



**CHICAGO Persian SCHOOL**  
Treasuring a Language . Celebrating a culture

## Parent Handbook

### Our Goal and Mission

Chicago Persian school's mission is to offer quality Persian language and cultural education to everyone interested in the Chicago-land area. We welcome children and adults regardless of their religion, nationality, or ethnic background. Our goal is to preserve and cherish Persian language and culture while keeping it relevant and inclusive.

### Classes Offered

#### Age 1.5 to 4

Persian for Young Child (Levels 1&2): games / songs / vocabulary building

#### Ages 5 and 6

Introduction to Persian (levels 1&2): conversation / vocabulary building

#### Ages 7 and up

Persian Immersion Language Classes (levels 1-7): Conversation / Reading / Writing

#### Young Adults and Adults (age 14 and up)

- Persian Language Classes for Adults (beginner, intermediate, and advanced): For non-heritage speakers, covering Reading / Writing / Speaking / Listening
- Persian Reading-Writing Crash Course (1 year): For adults who comprehend the spoken Persian language, covering Reading and Writing

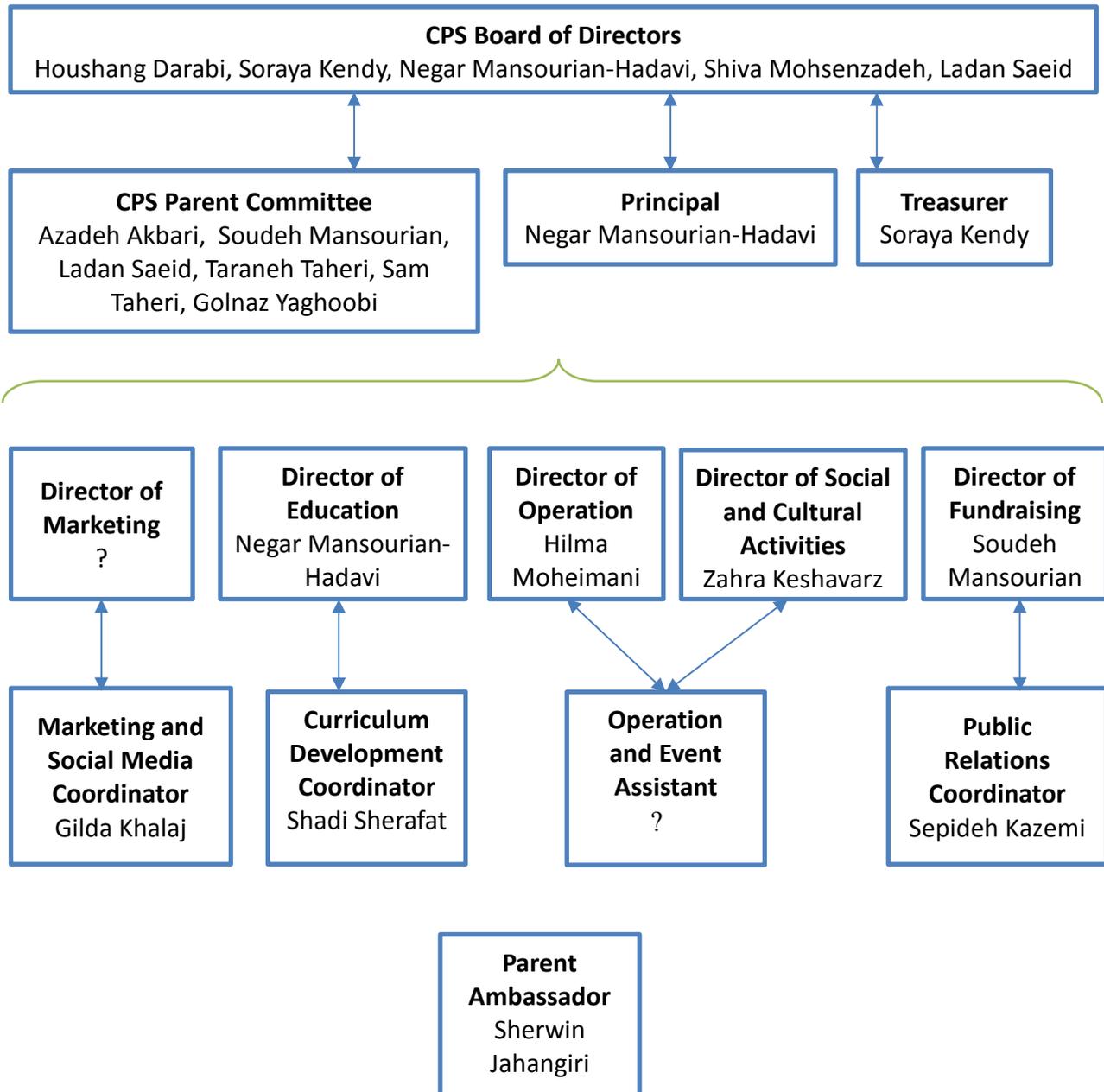
#### Ages 5 and up

Persian Art and Culture Extracurricular Classes

- Persian Choir
- Persian Dance
- Drawing
- Calligraphy
- Photography and Digital Art
- Persian Creative Arts Workshops
  - Persian Stories
  - Folk Games of Iran
  - Persian Handicrafts
  - Persian miniature
  - Movies and Cartoons

# Chicago Persian School Team

We are a diverse community with strong family and community partnership. We believe in the value of Iranian culture and we strive to share it with everyone. Parent involvement is integral to the success and longevity of the school. Please get involved and help CPS grow.



# Important Dates and Contact Information

## School days off:

- November 25, 2018
- December 23, 2018
- December 30, 2018
- March 24, 2019
- March 31, 2019

## Last day of school:

- May 19, 2019

## School Events:

- Color of Flag Day: 10/7/2018
- Meet the Teacher: 10/14/2018
- Halloween Event: 11/4/2018
- Talent Show Audition: 11/11/2018
- Talent Show: 12/22/2018
- Parent-Teacher Conferences: 1/20&27/2019
- Backgammon Tournament: 1/27/2019
- Pajama Day: 2/17/2019
- Nowruz Celebration: 3/16/2019
- Nowruz Bazaar: 3/17/2019
- Food Challenge: 4/21/2019
- Picture Day: 4/28/2019
- Ice Cream Social: 5/12/2019
- End of the Year Celebration and Picnic: 5/20/2019
- Summer Family Picnic: 8/25/2019

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## Payment Methods for: Tuition, Ticket Purchases, or Donation

Chicago Persian School has made it easy for you to pay online or in person.

- **Cash**
- **Check:** Written to Chicago Persian School
- **PayPal:** Pay by credit card or your PayPal account.  
Direct link button is available on CPS website  
(includes additional processing fee)
- **Zelle:** A free online money transfer service,  
available to all bank account holders in the US (no extra fee): [www.zellepay.com](http://www.zellepay.com)  
(similar to Chase QuickPay) **our ID: [invoice@chicagopersianschool.org](mailto:invoice@chicagopersianschool.org)**



# Policies and Expectations

The following outlines the policies of the school and the conduct expected of all Chicago Persian School students. It is assumed that each student and his/her parents will become familiar with, and will adhere to these regulations for benefit of all.

## Day Schedule

Classes start at 10:45 am on Sundays and end at 1:30 pm, in accordance with the academic calendar. There is 30-minute recess from 12:00 to 12:30 pm in between the first and second hour of the Persian language classes. Extracurricular classes start at 1:45 pm.

## Textbook and Materials

Textbooks and handouts are provided by the school for all kids classes. Students of adult classes may be asked to purchase their own textbooks.

Notebooks, pencils, markers, and other related stationary are student's responsibility.

## Homework

Homework is determined and emailed to you by each teacher, according to the needs of individual student and class. Please take homework assignments very seriously as the weekly intervals of the school may easily lead to fading of the learned materials. Please follow-up with the weekly assigned homework and don't hesitate to contact the teacher if there is any concern with that.

## Open Communication

We believe teacher-parent communication is the most effective means to improve the overall experience of the students in this community and to avoid any behavioral or academic difficulty. Please do not hesitate to speak to the school administrators or the teacher if you have any concern.

## Contacting the Teachers

Teachers are available for questions and comments at the school on Sundays or during the week via email, text, or phone.

## Absence

Planned absences, such as vacations, as well as unplanned absences due to illness or other unforeseen circumstances, must be reported to the teacher and the school director via email, text or phone call. Parents and students are responsible for obtaining the missed lesson of the day and completing the corresponding homework.

**More than two consecutive absences in one month or more than four absences in one semester can result in termination of the registration.** Extreme cases, such as hospitalization, will be considered on an individual basis.

## **General Conduct and Discipline**

Our goal is to create a positive and safe learning environment within the Chicago Persian School. To that end, all members are required to respect the rights of one another. The Chicago Persian School has a zero-tolerance policy toward verbal abuse or bullying by anyone, children or adults.

Immediate suspension may result from, but is not limited to, the following specific offenses:

1. Abusive language and/or overt disrespect to teacher(s) or other students;
2. Dishonesty in any form, including cheating or copying of homework;
3. Damage to school property and/or unauthorized use of school equipment;
4. Chronic bullying of peers;
5. Possession of items that are potentially dangerous, such as pocket knives;

## **Academic conduct and discipline**

1. Students are expected to maintain a positive, cooperative, and respectful attitude both in and out of the classroom.
2. Each student is responsible for his/her homework.
3. In rare cases of unacceptable behavioral issues, the student will receive a warning from the teacher and/or school official(s) followed by notification to the parents. At that time, the parents' presence may be required at the following class or group activity session. Upon the third warning, the student will be removed from the class and/or group activity. Parents' further assistance and involvement will be requested in order to correct the situation and to avoid termination of the registration. Please note that the Chicago Persian School policy requires termination of registration upon the fourth occasion of said unacceptable behavioral issue.

## **Parent Teacher Conferences**

In order to communicate the progress and learning remark of students, parent teacher conferences are scheduled in mid-January. Teachers provide the evaluation form for each student. Please be sure to schedule an in-person appointment with the teacher.

Communication with the teachers throughout the academic year regarding your child's academic experience is strongly encouraged. Students receive their second and final evaluation form at the end of the academic year.

## **Bringing Items from Home**

Parents are strongly advised to prohibit students from bringing to school large amounts of cash and/or other articles of considerable value. The use of cell phones, electronics, and the like are absolutely forbidden during the class time. Students at the Chicago Persian School are absolutely forbidden from bringing tennis balls, racquet balls, baseballs, golf balls, toy guns, knives, matches, lighters, or any articles associated with violence or danger.

### **Drop off and Pick up**

The Chicago Persian School is not responsible for monitoring the students during the drop off and pick up times. Parents, caregivers and/or designated drivers are responsible for the safety of their children and are expected to exit their vehicle and walk the student across the street and to the school entrance both at drop off and pick up time.

### **Dress code and Grooming**

Students should wear comfortable and clean clothes. Appropriate and tied shoes must be worn to school. No student is permitted to wear shirts that have printings related to sex, drugs, or violence. Final decision about appropriateness of clothing is made by school officials.

### **Special Events**

Celebrating various Iranian holidays at the Chicago Persian School is a means of introducing the Persian Culture to the community and to the younger generation of Iranian descent. Nowruz, the Iranian New Year, is an example of such events. Additionally, there are a number of other events, sponsored by the CPS Parent Committee designed to engage the community and raise fund for the school. Parents' involvement in planning and preparation for such events are welcome.

### **Expectation from Parents**

- Arrive on time for the classes
- Homework support and follow up at home
- Helping school by volunteering for Snack
- Helping school by volunteering for Hall-monitoring (Naazem)
- Reporting absences
- Attending the Parent-Teacher Conferences in January
- Keeping an open communication with the teacher and school
- Providing feedback to the school administrators for improvement of programs

### **Expectation from Students**

- Respect your teacher
- Respect your friends and classmates
- Respect yourself and your work
- Complete your homework
- Stay at the school building for the entire school time
- No chewing gum
- No Bullying or abusive language anywhere or by anyone
- No mobile electronic device in the classrooms
- No Damage to school properties
- No Running in the hallways

## Guideline for Snack Volunteering

Chicago Persian School parents are requested to provide snack for the school, one Sunday per academic year. The signup happens online (you need to create a user account): [www.signupgenius.com/go/70a094da8a62ca20-snack2](http://www.signupgenius.com/go/70a094da8a62ca20-snack2)

- One family is assigned to each Sunday.
- Please try to keep the snack menu simple and low maintenance.
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- Please try to avoid products with artificial flavors, preservatives, or high sugar content.
- We insist on recycling and choosing environmentally safe alternatives, anywhere possible.
- Cups, plates, and utensils as well as napkins are provided by the school.
- Changes to the date of "Snack Signup", due to unforeseen circumstances, may be arranged in coordination with another family who is willing to switch their spot while notifying the "CPS Director of Operations", Ms. Hilma Mohimani.
- Last minute cancelation will cause a lot of complications. If you must cancel within less than a week, please notify us immediately, via text or phone.
- Ms. Hilma or Mr. Sherwin can help you with your questions about the snack.

### Please note that the families who signup for snack are also responsible for:

- Setup and cleanup of the snack table
- Setup and refill of the tea and coffee stations
- Keeping the snack-serving area free of crumbs (on the floor) after the recess
- Taking the trash to the outside dumpster

### Recess Schedule:

Recess is from 12:00 to 12:30 pm. In order to optimize the use of space, the following snack-gym schedule will be reinforced:

- Introduction to Persian 1 & 2, Beginner 1 & 2 classes

- **First 15 minutes: cafeteria & Second 15 minutes: gym**

- Intermediate 1 & 2, Advance 1, 2 & 3 classes

- **First 15 minutes: gym & Second 15 minutes: cafeteria**

### Guidelines for choosing the snack items:

*\*Suggested quantities are for this group of 35 students and 25 adults*



## 1. Every Sunday, please provide:

- Fruits: rinsed and sliced (e.g., apples, cuties, melons, grapes, strawberries, and bananas)
- Milk (1 quart)
- Juice (1 gallons)
- Chocolate Milk (1 gallon)
- Water (1 gallon)

## 2. Choose from Menu 1 or 2

### Menu 1

Pick 3 from the following category:

- Vegetable tray (or cut veggies) and Dipping sauce
- Bagel and cream cheese
- Hummus and sliced pita bread or pita chips
- Cheese and cracker
- Yogurt (fruit flavored)

Pick 2 from the following category:

- Brownie Bites
- Muffins (small size is preferred)
- Cookies
- Bundt cake (sliced)
- Granola bars

### Menu 2

Order cheese pizza from places close to school:

- Domino's: 1169 Lee St, Des Plaines, IL 60016, (847) 298-8610
- Little Caesars : 1455 Lee St, Des Plaines, IL 60018, (847) 768-9459
- Giordano's: 1510 Market St, Des Plaines, IL 60016, (847) 635-8550

or

Sandwich trays from Costco/Sam's club

Vegetable trays (or cut veggies) and Dipping sauce

and

Pick two from the following category:

- Brownie Bites
- Muffins (small size is preferred)
- Cookies or Granola bars
- Bundt cake (sliced)

**Hilma Mohimani: 847-682-1748, hilmamohimani@gmail.com**

**Sherwin Jahangiri: 847-452-4069, sherwin929@yahoo.com**

# Guideline for Hall-Monitor Volunteering

Chicago Persian School parents are requested to signup as “hall monitors” (Naazem) for minimum of two Sundays per academic year to help ensure the safety of our students outside of the classrooms, during the hours of school. The signup happens online (you need to create a user account): [www.signupgenius.com/go/70a094da8a62ca20-naazem2](http://www.signupgenius.com/go/70a094da8a62ca20-naazem2)

- Three families are assigned to each Sunday.
- Changes to the date of "Naazem", due to unforeseen circumstances, may be arranged in coordination with another family who is willing to switch their spot and with the involvement of the "CPS Director of Operations", Ms. Hilma Mohimani.
- "Naazems" are expected to be at the school the entire time and on the watch, especially during the recess time.
- "Naazem" badges are available for pickup, in the cafeteria, first thing in the morning.
- Last minute cancelation causes much complication for the school admin and compromises the system designed for keeping kids safe. If you must cancel within less than a week, please notify us immediately, via text or phone.
- Ms. Hilma or Mr. Sherwin can help you with any question related to the Naazem duty:
  - **Hilma Mohimani: 847-682-1748, hilmamohimani@gmail.com**
  - **Sherwin Jahangiri: 847-452-4069, sherwin929@yahoo.com**

## Guidelines for hall monitor volunteers:

- Hall monitors are expected at the following key positions from 10:45 am to 1:30pm:
  - By the entrance door
  - By the back door
  - By the gym (during recess time)
- In the beginning of class time, if you notice a class without teacher, notify one of the school administrators and supervise the class until a responsible adult arrives.
- Check classrooms during recess to ensure that no child is has returned to classroom unless accompanied by an adult.
- Do not allow running in the hallways, at any time
- Do not allow pushing or hitting, at anytime, anywhere in the school, particularly during gym time.
- Do not dismiss ANY behavior that can be potentially dangerous or insulting, this includes both adults and the children.
- Chicago Persian School has a zero-tolerance policy toward verbal abuse or bullying by anyone, children and adults. That means you, as the responsible adult, need to be careful of the language you use if the need ever arises to give a warning or to reprimand a child for his/her wrong choice.

### Rules:

- **During class time:** children can only be in classroom unless permitted to use the bathroom
- **During the recess time:** children can only be in the gym or cafeteria. No child is allowed in the classrooms during recess unless accompanied by an adult.
- Children are not allowed to be outside of the building at any time unless they are with their parents.

### Recess Schedule:

Recess is from 12:00 to 12:30 pm. In order to optimize the use of space, the following snack-gym schedule will be reinforced:

- Introduction to Persian 1 & 2, Beginner 1 & 2 classes

- **First 15 minutes: cafeteria &  
Second 15 minutes: gym**

- Intermediate 1 & 2, Advance 1, 2 & 3 classes

- **First 15 minutes: gym &  
Second 15 minutes: cafeteria**

