

# **GREEK COMMUNITY SCHOOL OF CALGARY**



## **2019-2020 SCHOOL HANDBOOK**

**Hellenic Society of Calgary and District  
1 Tamarac Crescent S.W.  
Calgary, Alberta  
T3C 3B7**

**School Phone Number: 403-246-4553 ext. 4**

## **SCHOOL VISION**

The Greek Community School staff, students, parents and School Board Committee will work together to ensure a safe and caring environment for students to be engaged in learning the Greek language, heritage and culture.

## **VISION STATEMENT**

The following are the goals of the Greek Community School:

1. To teach children the Greek language and certain aspects of Greek history, geography, customs and culture.
2. To allow each child to meet with success and to grow in knowledge and skills by creating a learning environment that encourages risk-taking and engages students in their learning.
3. To provide a safe and caring environment.

## **LANGUAGE REQUIREMENTS**

There is no requirement for students to speak Greek prior to their registration at the Greek school. The language of the Greek Community School is mainly Greek. English is also spoken to assist the students understand concepts or vocabulary.

## **REGISTRATION REQUIREMENTS**

Please take note of the following:

1. Parents of the enrolling student must be current members of the Hellenic Greek Orthodox Community of Calgary & District for the student to receive the **subsidized** tuition fee. If parents are not members and do not wish to become members, they will pay the full tuition fee of Pre to Level 6 - \$995 and the Accreditation program - \$1095.
2. School tuition fees:
  - Preschool to Level 6: \$695 per student.
  - Greek 15, 25 & 35: \$895 per student.
3. Students enrolling in the Kindergarten class of the Greek Community School must be in Grade 1 in the daily school program. As an exception, a child may start in kindergarten earlier if the parent commits to 2 years in Kindergarten until the child reaches the suitable age for the next level.

4. Students enrolling in Grade 1 of the Greek Community School must be in Grade 2 in their daily school program. A student may enroll in Greek Language and Culture 15, if that student is in at least Grade 8, respectively in their daily school program. Students enrolling in Greek Language and Culture are required to complete the series of courses in order; i.e., 15 – 25 – 35. Exceptions to this will be reviewed on a case by case basis in consultation with the Greek School Principal and School Board.
5. Where percentage grade levels are assigned, a student must achieve a grade of 50% or higher in order to advance to the next level.

### **ACCREDITATION**

The Greek Community School is an unfunded Private Accredited Heritage Language School. We offer Greek Language and Culture 15, 25, 35 courses that are high school credit courses recognized by Alberta Education. Credits received through Greek 15, 25, 35 can be applied to a student's high school diploma.

A minimum of 16 hours of instruction per credit is required by Alberta Education. As each course in the series (15-25-35) is a 5 credit course, a minimum of 80 hours of instruction is required for each level. A student will have 15 credits going towards their high school diploma upon completion of the 3 year course series.

Our Greek 15, Greek 25 and Greek 35 students have the opportunity to make up for missed classes. These classes are available on Wednesday evenings between 5:30 and 8:00pm. Please inform your child's teacher if you plan on attending a Wednesday class and notify the principal upon arrival at school.

*\*\*Greek Levels K-6 are NOT part of the accredited program and therefore are NOT credited courses.*

### **ONLINE RESOURCES**

Our school calendars, curriculum, registration forms, supply lists, school handbook, and other important information are posted on our website for your reference. We also will have a list of suggested websites that parents can access to extend the learning in the classroom. We suggest these two sites: Ellinopoula and Quizlet.

### **STUDENT SUPPLIES**

Parents are responsible for providing all school supplies. A supply list will be provided upon request; otherwise the supply list is on the school webpage. Please make sure to have all the supplies listed for the grade level for your child's first day of class.

## **TEXTBOOKS**

The Greek Community School lends out textbooks to each student. Students will be held responsible for the loss or the misuse of these text books. At the end of the school year, the student must return the textbook to the Greek Community School. Additional resources like textbooks and workbooks may be used to enhance curriculum. These resources will be available to students for an additional cost at the beginning of the school year.

## **TECHNOLOGY**

### Expectations

Students at the Greek School have the opportunity to incorporate iPads and Chromebooks to enhance their learning. With these advantages in mind there are a few considerations that need to be recognized and agreed upon by all students, staff, and parents to ensure a safe and effective learning environment for all.

The following inappropriate activities are prohibited and will be addressed on an individual basis regardless of whether the student was using personal or school owned devices:

- ◆ Using technology without the permission/supervision of a teacher
- ◆ Using personal devices inappropriately during class (texting, chatting, gaming)
- ◆ Sending, posting, displaying or using obscene language/messages or pictures or information about oneself or others
- ◆ Harassing, insulting or attacking another person or their reputation
- ◆ Intentionally damaging school technology or networks
- ◆ Sharing of usernames and passwords for other people to use
- ◆ Utilizing another student's device without permission
- ◆ Intentionally destroying other people's work
- ◆ Trespassing in other's folders, work areas or files
- ◆ Videotaping or taking pictures of others without consent
- ◆ Tampering with any computer accessories, hardware or software
- ◆ Using others accounts or allowing others access to your account
- ◆ Viewing websites through a proxy server
- ◆ Plagiarism of online content (violating copyright laws)
- ◆ Use of technology or accessing sites not approved by staff

Our expectation is that our students will become educated and responsible digital citizens. If, however, students breach any of the above the situation is dealt with on an individual basis and whenever possible will be treated as a learning situation for the student(s) involved. A breach of policy may result in:

- ◆ Restriction or loss of technology privileges
- ◆ Restriction of use or confiscation of personal device
- ◆ School based disciplinary consequences

It is important that parents/guardians and students remember the following:

- ◆ The school is not responsible for the loss, damage, or theft of student electronic devices.
- ◆ The school is not able to provide technical support for student devices.
- ◆ Devices can only be utilized when students are under the direct supervision of a teacher in an approved area of the school.
- ◆ Devices can only be utilized for educational purposes.
- ◆ Misuse will be determined by the staff and administration.

## **WEATHER**

During the winter months, cold temperatures, wind chill, and snow can make getting to and from school challenging. Should the school close due to a weather warning, parents can expect an email by 4:00pm on Wednesday or by 7:00pm on Friday. Every parent should be on the email distribution list. Please communicate with other parents in case you are not included in the email list regarding such notifications and immediately inform us to be added to the distribution list. Information regarding any school closures due to weather will also be posted on our Facebook page. During the winter season we remind parents/guardians of the following:

- Children should be well prepared for the weather and not left unattended outside the school for any period of time, under any circumstances.
- Families should ensure that they have back-up care arrangements if school is cancelled.

## **CANTEEN**

Greek School will offer a canteen during recess. This will be run by students. Students will select from a small assortment of healthy snacks. The cost of these treats will be \$1.00 each. We encourage parents to send their child to school with small change.

## **COMMUNICATION**

Our sincere goal is to maintain open communication with parents. Please email or call us if you have any questions. If your concern is with your child's progress at school, please contact his/her teacher first and as soon as possible in the school year. The earlier that we address academic concerns, the better it will be for your child.

School Administration and teachers will keep you informed mainly through email and the student agenda. Therefore we suggest that your email address is always current at the school and that you update us immediately if you have any changes. Parents are expected to read their email before each class and look for emails from the school staff or administration. Also, please read the student agenda and initial it before each class. We also will communicate items through:

- ◆ Notices or letters sent home (through the agenda)
- ◆ Parent-teacher interviews.
- ◆ Phone calls, if necessary.

### **TOYS/VALUABLES/DANGEROUS MATERIALS**

Students are strongly encouraged not to bring toys or valuables to school. If these are brought for educational purposes (for example, special person day), students are asked not to bring them outdoors as they might be damaged or lost. Parents should ensure that only school materials and supplies are brought to the Greek Community School.

### **PICKING UP and DROPPING OFF CHILDREN**

Students can be dropped off and picked up inside the main entrance to the community. Students are to wait for parents inside the community hall. There is no supervision outside the community hall. When picking up your children, please do not come to the school area until 5 minutes before the end of classes. You can wait in the main entrance to the community hall until then. That way loud discussions and younger siblings do not disturb classes while they are in session.

### **SCHOOL HOURS/ABSENCES**

At the Greek Community School, attendance is a requirement. Instructional time is valuable. Please take note of the following:

1. Students must be at the school by 9:00 a.m. on Saturdays.
2. Students must be at the school at 5:30 p.m. on Wednesdays.
3. Regular and prompt attendance is important for all students. We urge you to ensure that your child is only absent when necessary and that punctual arrival for class is observed.
4. Requests to pick up your child before the end of classes should be done through a note given by the student to the teacher. Please do not go to the classroom as this causes disruptions. When arriving late or leaving the school early, the student is required to be signed in/out by the parent at the office.

5. Where an absence is anticipated, as in a planned holiday, we ask that you send a note with the student at least the week before the absence will occur. If a student is going to be absent, please contact the school before class or within a half hour of the start of classes that day.
6. It is the student's/parent's responsibility to contact the teacher regarding missed assignments due to an absence. It is the parent's /student's responsibility to make sure that the student is caught up on any missed lessons and assignments and comes prepared for the next class. Students are expected to write any missed quizzes, tests, spelling tests, etc. on the day they come back to school.
7. During the school year, the student is allowed to have a maximum of 10 absences. If a student has more than 10 absences, that student may have to repeat the grade level the following year. Students are expected to attend all classes, cultural celebrations (October 28 and March 25), and the year-end celebration.

### **STUDENT ILLNESS OR INJURY**

Please take note of the following:

1. If a student is sick and is coughing, has a fever or showing any other signs of sickness, please keep your child at home. We would like to minimize the exposure of illnesses to other children in the school.
2. If your child becomes ill with the chicken pox, measles or any other disease that can be contagious please advise the school immediately so that we can inform the parents. We do have children at the school with weak immune systems and this information is very important to us.
3. If a student is seriously ill or injured at the school, any necessary first aid will be administered and parents will be notified immediately.
4. In the case of an emergency, a student may be taken directly to a clinic or hospital.
5. No medication will be administered by the school staff.
6. Should ambulance service be required, parents will be responsible for this cost.

### **HOMEWORK POLICY**

Homework is defined as any work to be done at home by a student and which is assigned by a teacher. Homework is important because it expands upon and reinforces classroom instruction. Homework can include written assignments, reading, preparation of projects and studying. The purpose of homework is to:

- ◆ complete work begun in class;
- ◆ reinforce concepts taught in class;

- ◆ give students extra work in an area where they may need extra practice;
- ◆ teach students to use their time efficiently;
- ◆ help students develop self-discipline and good study habits;

Regular and consistent practice with a language is important and as our school occurs once per week for your child, teachers will assign regular homework. Please make sure that your child does his or her homework. In addition, if you can, please try to practice speaking, reading, or writing Greek daily during the week.

### **REPORTING PERIODS**

There are two reporting periods during the year: The students will receive a report card for each reporting period.

- ◆ February/March - First Reporting Period
- ◆ June - Second Reporting Period

### **PARENT-TEACHER INTERVIEWS**

Parent-teacher interviews will be held soon after the report cards have been sent home. We encourage all parents to attend and to bring their children to the interviews. We believe that students must take responsibility for their own learning and therefore are an important part of the interviews. On-going communication between the school and parents is an integral component of the learning process. If for some reason parents are not able to attend the interviews, they are expected to contact the teacher to reschedule or to make other arrangements.

### **GENERAL BEHAVIOUR**

We foster an environment where students and staff and parents:

- ◆ are caring and kind towards each other, and respectful to others and the environment
- ◆ respect the right of students to learn and teachers to teach;
- ◆ learn and work in a disruption-free environment;
- ◆ are protected from verbal and physical harm;
- ◆ know the expectations and are responsible for meeting them;
- ◆ are responsible for their behavior; and
- ◆ recognize positive behavior.

This implies that students:

- ◆ show care and kindness and endeavor to get along with others;
- ◆ display pride in the School by taking care of all school property;
- ◆ listen when others talk and work without disrupting others;
- ◆ be tolerant of diversity;
- ◆ conduct themselves with honesty and integrity;
- ◆ not harm themselves or others through words or physical actions;
- ◆ obey all school regulations;
- ◆ learn that with increased responsibility comes increased privileges and that with increased privileges comes increased responsibility;
- ◆ be punctual and attend classes regularly;
- ◆ contribute to the enrichment of school life; and
- ◆ recognize their own and praise others' good deeds, behavior and efforts.

## **DISCIPLINE**

The purpose of all disciplinary action is to help a student understand the significance of his or her actions and to develop a positive attitude and behavior.

Unacceptable behavior in the classroom, in the School, outside or on field trips will not be tolerated. Physical abuse as well as verbal abuse or harassment are unacceptable and may result in temporary suspension or permanent expulsion. There is a zero tolerance policy for carrying knives or other dangerous articles and will be dealt with accordingly, whether on or off school property. We would ask parents to ensure that their children do not have such items in their possession when attending classes or during other school-related activities.

Parents will be informed of the inappropriate behavior of their children. If a student exhibits behavioral problems during school hours, the matter will be dealt with as follows:

1. The teacher will address the issue with the student.
2. If necessary, the Principal will address the issue with the student and consult with the teacher.
3. If the problem still persists, the Principal will call a meeting with the teacher, the parents and student to address the problem.

4. If the problem is still not resolved to the satisfaction of the teacher and the Principal, the School Board Committee may suspend or expel the student.

### **DAMAGE TO SCHOOL PROPERTY**

Students are responsible for damage to or loss of school property, equipment, textbooks and library books. An invoice to parents will be sent home for any of the above and payment will be expected.

### **DRESS**

Please take note of the following points:

1. Students' dress should be appropriate. Unusual clothing or clothing, which detracts from the educational atmosphere of the school, is not acceptable. Spaghetti straps, shirts that show the parts of the stomach or abdomen, pants that hang below the hips, skirts that are more than 3 inches above the knee are all not permitted.
2. Students should be dressed for the weather. We will take the students outside for recess when the weather is dry. Please ensure that your child is dressed to withstand the elements of Calgary's climate.
3. Students must dress as follows **for Celebrations:**
  - ◆ Girls – white shirt , blue skirt, white socks or nylons and black dress shoes
  - ◆ Boys – white shirt , blue pants (no jeans), dark socks and black dress shoes

### **PARENTS: PARTNERS IN EDUCATION**

All of us recognize that our role is one of service and that the School exists for the benefit of its students. Our School is a place where parents are recognized as partners and are welcome at all times. An invitation is extended to all parents to attend assemblies, parent-teacher interviews and special celebrations.

We would ask, however, that you take special note of the following:

1. Parents should not interrupt classroom instruction. Prior to visiting a classroom, a parent should seek the approval of the teacher or the Principal for this purpose.
2. If a parent wishes to meet with a teacher or the Principal, an appointment should be made for this purpose.
3. Only students enrolled in a class are to be present in that class during instruction. Friends and siblings of students cannot be present in the classroom.

4. The support and interest of parents play an important part in forming students' attitudes toward homework and learning. Parents are expected to support their children at home in order for them to succeed in this program.

## **VOLUNTEERS**

We actively encourage and gratefully appreciate parents who volunteer their assistance to the School. Parents are requested to volunteer a minimum of 10 hours for the school year. This help is greatly needed to help our school be successful. Parents who will volunteer in the classroom need an up to date Police Clearance.

Among many other things, we will need help with the following:

- ◆ Celebrations
- ◆ Field trips
- ◆ Preparing materials for the class
- ◆ Reading with students
- ◆ Helping students in the classroom
- ◆ Preparing and organizing materials

When volunteering, parents are asked to be polite and respectful to our students and staff. When speaking to a student, please be mindful that what you say and how you say it really affects a student's self-esteem.

The **Personal Information Protection Act (PIPA)** is very restrictive on what information can be shared about a student with the public. Everyone involved: The School Board Committee, teachers, parents and students must adhere to the PIPA act. **Personal information and student progress are private and not permitted to be shared with the public.** Parents, when you are volunteering, please **do not** share with friends and family what you saw or heard a student say or do in class. You must respect the rights of our students and their families when volunteering in our school. Confidentiality is very important.

## **PARENTAL CONCERNS**

If you have a concern, you are asked to deal with the matter as follows:

1. Discuss the matter first with teacher concerned.
2. If the matter is not resolved with the teacher, bring the issue to the attention of the Principal, who will attempt to resolve the problem in a non-confrontational manner.
3. If this matter is not resolved with the Principal then a meeting will be called with the Chairperson of the School Board committee and the concerned parties again working in a non-confrontational manner to resolve the issue.

## **ALLERGIES – PEANUT / NUT / FISH / SHELLFISH**

At our school, we have children with different allergies. Many of these children are **Severely Allergic** reaction to peanuts and nuts in general as well as fish/shellfish.

Nut free means that food does not contain *nuts, nut oil or any form or derivative of nuts at all!* It must not contain any nut stearate or “traces of nuts”. Even if the ingredients label says “May contain traces of Nuts or Peanut”, treat this label as if it says “contains nuts”

We are asking that you refrain from sending anything that may have peanuts, nuts, fish, shellfish or any traces of it to the school.

Please talk to your child about NOT sharing their snack with any of the kids at school because of this situation. If your child has eaten peanuts or nuts before coming to school please make sure that he/she has brushed his/her teeth and washed hands thoroughly so that no traces of peanut oil are left on his/her person. These traces of oil can be transferred to door knobs, school supplies and can then come into contact with other children and can cause an allergic reaction.

## **FIELD TRIPS/SPECIAL ACTIVITIES**

Field trips will be organized only if the field trip is related to the Greek language, Greek Culture, Education, or Greece. Attendance will only be allowed upon the completion and submission of the required authorization form for that field trip/ special activity on behalf of your child.