



2017-2018
Greek School
Policy Handbook



**WELCOME TO GREEK SCHOOL
ACADEMIC YEAR 2017 - 2018**

Dear Parents,

Welcome to Holy Trinity Greek School! We look forward to an exciting new year of growth and learning. This Policy Handbook will assist you in understanding our School policies and rules.

Our teachers are dedicated to the students and continuously strive to develop new curriculum and best practices for teaching them. Your cooperation and support in reinforcing what the students learn in the classroom throughout the year is crucial. It is imperative that the lessons be practiced at home with a parent, grandparent, aunt, uncle, or anyone who is able, and whenever possible. We all need to be a partner in your child(ren)'s education by establishing a supportive and collaborative environment for learning. This collaborative approach will best lead to the students' success in learning, improving, and retaining their skills.

If you have any suggestions or feedback, we welcome your input, and are happy to answer any questions. Please feel free to contact me any time at greekschool@holytrinityindy.org.

Thank you for entrusting us with your child(ren)'s Greek School education.
We look forward to another fun and exciting year of Greek School!

My best,

Anna Kantzavelos

Holy Trinity Greek School Director



HOLY TRINITY GREEK ORTHODOX CHURCH POLICY HANDBOOK 2017-2018

Classes

All classes are held on Thursday evenings from 5:00-7:00 pm with *the exception of Pre-K class that is held from 5:30-6:30 pm*. Thirty (30) minutes of each class will be dedicated to practice for special programs as needed.

Pre-K Requirements

Children may enter our Pre-K class if they are both potty-trained and have reached their third (3rd) birthday by September 1 of that school year. Please remember that all children are at different stages and abilities. Being able to focus for at least 15-20 minutes at a time is important.

Tuition

Tuition must be paid in full by October 31. Payment plans and financial-need scholarships are available. For more information, please contact Director Anna Kantzavelos or the Parish Office. Prorated refunds are possible through September 29, 2011. There are no refunds on or after September 30, 2017. This is due to the need of finalizing the budget, providing materials for the students, and planning for the year.

Communication

Our primary means of communication are email and text. Parents are responsible for keeping their contact information current with the Greek School.

Arrival and Dismissal Policy

Children should be punctual for class. Arriving five (5) minutes early will enable classes to start on time. Please supervise your children as they enter and leave the building. Parents should be on time to pick up their children at the end of each class.

All students attending Pre-K and Level 1 classes must be signed in and signed out by a person listed on the registration form when bringing and picking up a Pre-K and/or Level 1 student. If another person must drop off or pick up the student, please contact the Director, either by text or email, with that person's name, phone number, and relationship to the child,

Students are to be picked up at the end of class by their parent(s) or other designated person(s). If the parent(s) or designated person(s) is/are repeatedly tardy in picking up the student, then this can result in dismissal of the student from the class for the remainder of the academic year.

Absences

Please notify your child's teacher if your child will be absent from class.

Health

In case of illness, students should not attend Greek School unless they have been fever-free for 24 hours. If your child should become ill at Greek School, we will contact you immediately.

Student Behavior

Behavior by the students is to be respectful and appropriate. The following provides specific rules that will result in disciplinary actions, if students do not adhere to these rules. Teachers will review these rules with the students.

Rules

1. Students will respect all adults and students in the school setting. This includes, but is not limited to, teachers, instructional assistants, parents, special visitors, and other students.
2. Students will walk, not run, in the school building.
3. Students will be on time for class.
4. Students are not allowed in unsupervised areas before, during, or after school.
5. Students are to engage in no activity that disrupts classroom instruction or purpose of the program.

Discipline

It is expected that students will come to class prepared and with a positive attitude. However, if the need arises, we will follow the five-step disciplinary plan:

1. The teacher will send a note or e-mail to the parent detailing the behavioral issue.
2. If subsequent misbehavior occurs, the teacher will call the parent (s).
3. If the misbehavior continues, then a meeting with the teacher, parent (s), and Director will occur.
4. If the misbehavior continues, then a meeting with the teacher, parent (s), Director, and Father Bill Bartz occur.
5. If the behavior continues or escalates, then the student will be dismissed from the program for the remainder of the academic year.

Weather Emergency

Every attempt will be made to notify you in a timely manner if Greek School is closed due to weather. Email and/or texts will be our first form of communication and *we ask that you reply*. If there is no response, our final attempt will be a phone call.

Additionally, if the Parish Office closes for the day, Greek school will also be cancelled. Closing information will also be posted on the Church website. Checking local television stations about closings is also another reliable source.

Greek School Programs

Participation on Greek School Programs is mandatory and part of the curriculum.

Graduation

All students are encouraged to continue with their Greek studies as long as they are able. Students who complete Greek School through 6th grade will be able to take a final exam that is sponsored by the University of Thessaloniki and the Greek Ministry of Education that may earn them college credits, plus earn a certificate of graduation.

Please sign and return this form, acknowledging receipt of this Handbook and the information in this Handbook. Parents are encouraged to review this Handbook with their children.

Please sign and return to the Greek School Director.

I, _____, have read and agree to the Greek School policies and rules.
Parent/Legal Guardian Printed Name

Parent/ Legal Guardian Signature

Date