



AGIA SOPHIA ACADEMY

Parent / Student Handbook

2019-2020

Academic Year

Fully Accredited by AdvancED/NWAC

Agia Sophia Academy
14485 SW Walker Road, Beaverton, Oregon 97006

www.asapdx.org

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POLICY HANDBOOK AGREEMENT

Parents agree to read the Agia Sophia Academy Handbook, and in the spirit of cooperation, discuss it with their child(ren). As a family, you agree to follow and uphold the school policies and practices at all times while on the school property and understand that if either a parent or child violates this agreement, they may be subject to revocation of acceptance, suspension, or expulsion, at the discretion of the school. A signed Policy Agreement form is kept on file for each family in the school office.

SCHOOL HOURS AND DAILY SCHEDULE

Daily School Hours:

Montessori Half-Day Program - 8:10 am – 12:10 pm

Montessori Full-Day & Elementary Program -
8:10 am – 3:05 pm (2:05 pm on Wednesday)

Daily Schedule:

8:10-8:20 am Doors Open

8:25 am Students are marked tardy

8:30 am Morning Prayers

11:15 am Elementary Lunch

11:45 am Montessori Lunch

12:10 pm Half-Day Student Dismissal

2:55 pm Afternoon Prayers

3:05 pm Full-Day Student Dismissal

(2:05pm on Wednesday)

School Office Hours: The school office is open from 8:00 am – 3:30 pm Monday through Friday.

Principal Hours: The principal is on campus most mornings (except Wednesdays) and is available by appointment only.

Teacher Hours: Teachers are on campus from 8:00 am to 3:30 pm.

To speak with a teacher, e-mail them or leave a message with the school office to arrange a time. Teachers will reach out during their planning time or after school.

Childcare Program: Before and After School Care is available. *See Appendix G*

Overview: Our first priority is the safety of the students and it is important that we all take this matter seriously. Our second priority is a smooth, efficient, flowing, drop-off and pick-up procedure. We also take into consideration our neighbors' needs and strive to be a good neighbor.

Only turn right onto Walker Road are permitted. Do not attempt left hand turns!

Procedure:

1. **Drop off:** The school doors will open at 8:10 am for student arrival. They will be locked at 8:20 am, which the time students should be in their classroom or designated area. School begins at 8:25 am.

See Attendance Policy for details on tardiness.

For older children, parents may use the front parking area (in front of the bathrooms,) for drop-off. Starting at 8:10 am, cars will pull forward to the end of the parking spaces to drop off children, who will then follow the walking path to the covered area in front of the school doors. (*Do not park temporarily or stop to drop off in the fire lane or driveway in front of the doors!*) After children are safely at the covered area, parents may circle around the parking lot to exit to the right onto Walker Rd. Young children should be accompanied to the entry way by their parents. Children should not to walk or run behind the parked cars unattended.

At drop-off and pick-up times only names listed on the child's "Authorization for Student Pickup" form will be able to bring or collect a child. Please arrange this beforehand so that unexpected confusion and disputes are kept to a minimum. Only the parent or guardian responsible for dropping off/picking up that day should be on campus during these times. Parents are welcome to join students for Morning Prayers by promptly entering the church after drop-off.

Elementary age students are required to walk themselves back to the classroom, after the first week of school. Please say your goodbyes and allow them to walk to class independently. Help them practice their executive skills by demonstrating responsibility and independence in this area. Please conference with your classroom teacher if unusual circumstances apply. Montessori students will gather in the North Fellowship Hall before prayers. Parent should walk their child to the lunchroom doors, say goodbye, and allow the child to greet the teacher and enter the designated area on their own. Teachers will provide more details and coaching at parent meetings prior to school starting.

Parent Fellowship: As much as we love to see a strong fellowship among parents, we ask that conversations between parents during drop-off and pick-up times occur outside or in South Fellowship Hall (not the hallways). It is disruptive to the students & teachers preparing for church and class.

2. **Pick Up:** The school day ends at 12:10 pm for half-day students or 3:05 pm (2:05pm on Wednesday) for full-day students. The entryway clock at ASA will be used to determine lateness. Parents should set watches accordingly. Any students not picked up by 12:15 pm for half-day students or 3:10pm (2:10pm on Wednesday) for full-day students will be considered late and parents will be subject to late fines. ***See Attendance Policy for details.***

Montessori Half-Day Pickup – Parents will be asked to park and come inside to pick up their children, who will then be dismissed by the teachers from the North Fellowship Hall. Children are not allowed to open outside doors or be outside without a parent or guardian. ***See Door Policy for details.***

Elementary & Montessori Full-Day Pickup – Full-day pick up utilizes a pick up lane procedure. Parents will be asked to form a single line of cars starting around the side of the covered area (by the cream colored shed) & display a school issued pick-up permit in their passenger-side front windshield or window for each family whom they are picking up. (*Parents are responsible for distributing extra cards to other authorized pickup drivers or carpools. Please contact the office if you need more than two permits or would like a route map.*)

3. Carpooling is strongly encouraged. Please clearly label your car or booster seats and place them under the ASA table in the entryway. However, ASA is not responsible for communicating schedule changes, either school or personal, to any carpool parent group or daycare pickup (i.e. KinderCare). Communication of pick-up times and schedules is fully the responsibility of each parent.
4. Community building activities, such as after-school playtimes are a wonderful way to get to know other families. However, for the safety of all students, please consider Tualatin Hills Park, Wanda Peck Memorial Park or another nearby playground option for after-school play dates instead of the school parking lot.
5. Parents must complete an “Authorization for Pickup” form at the beginning of the school year, or if drop off/pick up arrangements change. Parents must notify the office if anyone other than those listed on this form will be picking up a student. *This does not apply to ASA family carpools, however we request you provide us with a written schedule for a smooth pick-up transitions.*
6. Parents must follow this procedure at all times. Failure to comply will be subject to ASA’s Non-Compliance Policy. ***See Appendix C***

Early Pick Up: If you need to pick up your child, outside of normal pickup times, please sign in then ask the office to contact the classroom.

After school activities on school grounds: The school is not responsible for children after school hours; parents and parent teachers must arrange proper supervision of students. Children are not permitted to stay in the church building without direct adult supervision. During after school activities, children must stay in the main room within the teacher’s, volunteer’s, or parent’s sight and proximity. All adults are required to uphold & enforce school rules & behavior expectations while on campus. These rules are:

- Walking only (no running)
- Soft, inside voices
- Food should be consumed at the tables only
- Outside doors opened by adults only
- Be safe, respectful, responsible, and kind at all times

DOOR POLICY

REVISED JUNE 2012

For campus safety and building security, all outside doors are kept locked at all times aside from pickup and drop off. However, main church doors are open during services. Children are not allowed to open and exit outside doors without direct parent or teacher supervision. This is a school-wide safety rule that parents must support! By training students not to open the door from the inside, it reinforces the essential safety lesson of not opening doors to strangers. This also reminds children that the parking lot is not a safe place for them without an adult.

Important note: if you need to enter the building and someone from the office is not readily available, please DO NOT wave a student over to open the door. If they were to follow your direction (even if they know you personally) they would be violating an ASA safety rule! Instead, please wait and an adult will return shortly. You can call: 503-641-4600 (Agia Sophia Academy) / 503-644-7444 (St. John the Baptist Greek Orthodox Church).

VISITOR POLICY

REVISED JULY 2007

Anyone who visits Agia Sophia Academy and/or St. John the Baptist Greek Orthodox Church during regular school hours will be required to report directly to the office just inside the main entrance and sign a Visitor Log upon arrival and departure. This applies to parents as well, unless they are directly responsible for dropping-off or picking up students during designated times. Only paid staff members of Agia Sophia Academy and St. John the Baptist Greek Orthodox Church are exempt from this policy.

Parents, in cooperation with the school, are responsible for the regular attendance of the students in order to support the academic mission of the school. Regular attendance is required of all students by the school laws of the State of Oregon. Absences & tardies adversely affect instructional time.

Reporting Process: Parents must notify (either by phone, email, or written note) the school by 8:10 am if their child will be tardy or absent from the school that day. Students that are absent during the day may not participate in extracurricular activities. Punctuality and attendance are of vital importance to the mission of at Agia Sophia Academy. In accordance with state law, Agia Sophia Academy will monitor student attendance and maintain records of such in each student's permanent file.

Naturally, there will be times when a student arrives late, due to unforeseen circumstances, or is absent due to an illness or family emergency. In those cases, the following apply:

Tardiness: Students need to arrive by 8:20 am and are marked tardy if not in their classroom or designated area by 8:25 am. Any student arriving in their classroom or the designated meeting area after 8:25 am, according to the school clock, will be deemed to be tardy. Parents bringing students to school after 8:25 am will be required to sign students in the office. Preschool children must be walked to class by the parent.

Excused/Unexcused Tardy: Prompt arrival is of huge importance to your child and the general success of each classroom. Attendance will be taken promptly at 8:25 am and students who are not in their classroom or designated meeting area by then will be marked absent. If a student arrives after 8:25 am, the absent designation will be changed to tardy. An excused tardy must meet the guidelines below.

Examples of excused tardies:

- Doctor's appointment
- Religious-related observances
- Pre-Arranged Travel

Validity of the excuse will be determined by the secretary and principal. Whether excused or not, continued tardiness is disruptive to the learning process and is unacceptable.

While we understand that as a commuter school traffic can be problematic, we are not able to consider traffic related tardies as excused. The school has allotted two "free" tardies each month to specifically allow for those unexpected traffic situations.

Consequences for Tardiness:

1. Tardies are recorded on the student's permanent record. Tardies cause a disruption in the classroom routine and interfere with the learning process of all students.
2. Each child that is late will be required to take a tardy slip to the classroom teacher; they will not be admitted to class after 8:25 am without one, regardless of the reason. The tardy slip will go home with the child as a reminder to the parents.
3. A \$10 tardy fee will be assessed, beginning with the 3rd occurrence for that month. This fee is applied per family and/or driver (in the case of carpool families). It is assessed on the following month's invoice or may be paid at the time of the 3rd tardy.

* Please note that guidelines for Absent Work may apply, and that excessive tardiness will be handled according to the Agia Sophia Academy Non Compliance Policy. The parents may be contacted by the principal if their child has excessive tardies. Six or more tardies in a trimester are deemed excessive.

Pick-up Tardies: The school day ends at 12:10 pm for the half-day Montessori students and 3:05 pm (2:05 pm on Wednesday) for everyone else. Parents will pick up Montessori half-day students from the Entry Way in the South Fellowship Hall. *See the pick-up policy for full-day pick-up procedures.*

Any students not picked up by 12:15 pm for half-day students or 3:10 pm (2:10 pm on Wednesday) for full-day student will be considered late and parents will be subject to late fines. Late pick up fee is \$10 per incident, plus \$10 for each additional 10-minute period afterwards. If you arrive late, you will be required to sign your child out from the office.

After 30-minutes we will call emergency contacts. For full-day student, if after-school care is available they will be sent to the after-school program and billed accordingly (on top of the late pickup fees).

See Appendix G for after-school care

Absence: A student is considered absent if they miss more than half of the school day. Absences, whether excused or unexcused are recorded on the student's permanent record. Absences fall into three categories:

Excused Absence: If a student will not be attending classes on a particular day, parents must notify the school office (e-mail or phone) by 8:10 am, who will then notify the child's teacher. An excused absence is accompanied by a note or e-mail of explanation from the parent.

Examples of excused absences include the following:

- Student illness
- Funeral or family emergency
- Pre-arranged travel
- Religious-related observances
- Court appearance

Unexcused Absence: If a child is not present and no written explanation is given, it will be considered unexcused.

Pre-Arranged Absence: The ASA school calendar provides plenty of vacation time for families to take advantage of. However, occasionally it will be necessary for a student to miss school due to a pre-arranged circumstance. In these cases, the family must complete a "Pre-Arranged Absence Form" (available in the school office) *at least one week prior* to the requested absence. Knowing about an absence in advance allows the teachers to prepare a packet for the student to complete so they are not as behind upon their return to school.

Additionally, a student who is absent from school for any reason, may not participate in after-school activity on that day (i.e. Christmas Performance, Passport, Graduation). This may also include a prolonged absence from school prior to the event – at the principal's discretion.

Truancy: An absence or tardy is considered truant if the student is responsible for getting himself/herself to school and the absence or tardy is unexcused. Parents or guardians will be notified by the Principal after the first occurrence. Subsequent occurrences will be treated in accordance to the Agia Sophia Academy Discipline Policy.

Consequences for Absences:

1. Absences are recorded on the student's permanent record.
2. After the 2nd consecutive unexcused absence in a month, the Principal will conference with the parent.
3. Continued unexcused absences will be handled according to the Agia Sophia Academy Non Compliance Policy. *See Appendix C*
4. By state law, a school may remove a child from their rosters after ten consecutive days of unexcused absences. In this case, tuition may not be refunded.

GENERAL GUIDELINES FOR ABSENT WORK:

At ASA, we see continuous school attendance as vital to each student's development. It is expected that each student will attend school at scheduled times, except for illness or family emergency. When a student is absent for even one day, their "catch-up" time can be difficult because upon their return, they now have 2 days' worth of work to complete. If an unusual circumstance requires that a student miss a number of school days, the following guidelines apply for excused absences:

1. It is understood that teachers will continue to present new materials while students are absent. All work that is missed, whether through absence or tardiness, is the responsibility of the student to make up.
2. Assignments/work will not be given ahead of time, unless pre-arranged, and at the discretion of the Teacher.
3. Missed assessments will be made up, either before, during, or after school, at the teacher's discretion.
4. The parent and student have the following responsibilities:
 - a. To check in with the teacher about what material the child missed on that day. Therefore, the student is accountable for information that was taught, regardless of whether or not they were present. Parents need to go over material with students so that they do not fall behind.
 - b. To pick up any assignments at 3:00pm in the school office (Grades K-5).
 - c. To ensure that all assignments are completed on time.
5. Student's homework will be graded as if the student had been in attendance.
6. Make-up work must be returned no later than 1 day late per day of absence. For example, if Sam was absent on Monday, his make-up work as well as Tuesday's homework is due Wednesday.
7. Teachers reserve the right to reduce points on assignments returned later than the above guidelines. Grades may be lowered or other actions taken for unexcused absences.

SCHOOL SAFETY AND EMERGENCY PREPAREDNESS

APRIL 2011

1. **Supervision:** Supervision for students begins at 8:10am and concludes at 3:15pm. For their safety, students are not to arrive on the school campus before 8:10am or remain after 3:15pm. After 3:15pm students are to be picked up in the school office. The school maintains a state of security at all times, parents and visitors must be "clicked in" by a staff member, outside of pick-up and drop-off times and designated parish events. *See Appendix G for details on the Before / After School Care Program*
2. **Emergency School Plan:** In the case of emergency situations requiring the evacuation of the school and school closure:
 - Parents should not call the school so the phone will be available to emergency personnel. The school's Crisis Response plan will activate and members will contact parents by phone and email.
 - Stay Calm. The school will take care of your child until you come.
 - Tune in to local radio or TV news broadcasts.
 - Plan ahead of time who will come to school to get your child in an emergency. Parents or an authorized pickup person must sign out when taking students home.
3. **School Lockdown:** In some situations it may be necessary to lockdown the school. Pursuant to police recommendations, the following procedures will be implemented for a school lockdown:
 - Exterior and/or Classroom Doors will be locked and blinds will be closed.

- No one will be permitted to enter or leave the building.
- Students will stay with the teachers. No student will be allowed to walk through the building alone.
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.
- Parents should not call the school so the phone will be available to emergency personnel. The school’s Crisis Response plan will activate and members will contact parents by phone and email.

Lockdowns are practiced and discussed twice a year minimum.

4. **Fire & Earthquake Drills:** Fire drills are held every month. Drills and instruction on fire emergencies include routes and methods of exiting the school building. Additionally, drills and instruction on earthquake procedures are held quarterly and include instruction on “duck, cover, and hold on” followed by immediate evacuation when appropriate.
5. **Emergency Preparedness Kits and Training:** An emergency kit has been provided for each classroom in the school. The kits contain limited water, food, solar blankets and other items indicated for emergency preparedness by the American Red Cross.

Every two years, all ASA staff are trained and certified by Medic First Aid International in PediatricPlus CPR, AED, and First Aid. A full first aid kit is maintained in the front office, and small kits are in each of the classrooms. Icepacks are kept in the kitchen freezer for minor injuries.

SCHOOL COMMUNICATION & FAMILY INFORMATION FOLDERS

In order to maintain regular communication, the school office sends home a Family Information Folder (or FIF for short) on the 4th Wednesdays of each month. This folder will contain Tuition Invoices, Important Notices and Events, Report Card & Progress Reports, Fundraiser Details, or Permission Slips. Parents are asked to sign & return their folder no later than the Friday following the Wednesday they received it.

Parents are responsible for the information presented in the FIFs and all school emails. Reading through these communications from the school in a timely manner is an important key to effective two-way communication with parents. Please make sure you add @asapdx.org to your “safe senders” list in your spam software/program. For your convenience you can subscribe to the online school calendar at <http://www.asapdx.org/school-calendar>.

DISCIPLINE POLICY

REVISED JUNE 2013

The purpose of discipline is to provide an atmosphere conducive to learning. Appropriate discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

ASA Safety and Security Rules: All school rules related to safety and security rules are in effect at all times. Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning. This includes disobedience and disrespect.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.
4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.

Core Beliefs that Guide Enforcement of School Rules and Expectations: We see each student as one who bears the image of God, and one who, therefore, is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Love and Logic Core Beliefs for Agia Sophia Academy: The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
- School problems will be handled by school personnel, criminal activity referred to the proper authorities.

Love and Logic Rules for Agia Sophia Academy

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions, etc., may not cause a problem for anyone else.
3. If your actions, dress, or possessions cause a problem for anyone, you will be asked to solve that problem.
4. If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel that the consequences appear not to be fair, request a “due process” hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.
6. We realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should the student be unable to eliminate the behavioral problems, the student will be expelled.
 - a. Should a student, at any time, commit a serious act of misconduct (see below), the discipline process may be bypassed and suspension or expulsion could be imposed immediately. Students may be subject to discipline for acts of gross misconduct even if those acts take place after school hours.

Some examples of gross misconduct are:

- Endangering the life of another
 - Gross violence or vandalism
 - Violations of civil or federal law
 - Violations of spiritual law
- b. Should the expelled student desire to be readmitted to ASA at a later date, the school board, or its delegated subcommittee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

Individual Classroom Rules

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, "I'm not sure that's fair," and we will talk about it.

If you would like more information on Love and Logic, please speak with the front office regarding our Love and Logic Lending Library and see our Lending Library check-out policy.

Office visits and consequences for repeated or identified misbehaviors are listed under *Appendix D*.

Family Cooperation/Removal of Students Resulting from Parental Attitude: Under normal circumstances a student should not be deprived an Orthodox education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

Electronic Equipment, Valuables & Toys: Electronics & any personal effects, such as phones, radios, pagers, CD players, iPods, laser pointers, games, jewelry, watches and/or toys are not to be brought to school unless authorized by the teacher for specific purposes. The school is not responsible for any lost, stolen, or damaged personal items. Cell are not to be used during school hours for any reason and must remain in child's backpack at all times.

Physical Restraint: In situations where a child is screaming, pinching, biting, kicking, or hitting, the child is saying to us, "Help me, I'm out of control." We can help the child by stopping the behavior and then giving her/him the opportunity to regain her/his self-control. Holding the child and offering physical comfort and/or removing him/her from the situation would be the first action taken. Intervention and physical restraint may be used if needed for a child who is risking the safety of the group, his own body, or the safety of the staff member. Oregon law permit a teacher, administrator, school employee, or school volunteer to use reasonable physical force to restrain a student when and to the extent the individual reasonably believes it necessary for such purposes.

ACADEMIC POLICIES

JUNE 2019

1. **Books:** Textbooks, Classroom Books and Lending Library* materials and are an important part of our educational program and require a significant expense from our school's budget to purchase. Students and parents are responsible for any books checked out or assigned to them.

Any student/parent failing to return or damaging a book or library item is required to pay for the loss at the full replacement cost. Lost or damaged materials must be paid for before the end of the school year. A student who is issued a damaged book should report the damage immediately to the assigning staff member.

** ASA offers a variety of Love and Logic, parenting, and education materials for our parents and community members to borrow at no cost. Materials may be checked out, for two weeks at a time, from the school office.*

2. **Computer/Technology:** Responsible use of the Internet for learning and information gathering does play a role in Agia Sophia's technology instruction, especially for our older students. As we develop our students' abilities to retrieve, analyze, and synthesize information from the Internet's rich array of sources, we also teach strategies for evaluating web sites in terms of reliability, objectivity, and timeliness. Students will be instructed in proper internet use and are expected to use the internet and all technological resources responsibly. As a preventive measure, ASA will provide protective internet filters on student laptops. Misuse of such resources will result in loss of privileges and may include further disciplinary action. ASA reserves the right to monitor and/or restrict access as deemed appropriate.
3. **School Property:** School furnishings and equipment are to be respected. Any student who vandalizes or damages school property beyond normal wear and tear is liable for replacement or cost of all damages done.

HOMEWORK PHILOSOPHY AND GUIDELINES

REVISED AUGUST 2016

Homework helps develop responsibility, self-discipline, life-long learning habits, better study habits and skills. This is our main goal as a staff when assigning children homework. Current research tells us the best way to help students achieve this goal is to assign purposeful homework and to create an example of healthy work-life balance for children. Your children spend seven hours a day working hard in class to sharpen their academic skills. We would like home time to include more opportunities to interact as a family, pray together, cook together, work together, and play together, in the home environment - an essential place where children acquire executive skills and background knowledge that enables them to succeed in school.

What can you expect?

- Elementary students will be expected to read every night and complete a reading log, and practice their Bible verse for the week.
- Any unfinished work from the school day will be sent home as homework in their homework folder. It is the student's responsibility to complete this work by the following school day, and parents can check for unfinished work in their child's homework folder.
- Projects and long-term assignments will be given at teacher discretion with consideration for developmental stages and abilities.
- Specialist teachers may assign some review or practice of what is being learned in class. Since these classes are only taught a few times per week, it is important that students review this particular material at home.
- Extension activities during certain units of study will be assigned to enrich learning at school.
- Students who demonstrate a need for extra practice with certain skills will be assigned additional homework individually, at the teacher's discretion.

What does the research say?

(The following quotes come from a summary of research published by the Center for Public Education)

- "There is no conclusive evidence that homework increases student achievement across the board."
- "Studies have shown that older students (middle and high school students) gain more academic benefits from homework than do younger students."
- "When parents and children conflict over homework, and strong negative emotions are created, homework can actually have a negative association with academic achievement."
- "The standard, endorsed by the National Education Association and the National Parent-Teacher Association, is the so-called "10-minute rule" -- 10 minutes per grade level per night."

Alternate Activities to Promote Learning and Holistic Growth:

- Pray and read the Bible
- Make and eat dinner together
- Play a game with a peer, sibling, or parent
- Go for a walk or ride a bike
- Play an instrument or a sport
- Complete acts of service or chores to help around the house
- Create and nurture a home garden

What if I want my child to do more academic work at home?

Ultimately, our mission as a school is to support you and your student. If you would like to do more academic work with your child, please speak to his/her teacher and take a look at the resources below.

1. Websites to support learning
 - <https://www.raz-kids.com/>
 - <https://www.khanacademy.org/>
 - <http://gregtangmath.com/games>
 - <https://www.ixl.com/>
2. Recommended Workbooks
 - Singapore Primary Mathematics Extra Practice or Challenging Word Problems workbook
 - Phonics workbooks
 - Reading comprehension workbooks
 - Brain Quest Workbooks
3. Games that incorporate academic skills
 - Bananagrams
 - Scrabble
 - Rummikub
 - Set
 - Sumoku
 - Sum Swamp
 - Equate
 - Zingo
 - Letter Tycoon
 - Tales and Games (series of games based on children's stories)

Please see the ATTENDANCE POLICY: General Guidelines for Absent Work.

STUDENT PROGRESS/PARENT REPORTING

REVISED JUNE 2018

Effective communication between the home and the school regarding student progress is critical. In order that the resources of the home and school may most effectively support a student's educational needs, programs and procedures shall be maintained through which the school will regularly apprise each parent of his/her child's educational progress. Such programs and procedures shall reflect systematic observations and evaluation of each student's growth in terms of the goals of the educational programs.

1. **Report Cards:** A student report card is used to report Elementary students' academic progress, study skills, habit development, & behavior to the parents. Report cards are sent following each trimester.
2. **Conferences:** Parent/Teacher Conferences are held formally in the fall and are mandatory at ASA. The purpose of conferences is to discuss student academic progress, areas of strength, room for growth, social interaction, and spiritual development. Additionally, we offer May conferences for students matriculating into other classrooms or programs the following year.

Conferences Dates are listed on the Master Calendar and are an important part in supporting your child's education. Every family is expected to attend. Make up conferences will not be scheduled for personal travel or other non-emergency reasons. Please respect the teachers' valuable & limited time by scheduling & attending your conference on the designated days.

Parents and teachers may also request conferences as needed to address specific issues. Time to talk to the teacher needs to be scheduled in advance so that the teacher can devote his/her full attention to parent concerns. Please do not attempt to have conversations with the teachers during drop off or pick up times as the teachers need to be fully responsible for the students under their care. Planning a private meeting time ensures student confidentiality as well. Please discuss classroom/student concerns with the teacher first before bringing them to the administration.

3. **Standardized Testing:** Grades 1-5 will complete the MAP (Measures of Academic Progress) exams twice a year, as both a normative, standardized test and a benchmark exam. Score reports will be shared with parents following completion and processing of scores. Parents may request other types of tests, such as academic or psychological, from Barnes Public School. Additionally, parents are expected to comply with any teacher request for outside testing.

Promotion, Retention, and Acceleration of Students

1. **Promotion:** A student satisfactorily completing each grade's work will be promoted to the next grade.
2. **Guidelines for Retention of Students:** The teacher in consultation with the administration, other advisory staff, and the parents makes recommendations for retention of students. The decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal. In all cases, parents are expected to seek outside academic evaluation/support (through Barnes or private practice) if requested by the teacher/administration so as to best serve the student.
3. **Accelerated Placement:** With our multi-age approach to instruction, we naturally differentiate instruction to the needs of each child. Most of our curriculum is designed to have flexible grouping and is scored on a continuum of standards and skills, allowing us to challenge each child. In the areas of math and reading, our grade groupings are more concrete. In these core areas, if a child demonstrates accelerated knowledge or ability, his/her teacher may request a placement test in order to accelerate their placement into the next grade level. The process for this is outlined as follows:
 - Student scores in 95th percentile or higher on MAP tests in areas of math and/or reading.
 - Teacher recommends student for placement testing.
 - Student takes math and/or reading placement test for the next grade level.
 - If student scores a 95% on math placement test, teacher may recommend accelerated placement in math.
 - If student scores at independent total reading level for next grade level grouping, teacher may recommend accelerated placement in reading.
 - After a follow up parent/teacher conference, a joint decision is made about accelerated placement in the areas of math and/or reading for the student.

Should a student meet the criteria for accelerated placement in math and reading, the teacher in consultation with the administration, other advisory staff (if appropriate), and the parents may make a recommendation for acceleration of a complete grade level. This decision would be based on all academic assessments, as well as behavioral, learning, and performance standards for entry into the following grade level.

DRESS CODE

REVISED MAY 2014

ASA enforces a uniform policy and appearance policy so as to assure a school environment that is focused on group spiritual and academic achievement rather than on individuals.

Students should be clean, well-groomed and appropriately dressed for school each day. All clothing should be clean and fit in a neat and tidy manner. Shirt tails should be tucked in. Please be mindful that uniforms are worn in class, for recess and in church.

Please label ALL sweaters, jackets, and other removable items for easy identification.

Overall School Appearance Policy

1. Dress neatly with a tidy appearance: Shirts tucked in, shoes tied, no holes/tears or loose hems in clothes, clothing not overly faded, clothing appropriately sized for the wearer (no high-water pants, skirts must be at or below the knees). No clothing or accessory should interfere with school activities. If so they will be asked to be removed.
2. Be clean and well-groomed: Recently washed hair neatly cut and kept. Be modest: Outlandish or distracting clothing or appearance will not be allowed (e.g., tattoo, body piercing, unnatural and/or distracting hair dyeing, etc). Also, perfume/cologne is not allowed.
3. Undergarments: If a boy wears an undershirt, it must be a solid WHITE crew neck or v-neck T-shirt. Under some of the shirts, girls may wish to wear a WHITE camisole.
4. Coats/Sweaters: Jackets, Sweatshirts, Hoodies, Vests, and Sweaters (other than the approved ASA logo'd fleece or Navy Cardigans) are not to be worn in the building during the day, except when going to and from recess. Non-uniform garments may only be worn as outerwear during recess/outdoor time.
5. Jewelry: All jewelry must be modest and matching. One necklace may be worn outside clothing and/or one bracelet/watch. Only girls may wear earrings – one pair of small stud-type that do not extend past the lobe. If jewelry becomes a distraction, staff may confiscate items for the day.
6. Tattoos: Are not allowed under any circumstances. This includes temporary or washable.
7. Hats: Unless granted permission for special days or events, students are not to wear hats while inside the school buildings.
8. Lunch boxes, backpacks and accessories should be free of any characters or large logos as these prove to be a distraction for the children.
9. Shoes: Students must come to school wearing appropriate shoes. Shoes must have a closed-toe and closed-heel and provide adequate support and sturdiness —no sandals, “Croc’s”, slippers, boots, fur-lined shoes, , or high heel. No wheeled or light up shoes allowed. Students must be able to put on and TIE (if shoes with laces are worn) shoes by themselves. A pair of well-fitting running shoes in must be worn on PE days (M/W/F).

The best shoes for school are athletic-type shoes, like running or all-sport shoes. “Mary Janes” are also OK for girls to wear. Socks must be worn with all shoes
10. ASA T-shirts are worn for various events. It is expected that all students own an ASA T-Shirt, as they are required for many off-site events. ASA T-shirts must be purchased online from Land’s End. The office does not stock T-shirts.

School Spirit Days: Once a month we will offer an opportunity for students to not wear their uniforms. Dates & themes will be published on our online calendar and emails. Students should dress according to the theme selected –OR- wear their ASA T-shirt. Clothing may not contain characters, advertisements for alcohol or tobacco products, offensive language or distracting imagery. Shorts are not allowed unless specified. All shirts, tops, and dresses must have sleeves or be worn with a shirt underneath. Shoes must be PE appropriate if the Spirit Day falls on a Monday, Wednesday, or Friday.

Please Note: School Spirit Days still follows the guidelines of the overall school dress code requirements above.

In addition to the Overall School Appearance Policy, ASA student must wear the following prescribed uniform.

Girls Uniform Requirements

- WHITE or BURGUNDY short or long sleeve polo shirt (logo recommended)
- WHITE short or long sleeve button down collar shirt (no embellishments on collars)
- NAVY scoop neck jumper at knee length or longer (logo recommended)
- NAVY or BLUE/RED PLAID (Plaid available through French Toast Only) skirts, at knee length or longer. *Shorts, skorts, and pants are not allowed*
- NAVY or BLACK bike shorts must be worn underneath a skirt/ jumper
- NAVY cardigan sweater or v-neck sweater vest (logo recommended) **optional item*
- NAVY fleece with ASA Logo **optional item* (Available through Land's End)
- NAVY, BLACK or WHITE socks, knee socks, leggings and tights (matching, solid color - no patterns or large logos)
- NAVY, BLACK, WHITE or BROWN "Sports" style shoes or shoes with a traction soles. +
- Hair accessories in matching Uniform Colors only.

Boys Uniform Requirements

- WHITE or BURGUNDY short or long sleeve polo shirt (logo recommended)
- WHITE short or long sleeve button down collar shirt (no embellishments on collars)
- BLUE/RED PLAID tie **optional item* (Available through French Toast Only)
- NAVY Dockers or Chino style pants (no cargo or corduroy pants)
- Plain NAVY or BLACK belt
- NAVY cardigan sweater or v-neck sweater vest (logo recommended) **optional item*
- NAVY fleece with ASA Logo **optional item* (Available through Land's End)
- NAVY, BLACK or WHITE socks (matching, solid color - no patterns or large logos)
- NAVY, BLACK, WHITE or BROWN "Sports" style shoes or shoes with a traction soles. +

+ All shoes must fit correctly and safely stay on the foot.

Purchasing Uniforms: Here are some stores where clothing adhering to the dress code may be purchased: French Toast catalog (ASA receives 5% of purchases, enter School Source Code: QS5DSYY), Land's End catalog (preferred school #900099045; 3% of total sales back to ASA), Sears, J.C. Penney, Tommy Hilfiger (School ID: Agia01) or Dennis Uniforms. *You can purchase ASA logo items at French Toast, Tommy Hilfiger Uniforms, or Land's End.*

Maintaining Uniforms: It is parents' responsibility to ensure that the uniform items match the shade of color as seen in French Toast brand clothing, regardless of where they are purchased. Please note that over time an item may become too faded or worn to be considered uniform appropriate.

Dress Code & Uniform Enforcement: To limit possible confusion in enforcing this policy, the Principal and/or staff will determine whether or not a student is violating the uniform policy. Students not complying with the uniform policy may be required to rectify their appearance ***before entering the classroom***. In many cases, this will require parents to either promptly pick up their child or bring uniform clothing. Cheerful, consistent student compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action.

FIELDTRIP POLICY

Each year ASA students participate in a trip to an Art Studio. This all-school field trip is covered by the student activity fee. Other classroom trips can be planned at the teacher's discretion and may require additional costs and/or carpool arrangements in order to attend. ASA T-shirts are required on Field Trip Days (unless noted).

A completed/signed permission slip **MUST** be turned into the office by the specified deadline in order for your child to attend a given field trip. Students without permission slips will be assigned to another classroom for the duration of the trip, or not allowed to attend school if the entire faculty is participating in the event. Students are expected to conduct themselves with the same ASA standards as on campus:

- Be Safe
- Be Responsible
- Be Respectful
- Be Kind

If a child demonstrates behavior on campus that shows the teachers & staff they may have difficulty conducting himself in an appropriate manner off campus, consequences may apply. In this case, the child will likely not be allowed to participate in the field trip. Alternative arrangements will be made with the parents and the child may have to stay home from school that day.

FOOD ALLERGY POLICY

UPDATED JUNE 2017

We recognize that food allergies are present in a percentage of the school's student population. The foods most likely to cause allergic reactions are peanuts, sesame, and tree nuts. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above-listed foods can suffer more serious consequences. Agia Sophia Academy has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

ASA Accommodations:

- ASA requests products containing Peanut &/or Sesame based products are not brought on campus for any reason, including personal lunches & snacks. Any products containing these products will be thrown away and student will be given an emergency non-perishable lunch kit. **See Lunch Policy below*
- Parents must make sure a Medical Information & Consent Form and written protocols for students with allergies are on file, along with the proper medications as prescribed by his/her physician. These protocols should be designed to avoid exposure to foods to which the student is allergic. The School board and staff will work with parents to implement reasonable protocols submitted by parents.
- Information pertaining to a student's allergies will be shared with faculty, staff, and volunteers who have contact with the student.
- ASA will keep epinephrine on campus for emergency treatment of an anaphylactic response.
- ASA will provide training and education for staff regarding:
 - Foods, insect stings, medications
 - Risk reduction procedures
 - How to administer an epinephrine auto-injector in an emergency
- ASA will attempt to avoid serving food with known allergens to any student, but cannot guarantee that allergens will never be present at Agia Sophia Academy.

Parent/Student Responsibility:

- Parents of students with allergies must submit to the school office protocols designed to avoid exposure to certain foods.
- Parents of students with life-threatening allergies must provide Agia Sophia Academy with emergency medications and a written medical treatment protocol for their student for addressing allergy-related events.

- Parents of students with severe food allergies or multiple food allergies may be required to provide meals or snacks for their children.
- Parents are responsible to educate their child about managing his/her allergy at school, including, but not limited to, identifying "safe foods" and following the General Student Checklist below.

General Student Checklist: (modified for age appropriateness)

- Take as much responsibility as possible for avoiding allergens.
- Do not trade or share foods.
- Wash hands before and after eating.
- Learn to recognize the symptoms of your allergic reactions.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Take more responsibility for your allergies as you get older.
- Develop a relationship with the school staff to assist in identifying issues related to the management of your allergies while in school.

Agia Sophia Academy cannot guarantee that a student will never experience an allergy-related event while at school. We are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.

FOOD SHARING & CELEBRATION POLICY

UPDATED AUGUST 2015

Sugar has a direct effect on a child's ability to learn, thus we ask that you limit school celebrations to either a student's birthday or Name Day. Please notify the teacher prior to this day to make arrangements. We ask that treats be individual servings (cookies, brownies etc.) to limit the handling of these items and aid in the speedy distribution. All shared food must be commercially prepared, labeled, and meet the policies regarding food allergies below. Parental help in serving and cleaning up after a birthday celebration is greatly appreciated. Signing up for lunch duty is a great way to help while earning some share hours!

Due to the many different food allergies students suffer from, it is necessary that food being supplied by parents/guardians for the purpose of sharing with the student's classmates must meet the following guidelines:

1. Products may not contain SESAME or NUTS (including hummus with tahini and peanut butter or other nut-based ingredients).
2. In compliance with Oregon Health Regulations, shared foods must be commercially prepared and packaged, in an unopened container with an ingredients label.
3. Homemade foods ARE NOT allowed due to the state regulation stated above.

Alternative celebration idea: Donate a book to the classroom in honor of your child's birthday. See the school office for a special dedication label to affix inside.

LUNCH POLICY

JUNE 2019

ASA encourages families to teach children (even young children) to help pack and be responsible for getting their sack lunch to school each day. In the event that a child forgets their lunch, the office will make an attempt to contact the parent IF the child notifies us of the problem before 9am. A student missing a lunch will be given an emergency non-perishable lunch kit. A list of replacement items will be sent home for the student/parents to purchase and return to the school the following day. We encourage parents to use Love & Logic and involve the child in the replacement process as much as possible. If a pattern of missing lunches begins to happen with a particular child, the parents will be contacted and a solution will be discussed.

Please note: ASA does not have a microwave or refrigerator for student use. Parents are expected to pack a reusable water cup and any utensils needed, as the school does not supply these items.

Parents and grandparents are encouraged to volunteer for lunch duty and earn some share hours. Sign up at <http://www.signupgenius.com/go/30e054cacab28a64-lunch>.

ILLNESS OR ACCIDENT

Home is the best place for a sick child. In the event a student becomes ill or is seriously hurt at school, every effort is made to contact the parent or guardians or other designated person. (An emergency contact form was sent home with this handbook.) PLEASE KEEP THE EMERGENCY INFORMATION UPDATED BY INFORMING THE OFFICE OF ANY CHANGES. We will also call E.M.S. if the injury or illness is of a very serious nature which requires immediate medical attention.

The office calls home for any head injuries, other serious injuries, bee stings, and illness with a fever, nausea or vomiting as a matter of routine. When in doubt, the school will call and ask the parent to make a decision as to whether a child should remain in school, go home, and or receive medical attention. If the child is unwell as determined by the school, the parents are required to pick-up immediately or listed emergency contact alternative will be contacted for pick-up.

Routine treatment of minor abrasions may be handled by the teachers or office, as both can supply band aids. All staff are CPR, First Aid, and Epi-Pen certified. Able students will be encouraged to clean and band aid the wound themselves due to the threat of blood-borne pathogens.

Consider keeping your child at home with the following symptoms:

- Severe chest congestion (deep, heavy cough) with or without a runny nose
- Nausea
- Exhaustion preventing participation in activities
- Redness of either eye
- Rash

Do NOT send your child to school with the following symptoms: (within the last 24 hours)

- Fever of 100 degrees or more (oral or auxiliary temperature)
- Vomiting
- Severe diarrhea (3 or more loose or watery stools within the school day)
- Redness of either eye with discharge
- Sore throat with elevated temperature
- Open draining sore that cannot be covered
- Rash with fever
- Jaundice – yellow skin

If your child develops any of the above symptoms at school, you will be contacted to pick him/her up. A child may not return to school until at least 24 hours have passed after a fever has broken naturally (without medicine) and other symptoms have subsided (unless a note from their health care provider is provided to the school). This helps minimize the spread of communicable diseases in the school setting.

Note: If a child misses school due to illness, they may not attend after-school activities or special events held on the same day (such as Passport or the Christmas Performance.)

Some students have medical conditions which can become life threatening when exposed to: measles, chicken pox / shingles, fifth's disease, pertussis (whooping cough), rubella, and hepatitis. If your child is diagnosed with a disease listed above or any serious illness, please contact the school. Certain illnesses require further follow-up in the school setting. Early reporting by you can assist in this process.

MEDICATION ADMINISTRATION

Prescription/non-prescription medication: If a student must take medication during school hours, the medication must be stored in the school office, in its original packaging, accompanied by a note from the responsible parent/guardian giving ASA permission to administer the medication. The medication will be administered in the office by office staff or by the Principal.

No medications of any kind will be administered in the classroom (unless part of an official C.A.R.E. plan) or shared between students.

IMMUNIZATION REQUIREMENTS & EXCLUSION DATE

MAY 2016

Immunizations are required for attendance at all preschools, elementary, middle and high schools in Oregon, whether public, private, charter or alternative schools. Oregon requires immunization against eleven vaccine-preventable diseases:

- Diphtheria
- Tetanus
- Pertussis (whooping cough)
- Polio
- Varicella (chickenpox)
- Measles
- Mumps
- Rubella
- Hepatitis B
- Hepatitis A
- Hib – *children under age 5*

However, if your child is not vaccinated, the law does allow for exemptions with proper documentation. Parents can learn more at <http://public.health.oregon.gov>.

Parents are responsible for keep their student's school immunization record up-to-date. Oregon Department of Health and Human Services requires schools to submit paperwork on student immunization status each January. Students with incomplete or missing immunization records will be excluded from school starting on the Statewide Exclusion Day (Typically the 3rd Wednesday in February) until resolved.

Additionally, Oregon State Law (Senate Bill 895) requires schools to share their immunization and exemption rates for each vaccine required for attendance. This information is available on our website.

PEDICULOSIS (HEAD LICE)

MAY 2010

Agia Sophia Academy, maintains a nit-free policy in regard to our Head Lice protocols. All students, regardless of home conditions, are susceptible to head lice. Our goal is to keep children in school, ready to learn, while following safe, recognized health practices. If you find that your child has lice, please contact the school office so that we can notify the community regarding the possible presence of lice.

Students with suspected cases of head lice will be referred to school staff for assessment. Any student found with live lice or nits (lice eggs) shall be excluded from school until the measures below have been completed. Live lice & nits must be removed from hair following the application of a lice-killing product. It is the parent's responsibility to ensure an approved treatment has been initiated and the appropriate environment cleaning is being conducted in the home. Instructions for detecting and treating pediculosis (head lice/nits) can be found online at <http://www.cdc.gov/parasites/lice/head/treatment.html>. There are also local companies like "Lice Knowing You" and "Hair Fairies" who provide nit picking services.

Returning to School: The parent shall accompany the student to school where the student will be screened for lice. If live lice or nits are still present, the student will return home with the parent.

Since tuition covers only part of the total cost of education, parents must involve themselves in activities to help the school, including fundraising projects. To help cover the additional cost of educating each student, Agia Sophia will have a minimum \$200.00 per family fundraising commitment per school year. These funds are generated through various PTP-sponsored fundraisers. If desired, this fundraising requirement may be paid upfront at the beginning of the school year, and any funds raised during the school year will be considered additional fundraising for ASA. Any family unable to generate these funds by May 31st, will be billed the difference on their June tuition invoice.

The \$200.00 will reflect the fundraising (profit) for all monies raised by each family. The PTP will oversee this program and the PTP Board will monitor the fundraising balances of each family.

Special Notes Regarding Fundraising:

Development Fundraisers (such as the Annual Fund Drive, Gala, and Greek Open) do NOT count toward ASA fundraising requirements overseen by the PTP. PTP funds are raised specific to bridging the gap between tuition and the cost to educate. Volunteer time for these events does count towards the family share hour requirement.

In addition to the fundraising requirements, it is highly recommended that all families contribute time, talent and treasure to the ASA Gala. For example, you can serve on a planning committee, attend the event, and either donate cash or the equivalent of at least \$200 in donated goods and/or services to the procurement effort. The ASA Gala is a dinner and auction event established in 2013 for the purpose of raising money for our future K-8 school home.

The event Chair or Co-Chairs for the Gala are exempt from tracking of volunteer hours and all PTP fundraising requirements. Note: this is only applicable for the Gala Event Chair(s), due to the nature and demands of this position. They are of course, still encouraged to support PTP fundraisers as able throughout the year.

PARENTAL INVOLVEMENT POLICY

We at Agia Sophia Academy see ourselves as a natural extension and fulfillment of the primary parental roles of education and Orthodox Christian formation. Consistent and enthusiastic participation and involvement of the parents strengthens the academic program and ensures smooth operation of the school. Our staff and our parents make the difference and are the key to achieving our Goals, fulfilling our Mission, and achieving our Vision.

Currently parents are needed to volunteer at a substantial level to meet the needs of a small school. ASA requires:

1. Two-parent families must serve a minimum of 40 mandatory contribution hours, called “Share Hours,” per year for full day students, or 20 mandatory contribution hours per year for half-day students.
2. Single-parent families must serve a minimum of 20 mandatory contribution hours per year.

Many needs exist for parental involvement at ASA. Share Hours can be met at home as well as on campus. A sign-up sheet is available at the start of each year. Below are just a few of the on-going needs of the school:

- | | | |
|-------------------------|--------------------------------|------------------------------------|
| • Volunteer Coordinator | • Art/Language/Music Assistant | • Parent/Teacher Partnership (PTP) |
| • Classroom Assistant | • Fundraising | • Substitute Teachers |
| • Lunch/Recess Monitor | • Facility Improvements | • Creating Bulletin Board displays |
| • Chaperone Field Trips | • Marketing/PR/Mailings | • Bottle Drop Drop-off |

Your investment of time and talents is critical to our success and represents the truest form of stewardship. We look forward to partnering with you as co-investors in the education and formation of your children.

Background Checks: It is the policy of ASA that the safety & wellbeing of our students be of utmost importance. To that end, we require all parents & volunteers spending time with the students to submit to a background check, once every 3 years. ASA can assume the cost associated with screening service. Visit www.coeusglobal.com/council_or_asapdx at least 5 business days prior to volunteering. * *See Appendix E*

Reporting of Share Hours: It is the family's responsibility to record their Share Hours. Hours must be recorded on their Share Hour Form in the Volunteer Log Binder. All activities should be rounded to the nearest quarter of an hour. *Note: Hours earned in June, July and August will be applied to upcoming school year.*

Deadline for submission of Share Hours is May 31st. The fee for un-met or un-submitted hours is \$20 per un-met hour, which will be billed in June.

Opt-out Option: You can pay \$800 (\$400 if on the 20 hours requirement) at the beginning of the school year to waive your Share Hours. The Opt-out deadline is September 15th.

Please note ASA reserves the right to immediately revoke permission of a volunteer if ASA feels that said volunteer is not conducting themselves in a manner (or is presenting material) that does not accurately represent the mission and goals of the school.

CONFLICT OF INTEREST POLICY

REVISED SEPTEMBER 2006

Section 1. Purpose. The purpose of this conflict of interest policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of the Corporation. This policy is intended to supplement but not replace ORS 65.361 governing conflicts of interest applicable to nonprofit and charitable Corporations. *See Appendix A*

GRIEVANCE POLICY

REVISED JUNE 2006

The Grievance Policy for ASA is in keeping with its Mission: to educate the whole child by providing a rich academic and arts curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person.

As hard as the ASA students, teachers, and parents will strive to communicate and resolve issues effectively, mistakes will inevitably be made as we are not perfect. As adults, we realize that our behavior sets an example for our children whom we are seeking to teach wisdom and virtue. Concerns, therefore, should be addressed to the persons directly involved and not roundabout through others who are not involved in the situation. As an ASA community of parents, teachers, staff, Board and students, we will seek to avoid the sin of gossip and always seek to forgive and love our neighbors as ourselves.

Failure to comply with this Grievance Policy will be subject to discipline from Agia Sophia Academy. *See Appendix B*

NON-COMPLIANCE PROCEDURE

REVISED JUNE 2006

Objective: To clearly communicate the procedure at ASA when any Board Member, Staff Member, Volunteer, Parent or Student fails to comply with any official ASA policy in a manner that is deemed injurious to the mission, vision and goals of ASA. *See Appendix C*

Agia Sophia Academy operates solely on revenues received from tuition and fundraising. Tuition rates are established by the school board and are based on the budgetary requirements of the school. Therefore timely tuition payments are required.

- The annual tuition **and** Student Activity Fee are due in full by August 1, prior to the start of the school year.
- Alternatively, should a family desire to pay the tuition on a monthly basis, a 4% monthly payment fee will be added to the monthly tuition billing. Monthly payments are due by the 1st of each month in 10 equal amounts from August to May. *The Student Book/Activity Fee cannot be included in the monthly payment alternative.*

Monthly tuition payments are due on the 1st day of each calendar month; accounts become past due if unpaid by the 10th of the month and will incur a late payment fee of \$25. Accounts unpaid over 30 days from the due date will automatically generate a review and begin to incur interest at the rate of 18% per year.

For accounts that are past due by 30 or more days, the school reserves the rights, in addition to any other remedies, to withhold grade reports, refuse to provide services to the student and/or expel the student.

Activity Fee: A non-refundable Student Supply/Activity fee of \$400.00 per full-time student in Montessori Primary through 5th grade (activity fee of \$300 for the Montessori half-day students) is due prior to the start of school and will be included on the August billing.

Midyear Enrollment: New Students enrolling in ASA after the school year has started will be billed for the remainder of the year and payment is due prior to attending classes. Families electing to use the Monthly Payment option will be billed upfront for the first two months, then monthly through May as stated above. Payment for this billing is due prior to the student attending classes.

NSF: Checks not honored by the bank are not considered payment and are subject to a \$25 returned check fee.

Credit Card Policy: ASA's tuition and fees are payable by cash, check or money order as outlined above. However, should a family desire to use an accepted credit card for payment of tuition or other fees, the cardholder will be charged a 4% processing fee.

Students are considered enrolled for the entire year. Therefore, no tuition reductions will be made for extended absences, regardless of the cause of such absence(s).

Student Dismissal: ASA may dismiss a student upon written notice to the parent or guardian if, in the opinion of the School Administration, the behavior or influence on others by a student, guardian(s), or family member(s) is detrimental to or negatively impacts Agia Sophia Academy. Notice of dismissal will come in the form of a formal letter from the Principal.

Withdrawal Fee: If a student leaves for any reason, a withdrawal fee of 20% of the annual tuition rate will be charged (not to exceed the remaining balance of tuition for the year). No tuition refunds will be given if the student withdraws after March 31st.

No other fees will be refunded. Any and all materials purchased with the Book/Activities fee are property of ASA. Notification of a student's withdrawal must be made in writing and become effective once the school has received the written withdrawal notice.

SCHOLARSHIPS FOR TUITION ASSISTANCE

The School Board of Agia Sophia Academy understands that some families need financial assistance for tuition payments and strives to meet those needs as best as it can. Every family registered in the school is eligible for need-based tuition assistance, if available. The school board works continually to balance the needs of parents with the budgetary needs of the school. Scholarship money used for tuition assistance is derived solely from gifts and therefore limited. The scholarship committee of the school board will make tuition assistance available based on numerous factors including, the need for assistance, the family's relationship with the school and the quality of the student.

Agia Sophia Academy makes use of the FACTS Grant & Aid Assessment Service to help us evaluate requests for financial aid. If you would like to complete an application, you may go to <https://www.factstuitionaid.com/facts/gaindex>. There is a small processing fee paid by the applying family directly to FACTS Management Company "FACTS".

Deadline for the first round of Scholarships is March 1st. Completed applications and all required supporting documents must be submitted to FACTS by this date. If you missed the deadline, you can still apply for second round consideration, although funds may be limited. Applicants will receive notice of their award status by May 15th.

If you do not have access to the internet and wish to apply for financial assistance, please visit a local public library or contact the Principal concerning using a school computer for this purpose.

The information you provide us and FACTS will be treated confidentially and with respect. If you have any questions please call the Principal of Agia Sophia Academy at (503) 641-4600. Scholarship recipients are subject to evaluation every trimester and must remain in good academic and disciplinary standing in order to continue receiving aid from the school. Additionally, recipients must actively participate on a committee that works to raise money for the school, which will also be evaluated regularly.

WEATHER RELATED SCHOOL CLOSURES

In the Pacific Northwest we can often expect inclement weather during the school year. Since we are a small school and cannot publish our weather-related closure schedule with the local media, we will do so via FlashAlert.net, [Facebook](https://www.facebook.com/AgiaSophiaAcademy) and [email](mailto:asa@agia sophiaacademy.com). **We will not contact you by phone.** ASA will post notification of school closures by 7:00 a.m.

Our weather-related school closure schedule will coincide with the local Beaverton School District. If Beaverton schools are closing, ASA will close also. ASA will notify you on FlashAlert.net if there is a need to delay the opening of school due to bad weather.

If we encounter hazardous driving conditions after school is in session, ASA will contact you via FlashAlert.net. Please have a contingency arrangement in place in the event that inclement weather necessitates an early school dismissal. This includes an alternate pick-up arrangement in the event that you cannot leave work immediately.

ASA understands that weather conditions can vary depending on where you live in the Portland Metropolitan area. Your safety is very important to ASA. If you experience hazardous road conditions in your area and do not feel you can safely drive your child to school, please contact ASA as soon as possible so we can notify the teacher and excuse your child for the day.

SNOW DAY MAKE-UP POLICY

Oregon State law (as of 2015) requires school age children to have 900 hours of instruction a year. We will need to regain those valuable hours if the number of days lost due to weather related closures is greater than five per academic year. Possible make-up days are reflected on the school calendar each year. These make up days are optional for preschool students.

NONDISCRIMINATION POLICY

REVISED JUNE 2014

Agia Sophia Academy admits students of any race, color, national and ethnic origin. All students are entitled to the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other academy-administered programs.

A student does not have to be Orthodox to attend ASA. While Agia Sophia Academy is an Orthodox Christian School, it welcomes students from all faith backgrounds. However, non-orthodox students should know that Agia Sophia Academy is an Orthodox Christian School and all who enroll at Agia Sophia Academy agree to participate in the activities and classes during the school day, including Church Services and faith class. The student body at ASA currently consists of about 20% non-Orthodox students and 80% Orthodox students from varying churches and backgrounds.

ASA MISSION STATEMENT

Agia Sophia Academy educates the whole child by providing a rich academic and arts curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person.

ASA VISION AND GOALS

REVISED MAY 2011

About Agia Sophia Academy - An Orthodox Christian School

Our Vision is to develop and sustain a Pan-Orthodox, Preschool through 8th Grade, faith-based, private educational ministry in the Portland area, so that our rich educational inheritance is transmitted to our children for the glory of God and the benefit of their/our soul.

As a first step towards fulfilling that Vision; Agia Sophia Academy educates the whole child by providing a rich academic and arts curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person. Accordingly, we have set the following goals:

- To offer academic excellence in a safe and nurturing environment.
- To teach students “how to learn” as well as “what to learn.”
- To cultivate a life-long love of learning in our students.
- To act as an extension of the parental role of educating the child.
- To further form character in our students so they will become productive and good members of our communities.
- To draw families more fully into the life of the Church.
- To honor God and educate others in the Faith.

ASA operates under the Omophorion of His Eminence, Metropolitan Gerasimos of the Metropolis of San Francisco, and with the endorsement and support of the Orthodox Clergy Brotherhood of Oregon.

ASA CORE PHILOSOPHY

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. (Philippians 4:8)

We began developing our vision for Agia Sophia Academy by attempting to answer the question, “When is a person educated?” Was it when they obtained a high school or college degree, technical knowledge, wealth, or, social status? We learned that the Hellenic Fathers like Plato, Aristotle, Solon, and Socrates, agreed that the educated person has a good character, is thoughtful, kind and considerate, respectful, modest, unassuming, searching, and inquisitive. They spoke of the educated person as a person of self—control (sophron), justice (dikaios), goodness (agathos), and piety (eusebes aner). They believed that the ultimate purpose of education was to form or make what they referred to as “the good and beautiful person” (kalos k’agathos anthropos).

Likewise, Early Church Fathers, such as St. Basil the Great, St. Gregory the Theologian, and St. John Chrysostom, were students of the Classical Trivium. They believed that the purpose of education should be to develop the human being into a person possessing faith in a core of values and a persistent effort to apply them in everyday life unto Christ-likeness. Both the Hellenic and Early Church Fathers understood that it was only by contemplation of the beautiful and the good that a person could develop into a beautiful and good person. They also agreed that this contemplation and the effort to apply it, not only educates the soul but it also imbues the inner person with the ideals of excellence. It was this philosophy, these educational ideals, which gave impetus to the expansive achievements of our ancient Greek culture. The Christian Church rose up out of this Hellenic influence, and the classical model of education, which was a fruit of this period, certainly had an influence on the early apologists and Fathers of the Church, who helped to articulate, defend and spread the Christian faith.

We came to the conclusion that we, too, should strive to keep before our eyes those things of beauty, goodness, and excellence that will inspire us to truth, wisdom, and love of God. We also concluded that we should educate our children in that same tradition of Classical wisdom that formed the educational foundation of the Church Fathers.

At ASA, we seek to provide an Orthodox Christian education that conveys knowledge of God’s will. We want our students to learn how to live by faith, know truth from falsehood, and develop the whole person: soul, heart, body and will. We welcome everyone to learn more about Agia Sophia Academy, an Orthodox Christian school!



AGIA SOPHIA ACADEMY

APPENDIXES

APPENDIX A: CONFLICT OF INTEREST POLICY

Definitions:

1. Interested Person -- Any Director, Principal, or member of a committee with Board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
 - b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Duty to Disclose: In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her financial interest to the Directors and members of committees with Board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest, the interested person shall leave the Board or committee meeting while the financial interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing a Conflict of Interest:

1. The President of the Board or chair of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
2. After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
3. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Directors or members whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
4. The Board of Directors shall be advised of the existence of a conflict of interest prior to any decision to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy:

1. If the Board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest or has breached the fiduciary duty to keep Board discussions confidential, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose or breach.
2. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest or has breached the fiduciary duty to keep Board discussions confidential, it shall take appropriate disciplinary and corrective action.

Records of Proceedings: The minutes of the Board and all committees with Board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Compensation Committees: A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

Annual Statements: Each Director, Principal, officer and member of a committee with Board delegated powers shall annually sign a statement which affirms that such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Confidentiality: Each Director has a fiduciary duty to the Corporation to keep all discussions at Board meetings confidential, and agrees not to disclose any such discussions without the prior written consent of the Board.

APPENDIX B: GRIEVANCE POLICY

The following steps will be taken to address grievances at ASA:

1. Student or Parent to Teacher/Staff Member/Volunteer: If a Parent/Student has a concern about a Teacher/Staff Member, that parent or student may make an appointment to meet with the Teacher/Staff Member and present the concern. The Principal should be made aware when there is a concern and if contacted first, should refer the Parent/Student directly to the Teacher. If, after discussing the concern with the Teacher/Staff Member, the situation is not resolved, the Parent/Student may request a meeting with the Teacher/Staff Member/Volunteer and Principal, present together. If the matter remains unresolved, the Parent or Student may request a meeting with the ASA Board President.
2. Student or Parent to Principal: If a Parent/Student has a concern about the Principal, the Parent/Student should make an appointment to meet with the Principal and present the concern. If, after discussing the concern with the Principal, the matter is unresolved; either party can request mediation by the School Board President.
3. Student to Student: If a student has a concern about a fellow student, he/she should address his/her concern to his/her teacher. The Teacher should facilitate a face to face meeting with the students involved to work out the concerns. The Teacher should also document the concern and make the Principal aware of the concern that was brought to their attention. If necessary, the Teacher and the Principal should meet and discuss the appropriate course of action to address the concern. The Teacher should contact the parents of both students and make them aware of the situation and any planned course of action. A meeting with the students, Teacher(s), parents and Principal could be called if the matter isn't being resolved. If, after these steps are taken, the student refuses to comply with the course of action, the issue will be treated as a behavioral issue and the discipline policy will be invoked if the matter is not resolved.

4. Teacher/Staff/Volunteer to Principal: If anyone has a concern about the Principal; they should meet and address their concern with the Principal. If, after discussing the concern with the Principal, the situation is not resolved, the Teacher or Staff member may request a meeting with the Principal and the Board President, present together. This process does work both ways should the Principal have a concern about a Teacher/Staff member. The steps should be followed either way.
5. Teacher/Staff/Volunteer to Parent*: If a Teacher/Staff member has a concern about a parent that Teacher/Staff member should make an appointment to meet with the Parent and present the concern. The Principal should be made aware when there is a concern and if contacted first, should refer the Teacher/Staff member directly to the Parent. If, after discussing the concern with the Parent, the situation is not resolved, the Teacher/Staff/Volunteer member may request a meeting with the Parent and Principal, present together. If the matter remains unresolved, the Teacher/Staff member may request a meeting with the Board President.
6. Principal to Parent*: If the Principal has a concern about a Parent, they should make an appointment to meet with the Parent and present the concern. The Principal should make the Board President aware when there is a concern with a Parent. If, after discussing the concern with the Parent, the situation is not resolved, a meeting with the Principal, Parent, and Board President should occur.

** Any Board Member, Teacher or PTP Officer who also is a parent of a child or children at ASA and is involved in a grievance or has a concern as a parent must follow the Grievance Policy as a parent and not in their capacity as a Board Member, Staff Member or PTP Officer.*

APPENDIX C: NON- COMPLIANCE POLICY

Procedure:

1. The Principal will be responsible for assuring compliance with all ASA policies and is the designated compliance officer for the Academy.
2. The Principal, after conducting a thorough investigation of the non-compliance, will contact the Board President and request that the matter be brought to the attention of the Board as soon as practically possible.
3. The Board will review the findings of the Principal and determine whether the non-compliance matter needs to be referred to the Standing Ad Hoc Discipline Committee for Non-Compliance or should be handled at the Board level or should be handled at the Principal level.
4. The Standing Ad Hoc Discipline Committee for Non-Compliance shall serve for a one-year term, and shall be made up of two Board Members, the Principal, the Head Teacher and a PTP Officer.
5. For any matter referred to it, the Discipline Committee will conduct an investigation into the non-compliance and render a recommendation to the ASA Board for appropriate action.
6. The ASA Board will review any recommendation of the Discipline Committee and make a final decision.

Office Visits

Every effort will be made by the teacher to swiftly deal with minor behavioral problems in the classroom. There are however, four behaviors that will automatically necessitate discipline from the Principal.

Those behaviors are:

1. **Disrespect/Rebellion:** the staff of ASA is to be respected and obeyed. If disrespect is shown to any staff member, including but not limited to, outright disobedience in response to instructions, the student will be sent to the Principal.
2. **Dishonesty:** if the student practices dishonesty, or bearing false witness, in any situation while at school, including but not limited to lying, cheating, or stealing.
3. **Fighting:** fighting is defined as striking another student with the intent to harm, or verbally provoking another student with the intent to emotionally harm.
4. **Obscene Behavior:** obscene, vulgar, blasphemous, or profanity, including taking the Lord's name in vain.

Consequences

During the visit with the Principal, the nature of the discipline will be determined. Possible consequences for poor choices include, but are not limited to:

- Public and or private asking for forgiveness
- Janitorial work
- Parental attendance during the school day
- Silent lunch
- Loss of privileges such as recess or free time
- Being sent home for the rest of the day

If for any of the above or other reasons, a student receives discipline from the Principal, the following accounting will be observed, within the term of the school year:

1. The first two times a student is sent to the Principal for discipline, the student's parents will be contacted & given details of the visit. The parent's assistance & support in averting further problems will be sought.
2. A meeting will follow the third visit with the student's parents and the Principal.
3. Should the student require a fourth visit, a two-day suspension will be imposed upon the student.
4. If a fifth incident occurs, the student will be expelled from the school with no refund of tuition.

We realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy however, should we not be able to eliminate the behavioral problems, the student will be expelled.

Should a student, at any time, commit a serious act of misconduct (see below), the discipline process may be bypassed and suspension or expulsion could be imposed immediately. Students may be subject to discipline for acts of gross misconduct even if those acts take place after school hours. Some examples of gross misconduct are:

- Endangering the life of another
- Gross violence or vandalism
- Violations of civil or federal law
- Violations of spiritual laws

Should the expelled student desire to be readmitted to ASA at a later date, the school board, or its delegated subcommittee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

Policy: It is the policy of ASA that the safety & wellbeing of our students be of utmost importance. With our need to protect students from potential sexual abuse or other negative influences, ASA will complete criminal background checks on all parents, volunteers, & staff working with students. Therefore, we establish the following policy and process for the screening our volunteer and paid staff.

1. Each parent, volunteer or staff member who will have direct contact with students on campus, or off campus for a school related function, shall be subjected to a criminal background screening.
2. ASA shall use an independent entity to process the investigation. As of May 25th, 2017, this company is Coeus Global (<http://coeusglobal.com/>).
3. The Principal shall have all rights to reject, allow or limit a volunteer or staff member's participation with the school based on the information obtained from the background investigation.
4. A volunteer or staff member who has had their participation rejected by the principal may appeal the decision to the Board of Directors, in which both parties will be allowed to present their case at the next regularly scheduled meeting of the Board.
5. Individuals who volunteer or work on an annual basis shall be subject to a background investigation once every three years. ASA will keep the background information on file during that time.

Process: Per Agia Sophia Academy's Background Check Policy, all parents, volunteers, & staff with student contact are required to submit to a criminal background check by submitting their background check application at the ASA Background Screening Portal at: http://www.coeusglobal.com/council_or_asapdx. ASA will assume the cost of this service.* If you prefer to not use the online process, please request a paper form for submission from the School Secretary.

Once submitted, you will be notified only if there are any problems or questions.

**Since ASA is a non-profit, Coeus Global gives our parents & volunteers the option of donating the cost of the background check by paying for the service themselves, if they so choose. This option is not available for employees of ASA.*

Adverse Action Criteria: Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- Felony or misdemeanor conviction of any violent crime, within the past 10 years, will disqualify an applicant.
- Felony or misdemeanor conviction of any sex-based crime or crimes against children will disqualify an applicant.
- Felony conviction of any non-violent crime within the past 10 years, or misdemeanor conviction of a non-violent crime within the past 5 years, may disqualify an applicant.
- Any reported convictions that fall outside the scope of the categories identified above shall be evaluated by the Principal on a case-by-case basis.

The evidence shows that children do best after separation/divorce when those around them co-operate, provide stability, and avoid conflict, especially about children and in front of them. We understand that this can be difficult. At ASA we aim to work with all parties to keep as much positive family support and involvement with children as possible after a separation, including both parents and their extended families.

Separation or Divorce: When a separation or divorce occurs, you are obligated to provide documentation of the most current court orders or care orders that are in place. We request that you provide contact details for both biological parents, as well as who has parental responsibility.

Parent Participation: We welcome everyone who is a biological parent, has parental responsibility, or is in a significant caring role to be involved with the child's education. Exceptions to this would be where a court order or care order specifically excludes someone from particular activities. The family must provide the school with a copy of the most recent court order to keep on file.

Drop-off & Pick-up: At drop-off and pick-up times anyone we know to be a parent or to have parental responsibility (and are on the child's authorization for student pickup form) will be able to bring or collect a child. Please arrange this beforehand so that unexpected confusion for the child and disputes with others are kept to a minimum. Only the parent or guardian responsible for dropping off/picking up that day should be on campus during these times. This is to avoid confusion and disruptions to the student's routine.

Information Sharing & Decision Making: We believe that children thrive when both parents and anyone in a significant caring role or with parental responsibility have access to important information about their child. However, unless notified directly by the parent, the classroom teacher and/or office will only send information to the "primary" parent unless additional communication is requested by one or both parties. If you prefer to come to a parent teacher conference separately from the child's other parent, we may be able to accommodate this. Please contact the classroom teacher and/or office.

Event of a Dispute: Where parents or those with parental responsibility disagree on issues related to education or student discipline, we will listen to all views then make a decision based on what we assess to be the best interests of the child and the school, in compliance with the provided court orders. The decision will be communicated to the parents in a timely manner.

Safeguarding the Children: We put the safety of children above all else. We are aware that where there is conflict in separated families, false accusations can sometimes be made, which in itself can damage children. The school will not tolerate uncooperative parental attitudes and may reserve the right to request the parent refrain from entering the premises or request the child's withdrawal from ASA if the school is negatively impacted by parental behavior.

In order to meet the needs of our Agia Sophia Academy families, we will offer before and after school care to our students on an as needed basis. The staff of Agia Sophia Academy will operate the program. Please contact the principal for a copy of the Before and After School Care program handbook for more information.

After School Care: Operates from 3:05pm to 5pm Monday, Tuesday, Thursday, and Friday and 2:05pm to 5pm on Wednesday based on teacher and space availability.

- \$30 per day, per child, with a 10% discount if paid upfront on the first of the month.
- \$35 per day, per child for drop in after school care. Drop in notification needs to be by 8:30am that day and is subject to teacher and space availability. Parent/Guardian will sign log to be billed the next school day.

Before School Care: Operates from 7:50am to start of school (8:10am).

- \$10 per day, per child, with a 10% discount if paid upfront on the first of the month.
- \$15 per day, per child for drop in (day of care). Drop in notification needs to be by 7:30am on school voicemail. Parent/Guardian will sign log to be billed by the end of the day.