



AGIA SOPHIA ACADEMY

Parent / Student Handbook

**2011-2012
Academic Year**

Principal: Ms. Elisha Lubliner
Secretary: Mrs. Euphrosyne McKenzie
Board President: Mary Triantafillou

Agia Sophia Academy
14485 SW Walker Road
Beaverton, Oregon 97006

www.asapdx.org

Phone: 503.641.4600

Fax: 503.641.5951



Agia Sophia Academy Policy Handbook Agreement

Please sign below to acknowledge that you have read and understand the Agia Sophia Academy Handbook for 2011-2012. If this applies, both parents/guardians must sign and date below.

Please mail or deliver this form to the Agia Sophia Academy office no later than September 15, 2011*. Failure to do so will result in a \$10 fine accrued for each school day this agreement is late.

I/We acknowledge that I/We have read the Agia Sophia Academy Handbook for 2011-2012.

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____

* For mid-year enrollment, please return this form to the ASA office by _____.

Date received by Agia Sophia Academy: _____



AGIA SOPHIA ACADEMY

14485 SW Walker Road, Beaverton, OR 97006

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www.asapdx.org

June 15th, 2011

Dear ASA Families,

Welcome to all of our new and returning Agia Sophia Academy families! I am excited that you have chosen to join the ASA community and partner with us in your child's faith-based education.

I am pleased to present to you our newly revised Parent Handbook. Staff, parents, and board members have worked hard to update our policies so that they serve as the foundation of beliefs for everything we do at Agia Sophia Academy. The pages of this handbook are filled with important information regarding our school mission, philosophy and guidelines.

School and family partnership is crucial to the success each child will experience at ASA. I suggest that you take the time to review certain aspects of this handbook with your child, as well as reading it yourself, as you prepare for the new school year. Consider it your friendly guidebook as you learn about the school and our mutual expectations! Any supplementary policies and revisions to existing policies will be communicated as they occur.

Please remember to return the form in the front of the handbook by September 15th, 2011. As you may expect, by signing the required form you are agreeing to follow and abide by all the procedures and policies detailed in this document.

Feel free to call or e-mail me if you have any questions or concerns.

Sincerely,

Ms. Elisha Lubliner, Principal

elisha@asapdx.org

ASA MONTESSORI PROGRAM 2011 – 2012 STUDENT SCHOOL SUPPLY LIST

Materials brought to school are to be considered community property, for use at the discretion of the teacher, unless otherwise noted to be labeled.

Contact Ms. Padma at Padma@asapdx.org if you have any questions
**** all supplies must be free of movie, cartoon, or book characters ****

Each child will need the following supplies to begin the year:

- Complete change of clothes in a labeled Ziploc bag
- 8oz water bottle (for the classroom, labeled)
- Placemat (for lunchroom, labeled)
- 1 Pound whole Hazelnuts (for nut cracking – *if not immediately available, bring when in season*)
- Medium sized buttons with 2 holes different shapes and colors (15 per child)

Students with LAST NAMES beginning with A-K please also bring:

- 1 box of 50 colored pencils (Rose Art)
- 1 container wet baby wipes unscented (no refill packages)
- 1 rubber eraser (pink or white pearl)
- 50 sheets, white super heavyweight construction paper (12x18) ***
- 1 box Q-Tips
- 1 box of tissue

Students with LAST NAMES beginning with L-Z please also bring:

- 1 bag of cotton balls
- Writing Pencils (Dixon Ticonderoga HB2 wooden color)
- 1 bottle alcohol free hand sanitizer
- 2 Elmer glue sticks
- 2 Spools of thread for sewing (white & black)
- 1 yard (white or beige) of Linen

Music Class (Full-Day Montessori Students Only)

- 1 plastic folder with pockets and brads
- 1 pink pearl eraser
- 1oz. CleanWell All Natural Hand Sanitizer
(Alcohol-free & Benzalkonium Chloride-free, found @ New Seasons or online)

PE Class (All Montessori Students)

- 1 box of tissue
- Well-fitting sneakers or sports shoes (*see dress code*)
- Coat, Hat & Gloves for Winter Activity (*to be worn to school, not kept at ASA*)

Art Class (Kindergarten Montessori Students Only)

- Art Sketch Pad
- 1 set of 8-color watercolor paints

***Please purchase the construction paper at Michaels or Learning Palace! (No Dollar Store paper, it is too flimsy for art projects)

**Office Depot offers 5% Back to Schools on
quantifying purchases when you give our School
ID #70207728 during check-out**

ASA LOWER ELEMENTARY (K/1) PROGRAM 2011 – 2012 STUDENT SCHOOL SUPPLY LIST

Materials brought to school are to be considered community property, for use at the discretion of the teacher, unless otherwise noted to be labeled.

Contact Mrs. Shaffer at jean@asapdx.org if you have any questions

**** all supplies must be free of movie, cartoon, or book characters ****

Each child will need the following supplies to begin the year:

- 2 boxes 24-count Crayola crayons
- 1 package 24-count Crayola colored pencils
- 1 package 8-count LARGE size Crayola markers
- 1 composition book
- 24 Ticonderoga pencils
- 2 pink pearl erasers
- 12 glue sticks
- 1 ream white copy paper
- 1 box of Kleenex
- 1 container Clorox Disinfecting Wipes (for cleaning tables)
- 1 package Baby wipes (for cleaning hands)
- Placemat (for lunchtime, labeled)
- No Spill water bottle (for in classroom, labeled)
- 1 large box of snacks for the classroom (we will request more as they are needed)
- Last name A-F: one package 12"x18" white construction paper ***
- Last names G-Z: one package 12"x18" colored construction paper ***

****Please purchase the construction paper at Michaels or Learning Palace! (No Dollar Store paper, it is too flimsy for art projects)*

** Please adhere to only the brand requested, they are tried and true after many years of testing and will last longest. **

Music Class

- 1 plastic folder with pockets and brads
- 1 pink pearl eraser
- 1 pkg pencils from Dollar Tree or 6 Ticonderoga black #2 pencils
- 1oz. CleanWell All Natural Hand Sanitizer
(Alcohol-free & Benzalkonium Chloride-free, found @ New Seasons or online)

PE Class

- 1 box of tissue
- Well-fitting sneakers or sports shoes (see dress code)
- Coat, Hat & Gloves for Winter Activity (to be worn to school, not kept at ASA)

Art Class

- Art Sketch Pad
- 1 set of 8-color watercolor paints

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ASA UPPER ELEMENTARY (2-5) PROGRAM 2011 – 2012 STUDENT SCHOOL SUPPLY LIST

Materials brought to school are to be considered community property, for use at the discretion of the teacher, unless otherwise noted to be labeled.

Contact Fr. Ed Hillhouse at ed@asapdx.org if you have any questions
**** all supplies must be free of movie, cartoon, or book characters ****

Each child will need the following supplies to begin the year:

- pencils (Ticonderoga—24)
- erasers (3 large ones)
- 1 large bottle of glue (Elmer's)
- glue sticks (3)
- 1 pair of scissors
- 2 composition books (2/3 graders-wide rule; 4/5 graders -narrow rule)
- Placemat (for lunchtime, labeled)
- No-spill water bottle (for in classroom, labeled)
- 3 green 2-pocket folders with fasteners
- Wide-ruled binder paper (3 reams)
- one package 12"x18" white construction paper (last name A-M) ***
- 1 box of Kleenex (last name A-M)
- one package 12"x18" colored construction paper (last name N-Z) ***
- 1 container Clorox wipes (last name N-Z)
- Grade 3 and up: one of the smallest thumb drives you can find
- 12" ruler with metric
- one-inch binder
- small pencil box
- 1 set watercolor paints with brush

***Please purchase the construction paper at Michaels or Learning Palace! (No Dollar Store paper, it is too flimsy for art projects)

Music Class

- 1 plastic folder with pockets and brads
- 1 pink pearl eraser
- 1 pkg pencils from Dollar Tree or 6 Ticonderoga black #2 pencils
- 1oz. CleanWell All Natural Hand Sanitizer
(Alcohol-free & Benzalkonium Chloride-free, found @ New Seasons or online)

PE Class

- Well-fitting sneakers or sports shoes (see dress code)
- Coat, Hat & Gloves for Winter Activity (to be worn to school, not kept at ASA)

Art Class

- Art Sketch Pad
- 1 set of 8-color watercolor paints

Latin Class

- 1 package of 100 index cards
- 1 index card box, bag, rubber band, *or* ring to keep cards organized

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ASA QUICK GLANCE 2011-2012 SCHOOL YEAR CALENDAR

<p>29-31 Teachers on Campus</p>	<table border="1"> <thead> <tr> <th colspan="7">AUGUST '11</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	AUGUST '11							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1"> <thead> <tr> <th colspan="7">SEPTEMBER '11</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>★</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table> <p>1-2 Teachers on Campus 6 First Day of School</p>	SEPTEMBER '11							S	M	T	W	Th	F	S					1	2	3	4	5	★	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
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* all dates subject to change *

ASA 2011-2012 SCHOOL YEAR MASTER CALENDAR

August '11

Tue	23	PTP's Social at the Park (Foothills Park) – 10am
Mon-Wed	29-31	Teacher Orientation / Prep Week; Teachers on Campus

September '11

Thurs-Fri	1-2	Teacher Orientation / Prep Week; Teachers on Campus
Thurs	1	Mandatory Parent Information Meeting, Curriculum Night & PTP Introduction – 6:30pm
Mon	5	Labor Day – No School
Tue	6	<i>First Day of School</i> Upper Elementary (2 nd – 5 th graders) Students – Full Day; 8:30am – 3:00pm Lower Elementary (K – 1st graders) Students – Half Day; 8:30am – 11:30pm Montessori Students - Open House; 9 am -11am (students & parents drop in to visit the classroom)
Wed	7	Upper Elementary Students – Full Day; 8:30am – 3:00pm Lower Elementary Students - Half Day; 8:30am – 11:30pm Montessori Students – New Students w/ last names A thru K; 8:30am – 11:30am
Thurs	8	Upper Elementary Students – Full Day; 8:30am – 3:00pm Lower Elementary Students - Half Day; 8:30am – 11:30pm Montessori Students – New Students w/ last names L thru Z; 8:30am – 11:30am
Fri	9	Upper Elementary Students – Full Day; 8:30am – 3:00pm Lower Elementary Students - Half Day; 8:30am – 11:30pm Montessori Students – Returning students only; 8:30am – 11:30am
Mon	12	Elementary Students – Full Day; 8:30am – 3:00pm Montessori Students – All Students w/ last names A thru K; 8:30am – 11:30am
Tue	13	Elementary Students – Full Day; 8:30am – 3:00pm Montessori Students – All Students w/ last names L thru Z; 8:30am – 11:30am
Wed-Fri	14-16	ALL Elementary Students – Full Day; 8:30am – 3:00pm ALL Montessori Students – Half Day; 8:30am – 11:30pm
Wed	14	Chinook Book Fundraiser Begins Blessing of the Waters Service – 8:30am
Tue	20	Greek Open Golf Tournament @ Langdon Farms
Fri	23	Divine Liturgy (Conception of St. John) – 8:30am
Wed	28	Chinook Book Fundraiser Ends

October '11

Wed	12	Parent Teacher Conferences (3 – 6pm)
Thurs	13	No School - Parent Teacher Conferences (8am – 8pm)
Fri	14	No School – Staff Development
Thurs	20	Divine Liturgy (St. Gerasimos of Kefalonia) – 8:30am
Fri	21	Passport to ASA Event – 6:30pm

November '11

Wed	2	Poinsettia Fundraiser Presale Begins
Thurs	10	No School – Teacher Grading Day
Fri	11	No School – Veteran’s Day
Mon	21	Divine Liturgy (Presentation of the Theotokos) – 8:30am Poinsettia Fundraiser Presale Ends
Thurs-Fri	24-25	No School – Thanksgiving Break
Mon	28	No School –End of 1 st Trimester
Wed	30	Winter Town Hall Meeting – 7pm Report Cards in FIF

December '11

Tue	6	Divine Liturgy (St. Nicholas) – 8:30a PTP sponsored St. Nicholas Cookies
Fri	9	Poinsettias delivered to ASA
Thurs	15	Christmas Program – 6:30pm @ ASA
Fri	16	AM Half-Day of School – 11:30am dismissal
Mon-Fri	19-30	No School - Christmas Vacation

January '12

Mon	2	First Day of 2012
Mon	16	No School - MLK Holiday
Thurs	26	Open House / Kindergarten Roundup – 5pm to 7pm
Mon	30	Divine Liturgy (3 Hierarches) – 8:30am

February '12

Wed	8	Divine Liturgy (St. Theodore the Commander) – 8:30am
Thur	9	Special Guest Day
Wed	15	Parent Teacher Conferences (3 – 6pm)
Thurs	16	No School - Parent Teacher Conferences (8am – 8pm)

February '12 (cont.)

Fri	17	No School – Teacher Work Day
Mon	20	No School - President's Day

March '12

Fri	9	No School – Grading Day (End of 2 nd Trimester) & Staff CPR Training
Wed	14	Hanging Flower Basket Fundraiser Presale Begins Report Cards in FIFs
Fri	16	Pre-Sanctified Liturgy – 8:30am
Mon-Fri	26-30	No School – Spring Break

April '12

Wed	4	Hanging Flower Basket Fundraiser Presale Ends
Tue	10	Pre-Sanctified Liturgy – 8:30am
Thurs-Fri	12-13	No School - Holy Thursday / Holy Friday
Sun	15	Great & Holy Pascha (<i>Orthodox Easter</i>)
Mon	16	No School – Bright Monday
Mon-Fri	23-27	Teacher Appreciation Week

May '12

Wed	9	Divine Liturgy (Mid-Pentecost: ASA's Feast Day) – 8:30am
Thurs	10	Spring Town Hall Meeting – 8am
Fri	25	No School – Staff Development & Conferences
Mon	28	Memorial Day – No School

June '12

Tue	5	New Parent Orientation Meeting – 7pm
Thurs	14	Last Day of School – 10:30am dismissal Spring Performance – 9am
Fri	15	Teacher's Last Day – Report Cards Mailed

Sept '12

Tue	4	<i>First Day of New School Year</i>
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ARRIVAL AND DISMISSAL SCHEDULE

Daily School Hours:

Montessori Half-Day: 8:30am - 12:25pm

Montessori Full-Day: 8:30am – 3:00pm

Elementary Program: 8:30am – 3:00pm

Daily Schedule:

8:15am School Opens

8:30am Morning Prayers

11:30am Elementary Lunch

12:00pm Montessori Lunch

12:25pm Half-Day Student Dismissal

2:45pm Afternoon Prayers

2:55pm Full-Day Student Dismissal

Office Hours: The school office is open from 8:00am – 3:05pm Monday through Friday. The principal is available by appointment only.

Teacher Hours: Teachers' hours are from 8:00am to 3:30pm. If you need to talk with your child's teacher, you may e-mail them or leave a message with the school office. Teachers will return your call during their planning time or after school.

ASA NOTICE OF NONDISCRIMINATORY POLICY

REVISED JUNE 2011

NOTICE OF NONDISCRIMINATORY POLICY

Agia Sophia Academy admits students of any race, color, national and ethnic origin and are entitled to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other academy-administered programs.

A student does not have to be Orthodox to attend ASA. While Agia Sophia Academy is an Orthodox Christian School, it welcomes students from all faith backgrounds. However, non-orthodox students should know that Agia Sophia Academy is unapologetically an Orthodox Christian School. All who enroll at Agia Sophia Academy agree to participate in all activities and classes during the school day, including Church Services and faith class. The student body at ASA currently consists of about 20% non-Orthodox students and 80% Orthodox students from varying churches and backgrounds.

ASA CORE PHILOSOPHY

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. (Philippians 4:8)

We began developing our vision for Agia Sophia Academy by attempting to answer the question, “When is a person educated?” Was it when they obtained a high school or college degree, technical knowledge, wealth, or, social status? We learned that the Hellenic Fathers like Plato, Aristotle, Solon, and Socrates, agreed that the educated person has a good character, is thoughtful, kind and considerate, respectful, modest, unassuming,

searching, and inquisitive. They spoke of the educated person as a person of self—control (sophron), justice (dikaios), goodness (agathos), and piety (eusebes aner). They believed that the ultimate purpose of education was to form or make what they referred to as “the good and beautiful person” (kalos k’agathos anthropos).

Likewise, Early Church Fathers, such as St. Basil the Great, St. Gregory the Theologian, and St. John Chrysostom, were students of the Classical Trivium. They believed that the purpose of education should be to develop the human being into a person possessing faith in a core of values and a persistent effort to apply them in everyday life unto Christ-likeness. Both the Hellenic and Early Church Fathers understood that it was only by contemplation of the beautiful and the good that a person could develop into a beautiful and good person. They also agreed that this contemplation and the effort to apply it, not only educates the soul but it also imbues the inner person with the ideals of excellence. It was this philosophy, these educational ideals, which gave impetus to the expansive achievements of our ancient Greek culture. The Christian Church rose up out of this Hellenic influence, and the classical model of education, which was a fruit of this period, certainly had an influence on the early apologists and Fathers of the Church, who helped to articulate, defend and spread the Christian faith.

We came to the conclusion that we, too, should strive to keep before our eyes those things of beauty, goodness, and excellence that will inspire us to truth, wisdom, and love of God. We also concluded that we should educate our children in that same tradition of Classical wisdom that formed the educational foundation of the Church Fathers.

At Agia Sophia Academy, we seek to provide an Orthodox Christian education that conveys knowledge of God’s will. We want our students to learn how to live by faith, know truth from falsehood, and develop the whole person: soul, heart, body and will. We welcome everyone to learn more about Agia Sophia Academy, an Orthodox Christian school!

ASA VISION AND GOALS

REVISED MAY 2011

About Agia Sophia Academy - An Orthodox Christian School

Our Vision is to develop and sustain a Pan-Orthodox, Preschool through 5th grade, faith-based, private educational ministry in the Portland, Oregon area, so that our rich educational inheritance is transmitted to our children for the glory of God and the benefit of the/our soul.

As a first step towards fulfilling that Vision: Agia Sophia Academy educates the whole child by providing a rich academic and arts curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person.

Accordingly, we have set the following goals:

- To offer academic excellence in a safe and nurturing environment.
- To teach students “how to learn” as well as “what to learn.”
- To cultivate a life-long love of learning in our students.
- To act as an extension of the parental role of educating the child.
- To further form character in our students so they will become productive and good members of our communities.
- To draw families more fully into the life of the Church.
- To honor God and educate others in the Faith.

Agia Sophia Academy operates under the Omophorion of His Eminence, Metropolitan Gerasimos of the Metropolis of San Francisco, and with the endorsement and support of the Orthodox Clergy Brotherhood of Oregon.

Parents, in cooperation with the school, are responsible for the regular attendance of the students in order to support the academic mission of the school. Regular attendance is required of all students by the school laws of the State of Oregon. Absences & tardies greatly effect instructional time.

Reporting Process: Parents must notify (either by phone, email, or written note) the school by 8:15am if their child will be tardy or absent from the school that day. Students that are absent during the day may not participate in extracurricular activities. Punctuality and attendance are of vital importance to the mission of at Agia Sophia Academy. By state law, Agia Sophia Academy is responsible for recording attendance and keeping it in the student's permanent record.

Naturally, there will be times when a student arrives tardy due to unforeseen circumstances, or is absent due to an illness or family emergency. In those cases, the following apply:

Tardiness: Tardiness is defined as arriving at school after the school day begins, at 8:30 a.m. Prompt arrival is important as students go directly to church. Prayer marks the beginning of our school day and is considered a vital part of the academic day. Attendance will be taken promptly at 8:30 a.m. and students who are not standing with their class in church by then will be marked absent.

Excused/Unexcused Tardy: If a student arrives into the church after 8:30 a.m., the absent designation will be changed to tardy. An excused tardy is accompanied by a note or email of explanation from the parent. Examples of excused tardies:

- doctor's appointment
- religious-related observances

Tardiness will not be excused without a written note or email to the school secretary or teacher. Validity of the excuse will be determined by the secretary and principal. Whether excused or not, continued tardiness is disruptive to the learning process and is unacceptable.

While we understand that as commuter school traffic can be problematic, we are not able to consider traffic related tardies as excused. The school has allotted two "free" tardies each month to specifically allow for those unexpected traffic situations.

Consequences for Tardiness:

1. Tardies are recorded on the student's permanent record.
2. The entryway clock at the ASA will be used to determine lateness. Parents should set watches accordingly.
3. On the 2nd unexcused tardy in a month, the office will send postcard notification home in the following FIF. The \$10 tardy fee will apply beginning with the 3rd and any additional tardies for that month. This fee is assessed on the following month's tuition invoice.
4. **Pick-up Tardies:** The school day ends at 12:25 p.m. for the half-day Montessori students and 3:00 p.m. for everyone else. Parents will pick up Montessori half-day students from the Entry Way in the South Fellowship Hall. *See the pick-up policy for full-day pick-up procedures.*

Any students not picked up by 3:05 p.m. (12:30 p.m. half-day students) will be considered late and parents will be subject to late fines. Late pick up fee is \$10 per incident, plus \$10 for each additional 10-minute period afterwards.

5. Continued tardiness will be handled according to the Agia Sophia Academy Non Compliance Policy.

Absence: A student is considered absent if they miss more than half of the school day. Absences, whether excused or unexcused are recorded on the student's permanent record.

Absences fall into three categories:

Excused Absence: If a student will not be attending classes on a particular day, parents need to notify the school office (e-mail or phone) by 8:15am, who will then notify the child's teacher. Parents can notify in advance of the absence by completing the Pre-arranged absence form.

Some examples of excused absences:

- Student illness
- Funeral or family emergency
- Pre-arranged travel
- Religious-related observances.
- Court appearance

Unexcused Absence: If a child is not present and no written explanation is given, it will be considered unexcused.

Pre-Arranged Absence: The ASA school calendar provides plenty of vacation time for families to take advantage of. However, occasionally it will be necessary for a student to miss school due to a pre-arranged circumstance. In these cases, the family must complete a "Pre-Arranged Absence Approval Form" (available in the school). This form requires the signatures of all teachers whose classes the student will be missing as well as the signature of the Principal. Knowing about an absence in advance allows the teachers to prepare a packet for the student to complete so they are not as behind upon their return to school.

Truancy: An absence or tardy is considered truant if both of the following conditions apply:

1. The student is responsible for getting themselves to school (e.g. by foot, bike, or public transit as set forth in the "Parental Release Form".)
2. The absence or tardy is unexcused.
3. In the first instance of truancy, the student's parent or guardian will be notified by the Principal. Subsequent offenses will be treated in accordance to the Agia Sophia Academy Discipline Policy.

Consequences for Absences:

1. Absences are recorded on the student's permanent record.
2. After the 2nd consecutive unexcused absence in a month, the Principal will conference with the parent.
3. Continued unexcused absences will be handled according to the Agia Sophia Academy Non Compliance Policy. *See Appendix C*
4. By state law, a school may remove a child from their rosters after ten consecutive days of unexcused absences. In this case, tuition may not be refunded.

GENERAL GUIDELINES FOR ABSENT WORK:

At ASA, we see continuous school attendance as a vital of each student's development. It is expected that each student will attend school at scheduled times, except for illness or family emergency. When a student is absent for even one day, their "catch-up" time can be difficult because upon their return, they now have 2 days' worth of work to complete. If an unusual circumstance requires that a student miss a number of school days, the following guidelines apply:

1. Missed assignments/work will not be given ahead of time, unless pre-arranged at the discretion of the Teacher.

2. The parent and student have the following responsibilities:
 - a. To check in with the teacher about what material the child missed on that day. Therefore, the student is accountable for information that was taught, regardless of whether or not they were present. Parents need to go over material with students so that they do not fall behind.
 - b. To pick up any assignments at 3:00pm in the school office (Grades K-5).
 - c. To ensure that all assignments are completed on time.
3. Student's homework will be graded as if the student had been in attendance.
4. It is understood that teachers will continue to present new materials while students are absent. All work that is missed, whether through absence or tardiness, is the responsibility of the student to make up.
5. Missed assessments will be made up either during the school day, before or after school at the teacher's discretion.
6. Make-up work must be returned no later than 1 day late per day of absence. For example, if Sam was absent on Monday, his make-up work as well as Tuesday's homework is due Wednesday.
7. Teachers reserve the right to reduce points on assignments returned later than the above guidelines.

DROP-OFF/PICK-UP POLICY

REVISED AUGUST 2010

Overview: Our first priority is the safety of the students. Our second priority is a smooth, efficient, flowing, drop-off and pick-up procedure. We are committed to your children's safety and it is important that we all take this matter seriously. We also take seriously our neighbors' needs and will at all times strive to be a good neighbor.

Procedure:

1. **Drop off:** The school will open at 8:15 a.m. for student arrival. All students should be in the South Fellowship Hall no later than 8:25 a.m. to be ready for church, which begins promptly at 8:30 a.m. The entryway clock at the ASA will be used to determine lateness. Parents should set watches accordingly. Students arriving into church after 8:30 a.m. will be marked tardy. *See Attendance Policy for details.*

For older children, parents may use the front parking area (in front of the bathrooms,) for drop-off. Starting at 8:15, cars will pull forward to the end of the parking spaces to drop off children, who will then follow the walking path to the covered area in front of the school doors. After children are safely at the covered area, parents may circle around the parking lot to exit to the right onto Walker Rd. Young children should be accompanied to the entry way by their parents.

Please do not allow your child to walk or run behind the parked cars unattended.

Only right hand turns onto Walker Road are permitted. Do not attempt left hand turns!

2. **Pick Up:** The school day ends at 12:25 p.m. for the half-day Montessori students and 3:00 p.m. for everyone else. The entryway clock at ASA will be used to determine lateness. Parents should set watches accordingly. Any students not picked up by 3:05 p.m. (12:30 p.m. half-day students) will be considered late and parents will be subject to late fines. *See Attendance Policy for details.*

Montessori Half-Day Pickup – Parents will be asked to park and come inside to pick up their children, who will then be dismissed by the teachers from the lunch room.

Elementary & Montessori Full-Day Pickup – Full-day pick up utilizes a pick up lane procedure. Parents will be asked to form a single line of cars starting around the side of the covered area (by the cream

colored shed) & display a school issued pick-up permit in their passenger-side front windshield or window for each family whom they are picking up. (*Parents are responsible for distributing extra cards to other authorized pickup drivers or carpools. Please contact the office if you need more than four permits or would like a route map.*) Please pull up as far as you can so that as many cars as possible can fit along the curb for loading. Teachers will then escort children to their designated vehicle.

Carpoolers who need to pick up car seats and/or boosters may arrive prior to 2:55pm to pick up and install seats before entering the line.

Please remain in your vehicle while in the pick-up lane.

- Please do not use your cell phone while in the pick-up lane.
- Please try to load your children as quickly and safely as possible and immediately move out of the pick-up lane.
- ***Please remember: only right hand turns onto Walker Road are permitted. Do not attempt a left hand turn!***

We kindly ask everyone to be as patient as possible in the pick-up lane, especially in the first few weeks of school, as everyone will be getting used to the process. Late fees will not be applied to a vehicle in the pick-up lane by 3:05pm if loading of students exceeds allotted time.

3. Carpooling is strongly encouraged. Please clearly label your car or booster seats and place them under the ASA sign-in table in the fellowship hall.
4. Community building activities, such as after-school playtimes are a wonderful way to get to know other families. However, for the safety of all students, please consider Tualatin Hills Park, Wanda Peck Memorial Park or another nearby playground option for after-school play dates.
5. Parents must complete an “Authorization for Pickup” form at the beginning of the school year, or if drop off/pick up arrangements change. Parents must notify the office if anyone other than those listed on this form will be picking up a student (*this does not apply to ASA family carpools, however we request you provide us with a written schedule for a smooth pick-up transitions*).
6. For students who transport themselves to and from school (*i.e. walking, biking, or public transportation*), parents must complete a “Parental Release Form”.
7. Parents are invited to schedule time to visit the classrooms before and after school.
8. Parents must follow this procedure at all times. Failure to comply will be subject to ASA’s Non-Compliance Policy. *See Appendix C*

STUDENT PROGRESS/PARENT REPORTING

JUNE 2011

Effective communication between the home and the school regarding student progress is critical. In order that the resources of the home and school may most effectively support a student’s educational needs, programs and procedures shall be maintained through which the school will regularly apprise each parent of his/her child’s educational progress. Such programs and procedures shall reflect systematic observations and evaluation of each student’s growth in terms of the goals of the educational programs.

1. **Report Cards/Progress Reports:** A student report card is used to report students’ academic progress, study skills, habit development, and behavior to the parents. Report cards are sent following each trimester. Progress reports are sent home one to two times a year, depending on the grade level.

ACADEMIC LEGEND: EXPECTATIONS FOR END OF TERM	
Exceeds Standards - Consistently grasps, applies and extends key concepts, processes and skills. Works beyond stated goals.	ES
Meets Standards - Grasps and applies key concepts, processes and skills. Meets stated goals.	MS
Approaching Standards - Beginning to grasp and apply key concepts, processes and skills.	AS
Needs Support - Not grasping key concepts, processes and essential skills. Area of concern that requires support.	NS

2. **Standardized Testing:** Grades 1 through 5 complete in the Stanford Achievement Test in the spring. Each student's scores will be sent home on or before the last parent conference. Parents may request other types of tests, such as academic or psychological, from Barnes Public School.
3. **Conferences:** Parent/Teacher Conferences are held formally in the fall and late winter. The purpose of conferences is to discuss student academic progress, areas of strength, room for growth, social interaction, and spiritual development. Additionally, we offer May conferences for students matriculating into other classrooms or programs the following year.

Parents and teachers may also request conferences as needed to address specific issues. Time to talk to the teacher needs to be scheduled in advance so that the teacher can devote his/her full attention to parent concerns. Please do not attempt to have conversations with the teachers during drop off or pick up times as the teachers need to be fully responsible for the students under their care.

Please discuss classroom concerns with the teacher first before bringing them to the administration.

Promotion and Retention

1. **Promotion:** A student satisfactorily completing each grade's work will be promoted to the next grade.
2. **Guidelines for Retention of Students:** The teacher in consultation with the administration and the parents makes recommendations for retention of students and, if appropriate, with other advisory staff. The decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal.

DISCIPLINE POLICY

REVISED JUNE 2011

The purpose of discipline is to provide an atmosphere conducive to learning. Appropriate discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

ASA Safety and Security Rules: All school rules related to safety and security rules are in effect at all times. Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.

4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.

Core Beliefs that Guide Enforcement of School Rules and Expectations: We see each student as one who bears the image of God, and one who therefore is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. The core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Love and Logic Core Beliefs for Agia Sophia Academy: The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

Love and Logic Rules for Agia Sophia Academy

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions, etc., may not cause a problem for anyone else.
3. If your actions, dress, or possessions cause a problem for anyone else, you will be asked to solve that problem.
4. If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel that the consequences appear not to be fair, request a “due process” hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows

the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.

6. We realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy however, should the student be unable to eliminate the behavioral problems, the student will be expelled.
 - a. Should a student, at any time, commit a serious act of misconduct (see below), the discipline process may be bypassed and suspension or expulsion could be imposed immediately. Students may be subject to discipline for acts of gross misconduct even if those acts take place after school hours. Some examples of gross misconduct are:
 - i. Endangering the life of another
 - ii. Gross violence or vandalism
 - iii. Violations of civil or federal law
 - iv. Violations of spiritual law
 - b. Should the expelled student desire to be readmitted to ASA at a later date, the school board, or its delegated subcommittee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

Individual Classroom Rules

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, "I'm not sure that's fair," and we will talk about it.

If you would like more information on Love and Logic, please speak with the front office regarding our Love and Logic Lending Library and see our Lending Library check-out policy below.

Family Cooperation/Removal of Students Resulting from Parental Attitude: Under normal circumstances a student should not be deprived an Orthodox education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

Electronic Equipment & Valuables: Electronics & any personal effects, such as radios, pagers, CD players, iPods, laser pointers, games, jewelry and/or toys are not to be brought to school unless authorized by the teacher for specific purposes. The school is not responsible for any lost, stolen, or damaged personal items. While mindful of the desire for parents to provide cell phones to their children for safety purposes, cell phones are not to be used during school hours for any reason.

Physical Restraint: Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the school permit a teacher, administrator, school

employee, or school volunteer to use reasonable physical force to restrain a student when and to the extent the individual reasonably believes it necessary for such purposes.

SCHOOL SAFETY AND EMERGENCY PREPAREDNESS

APRIL 2011

1. **Supervision:** Supervision for students begins at 8:15am and concludes at 3:05pm for their safety, students are not to arrive on the school campus before 8:15am or remain after 3:05pm. After 3:05pm students are to be picked up in the school office. The school maintains a state of security at all times, parents and visitors must be “clicked in” by a staff member, outside of pick-up and drop-off times and designated parish events.
2. **Emergency School Plan:** In the case of emergency situations requiring the evacuation of the school and school closure:
 - Parents should not call the school so the phone will be available to emergency personnel. The school’s Crisis Response plan will activate and members will contact parents by phone and email
 - Stay Calm. The school will take care of your child until you come
 - Tune in to local radio or TV news broadcasts
 - Plan ahead of time who will come to school to get your child in an emergency. Parents or an authorized pickup person must sign out when taking students home
3. **School Lockdown:** In some situations it may be necessary to lockdown the school. Pursuant to police recommendations, the following procedures will be implemented for a school lockdown:
 - Exterior and/or Classroom Doors will be locked and blinds will be closed
 - No one will be permitted to enter or leave the building
 - Students will stay with the teachers. No student will be allowed to walk through the building alone
 - Lockdown will continue until the school receives an “all clear” signal from emergency personnel
 - Parents should not call the school so the phone will be available to emergency personnel. The school’s Crisis Response plan will activate and members will contact parents by phone and email

Lockdowns are practiced and discussed twice a year minimum.

4. **Fire & Earthquake Drills:** Fire drills are held every month. Drills and instruction on fire emergencies include routes and methods of exiting the school building. Additionally, drills and instruction on earthquake procedures are held quarterly and include instruction on “duck, cover, and hold on” followed by immediate evacuation when appropriate.
5. **Emergency Preparedness Kits and Training:** An emergency kit has been provided for classroom in the school. The kits contain water, food, solar blankets and other items indicated for emergency preparedness by the American Red Cross.

Every two years, all ASA staff are trained and certified by Medic First Aid International in PediatricPlus CPR, AED, and First Aid. In addition, in 2009, our school secretary and three staff members received Glucagon training from the American Diabetic Association. A full first aid kit is maintained in the front office, and small kits are in each of the classrooms. Icepacks are kept in the kitchen freezer for minor injuries. Staff consult with Registered Nurses and/or doctors from our school and church community as needed.

LENDING LIBRARY CHECK OUT POLICY

MAY 2011

ASA offer a variety of Love and Logic®, parenting, and education materials for our parents and community members to borrow at no cost. Books may be checked out for up to two weeks at a time, while CDs and DVDs are available for one week terms may be checked out for up to one week at a time.

ACADEMIC POLICIES

JUNE 2011

1. **Books:** Textbooks, Classroom Books and Lending Library materials and are an important part of our educational program and require a significant expense from our school's budget to purchase. Students and Parents are responsible for any books checked out or assigned to them.

Any student or parent failing to return or damaging a book or library item is required to pay for the loss at the full replacement cost. Lost or damaged materials must be paid for before the end of the school year. A student or parent who is issued a damaged book should report the damage immediately to the assigning staff member.

2. **Supplies:** Students are responsible for obtaining and maintaining basic school supplies. This includes, but is not limited to items such as pencils, paper, and pens. Some supplies may need to be replenished throughout the year, at the request of the teacher. A school supply list is sent to parents before the start of each school year.

3. **Computer/Technology:** Agia Sophia Academy's curriculum requires minimal use of computers within the school day. With such a full academic and arts focus, concentrated instruction in computer usage does not play an essential role in ASA's philosophy or curriculum. Since there are countless opportunities for students to learn how to use computers and to access information through them outside of school hours, there is no particular obligation on the school's part to provide these opportunities. However, as educational tools that can enhance learning for older elementary age students, a computer center is available for student use in the upper elementary classroom. Keyboarding is a foundational skill that is introduced in Grade 3. Beyond keyboarding, instruction at a later point will focus on the proficient use of two types of computer programs: applications software (such as word processing, slide shows, and publications) and curriculum-based software, to expand on specific classroom study units.

Responsible use of the Internet for learning and information gathering will begin to play a role in Agia Sophia's technology instruction, especially for our older students. As we develop our students' abilities to retrieve, analyze, and synthesize information from the Internet's rich array of sources, we will also teach strategies for evaluating web sites in terms of reliability, objectivity, and timeliness. Students will be instructed in proper internet use and are expected to use the internet and all technological resources responsibly. Misuse of such resources will result in loss of privileges and may include further disciplinary action. ASA reserves the right to monitor and/or restrict access as deemed appropriate.

4. **School Property:** School furnishings and equipment are to be respected. Any student who vandalizes or damages school property beyond normal wear and tear is liable for replacement or cost of all damages done.

DRESS CODE

REVISED MAY 2011

Students should be clean, well groomed and appropriately dressed for school each day. All clothing should be clean and fit in a neat and tidy manner. Shirt tails should be tucked in. Please be mindful that uniforms are worn

in class, for recess and in church. *Please label sweaters, jackets, and other removable items for easy identification.*

Overall School Dress Code Requirements

1. Dress neatly: Shirts tucked in, shoes tied, no holes/tears in clothes, clothing not overly faded, clothing appropriately sized for the wearer.
2. Be clean and well-groomed: That is, recently washed, hair neatly cut and kept. Be modest: Outlandish or distracting clothing or appearance will not be allowed (e.g., tattoo, body piercing, unnatural and/or distracting hair dyeing, etc).
3. Undergarments: If a boy wears an undershirt, it must be a solid WHITE crew neck or v-neck tee shirt. Under some of the shirts, girls may wish to wear a WHITE camisole.
4. Jewelry: All jewelry must be modest and matching. One necklace may be worn outside clothing and/or one bracelet. Only girls may wear earrings – one pair of small stud-type that do not extend past the lobe.
5. Tattoos: Are not allowed under any circumstances. This includes temporary or washable tattoos on any age student.
6. Hats: Unless granted permission for special days or events, students are not to wear hats while inside the school buildings.
7. Lunch boxes, backpacks and accessories should be free of any characters or large logos as these prove to be a distraction for the children.
8. Special attire: Events such as field trips may call for other clothing options, such as shorts, sweatshirts, etc. Also, special days may be scheduled—such as “free dress” days—during which other clothing options shall be allowed.

You can purchase ASA logo items through www.frenchtoast.com.

Just enter our School Source Code QS5DSYY.

Elementary Program Uniform Requirements- Girls:

- WHITE or BURGUNDY short or long sleeve polo shirt
- WHITE short or long sleeve button down collar shirt (no embellishments on collars)
- NAVY BLUE or BLUE/RED PLAID (Plaid available through French Toast Only) skirts, or scoop neck jumper at knee length or longer.
- NAVY BLUE or BLACK bike shorts must be worn underneath a skirt or jumper if thick tights are not worn. Available through Land’s End.
- NAVY BLUE V-Neck sweater vest (available from French Toast with ASA logo)
- NAVY BLUE CARDIGAN sweater (available from French Toast with ASA logo)
- NAVY BLUE FLEECE with ASA Logo (*contact ASA for available vendors*)
- NAVY BLUE or WHITE socks, knee socks, leggings and tights (solid color, no patterns)
- BLACK or NAVY “Sports” style shoes or low heel dress shoes w/ traction soles. (No Sandals or Boots)
** All shoes must fit correctly and safely stay on the foot. **
- A pair of well-fitting “Sports” shoes in BLACK or NAVY must be worn on PE days (M/W/F) .Students must be able TIE shoes by themselves.
- Hair accessories in matching Uniform Colors only.

Elementary Program Uniform Requirements - Boys:

- WHITE, BURGUNDY short or long sleeve polo shirt
- WHITE short or long button down collar shirt (no embellishments on collars)
- NAVY BLUE Dockers or Chino style pants (no cargo or corduroy pants)
- Plain BROWN or BLACK belt
- NAVY V-Neck sweater vest
- NAVY BLUE CARDIGAN sweater (available from French Toast with ASA logo)
- NAVY BLUE FLEECE with ASA Logo (*contact ASA for available vendors*)
- NAVY BLUE or WHITE socks (solid color, no patterns)
- BLUE/RED PLAID tie (Available through French Toast Only)
- BLACK or NAVY BLUE “Sport” Style or dress shoes with traction soles. (No Sandals or Boots)
** All shoes must fit correctly and safely stay on the foot. **
- A pair of well-fitting Sports” shoes in BLACK or NAVY must be worn on PE days (M/W/F). Students must be able TIE shoes by themselves.

Purchasing Uniforms: Here are some stores where clothing adhering to the dress code may be purchased: French Toast catalog (ASA receives 5% of purchases, enter School Source Code: QS5DSYY), Land’s End catalog (preferred school #900099045; 3% of total sales back to ASA), Sears, J.C. Penney, Dennis Uniforms. SCRIP is available for most of these stores.

We also have a parent-run uniform exchange available to our families.

Maintaining Uniforms: It is the parents’ responsibility to ensure that the uniform items match the shade of color as seen in French Toast brand clothing, regardless of where they are purchased. Please note that over time an item may become too faded or worn to be considered uniform appropriate. We do NOT recommend Gap or Old Navy pants as they color fades quickly and will become no longer uniform.

Free Dress Days: Students may wear “free dress” on announced occasions. Free Dress days are announced in the Weekly Wisdom Newsletter. Free dress means nice, casual clothes such as: khaki’s, nice jeans or dresses, shirts with collars or nice T-shirts. Clothing may not contain characters, advertisements for alcohol or tobacco products, offensive language or distracting imagery. Shorts are not allowed. All shirts, tops, and dresses must have sleeves.

Please Note: Free dress still follows the guidelines of the overall school dress code requirements.

Montessori Program Dress Code: Boys and Girls:

No specific uniform is required. MONTESSORI students are however, expected to adhere to the following dress code:

- Attire must be neat & clean
- Boys in long pants (no shorts)
- Girls in knee-length or longer skirts or dresses (shorts must be worn underneath if thick tights are not worn). Shirts must be worn under sundresses.
- NO characters, large logos, or wording allowed on any clothing, shoes, lunch boxes and accessories.
- All shoes must fit correctly and safely stay on the foot. No light-up or wheeled shoes. If shoes with laces are worn, students must be able to TIE shoe on their own.

- A pair of well-fitting “Sports” shoes must be worn on PE days (M/W/F)
Students must be able to put on and TIE shoes by themselves.

Dress Code & Uniform Enforcement: To limit possible confusion in enforcing this policy, the Principal and staff will determine whether or not a student is violating the uniform policy. Students not complying with the uniform policy will be required to rectify their appearance *before entering the classroom*. In many cases, this will require parents to return to the school and either pick up their child or bring uniform clothing. Cheerful, consistent student compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action.

FOOD SHARING & CELEBRATION POLICY

UPDATED JUNE 2011

Sugar has a direct effect on a child’s ability to learn, thus we ask that you limit school celebrations to a student’s Birthday. (If the birthday falls in the summer, you may choose to celebrate the Name Day instead.) Please notify the teacher prior to this day to make arrangements for the birthday activity. We ask that treats be individual servings (cookies, brownies etc.) to limit the handling of these items and aid in the speedy distribution. Parental help in serving and cleaning up after a birthday celebration is greatly appreciated. Signing up for lunch duty is a great way to help with earning some volunteer time!

Due to the many different food allergies students suffer from, it is necessary that food being supplied by parents/guardians for the purpose of sharing with the student's classmates meet the following guidelines:

1. Products may not contain NUTS.
2. In compliance with Oregon Health Regulations, shared foods must be commercial prepared and packaged, in an unopened container with an ingredients label.
3. Homemade foods ARE NOT allowed.
4. During the lunch hour, students are only allowed to eat food from their own lunch boxes. Sharing food is not allowed.

Alternative celebration idea: Donate a book to the classroom in honor of your child’s birthday. See the school office for a special dedication label to affix inside.

Peanut Allergies- ASA strives to limit opportunities for children to ingest peanuts due to the life threatening implications of peanut allergies. However, we are not able to guarantee that we are a “peanut-free” environment. If your child is allergic to peanuts and peanut products, please make sure a Medical Information & Consent Form and Physician’s Statement are on file with the proper medications as prescribed by his/her physician.

LUNCH POLICY

JUNE 2011

ASA encourages families to teach children (even young children) to help pack and be responsible for getting their sack lunch to school each day. In the event that a child forgets their lunch, the office will make an attempt to contact the parent IF the child notifies us of the problem before 9am. A student missing lunch will be given cup-of-soup and a snack-like item (crackers, apple slices, carrots, etc.)

If a pattern of missing lunches begins to happen with a particular child, the parents will be contacted and a solution will be discussed.

Please note: ASA does not have a microwave or refrigerator for student use. Other parents are a great resource for creative sack lunch ideas!

Lunch Room Rules:

1. Quiet, inside voices at all times. Feel free to enjoy pleasant conversations with friends at your table
2. Play time happens after lunch is finished and the room is clean
3. Please keep your hands to yourself: respect others
4. Lunches are for one person only: eat only your food
5. Food should not be wasted

SCHOOL COMMUNICATION & FAMILY INFORMATION FOLDERS

In order to maintain regular communication, the school office sends home a Family Information Folder (or FIF for short) every Wednesday during the school year. This folder will contain our school newsletter, the Weekly Wisdom, along with various items such as Tuition Invoices, Important Notices, Report Card & Progress Reports, Upcoming Event or Permission Slips. Parents are asked to sign & return their folder no later than the Friday, following the Wednesday they received it—announcements and information are provided by the school in this format and parents are responsible for the information presented in the FIFs and school emails. Reading & returning your FIF on time is an important key to effective two-way communication with parents and ensuring that parents are properly informed.

We will also e-mail out updates, volunteer requests, and other information from time to time. Please make sure you add @asapdx.org to your “safe senders” list in your spam software/program.

FUNDRAISING REQUIREMENTS

REVISED MAY 22, 2010

General Fundraising

Since tuition covers only part of the total cost of education, parents must involve themselves in many activities to help the school, including fundraising projects. To help cover the additional cost of educating each student, Agia Sophia will have a minimum \$200.00 per family fundraising commitment per school year. Part or all of these funds may be generated through Chinook Book, Poinsettias, the Hanging Plant sale or any other additional fundraisers including scrip. Any family unable to generate these funds by May 31st, will be billed the difference on their June tuition invoice.

The \$200.00 will reflect the fundraising (profit) for all monies raised by each family. The PTP will oversee this program and the PTP Board will monitor the fundraising balances of each family.

Example of how to earn \$200 profit for 2011-2012 (The following values are an approximation and are subject to change):

Buy or Sell:

5 Chinook books	\$50
4 poinsettias	\$25
5 hanging baskets	\$50
\$150 per month in scrip orders	<u>\$75</u>
	\$200

Special Notes Regarding Fundraising:

Development Fundraisers, such as the Annual Fund Drive, do NOT count toward ASA fundraising requirements overseen by the PTP. These funds are raised specific to bridging the gap between tuition and the cost to educate.

Since the Greek Open Golf Tournament is a development Fundraiser – money raised does not apply to family fundraising requirements. Volunteer hours (Share Hours) can; however, be earned for the Greek Open.

PARENTAL INVOLVEMENT POLICY

REVISED MAY 2011

We at Agia Sophia Academy see ourselves as a natural extension and fulfillment of the primary parental roles of education and Orthodox Christian formation. Consistent and enthusiastic participation and involvement of the parents strengthens the academic program and ensures smooth operation of the school. Our staff and our parents make the difference and are the key to achieving our Goals, fulfilling our Mission, and achieving our Vision.

Currently parents are needed to volunteer at a substantial level to meet the needs of a small school. ASA requires:

1. Two-parent families must serve a minimum of 40 mandatory contribution hours, called “Share Hours,” per year for full day students, or 20 mandatory contribution hours, called “Share Hours,” per year for half-day students.
2. Single-parent families must a minimum of 20 mandatory contribution hours, called “Share Hours,” per year.

Many needs exist for parental involvement at ASA. Share Hours can be met at home as well as on campus. A sign-up sheet is available at the start of each year. Below are just a few of the on-going needs of the school:

- A coordinator of Parent Volunteers
- Classroom Assistant
- Reading/Math/Science Assistants
- Lunch/Recess Monitor
- Chaperone for field trips
- Art/Language/Music Assistant
- Fundraising
- Library Assistant
- Facility Improvements
- Marketing/PR
- Parent/Teacher Partnership (PTP) involvement
- Substitute Teachers
- Mailings – stuffing envelopes, sorting, etc.
- Creating Bulletin Boards displays

Your investment of time and talents is critical to our success and represents the truest form of stewardship. We look forward to partnering with you as co-investors in the education and formation of your children.

It is the policy of ASA that the safety and wellbeing of our students be of utmost importance. To that end, we require parents spending time on campus to submit to a background check. ASA will assume the cost of completing the background check and the form is available in the office.

Reporting of Share Hours: It is the family’s responsibility to record their Share Hours. Hours must be recorded on their Share Hour Form in the Volunteer Log Binder, located on the front entry way table to be counted. All activities should be rounded to the nearest quarter of an hour.

Hours earned in June, July and August will be applied to upcoming school year.

Deadline for submission of Share Hours is May 31st. The fee for un-met or un-submitted hours is \$10 per un-met hour, which will be billed with your June tuition invoice.

Opt-out Option: You can pay \$400 at the beginning of the school year to waive your Share Hours. The Opt-out deadline is September 15th.

We believe:

- Homework helps develop responsibility, self-discipline, life-long learning habits, better study habits and skills;
- Students will be able to complete homework independently unless otherwise noted;
- Parents should be facilitators of the process of homework (i.e. providing time, a quiet place, and materials), rather than the instructors;
- Reading nightly is imperative for all students.

It is the intention of the Agia Sophia Academy staff to assign relevant, challenging, and meaningful homework that reinforces classroom instruction and learning objectives. The purpose of the assignments will be practice, preparation or elaboration. Every homework assignment will have a clear purpose that is understood by teachers, parents and students.

In the multi-age classroom, homework is customized based on students' individual needs and grade level.

Each classroom has a Homework System. Please check with each classroom teacher for their Homework Process and System.

The amount of time it takes a child to complete his homework may vary based on the child's work ethic and temperament. If a student is consistently spending more than the average time on homework, the parent should communicate this to the classroom teacher.

Because Agia Sophia Academy recognizes that many of its families place a high priority on the Liturgical Life of the Church, homework may be reduced for major feasts that fall on weekdays.

Please see the ATTENDANCE POLICY: General Guidelines for Absent Work.

ILLNESS OR ACCIDENT

Home is the best place for a sick child. In the event a student becomes ill or is seriously hurt at school, every effort is made to contact the parent or guardians or other designated person. (An emergency contact form was sent home with this handbook.) PLEASE KEEP THE EMERGENCY INFORMATION UPDATED BY INFORMING THE OFFICE OF ANY CHANGES. We will also call E.M.S. if the injury or illness is of a very serious nature which requires immediate medical attention.

The office calls home for any head injuries, other serious injuries, bee stings, and illness with a fever, nausea or vomiting as a matter of routine. When in doubt, the school will call and ask the parent to make a decision as to whether a child should remain in school, go home, and or receive medical attention.

Routine treatment of minor abrasions may be handled by the teachers or office, as both can supply band aids. Our full-time staff are CPR certified. Able students will be encouraged to clean and band aid the wound themselves due to the threat of blood-borne pathogens.

Consider keeping your child at home with the following symptoms:

- Severe chest congestion (deep, heavy cough) with or without a runny nose
- Nausea
- Redness of either eye
- Rash

Do NOT send your child to school with the following symptoms: (within the last 24 hours)

- Fever of 100 degrees or more (oral or auxiliary temperature)
- Vomiting
- Severe diarrhea (3 or more loose or watery stools within the school day)
- Redness of either eye with discharge
- Sore throat with elevated temperature
- Open draining sore that cannot be covered
- Rash with fever
- Jaundice – yellow skin

If your child develops any of the above symptoms at school, you will be contacted to pick him/her up. Children may return to school after recovering, or after a note regarding diagnosis and treatment (if indicated) by their health care provider is received by the school. This helps minimize the spread of communicable diseases in the school setting.

Some students have medical conditions which can become life threatening when exposed to: measles, chicken pox / shingles, fifth's disease, rubella and hepatitis.

If your child is diagnosed with a disease listed above or any serious illness, please contact the school. Certain illnesses require further follow-up in the school setting. Early reporting by you can assist in this process.

PEDICULOSIS (HEAD LICE)

MAY 2010

Agia Sophia Academy, maintains a nit-free policy in regard to our Head Lice protocols. Our goal is to keep children in school, ready to learn, while following safe, recognized health practices.

All students, regardless of home conditions, are susceptible to head lice.

Students with suspected cases of head lice will be referred to school staff for assessment. Any student found with live lice or nits (lice eggs) shall be excluded from school until the measures below have been completed.

Live lice & nits must be removed from hair following the application of a lice-killing product. It is the parent's responsibility to ensure an approved treatment has been initiated and the appropriate environment cleaning is being conducted in the home.

Returning to School: The parent shall accompany the student to school where the student will be screened for lice. If live lice or nits are still present, the student will return home with the parent.

MEDICATION ADMINISTRATION

Prescription/non-prescription medication: If a student must take medication during school hours, the medication must be stored in the school office, accompanied by a note from the responsible parent/guardian giving ASA permission to administer the medication. The medication will be administered in the office by office staff or by the Principal.

No medications of any kind will be administered in the classroom or shared between students.

Section 1. Purpose. The purpose of this conflicts of interest policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of the Corporation. This policy is intended to supplement but not replace ORS 65.361 governing conflicts of interest applicable to nonprofit and charitable Corporations. *See Appendix A*

TUITION POLICY

Agia Sophia Academy operates solely on revenues received from tuition and fundraising. Tuition rates are established by the school board and are based on the budgetary requirements of the school. Therefore timely tuition payments are required. Parents have two options for tuition payments:

1. Payment in full – due by September 1, 2011 (4% discount applies)
2. Monthly payments – due by the 1st of each month in 10 equal amounts starting in September.

Monthly tuition payments are due on the 1st day of each calendar month; accounts become past due if unpaid by the 10th of the month and will incur a late payment fee of \$25. Accounts unpaid over 30 days from the due date will automatically generate a review and begin to incur interest at the rate of 18% per year. For accounts that are past due by 30 or more days, the school reserves the right, in addition to any other remedies, to withhold grade reports, refuse to provide services to the student and/or expel the student.

Checks not honored by the bank are not considered payment and are subject to a \$25 returned check fee.

Students are considered enrolled for the entire year. Therefore, no tuition reductions will be made for extended absences, regardless of the cause of such absence(s).

Withdrawal Penalty – If a student leaves for any reason, a withdrawal fee will be charged equal to one (1) month's tuition. No other fees will be refunded. Notification of a student's withdrawal must be made in writing and become effective once the school has received the written withdrawal notice.

TUITION ASSISTANCE

The School Board of Agia Sophia Academy understands that some families need financial assistance for tuition payments. The school board strives to meet those needs as best as it can.

Every family registered in the school is eligible for need-base tuition assistance, if available. The school board works continually to balance the needs of parents with the budgetary needs of the school. Money used for tuition assistance is derived solely from gifts and therefore limited. The tuition assistance committee of the school board will make tuition assistance available based on numerous factors including, the need for assistance, the family's relationship with the school and the quality of the student.

Agia Sophia Academy makes use of the FACTS Grant & Aid Assessment Service to help us evaluate requests for financial aid. If you would like to complete an application, you may go to <https://www.factstuitionaid.com/facts/gaindex>. There is a small \$25 processing fee paid by the applying family directly to FACTS Management Company "FACTS".

FACTS is the largest educational financial service provider in the industry serving schools in all 50 states. They have been in business since 1986 and specialize in working with schools like ours. Contact information for FACTS is below:

www.factsmgt.com * 800-624-7092 * info@factsmgt.com

The deadline for completed applications and having all required information submitted to FACTS is April 1st. You can determine whether your application is complete on-line once you have registered with FACTS. Applicants will receive notice of the financial assistance grants by May 1st.

If you do not have access to the internet and wish to apply for financial assistance, please visit a local public library or contact the Principal concerning using a school computer for this purpose.

The information you provide us and FACTS will be treated confidentially and with respect. If you have any questions please call the Principal of Agia Sophia Academy at (503) 641-4600.

GRIEVANCE POLICY

REVISED JUNE 2006

The Grievance Policy for ASA is in keeping with its Mission: to educate the whole child by providing a rich academic and arts curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person.

As hard as the ASA students, teachers, and parents will strive to communicate and resolve issues effectively, mistakes will inevitably be made as we are not perfect. As adults, we realize that our behavior sets an example for our children whom we are seeking to teach wisdom and virtue. Concerns, therefore, should be addressed to the persons directly involved and not roundabout through others who are not involved in the situation. As an ASA community of parents, teachers, staff, Board and students, we will seek to avoid the sin of gossip and always seek to forgive and love our neighbors as ourselves.

Failure to comply with this Grievance Policy will be subject to discipline from Agia Sophia Academy. *See Appendix B*

NON-COMPLIANCE PROCEDURE

REVISED JUNE 2006

Objective: To clearly communicate the procedure at ASA when any Board Member, Staff Member, Volunteer, Parent or Student fails to comply with any official ASA policy in a manner that is deemed injurious to the mission, vision and goals of ASA. *See Appendix C*

VISITOR POLICY

REVISED JULY 2007

Anyone who visits Agia Sophia Academy and/or St. John the Baptist Greek Orthodox Church during regular school hours will be required to report directly to the office just inside the main entrance and sign a guests' log upon arrival and departure. Guests will also be required to wear a badge identifying them as guests. Only staff members of Agia Sophia Academy and St. John the Baptist Greek Orthodox Church are exempt from this policy.

VOLUNTEER TEACHERS & PRESENTERS

REVISED SEPT 2006

Agia Sophia Academy is dedicated to providing a quality education to all its students, offering a wide ranging and a diverse curriculum encompassing numerous subjects. In the spirit of providing a quality education, teachers may invite specialists and guests into the classroom to make a presentation to students, to teach a single session, or in rare occurrences, an entire unit. ASA recognizes that the Orthodox community as well as the Portland Community in general has numerous resources that can be tapped to enhance classroom learning, and thus, the school is dedicated to embracing these resources.

In order to maintain its high academic standards and to ensure quality instruction, all visiting teachers must be approved by the Principal at least one week prior to the visit. In addition, the Visiting Teacher form and an outline of what is to be presented must be turned into the Principal and approved by him/her at least one week prior to the visit.

It is the policy of ASA that the safety and wellbeing of our students must be of utmost importance. To that end, we require Volunteers, Teachers & Presenters to submit to a background check. The form is available in the Forms Section of this handbook, and in the School Office. ASA will assume the cost of completing the background check.

ASA reserves the right to immediately revoke permission of the visiting teacher if ASA feels that said visiting teacher is not conducting themselves in a manner (or is presenting material) that does not accurately represent the mission and goals of the school.

WEATHER RELATED SCHOOL CLOSURES

In the Pacific Northwest we can often expect inclement weather during the school year. Since we are a small school and cannot publish our weather-related closure schedule with the local media, we will do so via FlashAlert.net. **We will not contact you by phone.** ASA will post notification of school closures on the FlashAlert.net website by 7:00 a.m.

Our weather-related school closure schedule will coincide with the local Beaverton School District. If Beaverton schools are closing, ASA will close also. ASA will notify you on FlashAlert.net if there is a need to delay the opening of school due to bad weather.

If we encounter hazardous driving conditions after school is in session, ASA will contact you via FlashAlert.net. Please have a contingency arrangement in place in the event that inclement weather necessitates an early school dismissal.

ASA understands that weather conditions can vary depending on where you live in the Portland Metropolitan area. Your safety is very important to ASA. If you experience hazardous road conditions in your area and do not feel you can safely drive your child to school, please contact ASA as soon as possible so we can notify the teacher and excuse your child for the day.

SNOW DAY MAKE-UP POLICY

Oregon State law requires school age children to have 810 hours of instruction a year. Because this does not apply to pre-school students, our MONTESSORI class will not be required to make-up any instructional time lost due to weather-related closures, although it may choose to do so. Our Elementary Program, however, will need to regain those valuable hours if the number of days lost is greater than five per academic year.



AGIA SOPHIA ACADEMY

APPENDICES

2011-2012

Academic Year

Agia Sophia Academy
14485 SW Walker Road
Beaverton, Oregon 97006

www.asapdx.org

503.641.4600

APPENDIX A: CONFLICT OF INTEREST POLICY

Definitions:

1. Interested Person -- Any Director, Principal, or member of a committee with Board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
 - b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Duty to Disclose: In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her financial interest to the Directors and members of committees with Board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest, the interested person shall leave the Board or committee meeting while the financial interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing a Conflict of Interest:

1. The President of the Board or chair of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
2. After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
3. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Directors or members whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
4. The Board of Directors shall be advised of the existence of a conflict of interest prior to any decision to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy:

1. If the Board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest or has breached the fiduciary duty to keep Board discussions confidential, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose or breach.
2. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the member has in fact failed to disclose an

actual or possible conflict of interest or has breached the fiduciary duty to keep Board discussions confidential, it shall take appropriate disciplinary and corrective action.

Records of Proceedings: The minutes of the Board and all committees with Board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Compensation Committees: A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

Annual Statements: Each Director, Principal, officer and member of a committee with Board delegated powers shall annually sign a statement which affirms that such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Confidentiality: Each Director has a fiduciary duty to the Corporation to keep all discussions at Board meetings confidential, and agrees not to disclose any such discussions without the prior written consent of the Board.

APPENDIX B: GRIEVANCE POLICY

The following steps will be taken to address grievances at ASA:

1. Student or Parent to Teacher/Staff Member/Volunteer-If a Parent or Student has a concern about a Teacher/Staff Member, that parent or student may make an appointment to meet with the Teacher/Staff Member and present the concern. The Principal should be made aware when there is a concern and if contacted first, should refer the Parent or Student directly to the Teacher. If, after discussing the concern with the Teacher/Staff Member, the situation is not resolved, the Parent or Student may request a meeting with the Teacher/Staff Member/Volunteer and Principal, present together. If the matter remains unresolved, the Parent or Student may request a meeting with the ASA Board President.
2. Student or Parent to Principal-If a Parent or Student has a concern about the Principal, the Parent or Student should make an appointment to meet with the Principal and present the concern. If, after discussing the concern with the Principal, the matter is unresolved; either party can request mediation by the President of the ASA Board.
3. Student to Student-If a student has a concern about a fellow student, he/she should address his/her concern to his/her teacher. The Teacher should facilitate a face to face meeting with the students involved to work out the concerns. The Teacher should also document the concern and make the Principal aware of

the concern that was brought to their attention. If necessary, the Teacher and the Principal should meet and discuss the appropriate course of action to address the concern. The Teacher should contact the parents of both students and make them aware of the situation and any planned course of action. A meeting with the students, Teacher(s), parents and Principal could be called if the matter isn't being resolved. If, after these steps are taken, the student refuses to comply with the course of action, the issue will be treated as a behavioral issue and the discipline policy will be invoked if the matter is not resolved.

4. Teacher/Staff/Volunteer to Principal-If anyone has a concern about the Principal; they should meet and address their concern with the Principal. If, after discussing the concern with the Principal, the situation is not resolved, the Teacher or Staff member may request a meeting with the Principal and the Board President, present together. This process does work both ways should the Principal have a concern about a Teacher/Staff member. The steps should be followed either way.
5. Teacher/Staff/Volunteer to Parent*- If a Teacher/Staff member has a concern about a parent that Teacher/Staff member should make an appointment to meet with the Parent and present the concern. The Principal should be made aware when there is a concern and if contacted first, should refer the Teacher/Staff member directly to the Parent. If, after discussing the concern with the Parent, the situation is not resolved, the Teacher/Staff/Volunteer member may request a meeting with the Parent and Principal, present together. If the matter remains unresolved, the Teacher/Staff member may request a meeting with the ASA Board President.
6. Principal to Parent*-If the Principal has a concern about a Parent, they should make an appointment to meet with the Parent and present the concern. The Principal should make the Board President aware when there is a concern with a Parent. If, after discussing the concern with the Parent, the situation is not resolved, a meeting with the Principal, Parent, and Board President should occur.

** Any Board Member, Teacher or PTP Officer who also is a parent of a child or children at ASA and is involved in a grievance or has a concern as a parent must follow the Grievance Policy as a parent and not in their capacity as a Board Member, Staff Member or PTP Officer.*

APPENDIX C: NON- COMPLIANCE POLICY

Procedure:

1. The Principal will be responsible for assuring compliance with all ASA policies and is the designated compliance officer for the Academy.
2. The Principal, after conducting a thorough investigation of the non-compliance, will contact the Board President and request that the matter be brought to the attention of the Board as soon as practically possible.
3. The Board will review the findings of the Principal and determine whether the non-compliance matter needs to be referred to the Standing Ad Hoc Discipline Committee for Non-Compliance or should be handled at the Board level or should be handled at the Principal level.
4. The Standing Ad Hoc Discipline Committee for Non-Compliance shall serve for a one-year term, and shall be made up of two Board Members, the Principal, the Head Teacher and a PTP Officer.
5. For any matter referred to it, the Discipline Committee will conduct an investigation into the non-compliance and render a recommendation to the ASA Board for appropriate action.
6. The ASA Board will review any recommendation of the Discipline Committee and make a final decision.

Office Visits

Every effort will be made by the teacher to swiftly deal with minor behavioral problems in the classroom. There are however, four behaviors that will automatically necessitate discipline from the Principal. Those behaviors are:

1. Disrespect/Rebellion: the staff of ASA is to be respected and obeyed. If disrespect is shown to any staff member, including but not limited to, outright disobedience in response to instructions, the student will be sent to the Principal.
2. Dishonesty: if the student practices dishonesty, or bearing false witness, in any situation while at school, including but not limited to lying, cheating, or stealing.
3. Fighting: fighting is defined as striking another student with the intent to harm, or verbally provoking another student with the intent to emotionally harm.
4. Obscene Behavior: obscene, vulgar, blasphemous, or profanity, including taking the Lord's name in vain.

Consequences

During the visit with the Principal, the nature of the discipline will be determined. Possible consequences for poor choices include, but are not limited to:

- Public and or private asking for forgiveness
- Janitorial work
- Parental attendance during the school day
- Silent lunch
- Loss of privileges such as recess, break time, or free time

If for any of the above or other reasons, a student receives discipline from the Principal, the following accounting will be observed, within the term of the school year:

1. The first two times a student is sent to the Principal for discipline, the student's parents will be contacted & given details of the visit. The parent's assistance & support in averting further problems will be sought.
2. A meeting will follow the third visit with the student's parents and the Principal.
3. Should the student require a fourth visit, a two-day suspension will be imposed upon the student.
4. If a fifth incident occurs, the student will be expelled from the school with no refund of tuition.

We realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy however, should we not be able to eliminate the behavioral problems, the student will be expelled.

Should a student, at any time, commit a serious act of misconduct (see below), the discipline process may be bypassed and suspension or expulsion could be imposed immediately. Students may be subject to discipline for acts of gross misconduct even if those acts take place after school hours. Some examples of gross misconduct are:

1. Endangering the life of another
2. Gross violence or vandalism
3. Violations of civil or federal law
4. Violations of spiritual laws

Should the expelled student desire to be readmitted to ASA at a later date, the school board, or its delegated subcommittee, will make a decision based on the student's attitude and circumstances at the time of reapplication.