

# Student-Parent Handbook

Pythagoras Children's Academy & Pythagoras Greek Schools



Adopted and Amended December 13, 2017

**THE GREEK ORTHODOX CHURCH OF ST. DEMETRIOS**

893 North Church Road  
Elmhurst, Illinois 60126

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## **Introduction**

The Greek Orthodox Church of St. Demetrios (“Parish”) facilitates the education of its children through the ministries of the Pythagoras Children’s Academy (“PCA”), and the Pythagoras Greek School and the Pythagoras Saturday Greek School (“Greek Schools”). PCA was established in 1998 by the Parish, and has grown into a Preschool through Grade 5 day school. The Parish established a Greek School in 1967 and now through the Greek Schools offers Greek education for students in Preschool through high school (i.e., teen track). The School Board oversees PCA and the Greek Schools.

The goal of PCA and the Greek Schools is to provide students with the skills necessary to have a competitive advantage, not only in academics, but in life as well. In addition, PCA and the Greek Schools strive to provide a safe, social, moral, and spiritual environment that promotes the learning process at a student’s individual pace with integrated themed units of study. This is achieved by focusing on family bonding and values, and educating students about Orthodox Christian values and traditions, and Hellenic culture through the teaching of the Greek language and history of Greece.

### **Pythagoras Children’s Academy Mission Statement**

To provide students with the highest quality early elementary education with strong academic, spiritual and cultural foundations, and rooted in Orthodoxy and Hellenism.

### **Pythagoras Greek School & Pythagoras Saturday Greek School Mission Statement**

To provide students with Modern Greek language acquisition by developing their speaking, reading, writing, and listening skills, as well as by exposing them to the Hellenic culture, customs, history, and Orthodox traditions.

Κύριος σκοπός και αποστολή του Ελληνικού μας σχολείου είναι τόσο η εκμάθηση της Ελληνικής μέσω της παραγωγής γραπτού και προφορικού λόγου όσο και η μεταλαμπάδευση της Ελληνορθόδοξης παράδοσης και Χριστιανικής αγωγής σε όλους τους μαθητές μας.

### **Statement of Belief on Marriage, Gender, and Sexuality**

Pythagoras Children’s Academy and Pythagoras Greek Schools believe that the term marriage refers to the uniting of one man and one woman in a single, exclusive, lifelong union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

Pythagoras Children’s Academy and Pythagoras Greek Schools believe that God wonderfully and immutably creates each person as male or female. These two complementary genders reflect the image and nature of God (Genesis 1:26-27). We acknowledge the reality that sin has distorted the image of God in men and women, and mourn anyone’s willful rejection of God’s image in them.

Pythagoras Children’s Academy and Pythagoras Greek Schools believe that moral misconduct includes, but is not limited to, promiscuity, adultery, fornication, homosexual behavior, bisexuality, polygamy, bestiality, incest, transgender identity, gender non-conformity, non-binary gender conformity, use of pornography, or any other violation of the unique, distinct roles of male and female (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:18-20; Romans 1:21-27; 1 Corinthians 6:9-20; Colossians 3:5).

Pythagoras Children's Academy and Pythagoras Greek Schools believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Pythagoras Children's Academy or Pythagoras Greek Schools. We believe that God offers redemption and restoration to all who confess and repent of their sin, seeking his mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

These statements do not exhaust the extent of our beliefs. We fervently accept and are guided by the seven Ecumenical Councils and their decrees as well as all the traditions of our Greek Orthodox Church. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is a source of all that we believe. For purposes of Pythagoras Children's Academy and Pythagoras Greek Schools' faith, doctrine, practice, policy, and discipline, our school board or its designee is the final interpretive authority.

### **Purpose of Student-Parent Handbook**

The purpose of this Handbook is to identify the applicable policies and procedures for all students and their parents enrolled in PCA and the Greek Schools. All policies and procedures apply to all students at PCA and the Greek Schools unless otherwise noted. PCA and the Greek Schools reserve the right to amend, modify, or delete, without prior notice, this Handbook and the school rules, policies, and procedures contained herein as may be needed for the routine operation of the school and to ensure continued compliance with federal, state, or local laws. Every effort will be made to timely notify students and parents of any changes. Not all behaviors can be specifically identified in a handbook; however, students are expected to follow reasonable rules and not violate the rights of others. This Handbook and the Board Policy Manual govern the operation of PCA and the Greek Schools, and are available upon request from PCA and the Greek Schools. Any questions should be directed to the respective Director of PCA or the Greek Schools.

### **School Board Policies**

This Handbook contains only a summary of certain Board policies governing PCA and the Greek Schools. The School Board Policy Manual is available in the school office and on the PCA website.

### **Acknowledgment**

All parents are required to sign the Acknowledgement Form acknowledging, among other things, that they have read this Handbook, reviewed it with their children, and agree to abide by the policies and procedures set forth in this Handbook. Only one (1) Acknowledgement Form is required per family with multiple children enrolled at PCA or the Greek Schools. The Acknowledgement Form must be signed and turned in to the school office prior to the first (1st) day of the school year.

## **Acceptable Use of Electronic Networks**

Board Policy 5.1, *Acceptable Use of Electronic Networks*, is intended to serve as a guide to the scope of the Schools' authority and the safe and acceptable use of the Schools' computers, mobile devices, computer network (local and wide area networks), email, and Internet access, which are collectively referred to in this Policy as the "electronic network."

The electronic network is a part of the instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The Directors or designees may promulgate additional procedures, rules, and other terms and conditions of electronic network use as may be necessary to ensure the safe, proper, and efficient use and operation of the electronic network.

### **Authorized Users**

Authorized users of the electronic network include students, teachers, administrators, other employees of the Schools, School Board members, and other student and non-student users who have been granted access privileges who have signed and submitted an Authorization for Electronic Network Access Form and whose electronic network privileges are not suspended or revoked.

### **Authorization for Electronic Network Access**

Each faculty member and student and parent must submit a signed Authorization for Electronic Network Access Form before being granted use of the electronic network.

The failure to follow the terms of this Board Policy 5.1, *Acceptable Use of Electronic Networks*, other rules promulgated by the Directors or designees, or the Authorization for Electronic Network Access Form will result in the loss of privileges, disciplinary action, and appropriate legal action.

## **Access to School & Church Grounds**

Students on school or Church grounds before and after the respective school hours for PCA and the Greek Schools (see Hours of Operation section) must be in the care of an adult at all times. Parents must supervise students on the playground before and after school. Students may not enter the school before the time the doors open for the school day (see Hours of Operation section), unless the student is enrolled in the Before School Care program. Students may not reenter the school after the respective school hours for PCA and the Greek Schools unless the student is enrolled in the After School Care program, has a pre-arranged meeting with a teacher, or is participating in a school or Church activity. If a student needs to enter the Church building, the student must be accompanied by an adult.

## **Assessments**

### **Pythagoras Children's Academy**

Students are assessed in a variety of ways to inform teachers, parents, and students about student growth and achievement. Assessment results permit students and teachers to set goals for student learning and enable teachers to adjust instruction appropriately. In addition to informal and formal assessments incorporated in the PCA curriculum, national assessments are used to measure student growth and achievement. PCA administers the AIMSweb and NWEA Measures of Academic Progress ("MAP"). Parents will receive score reports from the national assessments.

### AIMSweb

AIMSweb is a curriculum-based measurement (CBM) and is used to assess a student's level of performance and rate of progress. Students are tested three (3) times a year (fall, winter, spring) to assess reading readiness skills (Kindergarten and early 1st Grade) and reading fluency (1st-5th Grades). For more information, contact the Director or visit [www.aimsweb.com](http://www.aimsweb.com).

### NWEA Measures of Academic Progress ("MAP")

MAP tests are administered on the computer. For students in Kindergarten-5th Grades, student growth in reading and math is assessed three (3) times a year (fall, winter, spring). MAP tests are adaptive; the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. A student's final score is an estimate of the student's achievement level. MAP tracks student growth over the course of the school year and from one year to the next, and provides a comparison student performance to students in the same grade across the nation. For more information, contact the Director or visit [www.nwea.org/support/article/930](http://www.nwea.org/support/article/930).

## **Attendance**

Attendance at school is crucial to academic success. Families are encouraged to make attendance at school a priority and to limit disruptions and absences as much as possible.

### **Pythagoras Children's Academy**

#### Absences

On any day that a student will be absent from school, the student's parent must call the school office. If the absence is due to a contagious or communicable illness, the parent must identify the type of illness. See Student Health & Well-Being section. Parents shall notify the school office by 8:30 a.m. If the student's parent fails to notify the school office that the student is or will be absent within 30 minutes after the start of the school day, the school will attempt to contact the parent.

If a student will be absent for an extended period of time due to illness, parents are asked to provide a physician's note upon the student's return to school. Instances of excessive absenteeism will be dealt with on an individual basis.

#### Tardiness & Late Arrival

It is important for students to be present every day and on time to school. Tardiness constitutes a disruption to the entire class and jeopardizes the student's chance of successful academic achievement. Students arriving 15 or more minutes late to school are considered tardy. Students arriving to school after the school day has started for any reason must report to the school office and from there the student will be directed to class. A student who arrives to school 30 or more minutes after school day has started and the student's parent has not contacted the school office will not be permitted into class that school day, immediately will be sent home, and will receive an unexcused absence. If a student accumulates five (5) tardies or more during any trimester, the Director or designee will contact the student's parent(s). Instances of excessive tardiness will be dealt with on an individual basis.

#### Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent must call the school office. Teachers are not authorized to release a student directly to the student's parent or

designated individual from the classroom during the school day. Students leaving school during the school day must be picked up from the Church office by the student's parent or designated individual. See Drop Off & Pick Up section.

### School Assignments During Absence

If a student misses school, the student is responsible for making up any missed school work and assignments upon returning to school, and the student's parent is responsible for ensuring that the student completes any missed school work and assignments. In the case of an extended absence due to illness, the student's parent is expected to contact the student's teacher to make arrangements for obtaining and completing missed work and assignments. Parents should make arrangements to pick up work and assignments from the school office. Teachers will not scan, fax, or e-mail homework. Generally, students will have one (1) day for each day missed to make up missed work and assignments.

### Vacations

Parents are expected to schedule vacations during the designated school vacations and the summer. In instances where absences are requested for vacation, a student's parent must submit a written request to the Director at least two (2) weeks in advance. The absence will be considered unexcused if this procedure is not followed. Students approved for a vacation will be expected to complete missed class work. Missed work may be provided in advance of the vacation if requested at the time the vacation written request is submitted to the Director. Parents should make arrangements to pick up work and assignments from the school office. Teachers will not scan, fax, or e-mail homework. Students will have one (1) day for each day missed to make up missed work and assignments.

## **Pythagoras Greek School & Pythagoras Saturday Greek School**

### Absences

On any day that a student will be absent from school, the student's parent must call the school office. If a student will be absent for an extended period of time due to illness, parents are asked to provide a physician's note upon the student's return to school. Instances of excessive absenteeism will be dealt with on an individual basis.

### Tardiness & Late Arrival

It is important for students to be present every day and on time to school. Tardiness constitutes a disruption to the entire class and jeopardizes the student's chance of successful academic achievement. Students arriving 15 or more minutes late to school are considered tardy. Students arriving to school after the school day has started for any reason must report to the school office and from there the student will be directed to class. A student who arrives to school 30 or more minutes after school day has started and the student's parent has not contacted the school office will not be permitted into class that school day, immediately will be sent home, and will receive an unexcused absence. If a student accumulates five (5) tardies or more during any trimester, the Director or designee will contact the student's parent(s). Instances of excessive tardiness will be dealt with on an individual basis.

### Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent must call the school office. Teachers are not authorized to release a student directly to the student's parent or designated individual from the classroom during the school day. Students leaving school during the school day must be picked up from the Church office by the student's parent or designated individual. See Drop Off & Pick Up section.



## Before & After School Care Programs

### Pythagoras Children's Academy

Before and after school care is available on school days during the school year. On half days during the school year, before school care is available but no after school care is provided. Any PCA student may be enrolled in either or both programs for an hourly fee determined by the School Board each school year. Parents shall enroll students at the beginning of the school year. Students also can be placed in either or both programs on an as needed basis by contacting the PCA Director.

Students who are dropped off to school before 8:15 a.m. will be placed in before school care, and students who are not picked up within 15 minutes after the end of the school day will be placed in after school care. The hourly fee will be assessed for any student placed in before or after school care who is not enrolled in the program. Students in after school care must be picked up no later than 5:15 p.m. See Drop Off & Pick Up section.

## Bullying, Intimidation, & Harassment

### Purpose

Bullying, intimidation, and harassment diminish a student's ability to learn and the Schools' ability to educate. Bullying is contrary to state law and the Policy of the School Board. Preventing students from engaging in these disruptive behaviors is an important goal of the Schools. This Policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article I of the Illinois Constitution.

See Board Policy 6.1, *Bullying, Intimidation, & Harassment Prohibited*.

### Definitions

**Bullying** includes "cyber-bullying" and is defined as any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including, without limitation: harassment, intimidation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, isolation, hazing or inappropriate initiation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this Policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

**Cyber-bullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, without limitation, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying as defined in this Policy. Cyber-bullying also includes the distribution, by electronic means, of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying as defined in this Policy.

**Restorative measures** means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

### Prohibition

The Schools will not tolerate bullying behavior, whether verbal, physical, or visual.

Bullying on the basis of actual or perceived race, color, national origin, ancestry, sex, sexual orientation, gender identity, gender-related identity or expression, citizenship status, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic also is prohibited.

No student shall be subjected to harassing, intimidating conduct, or bullying, whether verbal, physical, or visual that occurs;

1. During any school-sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the Schools if the bullying causes a substantial

disruption to the educational process or orderly operation of the Schools. This item (#4) applies only in cases in which a School staff member receives a report that bullying through this means has occurred and does not require the Schools to staff or monitor any nonschool-related activity, function, or program;

5. Through transmission of information from any school-sponsored publications and forums that may reasonably be perceived as sponsored by the Schools; or
6. In any other way that has a nexus to the Schools or school activities.

#### Reporting Bullying

1. School staff shall promptly report all bullying incidents and encourage students and parents to report bullying incidents to the Directors:

##### Pythagoras Children's Academy

Dina Jason, Director

(630) 834-0477

djason@pythagoraschildrensacademy.com

##### Pythagoras Greek School & Pythagoras Saturday Greek School

Christina Brales, Director

(630) 279-4720

c.brales@yahoo.com

Anonymous reports of bullying may be made by a telephone call or in writing to the above-listed Directors. These reports will be investigated. However, formal disciplinary action shall not be taken solely on the basis of an anonymous report.

2. The Directors or designees will promptly inform parents of all students involved in the alleged bullying incident and discussion, to the extent permitted by state and federal laws and rules governing student privacy rights. Parents will be informed, as appropriate, of the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

#### Investigating Bullying

When the Directors receive a report of bullying, the Directors or designees will take the following steps to promptly investigate and address reports of bullying:

1. Investigate whether the reported acts of bullying are within the Schools' jurisdiction as defined by this Policy.
2. Make all reasonable efforts to complete the investigation within 10 school days after the bullying incident is reported, taking into consideration additional relevant information received during the course of the investigation.
3. Involve appropriate school support staff and staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

4. If the Directors do not receive the initial report of bullying, the bullying incident should be reported to the Directors as soon as possible after the report is received.
5. Provide parents of students under investigation, to the extent permitted by federal and state laws and rules governing student privacy rights, information about the investigation and an opportunity to meet with the Directors or designees to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Directors or designee shall document the following information:
  - a. type of bullying;
  - b. area of school where the bullying occurred;
  - c. impact of the bullying;
  - d. whether the bully or victim had previously been referred for interventions; and
  - e. bystander intervention and participation.

### Bullying Outcomes

Students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying shall be subject to discipline in accordance with Board Policy 6.2, *Student Conduct Expectations & Discipline*.

Students who are victims of bullying, as well as students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying, will be referred to the Directors or designees to determine the appropriate intervention(s). Interventions may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Parents will be advised of this referral and any action that is taken or suggested by the Directors or designees.

### Review and Communication

This Policy will be reviewed and reevaluated every two (2) years with input from a variety of School stakeholders, including school staff, students, and parents. The Policy review and reevaluation process shall include assessment of the Policy's outcomes and effectiveness, including, but not limited to, the following factors: frequency of victimization; student, staff, and family observations of safety at a school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. Information developed as a result of the Policy's review and reevaluation must be made available on the Schools' website. After the Policy is reviewed and revised it shall be filed with the Illinois State Board of Education.

This Policy shall be available on the Schools' website, included in the Student-Parent Handbook, and distributed annually to students, parents, and school staff, including new employees when hired.

### Administrative Procedures

The School Board authorizes the Directors or designees to promulgate such procedures as may be necessary to effectuate this Policy in accordance with state and federal laws.

## **Calendar**

The school calendar is prepared by the respective Director and Proistamenos, and adopted by the School Board. The school calendar is subject to change by the School Board. The PCA school calendar is available on the PCA website. The school calendar for the Greek Schools can be obtained by contacting the Director.

## **Clergy**

All persons, including teachers, students, and parents, must stand when a clergy member enter a room. This is a sign of respect.

## **Clubs & Extracurricular Activities**

### **Pythagoras Children's Academy**

PCA offers a number of clubs and extracurricular activities. See the PCA website or contact the Director for more information about clubs and extracurricular activities.

## **Communication**

Communication between the home and school is very important for mutual success. PCA and the Greek Schools believe that open communication between parents, teachers, and the school is necessary in order to provide the best possible education for the students. The School Board and the Schools will send general school news and information to families via email or printed material. In addition to the below-listed forms of communication and others discussed throughout this Handbook (such as PPO and PTO meetings and parent-teacher conferences), information for PCA is available on the PCA website and by contacting the school office, and for the Greek Schools from the school or Church office.

Teachers may use email to share information with parents about classroom news, upcoming events, and curriculum, instruction, and assessments. Printed information also may be sent home with students. PCA teachers will send home a weekly newsletter to share information with parents about classroom news, upcoming events, and curriculum, instruction, and assessments. The newsletter is to be distributed by email, unless a parent makes arrangements with the teacher to receive a hard copy. PCA teachers also have webpages that may be used to post information for students regarding school work and assignments, and also communicate information with parents about classroom news, upcoming events, and curriculum, instruction, and assessments. PCA teachers will notify students and parents at the beginning of the school year regarding their use of their webpages.

If a parent has questions or concerns to discuss with the student's teacher, the parent may pre-arrange a meeting with the teacher before or after school. Parents may call the school office and leave a message for the teacher, send a note to the teacher, or email the teacher. Parents are discouraged from communicating with teachers via text or social media. Parents also are discouraged from asking last-minute questions or requesting last-minute conferences in the morning and at dismissal when teachers are focused on students. Teachers are not available to meet, talk on the telephone, or communicate through electronic means (e.g., email) during student-contact time.

PCA and the Greek Schools recognize that not everyone has access to the Internet or uses email. In this case, please notify the Directors.

## **Conduct Expectations & Discipline Policy**

### **Philosophy**

The responsibility to establish and maintain a safe, positive, and productive learning environment is shared by all members of the School community, including students, parents, teachers, and staff.

Students are expected to comply with all rules and directions from the respective school staff, and behave in a manner consistent with Orthodox Christian values. To promote the spiritual health of the Parish and School community and to ensure a positive learning environment, the Schools adhere to the following guidelines for student conduct expectations and discipline.

### **Behavior in Church**

Reverent and respectful behavior is expected at all times. Talking is not permitted in Church or while proceeding in or out of the sanctuary. Teachers shall closely supervise students as they proceed in and out of Church and during prayer services and liturgies.

### **Misconduct**

Generally, misconduct is any activity, on or off campus, during or outside of school hours, that interferes with, disrupts, or adversely affects the school, its staff, or other students. Misconduct will result in disciplinary action.

Misconduct includes, but is not limited to:

- Disobeying school rules or school staff directions;
- Tardiness and absence violations;
- Failure to complete assignments or coming to school unprepared;
- Cheating, lying, deception, or forgery;
- Stealing, damaging, or misusing the school's or another person's property;
- Inappropriate language or gestures;
- Disrespect to students, school staff, or school visitors;
- Verbal abuse or intimidation of students, school staff, or school visitors;
- Teasing of students, school staff, or school visitors;
- Disruptive classroom behavior;
- Disruptive lunchroom behavior;
- Fighting or aggressive behavior;
- Throwing objects;
- Dress code violations;
- Leaving the school building or school grounds before the end of the school day without permission;
- Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites;

- Possession, use, control, or transfer of any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes;
- Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, medical cannabis, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of any alternative nicotine product;
- Any other acts that directly or indirectly jeopardize the health, safety, and welfare of students, school staff, or school visitors; and
- Any other act that violates the law or school rules.

### Discipline Procedures

The goal of this Policy is to instruct students about positive behaviors when misconduct occurs. When a problem arises, students are encouraged to discuss the issue. This type of communication allows students to listen to and respect each other and problem-solve. The preferred method of discipline, rather than punish a student for bad behavior, is for the teacher to encourage students to make good choices and smart decisions. The goal is for students to develop awareness of their own actions.

At times, however, students may need to be disciplined. The below-listed disciplinary consequences are a range of options that will not always be applicable in every situation. The disciplinary consequences may be used individually or in combination, and not necessarily in a progressive manner.

- Verbal warning.
- Verbal warning and a one-on-one discussion with the teacher or respective Director.
- Temporary removal from the classroom.
- Loss of a privilege (for example, recess).
- Contact the student's parent.
- Meeting with the student's parent (and student, if appropriate).
- Return of property or restitution for lost, stolen, or damaged property.
- Confiscation and temporary retention of prohibited item or item that was used to violate this policy or school rules.
- Detention.
- In-school suspension.
- Out-of-school suspension.
- Expulsion.
- Notify juvenile authorities or other law enforcement when the conduct involves criminal activity.

### Suspension & Expulsion

The respective Director is authorized to suspend a student up to 10 school days, and shall provide notice of the suspension to the student's parents and the School Board. See Board Policy 6.3, *Suspension Procedures*. The respective Director may recommend to the School Board a student for expulsion in accordance with Board Policy 6.4, *Expulsion Procedures*.

See Board Policy 6.2, *Student Conduct Expectations & Discipline*.

## **Confidentiality & Release of Student Information**

PCA and the Greek Schools respect all confidential information related to students. All personal records of students and families on file are kept in the strictest of confidence. Information pertaining to the admission, enrollment, academic progress, health, discipline, or disenrollment of a student will be kept confidential, unless the student's parent has given written permission for disclosure or such disclosure is otherwise required by law. Please refer to Board Policy 6.5, *Student Records*. If a student's parent is to be denied access to student records and school-related information regarding the student, it is the responsibility of the student's other parent to provide a certified copy of the court order, parenting agreement or plan, or other documentation that specifically revokes these rights or prohibits access to the school office.

## **Dress Code**

### **Pythagoras Children's Academy**

All PCA students are required to wear white shirts with a collar or turtleneck, or a white or blue sweater; sleeveless shirts are not permitted. White or blue socks also are required. Only PCA sweatshirts and hoodies are permitted. Boys may wear blue pants or shorts. Girls may wear blue pants, shorts, skirts, or jumpers. On days of Church attendance (noted on the school calendar), girls must wear a jumper or skirt. These clothing items are available through [www.frenchtoast.com](http://www.frenchtoast.com) and at many local stores, such as Target, Kohl's, Sears, Old Navy, and The Children's Place. When ordering items online at [www.frenchtoast.com](http://www.frenchtoast.com), enter the code QS47EK6 and PCA will receive 5% of all proceeds.

Once a month PCA has a "casual day" when students are not required to follow the dress code, but are expected to dress in modest, neat, and appropriate attire.

Any clothing students wear at school should be free of pictures or commercial advertising.

Students' hair should be combed neatly, away from the eyes and face. Hats are prohibited.

Flip flops are prohibited. Children wearing boots to school because of rain or snow should bring indoor shoes as well. Children may not wear boots in their classrooms. On days when students do not wear athletic shoes (rubber soles), students should bring a change of shoes for physical education and recess. Only shoes with rubber soles may be worn in the gym.

Children's names should be on all outerwear. Lost clothing and items that are unmarked will be placed in the "lost and found box" in the community center. Parents are encouraged to check the "lost and found box" periodically for missing items. See Lost & Found section.

**Extra Uniform at School:** Each student must provide an extra uniform to be kept at school and stored in the student's cubby, including undergarments and socks, to be used in the event of any unforeseen accident during activities. The extra uniform should be placed in a Ziploc bag with the student's name printed on the bag. All clothing should be marked with the student's name.

**Dress Code Enforcement:** If a student's dress is not in compliance with the required dress code, the following procedures will be followed. **Step 1:** On the day the student's dress is not in compliance with the dress code, the student's teacher will contact the student's parent identifying the item worn



that violated the dress code. Step 2: If a student again wears an item that violates the dress code, the student's teacher will send the student to the school office. The Director or designee will contact the student's parent and request the parent bring to school a different item of clothing or outfit that complies with the required dress code for the student. Instances of repeated dress code violations will be dealt with on an individual basis.

Dress for Recess: Recess will be held outside weather permitting at the discretion of the Director. All students should bring sweaters and jackets in spring and fall. In winter, students will be allowed outside for recess and in the snow only if they have appropriate outerwear (e.g., jackets, snow pants, boots, hats or hoods, and mittens or gloves). In the event of inclement weather, as determined by the Director, recess will be held inside.

### **Pythagoras Greek School & Pythagoras Saturday Greek School**

Students are expected to dress in modest, neat, and appropriate attire. Flip flops and hats are prohibited. Children wearing boots to school also should bring indoor shoes. Children may not wear boots in their classrooms. Any clothing students wear at school should be free of pictures or commercial advertising. Students' hair should be combed neatly, away from the eyes and face. On days of Church attendance (noted on the school calendar), students must wear proper Church attire. Instances of repeated inappropriate dress will be dealt with on an individual basis.

### **Drop Off & Pick Up**

Parents must use extreme caution at all times when driving in and parking in the school parking lot. Children never are to be left unattended in the parking lot or car. Parents must complete and turn in to the school office a Student Drop Off & Pick Up Authorization form. State law prohibits the use of cell phones while driving, including in school zones, unless the cell phone is being used in "hands-free" or "voice-operated" mode. In addition, state law prohibits all drivers from texting while driving.

### **Pythagoras Children's Academy**

#### **Drop Off & Pick Up**

At drop off, parents and designated individuals must park in parking spots in the parking lot and walk students to the South entrance. A designated staff member will be at the South entrance door to receive students. Students shall then proceed to the designated area in the gym. At pick up, parents or designated individuals must park in parking spots in the parking lot, use the South entrance, and pick up students from the student's teacher at the South entrance. Students who attend before school care will be dismissed to the gym at 8:15 a.m. Students who attend after school care will be dropped off to the designated location by their teachers. See Before & After School Care section.

#### **Early Drop Off**

Students who are dropped off to school before 8:30 a.m. will be placed in before school care. If the student is not enrolled in before school care, the hourly fee determined by the School Board will be assessed for the student. See Before & After School Care section.

#### **Early Dismissal Pick Up**

Teachers are not authorized to release a student directly to the student's parent or designated individual from the classroom during the school day. Students leaving school during the school day

must be picked up from the Church office by the student's parent or designated individual. See Attendance section.

#### Late Pick Up

If a parent or designated individual knows that he or she will be late to pick up a student from school, the parent or designated individual must call the school office as soon as possible so that the Director and the appropriate teacher may be notified. After a 15-minute grace period, the student will be sent to after school care, from where the parent or designated individual must pick up the student. If a student must be placed in after school care, the hourly fee determined by the School Board will be assessed for the student.

#### Pick Up by Person Other than Parent: "Designated Individual"

Students will be dismissed from school only to parents or individuals designated on the student's Student Drop Off & Pick Up Authorization form. The designated individual may be asked to show picture identification when dropping off or picking up a student.

#### Unauthorized Student Pick Up

Students will be released from school only to parents and designated individuals. In the event that an unauthorized person attempts to pick up a student from school, the student will be moved to a safe location in the school. The Director or designee will contact the custodial parent and the police.

### **Pythagoras Greek School & Pythagoras Saturday Greek School**

#### Drop Off & Pick Up

At drop off, parents and designated individuals must park legally in the parking lot and walk students to the South entrance. Students shall then proceed to the designated area in the gym. At pick up, parents or designated individuals must park legally in the parking lot and pick up students from the student's teacher inside the school building.

#### Late Pick Up

If a parent or designated individual knows that he or she will be late to pick up a student from school, the parent or designated individual must call the school office as soon as possible so that the Director and the appropriate teacher may be notified.

#### Pick Up by Person Other than Parent: "Designated Individual"

Students will be dismissed from school only to parents or individuals designated by the student's parent. The student's parent must notify the Director of the designated individual(s). The designated individual may be asked to show picture identification when dropping off or picking up a student.

#### Unauthorized Student Pick Up

Students will be released from school only to parents and designated individuals. In the event that an unauthorized person attempts to pick up a student from school, the student will be moved to a safe location in the school. The Director or designee will contact the student's parent and, if deemed necessary, the police.

## **Electronic Devices**

All electronic devices, including but not limited to cell phones, iPods, and iPads, may not be visible, turned on, or used during the regular school day. We respect that parents and their children need to contact each other in emergency situations. However, electronic devices only serve to detract from the learning process. If a parent needs to get in touch a student during the school day, the parent must contact the school office. If a student needs to speak to a parent during the school day, the student must notify the teacher, who will make arrangements for the student to use the phone in the school office. Exceptions may be made for cell phone usage for emergency communication with parents, and are at the discretion of the student's teacher or the Directors.

If student use of an electronic device is discovered during the school day, the following penalties may apply, and not necessarily in a progressive manner:

- 1st Offense: The student's electronic device will be taken away from the student and kept in a secure location in the school office. The student's parent will be contacted. The student may pick up the electronic device after the end of the school day.
  
- 2nd Offense: The student's electronic device will be taken away from the student and kept in a secure location in the school office. The student's parent will be contacted. For one (1) week, the student must turn in the electronic device to the school office at the start of each school day and pick up the electronic device at the end of each school day. The electronic device will be stored in a secure location in the school office during the school day.
  
- 3rd Offense: The student's electronic device will be taken away from the student and kept in a secure location in the school office. The student's parent will be contacted. For the remainder of the school year, the student must turn in the electronic device to the school office at the start of each school day and pick up the electronic device at the end of each school day. The electronic device will be stored in a secure location in the school office during the school day.

Continued violations of this policy also may result in discipline under the student discipline policy. See the Conduct Expectations and Student Discipline Policy section.

Students assume all responsibility for lost or stolen items.

## **Equal Educational Opportunity**

Equal educational and extracurricular opportunities shall be available for all students at PCA and the Greek Schools without regard to race, color, sex or gender, religion, age, disability, national or ethnic origin, citizenship or immigration status, status of being homeless, order of protection status, or any other protected status. However, as a private, religious school run by The Greek Orthodox Church of St. Demetrios, PCA may, to the extent permitted by state and federal laws, limit admission to students from families who are stewards in good standing of the Orthodox Church.

## Field Trips

Prior to each field trip, specific information regarding the date, time, place, and any fees as well as specific field trip protocols and a permission slip will be sent home by the teacher. All fees associated with field trips are the student's responsibility, unless otherwise indicated, and must be paid in advance. Each student must turn in a signed parent permission slip before the student may go on a field trip.

Parents may be asked to chaperone field trips. Teachers will provide parent-chaperones with all necessary field trip information in advance of the field trip. Only members of the class and selected parent-chaperones are permitted to attend field trips. Parent-chaperones may not bring other children along on field trips, and may not buy anything for students. Parent-chaperones pay for their own admission fees and other costs for the field trip. Parent-chaperones are prohibited from sharing or distributing food, drink, and candy to students, unless provided by the PPO or PTO and approved by the respective Director.

Bus transportation is provided for field trips. Students are expected to practice safe and courteous bus behavior.

The student discipline policy applies on field trips, including on the bus to and from the field trip. See the Conduct Expectations & Student Discipline Policy section and Board Policy 6.2, *Student Discipline*.

## Grievance Procedure

The School Board strives to offer the highest quality education in an Orthodox Christian environment. The School Board shall serve as the vehicle for the resolution of any issues involving students, parents, teachers, staff, and the school. Please refer to Board Policy 1.4, *Grievance Procedure*.

## Halloween

The Schools do not recognize or celebrate Halloween.

## Hours of Operation

### Pythagoras Children's Academy

#### Pre-School

Tuesday/Thursday Part-Time 9:00 a.m. – 12:00 p.m.

Tuesday/Thursday Full-Time 9:00 a.m. – 3:05 p.m.

Monday/Wednesday/Friday Part-Time 9:00 a.m. – 12:00 p.m.

Monday/Wednesday/Friday Full-Time 9:00 a.m. – 3:05 p.m.

#### Pre-Kindergarten

Monday/Wednesday/Friday Part-Time 9:00 a.m. – 3:05 p.m.

Monday – Friday Full Time 9:00 a.m. – 3:05 p.m.

#### Kindergarten

Monday – Friday 9:00 a.m. – 3:10 p.m.

Grades 1-5

Monday – Friday 8:30 a.m. – 3:15 p.m.

Doors open at 8:20 a.m. before the start of the school day.

Before & After School Care Program

Before and after school care is available on school days during the school year. On half days during the school year, before school care is available but no after school care is provided. For more information about the before and after school care programs, please contact the PCA Director.

Before School Care 7:15 a.m. – 8:15 a.m.  
After School Care 3:15 p.m. – 5:15 p.m.

**Pythagoras Greek School**

Mondays and Wednesdays 4:30 p.m. – 6:30 p.m.

Doors open at 4:15 p.m.

**Pythagoras Saturday Greek School**

Pre-School

Saturdays 9:00 a.m. – 12:00 p.m.

Pre-Kindergarten – Grade 6

Saturdays 9:00 a.m. – 1:00 p.m.

Teen Track

Saturdays 10:00 a.m. – 12:30 p.m.

Doors open at 8:45 a.m.

**Lost & Found**

Students should report lost items as soon as possible. Any found items should be turned in to the school office. Lost items that are unmarked will be placed in the “lost and found box” in the school office. Unclaimed items will be sorted and donated throughout the school year; students and their parents will be notified prior to donation.

**Lunches & Snacks**

**Pythagoras Children’s Academy**

Preschool students are responsible for bringing their own snack and refillable water bottle daily. Pre-Kindergarten through 5th Grade students are responsible for bringing their own lunch, refillable water bottle, and snack daily. Students are not permitted to leave school grounds for lunch.

PCA is a peanut- and tree nut-restricted school. Therefore, students shall not bring any peanut or tree-nut products to school. Please contact the Director with any questions regarding this policy. In addition, PCA encourages that lunches and snacks follow the fasting guidelines of the Parish. For more information, please see the Orthodox Faith section.

Periodically throughout the school year, the Pythagoras Parent Organization (“PPO”) sponsors “hot lunch” days. Information about hot lunch days will be distributed by the PPO.

### **Pythagoras Greek School**

Students are responsible for bringing their own refillable water bottle. PGS is a peanut- and tree nut-restricted school. Therefore, students shall not bring any peanut or tree-nut products to school. Please contact the Director with any questions regarding this policy.

### **Pythagoras Saturday Greek School**

Students are responsible for bringing their own lunch, refillable water bottle, and snack. Students are not permitted to leave school grounds for lunch. PSGS is a peanut- and tree nut-restricted school. Therefore, students shall not bring any peanut or tree-nut products to school. Please contact the Director with any questions regarding this policy.

## **Nameday & Birthday Celebrations**

Parents may request to do something special during school hours in honor of their child’s nameday or birthday. Parents must coordinate any such arrangements with the student’s teacher, including bringing in a treat. Parents are encouraged to celebrate a student’s nameday or birthday with non-food items. However, if the treat is a food item, it must be approved ahead of time by the student’s teacher, and follow all school food restrictions. Students shall not distribute birthday party invitations at school. Another way to celebrate might include donating something to the student’s class so that a student has the privilege of giving, not just receiving, on the student’s special day.

All other nameday or birthday celebrations must be held out of school. Invitations shall not be distributed at school.

## **Orthodox Faith**

### **Pythagoras Children’s Academy**

At PCA, students are taught the fullness of the Orthodox Christian faith. This may differ somewhat in practice from home to home. However, parents are asked to support at home what students are learning and practicing in school. The home is the most important factor in a child’s development as a Christian. Being a student at PCA should be only one part of the child’s upbringing as a Christian, which also should include regular Church attendance, receiving of the sacraments of the Church (such as confession and Holy Communion), participation in the ministries of the family’s parish, and the practices of prayer, fasting, and almsgiving in the home. Students bring to school the attitudes and examples they see and learn in their home. PCA is a partner with parents in instilling Orthodox Christian faith and values in students.

### Prayer

Developing a habit of prayer is central to the Orthodox Christian life. At the beginning of each school day the Parish Priest or designee will lead students in prayer.

### Fasting

As an Orthodox Christian school, one of our values is teaching students the fasting guidelines of our Church. As such, PCA encourages that children's snacks and lunches be meat and dairy free on Wednesdays and Fridays. In addition, PCA encourages during the Christmas fast (40 days before Christmas) that there be no meat on any day, and during Great Lent (50 days before Pascha) that there should be no meat for the entire Lenten period and no dairy on Mondays, Wednesdays, and Fridays.

### Church Attendance

Days of Church attendance will be noted on the school calendar. The school calendar is available on the PCA website.

## **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled each year for formal discussions regarding students' progress. Informal discussions may take place throughout the school year. See Communication with Parents section. PCA parent-teacher conferences are held two (2) times each school year. Parent-teacher conferences for the Greek Schools are held one (1) time each school year. Dates for parent-teacher conferences will be listed on the school calendar.

## **Parent Organizations**

Parent support is essential for PCA and the Greek Schools. Parents provide volunteer support, such as serving hot lunch, being a room parent, or chaperoning a field trip. Parents also fundraise to support our Schools. The Pythagoras Parent Organization ("PPO") for PCA and Parent Teacher Organization ("PTO") for the Greek Schools will provide information to parents regarding meetings and events throughout the school year. For more information about the PPO or PTO, contact the organizations directly or contact the Directors for that information. See Board Policy 7.2, *Parent Organizations*.

## **Parent Volunteers**

Parents are an important part of PCA and the Greek Schools and are welcome to volunteer at the school. Teachers will provide information about how parents may assist in their child's class. The Directors or designees also will provide information about other volunteer opportunities. Parents are encouraged to contact their child's teacher or the Directors about volunteer opportunities. The PPO and PTO also may coordinate parent-volunteers at school and in classrooms, which will be arranged in advance with teachers. Parent-volunteers must sign in and out in the Church office upon entering and exiting the school building and will be given a visitor's badge. See Board Policy 7.1, *Visitors to & Conduct on School Premises*.

## **Personal Property**

Students should not, to the extent possible, bring personal belongings onto school property or into the school building. All belongings should be marked for easy identification. PCA and the Greek

Schools are not responsible for any personal property that is lost, damaged, stolen, or destroyed. Students should report lost items as soon as possible. Any items which are found should be turned in to the school office. Lost items that are unmarked will be placed in the “lost and found box” in the school office. See Lost & Found section.

### **Photographs**

The Schools and the Parish may photograph, take digital images, videotape, or sound record participants enrolled in school programs, classes, events, or using the school’s facilities. The Schools encourage and promote responsible use of such photographs, digital images, videotapes, and sound recordings. All photographs, digital images, videotapes, and sound recordings taken on school property are for use by and are the sole property of the Schools and the Parish. These photographs, digital images, videotapes, and sound recordings are for publications, brochures, and other print or electronic communications by the Schools and the Parish. At the beginning of each school year, parents must complete the Media Consent Form to indicate whether or not they grant such permission to the Schools and the Parish.

### **Physical Education & Recess**

#### **Pythagoras Children’s Academy**

If a student is injured or has a physical limitation, a written note from a parent or doctor is required for the student to be excused from physical education and recess. If a student is to be excused from physical education and recess for more than two (2) consecutive school days, a note from the student’s doctor is required. The student must give this note to the classroom teacher, who will notify and give the note to the school office. If a student is excused from physical education, he/she will not be permitted to participate in recess.

Recess will be held outside weather permitting at the discretion of the Director. Students must have appropriate outerwear for recess when held outdoors. For example, students must have sweaters and jackets in spring and fall. In winter, students will be allowed outside for recess and in the snow only if they have appropriate outerwear (e.g., jackets, snow pants, boots, hats or hoods, and mittens or gloves). In the event of inclement weather, as determined by the Director, recess will be held inside.

Students should have shoes that are suitable for physical education and outdoor recess. On days when students do not wear athletic shoes to school, students should bring a change of shoes for physical education and recess. Only shoes with rubber soles may be worn in the gym.

### **Report Cards**

Report cards are issued three (3) times per school year following the end of each trimester. The Directors will notify teachers of when grades are due prior to the issuance of report cards. Parents must sign and return reports cards.

### **School Board**

The School Board meets regularly during the school year and its meetings are open to the PCA and the Greek Schools community, including parents. School Board meeting dates and times will be



determined by the School Board and distributed to the school community. Parents who wish to address the School Board may do so during the time on the agenda designated for community comments. Parents are welcome to stay for the duration of the meeting with the exclusion of closed session, during which private school business matters are discussed, including but not limited to specific student or staff issues. See Board Policy 1.2, *Open & Closed School Board Meetings*, and Board Policy 1.3, *Participation at School Board Meetings*.

## **School Closings & Safety**

### **School Closings**

Notification of school closings due to inclement weather or an emergency will be available at [www.emergencyclosings.com](http://www.emergencyclosings.com). Notification also will be sent by the Directors or designees via email to teachers and parents.

### **Emergency Response Drills**

School evacuation, severe weather, and other emergency response drills will be conducted several times each school year to comply with state and local laws, and to ensure rapid and orderly implementation for student safety. See Board Policy 3.1, *Safety*.

### **Sex Offender Notification**

State law requires parent notification that information about sex offenders is available to the public. Parents may find the Illinois Sex Offender Registry on the Illinois State Police's website at: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). See Board Policy 3.1, *Safety*.

## **School Property**

Parents will be responsible for the replacement cost of any lost or damaged textbooks or school materials. Appropriate replacement costs will be determined by the Directors or designees.

## **School Supplies**

### **Pythagoras Children's Academy**

PCA provides some supplies for teachers and students. An additional supply fee is assessed for each student enrolled at PCA. Students are responsible for their own personal school supplies. Parents will be provided a list of required and recommended school supplies prior to the beginning of the school year. The PPO will provide information to parents regarding school supplies that may be purchased through the PPO.

### **Pythagoras Greek School & Pythagoras Saturday Greek School**

The Greek Schools will supply some school supplies for students. An additional supply fee is assessed for each student enrolled at the Greek Schools. Students are responsible for their own personal school supplies. Parents will be provided a list of required and recommended school supplies prior to the beginning of the school year. The PTO will provide information to parents regarding school supplies that may be purchased through the PTO.

### **Search & Seizure**

In order to provide for the safety and supervision of students, to maintain discipline and order in the schools, and to otherwise provide for the health, safety, and welfare of all persons within the schools, the Directors or designees are authorized to conduct reasonable searches of students, their property, desks, and other property owned or controlled by the school. Students shall have no reasonable expectations of privacy in these places or areas or in their personal effects left therein. Personal effects left in coat hook areas, desks, lockers, or otherwise left on property owned or controlled by the school may be searched at any time for any reason without notice to, or the consent of, the student.

With the approval of the School Board, the Directors may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances or illegal drugs. School personnel may also utilize trained dogs to determine the existence of controlled substances or illegal drugs. Searches conducted by authorized school personnel at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

### **Smoking**

Smoking and all other tobacco products are prohibited on school property when school property is being used for school purposes. This prohibition applies to students, parents, faculty, and visitors.

### **Solicitation**

Students and parents are prohibited from selling any merchandise, participating in individual fundraising activities, or soliciting contributions in school buildings or on school grounds, including via email, without prior approval of the respective Director or School Board.

### **Student Health & Well-Being**

Please notify the school office of any changes to student health information, including emergency contact information. Information regarding the health examinations, immunizations, and dental and eye examinations required by the State of Illinois for all students enrolled in school can be found in Board Policy 2.1, *Admission*.

#### **Allergies (Food and Other)**

A student's parent must indicate on the student's enrollment forms any allergies the student may have. In addition, a student's parent should inform the respective Director and the student's teacher(s) of any allergies and of any changes during the course of the school year.

PCA and the Greek Schools are peanut- and tree nut-restricted. Therefore, students shall not bring any peanut or tree-nut products to school. Please note, however, that the school building is a mixed-use facility. The building is shared among the Church, the Schools, Church- and school-affiliated organizations, and outside organizations. Therefore, PCA and the Greek Schools are not able to guarantee that the Schools are free of any allergen or contaminant. Please direct all questions or concerns regarding allergies to the respective Director.

### Contagious or Communicable Disease

If a student is diagnosed with a highly contagious or communicable disease the student's parent must notify the school immediately. Examples of highly contagious or communicable diseases include, but are not limited to, chicken pox, hepatitis, impetigo, measles, mononucleosis, mumps, pink eye (conjunctivitis), scabies, strep throat, ring worm, and rubella. In the event that a student contracts an illness that is considered highly contagious or communicable to others, it is imperative that the student remain home until cleared by a doctor. In order to return to school, the student must have a doctor's note stating that the illness has been cured and that the child may return to school. PCA and the Greek Schools reserve the right to disclose necessary information regarding student health concerns to notify students and staff. Student identities will remain strictly confidential.

### Illness

If a student appears to be ill or becomes ill during the school day and cannot complete classroom work, the student's parent (or another person designated for this purpose) will be notified by telephone and asked to pick up the student from school. PCA and the Greek Schools reserve the right to disclose necessary information regarding student health concerns to notify students and staff. Student identities will remain strictly confidential.

Students are not to attend school if they appear to be seriously ill or display any of the symptoms on the following non-exhaustive list:

- Fever of 100°F or higher within the past 24 hours;
- Vomiting or diarrhea within the past 24 hours;
- An undiagnosed rash (student may return to school with a doctor's note that rash is not contagious);
- Evidence of a highly contagious or communicable disease;
- Discharge from eyes or ears, or a profuse colored nasal discharge (student may return to school when discharge is clear or has been on antibiotics for 24-48 hours, according to doctor's instructions); or
- Unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside).

Parents must err on the side of caution when deciding when a student who has been sick is ready to return to school. When in doubt, a student should be kept home from school, in order to prevent the spread of illnesses. Parents must provide a physician's note if the student will be absent for an extended period of time due to illness.

### Injury

If a student is injured during the school day, first the student's teacher will tend to the student's needs and the respective Director or designee will be summoned if necessary. If the student's injury is mild and the student is able to resume classwork, the student's teacher or the respective Director or designee will contact the student's parent at the end of the school day. If the student requires medical attention or cannot resume classwork, the student will be sent to the school office and the respective Director or designee will contact the student's parent. In the event that emergency action is necessary, the respective Director or designee will call 911 and follow the instructions of the emergency personnel. The respective Director or designee will contact the student's parent as soon as possible thereafter.

### Medication

At no time should students have any medication (over-the-counter or prescription) in their possession. Parents should make every effort to time the dosing of prescribed medications for non-school hours. If, however, a student is required to take medication during the school day, the student's parent must bring the medication to the school office, where it will be stored in a secure location by the respective Director or designee. At that time, the parent must complete and sign a Medication Permission Form and provide the school with a copy of the written prescription from a licensed physician. Such documentation will be kept by the respective Director in the school office. No medications of any kind (over-the-counter or prescription) will be administered by PCA and the Greek Schools staff without a written prescription or order from a licensed physician. When a student must take medication, the student will be sent to the school office and will be given medication by the respective Director or designee. In the event a student refuses to take medication, the school will not assume responsibility for dispensing the medication. If this occurs, the respective Director or designee will contact the student's parent and the parent will need to make arrangements to come to the school and dispense the student's medication.

### Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) or medication prescribed for asthma or diabetes for immediate use at the student's discretion, provided the student's parent has completed and signed a Medication Permission Form (and a signed physician diabetes care plan that also carries a parent signature, if applicable). The Medication Permission Form and physician diabetes care plan, if applicable, shall be maintained in the School Files. PCA and the Greek Schools shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of asthma or diabetes medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent must indemnify and hold harmless PCA and the Greek Schools and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector or asthma or diabetes medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### Concussion

A concussion is a brain injury that is caused by a bump or blow to the head. It can occur even if a student does not lose consciousness, and can be serious even if a student has just been "dinged". Any student who exhibits signs, symptoms, or behaviors consistent with a concussion will be immediately removed from class and may not return until cleared by an appropriate health care professional. The student should be evaluated by a health-care professional the same day and a written statement from a health care professional must be submitted to the School Director indicating when it is safe for the student to return to school and physical activity pursuant to the IESA and IHSA Return-to-Play Policy. For a list of specific symptoms or further information, please visit: <http://www.cdc.gov/concussion/HeadsUp/youth.html>.

All students are required to have a signed parent concussion acknowledgement form in their School File. All coaches and physical education teachers are required to participate in concussion training to become better educated on the signs and symptoms of a concussion and to protect the health and well-being of all students.

## **Tuition & Fees**

### **Pythagoras Children's Academy**

Tuition must be paid using the online billing and payment system. For more information about tuition and fees, see the PCA website, contact the school office, and see Board Policy 2.2, *Tuition & Fees*.

### **Pythagoras Greek School & Pythagoras Saturday Greek School**

For more information about tuition and fees, contact the school office and see Board Policy 2.2, *Tuition & Fees*.

## **Visitors**

Visitors (including parents) to PCA and the Greek Schools during the school day must pre-arrange their visit with the child's teacher or the respective Director or designee. Visitors must sign in and out in the Church office upon entering and exiting the school building and will be given a visitor's badge, which must be worn and visible at all times, and returned to the Church office prior to leaving the school building. See Board Policy 7.1, *Visitors to & Conduct on School Premises*.