

# St. Anthony's Greek School Program

## Bylaws

### General Information

**School Year:** The program year shall begin after the Festival and shall conclude first week of June. Exact school year dates will be provided at Open House Meeting in September.

**Operating Hours:** Monday Classes: 4:00pm – 6:00pm, Friday Classes: 4:00pm – 7:00pm. Adult classes are Tuesdays 6:30pm-8:30pm and Thursdays 7:30pm-9:30pm.

### Academic Development and Goals

**The Greek School goals are:**

1. Sequentially master basic language and conversation skills in a systematic interactive approach.
2. Stimulate the student's intellectuality, curiosity, creativity and confidence
3. Foster healthy friendships, esteem, and loyalty among the students
4. Promote positive attitudes, habits, and responsibility for personal actions and choices
5. Grow through success, failure and interaction
6. Employing an appropriate, current and skills-based curriculum
7. Implementing teaching methods to address the different levels of knowledge and using positive reinforcement
8. Fostering a positive attitude towards learning and discovering the joy of our heritage and richness of our Greek Orthodox faith
9. Using formal and informal assessments to evaluate individual needs
10. Promoting student responsibility in instruction, including class work, homework and discipline
11. Cultivating and sharing their GOD given talents and interests with fellow students

**All goals above will be achieved together through open communication, respect and integrity. Our enthusiasm keeping the Greek Language/Culture alive, is one of the main ingredients to a recipe that when is mixed with passion, patience, knowledge and understanding creates students to say "I want to go to Greek school every day!" ( been said by preschoolers).**

### Operating Rules

**Registration:** Students must be registered and have tuition paid by September 14<sup>th</sup> to participate in the Greek school program. Upon registration all participants must also agree to comply with the policies and terms set forth in the St. Anthony's Greek School Program Bylaws.

**Tuition:** Tuition for the school year with members in good standing of St. Anthony's Greek Orthodox Church is: \$500 per student attending Monday classes and \$650 per student attending Friday classes, and is due by September 14<sup>th</sup>. If payment is paid in full by September 14<sup>th</sup>, there is a \$50 discount. After September 14<sup>th</sup>, for members of St. Anthony's tuition is \$500 for Monday classes and \$650 for Friday classes and must be paid in full by November 1. If payment is delinquent after November 1, the student will be held on probation from the Greek school program.

For non-members of St. Anthony's tuition is \$800 per student attending Monday classes and \$950 per student attending Friday classes and is due by September 14<sup>th</sup>. If payment is paid in full by September 14<sup>th</sup>, there is a \$50 discount. After September 14<sup>th</sup>, for

non-members of St. Anthony's tuition is \$800 per student for Monday classes and \$950 per student for Friday classes and must be paid in full by November 1. If payment is delinquent after November 1, the student will be held on probation from the Greek school program.

Those students with financial constraints may set up a payment plan with the Greek School Director.

### **School Personnel**

**The Parish Priest:** Is ex-officio chief administrator of the Greek School. He determines the policies of the school along with the school director according to the needs of the parish council and its Greek School liaison.

**The Director:** As a delegate of the parish priest and Greek School liaison, he/she is the administrative officer of the school and is responsible for the school program. Creates the curriculum with teachers and parent's input. Creates the yearly schedule, creates and updates the master roster of all students. Collects tuition with the help of the teachers. Orders the books and Graduation certificates. Creates the snack and event list of the year. Works with teachers and liaison member on updating registration forms.

**Greek School liaison:** Works with the parish council, priest, director, and school families to promote policies of the school and to assist in the financial aspects of the school.

**Treasurer:** Responsible for collecting the money from fundraising programs; reporting and documenting the fundraising budget. Responsible for providing money to the director to pay for school supplies and food cost during school events.

**Teachers:** Develop lesson plans following the assigned curriculum of each level that they are teaching and must provide supervision for all students under their care in the classroom and during play time as well. Provide written homework assignments to students on every scheduled class day (excluding preschool and kindergarten).

### **Volunteers**

It is in the best interest of all the students that all parents make every effort to attend these events. Your involvement directly assists the learning process and our fundraising. St. Anthony's Greek School program expects each family to take an active role in the events scheduled every school year. All parents are pre-assigned to an event according to the class their child is attending. Monetary donation may be accepted in lieu of service. Event dates will be provided, during the Open House in September. Yearly event calendar will be posted on the white board outside of each classroom.

### **Snack Requirements**

Each family is assigned snack days and is required to bring a nutritious snack and water for the total number of students and adults for the total of classes held on Mondays and Fridays. Snack dates with the assigned family names will be completed during the day of Open House in September.

Yearly snack calendar will be posted on the white board outside of the classrooms.

If the child needs "special" snack due to medical reasons, parents should bring their snack separate.

## **Participant Code of Conduct**

In order to participate in the St. Anthony's Greek School Program, the following code of conduct requirements must be agreed upon all students and parents:

### **Students Expectations:**

1. Arrive to class on time. School starts at 4:00pm.
2. Enter and leave the building from the back door. Front doors will remain closed during school hours. Back door will be closed at 4:15pm. If student is late, the parent has to call their child's teacher.
3. Attendance is mandatory. If a student is not able to attend a class, then he/she must notify the teacher as soon as possible prior to class.
4. Bring every week your books, notebooks and school necessary materials.
5. Follow school and classroom rules (eating or drinking in classroom is not allowed)
6. Raise hands before speaking or asking a question.
7. Talking is not allowed when teacher is speaking.
8. Cell phones must be turned off during class hours, otherwise will be taking away and given back at the end of class.
9. Video games, gum chewing, skateboards or any other toys are not allowed in the classrooms.

### **General Expectations:**

In order to set a good example of sportsmanship; students and parents will show respect for all involved including teachers, director, other parents, and other students.

1. Disrespect of any kind shown to any fellow student, parent, teacher, or any other individual is strictly prohibited and may result in suspension of the student and/or parent from the Greek school program. This includes, but not limited to, hitting, fighting, obscene or profane language, disruptive talking, repeated ridicule of another or inappropriate dress.
  - Any student who consistently exhibits deliberate disrespect or negative behavior will be suspended from class. A parent conference with the teacher/director may be necessary.
2. Damage to personal or school property of any kind is strictly prohibited and is the sole responsibility and liability of the person or persons involved.

Violation of any of the above items may result in suspension or possible eviction from the St. Anthony's Greek School Program.

**Immediate eviction from the Greek School Program** will result if the following conditions are committed by students. These offenses are, but not limited to:

- a. Action gravely detrimental to the moral and spiritual welfare of the other students;
- b. Habitual profanity or vulgarity;
- c. Assault, battery or any threat of force or violence directed toward any student, parent or teacher;
- d. Open, persistent defiance of authority of the teacher;
- e. Continued willful disobedience.
- f. Any parent/student or other person who insults or abuses any teachers;
- g. Stealing
- h. Excessive absences without prior arrangements made with the teacher.

### **Parent Responsibilities:**

1. Tuition must be paid in full by November 1<sup>st</sup>.
2. Review “Expectations for Students” above with your child. Your signatures at the registration form acknowledge that you and your child understand and accept these expectations and the consequences of not abiding by them.
3. Kindly ensure that the textbooks given to the students at the beginning of the year, are brought to school every class session.
4. Ensure that students complete and return all homework assignments on time and that they have a sharpened pencil, notebook, eraser and text books with them at all times.
5. It is imperative that as parent you help your children with their assignments and spend at least 20 extra minutes a week reading the lesson of the week or simply spelling or sounding our words from that lesson. If you do not speak or read Greek, please inform the staff so that they will be able to assist you.
6. Keeping safety as our number one priority, all parents MUST park on the back parking lot, and NOT on the parking lot between the church and the Cultural Center.
7. Be prompt when dropping off and picking up the students. Long, habitual delays show disrespect. If you will be delayed due to appointments or other reasons, make arrangements with another parent to take or pick up your children. Delays can be disruptive for the rest of the students and can interfere with the departure of the teachers as well. Parents who have students in pre-school, kinergarten and beginner classes must pick their children in person from their classrooms.
8. If a parent will not be able to bring a snack at the assigned date, pizza will be ordered/delivered to school, and the responsible parent will be charged.

### **Parent Teacher Commitment:**

1. Parental involvement is necessary and parents are requested to make every effort to stay in contact with the school. At no time should a parent be unaware of an extreme change in the child’s behavior neither a dramatic academic change. Teachers will communicate these types of problems with telephone calls, conferences and notes when appropriate.
2. Should a student exhibit disruptive behavior, parents will be notified immediately to remove the child from class and schedule a special conference.
3. Our goal of providing the best educational techniques, during the specified teaching time, in a warm, friendly environment which emphasizes love for GOD, peers, parents and teachers will only be met, if all the students, parents and staff co-operate.
4. Help us in our commitment to see our children flourish and learn of our wonderful heritage and legacy. Join us in our enthusiasm for their spiritual, social, personal and intellectual growth with you love, full support and friendship.

### **Parent Visiting Hours:**

Parents are welcome to visit the classrooms. However, we discourage disruptions of class in session, unless there is an emergency. We strongly recommend that parents make an appointment with the teacher prior to visiting a class. Parents must consult the school calendar for upcoming conferences or schedule a meeting after a class session.