



Carriers of Light

Academic and Quranic Education for the Modern World

Carriers of Light Academy

1607 Taft Avenue

Wheaton, IL 60187

Tel: 630-949-8232

www.carriersoflight.com

Parent/Student Handbook

2019- 2020

Hijri 1440 -1441

Registered by ISBE (Illinois State Board of Education)

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Carriers of Light is a full-time Islamic school for grades preschool through 6th. We focus approximately 60 % of the school day on Academics and 40% on Quranic studies (reading, memorization, and tajwid). In addition to Islamic Studies classes, character education and reminders about good manners are woven throughout the day. Arabic classes for all grade levels strengthen the Quranic foundation.

Academic classes focus on Language Arts, Mathematics, Science and Social Studies, meeting and exceeding Common Core standards. Our small class sizes allow opportunities for differentiation and individualized attention. Our class sizes in early childhood cap at 10 students per teacher, and 15 per teacher in elementary school to ensure every child receives the attention they deserve. Enrichment classes include Art, Physical Education, Islamic Studies, and others. Our qualified and passionate teachers infuse Islamic concepts into academic lessons when possible.

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Our vision is to nurture righteous Carriers of Light who choose to better their world, with a foundation of strong faith, broad knowledge, and the Prophetic teachings.

Knowledgeable * Good-mannered * Practicing * LeadersÆ

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Carriers of Light inspires our students to make the study of Qur'an part of their daily lives, a lifelong endeavor started in their youth, along with, not instead of, their secular studies and other activities.Æ

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1. Student application and \$400 registration fee.

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The first 30 calendar days from the student's start day are a probationary period for the school, child and family. The school agreement can be terminated at any time during this period. The school reserves the right to dismiss any student for reasons that include but are not limited to:

- a. Abuse of other students, staff or school property.
- b. Continued violation of school policies by the student or parent.
- c. Disruptive or dangerous behavior by student or parent.
- d. Inability to meet the child's needs.
- e. Failure to pay tuition and school fees.

Early childhood is the age during which many learning challenges can be quickly identified. When identified early enough, proper interventions are put in place to benefit the learner and create greater opportunities for academic success. Should our trained early childhood teachers notice a consistent pattern in student behavior or learning challenges, the protocol that will follow is:

1. Conference with parents in which teacher presents data of behavior or academic trends.
2. Classroom intervention plan with follow up reports every two weeks for six weeks, and a meeting after six weeks.

If the classroom behavior plan proves to be ineffective, the protocol that will follow is:

1. Conference with parents, teachers, and admins about how to reach out to your local district for a specialized screening.
2. Teacher provides data for parents to use at screening meeting.
3. Parents update teachers with screening results, and teachers, parents, and administration collectively determine what academic setting is best for the child.

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Students wishing to enroll in our program must be the required age by the cutoff date of Oct 31st. No exceptions. Students enrolling in our early childhood program must be fully potty trained and able to use the restroom without any assistance. Pre-registration begins in the Spring and early registration is first opened to current families.

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KG, 2nd, 6th grade	Pre K - 6th Grade	KG, 6th Grade	KG
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Pre-School	5 day program - Monday - Friday	8:00 AM -3:15 PM
Kindergarten	5 day program - Monday - Friday	7:45 AM -3:15 PM
All other Grades	5 day program - Monday - Friday	7:45 AM - 3:30 PM

Our school location is at 1607 Taft Ave., Wheaton, IL 60189. Call Î HËËI JË GË or email info@carriersoflight.com for general matters, and email •~]]] !@ œ• Æ{ for tuition and other financial matters.

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Regular office hours are Mondays - Fridays from 7:30 am to 4:00 pm. To schedule a meeting with any of our teachers or staff, please call us at Î HËËI JË GË, or email info@carriersoflight.com.

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For academic year 2019-20, we will be using TADS, a tuition management service. This service will collect your tuition, manage late fees, and handle financial aid applications. This will help us streamline our process and allow you the ability to see your account information online and make payments.

During the year, we have the option of adding additional fees through this service, such as field trips, hot lunch, etc. These fees are the responsibility of parents.

All electronic invoicing, tuition, and financial matters will be handled through www.tads.com.

When you registered your child online you choose one of the following payment options.

One Annual payment

Two Semester payments

Four Quarterly payments

Ten Monthly payments

All payments for tuition will be handled through TAD's. Parents must make their first payment by August 1st, 2019.

Late fees will be assessed for all payments made after the due date, regardless of the timing of electronic invoices, school holidays, or other unusual circumstances, so please plan accordingly. Parents are expected to pay the full tuition irrespective of early withdrawal, prolonged absences, or involuntary dismissal from school.

Program	Description	Amount
Pre-school	5 day Program - Full Day	\$6600
Pre-k/KG	5 day program-Monday-Friday	\$6600
1st - 6th	5 day program - Monday - Friday	\$6200
Quran Track	3 day program - Monday, Wednesday, & Friday	\$3150
Quran Track	5 day program - Monday - Friday	\$4,150
Quran Track Pre-K/KG	5 day program - Monday - Friday	\$4500

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There is a \$400 deposit fee which will be assessed upon registration of your child. HN]g:ZY']gAE bcbfYZI bXUV`Yz' bcbhfUbgZYfUV`Y`UbX' bcb! bY[ch]UV`Y` This fee will automatically be added to your Tad's account upon registration.

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Annually - One Payment	August 1
Semesterly - Two Payments	August 1 and January 15
Quarterly - Four Payments	August 1, November 1, January 1, and March 1
Monthly - Ten Payments	Aug 1, Sep 1, Oct 1, Nov 1, Dec 1, Jan 1, Feb 1, Mar 1, Apr 1, May 1

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The school depends on Tuition as their primary source of income every family is expected to meet the financial obligations. A limited amount of financial aid is offered during the year to families who meet the required criteria. A new application for financial aid must be submitted every year. Financial aid applications are submitted online through Tad's. Carriers of Light offers financial aid to students in Grades 1-6. Financial aid awards will be allocated on August 1st. There is no guarantee that you will be rewarded Financial Aid.

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Students who are carrying delinquencies from prior years will not be allowed to attend classes until the balance is paid in full.

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The school considers student records confidential. Authorized school personnel only will view student records. Records will not be provided to non-school personnel except by written request of the parents of the student or where required by law. Parents may request a copy of all or some parts of the student's record by notifying the school in writing.

The office requires one-week notice to process the request. Records of financial arrangements or tuition payments are not considered part of a student's records and are only available with written permission from the person whose name is on the promissory note at the time of enrollment.

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Students moving to another school will be processed through Administration. The parents will sign a record release form and fill out an exit survey. Records will be transferred upon a written request. However, with the exception of the student's transcript, Carriers of Light reserves the right to withhold school records until all tuition is paid in full. Textbooks belong to COL and cannot be taken by students.

For students withdrawing 100% of tuition and fees for that year is charged, regardless of the reason. No fees will be refunded.

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Attendance is pivotal to ensuring student progress in the program.

In order for a sick child to be excused a doctors note will be required.

In addition, it is critical that you notify teachers about absences. You must notify the office at least one week in advance of planned absences. In the case of unplanned absences, you must notify the office by 9 am that morning or the absence may be recorded as unexcused. If the school does not receive a phone call we will contact the parent by telephone for verification of the absence by 10 a.m. If a student has excessive absences, for more than three days, a doctor's note will be required for an absence to be excused. Many unexcused absences may result in serious probationary measures and possible removal from the program.

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Excused Absences are granted for those children who have a Doctors note for illness after two days, death in the immediate family, emergency doctor or dental appointment, isolation recommended by health department, observance of a religious holiday with previous approval. Family trips are considered unexcused.

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A notification by the parent/guardians to the school prior to the absence. Parent/guardians are discouraged from taking students out of school for vacation or for non-school sponsored events. The school laws of the State of Illinois requires regular school attendance. Any absence from school is a serious handicap; not only to the individual student, but also to our entire school system. There is no real substitute to actual classroom attendance. It is the student's responsibility to make up all homework and class assignments that are missed because of this type of absence. Please inform administration at least 2 weeks in advance of a pre-planned absence. Whenever possible, the student's teacher should be contacted in advance to get the work before the student leaves. The parents should give the teacher a one-week prior notice so that a homework packet can be prepared. H\Y'hi]h]cb'Zcf'h\YÆ dYf]cX'cZUVgYbW' a i gh'Vt'bh]bi Y'hc'VY'dU]X']b'UWw'fXUbW'k]h\ 'h\Y']bghU'`a YbhÆ U[fYYa Ybh'Æ

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Arrival for Pre-school 8:00 - 8:10 AM

Arrival for all other Grades 7:45 - 7:55 AM

Dismissal for Pre-school and KG is 3:15-3:25 PM.

Dismissal for Quran Track students is 1:00 PM Monday- Friday.

Dismissal for 1st-6th Grade students is 1:00 PM Monday- Friday.

When picking up your child pull forward and wait for your child in the drop off lane.

Parents are not allowed to park in the parking lot between 3:15 to 3:45 pm. A

Avoiding congestion in the parking lot and the road outside the lot, to not disturb the neighbors in the homes near the school.

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Students will only be dismissed to those who are listed on the authorized pick-up list. If someone else will be picking up, the school must be notified in advance. It is the parents' responsibility to make sure that anyone picking up or dropping off your child is aware of all rules.

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H` Y`a cfb]b[`W`fVg]XY`Xfcd`cZZ]g`cb`mh`c`VY`i` gYX`VmidUfYbHg`Xfcd]b[`cZZW`]XfYb` k]h` ci` h`h` Y`bYX`hc` [Yh`ci` hc`ZH` Y`WUf`UbX`Ugg]gh`gh`i` XYbHg`" `I` bXYf`bc` V`f`W` a` gHUbW`g`g`l` ci` `X`h` Y`Xf]j` Yf`Xccf`VY`cdYbYX`"

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Display your card on the dashboard and pull up to the curbside.

If you are picking up children from another family, display only your card on the dashboard. The children will be sent to your car, based on your family number.

Please be sure your children are aware of which family will be picking them up each day, and what the correct family number is for their pick up.

As you approach the front of the lot, you will be instructed to enter the curbside line. Your children will be waiting for you. Please remain in your car during loading. All children will be loaded via the curbside only.

When all cars in the curbside are loaded, you will be asked to depart. It is imperative that you follow behind the car ahead, and do not try to bypass anyone. You may turn left, or right, onto Roosevelt Road.

Please keep in mind that it is against the law to be on a cell phone in a school zone. We ask that you honor that at COL as well.

FOR THOSE FAMILIES WITH A PRESCHOOLER AND OLDER STUDENTS

If you have a preschooler/KG AND a child in the upper grades you should get in the curbside line, pick up the preschooler/KG child and then drive around and rejoin the curbside line to pick up your older child.

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In an effort to maintain a quiet and productive environment for our students, we ask that parents not enter the building on a regular basis, only when necessary.

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Elementary parents need to arrive between 3:30 pm - 3:40 pm for pick up. All students not picked up at 3:40 pm must be walked back to the "Late Pick-Up" room by the teachers on

duty. Parents arriving after that time must park and enter the building to pick their child up from the classroom, sign-in will be required, and fines might be assessed. 9UWX`d]W`i d`UZhYfÆ (. \$\$`da `k]`VY`Z]bYX`~ %\$" 5b`UXX]h]cbU`~ %\$"dYf" \$`a]b`UZhYf`) . \$\$`da .

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Teachers handle dismissing students and ensuring that parents sign-in for late pick-up, they are not involved in the process of assessing late fees. Any concerns about such a matter should be directed to the administration and never discussed with teachers.

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If you must pick your child up early on a certain day, please notify the office in advance, preferably by the previous school day. Regular early pick-up is discouraged, as it will detract from learning time, and must be approved by teachers and administration in advance. Students will not be allowed to use the phone to arrange early pick up during school, unless there is an emergency. When picking your student up early, you must come into the office and sign them out. The office staff will then notify the teacher to dismiss the child. Parents are asked to wait by the foyer for their child to be dismissed from class. No student will be allowed to leave the facility unattended to be picked up outside.

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Parents are encouraged to visit the school. However, visitors must first obtain permission to be in the school by registering at the office before going to any classroom or any other area of the school building. Any person interfering with the program of the schools shall be removed from the building and may be denied further access to the school. All staff members are empowered to order any person not authorized to be on the school land or premises to leave school land or premises. [Æ](#)

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All classes start at 8:00 am, therefore students should arrive at school between 7:45 am and 7:55 am, so that they can be in their classroom on time. Valuable class time is wasted when students come late.

Morning meeting time for KG - 6th grade is 8:00 Sharp

Morning meeting time for Preschool is 8:15 Sharp

Every three tardiness will count as one absence. Students who are absent for more than 5 unexcused days per trimester will receive an **In-Complete** Report Card for the Trimester and probably for the year.

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- 4:00 - 5:00 PM - \$150 per month (\$7.5 per hour)
- 4:00 - 6:00 PM - \$300 per month (\$7.5 per hour)

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- Email ms.aman@carriersoflight.com 3 days in advance to check availability.
- Specify day and time.
- \$10 per hour per child.

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- \$10 will be charged for any pick up after 6:05 PM.
- Additional \$1 will be charged for every minute after 6:30 PM.

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Textbooks are loaned to the student for the school year. Textbooks will be used in the school. If needed textbooks will be sent home occasionally. If a Mushaf or a Planner are damaged a new one can be purchased for \$10.

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Students will be given access to the internet to use for educational purposes and research. It is a privilege that can be taken away. Carriers of Light can supervise all activities on computers/ipads used at school and no privacy will be given. Students are prohibited from using the internet for accessing inappropriate content, illegal activities, violating

copyrights, plagiarism, non-school related use, or vandalism.

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When you registered your child online you fill out their medical and emergency contact information. Please notify us immediately of any changes in the information on that form.

In the event of a medical emergency, we will call 911 and, if needed, the student will be taken by ambulance to the appropriate hospital (as determined by the emergency personnel).

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Those students that indicated allergy on the registration form will be required to provide documents from a physician or allergist. If a child has a severe allergy than an emergency action plan needs to be completed. Based on current enrollment a food allergy list will be sent out at the beginning of the school year.

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For the well-being of all children and teachers, we ask that you please keep ill children at home. Notify the office before 8 am about your child's absence and the reason. In particular, do not send your child to school if there are any symptoms of illness, such as green-runny noses, fever, diarrhea, consistent cough, rash, conjunctivitis, etc. If a child has any of these symptoms, the child will be removed from the classroom and expected to be picked up immediately. Children with a need for antibiotics must have taken the medication for 24 hours prior to coming to the program. Also, notify us if your child has had possible exposure to a communicable disease (pink eye, measles, etc.).

If a child needs to have medicine administered during program hours, the parent will need to complete a Medication Authorization Form. Please leave all medications with us, so they can be properly stored in a locked place.

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Children are not allowed to have any medication with them.

If medication with possible side effects has been recently administered to your child, it is the responsibility of one of the parents/guardians to inform the teachers and directors.

If your child becomes sick at school, he or she will be excluded from the group and you will be notified immediately to pick up your child or make arrangements for someone else to do so. School staff members will administer medications with written notes from the child's doctor on file. In case of an emergency, the school will notify 911 and call right away and take proper actions. All students should have a medical authorization form on file.

You will be notified in writing in the event of the illness of a staff member or another child with a contagious disease to others, or any emergency that prevents children from being cared for in the facility. You should always have a backup plan for care for your child(ren) in place.

You will also be notified in case of an injury or death of the staff member or provider and we will ensure backup qualified personnel is still responsible for supervising the children and their safety is not compromised.

In case of a minor injury, staff will document the accident and proper action taken and parents will have to sign the incidence report to keep on file.

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First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. ***It is essential that emergency contact numbers be up-to-date in the school office.*** It is our intent to immediately notify parents for any of the following:

- Any head injury
- Any bite
- An indication of anything communicable such as vomiting, diarrhea, rash, a temperature of 100 degrees Fahrenheit or higher
- Significant injury on the playground

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All cases of skin and eye infections must have an admission permit from the physician or health department.

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Head lice (Pediculosis) is a communicable condition which can be transmitted from one student to another. Once a student has been identified with live head lice, the student will be excluded from school. The student may be readmitted with a statement from a parent/guardian that initial treatment of the following has been initiated: use of pediculicide; removal of nits; and treatment of household items. Before being readmitted to school, his/her head must be checked in the office by designated school personnel. Students with live lice in their hair will be sent home for treatment and removal of nits. Students who present with no live lice may return to school, even if nits are present. Students will be rechecked at 7 and 14 days. If live lice are present, the student will be excluded from school again. After 14 days, if live lice remain present, the absence of lice and nits is required for the student's readmission to school.

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Students should eat a healthy breakfast daily before school.

All students should bring both a snack and lunch daily, observing allergy policy.

All students should bring a bottle of drinking water each day

* All food items should be brought into the classroom in lid-covered containers

- * All food items should be washed and prepped. This means that the food should be clean, cut-up and ready to eat.
- * Avoid sending a snack that browns quickly, such as apple slices and banana slices. Please note, however, that you may send whole bananas in the peel, cut once in the middle (in half).
- * As some families follow strict dairy requirements, please make sure that all food items (especially cheese products) do not contain any animal rennet or animal enzymes. It is probably safest to buy cheese products labeled "vegetarian."
- * Acceptable **snacks** include:

Fresh fruit/veggies - Bananas, as described above, Seedless grapes, washed and with each one removed from the stem, Seedless orange sections, Blueberries, Cut-up strawberries (with stems and leaves removed), melons, pineapples, carrot/celery/ peeled cucumber sticks, broccoli /cauliflower florets, already cut-up, with a dip such as ranch or cream cheese on the side, if desired.

Other - Cheese sticks or string cheese, Cheese and crackers, with crackers already taken out of the packaging and cheese sliced or cubed. Healthy (not sugary) mini-muffins/breads/bagels, with no nut or sesame ingredients. These should also be cut-up into slices or bite-sized pieces. Pretzel sticks, oyster crackers, graham crackers.

We will be selling healthy snacks daily for \$1.00 each.

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Hot lunch is provided once a week. We sell Pizza on Fridays for \$1.50 a slice. Students are to bring exact cash to school or can prepay for the month. No refunds will be given for absences.[Æ](#)

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Each child will rest on a cot and area allowed to bring a blanket, small pillow and sleep friend from home. We ask that you send these items in a reusable bag every first day of the school week, and we will send them home every last day of the school week for cleaning. Cots are placed in the classroom at least two feet apart from each other, and are stored away in the classroom without disturbing the other learning areas. During the rest time, the lights are

turned off and Surah Yaseen will be played to promote rest.

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All students must be fully toilet-trained before starting our program. Children are responsible for using the bathroom appropriately, independently, and cleaning up after themselves; this includes Beams students - no diapers or Pull-Ups will be allowed. The bathroom should be kept in a clean condition suitable for sharing with others. We share the bathroom with the remainder of the building, therefore, we must keep surfaces clean and dry, throw away trash, flush toilets, and make sure everything is clean before we leave the bathroom. We represent Islam and Muslims and should leave the bathroom cleaner than it was when we entered.

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It is important when parents address issues about teachers or the administration to use the utmost respect and in no way demean the teacher or administrators in any form of written or verbal communication. COL reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian interfere with a positive and constructive relationship, or otherwise seriously interfere with the school's accomplishment of its mission. Parents who violate this practice will be warned by the Principal and may be subject to the criminal trespass procedures through local law enforcement.

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For the safety of all children, we ask that parents follow the below guidelines when visiting before or after school hours.

- If meeting with a teacher or the principal, please be sure to arrange for an appointment beforehand.
- When dropping-off or picking-up your child, please use the school's designated drop-off/pick-up locations only.

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The classroom is a learning environment. When interruptions occur, students are often

distracted and taken off tasks. All communication with students must filter through the office first. This includes such things as messages, forgotten lunches, homework, etc. Please do not go to the classroom while class is in session.

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It is very important, especially when a student becomes ill or is injured, that the school has current addresses and phone numbers in order that parents can be contacted. Please be sure to notify the school of changes of home address, phone number, place of employment, or emergency numbers.

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1. The first 30 calendar days from the student's start day are a probationary period for the school, child, and family. The school agreement can be terminated at any time during this period. The school reserves the right to dismiss any student for reasons that include but are not limited to:

- a. Abuse of other students, staff or school property.
- b. Continued violation of school policies by the student or parent.
- c. Disruptive or dangerous behavior by student or parent.
- d. Inability to meet the child's needs.
- e. Failure to pay tuition and school fees.

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Please do not allow your child to bring materials/objects to class that will distract them or others from their work. Inappropriate items will be confiscated by the teacher when necessary. Please note that electronics, toys, or other materials will not be permitted inside on the COL premises including the bathroom. All such materials will be removed from the classroom and sent home immediately. We encourage children to refrain from bringing

extraneous personal belongings, unless requested to do so by the teachers. While we will make efforts to safeguard such items, we cannot be responsible for lost or broken items.

No student is allowed to use a cell-phone in school. We would rather they not bring it with them at all. However, if for some reason they must have it, then it cannot be seen or heard. There will be a zero tolerance policy on this matter. In addition, students are not allowed to borrow teacher cell phones to make calls during school. If a student must call their parent for an urgent matter, they must do so from the office. Therefore, please do not expect your student to call you for anything other than an urgent matter or illness.

Please discuss this policy with your children and avoid allowing them to take devices to school. This is an all-school, all-hour policy, which includes the mid-morning break time.

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As a school, we feel that school uniforms create the feeling of oneness and help students focus more on learning.

We are using SchoolBelles as our uniform company. Please make sure to purchase all mandatory items from the website at www.schoolbelles.com (the online code is S2737), or the Bridgeview store located at 7761 S Harlem Ave, Bridgeview IL 60455 708-929-4695.

School Uniform (4th - 6th Girls)

- White scarf or Navy Blue scarf.
- Wrap around kilt skirt (must be purchased from the SchoolBelles).
- Navy shirt
- Appropriate shoes: plain, closed-toe, no sandals or heels
- Ankle socks or higher.
- Navy leggings.
- No nail polish.

Boys Uniform

- Navy pant (must be purchased from the SchoolBelles).
- Grey shirt.Æ
- White socks.
- Close toed shoes.

Gym Uniform (1st - 6th)

- PE shirt (bought from COL)

Navy blue loose jogging pants
Gym shoes

Pre - 3rd

No shorts, only long pants.
Pleated jumper for girls (must be purchased from the SchoolBelles).
Grey shirt
If girls are wearing dresses, leggings should be worn under.
Socks

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Homework is an essential part of the program. Each student will be responsible for completing the assignment given each day. Assignments will be given based on student's readiness and mutual agreement between student and teacher.

Parent participation in the homework process is an expected and necessary part of student progress. Your child's teacher will share with you their specified homework system and routine.

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Check your child's Quran assignment notebook and homework folder and make sure students perform their homework daily.

Check and sign the student planner daily.

Support their efforts by providing an environment that is conducive to focus and is void of interruptions and distractions.

Contact the teacher in the event of questions or concerns.

Assist the child, if needed, without doing their work for them.

Listen to a reciter repeatedly for Quranic instruction. H\]g`Wbbch`VYÆ

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Bring your assignment notebook home and all necessary classroom materials

Organize your time and other resources in order to complete assignments on time

Make an effort to arrive on time every day and not miss school unless absolutely necessary

Treat the Quran with utmost respect

Set a daily time and place appropriate for studying the Quran and the completion of academic assignments

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Students experiencing difficulty with reading at grade level or who are not meeting common core standards may be provided with instructional interventions or additional targeted instruction to help them. Interventions may occur in the classroom or in a small group.

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In an effort to follow the Prophetic Guidance the Carriers of Light program adheres to specified rules during times where our young girls are not praying:

Girls cannot touch the Mushaf (Quranic Text) in any form. They are allowed to read and touch a translation/tafsir text where the non-Quranic phrases exceed the Quranic text.

Girls are allowed to memorize, recite/ or pronounce any Quranic verses. Æ

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In an effort to maintain order and structure in the program, the Carriers of Light will be conducting daily group prayer led by one of our Qur'an teachers or a student.

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Parents will be invited to meet with teachers twice a year to discuss their student's progress. If you would like to meet with your child's teacher outside of regular conferences, please call us at 1-800-368-5343 or send an email to info@carriersoflight.com with the details. HYUMXYfgÆ W]bbch'a YYh'k]h' dUFYbhg'Xi f]b['Xfcd!cZZ'd]W!i d'ž'cf'WUgg'h]a Y'' '5ddc]bha Ybhg'a i gh'VYÆ a UXY']b'UXj UbVW"Æ

Communication is the key to a successful relationship between the parents and school.

Parents are encouraged to contact the school when questions and concerns arise. The school, Insha'Allah, will make every effort to keep the parents informed by sending weekly emails and/or announcements. Parents are encouraged and expected to read the school

publications, especially the notices sent via email. Parents are also encouraged to attend all orientations and meetings announced by the school.

All school staff can be reached at the school's office. Parents may leave messages for any staff members at the office and the office will convey the messages to the staff as soon as possible. The school does not release staff phone numbers or personal information without the consent of the staff member. Parents should not call the teachers at home. If a parent calls a teacher during her class time the school administrator will take a message. The school will not interrupt a class to deliver a message, except in the case of a serious emergency.

Parents may request a meeting with their child's teacher at any time during the school year. Parents are requested to make an appointment. Any classroom visits must be arranged in advance. If parents wish to drop items off for their children, they must give them to the office staff and the items will be delivered to the student as soon as possible without disrupting the educational process.

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In the event of inclement weather, we will follow our local Wheaton School District 200 on school closings. Please check their website at:

<http://www.d41.dupage.k12.il.us/emergencyweatherinfo.asp>

Or go directly to <http://www.emergencyclosingcenter.com/ecc/search.jsp> and enter "Dist #200" as the facility and "Wheaton" as the City to search for District 200 notices. Please go to http://www.emergencyclosingcenter.com/ecc/email_notification.jsp and sign up to receive closing notifications via email.

There may not be make-up classes scheduled for cancelled sessions or events due to questionable weather and/or road conditions and refunds will not be issued.

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Carriers of Light kindly ask all parents to please label all their child's personal items such as clothing, lunch sacks/kits, backpacks, and other items with the child's name. Labeling all your child's personal items will allow for easier location and recovery of your child's personal items. All articles of clothing usually removed during the school day (Raincoats and caps,

jackets, sweaters, etc.), as well as backpacks, should be labeled with the first and last names of the student. The school is not responsible for misplaced or lost items. Items not claimed by the end of the month will be donated to charity.

I am feeling:



Angry



Happy



Guilty



Frightened



Sad



Embarrassed

I chose to:

I could have:

Did I apologize?

Yes

No

Do I need to apologize?

Yes

No

Student's Signature

Teacher's Signature

Parent/Guardian's Signature








Carriers of Light

THINK SHEET

Name: _____ Date: _____

What were you feeling?

Sad 	Frustrated 	Confused 	Worried 	Angry 
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What happened? (Can be dictated to adult)

What did you want?

<input type="checkbox"/> Attention	<input type="checkbox"/> To cause a problem	<input type="checkbox"/> Control	<input type="checkbox"/> To get out of work
<input type="checkbox"/> Challenge a teacher	<input type="checkbox"/> To get even or revenge	<input type="checkbox"/> To talk to a teacher	<input type="checkbox"/> Other: _____

How did your behavior make other people feel?

<input type="checkbox"/> Happy	<input type="checkbox"/> Sad	<input type="checkbox"/> Confused	<input type="checkbox"/> Angry
<input type="checkbox"/> Scared	<input type="checkbox"/> Unsafe	<input type="checkbox"/> Worried	<input type="checkbox"/> Frustrated

Did you use a coping strategy? Yes or No? If Yes, which one? If No, which one could you have tried?

<input type="checkbox"/> Take 3 deep breaths	<input type="checkbox"/> Ignore	<input type="checkbox"/> Count backwards
<input type="checkbox"/> Move somewhere else	<input type="checkbox"/> Self-talk	<input type="checkbox"/> Do something else
<input type="checkbox"/> Think calm thoughts	<input type="checkbox"/> Talk to teacher	<input type="checkbox"/> Chill - Take a break

What do you need to do now to correct the problem?

<input type="checkbox"/> Apologize (say sorry)	<input type="checkbox"/> Clean up	<input type="checkbox"/> Complete work
<input type="checkbox"/> Make a plan	<input type="checkbox"/> Problem solve	<input type="checkbox"/> Do something nice

Adult Signature: _____ Date: _____

Time in: _____ Time out: _____



Follow up Agreement

Name: _____ Date: _____

1. **What rule(s) did you break? (Circle)**
Be Safe Be Respectful Be Responsible

2. **What did you want?**

- I wanted attention from others
 I wanted to be in control of the situation
 I wanted to challenge adult(s)
 I wanted to avoid doing my work
 I wanted to be sent home
 I wanted revenge
 I wanted to cause problems because I feel sad inside
 I wanted to cause others problems because they don't like me
 I wanted _____

3. **Did you get what you wanted?** ___ yes ___ no

4. **Do you need to apologize to anyone?** ___ yes ___ no

4. **What will you do differently next time?**

5. **Will you be able to return to class appropriately?** ___ Yes
 ___ No

Student signature: _____

Teacher signature(s): _____

Parent signature _____

