



Affiliated with Holy Trinity Hellenic  
Orthodox Church of Chicago

# Hellenic American Academy

Academic Achievement, Cultural Awareness and Pride, Spiritual Enrichment

July 2, 2010

Dear Parents,

We hope you are enjoying your summer and that you are as excited and enthusiastic as we are about the 2010-2011 school year at Socrates Hellenic American Day School. Before our doors open for the new school year, we want to thank you for your commitment to our school and for giving us the privilege of working with your children. It is a privilege we honor and a responsibility we take very seriously.

Enclosed you will find:

- a 2-page Announcements & Important Dates bulletin for the beginning of the 2010/11 School Year (which includes a list of our new teachers); and
- a Parent Packet which includes useful information on school operation as well as forms to be completed and returned to school by the first day of school.

Please review these materials carefully. Our goal is to communicate effectively with parents --our partners-- and let them know what they can expect from us and what we expect from them. As parents, your participation is critical to our shared goal: ensuring that your child receives an exceptional education in an atmosphere that promotes both academic excellence and integrity of character.

Looking to next year, we are very pleased to inform you that enrollment for the 2010-2011 school year has increased considerably. As a result of this growth we have hired new teachers, opened a new preschool class, and added an optional Serbian language program (as an alternative to our primary Greek language program). In addition to our exceptional core curriculum, second language programs, physical education and technology programs, we are expanding our fine arts programs to include a semester of art as a complement to our drama, music and dance offerings.

One thing that will definitely *not* change is our commitment to academic excellence and increasing your child's understanding of Orthodox values. Academic emphasis will remain on the core content areas of reading, language arts, math, science and social studies. Core content will be supplemented with instruction in the classical studies, second language, religion, technology, physical education and fine arts. Church services to commemorate important religious and school events will continue to be an important part of your child's experience and we thank Father Sotiri Malamis and Father George Kaloudis for their continued leadership in this area.

Finally, please note that we will hold a "**Back to School Meet and Greet Day**" on Friday, August 27, from 9:00am-1:00pm. **Our amazing PTO will host a hot dog luncheon at the Meet & Greet Day from 11am – 1pm and all families are invited.** All staff members will be here during that time and this will serve as a great opportunity for your children to visit their classrooms, meet their teachers and drop off their supplies. New parents will also have the opportunity to tour the school and help their children become comfortable with their new environment.

As you review the enclosed materials, if you have any questions, please do not hesitate to call us. We look forward to working with you and your children throughout the school year to provide a productive, fun and safe learning environment that supports each student's success.

Sincerely,

Angie Maglaris  
Principal

Voula Sellountos  
Head of Schools



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## **ANNOUNCEMENTS & IMPORTANT DATES 2010/11 SCHOOL YEAR**

### ***Our New Teachers/ New Positions:***

- Ms. Monica Hoffman brings to our school a wealth of instructional experience from the Northbrook school district. She is an energetic and dynamic teacher who is excited to be teaching first grade and as well as reading to the second grade students.
- Ms. Annie Hoffman (not related to Monica!) comes to Socrates Day School from the Glencoe School District. Ms. Hoffman is a highly qualified educator who welcomes the opportunity to teach all content areas in third grade as well as reading to our fourth and fifth grade students.
- Ms. Helen Sarantopoulos an experienced early childhood teacher holds a Bachelor's Degree in Early Childhood Education and will be teaching the multiage three-and-four-year-old Preschool class. She is looking forward joining our outstanding preschool team and brings with her many new and exciting ideas.
- Ms. Daniela Novakovic will be joining our team of second language educators and be teaching Serbian language and culture. We are very fortunate to have Ms. Novakovic join our staff. She is a very nurturing and caring teacher who is passionate about the development and implementation of the Serbian language curriculum. Ms. Novakovic is a certified teacher with a Bachelor's Degree in Elementary Education.
- Ms. Cindy Christopoulos an accomplished and talented art teacher, who recently retired from the Glenview school district, is joining us to teach art during the second semester. Ms. Christopoulos is looking forward returning to HAA after teaching the after school art class this past year.
- Also, we are pleased to announce that our very own Ms. Christina Mallios (a new mom herself) will be taking a new position in our early preschool program. Christina is an exceptional educator who has been teaching in our school for the past 4 years. She holds a Bachelor's Degree in Elementary Education and a Master's Degree in School Counseling.

We are very excited to have these outstanding educators join our stellar teaching team at Socrates Hellenic American Day School! Please join us in welcoming them to the HAA family and community.

### ***Farewells:***

- Mr. Seth Larson is leaving his teaching position in our school to pursue a new career opportunity.
- We have just been advised by the Greek government that Mr. Nick Papatthasiou and Mr. Stathis Nikitopoulos have been transferred to teach in Greece.

We will sincerely miss these wonderful educators and colleagues and thank them for their contributions to our school during their tenure at the HAA. We will keep you posted as we fill their respective positions



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## ANNOUNCEMENTS & IMPORTANT DATES 2010/11 SCHOOL YEAR *(cont'd)*

### **New Start Time for School:**

- **8:20 AM** – Students should be in the classroom
- **8:25 AM** – Prayer and announcements
- **8:30 AM** – Instruction begins

### **Change in School Traffic Pattern**

As of August 30, 2010 (the 1st day of school) the driveway from Pine Street leading to the school entrance will be a ONE WAY street ONLY. All cars will exit from the driveway leading to the back of the school. This measure was deemed necessary to ensure the safety of our students and avoid traffic congestion during drop-off and pick-up time. (Please refer to the attached map.)

### **Important Dates for the Beginning of the School Year**

- **Back to School Meet & Greet Day** – Friday, August 27<sup>th</sup> from 9am – 1pm (PTO hot dog lunch from 11am - 1pm)
- **1st Day of School** – Monday, August 30<sup>th</sup> (will include an “Agiasmo” Blessing of the Waters service in the morning. Parents are encouraged to join us in prayer as we kick off the school year.)
- **Welcome Parents Coffee Hour** - Monday, August 30<sup>th</sup> at 9 a.m. in our library (meet other parents and members of our PTO and School Board).
- **1st School Board Meeting** - Tuesday, September 14<sup>th</sup> at 3 p.m. in the computer lab. Parents are welcome to attend. Nominations for new School Board members will be upcoming. Please consider joining and helping shape our school's future!
- **1st PTO Meeting** – Friday, September 10<sup>th</sup> at 9 a.m. in the library (the Parent Pack includes a PTO registration form)

*Please see our HAA Webpage for other important information and updates.*

<http://www.hellenicamericanacademy.org>

*"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit."  
--Aristotle*

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# HELLENIC AMERICAN ACADEMY

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## SOCRATES HELLENIC AMERICAN DAY SCHOOL



## 2010-2011 REGISTRATION PARENT PACKET

## GENERAL INFORMATION

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| Epinephrine Authorization form   |  |
| Before & After Care Registration Form  |  |
| PTO Membership/Volunteer Form  |  |
| New Traffic Policy * Updated School Calendar * August/September lunch menu   |  |

# GENERAL INFORMATION

## SCHOOL CALENDAR

### AUGUST

- 23-26 Teacher Institute Day
- 27 Meet & Greet 9:00-1:00 p.m. (Drop off your school supplies and meet your teachers)
- 30 1<sup>st</sup> Day of School (Agiasmo Service: 9:15)

### SEPTEMBER

- 3-6 North Shore Greek Festival
- 6 Labor Day (No School)
- 7 Professional Development Day (No School)
- 17 Parent Orientation Night
- 29 Picture Day

### OCTOBER

- 8 ½ Day - Dismissal @ Noon
- 11 Columbus Day (No School)
- 15 1<sup>st</sup>-8<sup>th</sup> Grade Progress reports sent home

### NOVEMBER

- 11 Veterans day - (No School)
- 24 Professional Development Day- End of 1<sup>st</sup> Trimester- (No School)
- 25-26 Thanksgiving Break (No School)

### DECEMBER

- 3 **K-8** Parent Teacher Conferences-Report Cards Distributed-(No School for sts in K-8)(Preschool is in session)
- 6 Preschool Parent Teacher Conferences (No school for Preschool sts) (K-8 students are in session)
- 15 Christmas Program @ 6:00 p.m.
- 20-31 Christmas Break

### JANUARY

- 3 Classes Resumes
- 6 Feast of the Epiphany (Divine Liturgy @ HAA)
- 17 Martin Luther King Jr. Day (No School)
- 28 1<sup>st</sup>-8<sup>th</sup> Grade Progress Reports sent home

### FEBRUARY

- 18 Professional Development Day- (No School)
- 21 President's Day (No School)

### MARCH

- 11 End of 1<sup>st</sup> Trimester-½ Day - Dismissal @ Noon
- 18 K-8 Parent Teacher Conferences-Report Cards Distributed-(No School for sts in K-8) (Preschool is in session)
- 21 Preschool Parent Teacher Conferences (No school for Preschool sts) (K-8 students are in session)
- 23 Greek Independence Day Program@ 6:30 p.m.
- 25 Church Service@ 8:30 a.m. - Dismissal @ Noon

### APRIL

- 11-19 TerraNova 3 Testing
- 20 Holy Unction @ 12:30 p.m.
- 21 Holy Thursday-Divine Liturgy @ 8:30 a.m.- Dismissal @ Noon
- 22 Good Friday-(No School)
- 25-29 Pascha Break (No School)

### MAY

- 2 School resumes
- 6 1<sup>st</sup>-8<sup>th</sup> Grade Progress Reports sent home
- 30 Memorial Day (No School)

### JUNE

- 4 8<sup>th</sup> Grade Graduation
- 7 Kindergarten Graduation & Preschool Celebrations @10:00 a.m.—Field Day @ 11:30 a.m.
- 9 Records Day (No School)
- 10 \*Last Day of School  
*\*If no emergency days are used. Dismissal @ 12:00 p.m.*

## GENERAL INFORMATION

### MEET & GREET

The Annual “back to school” Meet & Greet will be held on Friday, August 27th from 9-1 p.m. Our amazing PTO will host a hot dog luncheon at the Meet & Greet Day from 11am – 1pm and all families are invited. We encourage all of our parents and students to attend this event as you will have the opportunity to meet teachers and the staff members as well as visiting the classrooms. Teachers will be available throughout the 4 hour event so feel free to come at a time that works best for you.

Parents are strongly encouraged to drop off their child(ren)’s school forms and classroom supplies during this event.

### SAVE THE DATE

North Shore Greek Festival -- September 3 - 6, 2010  
Volunteers are needed!!

Please contact John Giourdas at 773-858-3637 or Stanley Andreakis at 874-671-2829 if you would like to volunteer.

### SCHOOL OFFICE

For the safety of our students and staff, parents are asked to please drop off their children for school pursuant to the Drop-Off Procedures outlined later in this document. Parents or visitors who wish to enter into the school instructional area for any reason must first sign in at the School Office. The office is open from 8:00 a.m. to 4:00 p.m. Monday through Friday during the school year.

If you need to contact the school during the summer, the hours of operation are between 8 a.m. - 4 p.m. Monday thru Friday.

### TUITION STATEMENTS

Tuition statements will be mailed beginning in August and are due in September and January unless a family has registered electing the monthly payment option. In order to ensure the smooth operation of our school, families are urged to make every effort to pay their tuition promptly. If for some reason you are unable to make a payment on time, please notify the Accounting Office at 847 317 1063 ext. 204 or email:

[accounting@haamail.net](mailto:accounting@haamail.net) as soon as possible so that we can work with you to arrange a mutually acceptable timetable for such payment.

The Academy endeavors to help families in need as much as possible. However, families recognize that the responsibility for tuition payments is ultimately theirs. In the event that a family is more than 90 days in arrears, the Executive Committee of the Academy reserves the right to withhold student report cards or other school documents until such time as payment is received.

## HEALTH FORMS REQUIREMENTS

According to the Illinois State Board of Education School Code - please find listed below the necessary health forms that are to be **completed and returned to the school office on the first day of school or prior.**

### HEALTH EXAMINATION - PRESCHOOL, KINDERGARTEN, 6<sup>TH</sup> GRADERS & NEW STUDENTS

Is required for entrance into: ***Preschool, Kindergarten and 6<sup>th</sup> grade and for all new students*** to Socrates Hellenic American Day School. It must be reported on the Illinois Certificate of Child Health or comparable form. **The medical history section of the form must be completed and signed by the parent or legal guardian of the student. The exam must be dated within 1 year prior to the first day of the school year.** The health history portion of the physical examination form must be completed and signed by the parent in order for the physical to be valid. Please be advised to keep a copy of the examination form for your records. These are available from your child's school, health provider's office, or on the Web at [www.idph.state.il.us](http://www.idph.state.il.us). If the form is not completed and returned to the school by September 10, your child will not be permitted to attend classes.

### DIABETIC SCREENING NOW REQUIRED

Recent changes to the State law required diabetic screening as part of each child's health examination. Diabetes test, however, is **NOT** required.

### DENTAL EXAM REQUIRED FOR KINDERGARTEN - 2<sup>ND</sup> & 6<sup>TH</sup> GRADERS

An oral health exam is required for ***all incoming Kindergarten, 2<sup>nd</sup> graders and 6<sup>th</sup> graders.*** Parents will be required to obtain a signed report on a state form by a licensed dentist. School dental examinations must have been completed within 10 months of the September 10 deadline. If the form is not completed and returned to the school by September 10, your child will not be permitted to attend classes.

The Illinois Department of Public Health (*IDPH*) has established a waiver system for children who show undue burden or lack of access to a dentist.

Parents who object to the dental examinations on religious grounds shall present to the school a signed detailed statement of the objection. Please note that exempting a child from a health or dental examination does not exempt the child from participation in physical education.

### EYE EXAM NOW REQUIRED FOR KINDERGARTEN & NEW STUDENTS

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in ***Kindergarten*** in a public, private or parochial school and any ***student enrolling for the first time*** in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before September 10, of the school year. If the form is not completed and returned to the school by September 10, your child will not be permitted to attend classes.

| Grade Level Medical Requirements | Health Examination | Dental Exam | Eye Exam |
|----------------------------------|--------------------|-------------|----------|
| New Student at HAA               | X                  |             | X        |
| Pre-School                       | X                  |             |          |
| Kindergarten                     | X                  | X           | X        |
| Second Grade                     |                    | X           |          |
| Sixth Grade                      | X                  | X           |          |

# GENERAL INFORMATION

## EMERGENCY HEALTH INFORMATION FORM

Each child must have an emergency health information form on file in the school's office, which is updated annually. This information helps to identify and assist student(s) regarding any significant health problems. It is imperative that the office staff be informed of any significant changes in your child's health in order to ensure appropriate care as needed. This form also identifies other adults, authorized by you, who may take your child from school. This includes normal pick-up days, illness or any disaster situation. Your child will not be allowed to leave school with anyone other than you, the parent or legal guardian, unless you have listed them on the Emergency Form. This release may be changed and updated by the parent or guardian at any time during the school year. Forms **MUST** be filled out on both sides, and signed and dated in order to be accepted for registration. Please list two additional emergency contacts that live close to the school, other than the parent/guardian. If there are changes during the year please immediately notify the school's office. Forms are due in the schools office one week prior to the first day of school.

## MEDICATION PERMISSION FORM

Written consent from the parents and a signed written consent from the physician indicating the name of the medication, reason for the medication, side effects, dosage, frequency and time to be given at school, must be on file in the school's office.

The medication must be in the container labeled by the pharmacy with the student's name, name of medication and instructions for administration from the prescribing physician. This includes any and all over-the-counter medications such as pain medication, cough preparations, and ear, eye, nose or throat medications. Forms must be renewed every school year.

## SELF-ADMINISTRATION OF ASTHMA/EPIPEN MEDICATION FORMS

Students with inhalers and/or EpiPens are allowed to carry such, as long as the signed consents from the parents' and physician are on file in the school office. If a student has an inhaler and/or EpiPen in the school's office for use during regular school hours, it will be necessary for the student to carry a second one for before or after school activities when the school office may be closed. Forms must be renewed every school year.

**ALL COMPLETED PHYSICAL, DENTAL, EYE EXAM, EMERGENCY HEALTH,  
MEDICATION PERMISSION AND SELF-ADMINISTRATION OF ASTHMA/EPI PENS FORMS **MUST** BE  
SUBMITTED TO THE SCHOOLS OFFICE ONE WEEK PRIOR TO THE FIRST DAY OF SCHOOL.**

## PROOF OF HEALTH EXAMINATION FORM

*Only Preschool, Kindergarten, 6<sup>th</sup> and new students are required to complete this form*

## PROOF OF DENTAL EXAMINATION FORM OR DENTAL EXAM WAIVER FORM

*Only Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> and new students are required to complete this form*

## PROOF OF EYE EXAMINATION FORM OR EYE EXAMINATION WAIVER FORM

*Only Kindergarten and new students are required to complete this form*

## \*EMERGENCY HEALTH INFORMATION

## \*ANNUAL MEDICATION PERMISSION FORM

## \*SELF-ADMINISTRATION OF ASTHMA MEDICATION

## \*EMERGENCY AUTHORIZATION PICK-UP

*(\*Must be completed and signed annually for ALL students)*

*If you have any questions, please call the school Secretary, at: 847-317-1063*

# GENERAL PROCEDURES

## FIRST DAY OF SCHOOL PROCEDURES

- Students in grades Kindergarten thru 8<sup>th</sup> should not arrive prior to 8:15 a.m. since supervision cannot be provided until then.
- Preschool students should arrive between 8:45 and 9:00 a.m. and be walked to their classrooms
- Students in Preschool should use the North East entrance (preschool door) of the building.
- Students in grades K-8 should enter through the main entrance and proceed directly to their classrooms.
- Students will receive a letter from their homeroom teacher that will notify them of their classroom assignment by mid-August.
- Agiasmo Service (Blessing of the Waters) will take place the first day of school at 9:30 AM. *Parents are invited for coffee and fellowship before the Agiasmo service is scheduled to begin in the school library.*

## DAILY SCHEDULE

### Grades K-8

- First bell - 8:20 a.m. (please note the time change)
- Tardy bell – 8:25 a.m. (*students arriving after the second bell will need to report to the office for a tardy slip*). *Instruction begins promptly at 8:30 a.m.!*
- Dismissal - 3:15 p.m.

### Preschool

- Arrival: 8:45-9:00 (*Drop off*)
- 9:00 a.m.-12:50 p.m. (*Instruction*)
- 12:50 p.m.-1:00 p.m. (*Pick Up*)
- 1:00 p.m. -3:00 p.m. (*Nap Time & Instruction*)
- 3:10 – (*Dismissal*) Preschool children will be dismissed using North East (preschool) door.

## DROP OFF / PICK UP (*SEE ATTACHED MAPS 1 & 2*)

### (Grades K - 8) South/East Door

- We ask that you be aware of the safety of all children when driving in the vicinity of the school.
- **DO NOT DOUBLE PARK OR BLOCK** the road/entrance to the building.
- **PLEASE ADHERE TO THE NEW TRAFFIC PATTERN:** As of August 30, 2010, FIRST DAY OF SCHOOL, the driveway from Pine Street leading to the school entrance will be a ONE WAY street ONLY. All cars will exit from the driveway leading to the back of the school. This measure was deemed necessary to ensure the safety of our students and avoid traffic congestion during drop-off and pick-up time. (Please refer to the attached map)
- If you have any questions about parking, please contact the School office.  
**(DO NOT PARK OR BLOCK THE SCHOOL MAIN ENTRANCE UNDER ANY CIRCUMSTANCE)**

## PRESCHOOL DROP OFF / PICK UP (*SEE ATTACHED MAP 3*)

### *Drop Off & Pick Up at the North/East Door to begin the 2<sup>nd</sup> day of School*

- Students should use the designated preschool entrance at the North East corner of the building (*i.e. next to the preschool playground*).
- Beginning **Wednesday, August 25<sup>th</sup>** you are asked to drive up parallel to the preschool door and wait for a staff member to pick-up your child/children from the car. You are welcome to also walk your child to the Preschool entrance where a teacher will greet and him/her to the classroom.
- Preschool entrance will be locked at 9:00am. Please use the main entrance of the building if you arrive after 9:00am. A teacher will come to the office to pick up your child. (Non-employees are not allowed to walk through the building during school hours.)
- Every Friday, parents and/or guardians are asked to visit classrooms and meet teachers when picking up your child/ren. When picking up your child please park and use the **preschool doors to enter and leave the building. Doors open at 12:45 p.m. and are locked at 1:00 p.m.**
- Please use the main entrance of the building if you arrive after 1 p.m. for pick up. Your child will be brought to the office.
- Children who are enrolled for extended day preschool will be dismissed at 3:10pm. Please use the preschool entrance to pick up your child/children.

***Parents should please make every effort to pick up your child/ren promptly. Children who are not registered for extended day preschool and are not picked up by 1:00pm will be assessed an aftercare fee of \$5.00 for every 15 minutes of aftercare provided.***

## **BEFORE AND AFTER-SCHOOL CARE PROGRAM (SEE ATTACHED REGISTRATION FORM)**

The Hellenic American Academy Before and After-School Care program provides a safe, stimulating environment for students whose family situations require student supervision before and/or after school. Students who attend the regular day program are eligible for enrollment in the before and after-school program if they are three years or older. Please be aware that if a child's classroom teacher feels that he or she is not yet ready for such a long day the school reserves the right to postpone enrollment in the After School Program.

We cannot provide adequate supervision for students who choose to arrive at school prior to 8:15. All students arriving prior to this time will be immediately directed to the morning care program and will be charged a fee of \$5.00

Details regarding the cost are explained on the attached registration form. Parents are required to sign out their child at pick up. ***Parents should please make every effort to pick up your child/ren promptly. Children who are not picked up by 5.30pm will be assessed an aftercare fee of \$5.00 for every 15 minutes of aftercare provided.***

## **DURING THE SCHOOL DAY**

### **Releasing Children during the School Day**

- **DOORS ARE LOCKED AT ALL TIMES OTHER THEN ARRIVAL AND DISMISSAL TIMES.**
- **ALL VISITORS MUST ENTER THE BUILDING THROUGH THE MAIN ENTRANCE AND SIGN IN.**
- **NO PERSON MAY AT ANY TIME GO TO A CLASSROOM TO PICK UP A CHILD.** If you need to have your child leave school before the regular dismissal time, you must come to the office and sign your child out. **ONLY THEN WILL THE OFFICE CALL THE CLASSROOM FOR THE CHILD TO COME TO THE OFFICE.**
- No teacher may dismiss a child from his/her classroom at any time without first receiving the appropriate notice from the office.
- **For the safety of all our children, school personnel have been instructed to ask to see identification of any person who is not known to the staff.**
- NO child is permitted to leave the school grounds at any time during the day, including lunch time, without a designated adult signature listed on the emergency card.
- Please have your child sign back in at the office if he/she returns to school that day.
- If a child is to be picked up during a time when he/she may be on the playground for recess, the responsible parent or caregiver must sign the child out at the office & wait for them to come to the office. **Under no circumstances may an adult who is not a staff member approach the playground area.**

## **ATTENDANCE**

If your child is sick and unable to attend school, we request that you call us by 8:15. If ever your child needs to arrive later than their start time please instruct him/her to stop by the office upon arrival to have their attendance recorded

## **NUTRITION**

This year Socrates Day school has set a goal to educate our children, staff and families in making healthy, sound nutritional food choices during the school day. Our goal is to use whole grain, low sugar and low fat products, for lunches and snacks We ask that when you send a snack with your child that it follow our health eating goal. Children will only be allowed to eat their snack if it is deemed healthy by their teacher.

Snack Suggestions: fruits, vegetables, whole grain cereal, yogurt, low fat muffin, gram crackers, cheese & crackers, oatmeal cookie, apple sauce

A lunch menu for the first month of school is attached. A monthly menu will be sent home with your child at the end of each month.

- We are a **NUT FREE** school. Please be conscious of what you pack your child/children for lunch.

## **BIRTHDAYS**

This year the birthday tradition at Socrates Day School is that rather than celebrating with cupcakes or sugary treats, each child chooses a small gift for the school as a way of sharing his/her special day with his/her classmates. The gift can be a book, a plant, or anything the class can use. We feel this is better for everyone's nutrition.

Check with your child's teacher for ideas. Our hope is that this will make your child's birthday a more meaningful event. We ask that birthday party invitations not be distributed at school unless everyone in the class is invited.

Birthdays will be celebrated the last Friday of every month and the school will provide a small treat during the lunch period.

## **SCHOOL CORRESPONDENCE**

Information about school events, classroom news and parent meetings could be found in the Day school newsletter which is published every Friday. You will receive it via email and can also access it through our website at [www.hellenicamericanacademy.org](http://www.hellenicamericanacademy.org). Locate the schools link, click on Day school, scroll down to Day school newsletter, click on the current week and you will be able to view the newsletter. If you prefer to have your child bring home a hard copy of the Friday News Letter each week, we will be happy to provide it in that way. Please contact the school office and they will put it in your child's backpack. In addition, classroom list serves will be established at the beginning of the school year and you will receive correspondence from your child's teacher via email. Please take the time to read through the correspondence.

## **PHYSICAL EDUCATION**

Physical Education is an important part of our school program and is required by law. A child may be excused from gym with a doctor's order if they are injured or when a medical condition could be exacerbated by physical activity. The order should include the reason and, when possible, the length of time for exclusion. No student may return to gym after such an exclusion until the School Office has received a return to physical education order from the physician. Students who are excluded from gym may not participate in after school athletics, recess or physical activity. Sneakers only are considered proper footwear for PE class.

## **HEALTH**

Children with colds, coughs, flu symptoms or temperature elevations of greater than or equal to 100F should be kept home until symptoms subside. This means waiting until the child is not infectious and has been fever free and/or diarrhea or vomiting free for 24 hours WITHOUT medication to reduce a fever. It is certainly unfair to children and staff who are well if children are sent to school in an infectious state. Sick children are uncomfortable at school and unable to utilize the teaching materials. If in doubt, please keep your child home an extra day! If your child is not well enough to participate in outdoor recess, he/she is not well enough to be at school. Working parents need to have an alternative solution, as we are not equipped to care for sick children except in an emergency. If your child needs to take any medicine while at school, please have an adult hand deliver the medication in its original container to our school office. We can only administer medicine accompanied by a prescription or written permission from a doctor. This includes over-the-counter medicines as well as homeopathic remedies, alternative medicines and supplements. State regulations require that every child have a medical form on file in order to attend school. All children must be fully immunized.

## TOYS/GAMES/CELL PHONES

We request that children come to school without electronic toys, games and cell phones. We encourage the bringing of objects of interest related to ongoing projects in the classroom, and recognize the importance of the link between home and school. Weapons, play or real, are definitely not permitted. Families who choose to allow their children cell phones must instruct them that they are to remain in the child's backpack and may not be used while the child is at school.

## RECESS (Voula what is the temp we use?)

All temperature determinations take wind chill into account Required Recess Clothing • Below 20 F: Indoor recess • Over 20 F: Outdoor recess for everyone

## Conferences/Report Cards & Progress Reports (please note change in reporting system)

**Kindi – 8<sup>th</sup> Grade:** Formal reporting for students in grades Kindergarten through 8<sup>th</sup> will consists of three written progress reports, and 3 report cards. In addition, parents will have two conferences. The first on December 3<sup>rd</sup> and the 2<sup>nd</sup> on March 18<sup>th</sup>. School will not be in session for students in grades Kindi – 8<sup>th</sup>.

**Preschool:** Preschool students will be assessed throughout the school year using various age appropriate assessments. Parent-teacher conferences will be held on December 6<sup>th</sup> and March 21<sup>st</sup>. Students will not be in session on these days.

## SUPPLY LIST

- A letter & supply list from your child's teacher is attached. (*Teachers will distribute supply lists on the first day of school to students who have not received them.*)
- Each grade level class has identified specific needs for each student to bring to school for organizational and programming purposes.
- Please make sure that names are clearly marked on anything personal (*excluding tissues, towels, soap...to be shared by all*) so that we can eliminate mix ups. Each student will be responsible for replacing any item that is lost or used during the year. Make sure to ask if your child still has pencils and crayons all year. It is important that each student come prepared each day.

## UNIFORM DRESS CODE

The Hellenic American Academy has established a uniform dress code for the Kindergarten through 8<sup>th</sup> grades in which all students are required to comply.

### GIRLS

- **K-2 UNIFORM**
  - Daily: *Jumper with Maroon short or long sleeve knit shirt with school monogram*
  - Formal: *Jumper with white short sleeve round collar blouse with school monogram*
- **3-8 UNIFORM**
  - Daily: *Either 2-Kick pleat or Wrap Kilt skirts with Maroon short/long sleeve knit shirt with monogram*
  - Formal: *Either 2-Kick pleat or Wrap Kilt skirts with white short sleeve round collar blouse with school monogram.*
- **Shoes:** *Black shoes must be neatly laced*
- **Socks:** *Navy or white*
- **Sweater:** *Navy cardigan*

### BOYS

- **K-8 UNIFORM**
  - Daily: *Navy blue trouser with Maroon short or long sleeve knit shirt with school monogram*
  - Formal: *Navy blue trouser with white long sleeve oxford shirt with school monogram & maroon tie*
- **Shoes:** *Black shoes must be neatly laced*
- **Socks:** *Navy*
- **Sweater:** *Navy cardigan*

Student dress, grooming and cleanliness are important to the growth and development of a child and learning to dress appropriately is a life skill. Parents have the responsibility of teaching and guiding their children on the importance of dressing, grooming, and cleanliness. Schools are responsible for maintaining a safe and orderly environment and a unified dress code policy is just one of many policies that help create an environment that promotes safety, order, and a constructive learning atmosphere. Students must arrive at school dressed according to the uniform dress code policy. **The uniform dress code policy is strictly enforced.**

**Students who do not comply with the uniform dress code will be sent home to change into appropriate uniform attire.**

**Note: Uniforms must be purchased through: [www.schoolbelles.com](http://www.schoolbelles.com)**

**OR**

**Schoolbelles**

**Oaks Shopping Center**

**1527 Lee Street, Des Plaines**

**Ph.: (847) 375-1394**

## **P.E. UNIFORMS**

All students must wear the official school gym uniform on gym days(s) only. T-shirts, shorts, and or sweat pants are available for purchase through the school. Please complete the P.E. uniform order form and submit it to the office.



## **GENERAL PROCEDURES**



### **LOST AND FOUND** (*We urge you to label your children's belonging for easy identification*)

A lost and found cart is typically located in the front entrance of the school. Parents and students are welcome to check it at any time for lost items. Office personnel will be happy to help you further. Lost glasses, retainers, jewelry, etc. are kept in the office.

### **VISITORS ON CAMPUS**

Parents are welcome on campus. However all visitors are asked to observe the following procedures:

- **All** persons who visit the school must sign in at the school office. A daily log which shows the time of arrival and reason for visiting the school will be maintained by the office. In respect for the learning environment, all cell phones & pagers should be muted. **Cell phone use is not permitted in the building during school hours. Anyone needing to use a cell phone is asked to do so outside.**
- Passes will be issued to all visitors who visit any area of the school. The pass will be a name tag that is to be worn so that it is visible to all staff members. This is an important component in our overall safety plan and will be strictly enforced.
- For the protection of the children, and in respect for the teacher's instructional responsibilities, please schedule your classroom visit in advance and always sign in with the office personnel.

Thank you for your cooperation. Any parent without a name badge will be asked to return to the office to sign in.