

***Greek Orthodox Cathedral of the Annunciation***  
***Greek School Policies and Procedures***  
***Academic Year 2011-2012***

***A. Arrival:***

Greek School begins promptly at **5:15 p.m.** The students are expected to be in class on time and ready to begin their lessons. At no time are cell phones, electronic devices or head sets allowed during class. Attendance will be taken each week. Please note that any student who arrives **after 5:30 p.m.** will be marked as a late arrival. Late arrivals not only deprive the late student of the time and information missed, but also disrupt the flow in class. A student **may not** surpass three late arrivals and or three early dismissals for each quarter. Every three late arrivals and or early dismissals will equal **ONE** absence. Every three absences will result to the reduction of **ONE** letter grade for each category on the report card. We stress this because it becomes extremely difficult for the teacher to stop and start class every time a child arrives late or leaves early, especially in the lower grades. We are aware that many times traffic plays a major role and that it is beyond your control, but please allow for it. Make sure to use the entrance to the education building on the left of the courtyard, and then proceed up the stairs to the school. For security reasons, and for the level of activity in the Cathedral on Friday evenings, we would like to establish one route in and out of Greek School.

***B. Attendance:***

This year the attendance policy will be enforced beginning with Friday, September 2, 2011. There are a total of 34 class days throughout the year. In a given quarter, a student must attend at least  $\frac{3}{4}$  of the classes in order to pass the quarter. A student is required to attend **no less than 28 classes** total in a given year in order to progress to the next grade and pass the current grade. Since Greek School only meets weekly and for 2-1/2 hours per week, it is essential for a student to be present in class and on time (see above) so that they may absorb all the material that is presented to them. **There is absolutely no reason for a student to progress to the next grade if the above has not been met.** If a student is absent, it is his or her responsibility to get the material covered as well as the homework assignments. Please note that there are bins outside each classroom that are clearly marked. There will be extra copies of assignments available there or a parent may contact the teacher directly via phone or e-mail. In any event, a student is **not excused** for not having completed their assignments due to absence. Everyone must submit an e-mail address so that lessons and pertinent information can be delivered.

***C. Behavior:***

Appropriate behavior is important in any classroom setting and it is absolutely imperative with our program. In our short class time, the teacher must provide a great deal of information. We will provide a positive and safe learning environment in the classroom. **Absolutely no disruptive behavior towards any parent, teacher, and Cathedral staff member, or fellow student will be tolerated. Any disruptive behavior or inappropriate language will result in the student being dismissed immediately from the classroom.** A note of disciplinary action will be sent home and followed up by a phone call. Parents are required to schedule a meeting to discuss student's behavior before being allowed back into the classroom. If at any time, the safety of any child becomes an issue due to the behavior of a fellow student, that student will immediately be dismissed from the class and will not be allowed to return without a meeting between the parent, teacher, principal and priest. If a child continues to engage in this type of behavior, we reserve the right to dismiss the child from our program.

***D. Dismissal:***

Greek School ends at 7:45 p.m. and not earlier. Parents are required to come into the building and get your children. We know that at times this may be inconvenient, but our priority is the safety of the children. There are occasional Fridays that Greek School events are scheduled. It is to the

discretion of the parent if they want their child to attend. Although if a church service is scheduled, children are required to stay the entire time. Greek School is dismissed at the close of the service. **On Fridays that exams are scheduled, again, Greek School is over at 7:45 p.m. Although most children finish their exams early, unless otherwise indicated, the teachers have prepared a lesson plan for the remainder of the time.**

**\*\*Note that we strongly discourage you from taking your child out of Greek School before the 7:45 p.m. dismissal. Remember that every three early dismissals will result to ONE absence. However, in the rare event that you absolutely have to do so, you must come to the classroom and see the teacher prior to the beginning of class, or send a note with your child. No student will be permitted to exit the classroom unless the person who picks him or her up sees the teacher. ALL CHILDREN NEED TO BE PICKED UP BY 8:00 p.m. at the latest. Additional fees will be charged for pick up after ½ - 1 hour later than the normal Greek School dismissal of 7:45 p.m.**

### ***E. Homework:***

When learning another language, homework is essential. Other than exercising on material covered in class, a great deal of learning is done through homework. It is imperative that your child be prepared each week. The classroom time is not adequate enough to cover every detail of the subjects taught, nor for the teacher to help the child with the missed homework during class. As your child will have homework every week, and at times it might be of large quantity, we ask you to do your best to help your child complete all assignments. If you need help, never hesitate to contact your child's teacher. As stated prior, the material missed from class as well as the homework material are available by contacting your child's teacher via e-mail, or just by picking it up from the bins that are placed outside of each classroom. **In any event, a student is not excused for not having completed their homework assignment because he or she was not in class the week before or because they were early dismissal.**

***F. Tutoring:*** There are times that tutoring is an essential element with the progress of a child's education. If your child is struggling and needs assistance during the course of the year, we do have teachers who are available for tutoring. **We strongly encourage parents whose child is having difficulty to use this resource.** Each lesson taught is built on the previous lesson so if your child is having difficulty early on, it will be very hard for them to keep up. If at the end of year your child has not done well, tutoring should be used over the summer. By contacting your child's teacher, they will let you know where your child needs attention. Progressing to the next grade with a weak foundation of the previous will not serve your child well. The work and the requirements of the next grade only become more difficult.

### ***G. Promotion:***

All grades will be in numeric form from 0-100. This applies to homework, class work, behavior, and examination grading. You will still see alphabetic grades on report cards and certificates of promotion though. The following grade scale will apply:

100 to 90	A
89 to 80	B
79 to 70	C
69 to 50	D
49 to 0	F

**Grades of A, B, and C are our only passing grades.** A grade of a **D is an alert flag.** This indicates that the student's performance is not adequate for promotion to the next grade, but there exists a potential to improve. The teachers are available to help the parents of children having difficulties any way they can during the course of the year. If the child is still struggling with a "D" at the end of the year, the parent should contact their child's teacher for lesson plans so that they may continue to work with their child over the summer. Significant improvement must be evident within the first few lessons of the following grade or else your child will have to repeat the previous grade. A grade of an **F is not passing** and a student **will be held back.**

Please note that strict application of the above is necessary in order to avoid in having classes that have students with all different learning levels, aptitudes, knowledge, and capabilities, which in many cases make progress almost impossible. Each grade brings new challenges and we want all the children to do well and have a positive attitude about the upcoming year. The teachers will do their very best to help any family that asks for help. We want our classrooms to be a positive learning experience. Teachers are available at anytime to help you with any questions or problems that you might have.

**\*\*\*Note: There are three exams given each school year. There are clearly marked on the calendars you receive at the beginning of the school year. Exams will be given only on that day and make-ups will be given at the discretion of the instructor and the Principal. No exam will be given after the first Sunday of the exam day.**

### ***H. Learning, Medical or Behavioral Challenges:***

If your child has been diagnosed with a learning, medical or behavioral issue, we must have current written documentation from a physician on file at the beginning of each school year. If medication must be administered at certain times, please be forthright with the Principal so there are no missed doses. Our Greek school is part of our church and we teach in a loving environment without prejudice. Our goal is not only to teach your child in the Greek language and culture but to provide a positive and safe teaching environment. Therefore, at all times, we will do our best to accommodate situations within our means and most importantly, we will maintain strict confidentiality regarding any information that is provided to us. Please note that a medical diagnosis for behavioral issues is not an excuse for inappropriate behavior in the classroom. Again, a positive and safe learning environment will be maintained at all times and any situations that occur to disrupt this will be dealt with on an individual basis.

### ***I: Snacks and Breaks:***

Each class will have a 15-minute break in the classroom. Classes meet on Friday evening, and in the Orthodox tradition, that is a day of fasting. Snacks should be simple. These 15 minutes will not be a substitute for dinner; unless health restrictions call for it. As stated above, the teacher as well as the principal needs to be notified at the beginning of the year of any health issues that need to be addressed throughout the year. At the discretion of each teacher, students will be permitted to leave their classroom during break in order to use the restroom, or get a drink of water. Students must stay in the hallway of the Education Building at all times. They are allowed in the hallways and cannot go into classrooms other than their own. **The use of the vending machine is prohibited. The students must remain on the second floor at all times. At no time are students allowed in the Father Constantine Monios Hall, other than scheduled Greek school activities, to play basketball. When the bell rings all students are required to be at their desks at the end of break time. Failure to do so will result in a disciplinary note.**

### ***J: Weather Policy:***

Our Greek School, in consultation with the principal and the Cathedral Dean, make the decision regarding school closing when the weather is bad. In that event, each family will be notified by 12:00 noon. If Greek School is cancelled due to inclement weather or unforeseen circumstances, homework will be assigned and delivered via e-mail or regular mail.

With the changing needs of our community, the staff is committed to do whatever possible to help your child learn the Greek language. Please feel free in contacting any of us before at any time if we can be of any assistance to you and your child. The Greek language and Greek Orthodoxy have been the building stones for centuries and will continue for many more. Let's work together in building a stronger community, starting with our children.