

# **St. Anthony's Greek School Program Bylaws**

## **General Information**

**School Year:** The program year shall begin after the Festival and shall conclude in 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 requiring a minimum of six (6) students and are held once a week for two hours.

## **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!" ( has been said by preschoolers).**

## **Operating Rules**

**Registration:** Students must be registered and have tuition paid in full prior to the first day of class. 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 has to be paid in full prior to the first day of class. Reference registration forms for more details. 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 expected to execute the following: Oversees as the administrative officer the welfare of the school and

handles issues such as curriculum, structure of classes, operating schedule. Initiates staff meetings with staff and parents relating to the school's operation. Ensures that the program and schedule are implemented. Organizes and oversees the registration process and ensure that any necessary updates are made on the church's website and events calendar. Collects student tuition. Maintains records of student registration, attendance and progress. Coordinates and orders the books and Graduation certificates. Hires qualified staff. Supervises and ensures that teachers fulfill their duties and responsibilities. If during the academic year, a teacher fails repeatedly to meet the responsibilities of the position, the director is responsible to dismiss the teacher. Similarly, the director is responsible to recommend a teacher's continuation to the next academic year. Ensures that the school finances are kept within the operating budget. Take precautions to protect equipment, materials, and facilities. Signs records of teaching hours submitted by each teacher and submits them to the designated officer. Coordinates with the parents regarding school celebrations and other cultural events. Takes a pro active role, on reinsuring equipment, materials and facilities are protected.

**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, prior to class with clear and simple objectives. Lesson preparation, including photocopying, should not be done during class hours or recess. Keep an attendance and progress record for each student of their class and submit an electronic copy to the director at the end of each month. Submit an electronic copy of the lesson plan and homework assignment to the parents of students that are absent, including the director. Send weekly lesson plans to all parents of their class, including the director when the teacher is assigned to teach levels where books are not used, such as pre-school. Review students' completed homework/assignments and provide necessary feedback. Arrive in the classroom on time to be able to start at the specified class time and terminate the lesson on the specified end time. When arrival occurs after 4:00 p.m., prior starting the class, teachers need to report in person to the director. For children safety, no student shall be in class without teacher's supervision. The school's regular schedule is not to be modified unless teachers are advised with, or notified by, the director. Notify the director well in advance in case of absence due to sickness, travel or having difficulties with personal child day care. Provide electronically lesson plans and homework to the director, on those days that teachers are unable to come to class. Submit an electronic or paper copy of the total teaching hours to the director at the end of each month. Coordinate with parents on providing their volunteer efforts, during school celebrations. Supervise, assist and be aware of the sequence and order of his/hers students on school presentations. Provide supervision for all students under their care in the classroom. Re-ensure that only registered students are present in class. If old students would like to offer volunteer hours, need director's approval. Supervise the students and ensure that they remain within break designated area. Break occurs from 5:30p.m. - 5:50p.m., and all teachers shall be taking recess at the same time. Take a pro active role, on reinsuring equipment, materials and facilities are protected. Make sure air conditioning or heating are turned off, at the end of each class session, prior locking the classroom.

## **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 only responsible for their own child to bring a nutritious snack and water.

## **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 or director.
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 prior to the first day of class.
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 out 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, kindergarten and beginner classes must pick their children in person from their classrooms.

### **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.
5. Parents shall have direct open communication with the teachers and the director on any concerns they might have on how lessons and class structure is been conducted.

### **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.