

Saint George Greek Orthodox Church

Greek School Policies and Procedures

A. Arrival

Greek School begins promptly at 4:15. The students and teachers are expected to be in class and ready to begin their lessons. At no time are cell phones, electronic devices or headsets allowed in class. Attendance will be taken every school day. We are aware that many time traffic plays a major role and that it is beyond your control, but please try to have your child in on time.

Due to safety and security issues, arrival and dismissal will take place through the Gym doors at all times. Ample parking is available in the Church parking lot. There will be no parking in designated handicapped spots, in front of the Church, or curbside parking.

B. Attendance

We encourage all students to make every effort to attend all classes. It is essential for a student to be present in class and on time so that they may absorb all the material that is being presented. Excessive absences may lead to consideration of not passing the current grade. If a student is absent, it is his or her responsibility to get the homework assignments and material covered with teacher's assistance. Please note there are bins in the Church Office that will have your child's assignment if missed.

C. Behavior

Good behavior in class, free of disruptions and reprimands, is a sign of great character and upbringing. **Absolutely no disruptive behavior towards any parent, teacher or fellow student will be tolerated.** Any disruptive behavior or inappropriate language and actions will result in disciplinary action. First offense – student will be spoken to by teacher. Second offense – teacher will write a letter home to parent requiring signature and/or meeting. Third offense – teacher will schedule a meeting with Priest, School Board Chairman and Director, and Parent. If the disruptive behavior is on a continual basis, the parent will be asked to sit it on the class each day until the disruptive behavior is no longer an issue.

D. Dismissal

Greek School ends at 6:00 pm. Dismissal for Grades Pre-K, K and 1st will be at 5:50pm for safety reasons. Teachers will bring their classes upstairs to the Fellowship Hall at this time and wait for all students to be picked up. Parents are required to be on time and come through the Gym door entrance only and pick up their child from this area in order to exit through the Gym Doors. Please **DO NOT DROP OFF OR PICK UP IN FRONT OF THE CHURCH ENTRANCE**. Our priority is the safety of the children.

**Please note that we discourage you from taking your child out of Greek School before the 6:00 dismissal. However, in the event that you 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 makes arrangements with the teacher prior to class.

E. Homework

Homework will be issued on Tuesdays and reviewed the following Tuesday. Homework will be used as a tool to reinforce what has been taught in class. If there is any question or concern regarding the Homework, please address the respective Teacher or Director for further assistance.

F. Tutoring

If at the end of the 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 year will not serve your child well. The work and the requirements of the next grade will only become more difficult. Therefore, there are times when tutoring is an essential element with the progress of a child's education.

G. Grading

Greek School Students enrolled in our Greek Language Program need to adhere to the policy as follows: Students will enter the Greek Language Program one grade level behind their current grade level in their American Day School. This is to ensure your child's prior knowledge in their first language benefiting their achievement in the Greek Language.

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

- A
- B
- C
- N (Needs improvement)

Grades of A, B, and C are passing grades.

A grade of an N is an alert flag. This indicates that the student's performance may not be 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 an "N" 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 the child over the summer. Significant improvement must be evident within the first few lessons of the following grade or upon discussion there may be a need to have the child repeat the grade. Attention should be placed on the fluency the child has acquired rather than the grade they have received. Grades are only meant for Parents to understand their child's progress. It is up to each individual family to decide whether they are satisfied with their child's progress or if they wish their child to repeat the level. We remind you this is not a school, only a second language learning program where grades are important, but learning the language is the goal.

H. Classroom Etiquette

No food or soda is permitted in the classrooms unless otherwise designated by the teacher on special occasions. At the discretion of each teacher, students will be permitted to leave their classrooms in order to use the downstairs Hall restroom or get a drink of water when necessary. Children must remain on this floor at all times. Any child who does not follow this policy will lose this privilege.

I. Dress Code

Students must follow the traditional dress code during special holiday performances and for the Greek Independence Day Parade. That is, white button down dress shirts with collars, blue or black shoes with white tights for the females; and blue pants and white button-down dress shirts with collars, blue tie, with blue or black shoes for the males. Please make sure our St. George Greek School emblem is sewed on both the boys' and girls' shirts. If any parent has any difficulty getting one of these items, please let the Director know ahead of time.

J. Weather Policy

When there is inclement weather, the School Board will make the decision as to close the school or not for safety reasons. We will do our best to notify the PTO President as early as possible so then the Class Mothers will follow a phone chain to notify all families. Please make sure to provide us with all house and cell phone numbers, along with email addresses, to keep you posted in every way possible. If for any reason you have doubts regarding the closing of the school and you have not received a phone call, make an attempt to call the Church office or a friend to verify for your safety.