

# Hellenic American Academy

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## Mission Statement

The Hellenic American Academy's mission is to provide a safe, nurturing and family oriented environment that

- Challenges students to achieve to their highest level of performance
- Stimulates intellectual curiosity and
- Develops personal growth and responsibility

## Vision Statement

The Hellenic American Academy's vision is to provide a quality education where students achieve their maximum potential.

## Values Statement

The Hellenic American Academy follows the Orthodox Christian Faith, practices philanthropy, respects human beings, utilizes God given gifts, and embraces the richness of the Greek language and Hellenic culture.

## Accreditation

The Hellenic American Academy is accredited by the New England Association of Schools and Colleges, June, 2013

## Admissions Policies

The enrollment range for this school is 150– 175. The aim of HAA is 25 students per class. The Board will adhere to the admissions criteria set out below. Within each of the defined categories, preference will be given to children of statutory school age.

The Academy will admit children in each school year up to, but not exceeding the school's standard number. If the number of requests exceeds the number of places available, the following criteria apply in order.

- Children who have brothers or sisters attending the school
- If one parent was an alumni
- Lottery

Parents of children who are unsuccessful in gaining a place will be informed in writing on the date lay down by the Academy and will be told of their right to appeal. Parents who are considering sending their child to this school may visit by making an appointment to see the principal.

## Policy on entrance age:

1. Children who will be five years of age by August 31<sup>st</sup> of the year during which they wish to enroll will be eligible to enter kindergarten at the start of the school year in late August or September. Readiness of the child could be a determining factor.
2. Initial admission of children by grade will involve a consideration of both chronological age and the readiness of children to do the work.

## Services

**Title I Remedial Services** for our students is available at the Hellenic American Academy. This service is provided by the Lowell Public Schools Title I Federally Funded Program.

## Pre-Referral Services

Any child that is attending the Hellenic American Academy and is experiencing any difficulties will be provided with a pre-referral assessment.

The assessment will consist of the following:

- Observations in the child's classroom
- Identification of the child's learning style
- Portfolios of the students work
- Consultation with the student, family members, and if necessary other professionals.

Completion of the pre-referral assessments:

- Child's curriculum may be modified for him/her
- Additional support may be offered
- Additional assessments may be requested
- After school remedial programs can be arranged through the Principal

**Special Education Services** - Hellenic American Academy is not able to offer services to students with severe behavioral or physical needs. The HAA does not have the appropriate materials, staff, and funding to support full inclusion of special needs students.

### **School Attendance**

Regular school attendance is a very important aspect of a child's education.

1. It is important that parents make every effort to ensure that their children are in school every day and that they are punctual.
2. If your child is absent, please call the school office in the morning between 7:30 am – 8:00 am at (978) 453-5422. If the school does not receive a phone call the student is marked truant.
3. State law requires that a written note of explanation for the absence be submitted to the homeroom teacher on the date the student returns to school. If a student is absent due to illness for 3 or more days or has a medical emergency, a physician's note should be provided. Upon return to school, the student must present a note to the homeroom teacher. Make-up work for all absenteeism due to illness is expected.
4. Whenever possible appointments with doctors, dentists, etc. are to be made outside school hours. If the appointment must be scheduled during the school day, the student should be in school before or after the appointment whenever possible.
5. Chapter 76 Section 1 of the Massachusetts State Law states that a student should not be absent for more than 7 days in a six-month period. A total of 10 absences are then allowed for the school year. Absences include personal emergencies, sick days, doctors' appointments, and unexcused absences. After 3 days of a consecutive absence, a doctor's note is required.

### **Drop Off/Pick Up**

Pick up and Drop off will be done safely. In order to ensure your child's safety it is **imperative** that you follow the rules of Pick Up and Drop Off.

1. Dismissal is at 2:30pm.
2. Parents or anyone designated to pick up Pre-K and/or Kindergarten should proceed by the front of the school and right on to Dummer Street. Parking is available on Dummer Street and in Demoulas Park. If a Pre-K or Kindergarten student has an older sibling they will go to the Cultural Center also.

The pick-up and drop off for the rest of the students will be in front of the Cultural Center hallway on Broadway Street. Parents should drive up Worthen Street, turn right onto Broadway and pull up to the Cultural Center. A teacher will be waiting to greet or dismiss your child. This policy is to provide the safest method of drop off and pick up for the children.

The drop off and pick up policies are for the safety of your children. **Parents should not get out of their cars in the morning or the afternoon because this causes traffic jams. Compliance with this policy assures the safety of everyone.**

### **Early Dismissal**

1. No student may leave the school premises during the day without written permission or phone contact with a parent/guardian in advance.
2. Parents will be notified if their child has become ill. We must have a written note from the parent/guardian before we allow a student to be dismissed to a designated family member or friend.
3. Any dismissal before 11:30 a.m. is an automatic absence unless the child returns to school.

### **Tardiness**

1. Students must be present in the cultural center at 7:50am for Morning Prayer. If they enter the cultural center/school afterwards, they are considered tardy. They must report to the office for a tardy slip before they will be allowed into class.
2. Students are allowed 2 tardy slips in a marking period. After the second tardy slip a written warning will be given to the student and a letter sent to the parent/guardian. After receiving the 3<sup>rd</sup> tardy slip the student will be given detention. Parents will be notified of the detention date at least one day in advance. Detention for tardiness is 30 minutes.
3. Excessive tardiness will be reported to the Principal and proper authorities as required by law.
4. Students who enter school after 11:00 a.m. will be marked absent.
5. If a student is dismissed before 1:00 p.m. it will be marked as a dismissal.

### **Safety of Students/Staff**

Safety of students and school personnel are a top priority at the Hellenic American Academy. To ensure the safety of our students and school personnel, the following measures are in place at HAA:

- All doors are locked and the back gate is closed. Entry must be made through the front door by ringing the bell.
- All parents and other visitors must check in at the main office. No one is allowed to roam the school during school hours.
- No student is dismissed to any person other than his/her parent or guardian without special parental permission. A custody file is kept on children so identified.
- During arrival/dismissal times and recess periods, students are monitored carefully by the staff.

### **Vacations**

The Hellenic American Academy does not encourage parents to make plans for extended vacations other than those times scheduled in the school calendar. Parents/students assume responsibility for the academic time lost.

### **Change of Address/Phone Numbers**

Information on each student is maintained in an emergency binder in the main office. It is imperative that this information be kept current. If at any time during the school year, home and/or work numbers change, and/or addresses change, please notify the main office immediately.

### **School Cancellations**

Hellenic American Academy makes the judgment on school cancellations. Announcements will be made on Boston's channels 7. Telephone call will be made.

### **School Visitations**

Parents and all visitors must enter the school by the front door on Broadway St. All visitors must sign in at the office and receive a Visitor's pass. When leaving, the pass must be returned to the school office. Parents may not go to a classroom without permission.

### **Parent Orientation**

In the fall parents will be invited to a classroom Open House. The purpose of this is to have teachers meet with parents to share curriculum information and discuss their particular classroom goals and visions for the school year.

All program and curricula are carefully researched and agreed upon by the Academy Administration, Principal, and teachers. The advice of field experts is part of the process of choosing the curricula. The Hellenic American Academy prides itself on following state mandated guidelines and offices of education throughout the United States in making their final choices for programs and subjects within the curriculum.

## **HEALTH & WELFARE**

### **School Health Program**

Throughout the school year, screenings are performed and requests are made for various times of information. A copy of a recent physical examination and an updated immunization report is requested. Screenings may include vision, hearing, and scoliosis. BMI

### **Injury Policy/Prevention**

Hellenic American Academy is dedicated to providing a safe and healthy environment for the school community.

1. In transitioning from class to class proper behavior is expected of all students. Running or horseplay is not allowed in the hallways or classrooms of the buildings.
2. Students may be asked to suspend certain game playing at recess due to the possibility of injury.
3. All injuries will be sent to the school nurse for evaluation.
4. Basic First Aid Training will be provided to selected staff.
5. All injuries will be reported to parents on a written injury report.

### **Medication Policy**

1. The school nurse, when available, shall be the supervisor of both prescription and non-prescription medication administration.
2. Medication both of a prescription and non-prescription nature will be administered to a student only by the school nurse. In the absence of the nurse, a parent/guardian only may administer any necessary medication.
3. No self-administration of medication with the exceptions of inhalers and Epipens as directed by a physician and with the approval of the school nurse will be permitted.
4. Written instructions of proper medication order from a licensed prescriber which is renewed as necessary and including the beginning of each academic year. In accordance with standard medical practice a medication order from a licensed prescriber shall contain:
  - Student's name
  - Name & signature of licensed prescriber and business telephone numbers
  - Name, route and dosage of medication
  - Frequency and time of medication administration
  - Date of order and expiration of order
  - A diagnosis and any other medical condition(s) requiring medication, if not in violation of confidentiality or if not contrary to the request of a parent, guardian or student to keep confidential
  - Specific directions for administration
1. The school nurse shall ensure there is written authorization by the parent or guardian which contains:
2. Parent or guardian's printed name and signature and a home and emergency phone number

3. List of medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented.
4. Persons to be identified in case of a medication emergency in addition to the parent, or guardian and licensed prescriber.
5. All medications must be delivered to the Hellenic American Academy in original pharmacy/manufacture labeled containers. Expiration dates must be checked by parent/guardian.
6. Parent/guardian may retrieve medication from school at any time.
7. No more than a 30-day supply of medication will be stored at the Hellenic American Academy.
8. All outdated/expired medication shall be returned to parent/guardian or discarded by school.
9. Record of medication administered shall be kept by school nurse and available to school secretary in the event of the nurse's absence.
10. Inhalers: Massachusetts state law requires that inhalers will not be med delegated in the absence of the school nurse, only a parent/guardian of that child may administer the inhaler, unless the school nurse and parent/guardian of that child deem self-administration appropriate.

#### **Life Threatening Allergies**

1. Staff shall be trained on allergens that cause life threatening allergies such as foods, medications, latex, or stinging insects.
2. A "NO FOOD TRADING" and "NO UTENSIL SHARING" policy will be in effect.
3. If a parent chooses to bring in food for a class activity, it must be approved by the school nurse and/or administration.
4. If necessary, a life threatening allergen free table will be provided in the cafeteria and monitored by the principal or his/her designee.
5. Primary care provider/allergist will prepare an individual Health Plan for any student with a life-threatening allergy. Epipens will be provided to the school.
6. In the event of an emergency staff members have been trained to administer Epipens.

#### **Child Protection Policy**

The Hellenic American Academy recognizes that the classroom teacher is the first stage in the pastoral care of the child in the school. Teachers are well placed to observe outward signs of abuse, changes in behavior or failure to develop or thrive.

#### **HOMEWORK POLICY**

Homework is assigned on a regular basis at the Hellenic American Academy. The primary objective of homework assignments is to help students develop independent work-study habits.

- Grade level teachers will discuss specific homework policies with parents at Open House.
- No homework will be assigned during school vacations or religious holidays.
- Homework, long term assignments and projects will not be posted on the current school website.

Please keep in mind all children progress at varying rates. If your child is visibly and consistently confused and/or upset, please use this as an opportunity to contact his/her teacher as soon as possible. Do not wait until the end of a quarter; contact his/her teacher immediately. This can be simply done by a note to the teacher. All children should experience success in their homework.

All parents/guardians have a responsibility to check their child's homework assignments and to see that everything has been completed.

**Teacher-Student Tutoring** Each classroom teacher will be available one day a week, on a day to be specified, for curriculum help. Curriculum help will also be available to students during the regular school day.

The frequency and length of tasks will vary according to the age, needs, and grade of the child.

The total amount of time for all subjects combined per night is as follows:

Grade K	varies with skills learned
Grade 1	20-30 minutes
Grade 2 & 3	30-45 minutes
Grades 4-6	45-90 minutes

#### **HONOR ROLL**

- **English and Greek Studies**
- **\*High Honors: A- and above.**
- **\*Honors: B-and above**

- **\*Effort: No failing grades**
- **\*Conduct and effort must never be unsatisfactory**

Report cards will be issued 3 times a year in grades 1-6 and must be signed and returned by a parent with exception of the final report. Should parents want more information they will make an appointment with the teacher.

Progress reports in grades in grades 1-6 will be issued 3 times a year at the mid-point of each marking period.

Student assessments will be completed on each child in Pre-K and K at a minimum of twice a year.

#### **Grading Rubric**

A+	97-100	A	93-96	A-	90-92
B+	87-90	B	83-86	B-	80-82
C+	77-80	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
F	0-59				

#### **Record Keeping**

The school shall keep the following records:

- Pupil Education Records
- Pupil Admission Documents & Personal Information
- Emergency/Health Records
- Personnel Records
- Financial Records

#### **Pupil Education Records**

##### **Disclosure of Records**

The school shall keep and update curricular records on pupils, covering their academic achievements, other skills and abilities and progress in school. Other material, although not mandatory may also be recorded. The curricular record, together with this additional material will comprise a pupil's educational record. Confidential reports (e.g. from Social Services, Psychological Reports etc.) must be kept separately from the above general information. The school shall provide an opportunity for the correction of inaccurate educational and personal records.

##### **Pupil Admission Documents**

The school shall keep required admission records. These shall be kept up-to-date and amended as and when pupils join or leave the school, providing that the keeping of such information does not violate any law or statute in operation at the time.

##### **Personnel Records**

The school shall maintain records of personnel relating to their qualifications, experience, length of service, salary levels. A copy of appraisal statements will be kept securely in the office.

##### **Retention**

Students who do not fulfill the academic requirements of a given grade level will be retained. Future enrollment will be determined by the principal. Any parent who does not agree with the retention must sign a release of responsibility form. A student may also be retained if there is a high rate of absenteeism which may affect academic learning .

##### **Financial Records**

Records of the school's financial controls and budget shall be kept in accordance with the current Church Parish Council and shall be made available for inspection by the proper authorities under those statutes and regulations.

##### **Pupil records**

- Entry forms (Registration, Health, and Prior Academic Records) are completed by parent before placement to the school is offered.
- Progress Reports and Report Cards will be issued in grades 1 and up three times a year. Pre K and K students will be given periodic evaluations to be kept in the child's cumulative folder. Individual children's records are confidential and access is only available to parents who make a request to the Principal.
- All Academic Records are kept in the Principal's Office.
- Summative record cards are used for recording attainment at the end of the year. They are kept in the pupil's files that are located in the Principal's Office.
- Standardized test results are kept in the child's cumulative folder.
- Medical records are confidential and kept in the Nurse's office.

- Class teacher records are confidential to the class teacher and only used to guide planning. They inform the teacher about the appropriateness of the work presented to the whole class, group, or individual.

### **Transfer of records**

Records are only forwarded to the new school following a request in writing to the Principal of the school and as long as tuition has been paid in full prior to release of these records. It is insufficient for a parent to advise us of the new school.

Records to be forwarded are:

- Copies of report cards
- Copy of cumulative folder
- any special needs information

### **Assessment and Recording Policy**

At the Hellenic American Academy, we believe that assessment and recording are a crucial and integral part of the teaching and learning process. In accordance with the planning policy, learning objectives will be clearly identified in the short-term plans and the assessment criteria matched to these.

#### **Aims - Through our assessment and recording policy we aim to:**

- Recognize and celebrate all pupils' achievements within and beyond the Massachusetts Curriculum Frameworks and Common Core Curriculum. subjects
- provide an evaluation of what has been taught and learned, identifying pupils' strengths and weaknesses
- ensure continuity and progression
- ensure that there is differentiation in our planning and teaching
- identify pupils with special educational needs
- provide pupils with the opportunity to review their work, to self-assess and to set future targets
- Keep a pupil profile, which is meaningful, useful, consistent, and manageable. It should be a working profile for which the children feel a sense of ownership
- Raise the expectations of pupils, teachers, and parents in an effort to achieve the highest possible standards for each child.

### **Retention**

1. The recommendation to retain a student will be made by the Principal, teacher, and parents after a discussion of the student's progress during the year.
2. The parents will be required to sign a form stating their intention to retain or promote the student.
3. The Retention/Promotion form will be placed in the student's Permanent Record.

### **Behavior Policies**

Students are responsible for exercising good behavior to ensure the safety and well-being of themselves and others. Student behavior will be dealt with appropriately by our staff. Should conduct/discipline problems arise, parents may be contacted.

#### **The following guidelines will help make our school a more pleasant place for everyone:**

1. Arrive to school on time.
2. Be courteous and respectful towards adults and other students.
3. Exhibit proper behavior going to and from school.
4. Students will not run in school while in the school building except in the Cultural Center during their physical education period.
5. Walk quietly and in an orderly manner when passing in the corridors in order not to disrupt others.
6. Ask or seek the assistance of a teacher or the principal, the teacher's aide or other adult when experiencing problems with other student(s). Fighting, pushing, rough playing, tackling, kicking, shoving, or other acts of intimidation including verbal abuse, will not be allowed.
7. Students will give a courteous and respectful response to any direction or request from an adult in the school.
8. Act properly when eating in the school cafeteria. Talking during lunch is allowed but only in a low tone. No shouting, yelling, or loud voices are permitted.
9. Never bring unsafe objects to school, such as matches or knives.
10. Help keep the building clean, not deface, or destroy school property. Make an effort not to mess the restrooms.
11. Take care of the books and materials assigned.

### **Anti- Bullying Policy**

**Definition of Bullying** - "Harassment, intimidation or bullying" is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that;

- Physically or emotionally harms a student or damages the student's property; or damage to the school's property

- Places the student in reasonable fear of harm to him/herself or of damage to his/her property
- Creates a hostile environment at school for the targeted student
- Infringes on the rights of the targeted student at school
- Has the effect of substantially and materially interfering with a student's education
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school

Cyber-bullying is the bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and internet. It includes, but is not limited to, e-mail, instant message, text messages, and internet postings, whether on a web page, in a blog, or otherwise. Cyber bullying can also include:

- The creation of a web page or blog in which the creator assumes the identity of another person or creates questionable material regarding another
- The knowing impersonation of another person as the author of posted content or messages; or
- The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons. (i.e. Facebook, You Tube, Twitter)
- Spreading hurtful rumors online about another
- Messages to embarrass or intimidate a person (includes texting or email)
- Threatening or insulting emails, text messages
- Posting or threatening to post embarrassing pictures online without his/her permission

### **Disciplinary Measures**

#### **After School Detention**

Detention will be held on the day after the violation. Student(s) are required to stay after school for a determined period of time. This is a quiet time in which no homework assignments may be completed. Notices will be sent home for parents to make arrangements for their children's transportation.

Detention will be given for the following reasons:

- Disobedience
- Disrespect
- Foul language
- Bullying (First Offense)
- Classroom/Lunch/Recess misbehavior
- Improper Uniform
- Physical fighting (No injuries) (First Offense)

#### **Guidelines for Student Internet Use**

The Hellenic American Academy offers Internet access to our students. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of the Hellenic American Academy Internet access must be in support of and consistent with these educational objectives. All students who use the Internet access are expected to read these guidelines and/or to take part in a discussion of the guidelines with a teacher. Adherence to the guidelines is a condition for a student's privilege of Internet access.

**Electronic media** includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web based applications.

#### **Students' Individual Responsibilities**

1. Students will use the Internet and/or any other electronic devices only with permission from the teacher.
2. When students are using the Internet, they cannot give out any personal information, such as names, addresses, telephone numbers, etc.
3. Students will notify a teacher immediately if they see any information that makes them feel uncomfortable.
4. Students must stay in approved, appropriate areas of the Internet. (Note that controls have been set up in the computer classroom so that students are not able to visit inappropriate Websites.)
5. Failure to follow the Classroom Internet Safety Policy will result in Internet privileges being revoked.
6. Internet access is a privilege, not a right. A teacher may cancel a student's privilege if abuse is reported.

**All students, along with their parents are asked to read, discuss and sign the schools "Acceptable Use Internet Policy" to indicate full cooperation.**

## **Plagiarism**

“Plagiarism” means the taking of material created by others and presenting it as if it were one’s own. The Hellenic American Academy policy on Plagiarism/cheating (the Honor Code), which is included in the Hellenic American Academy Parent Handbook, is applicable to the student’s use of the Internet.

## **Disclaimer of Liability**

The Hellenic American Academy disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student’s Internet use, and for any other consequences of a student’s threatening, harassing, or otherwise inappropriate.

## **Use of Electronic Equipment (Personal)**

Unauthorized use of electronic equipment such as radios, iPods, CD players, cameras, cell phones and other handheld electronic devices is strictly prohibited. Unauthorized use of these devices interrupts the educational process. Devices used in an unauthorized manner shall be removed from the student and retrieved by the parent or guardian.

Instructors on a case-by-case basis may authorize student use of electronic equipment for medical, educational, or curriculum related purposes. Students shall have written authorization from their instructor when electronic equipment is utilized outside the standard instructional area.

## **School Phones**

1. Phones within the school are for school business. No student will be allowed to use the phone. In the event of an emergency the call will be made by the school secretary, nurse, teacher, or Principal.
2. Cell phones **ARE** permitted in the school with the following guidelines; they must be turned off, stored in the student’s backpack and use of the cell phone must be granted by a faculty member or disciplinary action will follow.
3. **No** electronic games or devices are allowed in school. They will be confiscated and parents will need to come in to get the device back.

## **Out-of-School Suspension**

The student’s parents or guardians will be called to pick up their child for the remainder of the day. The student will be kept at home for a designated period of time. The length of time for out-of-school suspension will depend on the severity of the offense and will be determined by the principal and the witness teacher. The student will not get credit for missed work but will be required to complete in-school and homework assignments. Out-of-school suspension will be placed into the student’s record file.

Out-of-school suspension will be given for the following reasons:

- Physical fighting
- Threats to a teacher or a student
- Sexual harassment (physical)
- Vandalism
- Smoking
- 3<sup>rd</sup> offense of Bullying/Hazing

## **In-School Suspension**

Students are required to come to school but will not participate in the school lessons or activities. In case of a field trip day, the student will be required to stay at school. A parent conference will precede or follow the in-school suspension. If a student misses a test while on suspension, s/he is not allowed to make up the test. **(Test grade will be a zero.)**

In-school suspension will be given for the following reasons:

- Blatant disobedience or disrespect
- Sexual harassment (verbal)
- Physical fighting (minor injuries)
- 2<sup>nd</sup> offense bullying/harassment of other students/adult

## **Appointments**

Every effort should be made to make all dental and medical appointments after school hours. When this is not possible, and the student must be released, a note or telephone call from the parent or guardian is required. No child will be dismissed without a note or a telephone call from the parent to the school. When a child is to be released early, the Parent or guardian must come to the school office to pick up the child. Parents are not to go directly to the classroom.

1. If not classroom related, discussion with appropriate party that is, teacher, principal via written letter, phone call, or appointment.
2. Should results be unsatisfactory, the next step is a formal written request to the principal for a meeting with the principal. The written request must state the issues of concern.



3. If there are any doubts about where to direct the complaint a letter should be written to the Principal, who will then make the necessary arrangements or advise what steps to take. Complaints about the actions of individual teachers should, in the first instance, be taken up with the Principal.

We trust that your children are happy at this school however, over a period of time an odd problem may arise. The following procedures dealing with complaints of any kind must be followed:

1. The matter should be broached with the classroom teacher.
2. If a satisfactory conclusion is not achieved then an appointment should be made with the Principal through the school office.

Should the parent feel further dialogue is necessary the parent shall write a letter to the Director/Head of School detailing the issue of concern.

Any threat made by a student or parent toward the school, a staff member, and/or fellow students will be reported to the proper authorities for further investigation.

### **Dress Code**

The Hellenic American Academy takes pride in our students' appearance. We feel our dress code reflects the quality of the Academy and the manner which the student's conduct themselves and their schoolwork. Complete uniforms are to be worn to and from Kindergarten through Grade 8. **All uniforms (including gym) must be purchased from J.B. Edwards Uniform Company.**

**The student's uniform is as follows:**

#### **Boys/Girls, Pre-K**

- Navy blue sweatpants or navy blue shorts depending on weather conditions.
- Blue polo shirt with the school log.

#### **Girls**

- Navy skort
- A blue polo shirt with school logo will be worn with the navy skort (Blouses are not to be worn with skorts).
- Navy blue tie crossover with pearl clasp for formal occasion.
- Navy blue tights or socks – **not white.**
- Solid navy blue cardigan sweater or vest.
- Optional: Winter uniform for the girls consists of navy blue slacks in replace of the skort (any pants with outside rivets, pockets, etc. are not part of the official uniform). The winter uniform (pants) may be worn from November 1<sup>st</sup> through March 31<sup>st</sup>. This could be subject to change due to weather conditions.

#### **Boys**

- Navy blue dress pants / navy blue dress shorts (warm weather); any pants with outside rivets, pockets, etc. are not part of the official uniform.
- White button down oxford dress shirt (no logos) (short or long sleeve) and navy blue tie with school emblem for formal occasions.
- Blue polo shirt with school logo.
- Navy blue socks – **not white.**
- Solid navy blue sweater or vest.
- A belt must be worn at all times.

#### **Girls, middle school**

- Khaki Pants/ Khaki shorts or Khaki Skort (warm weather); any pants with outside rivets, pockets, etc. are not part of the official uniform.
- White knit shirt (long or short sleeve) with school logo.
- Opaque or cable knee socks (navy) or opaque/cotton ribbed tights (navy).
- Formal attire for church and school functions includes; navy kilt or khaki skort, navy blazer, white oxford cloth blouse and striped pearl clasp tie.

#### **Boys, middle school**

- Khaki dress pants/ khaki dress shorts (warm weather); any pants with outside rivets, pockets, etc. are not part of the official uniform.
- White knit polo shirt (long or short sleeve) embroidered with the name of the Academy and Cross.
- Navy blue socks.
- A belt must be worn at all times.

- Formal attire for Church and school functions includes: khaki dress pants, white button down oxford dress shirt, approved striped tie embroidered with school logo and approved uniform navy blazer.

#### **Gym Uniform (Boys and Girls)**

- Navy blue sweatpants.
- Sky blue T-shirt with the Academy name.
- Navy blue sweatshirt with the Academy logo and name.
- Please label sweatshirts on the inside to reduce Lost and Found articles.

#### **Gym Uniform (Boys and Girls), middle school**

- Navy blue mesh shorts with the Academy name.
- Sky blue T-shirt with the Academy name.
- Navy blue workout suit (navy blue pants and navy blue zippered jacket) with Academy name.

#### **Dress Code Uniform Policy**

**Church Attire:** Formal uniforms are to be worn for attendance at liturgy.

**Shoes:** Safety dictates that shoes must be **flat**, rubber soled shoes, standard lace-tied or closed with buckles or Velcro. Elevated shoes (heels no higher than 1 ½", wedge, or platform), sandals or flip flops pose a safety hazard and are not permissible.

School uniforms must be purchased from:

***J. B. Edwards Uniforms***

***39 Cummings Park, Woburn, MA***

***Phone: 781-376-2071 Toll Free: 800-654-5148 Fax: 781-376-2081 Email: [Woburn@jbedwarduniforms.com](mailto:Woburn@jbedwarduniforms.com)***

**Students are required to be properly dressed at all times.**

#### **Tag Days**

Occasionally during the school year students will be allowed to wear their regular clothes. "Tag days" are a privilege and may be granted at specific times during the year. Tops may be sleeveless or sleeved but **no** spaghetti straps, halters, strapless, or bare-midribs. Classic style trousers, including jeans, are permitted, but may not fall below the waist. Cut-offs are not permitted. Skirts, skorts, and shorts must be an appropriate length – they must **not be** higher than uniform style shorts and dresses. **No** clothing will be allowed that is mid-thigh or higher.

#### **Field Trips: Off-Site Activities Policy**

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. Field trips therefore, become an integral part of the curriculum and are as essential to the instructional process as textbooks, equipment, and other instructional devices and teaching/learning strategies. They allow students to learn what might not be learned within the classroom. As it is widely acknowledged that not all children learn in the same way, field trips allow students an opportunity to expand their intelligence in ways different from those typically available inside the classroom.

While most field trips are directly related to specific, academic curricula, they also may address the need for intra and inter personal growth in children, and thus may be designed to promote social and emotional development and to provide for the development of the "whole" child. Participation in field trips and excursions is a privilege.

Where the activity involves a period of more than 24 hours, an overnight stay, or a journey by sea or air, an approval will be needed by the Principal and those in direct authority. Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarize themselves and make a proper assessment of its suitability, bearing in mind the age of the children, the size of the group, the time of year (and probable weather conditions) and the suitability of the facilities. The costs of such a visit may be reclaimed and should be included in the overall cost of the activity.

Any parent wishing to volunteer for a school field trip must have a completed CORI check on file at least one month prior and must contact the classroom teacher. It is ultimately the classroom teacher's decision on who will chaperone the field trips.

All adults accompanying a party must be made aware, by the party leader, of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the home telephone number of a designated emergency contact should be provided.

The parents of children taking part in an off-site activity should be provided with appropriate information about the activity. **No child is allowed to attend these field trips without written permission. No permission over the telephone will be accepted.**

An activity should normally have sufficient adults taking part to provide a minimum ratio of one adult to ten children with a minimum of two adults. This is a minimum requirement and should not automatically be taken as providing appropriate supervision. Preschool through first grade may require additional supervision at the Principals discretion. **Teachers are the only ones responsible for making decisions or imposing discipline.**

Parents take pictures and video of students all the time – for yearbooks, athletic events, cultural events, in class, at artistic performances, etc. Often we want to post those pictures to the internet (Facebook, You Tube, etc.), thus making those photos potentially available to a global audience. Obviously, the issues surrounding photographs of students on the Web are numerous and complex. The challenge for us is to balance the desires to publicize the great things that are happening at our school with the responsibilities to protect children and satisfy parental concerns about student privacy and safety.

We request that parents exhibit sensitivity towards the privacy and safety of our children particularly since most of the subjects of the photos and videos are minors.

We DO NOT discourage picture taking or video at any of our events. However, to respect the rights of families, parents must get permission from each parent/guardian to use photographs or video that includes children other than their own.

### **Policy for Photographing Students**

#### **School Responsibility**

Occasionally, we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our school. We may also make video or webcam recordings for conferences, monitoring or other educational use.

Our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers.

To comply with the Data Protection Act of 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

#### **Fire Drills**

Several times each school year, practice fire drills are conducted. These are held to familiarize students with the locations of the nearest exits and the procedure for evacuating the building, should there ever be an emergency. Students will proceed quietly and quickly without rushing, pushing, or lagging behind. The fire drill exit routes are clearly marked in each area of the building. Additional crisis drills are conducted periodically during the school year.

**The administration reserves the right to "amend" this handbook in accordance with the law and the safety and welfare of Hellenic American Academy.**

**Signature Page:**

**Hellenic American Academy  
Student Handbook**



**Hellenic American Academy**  
COMMITTED TO A PATH OF EXCELLENCE

[www.HellenicAmericanAcademy.com](http://www.HellenicAmericanAcademy.com)

*Achieving Academic Excellence Since 1906*

**Acknowledgement and Understanding of Student Handbook**

The Hellenic American Academy Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this form to the school. Students are to return this signed document to their teacher/homeroom teacher.

\_\_\_\_\_  
Parent /Guardian Name (Printed)

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
\*Parent/Guardian Signature                      Date

\_\_\_\_\_  
\*Student Signature                              Date

**\*Signatures represent receipt of the Student Handbook and Parent/Student awareness of school policies and procedures for the current school year. Failure to sign and return this document is an automatic default and acceptance/acknowledgment of all policies becomes implicit.**

Please print this page from our Website at:

***[www.hellenicaa.org](http://www.hellenicaa.org)***