

SAINT SOPHIA SCHOOL MISSION STATEMENT

Rooted in the Hellenic ideals of honor, self worth, acceptance and cooperation, Saint Sophia Hellenic Orthodox School prepares students for continuous achievement. With the support of an encouraging, diverse and nurturing community of administrators, educators and parents, we help students build the foundation for on-going intellectual, social, spiritual and physical growth. We seek to cultivate and understanding of Orthodox Christian principles, convey their relevance in everyday life, and offer a moral compass to last a lifetime.

Teachers and staff are dedicated in meeting individual needs using innovative strategies while teaching the Common Core Curriculum. Not only is our day consisting of basic academic skills, we are proud to offer extension activities. Extension activities include the Arts (drama, dance, music, and Greek culture and language); higher level hands on projects in math and science; and small group instruction for students who are struggling with mastery. Our extension activities make Saint Sophia School unique since other schools have put “The Arts” aside or even out of their curriculum. We truly live and practice Hellenism at Saint Sophia School.

HELLENIC IDEALS

- Create an academic environment that promotes critical and creative thought from a variety of instructional strategies in reading, math, science, social studies, technology, music, language, and fine arts.
- Expand each student’s social and spiritual development by enhancing the Common Core Curriculum with a focus on religious, cultural education, and the arts.
- Develop respect for diverse communities by exploring the history, language and traditions of many cultures.
- Improve social consciousness by promoting respect, responsibility, caring and honesty.
- Teach a life of service through community and family involvement.

COMPULSORY EDUCATION INFORMATION

Because of the school's commitment to quality education, we are concerned when a child misses school for any reason. Saint Sophia School goal is to have all children achieve mastery in the basic skills identified for reading, language arts, and mathematics. Absences from school interfere with the child's opportunity to master these skills.

According to the Utah Compulsory Attendance Laws (53A-11-101), every school age child must be in school. The parents are responsible for their children's regular school attendance. It is a misdemeanor if you fail to have you child in regular attendance.

Occasionally, a student must be absent from school for reasons which are acceptable to the school as well as the court. Please send a note to school or call the office every time your child is absent explaining the reason. The school and the court usually require a statement from a doctor regarding extended absences for illness. Appointments with doctors should be arranged after school hours whenever possible. If they must occur during school hours, the student is excused only for the time it takes for the appointment and traveling time.

We ask you not to send your child to school when he/she has a fever, strep throat, and flu symptoms since they are highly contagious. Your cooperation is needed to help us give your student a quality education.

ATTENDANCE:

Please notify the school office when your child is absent from school.

TARDY:

It is important that your child arrives on time to school. We begin at exactly 9:00 and habitual tardies causes your students to miss valuable classroom instruction that can never be replaced. You will receive a call from the teacher or administration if chronic tardiness occurs.

COMMUNICATION BETWEEN HOME AND SCHOOL

Communication is the key to success. We ask you to check our web page www.saintsophiaschool.org frequently for updated information. We will at times send home “hard copy” notes that we ask you to read, but in the age of technology we will mostly use our web site, email blasts, blogs, face-book page, etc. You will receive a hard copy of the monthly calendar consisting of important events. It will also be on our web page.

We ask that you keep communication open. Please contact the office if you have questions, concerns, and/or other items to discuss. We will be glad to talk to you. Our office has an open door policy where you are always welcome to come in to visit us.

SCHOOL INFORMATION

- Office hours are from 8:30 to 4:00 on school days.
- School begins promptly at 9:00 with the pledge, prayer, and roll call in the classrooms. School ends at 3:30. Students will be escorted by their teachers to your cars.
- After school care is available with an additional fee from 3:30-5:30.
- Half day pre-school's pick up is at 12:00 noon. Dismissal on short days will be at 12:00 for all students. No lunch or aftercare will take place on short day dismissals.
- For the safety of our students when picking up your child during the school day please come into the office to sign him/her out of school. In case of an emergency situation it is imperative that the teacher and office can account for your child's whereabouts.
- Please notify the office when there is a change in your address and phone numbers. This includes home, work, cell, and emergency contacts.

SNOW CLOSURES

MEDIA ANNOUNCEMENTS: Everyone should listen to these designated radio or television stations for school closure information between the hours of 6-8a.m. If the media announces that school will be closed for Granite School District we will also be closed. (Radio Stations include KSL 1160 AM/ KSL 102.7 FM; TV Stations would include Channels 2, 4, 5, and 13. **PHONE TREES:** We will initiate our phone tree so it will be extremely important to keep your phone lines free.

PRINCIPAL BLOG: Updates and important messages will be posted on the Principal's Blog page. Click on "Principal Page" located on the Home Page of our web site: www.saintsophiaschool.org

SAFETY

For the safety of our students the school door (south side of Prophet Elias Church) will be locked at all times. Please press the buzzer located on the right side of the doors to gain access.

Weapons or facsimiles are prohibited on the premise. Violation of this policy will result in appropriate disciplinary action.

Evacuation drills are done frequently during the school year. In case of a real emergency where we could not enter back into our school we would escort the students to the LDS church building on 2080 Donnellson Lane (5165 South). We would activate our emergency phone tree to contact you.

Bully Free School: Saint Sophia is a bully free school and will not tolerate bullying of any kind. Please call the principal if you hear that your child is being bullied. Immediate steps will follow to cease the bullying behavior.

Every student and staff member has the right to feel safe in school. We are proud to maintain a safe environment for everyone.

VOLUNTEER PARENTS

As a requirement parents are asked to volunteer twenty hours during a school year or pay \$10.00 for each hour that they do not fulfill as a volunteer. We love parent involvement at Saint Sophia School and appreciate all the help and support that you give us. For the safety of our students and keeping in compliance with the state, volunteers who work with our students or drive them on field trips without the supervision of a certified staff member must be finger printed and have a complete background check done. Information will remain confidential. Again, safety is our number one priority. All parents must sign the volunteer check-in form at the office each time you come in to volunteer. At that time you will pick up a volunteer badge to wear. Not only will this help us know that you are in our building in case of an emergency, it will act as a log for your volunteer hours.

SCHOOL WIDE BEHAVIOR PLAN

Saint Sophia's school wide behavior program called "The Big 3," focuses on Responsibility, Respect and Safety.

If a student has difficulty following the Big 3 procedure, appropriate steps will take place. Every child has the right to a due process. Therefore, appropriate action will take place when a problem arises as well as appropriate consequences. Parents will be contacted when chronic misbehavior is present.

Students who follow the big three will have their names put into a bucket to have a chance to visit the Principal's Treasure Box. Appropriate and positive behavior is rewarded through awards, comments, actions, etc.

Please take the time to go through the BIG 3 Matrix on the next page with your child and discuss the importance of following the BIG 3.

School-Wide Behavior Plan
 "BIG 3"
 Respect, Responsibility, Safety

AREA	RESPECT	RESPONSIBILITY	SAFETY
All common Areas	<ul style="list-style-type: none"> Keep hands, feet and objects to self Use kind words and actions 	<ul style="list-style-type: none"> Follow adult directions the first time given Clean up after self 	<ul style="list-style-type: none"> Follow school rules Use equipment correctly Walk facing forward
Lunch Room	<ul style="list-style-type: none"> Allow anyone to sit by you Use quiet voices Be polite 	<ul style="list-style-type: none"> Clean up after yourself Stay in your seat Use restaurant manners 	<ul style="list-style-type: none"> Exit correctly Walk
Playground/ Recess	<ul style="list-style-type: none"> Play fairly/include others Be aware of activities & games around you Follow directions the first time given 	<ul style="list-style-type: none"> Use playground equipment correctly Return equipment to proper place 	<ul style="list-style-type: none"> Stay within boundaries Line up appropriately
Halls	<ul style="list-style-type: none"> Hold the door open for the person behind you 	<ul style="list-style-type: none"> Walk Use quiet voices 	<ul style="list-style-type: none"> See "All Common Areas"
Restrooms	<ul style="list-style-type: none"> Give others privacy Use quiet voices Flush toilet 	<ul style="list-style-type: none"> Wash Hands Put towels in garbage cans 	<ul style="list-style-type: none"> Use restroom pass No playing
Arrival/ Dismissal	<ul style="list-style-type: none"> Wait for Assistance Wait in designated areas 	<ul style="list-style-type: none"> See "All Common Areas" 	<ul style="list-style-type: none"> Arrive on time Leave on time
Media/Gym / Computer Lab	<ul style="list-style-type: none"> See "All Common Areas" 	<ul style="list-style-type: none"> Use quiet voices Follow directions the first time given Take Care of items used 	<ul style="list-style-type: none"> See "All Common Areas"
Assembly	<ul style="list-style-type: none"> Enter/Exit Quietly Clap when appropriate No boos or whistling 	<ul style="list-style-type: none"> Use good manners Sit on pockets 	<ul style="list-style-type: none"> See "All Common Areas"
Office	<ul style="list-style-type: none"> Get adult assistance Use kind words 	<ul style="list-style-type: none"> Wait your turn Follow adult directions the first time given 	<ul style="list-style-type: none"> Keep hands to self Use phone /office passes
Inside Recess	<ul style="list-style-type: none"> Use inside voices Keep hands, feet and 	<ul style="list-style-type: none"> Take proper care of classroom materials 	<ul style="list-style-type: none"> Stay in your classroom

STANDARDS FOR PARENTAL/GUARDIAN/STUDENT BEHAVIOR

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
- Refusal to adhere to school policies and regulations
- Interference in matters of school administration or discipline
- 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/guardian.

This list shall not be considered exhaustive:

- Disobedience, insubordination or disrespect for authority.
- Language or behavior which is immoral, profane, vulgar, or obscene.
- Use, sale, distribution or possession of drugs, alcohol, or other legally controlled substance.
- Injury or harm to persons or property or serious threat of same.
- Assault
- Serious theft or dishonesty.
- Outrageous, scandalous or serious disruptive behavior.
- Conduct in or out of school which would reflect adversely on our school.
- Consistent disrespect for other students such as sexual harassment or bullying.
- Violation of Internet Code of Ethics.
- Serious disruption of classes or in hallways (parent/guardian, or student).

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. If the concern has not been discussed or resolved we ask you to write a letter to the Saint Sophia School Board. Unsigned letters will not be acknowledged.

STUDENTS WITH SPECIAL NEEDS

As a private school we do not have the resources to meet the needs of disabled or special needs students. Personal cases will be handled individually. If you find that our program does not meet the needs of your child or if behaviors develop that exceed our resources, a meeting will be set up with you, teacher, and administrator.

MEDICAL RECORDS

Medical records for all students must be completed and returned by the first day of school. Utah Administrative Code R396-100 implements "immunization requirements for attendance at public, private or parochial kindergarten, elementary, or secondary school through grade 12, nursery school, licensed day care center, child care facility, family home care, or Head Start program in this state." This law also requires school administrators to refuse admission to any child who's medical and immunization forms are not complete.

MEDICATION

School Staff can not administer any oral medication without written permission from the parents of guardian. Medication should stay at home unless parents have arranged it with the office to keep. No student should have possession of any medication during the school day.

ACCIDENTS

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

- Severe or life threatening accident: 911 will be called and parents notified.
- Accident of average severity: Parents org emergency contacts are called.
- Minor accidents: ice pack, band-aids, etc. will be applied.
- All severe accidents will be documented on an accident report form and kept on file in the office.

DRESS CODE

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

We ask the students to wear full dress uniforms including dress shoes on Liturgy Days. Full dress uniforms will also be worn on school outings (field trips) unless notified otherwise.

FULL DRESS UNIFORMS

GIRLS:

- Macbeth plaid jumper, skirt, or skort
- Tights, leggings, socks (red, white, blue)
- Plain white dress blouse with Peter Pan collar, button down collar, or blue piping collar. Blouses can have short or long sleeves and should be tucked in (no knit blouses or turtlenecks)
- Dress Shoes that are plain back, navy, or brown
- 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
- Socks that are white, navy blue, or black
- Dress shoes that are black, navy blue, or brown
- 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 (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

NO "zip-offs", cargo, sweat pants, or jeans

ILLNESS

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

- Fever of 99 degrees or above; sign of rashes
- Nausea, vomiting, abdominal pain, diarrhea
- Unusual drowsiness
- Acute sore throat, coughs, runny nose, earaches
- Discharge coming from the eyes
- Lice

THINGS THAT NEED TO STAY HOME

- Toys: We are not responsible for lost or broken toys that are brought to school.
- Pets: Permission from the director and teacher is needed before bringing a pet to school.

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). We are a Gold Medal School; therefore we do not suggest awarding students with sweets. Following the guide line for Gold Medal Schools, all snacks, treats, or food incentives should be healthy.

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 students to donate a book to our library. The books will be stamped with the child's name, age, and birth date.

SCHOOL CELEBRATIONS: Patriotic holidays, both Greek and American, will be celebrated at Saint Sophia School.

All uniform items are available at 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 that are 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, 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/her to participate in all activities. Outdoor activity is an important aspect of our early childhood program. Please dress you child properly for the weather. This includes snow pants, snow boots, coats, hats, and mittens. Please have all items of clothing clearly labeled with your child's name.

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 the school. At no times are field trip drivers to "detour" from the destination to stop and pick up treats for the students whether driving to the field trip location or driving back to school.

When you volunteer to supervise on a field trip, we advise that siblings who do not attend Saint Sophia School stay home.

PAYMENT PROCESS

The first tuition payment for the 2011-2012 school year is due on or before August 29, 2011. This is a non-refundable payment. The school has an automated tuition payment method through FACTS. All payments will be made online with the FACTS Company and you will have an option or 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 applied to yearly tuition paid in full on or before September 2, 2011. You can access the web page: www.factsmgt.com to register online. 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.

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 paid in full.

Hellenism:

Hellenism generally signifies identification with ancient Greek civilization of the Fifth Century B.C. that sought to advance humanity through the arts and sciences. Hellenism embodied a lifestyle that included developing a sound mind and sound body through academics, a vibrant civic life, advancement of democratic ideals, and living an ethical life. The Hellenic tradition is embodied in language, literature, art, science, math, and especially in the roots of democracy. Familiar symbols include the Parthenon in Athens, the classic theater, philosophy and sculpture idealizing the human being. The saying in modern Greek "healthy mind in a healthy body" (νοῦς υγιὺς ἐν σώματι υγιεῖ) comes from Hellenic tradition.

Saint Sophia School is not just a building with classrooms. It is a lifestyle that promotes the development of a healthy mind and healthy body. The two go hand in hand in the early development of each child. Through our specialized education, children learn on-site, every day, about the values, ideals, and traditions of our American society. The expertly trained faculty and staff create a hands-on community of learning through **small-class education**.

In our specialty classes, students learn about the symmetry and beauty in art, song and instruments through music, truth and wisdom through critical thinking, technological skills through computer science, physical health through the Gold Medal Program, language and communication through modern Greek and literature, and cultural awareness through environmental consciousness and heritage exploration. In short, "a healthy mind in a healthy body" describes the core results of Saint Sophia's focus on Hellenism in its educational programs.

For more detailed explanations of Hellenism, see www.1911encyclopedia.org/Hellenism

Identification with the Classical Past

Icons and symbols: Parthenon, democracy

Bring glory to your city, state, country

Tradition of wisdom

Education is the priority

Symmetry (abstract in math, concrete in architecture, in logic)

Beauty

Pursue truth

Philosophical tradition



SAINT SOPHIA
SCHOOL

*...uniting education, religion
and culture*

**«ΝΟΥΣ ΥΓΙΗΣ ΕΝ ΣΩΜΑΤΙ
ΥΓΙΕΙ»**

*“healthy mind in healthy
body”*