



*...uniting education, religion
and culture*

Saint Sophia School Parent Handbook

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www.saintsophiaschool.us

Saint Sophia
School Board Members
2010-2011

Father Michael Kouremetis
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Artemis Vamianakis
Susan L. Brady (Director)

We reserve the right to make policy and procedural changes as stated during the school year.

MISSION STATEMENT

St. Sophia Hellenic Orthodox School provides students with a foundation for continuous intellectual, social, and spiritual growth, enabling them to meet the complex challenges of a changing world.

With the cooperative spirit inherent in Hellenic ideals and with emphasis on Christian principles, our school seeks to:

Create an academic environment that promotes critical and creative thought from a variety of instructional strategies in reading, math, science, history, computer science, music, language, and fine arts.

Expand each student's social and spiritual development by enhancing the core curriculum with a focus on religious and cultural education.

Develop respect for diverse communities by exploring the history, language, and traditions of many cultures.

Improve social consciousness by promoting honesty, responsibility, caring, and fellowship.

Teach a life of service through community and family involvement.

SCHOOL HOURS

On school days, the school office will be open from 8:30 a.m. until 4:00 p.m. Classes are held from 9:00 a.m. to 3:30 p.m. Saint Sophia offers an extended day program for an additional fee. Children must be picked up on or before 6:p.m. On half days, please pick your children up by 12:00 noon.

ATTENDANCE

Please notify the school office when your child will be late or absent from school.

TARDY STUDENTS

It is Important that your student(s) arrive on time. Some teachers begin class with work that generates credit. Chronic tardiness is unacceptable. The front door will be locked at 9:00 am. All students entering the building after 9:00 am must be accompanied by an adult and signed in at the office.

EARLY PICKUP

A sign out policy is necessary for early releases-the parent must come into the main office and sign the child out. The parent will wait in the office until the child arrives.

ADDRESS AND TELEPHONE NUMBERS

Please notify the office manager when there is a change in your address or a change in your home or work phone numbers. This is extremely important so that parents can be notified immediately when necessary.

COMMUNICATION BETWEEN HOME AND SCHOOL

It is very important to read every note that comes home from school. It is also a good organizational skill to teach children to transport these communications between school and home. Please help your child by asking daily if there are any notes from school.

Every child receives a monthly calendar and note from the office. Each teacher has a method of distributing these and other classroom communication. Also, newsletters and school calendars can be accessed on the school website @www.saintsophiaschool.us.

STANDARDS FOR PARENTAL/GUARDIAN/STUDENT BEHAVIOR

In the interest of safety, forgotten items (homework, lunches etc) must be left at the office for delivery to the appropriate class. If you would like to visit a class, pre-arrangement must be made through the office AND the classroom teacher(s). All visitors to the school for meetings, programs etc. must check in at the office and be given a visitor's badge.

In the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to school policies and regulations; or
- Interference in matters of school administration or discipline; or
- Inappropriate parental behavior.

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The Director will verify that parents/guardians were informed to terminate the inappropriate behavior and begin cooperation with the school. If such effort does not correct the situation, then after consultation with the Board of Trustees, the Director may require the parents/guardians to withdraw the child. Documentation signed by the Director and parents/guardians as well as any other information or evidence of consultation with the parents/guardians on the matter must be retained on file.

If the parents/guardians refuse to accept the withdrawal, the procedures for expulsion shall be followed.

The following offenses committed by students or parents/guardians are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a conference with the parent(s) and/or guardian.

This list shall not be considered exhaustive:

1. Disobedience, insubordination or disrespect for authority.
2. Language or behavior which is immoral, profane, vulgar or obscene.

3. Use, sale, distribution or possession of drugs, alcohol, or other legally controlled substance.
4. Injury or harm to persons or property or serious threat of same.
5. Assault.
6. Serious theft or dishonesty.
7. Outrageous, scandalous or serious disruptive behavior.
8. Conduct at school which would reflect adversely on our school.
9. Consistent disrespect for other students such as sexual harassment or bullying.
10. Violation of Internet code of ethics.
11. Serious disruption of classes or hallways (parent/guardian or student).

PAYMENT PROCESS

The first tuition payment for the 2010-11 school year is due on or before August 30, 2010. This is a non-refundable payment. The school will be implementing a new automated tuition payment method for the 2010-2011 school year. All payments will be made online with the FACTS Company and you will have an option of payment dates. If your payment is late from the date you have chosen, a \$50.00 late fee will be charged to your account. A 5% discount will be allowed for families with more than one child enrolled. A 5% discount will be applied to yearly tuition paid in full on or before September 7, 2010. You can access the web page at www.factsmgt.com to view what we will be doing. When withdrawing a child from school any portion of the tuition paid for that month will not be refunded.

OUTSTANDING DEBT

Any and all tuition payments and related fees and charges which are outstanding must be paid in full by the end of the calendar year, December 31st. The student(s) whose families have not met their financial obligations by this date will not be permitted to return to school until such obligations are fully paid.

Furthermore, any and all tuition payments and related fees and charges which become outstanding after the new year must be paid in full by March 31st for the student(s) to return to school for the remainder of the school year. The student(s) whose families have not met their financial obligations will not be permitted to re-enroll for the following school year until obligations are fully paid.

Once these outstanding debts are paid the student(s) may be permitted to re-enroll at Saint Sophia School so long as all other conditions of enrollment are satisfied.

SAFETY

The school door (south side of Prophet Elias Church) will be locked at all times. To enter the building please press the buzzer on the right side of the door!

All firearms and fireworks are prohibited on the premises. Violation of this policy will result in appropriate disciplinary action. The building is protected by a fire alarm system as well as a security system. The Sheriff's Department makes a habit of patrolling the area and making regular visits. If a school evacuation is ever necessary, students will be escorted to the LDS church building, 2080 Donnellson Lane (5165 South). This is north of Prophet Elias, on the east side of Highland Drive.

SNOW CLOSURE

In the event of blizzards or heavy snowstorms, please consult the information available on local radio and television stations such as 1160 AM. If Granite District schools are closed, Saint Sophia School will also be closed.

GRIEVANCE POLICY

If at any time you have questions, suggestions, or concerns about your child, teacher, administrator, or anything concerning the school program, please speak directly to the person involved about your concern, for example; #1 teacher, #2 Director, # 3 Board member.

If after following the above procedure, you are not satisfied, you will be asked to write a letter to the Saint Sophia School Board. Unsigned letters will not be acknowledged.

SPECIAL NEEDS

We are not equipped or professionally trained to meet the needs of disabled or special needs children. Personal cases will be handled individually.

Upon occasion, we find that our program does not fit the needs of a child. If behaviors develop that exceed our expertise and we have exhausted our resources, we will meet with the parents to recommend the students' removal from the program. This process may be put into place anytime during the school year.

CURRICULUM

The Utah State Curriculum is the basis for Saint Sophia School's academic instructions. This curriculum is available online at www.uen.org. Children attend services at Prophet Elias Greek Orthodox Church. Students also receive religious instructions in the classrooms.

All students participate in Greek language and culture instructions. Also students are involved in art programs, natural science activities, physical fitness, community service, chess, computers, and literacy projects.

Teachers and the administrator are available to answer specific curriculum questions.

STUDENT CONDUCT

Students are expected to be:

- * Honest
- * Respectful
- * Polite
- * Responsible
- * Caring of others and their property

The teacher or supervising person is the first person to discipline students. If a student commits a serious offense, he or she will be referred to the director.

SERIOUS offenses might include but are not limited to

- * Stealing
- * Lying
- * Forging signatures
- * Possessing inappropriate literature
- * Entering the school illegally
- * Using abusive language or swearing
- * Physical abuse such as hitting, kicking, scratching, or biting
- * Vandalizing, using graffiti, or destroying school or church property
- * Bringing or using drugs or alcohol on school premises
- * Repeatedly acting in a disrespectful manner
- * Harassing, ridiculing, or any type of bullying
- * Threatening remarks or gestures
- * Cheating
- * Bringing weapons, e.g., knives, guns, to school
- * Skipping School
- * Throwing objects with intent to harm

Discipline action from Director:

Disciplinary action for serious offenses may range from:

- + A phone call and /or meeting with the parents
- + Suspension or expulsion.

Serious offenses will be documented by a letter outlining the action that was taken.

DISCIPLINE

Saint Sophia School recognizes that methods of family discipline may differ from school discipline. During school hours it is important that the rules of the school be followed.

UNIFORMS GRADES K-6

Uniforms are required for students in Kindergarten and above. They are optional for the Early Childhood Program.

Full dress uniforms, including dress shoes must be worn on days there are church services. Full-dress uniforms will also be worn on school outings unless notified otherwise.

FULL DRESS UNIFORM CONSISTS OF:

Girls:

- + MacBeth plaid jumper, skirt or skort
- + Tights, leggings, socks – red, white, blue
- + Plain white dress blouse with Peter-Pan collar, with button-down collar or with blue piping on collar; tucked in. Short or long sleeves (No knit blouses or turtlenecks)
- + Plain black, navy, or brown dress shoes
- + Plain solid navy sweater when needed
- + Navy blue, white, or red sweater with or without the St. Sophia emblem

Hair accessories: Macbeth plaid or plain black, navy, red, yellow, or white.

Boys:

- + Plain navy blue dress pants
- + White Oxford shirt tucked into pants
- + Uniform tie
- + White, navy blue, or black socks
- + Black, navy blue, or brown dress shoes
- + Plain black, navy blue, or brown belt
- + Plain navy blue sweater or vest, when needed
- + Navy blue, white, or red sweater with or without the St. Sophia emblem

Casual uniform consists of:

- + Plain navy blue pants, or navy blue walking shorts
- + Navy blue skort (for girls)
- + White, navy blue, red, or yellow shirt with collar (these may be knit polo shirts or turtlenecks, short or long sleeve)
- + White, navy blue, red, or black socks, tights or leggings
- + Athletic shoes with non-marking rubber soles
- + Plain solid, navy blue, red, or white sweater (cardigan, v-neck or vest)
- + White polo shirt with St. Sophia logo
- + Hooded or pull-over sweatshirt with St. Sophia logo in navy, red, or white

Students should arrive at school dressed appropriately for the weather.

NO: Zip-offs, cargo, sweat pants, or jeans

All uniform items are available from Dennis Uniform, 3560 South Main Street. It is not required that you purchase all of your items from this company (with the exception of the tie, plaid jumper, skirt or skort, and matching plaid hairpieces). If you choose to purchase elsewhere, we ask that you select styles congruent with those of Dennis Uniform. Saint Sophia School code is R2H. **Navy Blue is the only color blue that is accepted,** no black apparel is permitted, with the exception of black socks or black tights, shoes or hair accessories.

Occasionally we will have "free-dress" day. Students will receive notes with information regarding these days.

EARLY CHILDHOOD PROGRAM CLOTHING

Your child should be dressed in comfortable, washable play clothes and non-slip safe shoes. The child's dress should allow him or her to participate in all activities. Outdoor activity is an important aspect of our early childhood program. Please dress your child properly for the weather. This includes snow pants, snow boots, coats, hats, and mittens. Please have all items of clothing clearly labeled.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences are held in fall and spring. Additional conferences can be scheduled by contacting the student's teacher.

Field Trips

Parental permission will be required for each field trip. These notices will be sent home with the students. Parents who will be driving students must complete a form in the office. This form requires your driver's license number as well as the automobile insurance policy number. All cars must have a seat belt for each child.

Field trips must originate from school. At no times are field trip drivers to "detour" from the destination to stop and pick up treats for students whether driving to the field trip location or driving back to school. (In other

words, no McDonald's/Dairy Queen-type stops.) It is extremely important that students are transported to the field trip destination and back to the school directly.

When accompanying a class on a field trip, parent volunteers are responsible for supervising any students under their care. Supervision is both a mental and physical act, and parents need to be mentally present and physically attentive. At no time prior to or during a field trip may a parent drink or be under the influence of alcohol and/or other drugs. Also, refrain from talking on cell phones. Please inform the teacher if you experience difficulty with a student. Parents are requested not to bring siblings on a field trip.

MEDICAL RECORDS

Medical records for all students must be completed and returned by the first day of school. Utah law requires that a special certificate of immunization must be on file before a child can be admitted to any school. This law also requires school administrators to refuse admission to any child who's medical and immunization forms are not complete.

MEDICATION

The school staff may not administer any oral medication without written permission from the parents or guardian. All other medication will have to be handled by the parent. Children may not keep any medications in their backpacks or lockers.

ACCIDENTS

If your child should have an accident, the school will invoke the following policy:

1. Severe or life threatening accident: 911 will be called and parents notified
2. Accident of average severity: Parents or emergency contacts are called
3. Minor accident: ice, band-aids, etc., will be applied
4. All severe accidents will be documented on an accident report form

ILLNESS

If any of the following symptoms are observed, parents will be notified and are expected to take their child home.

- Fever of 100 degrees or above
- Nausea, vomiting, or abdominal pain
- Diarrhea
- Unusual drowsiness or tiredness
- Sore throat, acute colds, or persistent cough
- Red, inflamed, or discharging eyes
- Swollen glands around jaws, ears, or neck, suspected impetigo
- Any skin sore oozing of fluid, yellow pus in blisters, pus which has an odor, skin rash, or suspected impetigo
- Earache
- Lice

INFECTIOUS DISEASES

Children exhibiting any active symptoms of infection will not be admitted to the school. This is for the child's own comfort and to minimize the spread of infection to other children in the school. A child with a contagious disease, which requires medical attention, must have a note from the physician before he/she will be readmitted to school.

Children will be excluded from school if they show symptoms of:

Chicken Pox: Children should stay home 7-10 days or until all pox are scabbed over.

Strep Throat: Children can return to school after they have been on antibiotics for at least 24 hours.

Pink Eye: Children must be on antibiotic eye drops for at least 24 hours before returning to school.

Diarrhea: Children may return to school when symptoms have not appeared for 12 hours.

TOYS & ITEMS FROM HOME

Please do not allow your child to bring toys or any items to school unless requested by the teacher (i.e., show and tell). Our Early Childhood and Elementary programs are planned to include developmentally appropriate educational materials and toys, which are provided by the school. Toys will be taken away when this guideline is not respected.

PETS

For practical, safety, and health considerations, pets may be brought to school only with the permission of the director and the teacher.

SNACKS

Parents will provide snacks. Directions and schedules will be given by the teachers. We ask that you follow our fasting guidelines on Wednesday and Fridays.

(See Orthodox fasting guidelines)

Students may have gum or candy only with the permission of the school.

LUNCH

Hot lunch may be purchased for students grades K-6 Monday through Friday. Menus and cost are found on Vie Gourmet web page, www.viegourmet.com, with the school code sop100. Children can bring labeled sack lunches from home if desired.

CELEBRATIONS

Feast Days

Our celebration of Orthodox Feast Days will focus on Easter, the 12 Major Feasts of the Church, and Name Days.

We will do this by attending Orthros, Liturgy, or Paraclesis (whenever possible), reading stories, arts and crafts, music, cooking, and dramatic plays. Our main objective is to develop an attitude of participation that observes the Orthodox Church cycle.

Name Days

Name Days are commemorations of Orthodox saints or events in the life of the Church. Each child who is baptized into the Orthodox faith receives a Christian name, which is derived from one of the saints. It is traditional to recognize the saint's virtuous life as a means of glorifying God. Unlike birthdays, it is not a day in which the child receives from others but rather gives to others. All children with non-orthodox roots will be informed of their name days and encouraged to participate.

Birthday Celebrations

For school celebrations of birthdays, we encourage each child to bring or donate money for a new book for the school library. These gifts will be stamped with the child's name, age, and birth date.

Birthday treats and parties are not a part of the Saint Sophia School program.

If you are planning a party for your child, please distribute invitations at school only if all the children of the class are being invited. The school will provide non-edible remembrances to celebrate birthday and name days.

School Celebrations

Patriotic holidays, both Greek and American, will be celebrated at St. Sophia School. They are St. Sophia Feast Day, Oxi Day, Columbus Day, and Civil Rights Day, Presidents' Day, Greek Independence Day, and Memorial Day.

During the month of October, the students will participate in an autumn harvest celebration. This will take the place of any Halloween celebration.

ORTHODOX FASTING GUIDELINES

A basic Orthodox fasting rule is to refrain from meat and dairy products on Wednesdays and Fridays. We will indicate feasts and holidays on a monthly calendar.

Some recommended foods for fasting days include:

Fruit	Bread	Lenten cake
Fruit kabobs	Toast	Peanut Butter
Fruit cups	Bread sticks	Honey
Dry cereal	Halva	Banana/apple chips
Dried fruit	Rice cereal	Bagels
Fruit roll-ups	Pastelli	Trail mix

YEARLY TABLE OF FEASTS AND FASTS

A. Fasting Periods

- **The Christmas Fast** *From November 15th through December 24^h. Fish can be eaten from November 15th through December 17th (except on Wednesdays and Fridays)*
- **Great Lent** *(also called "The Great Fast") from Clean Monday through Holy Saturday. Fish can be eaten on March 25th (Annunciation Day) and on Palm Sunday.*
- **Fast of the Holy Apostles.** *From the day following All Saints Sunday, through the eve of the Feast day of St. 's Peter and Paul (June 28), fish may be eaten except on Wednesdays and Fridays.*
- **Fast for the Dormition of the Virgin Mary.** *From August 1 through August 14th. Fish may be eaten on August 6^{t h} . (Feast of the Transfiguration).*

B. Strict Fast Days

- *September 14th . The feast of the Elevation of the Holy Cross.*
Milk products, fish, oil, or wine should not be consumed.
- *December 24th . The day before Christmas.*
If the feast falls on Saturday or Sunday, oil and wine may be consumed.
- *January 5th . The day before Epiphany.*
(Note: the only Saturday of the year in which oil or wine is not consumed is Holy Saturday).
- *August 29th . Feast of the Beheading of St. John the Forerunner.*

C. Regular Fast Days are Wednesdays and Fridays excluding the Wednesdays and Fridays of the weeks listed below,

- The week between the Sunday of the Publican and the Pharisee and the Sunday of the Prodigal Son
All foods can be eaten.
- *The week before Cheese Fare Sunday. Cheese, eggs, and fish may be eaten.* No meat can be consumed.
- *Bright Week (the week following Easter Sunday)*
All foods can be eaten.
- The week following the Sunday of Pentecost
All foods can be eaten.
- *The days between Christmas and Epiphany (except for January 5th , which is a strict fast day)*
All foods can be eaten.

Feasts on which fish can be eaten on Wednesdays and Fridays

September 8
November 14

The Nativity of the Theotokos
St. Phillips Day

November 21	The Entrance of the Theotokos
January 7	St. John the Baptist's Day
February 2	The Presentation of the Lord
June 14	The Birth of the Forerunner
June 29	St.'s. Peter and Paul
August 6	The Transfiguration of the Lord
August 15	The Repose of the Theotokos

Saint Sophia School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Saint Sophia School. 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 school-administered programs

2010-2011 PARENT HANDBOOK

We, the undersigned state that we have read and agree to follow the Parent Handbook for Saint Sophia School for 2010-2011.

We understand fully the policies and procedures contained herein and recognize the right of the school to establish rules and provide for their enforcement.

Date: _____

Student Name(s): _____

Parent Signature(s): _____

Please sign and return this form to the office. Forms not returned imply understanding and consent of this handbook. Changes that occur to this handbook may be done at the discretion of the School Board and parents will be informed through notes from Saint Sophia School Office.

Thank You!