



AGIA SOPHIA ACADEMY

Parent / Student Handbook

2025-2026

Academic Year

Agia Sophia Academy
14485 SW Walker Road, Beaverton, Oregon 97006
www.asapdx.org
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STAFF CONTACT INFORMATION

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**** Make sure to add @asapdx.org to your “safe senders” list in your spam software/program.**

SCHOOL HOURS AND DAILY SCHEDULE

Daily School Hours:

Montessori Half-Day Program - 8:10am – 12:10 pm
Montessori Full-Day, Elementary & Middle School
Programs - 8:10 am – 3:00 pm

Childcare Hours:

7:45 am – 8:00 am Before School Care
3:00 pm – 5:30 pm After School Care

***See page 24 for rates & details**

Daily Schedule:

8:00-8:10 am Doors Open
8:10 am Morning Prayers
12:10 pm Half-Day Student Dismissal
2:55 pm Afternoon Prayers
3:00 pm Full-Day Student Dismissal

School Office Hours: The school office is open from 8:15 am – 2:45 pm Monday through Friday.

Principal Hours: The principal is on campus most mornings and is available by appointment only. *Schedule may change without notice.*

Teacher Hours: Teachers are on campus from 7:45 am to 3:45 pm. To speak with a teacher, send a Brightwheel message, email them, or leave a message with the school office to arrange a time. Teachers will reach out during their planning time or after school.

Please note: Teacher are not able to discuss student behavior or assignments during drop-off/pickup or other times when students are still in their care.

ASA MISSION, VISION, AND GOALS

REVISED MAY 2011

Agia Sophia Academy educates the whole child by providing a rich academic and arts curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person.

Our Vision is to develop and sustain a Pan-Orthodox, Preschool through 8th Grade, faith-based, private educational ministry in the Portland area, so that our rich educational inheritance is transmitted to our children for the glory of God and the benefit of their/our soul.

As a first step towards fulfilling that Vision; Agia Sophia Academy educates the whole child by providing a rich academic and arts curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person. Accordingly, we have set the following goals:

- To offer academic excellence in a safe and nurturing environment.
- To teach students “how to learn” as well as “what to learn.”
- To cultivate a life-long love of learning in our students.
- To act as an extension of the parental role of educating the child.
- To further form character in our students so they will become productive and good members of our communities.
- To draw families more fully into the life of the Church.
- To honor God and educate others in the Faith.

ASA operates under the Omophorion of His Eminence, Metropolitan Gerasimos of the Metropolis of San Francisco, and with the endorsement and support of the Orthodox Clergy Brotherhood of Oregon.

ASA CORE PHILOSOPHY

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things.
(Philippians 4:8)

We began developing our vision for Agia Sophia Academy by attempting to answer the question, “When is a person educated?” Was it when they obtained a high school or college degree, technical knowledge, wealth, or social status? We learned that the Hellenic Fathers like Plato, Aristotle, Solon, and Socrates, agreed that the educated person has a good character, is thoughtful, kind and considerate, respectful, modest, unassuming, searching, and inquisitive. They spoke of the educated person as a person of self—control (sophron), justice (dikaos), goodness (agathos), and piety (eusebes aner). They believed that the ultimate purpose of education was to form or make what they referred to as “the good and beautiful person” (kalos k’agathos anthrospos).

Likewise, Early Church Fathers, such as St. Basil the Great, St. Gregory the Theologian, and St. John Chrysostom, were students of the Classical Trivium. They believed that the purpose of education should be to develop the human being into a person possessing faith in a core of values and a persistent effort to apply them in everyday life unto Christ-likeness. Both the Hellenic and Early Church Fathers understood that it was only by contemplation of the beautiful and the good that a person could develop into a beautiful and good person. They also agreed that this contemplation and the effort to apply it, not only educates the soul but it also imbues the inner person with the ideals of excellence. It was this philosophy, these educational ideals, which gave impetus to the expansive achievements of our ancient Greek culture. The Christian Church rose up out of this Hellenic influence, and the classical model of education, which was a fruit of this period, certainly had an influence on the early apologists and Fathers of the Church, who helped to articulate, defend and spread the Christian faith.

We came to the conclusion that we, too, should strive to keep before our eyes those things of beauty, goodness, and excellence that will inspire us to truth, wisdom, and love of God. We also concluded that we should educate

our children in that same tradition of Classical wisdom that formed the educational foundation of the Church Fathers.

At ASA, we seek to provide an Orthodox Christian education that conveys knowledge of God's will. We want our students to learn how to live by faith, know truth from falsehood, and develop the whole person: soul, heart, body and will. We welcome everyone to learn more about Agia Sophia Academy, an Orthodox Christian school!

THE NICENE CREED

I believe in one God, the Father, the Almighty, Creator of heaven and earth and of all things visible and invisible.

And, in one Lord, Jesus Christ, the only begotten Son of God, begotten of the Father before all ages. Light of Light; True God of True God; begotten, not created, of one essence with the Father, through whom all things were made. Who for us and for our salvation, came down from heaven and was incarnate of the Holy Spirit and the Virgin Mary and became man. He was crucified for us under Pontius Pilate, and He suffered and was buried. On the third day He rose according to the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead. His Kingdom will have no end.

And, in the Holy Spirit, the Lord, the Giver of Life, who proceeds from the Father, who together with the Father and the Son is worshiped and glorified, and who spoke through the prophets.

In one holy, catholic, and apostolic Church. I acknowledge one baptism for the forgiveness of sins. I expect the resurrection of the dead. And the life of the age to come. Amen.

TROPARION OF ASA (Pl. 4th Mode)

At the midpoint of the feast, O Savior,
water my thirsty soul with streams of true devotion;
for You cried out to all,
"Any who thirst, let them come to Me, and let them drink!"
O Source of life, Christ our God,
glory to You!

POLICY HANDBOOK AGREEMENT

Parents agree to read the Agia Sophia Academy Handbook, and in the spirit of cooperation, discuss it with their child(ren). As a family, you agree to follow and uphold the school policies and practices at all times while on the school property and understand that if either a parent or child violates this agreement, they may be subject to revocation of acceptance, suspension, or expulsion, at the discretion of the school. A signed Policy Agreement form is kept on file for each family in the school office.

BACK TO SCHOOL VERIFICATION

Before the beginning of every school year, we require parents/guardians to review and/or update their family and student information. Keeping your family's information up-to-date is crucial to the safety of your student, timely communication from Agia Sophia Academy, and that you can be contacted in case of emergency. *These updates should be done online through your Brightwheel account.*

RELIGIOUS AND CULTURAL ACTIVITIES

ADDED JULY 2024

Certain religious holidays will be celebrated by the entire school attending Divine Liturgy to foster community and celebration of these events; not to exceed more than once per week on average (depending on the holiday). School feast day will include a special treat for all of the students (to be served after the Liturgy).

On our own school feast day of Mid-Pentecost (a movable feast day) the students will receive a special treat. Also, St. Nicholas' Feast Day on Dec. 6th will involve a special celebration. Christmas will be celebrated before our break through our yearly Nativity program (play). We will also have time off for those that celebrate Christmas on the old calendar. Other feast days celebrations will be decided upon at the beginning of the year by the Principal. Parents will be informed via the school calendar and an email reminder a few days before the feast day. Pascha is celebrated with days off from school during Holy Week and Bright Week.

ILLNESS OR ACCIDENT

Home is the best place for a sick child. In the event a student becomes ill or is seriously hurt at school, every effort is made to contact the parent or guardians or other designated person. ***PLEASE KEEP THE EMERGENCY INFORMATION UPDATED IN BRIGHTWHEEL.*** We will also call E.M.S. if the injury or illness is of a very serious nature which requires immediate medical attention.

The office calls home for any head injuries, other serious injuries, bee stings, and illness with a fever, nausea or vomiting as a matter of routine. When in doubt, the school will call and ask the parent to make a decision as to whether a child should remain in school, go home, and or receive medical attention. If the child is unwell as determined by the school, the parents are required to pick-up immediately or listed emergency contact alternatives will be contacted for pick-up.

Routine treatment of minor abrasions may be handled by the teachers or office, as both can supply band aids. All staff are CPR, First Aid, and Epi-Pen certified. Able students will be encouraged to clean and band aid the wound themselves due to the threat of blood-borne pathogens.

Consider keeping your child at home with the following symptoms:

- Severe chest congestion (deep, heavy cough) with or without a runny nose
- Nausea
- Exhaustion preventing participation in activities
- Redness of either eye
- Rash

Do NOT send your child to school with the following symptoms: (within the last 24 hours)

- Fever of 100.4 degrees or more (oral temperature)
- Vomiting
- Severe diarrhea (multiple loose or watery stools within a day)
- A positive COVID test (*must follow current CDC requirements for isolation*)
- Redness of either eye with discharge
- Sore throat with elevated temperature
- Open draining sore that cannot be covered
- Jaundice – yellow skin

If your child develops any of the above symptoms at school, you will be contacted to pick him/her up. **A child may not return to school until at least 24 hours have passed after a fever has broken naturally (without medicine) and other symptoms have subsided (unless a note from their health care provider is provided to the school).** This helps minimize the spread of communicable diseases in the school setting.

Note: If a child misses school due to illness, they may not attend after-school activities or special events held on the same day (such as Passport or the Christmas Performance.)

Some students have medical conditions which can become life threatening when exposed to: measles, chicken pox/shingles, fifth's disease, pertussis (whooping cough), rubella, hepatitis, and COVID-19. If your child is diagnosed with a disease listed above or any serious illness, please contact the school. Certain illnesses require further follow-up in the school setting. Early reporting by you can assist in this process.

1. Procedure for requesting or taking a child to emergency medical care:
 - a. School secretary verifies that all enrollment forms include signed permission to seek treatment for every child.
 - i. No child allowed on campus that does not have the above documents signed.
 - b. Decision to call 911 is made by the director, school secretary, or lead teacher.
 - c. If an ambulance is called, parents will also be notified. If parents arrive at school in time, they will go with their child. If parents are not on campus in time, then either the director, secretary, or assistant teacher will go with the child (lead teacher will stay on campus to continue working with class).
 - d. If taking the child for medical care the director, secretary, or assistant teacher will transport the child. Parents will be contacted for consultation.
2. First Aid measures for serious accidents.
 - a. First aid supplies for ice, elevation, and shock are kept in the front office or in the freezer in the storage area off the kitchen.
 - b. Emergency contact for all students is kept in the front office, in emergency backpacks in each classroom, and on Brightwheel.
 - c. Secretary is on the background registry. Lead teacher and assistant will contact the secretary and/or director for assistance in either maintaining ratios or administering first aid.
 - d. All staff are cpr/first aid certified. Secretary handles all minor injuries in the front office. Lead teacher and assistant can administer first aid on location and call the secretary and/or director for support either in administering first aid/cpr OR maintaining classroom ratios.
3. Routine Care for Minor Injuries
 - a. Numerous first aid kits-
 - i. Small first aid kit in each emergency bag in each classroom.
 - ii. Large first aid kit in front office.
 - iii. Medium first aid kit in kitchen
 - b. The secretary is responsible for keeping first aid kits stocked.
 - c. First aid guide in front office.
 - d. Secretary, director, and lead teacher (if necessary)
4. Standard precautions to handle potential exposure to blood and other potentially infectious bodily fluids
 - a. All gloves are latex free and located in each first aid kit AND in the kitchen.
 - i. Extra gloves in Teacher Resource Room storage.
 - b. Sharps container for disposal of potentially infectious fluids.
 - c. School secretary is responsible for sanitation of any area or equipment involved in the injury.
 - d. Soap, water, sanitation wipes.
 - e. Blood and vomit spill kit located in the teacher resource room.
5. Notification of Parents
 - a. School secretary is the main person responsible for calling parents
 - b. Injury report form is completed by the staff member who saw the injury take place and who treated the child. We report injuries to parents via Brightwheel.
 - c. School secretary maintains current contact information for parents.
6. Ensuring supervision of other children in the group
 - a. Secretary and director step in to support maintenance of staff to child ratios.
 - b. There are always two teachers in the classroom to maintain ratios. In addition to the two teachers in the classroom, 5 other staff members are on the background registry.
 - c. See “b” above.

State law prohibits the sale, possession, or use of alcohol or controlled substances on school grounds or at school-related events. Smoking is prohibited on all school property.

MEDICATION ADMINISTRATION**REVISED JULY 2024**

Prescription/non-prescription medication: If a student must take medication during school hours, the medication must be stored in the school office, in its original packaging, accompanied by a completed form (provided by ASA) from the responsible parent/guardian giving ASA permission to administer the medication. The medication will be administered in the office by office staff or by the Principal.

If using nonmedical items including, but not limited to sunscreen, a certified child care center does not need to document application but must: (a) Have annual written parental authorization; (b) Use only as needed and according to manufacturer's instructions; (c) Inform parents of the type of sunscreen used if provided by the center; (d) Label the item with the child's name if provided by the parent, and use only for that child; and (e) Allow children to apply sunscreen to themselves with direct staff supervision and written parental approval.

No medications of any kind will be administered in the classroom (unless part of an official C.A.R.E. plan) or shared between students.

FOOD ALLERGY & DIETARY RESTRICTION POLICY**REVISED JUNE 2022**

We recognize that food allergies are present in a percentage of the school's student population. The foods most likely to cause allergic reactions are peanuts, sesame, and tree nuts. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above-listed foods can suffer more serious consequences. Agia Sophia Academy has created this policy to reduce the likelihood of severe allergic reactions of students with known food allergies while at school.

ASA Accommodations:

- ASA requests **products containing Peanut, Cashew &/or Sesame (Tahini) based products are not brought on campus for any reason,** including personal lunches & snacks. Any products contacting these products will be thrown away and students will be given an emergency non-perishable lunch kit. ****See Lunch Policy below***
- Parents must make sure Medical Information is correct on Brightwheel & for students with allergies, must provide a written FARE protocol to the office, along with the proper medications as prescribed by his/her physician. These protocols should be designed to avoid exposure to foods to which the student is allergic. The School board and staff will work with parents to implement reasonable protocols submitted by parents.
- Information pertaining to a student's allergies (and/or dietary restrictions) will be shared with faculty, staff, and volunteers who have contact with the student.
- ASA will provide training and education for staff regarding:
 - o Foods, insect stings, medications
 - o Risk reduction procedures
 - o How to administer an epinephrine auto-injector in an emergency
- ASA will attempt to avoid serving food with known allergens to any student, but cannot guarantee that allergens will never be present at Agia Sophia Academy.

Parent/Student Responsibility:

- Parents of students with allergies and/or dietary restrictions must submit to the school office protocols designed to avoid exposure to certain foods.
- Parents of students with life-threatening allergies must provide Agia Sophia Academy with emergency medications and a written medical treatment protocol for their student for addressing allergy-related events.

- Parents of students with severe food allergies or multiple food allergies may be required to provide meals or snacks for their children.
- Parents are responsible to educate their child about managing his/her allergy or dietary restriction at school, including, but not limited to, identifying "safe foods" and following the General Student Checklist below.

General Student Checklist: (modified for age appropriateness)

- Take as much responsibility as possible for avoiding allergens.
- Do not trade or share foods.
- Wash hands before and after eating.
- Learn to recognize the symptoms of your allergic reactions.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms appear.
- Take more responsibility for your allergies as you get older.
- Develop a relationship with the school staff to assist in identifying issues related to the management of your allergies while in school.

Agia Sophia Academy cannot guarantee that a student will never experience an allergy-related event while at school. We are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.

FOOD SHARING & CELEBRATION POLICY

REVISED AUGUST 2022

Sugar has a direct effect on a child's ability to learn, thus we ask that you limit school celebrations to either a student's birthday or Name Day. Please notify the teacher prior to this day to make arrangements. We ask that treats be individual servings (cookies, brownies etc.) to limit the handling of these items and aid in the speedy distribution. All shared food must be commercially prepared, labeled, and meet the policies regarding food allergies below. Parental help in serving and cleaning up after a birthday celebration is greatly appreciated. Signing up for lunch duty is a great way to help while earning some Volunteer Hours!

Due to the many different food allergies students suffer from, it is necessary that food being supplied by parents/guardians for the purpose of sharing with the student's classmates must meet the following guidelines:

1. Products may not contain SESAME or NUTS (including hummus with tahini, cashew and peanut butter or other nut-based ingredients).
2. In compliance with Oregon Health Regulations, shared foods must be commercially prepared and packaged, in an unopened container with an ingredients label.
3. Homemade foods ARE NOT allowed due to the state regulation stated above.

Alternative celebration idea: Donate a book to the classroom in honor of your child's birthday. See the school office for a special dedication label to affix inside.

Invitations: Students may distribute party invitations at school only if the entire class has been invited. The school directory has a list of students in each class. Otherwise, parents/students are responsible for passing out invites outside of school hours.

LUNCH POLICY

REVISED JUNE 2024

ASA encourages families to teach children (even young children) to help pack and be responsible for getting their sack lunch to school each day. In the event that a child forgets their lunch, the office will make an attempt to contact the parent IF the child notifies us of the problem before 9am. **A student missing a lunch will be given an emergency non-perishable lunch kit and will then be charged \$6 via Brightwheel.** If a pattern of missing lunches begins to happen with a particular child, the parents will be contacted and a solution will be discussed.

Please note: ASA does not have a microwave or refrigerator for student use. Parents are expected to pack a reusable water bottle/cup and any utensils needed, as the school does not supply these items.

Parents and grandparents are encouraged to volunteer for lunch duty and earn some Volunteer Hours. Sign up at <https://tinyurl.com/ASAlunchduty>. **Please note:** a background check is required once every 3 years. If you have not done one, allow 5 business days after submitting before signing up for a volunteer opportunity. * *See Appendix E*

IMMUNIZATION REQUIREMENTS & EXCLUSION DATE

REVISED JULY 2024

Immunizations are required for attendance at all preschools, elementary, middle and high schools in Oregon, whether public, private, charter or alternative schools. Oregon requires immunization against eleven vaccine-preventable diseases:

- Diphtheria
- Tetanus
- Pertussis (whooping cough)
- Polio
- Varicella (chickenpox)
- Measles
- Mumps
- Rubella
- Hepatitis B
- Hepatitis A
- Hib – *children under age 5*

However, if your child is not vaccinated, the law does allow for exemptions with proper documentation. Parents can learn more at <https://public.health.oregon.gov>. (The COVID vaccine is not a required vaccination in the state of Oregon)

Parents are responsible for keeping their student's school immunization record up-to-date. Oregon Department of Health and Human Services requires schools to submit paperwork on student immunization status each January. Students with incomplete or missing immunization records will be excluded from school starting on the Statewide Exclusion Day (Typically the 3rd Wednesday in February) until resolved.

Additionally, Oregon State Law (Senate Bill 895) requires schools to share their immunization and exemption rates for each vaccine required for attendance. This information is available on our website.

PEDICULOSIS (HEAD LICE)

REVISED MAY 2010

Agia Sophia Academy, maintains a nit-free policy in regard to our Head Lice protocols. All students, regardless of home conditions, are susceptible to head lice. Our goal is to keep children in school, ready to learn, while following safe, recognized health practices. If you find that your child has lice, please contact the school office so that we can notify the community regarding the possible presence of lice.

Students with suspected cases of head lice will be referred to school staff for assessment. Any student found with live lice or nits (lice eggs) shall be excluded from school until the measures below have been completed. Live lice & nits must be removed from hair following the application of a lice-killing product. It is the parent's responsibility to ensure an approved treatment has been initiated and the appropriate environment cleaning is being conducted in the home. Instructions for detecting and treating pediculosis (head lice/nits) can be found online at <https://www.cdc.gov/lice/treatment>. There are also local companies like Lice Clinics of America who provide nit picking services.

Returning to School: The parent shall accompany the student to school where the student will be screened for lice. If live lice or nits are still present, the student will return home with the parent.

SCHOOL COMMUNICATION

REVISED AUGUST 2020

We use Brightwheel to manage student data (such attendance, allergies, authorized pickups & emergency contacts), tuition & fee billing, plus direct parent communication such as weather-related school closure notifications. ***At least one parent (preferably both) from each household is required to have a Brightwheel account and have the app on their phone.***

Please note: Parent / Guardian messages sent via Brightwheel are confidential and will only be seen by staff members assigned to your student. Messages sent to Admin will only be visible to the Principal & Secretary.

Parents are responsible for the information presented by the school via Brightwheel, email, or physically sent home. Reading through these communications from the school in a timely manner is an important key to effective two-way communication with parents. Please check Brightwheel regularly for messages & our Wednesday Newsletters. For your convenience you can subscribe to the online school calendar at <http://www.asapdx.org/school-calendar> which you can sync to your phone or g-mail account. Brightwheel also has a calendar if you prefer.

Additional Support: Please let the teachers & staff know whenever there are household changes (such as a parent traveling or death in the family) or if your family is experiencing difficulties at home that could affect a child's behavior, as we would like to provide additional support at school.

We understand that you are not always able to share details and that's ok. If your child is coming to school after a difficult night, morning or weekend, send us a Brightwheel message "Handle with Care". Nothing else will be said or asked. This simply lets us know that your child may need extra time, patience, or help during the day.

DRESS CODE

REVISED JUNE 2025

ASA enforces a uniform policy and appearance policy so as to assure a school environment that is focused on group spiritual and academic achievement rather than on individuals.

Students should be clean, well-groomed and appropriately dressed for school each day. All clothing should be clean and fit in a neat and tidy manner. Shirt tails should be tucked in. Please be mindful that uniforms are worn in class, for recess and in church.

Please label ALL sweaters, jackets, and other removable items for easy identification.

Overall School Appearance Policy

1. **Dress neatly with a tidy appearance:** Shirts tucked in, shoes tied, no holes/tears or loose hems in clothes, clothing not overly faded, clothing appropriately sized for the wearer (no high-water pants, skirts must be at or below the knees). No clothing or accessory should interfere with school activities. If so, they will be asked to be removed.
2. **Be clean and well-groomed:** Recently washed hair neatly cut and kept. Be modest: Outlandish or distracting clothing or appearance will not be allowed (e.g., tattoo, body piercing, unnatural and/or distracting hair dying, etc). Also, perfume/cologne and makeup are not allowed.
3. **Undergarments:** If a boy/girl wears an undershirt, it must be a solid WHITE crew neck or v-neck T-shirt. Under some of the shirts, girls may wish to wear a WHITE camisole. Bike shorts or thick leggings (not tights) are required under all skirts/dresses for modesty.
4. **Coats/Sweaters:** Only plain, solid navy or burgundy fleece, cardigans, or hoodies can be worn in the building during the days. Non-uniform garments may only be worn as outerwear during recess/outdoor time. Regardless, coats/sweaters must be character-free.
5. **Jewelry:** All jewelry must be modest and matching. One necklace may be worn outside clothing and/or one bracelet/watch (this includes smart watches & fitness trackers). Only girls may wear earrings – one pair of small stud-type that do not extend past the lobe. If jewelry (earring, necklaces, bracelets, watches, trackers, etc) becomes a distraction, staff may confiscate items to be returned at the parent's request.
6. **Tattoos:** Are not allowed under any circumstances. This includes temporary or washable.
7. **Hats:** Unless granted permission, students are not to wear hats while inside the school buildings.

8. Accessories: Lunch boxes, backpacks and accessories should be free of any characters or large logos as these prove to be a distraction for the children. Generic shapes or animals are fine.
9. Shoes: Students must come to school wearing appropriate shoes. Shoes must have a closed-toe and closed-heel and provide adequate support and sturdiness (i.e. no sandals, “Crocs”, slip-ons, boots, or high heels). No wheeled or light up shoes allowed. The best shoes for school are athletic-type shoes, like running or all-sport shoes. “Mary Janes” are also OK for girls to wear. Socks must be worn with all shoes. Students must be able to put on and TIE shoes by themselves. If your child does not like to tie their shoes, please consider swapping out laces for one of the various no-tie options available.
10. ASA T-shirts are worn for various events. It is expected that all students own an ASA t-shirt, as they are required for field trips and other off-site events. If your student does not have an ASA t-shirt, please check the uniform exchange closet. If there are no shirts there, please connect with Mrs. Handy.

School Spirit Days: Once a month we will offer an opportunity for students to not wear their uniforms. (dates are published on our online calendar and Brightwheel newsletter.) Students should dress according to the theme selected OR wear their ASA t-shirt or school uniform.

Clothing may not contain characters, advertisements for alcohol or tobacco products, offensive language or distracting imagery. All shirts, tops, and dresses must have sleeves or be worn with a shirt underneath. Shoes must be PE appropriate if the Spirit Day falls on PE Day.

Please Note: School Spirit Days still follows the guidelines of the overall school dress code requirements above.

In addition to the Overall School Appearance Policy, ASA students must wear the following prescribed uniform (continued on next page).

Girls Uniform Requirements

- WHITE or BURGUNDY short or long sleeve polo shirt
- WHITE short or long sleeve button down collar shirt (no embellishments on collars)
- NAVY scoop neck jumper or dresses at knee length or longer
- NAVY or BLUE/RED PLAID (Plaid available through French Toast Only) skirts, at knee length or longer. *Shorts, skorts, and pants are not allowed.*
- NAVY, BLACK, or WHITE bike shorts must be worn underneath a skirt/ jumper, even with tights.
- NAVY or BURGUNDY cardigan sweater or v-neck sweater vest. **optional item**
- NAVY or BURGUNDY fleece
- NAVY, BLACK or WHITE socks, knee socks, leggings and tights (matching, solid color - no patterns or large logos)
- “Sports” style shoes or shoes with traction soles.
- Hair accessories in uniform colors only.

Boys Uniform Requirements

- WHITE or BURGUNDY short or long sleeve polo shirt
- WHITE short or long sleeve button down collar shirt (no embellishments on collars)
- BLUE/RED PLAID tie **optional item* (Available through French Toast Only)
- NAVY Dockers or Chino style pants (no cargo or corduroy pants)
- Plain NAVY or BLACK belt
- NAVY or BURGUNDY cardigan sweater or v-neck sweater vest. **optional item*
- NAVY or BURGUNDY fleece
- NAVY, BLACK or WHITE socks (matching, solid color - no patterns or large logos)
- “Sports” style shoes or shoes with traction soles.

All shoes must fit correctly and safely stay on the foot. Must still meet the guidelines outline in #9 above.

Purchasing Uniforms: Here are some stores where clothing adhering to the dress code may be purchased: French Toast, Land’s End (Preferred School #900099045), JCPenney, Tommy Hilfiger (School ID: Agia01), Old Navy, Target, or Amazon. *You can purchase ASA logo items at Land’s End or Tommy Hilfiger Uniforms.*

ASA also maintains a small uniform exchange cabinet. Parents can donate gently-used uniform items their child has outgrown and/or pick out used items for their child to wear free of charge. Clothing sizes & selection varies throughout the year.

Maintaining Uniforms: It is the parents’ responsibility to ensure that the uniform items match the shade of color as seen in French Toast brand clothing, regardless of where they are purchased. Please note that over time an item may become too faded or worn to be considered uniform appropriate.

Dress Code & Uniform Enforcement: To limit possible confusion in enforcing this policy, the Principal and/or staff will determine whether or not a student is violating the uniform policy. Students not complying with the uniform policy may be required to rectify their appearance ***before entering the classroom***. In many cases, this will require parents to either promptly pick up their child or bring uniform clothing. Cheerful, consistent student compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action.

FIELD TRIP POLICY

REVISED JUNE 2024

ASA T-shirts are required on Field Trip Days (unless noted).

A completed/signed permission slip **MUST** be turned into the office by the specified deadline in order for your child to attend a given field trip. Students without permission slips will be assigned to another classroom for the duration of the trip, or not allowed to attend school if the entire faculty is participating in the event. Students are expected to conduct themselves with the same ASA standards as on campus:

- Be Safe
- Be Responsible
- Be Respectful
- Be Kind

If a child demonstrates behavior on campus that shows the teachers & staff they may have difficulty conducting himself in an appropriate manner off campus, consequences may apply. In this case, the child will likely not be allowed to participate in the field trip. Alternative arrangements will be made with the parents and the child may have to stay home from school that day.

DROP-OFF/PICK-UP POLICY

REVISED JUNE 2025

Overview: ASA uses a pick-up/drop-off lane system for student arrival & dismissal. Our first priority is the safety of the students and it is important that we all take this matter seriously. Our second priority is a smooth, efficient, flowing, drop-off and pick-up procedure. We also take into consideration our neighbors' needs and strive to be a good neighbor.

Pick-up/Drop-off Lane Guidelines:

- Form a single line of cars by entering the parking lot **SLOWLY**, drive straight back to the far fence line at the back of property, turn right, heading towards the shed.
 - If you are the first car, please pull all the way up to the bench under the tree. The closer you get, the more cars can fit in the student loading area, and the faster our line will move!
 - Wherever your place is in line, please pull up as close as you safely can to the car in front of you. We cannot have cars waiting on Walker Road, so let's make room for everyone.
 - If the line is to the street when you arrive, please circle down to the light at Meadow Dr. and back. **DO NOT** wait on Walker road.
- Remain in your vehicle while in the lane unless loading/unload your student at the designated area.
- Please try to load/unload your children as quickly and safely as possible. If you need additional time to load, please pull forward and park in front of the shed.
 - Do not pull around vehicles or attempt to back out – please wait patiently for them to move. Do not double park or impede the flow of traffic in the parking lot.
 - While in the lane, do not unload children outside the designated area.
 - Carpooling Families – remember to arrive early and load car seats into vehicles before entering the pickup lane.
- **NO Cell Phones** (including hands-free devices) may be used while student pick-up/drop-off is in progress.

We kindly ask everyone to be as patient as possible in the pick-up/drop-off lane, especially in the first few weeks of school, as everyone will be getting used to the process.

Procedure:

1. **Drop off:** The school doors will open at 8 am for student arrival. *(If you need before-care and have already arranged this with the school, there will be staff available to let your children in no earlier than 7:45am.)* Parents & guardians will be asked to pull up to the designated loading/unloading area and, using their phone, scan the QR code to check in their child via Brightwheel, before letting the students out of the car. Students will then follow the path to the green door under the overhang and proceed to their classroom or morning space.

The green door will be locked at 8:10 am, at which time students should be in the church to begin morning prayers altogether. Families arriving after 8:10am will need to park and enter through the office doors to check in their child – a QR code will be at the sign-in table.

****See Attendance Policy for details on tardiness.***

Only names listed as an authorized pickup person in Brightwheel will be able to bring or collect a child. Please arrange this beforehand so that unexpected confusion and disputes are kept to a minimum. Only the parent or guardian responsible for dropping off/picking up that day should be on campus during these times.

Elementary age students are required to walk themselves back to the classroom, Montessori students will gather in the North Fellowship Hall before prayers. Parents are welcome to park and join students for Morning Prayers by entering through the office doors.

1. **Pick Up:** The school day ends at 12:10pm for half-day students or 3:00 pm for full-day students. Brightwheel App time will be used to determine lateness. Parents should set watches accordingly. Any students not picked up at 12:25pm (half-day) or 3:15pm (full-day) will be added to the after-school care program, and parents will be subject to the drop-in after-school care rate. ****See page 24 for more details.***

Montessori Half-Day Pickup – Children will be dismissed from the main lobby by the school office. Please note: children are not allowed to open outside doors or be outside without an adult. ***See Door Policy for details.***

Elementary & Montessori Full-Day Pickup – Full-day pick up utilizes a pick up lane procedure. Parents will be asked to form a single line of cars starting around the side of the covered area (by the cream colored shed) in their passenger-side front windshield or window for each family whom they are picking up. *(Parents are responsible for communicating policies to their authorized pickup drivers.)*

2. Carpooling is strongly encouraged. Please clearly label your car or booster seats and place them under the overhang. However, ASA is not responsible for communicating schedule changes, either school or personal, to any carpool parent group or daycare pickup. Communication of pick-up times and schedules is fully the responsibility of each parent.
3. Community building activities, such as after-school playtimes are a wonderful way to get to know other families. However, for the safety of all students, please consider Tualatin Hills Park, Wanda Peck Memorial Park or another nearby playground option for after-school play dates instead of the school parking lot. This includes after half-day pickup.
4. Parents must add individuals to the Contacts section of the student's Brightwheel profile before drop off/pick up arrangements of the student can be made. Please make sure they are listed as an "approved pickup" and NOT as a "parent." Any person who is listed as a parent in Brightwheel is able to see all messages and billing details.
5. Parents must follow this procedure at all times. Failure to comply will be subject to ASA's Non-Compliance Policy. ***See Appendix C***

Early Pick Up: If you need to pick up your child, outside of normal pickup times, please stop in at the front office. We will contact the classroom to have your child dismissed, while you scan the Brightwheel QR code to check them out.

After school activities on school grounds: The school is not responsible for children after school hours; parents and parent teachers must arrange proper supervision of students. Children are not permitted to stay in the church building without direct adult supervision. During after school activities, children must stay in the main room within the teacher's, volunteer's, or parent's sight and proximity. All adults are required to uphold & enforce school rules & behavior expectations while on campus. These rules are:

- Walking only (no running)
- Soft, inside voices

- Food should be consumed at the tables only
- Outside doors opened by adults only
- Be safe, respectful, responsible, and kind at all times.

DOOR POLICY

REVISED JUNE 2012

For campus safety and building security, all outside doors are kept locked at all times aside from pickup and drop off. However, the main church doors are open during services. Children are not allowed to open and exit outside doors without direct parent or teacher supervision. This is a school-wide safety rule that parents must support! By training students not to open the door from the inside, it reinforces the essential safety lesson of not opening doors to strangers. This also reminds children that the parking lot is not a safe place for them without an adult.

Important note: if you need to enter the building and someone from the office is not readily available, please DO NOT wave a student over to open the door. If they were to follow your direction (even if they know you personally) they would be violating an ASA safety rule! Instead, please wait and an adult will return shortly. You can call: 503-641-4600 (Agia Sophia Academy) / 503-644-7444 (St. John the Baptist Greek Orthodox Church).

VISITOR POLICY

REVISED OCTOBER 2021

Anyone who visits Agia Sophia Academy and/or St. John the Baptist Greek Orthodox Church during regular school hours will be required to report directly to the office just inside the main entrance and sign a Visitor Log upon arrival. Only paid staff members of ASA or SJB are exempt from this policy.

Any visitor to the building or other adult who is not enrolled in the Central Background Registry may not have unsupervised access to children.

ATTENDANCE POLICY

REVISED JUNE 2022

Parents, in cooperation with the school, are responsible for the regular attendance of the students in order to support the academic mission of the school. Regular attendance is required of all students by the school laws of the State of Oregon. Absences & tardies adversely affect instructional time.

Reporting Process: Parents must notify (either by Brightwheel phone, email, or written note) the school by 8:15 am if their child will be tardy or absent from the school that day. Students that are absent during the day may not participate in extracurricular activities. Punctuality and attendance are of vital importance to the mission of Agia Sophia Academy. In accordance with state law, Agia Sophia Academy will monitor student attendance and maintain records of such in each student's permanent file.

Naturally, there will be times when a student arrives late, due to unforeseen circumstances, or is absent due to an illness or family emergency. In those cases, the following apply:

Tardiness: Prompt arrival is of huge importance to your child and the general success of each classroom. ***Students need to arrive by 8:15 am and are marked tardy afterwards.*** Parents bringing students to school after 8:15 am will be required to walk the child into the building using the main entrance. (There is a QR code by the school office for check-in).

Whether excused or unexcused, all tardies are recorded on the student's permanent record. Examples of excused tardies are:

- Doctor's appointment
- Religious-related observances
- Pre-Arranged Travel

Validity of the excuse will be determined by the secretary and principal. Regardless, continued tardiness is disruptive to the learning process and ask that you limit them as much as possible.

Absence: A student is considered absent if they miss more than half of the school day. Absences, whether excused or unexcused are recorded on the student's permanent record. Absences fall into three categories:

Excused Absence: If a student will not be attending classes on a particular day, parents must notify the school office (Brightwheel, e-mail or phone) by 8:15 am, who will then notify the child's teacher. An excused absence is accompanied by a note or email of explanation from the parent.

Examples of excused absences include the following:

- Student illness
- Religious-related observances
- Funeral or family emergency
- Court appearance
- Pre-arranged travel

Unexcused Absence: If a child is not present and no written explanation is given, it will be considered unexcused.

Pre-Arranged Absence: The ASA school calendar provides plenty of vacation time for families to take advantage of. However, occasionally it will be necessary for a student to miss school due to a pre-arranged circumstance. In these cases, the family must complete a "Pre-Arranged Absence Form" (available in the school office or downloadable via Brightwheel) **at least one week prior** to the requested absence. Knowing about an absence in advance allows the teachers to prepare a packet for the student to complete so they are not as behind upon their return to school.

Additionally, a student who is absent from school for any reason, may not participate in after-school activity on that day (i.e. Christmas Performance, Passport, Graduation). This may also include a prolonged absence from school prior to the event – at the principal's discretion.

Truancy: An absence or tardy is considered truant if the student is responsible for getting himself/herself to school and the absence or tardy is unexcused. Parents or guardians will be notified by the Principal after the first occurrence. Subsequent occurrences will be treated in accordance with the Agia Sophia Academy Discipline Policy.

Consequences for Absences:

1. Absences are recorded on the student's permanent record.
2. After the 2nd consecutive unexcused absence in a month, the Principal will conference with the parent.
3. Continued unexcused absences will be handled according to ASA's Non Compliance Policy. **See Appendix C**
4. By state law, a school may remove a child from their rosters after ten consecutive days of unexcused absences. In this case, tuition may not be refunded.

GENERAL GUIDELINES FOR ABSENT WORK:

At ASA, we see continuous school attendance as vital to each student's development. It is expected that each student will attend school at scheduled times, except for illness or family emergencies. When a student is absent for even one day, their "catch-up" time can be difficult because upon their return, they now have 2 days' worth of work to complete. If an unusual circumstance requires that a student miss a number of school days, the following guidelines apply for excused absences:

1. It is understood that teachers will continue to present new materials while students are absent. All work that is missed, whether through absence or tardiness, is the responsibility of the student to make up.
2. Assignments/work will not be given ahead of time, unless pre-arranged at least a week in advance, and at the sole discretion of the Teacher.
3. Missed assessments will be made up, either before, during, or after school, at the teacher's discretion.
4. The parent and student have the following responsibilities:

- a. To check in with the teacher about what material the child missed on that day. The student is accountable for information that was taught, regardless of whether or not they were present. Parents need to go over material with students so that they do not fall behind.
 - b. To pick up any assignments, ensure that all assignments are completed, and returned on time (Grades K-8).
5. Student's homework will be graded as if the student had been in attendance.
 6. Grades may be lowered or other actions taken for unexcused absences.

ACADEMIC POLICIES

REVISED JUNE 2025

1. **Books:** Textbooks, Classroom Books, and School Library* materials are an important part of our educational program and require a significant expense from our school's budget to purchase. Students and parents are responsible for any books checked out or assigned to them.

Any student/parent failing to return or damaging a book or library item is required to pay for the loss at the full replacement cost. Lost or damaged materials must be paid for before the end of the school year. A student who is issued a damaged book should report the damage immediately to the assigning staff member.

** Our school library catalog is available at <https://asalibrary.libib.com>. Contact our librarian for account access details which allows you to request books, add parent notifications, and see what your child has checked out. Holds will be filled in the order they are received. Students are limited to 2 checked out items at a time.*

2. **Computer/Technology:** Responsible use of the Internet for learning and information gathering does play a role in Agia Sophia's technology instruction, especially for our older students. As we develop our students' abilities to retrieve, analyze, and synthesize information from the Internet's rich array of sources, we also teach strategies for evaluating web sites in terms of reliability, objectivity, and timeliness. Students will be instructed in proper internet use and are expected to use the internet and all technological resources responsibly. As a preventive measure, ASA will provide protective internet filters on student laptops & iPads. Misuse of such resources will result in loss of privileges and may include further disciplinary action. ASA reserves the right to monitor and/or restrict access as deemed appropriate.
3. **School Property:** School furnishings and equipment are to be respected. Any student who vandalizes or damages school property beyond normal wear and tear is liable for replacement or cost of all damages done.

HOMEWORK PHILOSOPHY AND GUIDELINES

REVISED AUGUST 2025

Homework helps develop responsibility, self-discipline, life-long learning habits, better study habits and skills. This is our main goal as a staff when assigning children homework. Current research tells us the best way to help students achieve this goal is to assign purposeful homework and to create an example of healthy work-life balance for children. Your children spend seven hours a day working hard in class to sharpen their academic skills. We would like home time to include more opportunities to interact as a family: pray together, cook together, work together, and play together.

What can you expect?

- First, please reach out to your child's teacher for their expectations on homework.
- Parents, please support your child's learning by asking, each day, if they have assigned homework.
- ALL students will be expected to read every night. There may be assigned reading. But we encourage all families to have a set time that everyone reads- whether out loud to each other or quietly. This greatly benefits students' reading skills.

- Unfinished work may be sent home as homework at the discretion of the classroom teacher.. It is the student's responsibility to complete this work.
- Projects and long-term assignments will be given at teacher discretion with consideration for developmental stages and abilities.
- Specialist teachers may assign some review or practice of what is being learned in class. Since these classes are only taught a few times per week, it is important that students review this particular material at home.
- Students who demonstrate a need for extra practice with certain skills will be assigned additional homework individually, at the teacher's discretion.
- Depending on the grade level there will be different expectations around homework. Please reach out to your child's teacher for more information.

What if I want my child to do more academic work at home?

Ultimately, our mission as a school is to support you and your students. If you would like to do more academic work with your child, first read daily. Read to your child, read to siblings/pets/stuffed animals, listen to audio books. Then please speak to his/her teacher and take a look at the resources below.

1. Websites to support learning
 - www.khanacademy.org
 - play.prodigygame.com
2. Games that incorporate academic skills

• Bananagrams	• Rummikub	• Equate
• Scrabble	• Sumoku	• Zingo
• Set	• Sum Swamp	

**Please see the ATTENDANCE POLICY: General Guidelines for Absent Work.*

STUDENT PROGRESS/PARENT REPORTING

REVISED JUNE 2025

Effective communication between the home and the school regarding student progress is critical. In order that the resources of the home and school may most effectively support a student's educational needs, programs and procedures shall be maintained through which the school will regularly apprise each parent of his/her child's educational progress. Such programs and procedures shall reflect systematic observations and evaluation of each student's growth in terms of the goals of the educational programs.

1. **Report Cards:** A report card is used to report Elementary & Middle School students' academic progress, study skills, habit development, & behavior to the parents. Report cards are uploaded to Brightwheel following each Quarter.
2. **Conferences:** Parent/Teacher Conferences are held formally in the fall and are mandatory at ASA. The purpose of conferences is to discuss student academic progress, areas of strength, room for growth, social interaction, and spiritual development. Additionally, we offer Spring conferences for students matriculating into other classrooms or programs the following year.

Conference Dates are listed on the Master Calendar and are an important part in supporting your child's education. Every family is expected to attend. Make up conferences will not be scheduled for personal travel or other non-emergency reasons. Please respect the teachers' valuable & limited time by scheduling & attending your conference on the designated days.

Parents and teachers may also request conferences as needed to address specific issues. Time to talk to the teacher needs to be scheduled in advance so that the teacher can devote his/her full attention to parent concerns. Please do not attempt to have conversations with the teachers during drop off or pick up times as the teachers need to be fully responsible for the students under their care. Planning a private meeting time ensures

student confidentiality as well. Please discuss classroom/student concerns with the teacher first before bringing them to the administration.

3. **Standardized Testing:** Grades 1-8 will complete the STAAR exams at minimum twice a year, as both a normative, standardized test and a benchmark exam. Score reports will be shared with parents via Brightwheel following completion and processing of test results. **See Appendix G* Parents may request other types of tests, such as academic or psychological, from Barnes Public School. Additionally, parents are expected to comply with any teacher request for outside testing.

Promotion, Retention, and Acceleration of Students

1. **Promotion:** A student satisfactorily completing each grade's work will be promoted to the next grade.
2. **Guidelines for Retention of Students:** The teacher in consultation with the administration, other advisory staff, and the parents makes recommendations for retention of students. The decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal. In all cases, parents are expected to seek outside academic evaluation/support (through Barnes or private practice) if requested by the teacher/administration so as to best serve the student.
3. **Accelerated Placement:** With our multi-age approach to instruction, we naturally differentiate instruction to the needs of each child. Most of our curriculum is designed to have flexible grouping and is scored on a continuum of standards and skills, allowing us to challenge each child. In the areas of math and reading, our grade groupings are more concrete. In these core areas, if a child demonstrates accelerated knowledge or ability, his/her teacher may request a placement test in order to accelerate their placement into the next grade level. The process for this is outlined as follows:
 - Student scores in 95th percentile or higher on STAAR tests in areas of math and/or reading.
 - The teacher recommends students for placement testing.
 - Students take math and/or reading placement tests for the next grade level.
 - If a student scores a 95% on a math placement test, the teacher may recommend accelerated placement in math.
 - If a student scores at an independent total reading level for next grade level grouping, the teacher may recommend accelerated placement in reading.
 - After a follow up parent/teacher conference, a joint decision is made about accelerated placement in the areas of math and/or reading for the student.
 - Should a student meet the criteria for accelerated placement in math and reading, the teacher in consultation with the administration, other advisory staff (if appropriate), and the parents may make a recommendation for acceleration of a complete grade level. This decision would be based on all academic assessments, as well as behavioral, learning, and performance standards for entry into the following grade level.

DISCIPLINE POLICY

REVISED JUNE 2013

The purpose of discipline is to provide an atmosphere conducive to learning. Appropriate discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

ASA Safety and Security Rules: All school rules related to safety and security rules are in effect at all times. Rules and expectations covered in this section are designed to meet the following goals:

1. Maintain an orderly school operation.
2. Maintain optimal learning opportunities for students. School facilities and classrooms must be free of behaviors that interfere with teaching and learning. This includes disobedience and disrespect.
3. Help students develop skills and behaviors necessary for healthy social interaction, both present and future.

4. Help students learn how their decisions affect the quality of their lives and the lives of others.
5. Help students develop responsibility and character.

Core Beliefs that Guide Enforcement of School Rules and Expectations: We see each student as one who bears the image of God, and one who, therefore, is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

Our school staff dedicates itself to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences. Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

Love and Logic Core Beliefs for Agia Sophia Academy: The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school:

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
- School problems will be handled by school personnel, criminal activity referred to the proper authorities.

Love and Logic Rules for Agia Sophia Academy

1. Treat others with the same respect with which you are treated by the adults in this school.
2. Your actions, dress, possessions, etc., may not cause a problem for anyone else.
3. If your actions, dress, or possessions cause a problem for anyone, you will be asked to solve that problem.
4. If you cannot or choose not to solve the problem, appropriate consequences will be imposed by staff members. These consequences will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If students and/or parents feel that the consequences appear not to be fair, request a “due process” hearing. A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the unique situation.
6. We realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should the student be unable to eliminate the behavioral problems, the student will be expelled.
 - a. Should a student, at any time, commit a serious act of misconduct (see below), the discipline process may be bypassed and suspension or expulsion could be imposed immediately. Students may be subject to discipline for acts of gross misconduct even if those acts take place after school hours.

Some examples of gross misconduct are:

- Endangering the life of another
- Gross violence or vandalism
- Violations of civil or federal law
- Violations of spiritual law

- b. Should the expelled student desire to be readmitted to ASA at a later date, the school board, or its delegated subcommittee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

Individual Classroom Rules

1. Treat me, as your teacher, with the same respect with which I treat you.
2. Your actions may not cause a problem for anyone else.
3. If you cause a problem, you will be asked to solve it.
4. If you cannot solve the problem or choose not to, I will do something. What I do will depend upon the situation and the person involved.
5. If I do something that appears to be unfair, whisper to me, "I'm not sure that's fair," and we will talk about it.

Office visits and consequences for repeated or identified misbehaviors are listed under **Appendix D**.

Family Cooperation/Removal of Students Resulting from Parental Attitude: Under normal circumstances a student should not be deprived an Orthodox education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

Electronic Equipment, Valuables & Toys: Electronics & any personal effects, such as phones, radios, CD players, iPods, laser pointers, games, jewelry, watches (including Smart watches), and/or toys are not to be brought to school unless authorized by the teacher for specific purposes. The school is not responsible for any lost, stolen, or damaged personal items. Cellphones are not to be used during school hours for any reason and must remain in the child's backpack at all times.

Physical Restraint: In situations where a child is screaming, pinching, biting, kicking, or hitting, the child is saying to us, "Help me, I'm out of control." We can help the child by stopping the behavior and then giving her/him the opportunity to regain her/his self-control. Holding the child and offering physical comfort and/or removing him/her from the situation would be the first action taken. Intervention and physical restraint may be used if needed for a child who is risking the safety of the group, his own body, or the safety of the staff member. Oregon law permits a teacher, administrator, school employee, or school volunteer to use reasonable physical force to restrain a student when and to the extent the individual reasonably believes it necessary for such purposes. Please see Appendix D.

SCHOOL SAFETY AND EMERGENCY PREPAREDNESS

REVISED AUGUST 2025

1. **Supervision:** Supervision for students begins at 8:00am and concludes at 3:15pm. For their safety, students are not to arrive on the school campus before 8:00am or remain after 3:15pm. After 3:15pm students are added to aftercare (*including unsupervised students of parents who are on campus but meeting elsewhere with a teacher*) and parents will be billed the drop in rate. The school maintains a state of security at all times, parents and visitors must be "clicked in" by a staff member, outside of pick-up and drop-off times and designated parish events. ***See the Before / After School Care Program for details.***
2. **Emergency School Plan:** In the case of emergency situations requiring the evacuation of the school and school closure:

- Parents should not call the school so the phone will be available to emergency personnel. The school's Crisis Response plan will activate and members will contact parents by phone and email.
 - Stay Calm. The school will take care of your child until you come.
 - Tune in to local radio or TV news broadcasts.
 - Plan ahead of time who will come to school to get your child in an emergency. Parents or an authorized pickup person must sign out when taking students home.
3. **School Lockdown:** In some situations, it may be necessary to lockdown the school. Pursuant to police recommendations, the following procedures will be implemented for a school lockdown:
- Exterior and/or Classroom Doors will be locked and blinds will be closed.
 - No one will be permitted to enter or leave the building.
 - Students will stay with the teachers. No student will be allowed to walk through the building alone.
 - Lockdown will continue until the school receives an "all clear" signal from emergency personnel.
 - Parents should not call the school so the phone will be available to emergency personnel. The school's Crisis Response plan will activate and members will contact parents by phone and email.

Lockdowns are practiced and discussed twice a year minimum.

4. **Fire & Earthquake Drills:** Fire drills are held every month. Drills and instruction on fire emergencies include routes and methods of exiting the school building. Additionally, drills and instruction on earthquake procedures are held quarterly and include instruction on "duck, cover, and hold on" followed by immediate evacuation when appropriate.
5. **Emergency Preparedness Kits and Training:** An emergency kit has been provided for each classroom in the school. The kits contain limited water, food, solar blankets and other items indicated for emergency preparedness by the American Red Cross.

Every two years, all ASA staff are trained and certified in Pediatric CPR, AED, and First Aid. A full first aid kit is maintained in the front office, and small kits are in each of the classrooms. Ice Packs are kept in the kitchen freezer for minor injuries.

NON-COMPLIANCE PROCEDURE

REVISED JUNE 2006

Objective: To clearly communicate the procedure at ASA when any Board Member, Staff Member, Volunteer, Parent or Student fails to comply with any official ASA policy in a manner that is deemed injurious to the mission, vision and goals of ASA. *See Appendix C*

TUITION POLICY

REVISED MAY 2018

Agia Sophia Academy operates solely on revenues received from tuition and fundraising. Tuition rates are established by the school board and are based on the budgetary requirements of the school. Therefore, timely tuition payments are required.

- The annual tuition **and** Student Activity Fee are due in full by August 1, prior to the start of the school year.
- Alternatively, should a family desire to pay the tuition on a semi-annual or monthly basis, a monthly payment fee will be added to the monthly tuition billing.
- Monthly tuition payments are due on the 1st day of each calendar month; accounts become past due if unpaid by the 10th of the month and will incur a late payment fee of \$25. Accounts unpaid over 30 days from the due date will automatically generate a review and begin to incur interest at the rate of 18% per year.

For accounts that are past due by 30 or more days, the school reserves the rights, in addition to any other remedies, to withhold grade reports, refuse to provide services to the student and/or expel the student.

Activity Fee: A non-refundable Student Supply/Activity fee of \$400.00 per full-time student (activity fee of \$300 for half-day students) is due prior to the start of school and will be included on the August billing.

Midyear Enrollment: New Students enrolling in ASA after the school year has started will be billed for the remainder of the year and payment is due prior to attending classes. Families electing to use the Monthly Payment option will be billed upfront for the first two months, then monthly through May as stated above. Payment for this billing is due prior to the student attending classes.

NSF: Checks not honored by the bank are not considered payment and are subject to a \$25 returned check fee.

Payment Method: ASA's tuition and fees are payable by cash, check or money order as outlined above through the ASA Office. Additionally, you may pay by Credit/Debit Card or Bank Account Transfers (ACH) online through Brightwheel (additional fees may apply).

Students are considered enrolled for the entire year. Therefore, no tuition reductions will be made for extended absences, regardless of the cause of such absence(s).

Student Dismissal: ASA may dismiss a student upon written notice to the parent or guardian if, in the opinion of the School Administration, the behavior or influence on others by a student, guardian(s), or family member(s) is detrimental to or negatively impacts Agia Sophia Academy. Notice of dismissal will come in the form of a formal letter from the Principal.

Withdrawal Fee: If a student leaves for any reason, a withdrawal fee of 20% of the annual tuition rate will be charged (not to exceed the remaining balance of tuition for the year). No tuition refunds will be given if the student withdraws after March 31st.

No other fees will be refunded. Any and all materials purchased with the Book/Activities fee are property of ASA. Notification of a student's withdrawal must be made in writing and become effective once the school has received the written withdrawal notice.

SCHOLARSHIPS FOR TUITION ASSISTANCE

REVISED AUGUST 2025

The ASA School Board understands that some families need financial assistance for tuition payments and strives to meet those needs as best as it can. Every family registered in the school is eligible for need-based tuition assistance, if available. The board works continually to balance the needs of parents with the budgetary needs of the school. Scholarship money used for tuition assistance is derived solely from gifts and therefore limited. The scholarship committee of the school board will make tuition assistance available based on numerous factors including, the need for assistance, the family's relationship with the school and the quality of the student.

FACTS Grant & Aid Assessment Service is used to evaluate requests for financial aid. To apply for a tuition scholarship, visit <https://online.factsmgmt.com> (please note: there is a small application processing fee paid directly to FACTS). If you do not have access to the internet and wish to apply for financial assistance, please visit a local public library or contact the Principal concerning using a school computer for this purpose.

The deadline for the first round of Scholarships is April 1st each year. Completed applications and all required supporting documents must be submitted to FACTS by this date. Applications received after the deadline, may apply for second round consideration, although funds may be limited. All applicants will receive notice of their award status by May 15th.

The information you provide us and FACTS will be treated confidentially and with respect. If you have any questions, please call the Principal of Agia Sophia Academy at (503) 641-4600. Scholarship recipients are subject to evaluation every trimester and must remain in good academic and disciplinary standing in order to continue

receiving aid from the school. Additionally, recipients must actively participate on a committee that works to raise money for the school, which will also be evaluated regularly.

BEFORE & AFTER SCHOOL CARE

REVISED AUGUST 2025

In order to meet the needs of our Agia Sophia Academy families, we offer before and after school care to our students on an as needed basis. The staff of Agia Sophia Academy will operate the program and bill through Brightwheel. To Register, visit tinyurl.com/4ASAcare.

After School Care: Operates from 3:00pm to 5:30pm, on most school days, based on staff and space availability.

Rates:

- \$20 per hour, per child, with pre registration at least one day in advance (\$30 per student without pre registration - for day of care needs, please send a Brightwheel message)
- Multi-Student Discount for Families, \$5 off additional siblings. (preregister students only)
- \$1 per minute late fee applied for students not picked up by 5:30pm. (If a child is not picked up by 5:45pm, we will begin calling Emergency Contacts)
- Cancel your reservation prior to 12pm the day of, if your need for care changes. Failure to do so will result in a \$10 fee.

Note: This signup doesn't track the hours - just the need for care each day (as we can only have a max of 10 students). Whether it's 30 minutes or the full 2 hours - Brightwheel will only bill you for the time used.

Schedule: As long as weather is permitting - we are outside until around 4pm, then we come inside to wash hands and have a snack (which we provide, but the rule is they have to finish ALL items packed in their lunch first), then play in the gym/lunchroom.

Pickup: The pickup window is open-ended until 5:30 pm. The green backdoor is kept unlocked during this time so parents can just come in whenever they arrive (PULL - don't turn the handle) if we are not outside.

Before School Care: Operates from 7:45 am to start of school at a rate of \$10 per day, per child. Pre Registration is required. (Drop-in before school care not available)

WEATHER RELATED SCHOOL CLOSURES

In the Pacific Northwest we can often expect inclement weather during the school year. As a small school we cannot publish our weather-related closure schedule with the local media. ASA will post notification of school closures by 7:00 a.m. via [Brightwheel](#). **We will not contact you by phone.**

Since we have students coming from all over the area, our weather-related school closure schedule will coincide with the local Beaverton School District. If Beaverton schools are closing, ASA will close also. ASA will notify you on [Brightwheel](#) if there is a need to delay the opening of school due to bad weather. If we encounter hazardous driving conditions after school is in session, ASA will contact you via [Brightwheel](#). Please have a contingency arrangement in place in the event that inclement weather necessitates an early school dismissal. This includes an alternate pick-up arrangement in the event that you cannot leave work immediately.

ASA understands that weather conditions can vary depending on where you live in the Portland Metropolitan area. Your safety is very important to ASA. If you experience hazardous road conditions in your area and do not feel you can safely drive your child to school, please contact ASA as soon as possible so we can notify the teacher and excuse your child for the day.

Section 1. Purpose. The purpose of this conflict of interest policy is to protect the Corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or Director of the Corporation. This policy is intended to supplement but not replace ORS 65.361 governing conflicts of interest applicable to nonprofit and charitable Corporations. *See Appendix A*

SNOW DAY MAKE-UP POLICY

Oregon State law (as of 2015) requires school age children to have 900 hours of instruction a year. We will need to regain those valuable hours if the number of days lost due to weather related closures is greater than 5 per academic year. Possible make-up days are reflected on the school calendar and will be optional for preschool students.

GRIEVANCE POLICY**REVISED JUNE 2006**

The Grievance Policy for ASA is in keeping with its Mission: to educate the whole child by providing a rich academic and arts curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person. As hard as the ASA students, teachers, and parents will strive to communicate and resolve issues effectively, mistakes will inevitably be made as we are not perfect. As adults, we realize that our behavior sets an example for our children whom we are seeking to teach wisdom and virtue. Concerns, therefore, should be addressed to the persons directly involved and not roundabout through others who are not involved in the situation. As an ASA community of parents, teachers, staff, Board and students, we will seek to avoid the sin of gossip and always seek to forgive and love our neighbors as ourselves. Failure to comply with this Grievance Policy will be subject to discipline from Agia Sophia Academy. *See Appendix B*

CHILD ABUSE PREVENTION POLICY**REVISED JULY 2024**

Any staff member who has reason to believe a child has been abused or neglected is required to report the matter immediately to the Oregon Child Abuse Hotline (1-855-5037233), Department of Human Services Child Welfare, or a law enforcement agency. This requirement applies 24 hours a day. This requirement applies to any suspected physical, sexual or emotional abuse; child neglect, child endangerment, or child exploitation; inappropriate sexual contact between two or more children; or attempted suicide or threats of suicide by a child. Staff members of Agia Sophia Academy are mandatory reporters.

NONDISCRIMINATION POLICY**REVISED JUNE 2014**

Agia Sophia Academy admits students of any race, color, national and ethnic origin. All students are entitled to the rights, privileges, programs, and activities generally accorded or made available to students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other academy-administered programs.

A student does not have to be Orthodox to attend ASA. While Agia Sophia Academy is an Orthodox Christian School, it welcomes students from all faith backgrounds. However, non-orthodox students should know that Agia Sophia Academy is an Orthodox Christian School and all who enroll at Agia Sophia Academy agree to participate in the activities and classes during the school day, including Church Services and faith class.

Bed linens are assigned to each child and not to be shared. Bed linens are washed once a week.

USE OF PESTICIDES & POTENTIALLY TOXIC SUBSTANCES**REVISED AUGUST 2024**

Agia Sophia Academy minimizes the use of pesticides and other potentially toxic substances. An ASA staff member attends the yearly OSU School IPM Coordinator Training. According to this training, if we are to use pesticides and other potentially toxic substances we inform our parents 24 hours in advance. Any potentially toxic cleaners are kept out of reach of children.



Parent Teacher Partnership (PTP)

ABOUT PTP

Our mission at Agia Sophia Academy is to educate the whole child by providing a rich academic curriculum, grounded in Orthodox Christian values, while fostering love of learning, personal responsibility and respect for each person.

Accordingly, we have set the following goals:

- To offer academic excellence in a safe and nurturing environment.
- To teach students “how to learn ” as well as “what to learn.”
- To cultivate a life-long love of learning in our students.
- To act as an extension of the parental role of educating the child.
- To further form character in our students so they will become productive and good members of our communities.
- To draw families more fully into the life of the Church.
- To honor God and educate others in the Faith.

None of the above is possible without our parents partnering with us to fulfill our mission and vision and to reach our goals. Therefore we have created the Parent Teacher Partnership (PTP). The PTP seeks to formally incorporate our parents into ASA in a committed and supportive way. Some ways in which that will happen are:

- The PTP will serve as a conduit to Parents, Board, Teachers, and Staff of ASA.
- The PTP will be an avenue for effective communication and support
- The PTP will be responsible for spreading the “good news” to others who have not yet heard of ASA.
- The PTP will be the voice of parents and teachers
- The PTP will provide volunteer support
- The PTP will foster community building
- The PTP will fundraise on behalf of the Board
- The PTP will manifest support for the ASA staff
- The PTP will manifest support for the ASA parents
- The PTP will manifest support for the ASA Board

The Principal, with support from the Operations chair of the Board, will oversee the PTP on behalf of the Board. The President of the PTP, or other designee, will also be an ad hoc non-voting member of the Board and be invited to the Board meetings. The president of the PTP may be excused from the meeting by the President of the Board, at the Board President’s discretion. The PTP is accountable ultimately to the Board and cannot act independently or unilaterally. All things will be done for the glory of God and the benefit of ASA.

PTP CONTACT INFORMATION

PTP President: ptp@asapdx.org

PTP Vice President: ptpvicepresident@asapdx.org

PTP Secretary: ptpsecretary@asapdx.org

PTP Treasurer: ptptreasurer@asapdx.org

PTP Hospitality Chair: ptpevents@asapdx.org

PTP Fundraising Chair: ptpfundraising@asapdx.org

Flower Basket Fundraiser: flowerbaskets@asapdx.org

See’s Candy Fundraiser: seescandy@asapdx.org

APPROVED PTP BYLAWS

Name: The name of said organization shall be Parent/Teacher Partnership (PTP).

Purpose:	The purpose of the Organization shall be to provide support to the students and faculty of ASA and to promote open communication between parents, teachers, staff and the ASA Board.
Membership:	Parents, legal guardians and extended family members of students currently enrolled in the school are eligible for membership. Members who have paid their dues shall have the right to participate in all meetings and be nominated and, if elected, serve as officers.
Meetings:	<p>Regular meetings shall be held monthly with the time and place to be determined by the members.</p> <p>Special meetings may be called by at least two (2) Officers or by a petition of at least ten members. A notice stating the time, place, and purpose for the special meeting must be sent to all members at least seven (7) days prior to the meeting date.</p> <p>A majority vote of those members in attendance is required.</p>
Officers:	<p>The members shall elect a President, a Vice-President, and Treasurer and a Secretary. In the event of a vacancy, the membership shall, at the next meeting, elect individuals to fill the unexpired term.</p> <p>Duties:</p> <ul style="list-style-type: none"> • <u>President</u> shall schedule and preside over all meetings, shall co-sign all checks and shall coordinate all committee activities. • <u>Vice-President</u> shall fill in for the President as needed. • <u>Treasurer</u> shall keep financial records, receive and deposit all income, acknowledge all contributions and co-sign all checks. • <u>Secretary</u> shall keep minutes of all meetings, maintain a directory of membership and insure all notices are mailed to members. <p>Powers:</p> <p>The elected Officers shall manage the affairs, activities and operations of the organization. The Officers shall transact business during the interval between meetings and appoint committees as required to best serve the Organization.</p>
Elections:	<p>The election of Officers shall take place during the last regular meeting of the school year (May). The nominating committee shall present a slate of Officers to present for election by the members. The committee shall contact all persons who will be nominated to confirm their willingness to serve.</p> <p>A majority of the votes cast shall be necessary for election. Should no person receive a majority of the votes cast, a run-off between the two (2) persons who received the largest number of votes shall immediately be held.</p>
Dues:	The Organization shall authorize and collect membership dues. Any change in the amount of the dues shall be approved by a vote of the voting members acting in the manner prescribed in the Section entitled, "Meetings".
Amendments:	These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the voting members at any regular or special meeting.
Authority:	If any of the Bylaws shall conflict with the decisions, policies or procedures adopted by the ASA Board, they shall be deemed null and void and the decision of the ASA Board shall, in all cases, control.

To learn more about ASA's Parent Teacher Partnership or to get involved, please email PTP@asapdx.org.

We at Agia Sophia Academy see ourselves as a natural extension and fulfillment of the primary parental roles of education and Orthodox Christian formation. Consistent and enthusiastic participation and involvement of the parents strengthens the academic program and ensures smooth operation of the school. Our staff and our parents make the difference and are the key to achieving our Goals, fulfilling our Mission, and achieving our Vision.

Currently parents are needed to volunteer at a substantial level to meet the needs of a small school. ASA requires:

1. Two-parent families must serve a minimum of 20 mandatory contribution hours, called “Volunteer Hours,” per year for full day students, or 10 mandatory contribution hours per year for half-day students.
2. Single-parent families must serve a minimum of 10 mandatory contribution hours per year.
3. Mid-year start families will have their hours prorated to a rate of 2 hours per remaining month. For example, if a family begins in January they will be required to complete 12 hours (2 hours times 6 months) for full-day or 6 hours for half day students.

Many needs exist for parental involvement at ASA. Volunteer Hours can be met at home as well as on campus. A sign-up sheet is available at the start of each year. Below are just a few of the on-going needs of the school:

- Volunteer Coordinator
- Classroom Assistant
- Lunch/Recess Monitor
- Fundraising Coordinator
- OBD Drop-off
- PTP Position or Projects
- Facility Improvements
- Marketing/PR/Mailings
- Substitute Teachers
- Errand Runner

Your investment of time and talents is critical to our success and represents the truest form of stewardship. We look forward to partnering with you as co-investors in the education and formation of your children.

Background Checks: It is the policy of ASA that the safety & wellbeing of our students be of utmost importance. To that end, we require all parents & volunteers spending supervised time with the students to submit to a background check, once every 3 years. ASA can assume the cost associated with screening service. Visit www.coeusglobal.com/council_or_asapdx at least 5 business days prior to volunteering. * *See Appendix E*

Reporting of Volunteer Hours: It is the family’s responsibility to record their Volunteer Hours. Hours logs must be sent to the PTP Treasurer by May 31st to be counted. All activities should be rounded to the nearest quarter of an hour. *Note: Hours earned in June, July and August will be applied to the upcoming school year.*

Deadline for submission of Volunteer Hours is May 31st. The fee for un-met or un-submitted hours is \$20 per un-met hour, and will be billed the difference thru the school’s Brightwheel program on behalf of PTP.

Opt-out Option: You can pay \$400 (\$200 for the half-day/single parent requirement) at the beginning of the school year to waive your Volunteer Hours. The Opt-out deadline is September 15th.

Please note ASA reserves the right to immediately revoke permission of a volunteer if ASA feels that said volunteer is not conducting themselves in a manner (or is presenting material) that does not accurately represent the mission and goals of the school.

FUNDRAISING REQUIREMENTS

REVISED AUGUST 2025

Since tuition covers only part of the total cost of education, parents must involve themselves in activities to help the school, including fundraising projects. To help cover the additional cost of educating each student, Agia Sophia will have a minimum \$200.00 per family fundraising commitment per school year. These funds are generated through various PTP-sponsored fundraisers. If desired, this fundraising requirement may be paid upfront at the beginning of the school year, and any funds raised during the school year will be considered

additional fundraising for ASA. Any family unable to generate these funds by May 31st, will be billed the difference thru the school's Brightwheel program on behalf of PTP.

The \$200.00 will reflect the fundraising (profit) for all monies raised by each family. The PTP will oversee this program and the PTP Board will monitor the fundraising balances of each family.

Special Notes Regarding Fundraising:

Development Fundraisers (such as the Gala and Greek Open) do NOT count toward ASA fundraising requirements overseen by the PTP. PTP funds are raised specific to bridging the gap between tuition and the cost to educate. Volunteer time for these events does count towards the family share hour requirement.

In addition to the fundraising requirements, it is highly recommended that all families contribute time, talent and treasure to the ASA Gala. For example, you can serve on a planning committee, attend the event, and either donate cash or the equivalent of at least \$200 in donated goods and/or services to the procurement effort. The ASA Gala is a dinner and auction event established in 2013 for the purpose of raising money for our future K-8 school home.

The event Chair or Co-Chairs for the Gala are exempt from tracking of volunteer hours and all PTP fundraising requirements. Note: this is only applicable for the Gala Event Chair(s), due to the nature and demands of this position. They are of course, still encouraged to support PTP fundraisers as able throughout the year.



Appendices

APPENDIX A: CONFLICT OF INTEREST POLICY

Definitions:

1. Interested Person -- Any Director, Principal, or member of a committee with Board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
 - b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Duty to Disclose: In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her financial interest to the Directors and members of committees with Board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest, the interested person shall leave the Board or committee meeting while the financial interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing a Conflict of Interest:

1. The President of the Board or chair of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
2. After exercising due diligence, the Board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
3. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or committee shall determine by a majority vote of the disinterested Directors or members whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
4. The Board of Directors shall be advised of the existence of a conflict of interest prior to any decision to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy:

1. If the Board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest or has breached the fiduciary duty to keep Board discussions confidential, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose or breach.
2. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest or has breached the fiduciary duty to keep Board discussions confidential, it shall take appropriate disciplinary and corrective action.

Records of Proceedings: The minutes of the Board and all committees with Board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Compensation Committees: A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

Annual Statements: Each Director, Principal, officer and member of a committee with Board delegated powers shall annually sign a statement which affirms that such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Confidentiality: Each Director has a fiduciary duty to the Corporation to keep all discussions at Board meetings confidential, and agrees not to disclose any such discussions without the prior written consent of the Board.

APPENDIX B: GRIEVANCE POLICY

The following steps will be taken to address grievances at ASA:

1. Student or Parent to Teacher/Staff Member/Volunteer: If a Parent/Student has a concern about a Teacher/Staff Member, that parent or student may make an appointment to meet with the Teacher/Staff Member and present the concern. The Principal should be made aware when there is a concern and if contacted first, should refer the Parent/Student directly to the Teacher. If, after discussing the concern with the Teacher/Staff Member, the situation is not resolved, the Parent/Student may request a meeting with the Teacher/Staff Member/Volunteer and Principal, present together. If the matter remains unresolved, the Parent or Student may request a meeting with the ASA Board President.
2. Student or Parent to Principal: If a Parent/Student has a concern about the Principal, the Parent/Student should make an appointment to meet with the Principal and present the concern. If, after discussing the concern with the Principal, the matter is unresolved; either party can request mediation by the School Board President.
3. Student to Student: If a student has a concern about a fellow student, he/she should address his/her concern to his/her teacher. The Teacher should facilitate a face to face meeting with the students involved to work out the concerns. The Teacher should also document the concern and make the Principal aware of the concern that was brought to their attention. If necessary, the Teacher and the Principal should meet and discuss the appropriate course of action to address the concern. The Teacher should contact the parents of both students and make them aware of the situation and any planned course of action. A meeting with the students, Teacher(s), parents and Principal could be called if the matter isn't being resolved. If, after these steps are taken, the student refuses to comply with the course of action, the issue will be treated as a behavioral issue and the discipline policy will be invoked if the matter is not resolved.

4. Teacher/Staff/Volunteer to Principal: If anyone has a concern about the Principal; they should meet and address their concern with the Principal. If, after discussing the concern with the Principal, the situation is not resolved, the Teacher or Staff member may request a meeting with the Principal and the Board President, present together. This process does work both ways should the Principal have a concern about a Teacher/Staff member. The steps should be followed either way.
5. Teacher/Staff/Volunteer to Parent*: If a Teacher/Staff member has a concern about a parent that Teacher/Staff member should make an appointment to meet with the Parent and present the concern. The Principal should be made aware when there is a concern and if contacted first, should refer the Teacher/Staff member directly to the Parent. If, after discussing the concern with the Parent, the situation is not resolved, the Teacher/Staff/Volunteer member may request a meeting with the Parent and Principal, present together. If the matter remains unresolved, the Teacher/Staff member may request a meeting with the Board President.
6. Principal to Parent*: If the Principal has a concern about a Parent, they should make an appointment to meet with the Parent and present the concern. The Principal should make the Board President aware when there is a concern with a Parent. If, after discussing the concern with the Parent, the situation is not resolved, a meeting with the Principal, Parent, and Board President should occur.

** Any Board Member, Teacher or PTP Officer who also is a parent of a child or children at ASA and is involved in a grievance or has a concern as a parent must follow the Grievance Policy as a parent and not in their capacity as a Board Member, Staff Member or PTP Officer.*

APPENDIX C: NON- COMPLIANCE POLICY

Procedure:

1. The Principal will be responsible for assuring compliance with all ASA policies and is the designated compliance officer for the Academy.
2. The Principal, after conducting a thorough investigation of the non-compliance, will contact the Board President and request that the matter be brought to the attention of the Board as soon as practically possible.
3. The Board will review the findings of the Principal and determine whether the non-compliance matter needs to be referred to the Standing Ad Hoc Discipline Committee for Non-Compliance or should be handled at the Board level or should be handled at the Principal level.
4. The Standing Ad Hoc Discipline Committee for Non-Compliance shall serve for a one-year term, and shall be made up of two Board Members, the Principal, the Head Teacher and a PTP Officer.
5. For any matter referred to it, the Discipline Committee will conduct an investigation into the non-compliance and render a recommendation to the ASA Board for appropriate action.
6. The ASA Board will review any recommendation of the Discipline Committee and make a final decision.

APPENDIX D: DISCIPLINE POLICY

REVISED SEPTEMBER 2006

Every effort will be made by the teacher to swiftly deal with minor behavioral problems in the classroom. There are, however, four behaviors that will automatically necessitate discipline from the Principal.

1. Those behaviors are: Disrespect/Rebellion: the staff of ASA is to be respected and obeyed. If disrespect is shown to any staff member, including but not limited to, outright disobedience in response to instructions, the student will be sent to the Principal.

2. Dishonesty: if the student practices dishonesty, or bearing false witness, in any situation while at school, including but not limited to lying, cheating, or stealing.
3. Fighting: fighting is defined as striking another student with the intent to harm, or verbally provoking another student with the intent to emotionally harm.
4. Obscene Behavior: obscene, vulgar, blasphemous, or profanity, including taking the Lord's name in vain.

Consequences

During the visit with the Principal, the nature of the discipline will be determined. Possible consequences for poor choices include, but are not limited to:

- Public and or private asking for forgiveness
- Silent lunch
- Janitorial work
- Loss of privileges such as recess or free time
- Parental attendance during the school day
- Being sent home for the rest of the day

If for any of the above or other reasons, a student receives discipline from the Principal, the following accounting will be observed, within the term of the school year:

1. The first two times a student is sent to the Principal for discipline, the student's parents will be contacted & given details of the visit. The parent's assistance & support in averting further problems will be sought.
2. A meeting will follow the third visit with the student's parents and the Principal.
3. Should the student require a fourth visit, a two-day suspension will be imposed upon the student.
4. If a fifth incident occurs, the student will be expelled from the school with no refund of tuition.

We realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy however, should we not be able to eliminate the behavioral problems, the student will be expelled.

Should a student, at any time, commit a serious act of misconduct (see below), the discipline process may be bypassed and suspension or expulsion could be imposed immediately. Students may be subject to discipline for acts of gross misconduct even if those acts take place after school hours. Some examples of gross misconduct are:

- Endangering the life of another
- Violations of civil or federal law
- Gross violence or vandalism
- Violations of spiritual laws

Should the expelled student desire to be readmitted to ASA at a later date, the school board, or its delegated subcommittee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

APPENDIX E: BACKGROUND CHECK POLICY & PROCESS

REVISED MAY 2017

Policy: It is the policy of ASA that the safety & wellbeing of our students be of utmost importance. With our need to protect students from potential sexual abuse or other negative influences, ASA will complete criminal background checks on all parents, volunteers, & staff working with students. Therefore, we establish the following policy and process for screening our volunteer and paid staff.

1. Each parent, volunteer or staff member who will have direct contact with students on campus, or off campus for a school related function, shall be subjected to a criminal background screening.
2. ASA shall use an independent entity to process the investigation. As of May 25th, 2017, this company is Coeus Global (<http://coeusglobal.com/>).

3. The Principal shall have all rights to reject, allow or limit a volunteer or staff member's participation with the school based on the information obtained from the background investigation.
4. A volunteer or staff member who has had their participation rejected by the principal may appeal the decision to the Board of Directors, in which both parties will be allowed to present their case at the next regularly scheduled meeting of the Board.
5. Individuals who volunteer or work on an annual basis shall be subject to a background investigation once every three years. ASA will keep the background information on file during that time.

Process: Per Agia Sophia Academy's Background Check Policy, all parents, volunteers, & staff with student contact are required to submit to a criminal background check by submitting their background check application at the ASA Background Screening Portal at: http://www.coeusglobal.com/council_or_asapdx. ASA will assume the cost of this service.

Once submitted, you will be notified only if there are any problems or questions. Please allow 5 business days before signing up for a volunteer opportunity.

**Since ASA is a non-profit, Coeus Global gives our parents & volunteers the option of donating the cost of the background check by paying for the service themselves, if they so choose. This option is not available for employees of ASA.*

Adverse Action Criteria: Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- Felony or misdemeanor conviction of any violent crime, within the past 10 years, will disqualify an applicant.
- Felony or misdemeanor conviction of any sex-based crime or crimes against children will disqualify an applicant.
- Felony conviction of any non-violent crime within the past 10 years, or misdemeanor conviction of a non-violent crime within the past 5 years, may disqualify an applicant.
- Any reported convictions that fall outside the scope of the categories identified above shall be evaluated by the Principal on a case-by-case basis.

APPENDIX F: SEPARATED FAMILY POLICY

REVISED JUNE 2012

The evidence shows that children do best after separation/divorce when those around them co-operate, provide stability, and avoid conflict, especially about children and in front of them. We understand that this can be difficult. At ASA we aim to work with all parties to keep as much positive family support and involvement with children as possible after a separation, including both parents and their extended families.

Separation or Divorce: When a separation or divorce occurs, you are obligated to provide documentation of the most current court orders or care orders that are in place. We request that you provide contact details for both biological parents, as well as who has parental responsibility.

Parent Participation: We welcome everyone who is a biological parent, has parental responsibility, or is in a significant caring role to be involved with the child's education. Exceptions to this would be where a court order or care order specifically excludes someone from particular activities. The family must provide the school with a copy of the most recent court order to keep on file.

Drop-off & Pick-up: At drop-off and pick-up times anyone we know to be a parent or to have parental responsibility (and are on the child's authorization for student pick up form) will be able to bring or collect a child. Please arrange this beforehand so that unexpected confusion for the child and disputes with others are kept

to a minimum. Only the parent or guardian responsible for dropping off/picking up that day should be on campus during these times. This is to avoid confusion and disruptions to the student's routine.

Information Sharing & Decision Making: We believe that children thrive when both parents and anyone in a significant caring role or with parental responsibility have access to important information about their child. However, unless notified directly by the parent, the classroom teacher and/or office will only send information to the "primary" parent unless additional communication is requested by one or both parties. If you prefer to come to a parent teacher conference separately from the child's other parent, we may be able to accommodate this. Please contact the classroom teacher and/or office.

Event of a Dispute: Where parents or those with parental responsibility disagree on issues related to education or student discipline, we will listen to all views then make a decision based on what we assess to be the best interests of the child and the school, in compliance with the provided court orders. The decision will be communicated to the parents in a timely manner.

Safeguarding the Children: We put the safety of children above all else. We are aware that where there is conflict in separated families, false accusations can sometimes be made, which in itself can damage children. The school will not tolerate uncooperative parental attitudes and may reserve the right to request the parent refrain from entering the premises or request the child's withdrawal from ASA if the school is negatively impacted by parental behavior.

APPENDIX G: TEST RESULTS

REVISED JUNE 2025

While the STAAR test results provide general information about the education at ASA, we note that the data must be interpreted cautiously. Struggles or successes of just one or two students can move the average up or down noticeably when class sizes are quite small nonetheless, these results provide a snapshot of the wonderful effort put forth by the students and staff at ASA our small class sizes ensure that every child receives the individual attention and support they need as young learners and the test results confirm the high standards to which the children work.

Percentiles Explanation: 50th percentile is the national average. For example, if a student scored in the 77th percentile on a test, that student achieved a score that is higher than 77% of the other students who took the test. So, if 1,000 students took the test, the student in the 77th percentile scored higher than 770 out of 1000 students nation-wide.

- ***Do not confuse percentile scores with percentage correct scores.*** Percentile scores allow you to compare one student's scores with a group of students who took the test. Percentage correct scores simply reveal the number of items that a student answered correctly out of the total number of items.
- For example: if a student got 100% of all questions correct on a particular test, the percentile norm could be the 91st percentile. Another test with 29 questions out of the 30 correct may only be the 86th percentile! Why? This is simply the way norming works! It is a clear example of why the 80th percentile is a great accomplishment!

Assumptions about Standardized Testing:

- Small number of students in each grade means that the data is hugely altered by one high or low score.
- Summative tests are one form of data on achievement, but do not give a full picture of academic ability. More informative assessments include curriculum and unit tests, reading assessments, and teacher knowledge of the child are used to evaluate curriculum and teaching, and plan for learning. (Formative assessments)
- Most schools and/or districts only test students at 3rd and 5th grade (not every year, twice a year).
- We do not focus on test prep or "teaching to the test" at ASA. Learning is much more comprehensive than a test and curriculum should not be and is not tailored for testing. This means that testing may assess more

or less than was taught in any given subject area and grade level. We do not align our curriculum to the test.

- Standardized testing does not provide information about a student's classroom performance, executive skills, IQ, or ability to succeed academically. It only assesses in one way: multiple choice.
- Students often score higher from grade to grade, however, it is common for students to have a "dip" or "jump" in a random year.
- We do not "retake" a standardized test because it is very stressful on the student and it may only slightly improve or actually decrease the student's overall scores.

Remember Standardized Testing does not assess all of what makes your child special and unique: The people who create these tests and score them do not know each of our students -- the way their teachers do, the way I hope to, and certainly not the way your families do. They do not know that many of them speak two languages, can play a musical instrument, dance, or paint a picture. They do not know that their friends count on them to be there or that their laughter can brighten the dreariest day. They do not know that they write poetry or songs, participate in sports, wonder about the future, or sometimes take care of a little brother or sister after school. They do not know they have traveled to a really neat place, know how to tell a great story, or love spending time with special family members. They do not know that they can be trustworthy, kind or thoughtful, and that they try, every day, to be their very best... the scores you get will tell you something, but they will not tell you everything. There are many ways of being smart.

Finally, remember if a teacher has concerns about your child's learning, they will reach out to you directly.

STUDENT SUPPLY LIST

REVISED JUNE 2023

The majority of the school supplies are purchased by the school, with the exception of the following personal items. Each child will need the following supplies to begin the year:

Materials brought to school should be clearly labeled with student's name.

***** all supplies must be free of movie, cartoon, or book characters *****

All Students will need:

- Reusable insulated lunchbox (ice packs recommended to keep things cold, thermoses to keep things warm) with personal utensils, napkin, & cup
- A "no spill" water bottle (brought to school daily)

In Addition to items above,

Montessori Students will need:

- Complete change of clothes in a labeled Ziploc bag (*To leave in the classroom in case of accident – does not have to be uniform but does need to include underwear & socks*)

Elementary/Middle School Students will need:

- 1 Backpack, with name clearly visible
- 1 pair of wired (i.e. no charging required) Headphones, labeled (*for student computer use*)

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