PARENT HANDBOOK

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.

Admissions Policies K-5

The enrollment range for this school is 150– 175. The aim of HAA is 25 students per class.

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 programs and curriculum 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.

Policy on entrance age:

1. Children who will be 5 years of age by August 31st 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. Children who will be 4 years of age by August 31st of the year during which they wish to enroll will be eligible to enter PreK4 at the start of the school year in September.
3. Children who will be 3 years of age by August 31st of the year during which they wish to enroll will be eligible to enter PreK3 at the start of the school year in September.
4. Initial admission of children by grade will involve a consideration of both chronological age and the readiness of children to do the work.

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.

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.
- 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.

Methods of assessment

- Annual testing (Iowa)
- End-of-Unit Tests
- Focused assessment activities
- Questioning/listening/observation
- Consideration of finished work/marking
- Class tests and quizzes
- Diagnostic assessments (as needed)
- Final exam

Curriculum

The Hellenic American Academy curriculum is in accordance with the Massachusetts Curriculum Frameworks/Common Core standards as presented by the DESE (Department of elementary and secondary education). Curriculum information is available on their website at: www.doe.mass.edu. Hellenic American Academy also incorporates the teaching of the Greek language on a developmentally appropriate level

Progress Reports - Progress Reports will be issued 3 times a year at mid-point of the marking period.

Report Cards - Report cards will be issued 3 times a year for grades 1-6. Periodic evaluations for Pre-K and K students will also be issued. Specific dates and forms will be made available to parents.

Teacher/Parent Conference - Following the first marking period in December, formal parent-teacher conferences will be held at a scheduled time. Parents will have an opportunity to discuss issues such as academic progress, homework, and grades.

Greek Department
Reading - Will be an outgrowth of conversation where the students will have the opportunity to increase their skills in the Greek Language.

Language - The greater the progress the more proficient the student becomes in a language. At this stage the student will have a spoken vocabulary, a written vocabulary, and reading abilities. Conversational ability will be our first priority.

History - The knowledge of ancient cultures, especially one as rich as the Greeks, opens before us through history and geography awareness of how the past impacts the future. The classical languages, as proven through SAT scores, will enhance the students' knowledge of English Language Arts/Math & Science and Social Studies.

Religion - Guides the students through a course of study that blends the teaching of religious stories, explanation, and observance of religious days, and classroom work in the Church into a satisfying religious experience.

- Increases potential for communication between home and school.
- Provides increased opportunities for enrichment activities.
- Correlates school learning and outside interests.
- Develops within each student the responsibility for completing and returning homework assignments.

Collective Worship Policy - An Act of Collective Worship will take place every day. The time at which this takes place and the form of the Collective Worship (whole school, team or class groupings) may vary from day to day. The majority of the Acts of Collective Worship will be mainly of a broadly Orthodox Christian character.

Every child will take part in the Act of Collective Worship unless withdrawn by his/her parents/guardians and the school is notified ahead of time. Religious classes are mandatory for all students. Students will go to church, but do not have to participate

Music and Art
Music and art are offered each week to all our students and they are both integrated into the overall curriculum.

Physical Education
Students have physical education classes each week at the Hellenic American Academy. They experience physical activity, team activities, and individual growth.

Technology
Each week students have special computer lessons. Teachers also utilize the computer lab with students to work on projects.

Library
The school library is where reading materials are available for all reading levels covering all subjects taught in the academy. Research materials and encyclopedias are widely available for students' projects. Students are encouraged to use this facility to complete school projects.

Ethnic Celebrations & Performing Arts
Performing Arts are an important part of the curriculum at Hellenic American Academy. Students are required to participate in the Christmas Program, Three Hierarchs, and the Greek Independence Day Program. These celebrations are part of each student's Greek Cultural grade and attendance is mandatory. All students are to wear Greek costumes for the Greek Independence Day celebration. Students participate in the Greek Independence Day parade in Lowell and the Greek Independence Day parade in Boston.

Additional 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.

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.

Grading Policy
This policy gives guidance to staff on the purpose, types, and frequency of grading.

Aims - All grading should have a clear purpose for either the child or the teacher depending on the learning objective.

Purpose of grading
- To aid the teacher in evaluating a child's progress and needs for future planning.

- To provide feedback about current work.
- To demonstrate the value of a child's work.
- To allow for self-assessment where the child can recognize their difficulties and mistakes and encourage them to accept help/guidance from others.
- Means of measuring educational milestones throughout the school year.
- Teachers' grading system shall be submitted to the principal prior to commencement of school.
- Once approved parents will be made aware.

Types of grading
- Positive comments to enhance motivation.
- Letter grades reflect a numeric value (see chart on report card)
- Extra credit is at the discretion of the teacher.

Frequency of Grading
Assignments will be marked within a reasonable amount of time. However, in the case of a long-term project, it may not be marked until the completion of the project. Children will be informed in advance if this is the case. All students will be given a rubric for projects.

Report cards will be issued 3 times a year in grades 1 and higher 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 1 and higher will be issued 3 times a year at the midpoint 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+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
F	0-59				

HONOR ROLL
GRADES 2-6
- English and Greek Studies
- *High Honors: A- and above.
- *Honors: B-and above
- *Effort: No failing grades
- *Conduct and effort must never be unsatisfactory

FINAL EXAMS
Final exams are given in June for students in grades 2 and higher.

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.

The Academy administration and school staff see homework as serving the following purposes:

1. To encourage self-discipline and personal organizations.
2. To reinforce skills learned at school.
3. To bridge the gap between home and school.
4. To allow parents direct involvement in their child's learning.
5. To encourage creative and analytical thinking/reasoning skills.
6. To teach students accountability and responsibility.

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 and higher	45-90 minutes

- Tasks set will vary in their nature and will not necessarily be of a formal pencil and paper style.
- Tasks may include amongst others e.g. reading, learning of tables, spelling or other materials, completion and/or extension of work begun in class, additional research, collecting information, and investigations.
- Particular circumstances (e.g. prolonged absence from school) may warrant additional homework. This should be discussed with the classroom teacher and s/he will set the criteria.
- Teachers will provide make-up work for vacations other than those designated by the school calendar.
- Homework should be set for clearly defined purposes, not for its own sake.
- **All homework assignments are mandatory.**
- Homework will be collected and reviewed and returned.
- 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 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.

K-3

Procedures:

- ✓ Homework is assigned by the teacher
- ✓ Due date is at the discretion of the teacher

Consequences:

- ✓ Parent will be notified by the teacher if there is a concern regarding homework to discuss the next step.

Grades 4-6

Procedures:

- ✓ Homework is assigned by the teacher
- ✓ Due date is at the discretion of the teacher.

Consequences:

- ✓ 1st missing/incomplete assignment. Students will make up the assignment by the end of the day.
- ✓ 2nd missing/incomplete assignment: Note/email will be sent to the parent.
- ✓ 3rd missing/incomplete assignment. A meeting will be scheduled with the parent. Lunch/recess detention will be issued. Times for detention are as follows:

Progress reports/Report Card grades will be affected by incomplete assignments. Each respective teacher will notify students and parents specifically how grades will be affected by incomplete assignments.

Special Educational Needs Policy

When a teacher/principal/parent sees the need of special education instruction, the student may be referred for an evaluation through the Special Education Departmental Services of the town in which they live. If a child requires special education, it will be reviewed on an individual basis. If the results of the evaluation require treatment beyond the scope of the Hellenic American

Academy we will refer the parents back to their home-based School Department.

Role of the Classroom Teacher
The classroom teacher will:

- Identify each child's needs and skill levels
- Read the child's file where appropriate
- Advise the parents of any concerns
- Provide reports for external agencies
- Monitor and assess progress and maintain appropriate records
- Fulfill all other duties required of the class teacher by the Code of Practice
- Ensure that delivery of the curriculum allows each child to experience success
- Provide examples of teacher concerns

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.
6. Frequent or prolonged absences may be referred to the attendance officer of the public school district. Repeated absences may result in the student having to repeat the year.

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 and will be documented by the front office staff. Parents of students arriving to school late will be required to sign their children in at the front office before they will be allowed to class.
2. Students are allowed 2 tardies 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.
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.

School Cancellations

Hellenic American Academy closings and delays will be broadcasted via the school IRIS alert system in accordance with the Lowell Public Schools.

Arrival & Dismissal Information

Arrival & Dismissal of all students will be done safely. In order to ensure your child's safety, it is imperative that you follow the rules of Drop-off and Pick-up.

Arrival: Morning Drop-off Parents can drop their children off at school between 7:30 and 7:50 am in the Cultural Center. A teacher will be present each morning to greet your children as they arrive. We will begin our morning prayer promptly at 7:50am. The school day begins immediately following morning prayer. Students arriving after 7:50 will be marked as tardy. Parents are responsible to

report to the office and sign their child in as late. Please make every effort to arrive between 7:30 and 7:50 so the students can begin their academic learning time.

Dismissal: Pick-up from the Cultural Center All students will gather in the Cultural Center each afternoon to be dismissed. All students will be dismissed at 2:30pm. All students will be dismissed from the front of the Cultural Center in an assembly line fashion. Parents also have the option of parking and walking into the Cultural Center to dismiss their child.

*Please note that we will only dismiss your child to a parent, unless otherwise noted on your Authorization Form (This form may include as many people as you like. Children will NOT be released through phone verification alone—pick-up persons MUST be written in the file). A photo ID will be necessary from any individual that the teacher has not dismissed before. If you know in advance that your son or daughter will be dismissed to someone other than a parent or usual caretaker, please send a written note.

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.

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.

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 at 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.

Class Rules

1. Always raise your hand before speaking.
2. Stay in your seat unless permission is given to get up.
3. Follow all directions, especially during tests.
4. Move and work quietly.
5. Be respectful.

Violations/Offenses

The following is a list of violations or offenses for which HAA will take disciplinary measures:

1. Disobedience
2. Disrespect to student or teachers
3. Fighting (verbal or physical)

4. Verbal threats to students or teachers
5. Racial or social, discriminating language
6. Foul language
7. Bullying
8. Drinking and/or drugs
9. Possession of weapons (includes all types of guns, knives, and all objects that may intentionally be used as potential weapons, such as sharp instruments, stones, scissors, pencil tips, etc.)
10. Sexual harassment to student(s) or a teacher(s) (verbal or physical)
11. Smoking
12. Unacceptable classroom/lunch/recess behavior
13. Improper uniform
14. Spitting
15. Failure to complete homework assignments
16. Failure to return notices, envelopes, messages, signed tests, folders, etc.
17. Use of electronic media which affects the character, integrity, reputation of the Hellenic American Academy and its families, faculty/staff, and students.
18. Vandalism (destruction of other student's property, or misuse and/or destruction of school and cultural center's property.) Students will be asked to fully replace/repair damaged items.

Anti- Bullying Policy

The Hellenic American Academy is committed to a safe and civil educational environment for all the students, employees, volunteers and patrons free from harassment, intimidation or bullying.

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

Hostile Environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Grounds means property on which a school building or facility is located or property that is owned, leased or used by a school for a school sponsored activity, function program, instruction or training.

Staff includes but is not limited to, educators, faculty, administrators, and counselors. School nurses, cafeteria workers, custodians, coaches, advisors to extracurricular activities and support staff.

Target is a student against whom bullying or retaliation has been perpetrated

Bullying can include but is not limited to the following kinds of behavior

- Repeated hitting, slapping, pushing, physical contact that causes bodily harm.
- Teasing or threatening in such a manner that puts someone down or is cruel
- Deliberately excluding someone, spreading rumors, gossip that hurts someone's feelings or demeans them
- Sexually harassing conduct

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the internet. It includes, but is not limited to, email, 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

Bullying is prohibited on the school grounds, property immediately adjacent to school grounds, at a school-sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school and at a location, activity, function or program that is not school related.

Reporting
- Any student or parent of a student who is the target of bullying or cyber-bullying or retaliation or has witnessed an incident of such is strongly encouraged to promptly report the matter orally or in writing to the teacher or administration immediately.
- Faculty and staff members who are aware of such incidents are required to report immediately to the administration.
- Confidentiality is used only when necessary and can never be used to impede an effective investigation or to ensure that the requirements mandated by the law are met.
- Any student who falsely accuses another shall be subject to disciplinary action.

Responding
- When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of the administration, an assessment is made as to whether any initial steps need to be taken in order to the protect the well-being of students and to prevent disruption in the learning environment
- Parents will be notified of any student who is found to be the target of bullying, cyber-bullying or retaliation and the parents of any student who is found to have engaged in such behavior will be dealt with accordingly.
- Investigation into said matter(s) will be promptly conducted by the administration
- The investigation may include but will not necessarily be limited to interviews with the person who made the complaint and with the student who is the target as well as with any other students, faculty or staff members who witnessed or who may otherwise have relevant information about the incident.
- Depending on the circumstances the Administration may choose to consult with other professional agencies: police etc.

Resolution
- The goal of an investigation and any disciplinary or other remedial process to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent a repetition
- The administration will determine what disciplinary action and/other remedial action is appropriate
- In certain circumstances, when an actual crime has been committed under Massachusetts laws, law enforcement or another appropriate government agency will be notified immediately.
- After the investigation, the administration will meet individually with the students who were the target of the alleged incident and the student(s) against whom the complaint was made. The Principal will inform the parents to report the results of the investigation and about what course of action is to be taken.

This policy is pertaining to Massachusetts General Law Chapter 71, Section 370 which strictly prohibits the act of Bullying.

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. Categories for concern are:

Neglect - The persistent or severe neglect of a child that results in serious impairment of the child's health or developments.

Physical Abuse - Physical injury to a child, reasonable suspicion that the injury was inflicted or knowingly not prevented.

Emotional Abuse - Persistent or severe emotional ill treatment or rejection.

Grave Concern - Children whose situations do not currently fit the above categories but for whom there is significant risk of abuse are of prime concern to faculty and administration. If a teacher becomes aware of abuse s/he will notify the Principal of the school immediately. The Principal will investigate as far as possible and involve the relevant agencies (parents, foster-parents, social services, police, etc.) Depending upon the investigation, the Principal shall ensure that a case conference is arranged involving the above agencies. The outcome of this will depend upon the individual case but it could result in the child's name being entered onto the child protection register. The Principal will keep the class teacher informed with developments. Every attempt will be made to offer support for the child while at school and it is hoped that the school will provide an environment in which s/he can relax and spend the school day in complete confidence and safety.

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. 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.

Sexual Harassment Policy

It is the policy of the Hellenic American Academy to maintain a respectful public service environment. All employees regardless of race, color, creed, national origin, age, sex, or handicap, or sexual orientation have the right to an environment free from all forms of discrimination and harassing conduct. The Hellenic American Academy will not tolerate and prohibits sexual harassment and/or offensive behavior by or towards any employee/student.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, this policy is neither designed nor intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

Sexual harassment, which is illegal, can consist of a wide range of unwanted and unwelcome sexually directed behavior, and is defined as:
Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or
2. submission to or rejection of such conduct by an individual is used to impact employment decisions or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

These definitions are intended to broadly interpret and include any sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, intimidating, or humiliating to male or female workers.

Certain behaviors are not consistent with the principles and values of the Hellenic American Academy and are prohibited by this policy such as but not limited to: unwelcome sexual remarks or compliments, inquiries into one's sex life; sexual jokes or horseplay, offensive flirtations, advances or propositions, the display of sexual suggestive objects, pictures or written materials, lewd nicknames, sexually suggestive facial expressions and sexual conduct. These are examples of conduct that may, depending on the circumstances, constitute sexual harassment.

Each employee is expected to conduct himself/herself in a respectful manner. Each employee is expected to cooperate in an investigation of a complaint of harassment or sexual harassment by providing any information he/she may have concerning the matter.

All employees should take special note that retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Hellenic American Academy.

The administration will enforce the above policy. If the administrator deems a staff member has violated the policies, termination may result.

Threats
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.

Complaints Procedure Policy

If classroom related, the first stop is to speak with the teacher via an appointment after school, made through the office. Please note: ANY complaints MUST be made within a "reasonable" amount of time.

Formal
Should any concerns arise regarding your child's education at the Hellenic American Academy **the proper protocol** is as follows:

1. If not classroom related, discussion with the 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 Parish Council detailing the issue of concern.

Communication
A response to the complaint will be forwarded within a reasonable amount of time.

Disciplinary Measures

After School Detention (K-6)
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
- Spitting
- Foul language
- Bullying (First Offense)
- Classroom/Lunch/Recess misbehavior
- Improper Uniform
- Failure to return notices
- Physical fighting (No injuries) (First Offense)
- Missing/incomplete homework

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 zero**.)
In-school suspension will be given for the following reasons:

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

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
- 3rd offense of Bullying/Hazing

Expulsion
A student will be dismissed from HAA permanently. Expulsion will occur when a student continuously disregards HAA policies and participated in any of the following:

- Serious physical injuries to another student or adult (being involved in a physical fight where injuries lead another student or teacher to the hospital)
- Drugs and Alcohol
- Continuous harassment to teachers or students
- Possession of weapons
- Continuous bullying of other students

The principal, in consultation with teachers, reserves the right to change a disciplinary measure if circumstances allow.

Steps in Expulsion
Expulsion from school is always serious business. The process is usually governed by carefully prescribed legal requirements. The principal should always check with legal counsel before initiating the process of expulsion.

The following model step-by-step expulsion procedure is typical of the process required in many states: The Hellenic American Academy reserves the following rights:

1. Principal initiates a certified letter to parents stipulating the cause/reason(s) for expulsion, and the expulsion and hearing procedure that will be followed. A return receipt should be requested.
2. A waiver of hearing form and copies of all applicable policies and state rules and statutes should be included with the parent letter.
3. Copies of all correspondence and enclosures should be filed with the Academy Administration, Principal, and with legal counsel.
4. If the student and parents sign the waiver of hearing form, the Principal should notify the Administration/Head of school so a meeting can be scheduled as soon as possible.

Detention Policy
Detention will be assigned at the discretion of the Principal or teachers. Parents will be notified via telephone or written notification at least one day in advance and will also be advised as to the length and location where the detention will be served.

Steps in Progressive Discipline for Students
Every individual classroom discipline plan should provide progressive consequences for persistent or escalating infractions. A typical sequence of progressive disciplinary actions could include the following steps:

1. Verbal reminder.
2. Classroom consequence
3. Removal from class (Principal referral)
4. Detention
5. In-school suspension
6. Out-of-school suspension
7. All consequences of inappropriate behavior are usually determined on an individual basis unless the class or a group has participated in the inappropriate behavior. Consequences for a group or class will follow the above model.

Due Process Guidelines
Protecting democratic standards and individual rights is basic in effective discipline in schools. All principals must be champions of due process for every student. Due process means guaranteeing certain procedural safeguards for everyone. The essentials of due process for students include the following:

- Reasonable rules

- Proper notification and explanation of all rules, regulations, and policies
- Awareness of specific allegations or charges
- Right to counsel
- A full and complete objective investigation
- Documentation of all findings
- Fair, equitable, and consistent disciplinary action
- Opportunity to file a grievance
- Right to a hearing
- Appeals provision

Search and Seizure
Searches of student's person, personal possessions including, but not limited to, gym bags, backpacks, and purses, and/or assigned locker or desk, which are considered school property, are permissible if the administration has a reasonable basis/suspicion for believing that the student has violated school rules and/or is concealing material, the possession of which is prohibited by federal, state, or local law.

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 in which the student's conduct themselves and their schoolwork. Complete uniforms are to be worn to and from Kindergarten through Grade 6. A**ll 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 - K through 6
- 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 place of the skort, or navy-blue leggings worn under 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 1st through March 31st. This could be subject to change due to weather conditions.
- **FORMAL –** Uniform is a white peter pan collar/ button-down and a navy blue jumper

Boys – K through 6
- 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.
- **FORMAL –** Navy blue dress pants

<u>Gym Uniform</u> (Boys and Girls), K through 6

- 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.

Dress Code Uniform Policy

Church Attire: Formal uniforms are to be worn for attendance at liturgy and any other day designated requested by the school.

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.

Hair: Hair should always be clean and neatly groomed and kept at its natural color. Fad hairstyles and haircuts are unacceptable. Facial hair is not permitted. Students may be required to change hair color back to their natural color or get a haircut to meet the school policy. Boy's hair **must not be** longer than shirt collar length.

Cosmetics/Fragrances/Accessories: The use of makeup, fragrant products, tattoos, jewelry, labeled buttons and other items that are not part of the uniform are not permitted on school grounds. No jewelry or makeup will be permitted with the exception of stud earrings for girls and a cross for boys and girls. **Only stud earrings** are permitted for safety reasons. Students may wear watches. Students may **not** wear plastic/rubber bracelets.

School uniforms are required everyday unless an advance notice is given. School shoes are to be blue or black rubber-soled for safety reasons. Sneakers may be worn only on Gym Day, and at no other time. Uniform sweatpants, sweatshirts, skorts, blue/khaki pants, jumpers and cardigan sweaters should not be replaced with any other resembling pants, gym clothes or cardigans.

School uniforms must be purchased from:

Donnelly

https://www.donnellysclothing.com/hellenlowma

Toll Free: 800-498-0045

<u>Students are required to be properly dressed at all times.</u>

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-midriffs. 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.

Equal Opportunity Policy

The Hellenic American Academy is committed to promoting understanding of the principles and practices of equality and justice.

Aims

Our aim is to equip pupils with an awareness of our diverse society and to appreciate the value of difference. This will be achieved by adherence to the following principles;

- Discrimination on the basis of color, culture, origin, sex or ability is not acceptable.

- The primary objective of this school will be to educate, develop, and prepare all our pupils for developing a tolerance of diversity.
- Pupils and teachers will further this objective by contributing towards a happy and caring environment and by showing respect for, and appreciation of, one another as individuals.

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.

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.

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.

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 parents before placement to the school is offered.
- Progress Reports and Report Cards will be issued in grades 1-6 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

Curriculum Policy Documents
The Hellenic American Academy curriculum is in alignment with Massachusetts State Frameworks and Common Core Standards.

Record Keeping

The school shall keep the following records:

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

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.

Off-site activities are those activities arranged by or under the auspices of the school that take place outside the boundaries of the school. Off-site activities can complement and enhance the curriculum of the school by providing experiences that would be impossible within the school boundaries.

Where the staff is proposing to arrange an off-site activity the approval of the Principal must be obtained before any commitment is made on behalf of the school. Sufficiently detailed proposals should be provided by the member of staff to allow for an informed decision to be made.

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.

The cost of off-site activities should include any costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity. This should include the costs related to adult helpers. The Principal will appoint a party leader to be responsible for running the activity. This will normally be a teacher employed at the school.

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.**

Transportation arrangements should provide a seat for each member of the party. It is the policy of the school to use coaches with seat/lap belts where available. Private cars are not utilized to transport children to and from an off-site activity.

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.**

Funding for off-site activities is provided mainly by parental contributions with a limited subsidy from the academy's PTA as approved. No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

The timetable for the payment of contributions should allow for the Principal or designee to make a decision about the financial viability of the activity in reasonable time.

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.

Before a party leaves school, the school office should be provided with a list of everyone, children and adults, traveling with the party, together with a program/timetable for the activity.

The safety of the party and especially the children is of paramount importance. During the activity the party leader must take whatever steps are necessary to ensure that safety.

Prior to an activity, if it is felt that the behavior of an individual child is likely to compromise the safety of others or the good name of the school, the party leader should discuss with the Principal the possibility of excluding the child from the activity. Any child who misbehaves during a field trip may be excluded from future trips. This decision would be made by the Principal from the information provided by the supervising teachers.

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.

Field Trip Policy

Planning

The Principal is responsible for seeing that a teacher or group of individuals proposing a field trip, plan, implement, and assess the field trip with the following educational issues in mind:

1. relevance of proposed field trip to unit of study/curriculum; in addition, where appropriate, effort should be made to integrate the knowledge to be acquired during the field trip experience with classroom activities and other related curricula;
2. age appropriateness;
3. minimum disruption of attendance in other classes;
4. consideration of the frequency/number of field trips taken by any particular group of students during the course of the school year;
5. accessibility to all students;
6. impact of the trip upon available school budget resources;
7. evidence of thoroughness in planning and preparation of students;
8. plans for preparing and informing parents of particular goals and objectives, as well as logistics of the trip (Field Trip Information Sheet for parents);
9. oral and/or written opportunities for reflection and assessment of the trip's educational value by students, teachers, chaperones, and parents upon completion of the trip.

The principal or his/her designee must also address practical issues. These matters include:

1. Authorization

Day field trips may be authorized by the principal provided that the following criteria are met:

- One way distance from the school does not exceed 100 miles;
- No overnight travel is involved.

Field trips of a distance greater than 100 miles or involving overnight arrangements must be approved by the Principal and higher authority prior to the distribution of any informational materials on the trip to students and parents.

Upon approval of the school trip by the appropriate authority, the relevant consent and release forms should be sent home with participating students for signature by the students' parent(s). NO student may be permitted on a school trip without a signed consent and release form (permission slip)

2. Travel Plans

Students shall be transported by chartered conveyance traveling to and from a destination for all field trips or school events. Exceptions are:

- The field trip is within the boundaries of the school and students can either walk to their destination (such as the Historic Mills)

or the principal determines one of the alternative transportation acceptable.

3. Liability Insurance
The teacher/administrator of the field trip or activity must request that written proof of adequate liability insurance is in effect for the carrier/transportation company.

4. Medical Care
Preparations for emergencies and the care of children with chronic medical problems need to be made. To ensure accurate, up-to-date health information, permission slips for field trips must require parents to indicate if their child has any medical issues to be considered or medication to be taken and to list the steps that should be followed in case of an emergency. Planners of the trip must be sure that parents understand what forms they are required to provide, signed by doctors and/or parents that will accompany any medication. Health forms need to be submitted to the school nurse two weeks prior to an overnight trip. For day and night trips there must be an organized way to ensure that all students actually take their required medicines.

5. Medical Insurance
On the Field Trip Permission Form, parents need to indicate the name of the student's medical insurance carrier and policy number.

6. Costs
Day – Field trips may be funded through a variety of sources: school budget, grants and contributions from outside the school budget, parent teacher organization support, and parent contributions. Gift shop or souvenir purchases should be discouraged. Schools should be sensitive to the cumulative amount of money spent by any one family within a given year. If this emerges as a concern, it is incumbent upon the school principal to enter into dialogue to arrive at an appropriate resolution.

Overnight – These trips may be funded through a variety of sources. Parent contributions for overnight trips will be determined by the principal. Trip organizers will suggest amounts students need for food and miscellaneous items.

7. Supervision
Number of Chaperones:
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 to first grade may require additional supervision at the Principal's discretion.

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.

Any parent wishing to volunteer for a school field trip must have a clean CORI check completed prior to the trip.

8. Accommodations for Overnight Trips
Careful attention needs to be given to the location, safety, and security of the facility selected. In these precarious times, some locations may be deemed unsafe and will not be acceptable as field trip designations.

9. In-School Provisions
Appropriate educational accommodations will be made for those students who are not participating in field trips.

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.

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.

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/manufacturer labeled containers. Expiration dates must be checked by parent/guardian.
6. Parents/guardians 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. Records of medication administered shall be kept by the school nurse and available to the 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 providers/allergists 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.

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.

Parent Responsibility
Parents take pictures and videos 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 desire 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.

School Advisory Council
The function of the SAC is to support the administration in matters relating to the values, mission, and vision of the HAA.

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.

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.

The Internet
The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also contains the potential for abuse. These guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

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 (email), Web logs (blogs), electronic forums (chat rooms), video-sharing Websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, 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.

School Phones – Cell Phone Policy

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; students are to turn cell phones off when arriving at school. Teachers will collect phones each morning. They will be stored safely. Teachers will return student cell phones at the end of the day before going home. Students may not use cell phones anywhere in the school building including but not limited to hallways, cultural centers, lockers, and/or bathrooms. Cell phones will be taken away from students who do not follow correct procedure. Cell phones will then be sent to the school office. Parents/guardians will need to pick up the cell phone. Cell phones will be returned only to the student's parent/guardian. They will not be returned to the student.
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.

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

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

Sign and return