates in the payment plan chosen, and will be invoiced with your tuition and aftercare (if applicable). Due dates are typically scheduled as follows: October 15th (Plan A), October 15th and February 15th (Plan B), and October 15th, December 15th, February 15th and April 15th (Plan C).

Payment Methods

Scuola Italiana Enrico Fermi accepts online (ACH and credit card) payments through Quickbooks (preferred), and checks for tuition payments. Online credit card tuition payments incur a 3% convenience fee. All checks are to be made payable to Scuola Italiana Enrico Fermi. Our tax ID number is available upon request.

Late Payments

A \$50 late fee will be automatically added to your next invoice for every 5 days a payment is overdue. If payment is delinquent after 15 days, SIEF reserves the right to refuse your child admission and/or terminate enrollment. SIEF encourages families to reach out (prior to invoice due dates) if there are any unexpected financial needs or strains so that we may discuss how best to work with you.

Deposits

A \$1,000 deposit is necessary to secure a child's enrollment at SIEF. The security deposit is non-refundable and is deducted from the family's final tuition payment of the school year. The deposit is forfeited if the student fails to enroll, or is withdrawn, for any reason.

Non-sufficient Funds

Scuola Italiana Enrico Fermi charges a \$50.00 fee for any check returned to us by the payer's bank because of non-sufficient funds. This charge will appear on the next tuition statement. If two or more checks are returned during the year, the school may require future payments in the form of cash, money order, or credit card (convenience fee applies for credit card use.)

Sibling Discount

If two or more children from the same family are simultaneously enrolled, SIEF deducts 10% from each younger sibling's tuition.

PROGRAM STRUCTURE

Schedule of a Typical Day

The daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for students. A typical day in our classes is outlined below, but there are variations depending on age / grade as would be expected:

8:30 - 9:45am Students arrive, self-directed play and / or project work

9:45 - 10:00am Clean-up and merenda (snack)

10:30 - 11:00am La Piazza (Class meeting, planning time, discussions)

11:20am - 12:00pm Individual, small group, or other special activities

12:00 - 12:45pm Il Pranzo (lunch)

12:45 - 1:00pm Clean-up, prepare for resting time or yoga / mindfulness, Early Pick-Up for those opting for an abbreviated school day

1:00 - 2:30pm Resting time for napping children, Afternoon Activity for non-napping children; small group work

2:30pm Afternoon snack

2:50pm Clean-up and closure, prepare for pick-up, transition to Aftercare Atelier

3:00pm Pick-up for the end of the day

4:00pm Aftercare Atelier Flex pick-up

5:45pm Aftercare Atelier Full pick-up

Holidays

Scuola Italiana Enrico Fermi observes the following holidays and is closed:

- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Labor Day
- Columbus Day
- Thanksgiving Day

SIEF will also close for the following pre-scheduled days:

- Two professional development days annually
- Two Parent + Teacher conference days
- The Wednesday before and the Friday after Thanksgiving
- Two weeks at Winter break
- One week for Spring break plus Easter Monday

Snow days or delayed starts as needed; we usually follow CPS closures.

ATTENDANCE POLICY

Scuola Italiana Enrico Fermi is committed to delivering a high-quality, Reggio Emilia inspired, dual language education by means of a concerted, community-based effort between the school, the parents, and the individual child. Regular attendance is essential for children to succeed in school; a child who is excessively tardy or absent will miss out on community building and social opportunities that cannot be recreated. Late arrival can be disruptive to the student and the class. Thank you for doing your best.

Arrival

The classroom is a structured environment, with the early part of the day (piazza) being reserved for organizing activities and planning the work period. Please allow sufficient time for your child to arrive at school and not feel rushed. Drop-off is between 8:30 and 8:45am. When your child arrives on time, you ensure that your child has enough time to organize belongings, transition successfully, and join classmates for a peaceful start by 8:45 am. Thank you for working with us to set your child up for success.

Policy for Excessive Tardiness

A family who is consistently tardy may be asked to meet with the School Director to develop a plan to improve punctuality. Kindergarten and 1st grade attendance is tracked daily.

Dismissal

Dismissal is at 3:00 pm, Monday-Friday. There is a 10 minute “grace period” for after school pick-up. After 3:10 pm, children who have not yet been picked up will be signed into Aftercare Full (after school care until 5:45pm) and families will be responsible for paying the daily after school rates.

Absences

We respect the child's need for constancy; attending school regularly is beneficial for children. Please ensure your child's social and academic progress by avoiding unnecessary absences. If your child will be absent, please inform your teacher in writing through Class Dojo. If your child will be absent for an extended period of time due to travel, family visits, etc., please inform your teacher in writing through Class Dojo.

Personal Illness

Most students will have times when it will be necessary to be absent from school. It is important for sick children to stay home.

In accordance with the State of Illinois Board of Health policies, if your child becomes sick while at school, you will be called to pick-up your child.

The following is a list of conditions that warrant an absence due to illness:

- A temperature of more than 100F orally
- Nausea or vomiting
- Stomachache
- Diarrhea
- Persistent cough
- Earache
- Thick yellowish discharge from nose
- Sore throat
- Infection of the skin
- Red or pink eyes

Communicable Disease Notification

Communicable diseases must be reported to the SIEF office immediately so parents can be notified. Parents will be told what signs and symptoms to watch for in their children and to seek medical care should these symptoms occur. SIEF handles this information with sensitivity.

A note may be sent home with each child, explaining the contagious disease, stating symptoms and incubation periods, and offering basic health instructions. Faculty and staff members shall not attend school if exhibiting signs of communicable disease. The School Director reserves the right to request a physician's note for a student or staff member to return to school.

Following are guidelines for determining when it is appropriate for a student to return to school after an illness:

- Bronchitis: on antibiotics for 24 hours or more
- Chicken Pox: when lesions are crusted over (approximately one week)
- Colds: no presence of yellow or green mucus, which may be related to an infection (may return if there is no elevated temperature, sore throat, or severe cough)
- Conjunctivitis: when discharge from eyes has stopped; for bacterial conjunctivitis, usually 24 hours after starting antibiotic eye drops; see physician regarding viral infections
- Diarrhea: free of diarrhea for 24 hours or more if caused by illness and not medication
- Ear Infection: on antibiotics for 24 hours or more
- Fever: fever-free for at least 24 hours (readings generally lower in morning)
- Strep Throat: after treatment with antibiotics for at least 24 hours
- Vomiting: free from vomiting for 24 hours or more

Please consult your physician for details and questions, case by case. We appreciate your clear and direct communication with SIEF so that other children and staff may stay healthy.

HEALTH AND MEDICAL INFORMATION

EpiPens

SIEF requires two EpiPens on campus at all times for any student with an allergy or medical condition that may require the use of an EpiPen. Staff will be trained in EpiPen use annually.

Health Related Issues

Scuola Italiana Enrico Fermi provides a clean and healthy environment. Students in a group will build their immune systems over time and may experience more frequent illness initially. Parents are asked not to send sick children to school. Sick children will be sent home. Parents must also plan ahead and have a back-up care plan in place if they are not able to take time off.

If a child becomes ill while at Scuola Italiana Enrico Fermi, a member of the administrative staff will call the parent/guardian listed on the Emergency Authorization Form. The child will be isolated in a space away from the group yet always kept within sight, hearing, and care of a staff member.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact person. If a child begins to exhibit any of these symptoms at home, he/she should not be sent to school.

- Temperature of 100 degrees Fahrenheit
- Diarrhea (more than three abnormally loose stools within a 24-hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting
- Sore throat or difficulty swallowing
- Listlessness or inability to work
- Any symptoms of acute illness such as persistent cough, continuously runny nose, body aches

Returning to School after an Illness

If a child has an illness which requires the use of an antibiotic, s/he must be on that antibiotic for at least 24 hours before returning to school. If a child has had a fever, s/he must be fever free for 24 hours without the use of analgesics, before returning to school. If a child is well enough to come to school, it is assumed that s/he is able to participate in all activities, including outdoor and indoor activities and physical education. If a child is to be excused from any activity for health reasons, a signed note from the child's physician must be submitted to the office. See any current Covid-19 Related Policies found on our website as well.

Hand Washing Protocol

Scuola Italiana Enrico Fermi provides students with a healthy and clean school environment. One way that SIEF is able to achieve and maintain this is by encouraging the children, staff and parents to engage in thorough and consistent hand washing. Students shall always have access to hand washing or sanitizing tools during their time at SIEF. We kindly request that students and visiting adults wash hands with soap and water upon entering the school.

Medications

The school requires a completed Medication Authorization Form in order to administer any medication to a student while at school. Please note: the Medication Authorization form must be signed by the physician who prescribed the drug or providing the appropriate dosages for over-the-counter medication. The required information includes the child's name, age, name of medication, dosage, time(s) of dosage, the date the administration of the drug is to begin, the date the administration of the drug is to cease, any possible side effects that should be reported and a phone number at which the physician can be reached in an emergency.

All medications are to be handed to the teacher each day. Prescription medications must be in their original container and administered in accordance to the instructions on the label. All medications will be stored in a designated area inaccessible to children.

Medications may NOT be stored in a child's cubby or backpack. Please inform the teacher if

the medication must be refrigerated.

Over-the-counter medications, including topical products or lotions, can also be administered only when a Medication Authorization Form is completed in accordance with label instructions. A physician must provide written instructions for use on the Medication Authorization Form. The full name of the child who is to receive the medication must be printed on the container.

Over-the-counter medications will not be administered for more than three days without instructions from a physician. Topical products and lotions will be applied by SIEF for no longer than fourteen (14) consecutive days at any one period of use. Records shall be maintained and kept current by the person administering the medication on the Request for Administration of Medication form. Kindly note: It is preferred that SIEF does not administer medications.

No Smoking Policy

Smoking is not permitted in the school building or on the school grounds.

Nut-Free Policy

SIEF is a nut-free facility; please help us to keep our facility nut-free. No outside food with nuts may come into SIEF and we kindly request students, staff and visiting adults wash hands upon entry.

ARRIVAL AND DISMISSAL

Parking Lot

Parents may park in the parking lot for pick-up and drop-off. Parents may park for an extended period only if they are volunteering/visiting the school/attending a school event, or chaperoning for school field trips. Under no additional circumstances may a car be left unattended in the parking lot.

Parents are also HIGHLY cautioned—do NOT park in the handicap accessible parking spots, even for a moment, as these are a part of the Parish Center.

If you need assistance getting your child to and from the school building (due to injury, sleeping sibling, etc.) please send a message by Class Dojo.

Children should walk carefully through the lot while holding hands with their adult. The parking lot and in front of the Parish Center doors are never a place to play. The SIEF classroom garden is open for all to enjoy and safely play / socialize with their adult before or after school.

Arrivals

Parents are asked to park in the parking lot (bicycle parking on site, outdoors) and escort their child into the school, help their child in the cubby area (if needed), and sign-in their child. We ask parents to help their child get settled and started for the day.

Late Arrival / Early Dismissal

If your child will be late to school, please inform your teacher by Class Dojo message by 8:30am. If it is necessary for your child to leave school before the regular dismissal time, please send a Class Dojo message the day before/in advance.

Late Pick-Up Policy

If a parent/guardian or designated person is to be delayed in picking up the child, they should send a Class Dojo message to let their teacher know when they think they will arrive.

Parent/guardian is responsible for paying any applicable late pick-up fees.

If no communication has been received by the family, SIEF will follow the Illinois Department of Children and Family Services (DCFS) rules and regulations. Specific guidelines must be followed when a child is not picked-up from the school at the end of the day:

- Six (6) attempts will be made to contact the parent/legal guardian at all phone numbers

provided within the first 45 minutes

- Persons listed as emergency contacts also will be called four (4) times at all numbers provided within the second 30 minutes
- If no one can be reached after 75 minutes, SIEF must contact DCFS and local police

A program representative will remain with the child on the premises until the child is released to the proper authorities.

It is the responsibility of the parent/legal guardian to provide current and updated emergency contact information.

Late Pick-Up Charges

A late pick-up fee will be incurred if a child is picked up after his/her regularly scheduled time. If your child is picked up after 3:15pm, they will be placed into Aftercare and charged the daily Aftercare Full rate. Any pick-up after school closes at 6:00pm incurs a \$10.00 late charge for the first 10 minutes. An additional charge of \$1 per minute will accrue after the first 10 minutes.

Late pick up fees will appear on the family's next billing statement.

Release of a Child

Scuola Italiana Enrico Fermi will release children only to persons indicated on SIEF's Authorized for Pick-Up Form, or Emergency Contacts authorized to pick up the child. Persons on the authorized list must be at least 18 years of age and able to supply photo documentation of their identity. If any emergency arises, parents must provide a written, signed note giving another person permission to pick up their child and amend the authorization list. Staff will check the identification of anyone they do not recognize. Please inform friends and family of this policy, so they will be certain to bring photo identification. This law is intended to protect your child.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol or if there is a concern about a child's safety. Another person on the authorized list will be contacted and the proper authorities may be notified.

School Entrances & Exits

All outside doors to the school are locked during all hours that SIEF is in operation with no exceptions. Children and parents can enter and exit ONLY through the main doors of the school.

When children travel within the wider building / Parish Center to the roof deck (terrazzo) or the gym (palestra), they will always be accompanied by SIEF staff members and / or SIEF teachers.

CLASSROOM POLICIES

Birthdays

We love to celebrate your child's special day, however, outside food is not necessary for a birthday celebration. Please talk with your SIEF teacher about celebrating. If a family wants to include food, SIEF requests that food items be healthy, store-bought ONLY, and MUST be peanut and tree-nut free. Please check with your child's teacher for possible food allergies. Please do not send party / goodie bags.

Invitations may be handed out at SIEF only if the entire class is invited. Gifts should not be exchanged during school hours.

Bringing Items to School

Children may bring natural objects for study or other educational items to share with the class.

Children may bring a "lovey" or comfort object to aid with sleeping time.

Please check with your child's teacher before sending any items to school. SIEF's learning materials and environments are thoughtfully curated in keeping with a Reggio Emilia approach to teaching and learning; toys, jewelry, electronics, etc. must remain at home.

SIEF is not responsible for personal toys/property lost or damaged in its school building or on its campus. If your child comes to school with such an item they will be asked to return it to their backpack for safekeeping.

Dress Code & Clothing & Miscellaneous

School clothing should allow for independence, concentration, movement, balance and respect for others. Scuola Italiana Enrico Fermi encourages children to wear clean "casual" clothes to school. We ask that you consider only clothing that will not distract the child from purposeful, productive and peaceful work and play. Please be aware that your child will have access to many art activities and accidents can happen.

INDOOR SHOES: All children will keep a clean-soled pair of closed-toe shoes at school.

OUTDOOR SHOES: Send your child in sturdy shoes that support the healthy development of their feet and arches—think gross motor development here, so no "fancy" shoes, please.

TEACHERS will send a detailed list of items needed BEFORE your child's start date.

All children need to have an extra set of clothes (including socks) at school. Children should have appropriate winter or rain attire (clothes and boots) with them as needed. A SIEF school tote bag will be provided to best accommodate work and library books.

Educational or Behavioral Rights Assessment Procedure

Students are referred for a needs assessment on a case by case basis. Below is the procedure SIEF will follow when determining and/or referring a student for an educational or behavioral rights assessment. SIEF will proceed to a next step only if the prior step is not successful. SIEF aims to work collaboratively with families to resolve any issues.

1. Teacher observes and documents behaviors that fall outside of what is considered developmentally appropriate. Teacher attempts redirection strategies. Standard redirections and management strategies are not effective.

2. Teacher speaks to the parents about observations; makes recommendations to parents and makes agreement with parents to stay in communication. Teacher will apprise the School Director of what he/she is doing and together will strategize on recommended next steps.

3. School Director and teacher call a meeting with the parents to make recommendations which may include: third party intervention, behavior management plan, pediatrician consultation, and/or special rights assessment. School recommendations, including timetable, will be presented in writing.

Please note: SIEF is not a therapeutic day school and seeks to be an environment that best serves each child's specific needs and rights.

4. If family does not comply with recommendations in a timely manner, the School Director will meet with the family a second time to strategize on compliance.

5. As a last resort only, the School Director has the agency to recommend dismissal from the school, or may not offer enrollment for the following school year.

No person other than a professional teaching employee of SIEF shall be permitted to observe or interview a student at the school without the approval of the School Director. No person other than a professional teaching employee of SIEF is permitted to keep a case history of any pupil of SIEF and then only when the reason for such recording is approved by the School Director and/or parents. Outside specialists, consultants, and resources may be discussed and potentially utilized as agreed upon by parents, Director, and SIEF Teachers.

Holidays and Celebrations

Scuola Italiana Enrico Fermi is non-denominational and does not promote any one religious denomination over another; SIEF strives to create a culture in keeping with the schools of Italy. Our classrooms welcome the opportunity to celebrate the festivals and holidays of our community and would welcome parents to come into the classroom and share stories and customs of the holiday.

Outdoor Policy

The outdoor environment is an integral part of our program. It is important for all of the children to experience the changing seasons as well as have opportunities for gross motor activity and play. With this in mind, if the temperature is above 20 degrees and the wind speed is 5 mph or less, all children may go outside with the discretion of the teacher. Parents are asked to ensure

that their child has all necessary outdoor clothing items. This includes hat, mittens, boots, a winter coat and snow pants. Students are expected to participate in outdoor activities unless excused by a physician.

Sunscreen: Parents are asked to apply sunscreen to their child prior to arriving at school. Sunscreen may not be kept in cubbies or lockers. Teachers have Babyganics brand sunscreen to use as needed when exploring outside.

Photographs

SIEF uses limited student photographs in its marketing materials and on its website. Parents will be asked to sign a release form granting SIEF permission to use such photographs. Granting SIEF permission is not required. Separate permission is required for photos that are used internationally. Grazie!

LIBRARY POLICY

The mission of the SIEF library is to inspire and encourage a lifelong love of reading and literature and to teach students to locate, evaluate, and use information independently and effectively. Should a Lending Library or Guided Reading book get lost, we ask you to kindly replace the book or pay a \$15 re-purchase fee.

Scuola Italiana Enrico Fermi gladly accepts monetary and book donations to its ever-growing library!

MEALS & SNACKS

Food Supplements and Modified Diets

Parents must notify the school of any dietary restrictions or food allergies prior to the first day of school. If a child has any food allergies, those allergies must be listed on the child's emergency and medical forms.

Lunches

Lunch is an integral part of the SIEF experience that provides opportunities to practice social skills. The children set the table and eat with real glass and silverware in a family-style setting. Children are encouraged to eat the organic and freshly-prepared school hot lunch. If your child has a severe dietary restriction you may send food from home after speaking with our Director.

SIEF is a peanut and tree nut free school. Therefore, peanuts, tree nuts, and other nut-based products are prohibited. This includes peanut butter and other nut based butters, peanut and tree nut based granola bars, and all other snack or food items that contain or may contain peanuts or tree nuts.

While SIEF is a nut-free facility, SIEF cannot guarantee the foods prepared at or for Gourmet Gorilla are made in a nut-free facility. If you have concerns, please speak with the Director.

SIEF provides two organic snacks a day. A monthly menu is sent home in print form and also via Class Dojo. Children are encouraged to be “adventurous eaters” and per feeding therapy direction, children engage in touching food, exploring food with their senses, trying a touch on the lip or tongue, trying a tiny “mouse nibble” and hopefully eventually taking full bites of all foods introduced at SIEF. Eating is fun, social, and safe. Children will grow and eat edible herbs and plants on site yearly.

SAFETY AND SUPERVISION POLICIES

Our SIEF maestre and team work together to ensure the health and safety of each child. Staff are alert to the safety needs of the children, anticipate possible hazards, and take necessary precautionary and preventive measures.

Accidents and Emergencies

Scuola Italiana Enrico Fermi has developed a Crisis Intervention and Response Plan to follow in the event of an emergency while a child is in care. The school has a fire emergency and weather alert plan posted in each classroom which explains action to be taken, staff

responsibilities, and diagrams showing evacuation routes. Emergency phone numbers are also posted in each classroom. Procedures for emergency situations including fire drills, lock down, and tornado drills are conducted regularly and with sensitivity.

Custody Agreements

SIEF assumes both parents have the right to pick up their child, unless a court document restricts that right (e.g. current restraining order, sole custody decree, divorce decree designating sole custody, adoption decree). SIEF cannot deny a parent access to his/her child unless it has that document in its possession.

It is the parents' responsibility to immediately inform SIEF of any changes to parental custody.

Emergency Transportation

Scuola Italiana Enrico Fermi does not transport children in emergency situations; if a child requires emergency services, 911 will be contacted. In the event that a child is transported by an emergency vehicle to a hospital, the Certificate of Child Health Examination and Medical Authorization Form will accompany the child to the hospital. An adult staff member will accompany the child in the emergency squad and will remain with the child until the parent or guardian arrives. Children will be treated at Lurie Children's Hospital unless otherwise specified.

Field Trip Transportation

Students of SIEF take part in periodic field trips. Transportation is provided by an outside transportation company. The school's plan for safety whenever children are transported for field trips, special outings, or routine trips is as follows:

- a. Before any child participates in a field trip, SIEF will obtain written permission from

the parent or guardian. The permission slip will include the child's name, destination, signature and date parent signed, and the date of the field trip. This permission slip MUST be signed and returned to SIEF before any student may participate in an off-campus event.

- b. Before departing SIEF, a count will be taken of all the children on a separate attendance sheet, specifically created for the trip.
- c. Upon arrival at the destination, another count will be taken.
- d. This process will be repeated upon leaving the destination, and upon returning to SIEF.
- e. During the course of the field trip, each adult (teachers and volunteer chaperones) will be responsible for supervising specific children.
- f. Seat belts must be worn by all riding on the bus.
- g. Calm, quiet voices and appropriate behaviors should be used inside the bus.
- h. A first aid kit will be carried by a staff member on all field trips.
- i. A copy of each child's Emergency and Medical Authorization forms will be carried off-site on all field trips.
- j. Staff and volunteers may not transport children in their own vehicles at any time.

First Aid and CPR

All staff members are trained in Pediatric First Aid and CPR, and are Mandated Court Reporters for Child Abuse Recognition. In the case of a minor accident or injury, staff will administer basic first aid. If the injury becomes serious, first aid is administered and the parents are contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, the EMS is contacted, parents are notified, and a staff member accompanies the child to the hospital.

First Aid Kits

A First Aid Kit is located in each classroom. A first aid kit is also available on all field trips.

Incident / Injury Report Forms

If a child is injured while at SIEF, staff handling the situation will fill out an Incident Report Form. The person picking up the child will be asked to review and sign the original form and return the form promptly to the office. A copy of the form will be given to the parents. An incident/injury report will be completed when any of the following occurs:

- Child has an illness, accident, or injury which requires first aid.
- Child receives a bump or blow to the head.
- Child has to be transported by emergency squad.
- An unusual or unexpected event occurs which jeopardizes the safety of the child.

Physicality and play are expected and children may experience minor scrapes and cuts. These will be cleaned and/or iced and bandaged. Minor accidents will be reported quickly at pick-up or through a ClassDojo message.

If a child requires emergency transportation, the report shall be available within twenty four (24) hours after the incident. Otherwise, the incident report will be sent home on the day that the incident occurs.

Students' Home and Emergency Numbers

A list of students' home and emergency numbers is held in the main office and is available to all personnel while SIEF is in operation. A list of students' home and emergency numbers for each class is also located in each child's classroom. Please keep this information current!

Supervision

At no time will a child be left unattended. Staff will supervise children at all times, including nap time. If a child becomes ill, he/she may be given space to rest in a section of the room not in use, but within the sight and hearing of a staff member.

If a teacher needs to leave the room, the School Director or other office staff may be asked to step into the classroom to assist in supervision.

Discipline Policy / Classroom Management

Each child is treated with love and respect. If children are treated with respect, they will learn to respect others. Behavioral expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

Positive reinforcement and positive redirection will be used. Children learn to use their words and not their bodies. Children learn social skills and emotional skills at the start of the school year along with procedural information—these skills are practiced with adults until children show mastery. Children learn to self-advocate, to ask for help, to use words, to ask for consent, to give consent, to share, to take turns, and about sportsmanship. SIEF works directly with families to provide support throughout each student's journey of growth and development.

Classroom management is directed toward teaching the child acceptable behavior and self-control. A student may be asked to leave the room to "take a break" for intentionally hurting another child or adult, for abusing materials, or for using inappropriate language. Children will be taught calming strategies and talk through situations occurring in the classroom and role play. Teachers will involve parents as it is appropriate to do so.

Severe Misbehavior

If a situation arises where a student is consistently endangering themselves, peers or staff, and/or repeatedly displays disruptive behavior which prohibits the class from a normal course of learning, SIEF may enact alternative disciplinary procedures to ensure the safety of students and their right to learn.

Severe misbehavior includes, but is not limited to, the following:

- Deliberate and open verbal and/or physical defiance of authority.
- Profanity or obscenity.
- Fighting (punching, scuffling, or wrestling in anger to hurt another).
- Deliberate damage of school materials.
- Unprovoked threat, strike, or assault of any school employee.
- Biting a peer or staff member

SIEF reserves the right to handle each incident of severe misbehavior on a case by case basis so as to ensure the appropriate developmental level of response for each individual student. The SIEF faculty and staff will determine what is the appropriate developmental level for any

given student. Responses for severe misbehavior may include, but are not limited to, the following:

- Removal from the class for a specific period of time, which may include being sent home for the remainder of the day
- Referral to School Director
- Conference with the parent(s)
- Referral to outside behavioral services
- Withdrawal from school/not invited for re-enrollment

Bringing any sort of dangerous weapon to school is automatic grounds for immediate withdrawal.

COMMUNICATION AND PARENT PARTICIPATION

SIEF believes that open, direct communication between parents and the school is vital to developing a healthy, positive school community. There are a variety of opportunities, avenues, and platforms for communication at SIEF. We strongly encourage parents to read all communications that are sent home by the school and to actively participate in the many home-school relationship building opportunities that exist. These opportunities include, but are not limited to: volunteering, fundraising, field trips, social and community events, and parent meetings.

Conferences

Regular Parent-Teacher Conferences are held twice a year. Conference dates have been set aside on the school calendar. Where applicable, both parents are encouraged to attend the scheduled conference. Conferences are usually 20 minutes in length.

Additional conferences or short “check ins” may be requested by either the parent or teacher throughout the course of the school year.

Evaluation Reports (Report Cards)

Parents will receive a written progress report twice a year during conference time; one in

January and one at the end of the school year. SIEF International School uses the State of Illinois Learning Standards alongside the Italian and EU Standards for Learning.

Fundraising

While tuition revenues support most of SIEF's day-to-day operations, these revenues alone are not enough. Fundraising activities make it possible for us to invest in capital improvement projects, teacher education opportunities, and material improvements. Fundraising also allows us to maintain a moderate tuition level and invest in long-term, strategic goals.

How can you help? We're glad you asked...

- Help us secure donations and sponsorships for our annual fundraiser;
- Help us secure private and corporate donations to our school, including matching funds;
- Participation in our fundraising events and activities.
- Supporting SIEF's fundraising efforts shows your confidence in our shared mission and provides important leverage with private donors and foundations as they consider making significant contributions. Participation in the school's fundraising efforts is expected, to the extent you are able.
- To discuss how you can support the fundraising activities of the school, please email our Director at aevaldt@siefchicago.org, grazie mille

Methods of Communication

EMAIL:

SIEF requests that all parents provide the school with a usable email address. Email is the most frequent form of communication used by SIEF and its staff. All parents who have a current email on file at the school will receive regular email communication with reminders for upcoming events and items requiring parent attention. Teachers and staff will communicate with parents via email as is appropriate. Please allow 24 hours for a response. Any need for formal communication between teachers and parents should ideally be done in person.

CLASS DOJO:

This is a closed platform available only to enrolled students. It serves as a platform for teachers to share pictures and snippets of the children's day as well as a messaging platform where the parents can directly message their teacher or the teacher can message an individual parent or the whole classroom. Class Dojo is the best "quick communication" method to use with your teacher.

NEWSLETTER:

School wide newsletters are published on a monthly basis and distributed via email. Teachers will periodically send additional communications.

PHONE CALLS:

Teachers cannot receive parent calls while they are in class with children unless it is an emergency. Please send a Class Dojo message and he/she will reply once they are free from their teaching duties.

WEBSITE:

SIEF's website (www.siefchicago.org) is a useful source of information about things happening at school as well as a source for necessary school documents. Parents are encouraged to visit it often.

SOCIAL PLATFORMS:

Please follow @siefchicago on your favorite social platform. SIEF posts snippets of the day and community events.

Parent Orientation

Parent orientation is held prior to the beginning of school. Parents of both new and returning students are expected to attend the annual Welcome Party.

PARENT VISITS

Parents are encouraged to participate in the classrooms by volunteering to give special presentations in art, career, cooking, or any topics of special interest to the children in the class. A parent visit must be scheduled in advance with the teacher.

PARENT VOLUNTEERING

The school is a reflection of the families that comprise it. Parents will be asked throughout the year to help the school with fundraising events, repairing classroom equipment, doing school laundry, chaperoning field trips, and set-up/tear down- for community events, etc. SIEF is thankful for the needed contributions and teamwork of parents. *Volunteering parents need to sign up in a timely manner and not arrive last minute or it makes safe and happy planning (which happens well in advance) difficult for staff.*

COMMUNICATION PROTOCOL FOR PARENT QUESTIONS OR CONCERNS

From time to time, parents may have inquiries or concerns in regards to some aspect of school operations. Such inquiries and concerns can best be answered if initially taken to the person who is closest to the solution. This means talking the matter over with the appropriate person, either a teacher for classroom policies, or a member of the administrative staff for school operations. The majority of items are resolved at this level. We ask that all inquiries or concerns be handled between the SIEF teaching and administrative staff and parents only.

CONCERNS SHOULD BE HANDLED AS FOLLOWS:

1. If there is a concern about a child or the class, the parent's first point of contact should always be the classroom teacher. If further resolution is needed, the parent should consult the School Director. Generally, appointments with the School Director can be made within 24-48 hours.
2. Questions or concerns regarding general school policies and procedures should be brought to the School Director.
3. Questions or concerns regarding tuition policies or admissions should be brought to the Operations Manager.
4. A final resort to remedy concerns should be sent in writing to the Board of Trustees for consideration.
5. If resolution is still needed (after following the above protocol), parents may request a special meeting including the Teacher, Director, and a representative from the SIEF Board of Trustees.

6. If an agreement cannot be reached in a respectful, pragmatic, and timely manner, the family may be asked to leave the school.

BOARD OF TRUSTEES

Scuola Italiana Enrico Fermi is governed by a Board of Trustees. The primary duties and responsibilities of the Board of Trustees must include the following:

- Ensure the school remains in good legal standing, and operate as outlined in Section 501(c)3 of the Internal Revenue Code;
- Ensure the school operations are consistent with the Reggio Emilia approach, the school's mission statement, and in the best interests of its students, parents, and teachers;
- Approve annual operating budget;
- Conduct fundraising activities and maintain accountability for property and funds;
- Promote the school among the community;
- Approve long-range plans for the School and set annual goals for the Board;
- Approve goals for the School Director, and evaluate the School Director annually.

GENERAL SCHOOL POLICIES AND PROCEDURES

Status Changes

Please notify our office within 3 business days if there is a change in your child's emergency information. This ensures that the office always has current student information on file and ensures the safety of our students. Examples of status changes may include, but are not limited to:

- Home phone number(s)/cell phone number(s)
- Home address
- Emergency contact's name, number (including area code)
- Work phone number, either or both parents and area code(s)
- Marital status
- Custody of children
- E-mail address
- Newly diagnosed allergies or medical conditions

American with Disabilities Act

Scuola Italiana Enrico Fermi does not discriminate against students with disabilities and follows all rules and regulations under the American with Disabilities Act regarding accommodations.

Child Abuse Policy

All SIEF staff members are trained as mandated court reporters against child abuse. If any staff member has suspicions that a child is being abused (physically, verbally, or emotionally) or neglected, she/he MUST make a report to the Department of Child and Family Services (DCFS). The safety of the child is always our primary concern.

Harassment Policy

Scuola Italiana Enrico Fermi prides itself in offering a professional and congenial school environment to its students and families, and will take reasonable steps to ensure that the school environment remains as such for the entire community. SIEF expects all persons to treat one another with courtesy, consideration and respect. Scuola Italiana Enrico Fermi does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct (“prohibited conduct”) to occur in the School or at any activity sponsored by or related to it. In order to make this “zero—tolerance” policy clear to all employees, families, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they reasonably suspect, learn of or witness prohibited conduct.

“Abuse” or “molestation” means each, every, and all actual, threatened, or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together.

Reporting Procedure

Any person who learns of or has a reasonable suspicion of prohibited conduct must immediately report it to the School Director. If the victim is an adult, abuse or neglect may be reported by this designee to the local or state police and/or Adult Protective Services (APS) Agency. If a child is the victim of abuse or neglect the designee will report it to the local or state police and/or Department of Child and Family Services. Appropriate family members of the victim must be notified immediately of suspected child abuse or neglect.

Investigation & Follow Up

Once an allegation is reported we will promptly, thoroughly, and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target(s) of the investigation. The investigation may be undertaken by an internal team composed of fellow employees or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected persons to appropriate authorities, we will endeavor to keep the identity(ies) of the target(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the target's relationship with our organization.

Retaliation Prohibited

We prohibit retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited. Whoever retaliates against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline, up to and including termination.

ADDITIONALLY, see SIEF Harassment Policy from our Operations Manager.

Release of Records

All records submitted to SIEF are held confidential. A student's records and related information shall not be released to any individual, group, organization, or agency, except with the written consent of the student's parents. The only exception to this rule would be in an instance of required compliance with a judicial order (subpoena) or other situations as defined by law and or SIEF Board policy.

Certified copies for transfer student records are requested within 14 business days of enrollment. SIEF sends official transcripts for students going to other schools within 10 days of the request. Parents or schools may request records to be released by emailing our Operations Manager or Director.

For students transferring from SIEF to a new school

You will first need to obtain a Record Release Form from the new school. Student school records can only be sent to another school once our office receives this signed request. Once this official request is received, please allow our office ten business days to process your request. All financial obligations to SIEF must be satisfied before any records are released.

Student Records Access and Confidentiality Policy

Under the Federal Education and Privacy Act of 1996, parents have the right to inspect and review the official student records of their child and related information upon written request to the School Director. An appointment for the review of the records will be made at a mutually convenient time as soon as possible after the receipt of a written request.

A parent believing information contained in the educational records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request in writing that the records be amended.

The school requires that a copy of the judicial decree be on file if one parent has been

divested of statutory co-guardianship. SIEF stores all student records for a period of five years after the student leaves or withdraws from the school.

Weapons Policy

There shall be no weapons allowed on the property of Scuola Italiana Enrico Fermi. This includes the building and outside grounds. This policy includes, but is not limited to, any firearm, knife, dangerous object, object used as a weapon, or deadly weapon. Violations of this policy warrant notification of police, immediate suspension, and possible expulsion of the student.

NOTES

“The child is not a citizen of the future; he (sic) is a citizen from the very first moment of life and also the most important citizen because he represents and brings the 'possible'...a bearer, here and now of rights, of values, of culture...It is our historical responsibility not only to affirm this but the create cultural, social, political and educational contexts which are able to receive children and dialogue with their potential for constructing human rights.”

– *Carlina Rinaldi, In Dialogue with Reggio Emilia: Listening, Researching and Learning*

Appendix I: SIEF Toilet Training Checklist

In order for your child to fully participate in our classroom environment, it is important that they are toilet trained.

This means that your child should be:

- Wearing underwear all day at SIEF (no diapers or pull ups)
- Able to indicate to teachers when he/she needs to use the bathroom (or just go--children are allowed to just run in at any time, there are no restrictions)
- Able to remove his/her pants and underwear with minimal prompts from a teacher. Elastic waistband pants for both boy and girls are highly recommended for the first 4-6 months following toilet training. Children are able to build confidence and success when they can easily pull clothing up and down at school. (In general, children should wear clothing for comfort, messy play, and utility at school.)
- Able to independently sit on the toilet when needed (or stand); child can physically hold self up on the seat without aid
- Comfortable using a child-sized toilet, as opposed to a potty chair
- Able to wipe after urination with no prompting from a teacher (teachers will help with wiping after a bowel movement until child gains mastery of this skill—child or parent will prompt teachers when this aid is no longer needed)
- Able to climb a two-step stool to access the sink and wash hands, uses soap and water to

wash hands

Occasional accidents are developmentally appropriate at the preschool level. Teachers will compassionately help your child change out of any soiled clothes and into clean and dry clothing if an accident occurs.

Thank you for working with us to help your child gain new skill sets, independence, and a feeling of success. If you believe that your child needs help in any of these areas SIEF staff is happy to offer suggestions and work with you.

Appendix II: Covid Policy 2021-2022 + 2022-2023

Please go to our website at siefchicago.org/covid19 for the latest policies, social stories, and more.

Appendix III: Online Tuition Agreement + Tuition Info

Please go to our website at siefchicago.org/welcome for the latest Tuition Information Forms

At enrollment, you signed an online document stating the following:

In consideration for the educational services provided to my child(ren) by Scuola Italiana Enrico Fermi, I/we agree to pay the total tuition listed above this Agreement on or before the due dates specified by the tuition plan option I/we have selected above and in accordance with the Additional Terms and Conditions set forth below.

Additional Terms and Conditions

The following Additional Terms and Conditions form a part of, and are hereby incorporated into, the Scuola Italiana Enrico Fermi Tuition Agreement (the "Agreement").

You have already initialed and signed this document if your child is currently enrolled.

1. Tuition

a. I acknowledge that, upon my acceptance of this Agreement, I am making a commitment to Scuola Italiana Enrico Fermi (the "School") to pay a full year's tuition and fees at the rates stated above even if my child does not attend the School for all or any part of the academic year to which this Agreement applies.

b. I will make all tuition and fee payments on time in order to enable the School to meet its financial obligations as they become due.

c. I understand that a \$50 late fee will be automatically added to tuition for any payment at 5 days, 10 days, and/or 15 days overdue. This (these) fee(s) will appear on the next tuition statement. If payment is delinquent after 15 days, SIEF reserves the right to refuse my child admission and/or terminate enrollment.

d. I understand that, because the School's expenses are incurred on an annual basis, tuition and fees are charged on a full-year basis, and the School does not offer pro-rated tuition for partial year attendance.

e. I understand that, because the School's annual budget is based on the expectation that all tuition and fee commitments will be paid, the School will not refund tuition paid by me or cancel my unpaid tuition obligations even if my child does not attend school for the entire academic year for any reason.

f. I understand that if my child withdraws from the School for any reason, the School is not obligated to seek or accept any other students in my child's place, and the amount of my tuition and fee obligations will not be reduced even if another child is admitted after my child has withdrawn from the School.

g. If at any time during the 2022-2023 school year SIEF suspends regular operations due to a health crisis for any period longer than 10 consecutive school days, SIEF will provide families with online/remote learning services (content, type, and duration determined by SIEF per age appropriateness) for the duration of the suspension.

2. Enrollment

a. This Agreement is for one academic year only, and the School reserves the right, in its sole discretion, to deny any student the opportunity to enroll or re-enroll in the School for subsequent academic years.

b. All tuition and fee payments must be current before re-enrollment for a new academic year will be accepted.

c. All tuition and fee payments must be current prior to the first day of classes of any given academic year, and, therefore, I agree that if my child's tuition and fees are delinquent, my child will not be entitled to attend School until such delinquencies are brought current.

d. I understand that enrollment is for the entire academic year, subject to my family's compliance with the policies, rules and regulations of the School. In signing this Agreement for the academic year designated above, I agree that my child's enrollment may be canceled by the School at any time if the School determines, in its sole discretion, that my child's academic or social performance is unsatisfactory.

e. Notwithstanding anything contained in this Agreement to the contrary, the School hereby expressly reserves the right to enforce its disciplinary procedures, including without limitation, suspension or expulsion, against any student who the School determines is in violation of the School's disciplinary policies or rules.

3. Miscellaneous

a. The Tuition Policies set forth in the Scuola Italiana Enrico Fermi Tuition Policies are hereby incorporated by reference into and form a part of this Agreement. Any conflict between this Agreement and the then-current Tuition Policies shall be resolved in favor of this Agreement. A copy of the Tuition Policies can be requested to the Admission Office of the School.

b. Notwithstanding anything contained in this Agreement to the contrary, the School hereby expressly reserves the right to amend the Tuition Policies at any time, in its sole discretion, without consent of the parents or guardians.

c. The pronouns "I" and "my" used in these Additional Terms and Conditions refer to each parent or guardian signing this Agreement, both individually and jointly with each other person signing this Agreement.

Appendix IV: Anti-bullying Policy

Anti-bullying Policy

What is "bullying" including "cyberbullying"?

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

What might bullying look like?

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Is bullying illegal?

Bullying is contrary to State law and the policy of the non-sectarian nonpublic school and is consistent with subsection (a-5) of this Section [free exercise of religion].

Nothing in this Section is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

How do I report concerns or questions regarding bullying?

Please contact our Operations Manager, Megan Rensing, at info@siefchicago.org or by calling 312-971-8064. You may report anonymously via telephone call. An anonymous report shall not be construed to permit formal disciplinary action solely.

How do you protect the privacy rights of students and families?

Just as we use Class Dojo to report anonymously when a child has a communicable illness, so too shall we use this tool for reporting any alleged bullying—and to open a time and place for a community conversation. We will consult with Evergreen Pediatric Therapies, our in-house, weekly therapy team, to aid the discussions and restorative measures that are appropriate for a prek3 through Kindergarten environment. Discussion, investigation, partnership with Evergreen Pediatric Therapies, in class observational documentation, in class social emotional targeted learning and intervention times, and community restoration are the flow.

What is the procedure for promptly investigating and addressing reports of bullying?

- 1) SIEF is making all reasonable efforts to complete the investigation within ten (10) school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the investigation about the reported incident of bullying.
- 2) SIEF is involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- 3) SIEF will notify the principal or school administrator, Amy Ewaldt, aewaldt@siefchicago.org, or her designee of the report of the incident of bullying as soon as possible after the report is received.
- 4) SIEF will be consistent with Federal and State laws and rules governing student privacy rights and providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the school administrator or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

What types of interventions may be taken to address bullying?

School social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services may be offered through Evergreen Pediatric Therapy to SIEF classrooms and community.

What about reprisal or retaliation against any person reporting an act of bullying?

SIEF prohibits reprisal or retaliation against any person who reports an act of bullying and the consequences and appropriate remedial actions for a person who engages in reprisal or retaliation.

What about consequences and appropriate remedial actions for a person found to have falsely accused another of bullying as a means of retaliation or as a means of bullying?

Restorative measures will be taken to find the truth, explain and embrace the truth, to apologize, and to repair the breach as a community. If the false accuser does not want to follow this flow, then the option of stepping out of current enrollment may be offered.

How do you evaluate and assess the outcomes and effectiveness of this policy?

Evaluative data will include:

- 1) The frequency of victimization.
- 2) Student, staff, and family observations of safety at a school.
- 3) Identification of areas of a school where bullying occurs.
- 4) The types of bullying that are common or occurring.
- 5) Bystander intervention or participation.

Information developed as a result of the policy evaluation will be made available on the siefchicago.org website

Do these policies align with other policies of our SIEF International School Parent Handbook?

Yes. Our policies have been approved by our Board of Trustees, our School Director, and our school Operations Manager.

Is a reported act of bullying within the permissible scope of the school's jurisdiction?

Yes.

What information regarding outside services will SIEF International School provide to any victim of bullying?

Counseling, support services, and other programs.

What else?

This policy has been developed based on engagement with a range of school stakeholders, including our Board of Trustees, parents, and teaching team. Where applicable, this policy will be posted where other policies, rules, or standards of conduct are posted in the school. Please visit our school office for a copy of this policy found within our annual Family Handbook.

As with our annual Family Handbook, this policy has been distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

Appendix V: Addendum per Illinois State Board of Education (ISBE)

The school district has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The policy/procedures allow a parent or guardian or other designated caregiver to administer the product, subject to the restrictions outlined in [105 ILCS 5/22-33](#).

The policy/procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in [105 ILCS 5/22-33](#).