

THREE HIERARCHS ACADEMY OF ARIZONA



PARENT – STUDENT HANDBOOK

Revision 6 (August 1st, 2018)

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WEBSITE

We are continually attempting to improve our website and make it a tool of communication and usefulness for our families. Please visit our website located on the internet at:

www.ThreeHierarchsAcademy-AZ.org



Parent-Student Agreement, Statement of Cooperation and Honor Code

Parents/Guardians: Please read the following statements and sign to indicate your agreement.

- I hereby affirm that I have read the Parent/Student Informational Handbook and discussed its policies with my student. I will seek to nurture and hold my student accountable to these Academy and community standards. I agree to all governing policies of the school, including all applicable policies in the Parent/Student Informational Handbook.
- It is expected that parents carefully review the entire Handbook and ensure that both themselves, as well as their enrolled child(ren) remain in compliance throughout the entire school year. Parents are encouraged to discuss this handbook with their children in order to help them integrate and adjust more successfully at Three Hierarchs Academy.
- I fully affirm my agreement and commitment to support and hold my student accountable to the Three Hierarchs Academy's Statement on Life, Marriage, Gender, and Sexuality.
- I understand that the standards of the Academy do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity, the Word of God, Holy Orthodox Church and Her Saints, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
- I understand that the services of the Academy are engaged by mutual consent and that either the Academy or I reserve the right to terminate any or all services at any time.
- I understand that this Handbook does not contractually bind the Three Hierarchs Academy, and is subject to change without notice by the Three Hierarchs Academy's governing body.
- All parents are required to fill out and submit the permission form for student photos to be used or not on the Academy's website.
- The student shall adhere to the Academy's Social Media Policy.

[Both parents/guardians must sign]

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature/Date: _____ / _____

Parent/Guardian's Name (Print): _____

Parent/Guardian's Signature/Date: _____ / _____

NOTE:

Parents must review and discuss the applicable content of this handbook with their respective students.

Students must be made aware that observing the rules, policies and standards of conduct presented in this handbook is an unconditional requirements and that no exceptions whatsoever will be made.



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INTRODUCTION

This Handbook is designed so that both parents and students fully understand the goal of the Three Hierarchs Academy (the Academy) of supporting the traditional Orthodox Christian upbringing of children into responsible God-fearing adults by motivating our students to excel spiritually and scholastically. It contains the Academy **Guidelines** and **Policies** and other information that parents and students need to know, understand and comply with throughout the school year.

The Academy is founded by a group of Orthodox parents of different ethnic backgrounds. It is a private non-profit corporation funded primarily by parents and donors as well as fundraising efforts by the Orthodox Community at large. **Its operation is in strict conformity with and subject to the laws and disciplines of the Orthodox Church, including all applicable provisions of Canon Law, the seven Holy Ecumenical Councils, and the Holy Orthodox Tradition of the Orthodox Church. The Corporation is an independent organization and is not affiliated with any national, regional, or geographic grouping of organizations religious or otherwise.**

The academic curriculum is composed of traditional academic coursework and is aimed at student excellence on all the core subjects as well as the development of critical thinking skills, knowledge comprehension, Orthodox ethos, and fundamental Christian moral principles and values. The future goal of the Academy is to follow the academic advise as established around the 9th century A. D. by the contemporaries of Saint Photios the Great, Patriarch of Constantinople. All curriculum subjects are mandatory.

Religious education and practice is a core part of the school's daily life. The Curriculum is based on traditional Orthodox Christian views and perspective. Every school day begins and ends with a common prayer. The Greek Language, the language of the New Testament, is part of the curriculum.

The Administration of the Academy reserves the right to change the Academy policies during the school year if necessary, in which case you will be promptly notified via available means (email is preferred).

MISSION

The mission of the Three Hierarchs Academy is the development of a cohesive student body that is characterized by the Academy's strong beliefs and principles of:

Academic Excellence

Christian Values

Orthodox Ethos



VISION AND GOALS

The Three Hierarchs Academy aims at the academic and spiritual development of children to bear witness of the Orthodox Faith while achieving high academic standards. The curriculum includes and complies with all State standards as well as State assessments and includes a daily Greek Language program. The Academy's Education Committee fully intends to pursue available accreditations and establish itself as a fully accredited, reputable and exceptional K-12 educational institution.



STRUCTURE AND GOVERNANCE

The Academy is governed by a Board of Directors. The Board, at its discretion and based on the Academy's needs, can formulate specific Committees (such as the Academic-Curriculum Committee) and appoint non-Board members to carry out pre-specified business functions.

The Board is responsible for the Academy finances, developing policies (in cooperation with any assigned Committees), strategic planning, and oversight of the Academy's operations.

Main functions of the Board include:

1. Developing a strategic plan for each year
2. Policy development and approval
3. Hiring the Principal
4. Approving an annual budget
5. Setting salaries
6. Setting tuition
7. Overseeing financial accountability
8. Ensuring that in broad terms the Academy is fulfilling its mission

The Board is additionally responsible for selecting the Academy's executive personnel including the **Administrator** and the **Principal**. The Academy's Administrator, the Principal, and the Academic Committee are responsible for selecting and recommending to the Board the hiring of teachers, and of all other administrative staff. Governance and the daily management and functioning of the Academy are the responsibilities of the Principal and the Academy's Administrator. They can solicit the support of the Academic Committee and the Academy's Board, as necessary.

The Academy's Principal is a key function for the Three Hierarchs Academy's success. He/she is the educational leader who supervises and ensures that the Academy's mission is attained, with special emphasis on the continuous improvement of teaching and learning, as he/she manages the major administrative tasks and supervises all students and teachers. As such, the Academy's Board of Directors focuses on ensuring that the selected Principal possesses the needed People, Problem-Solving, Communication, and Leadership skills.



STATEMENT OF FAITH

Orthodoxy holds the eternal truths of God's saving revelation in Jesus Christ are preserved in the living Tradition of the Church under the guidance and inspiration of the Holy Spirit. The Holy Scriptures are at the heart of the Tradition and the touchstone of the faith. While the Bible is the written testimony of God's revelation, Holy Tradition is the all-encompassing experience of the Church under the abiding guidance and direction of the Holy Spirit. While some consider that Orthodox Christian dogma parallels or is similar to the beliefs among other Christian traditions, the differences are actually quite extensive (and beyond the scope of this statement). The balance and integrity of the entire Apostolic faith once delivered to the Saints has been preserved inviolate **only within the Orthodox Church**.

We believe that God is One in substance and Triune in persons. We worship One God in Trinity, and Trinity in Unity, neither confusing the persons nor dividing the substance. Creation is the work in the time of the Blessed Trinity. The world is not self-created, neither has it existed from eternity; it is the product of the wisdom, the power, and the will of the One God in Trinity.

We believe that Our Lord Jesus Christ is truly God and truly Man. He is Jesus, that is, the Savior, and Christ, the Lord's Anointed. He is a Son not created of another substance, as is the case with us, but a Son begotten of the very substance of the Father before all time, and thus consubstantial with the Father. He is also truly man, like us in every respect, except sin. The denial either of His divinity or of His humanity constitutes a denial of His incarnation and of our salvation. The Holy Spirit proceeds from the Father. The faith of the Church about the procession of the Holy Spirit was confirmed by the Second Ecumenical Council, which added to **the Symbol of Faith (or Creed)** the following clause: *And I believe in the Holy Spirit, the Lord, the Giver of life, who proceedeth from the Father; Who with the Father and the Son together is worshipped and glorified; Who spake by the prophets.*

The Orthodox Church was founded by our Lord Jesus Christ and is the living manifestation of His presence in the history of mankind. The most conspicuous characteristics of Orthodoxy are its rich liturgical life and its faithfulness to the Apostolic Tradition. Orthodox follows the faith and practices that were defined by the *seven ecumenical councils*, Holy Tradition and the Church's Holy Fathers. The word **Orthodox** (from Greek *orthodoxía* – “right opinion, right belief or correct doctrine”) has traditionally been used by the Church members for self-identify, to designate communities, or individuals, who preserved the true faith (*as defined by those first seven ecumenical councils*., etc.), as opposed to those who were declared heretical. The official designation of the Church in its liturgical and canonical texts is “the Orthodox Catholic Church” (*gr. catholicos = universal*). The word **Apostolic** because she was *built upon the foundation of the Apostles, Jesus Christ Himself being the cornerstone.* (Eph. 2:20). The Head of the Church is our Lord, Jesus Christ.

Orthodoxy's Holy Sacraments are Baptism, Chrismation, Confession, The Eucharist, Ordination, Holy Unction, and Marriage. Baptism is the door through which one enters into the Church. Chrismation is the completion of Baptism--one's personal Pentecost. In the sacrament of the Holy Eucharist, with the bread and wine, we partake of the very Body and the very Blood of our Lord Jesus Christ for the remission of sins and eternal life. Both the New Testament and Sacred Tradition bear witness to the real Presence of our Lord in the Holy Eucharist. In the sacrament of Confession Jesus Christ, the founder of the sacrament, through the confessor, forgives the sins committed after Baptism by the person who confesses his sins



and sincerely repents of them. In the sacrament of Ordination through prayer and the laying-on of hands by a bishop, divine grace comes down on the ordained enabling him to be a worthy minister of the Church. Apostolic succession is fundamental to the Church. Without it, there can be no continuity of the Church. In the sacrament of Marriage, divine grace sanctifies the union of husband and wife. In the sacrament of Holy Unction, the sick person is anointed with sanctified oil and divine grace heals his bodily and spiritual ailments while the person is granted forgiveness of his sins.

At death man's body goes to the earth from which it was taken, and the soul, being immortal, goes to God, who gave it. The souls of men, being conscious and exercising all their faculties immediately after death, are judged by God. This judgment following man's death we call the Particular Judgment. The final reward of men, however, we believe will take place at the time of the General Judgment after the common resurrection of the dead. During the time between the Particular and the General Judgment, which is called the Intermediate State, the souls of men have the foretaste of their blessing or punishment. It is possible to improve the intermediate state of death through the church's prayers for them, especially by commemorating them in Divine Liturgy, but also in memorial services, personal prayers and by giving alms and doing good works in the name of the departed.

We venerate and honor the saints and we ask their intercession with God, but we adore and worship God the Father and the Son and the Holy Spirit. Of all saints, **we honor exceedingly the Mother of our Lord** because of the supreme grace and the call which she received from God. Though she was not exempt from original sin, from which she was cleansed at the time of the Annunciation, we believe that by the grace of God she did not commit any sins. We venerate the sacred icons and relics. Yet this veneration, according to the decisions and canons of the Seventh Ecumenical Council, relates not to the sacred images as such, but to their prototypes, or to the persons whom they represent.

The chief concern of the Orthodox Church is the healing of the human soul. The purpose of the Church's presence in the world is man's cure; the restoration of his heart-centered communion with God; in other words, of his noetic faculty. According to the professor Fr. John Romanides, "the patristic tradition is neither a social philosophy, nor a system of morals, or a religious dogmatism; it is a therapeutic method. In this context, it is very similar to Medicine and especially Psychiatry. The noetic energy of the soul that prays mentally and incessantly inside the heart is a natural instrument," which everyone possesses and is in need of therapy.

How Orthodox Christians view the Church: The definition of the Church, Her life, Her purpose, Her spirit, Her plan, Her ways, all these are given in the wondrous Person of the God-man Christ. Hence, the mission of the Church is to make every one of her faithful, organically and in person, one with the Person of Christ; to turn their sense of self into a sense of Christ, and their self-knowledge (self-awareness) into Christ-knowledge (Christ-awareness); for their life to become the life in Christ and for Christ; their personality to become personality in Christ and for Christ; that *within them might live, not they themselves, but Christ in them.* (Gal. 2:10).

The Church is the personhood of the God-human Christ, a God-human **organism** and **not a human organization**. The Church is indivisible, as is the person of the God-human, as is the body of the God-human. The Church is eternity incarnated within the boundaries of time and space. *She is here in this world but she is not of this world* (Jn 18:36). She is in the world in order to raise it on high where she herself has her origin. The Church is ecumenical, catholic,



God-human, ageless, and it is, therefore, a blasphemy—an unpardonable blasphemy against Christ and against the Holy Spirit—to turn the Church into a national institution, to narrow her down to petty, transient, time-bound aspirations and ways of doing things. Her purpose is beyond nationality, *oecumenical*, all-embracing: to unite all men in Christ, all without exception to nation or race or social strata. ***There is neither Greek nor Jew, there is neither slave nor free, there is neither male nor female: for you are all one in Christ Jesus*** (Gal. 3:28), because ***Christ is all and in all.***

THE NICENE CREED

God is the object of our faith, first and foremost, and nothing supersedes this, as is clear in our statement of faith, the historic Nicene Creed, or Symbol of Faith. The word **creed** comes from the Latin **credo** which means “I believe.” In the Orthodox Church the creed is usually called **The Symbol of Faith**, which means literally the “bringing together” and the “expression” or “confession” of the faith. The Creed was formally drawn up by the Church in 325 AD and 381 AD after great controversies developed in Christendom about the nature of the Son of God and the Holy Spirit. It is the Nicene-Constantinopolitan Creed, and is usually referred to simply as “the Nicene Creed:”

I believe in one God, Father 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 men 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 suffered and was buried; and He rose on the third day, according to the Scriptures.

He ascended into heaven and is seated at the right hand of the Father; And He will come again with glory to judge the living and dead. His kingdom shall have no end.

And in the Holy Spirit, the Lord, the Creator of life, Who proceeds from the Father, Who together with the Father and the Son is worshipped and glorified, Who spoke through the prophets.

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

CHURCH ATTENDANCE

The Academy encourages parents to attend the church services on the major church feast days and all Sundays. The Academy schedule has accounted for these major feast days to ensure that children can attend Church services along with their families.



STATEMENT ON LIFE, MARRIAGE, GENDER, AND SEXUALITY

The Academy's Board and various Committees members, teachers, administrators, staff, any and all employees, as well as parents and students, adhere to the following beliefs and positions:

- a. All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- b. God wonderfully and immutably creates each person as male or female. These two distinct genders are complementary by divine providence and each gender individually reflects the image of God and is destined to achieve the likeness of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- c. The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Holy Scripture. (Gen 2:18-25.) God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) God has commanded that no intimate (sexual) activity be engaged in outside of a marriage between a man and a woman.
- d. Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, the Academy shall refer to and only recognize marriages and parenthood between and by a biological man and a biological woman.
- e. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
- f. In order to preserve the function and integrity of the Academy as the Body of Christ, and to provide a biblical role model to the students and the community, it is imperative that all employees, volunteers, students, parents and legal guardians at the Academy, abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)
- g. God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11) and in accordance with the Teachings, Canons, Tradition and Holy Mysteries of the Orthodox Church.
- h. Every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the commandments of our Lord Jesus Christ and of His Orthodox Church, nor, therefore, of the Three Hierarchs Academy.



ADMISSION POLICY

The Academy is most effective when working with families who share our Orthodox faith. Therefore, priority is given to these families in the admissions process. Each family and each student admitted to the Academy is expected to exhibit a cooperative spirit. Parents and students must read the Parent/Student Handbook for a description of the academic standards and expectations. All parents/guardians are required to sign and acknowledge their full concurrence and cooperation with the content of this handbook. Students that are fifth through twelfth grade are also required to sign it, acknowledging their commitment to observe the rules, policies, and standards of conduct, as outlined in this document.

The Academy only admits students who want to attend the Academy. Negative attitudes about the Orthodox Christian faith or the Academy's curriculum will prevent admission. The student application, interview, previous Academy performance, and references are used to determine a student's suitability for admission.

The Academy's admission process takes into account the following:

- Families who are growing in their personal Orthodox Christian walk and involved in their children's spiritual upbringing
- Students whose academic records demonstrate proven capability to succeed in our program. Therefore, students' records are carefully evaluated prior to acceptance. The Academy requires that students are assessed clearly at grade level or above as part of the admission assessment.
- Students whose recommendations show a behavioral history that is in harmony with the behavioral expectations of the Academy.
- Students whose emotional maturity is appropriate for the grade applying for.

The Academy is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that the Academy will reform him/her. The Academy and its staff will not take the place of parents who are experiencing difficulty with their child. If a student has been dismissed or expelled from another school, the student will be required to prove himself for one year before being considered for admission at the Academy.

Attendance is a privilege at the Academy. This privilege may be forfeited at any time if a cooperative spirit is not maintained in complying with the rules and regulations. If at any time a student or his parents do not demonstrate support for the Academy, its policies or its Orthodox Christian stand, the parents may be asked to take the child out of the school.

The Academy reserves the right to refuse admission to anyone who would not fit into the spirit of the institution nor benefit from the education offered. **The administration also reserves the right to refuse to explain the criteria or reasons when applications are not accepted.** The status of all students is reviewed annually.



NON-DISCRIMINATION POLICY

The Academy admits students of any race, color, disability, familial status, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Academy does not discriminate on the basis of race, color, disability, familial status, national and ethnic origin in administration of its educational policies, admissions policies, hiring policies, financial aid/tuition scholarship and loan programs, and athletic and other school-administered programs.

ADMISSION PROCESS

First-time students enrolling to the Academy must undergo a formal one-time assessment that will subsequently be utilized for their grade placement.

Students entering Kindergarten must be five [5] years old by August 31st of the corresponding school year. All students interested in early Kindergarten placement must be assessed for readiness by the Kindergarten teacher or academic committee member.

The admission process at Three Hierarchs Academy consists of the following steps:

1. Parents are required to complete an **application packet** (available online or through the Academy office) and submit it to the Academy's office, along with the \$150 non-refundable processing and testing fee.
2. Students must undergo one-time **placement testing** (at the Academy).
3. Participate in any **informational and financial aid workshops**.
4. Upon acceptance, a **formal letter** will be sent to the family.
5. Parents must ensure the Academy has all the important documents (listed below) and pay a nonrefundable \$100/child registration fee. The payment agreement between the Academy and the parent(s) must be signed. A parent-student handbook agreement shall be signed a few weeks before school starts.

In order for registration to be complete, parents are required to present, along with the completed application packet, the following documents (according to the state law):

1. A copy of reliable proof of the student identity and age, e.g. birth certificate or baptismal certificate.
2. Immunization records or a completed and signed exemption form. Parents whose personal beliefs do not allow immunizations must sign an exemption form upon enrollment (registration). Exemption forms are available on the Academy's website or at the Academy office. A medical exemption form must be signed by the child's physician or a nurse practitioner. A copy of the lab results confirming the immune deficiency should be attached.
3. In case of transfer, the student's previous school name and contact information or a certified copy of the transcript's record (and any other available records associated with the student's academic performance at the previous school).

The financial agreement between the Academy and the parent(s) must be signed on the day of the student's enrollment (registration) and preliminary payment made.

Students will be **assessed for readiness for next grade level** by the teacher. This process is



automatic for all students wishing to re-enroll and the placement test fees are not necessary.

If the student leaves the Academy for a school year and wishes to be re-admitted, the process as outlined in this section shall be repeated and new application fee does apply as the student will need to be re-assessed. The registration fees apply for each school year.

The Academy reserves the right to dismiss a student from the Academy if his/her academic progress or behavior is unacceptable according to the Academy's discipline policy.

TUITION AND FEES

Tuition for the Academy's inaugural year (2018-2019 only) is offered at no cost to parents/guardians! The Academy's supporters are financing the School's needs during the first year (except for application fees, registration, books, and uniforms). **We will work with parents on helping them pay the registration fees and book fees in a payment plan** (please reach out to Irene, the Academy Administrator to set up payment plans). Irene Tsalikis 520-858-5685

We kindly ask parents to still apply for tuition financial assistance to help financially support the Academy and train parents for next year's financial assistance application process.

Initial Fees:

New Students: \$150 non-refundable Processing & Testing fee (*submitted with application*), plus \$100 non-refundable Registration fee (*at registration completion*)

Returning students: \$100 Registration fee only (*at registration completion*)

These fees cover the cost of one-time placement testing (first-time enrollment), supplies, and help to partially bridge the Academy's gap between tuition and the cost of providing an appropriate strong educational and traditional Orthodox Christian environment.

Tuition:

In the next academic year, 2019–2020 school year, the Academy will operate grades Kindergarten through 12th. Additional hourly-based tutoring services will be offered for all grades.

Kindergarten: \$6,900 per year

1st-8th Grades: \$7,900 per year

9th-12th Grades: \$8,900 per year

Books-supplies: Determined annually depending on the number of books returned to the Academy in an acceptable state



Tutoring services: Available upon request.

Discounts: There are two tuition discounts currently available from the Academy: Multiple children and financial assistance.

Multiple Children: Families are entitled to a 10% reduction in Tuition for the enrollment of a second child, and a 20% discount for the third and any additional children. Family Donation and registration and testing fees still apply.

Early Payment: There is a 5% discount for tuition that is paid in full prior to the commencement of the school year.

Payments: Tuition and Fees are paid by personal checks, money orders, cashier's checks, etc. paid to "**Three Hierarchs Academy, Inc.**" The Academy also accepts credit cards, apple pay and google pay.

Payment terms: Families are welcome to choose 12-month or 10-month tuition plans; payments for the upcoming year begins August 1st. Monthly payment plans are assessed an \$8 per month processing fee (it covers the issuance of payment booklets and maintenance of the associated records). Payments will be due the first day of each month. Each school year commences right after the Labor Day holiday.

Late Payment Fees: The Academy anticipates that payments, as arranged at the time of registration, shall be submitted in a timely manner and by or before the due date. Any student accounts 30 days past due will be subject to a late payment fee if no arrangement has been made regarding a hardship situation. The late payment clause applies to all fees, including any associated with the Academy's After-School program, special tutoring or extracurricular activity costs (such as special field trips). Any account that remains unpaid may cause the dismissal of the respective student(s) from Three Hierarchs Academy at the discretion of the Academy's Administrator.

WITHDRAWALS

To withdraw a student, the parent or guardian must notify the Academy office and complete a withdrawal form. Withdrawal forms are to be submitted to the Academy's Administrator. Parents need to be aware of the following:

- If a student withdraws from the school, tuition will be refunded based upon a prorated amount; depending on the day the student is withdrawn from the school. The prorated amount is based upon the amount of tuition divided by an academic year of 260 days. However, books remain Academy property.
- The withdrawal form will be processed internally at the Academy.
- No records or transcripts will be released until all forms are completed and financial matters are resolved. Please allow 5 working days after all forms are completed and all financial matters are resolved for records to be released. End of year records require more time for processing.
- Students may be asked to withdraw if the Academy's program is unable to meet a student's educational needs.



- Students may be terminated due to unacceptable academic progress or behavior that remains uncorrected or contradicts the Academy's policies and procedures. The Academy will issue a minimum of 3 such written warnings and parent notifications before proceeding with enrollment termination (see discipline section)
- No fees, pledge payments or contributions already paid and received by the Academy are refundable in the case of student withdrawal, voluntary or involuntary.

SCHOOL HOURS AND SCHEDULE

Daily Schedule: Detailed class schedules along with subject topics and times for each class will be provided at the time of Open House. The Academy and its teaching staff may amend this schedule, based on staff availability or specific instruction gaps – student needs.

School begins at 8:30am. Academy gates are locked at 8:45 am for safety reasons. If student arrives after 8:45am please call the administration office at 520-222-6358, to have gates unlocked. If student arrives during prayer time you are kindly asked to walk and join the prayer respectfully.

Dismissal is at 2:30pm. After the end-of-day prayer.

The Academy's students and parents will be notified for any temporary or permanent changes to this overall schedule, should one become necessary.

Drop-off and Pick-up Procedures: These procedures will be provided at the time of Open House. **Students will only be released to pre-authorized individuals. Written authorization must be on file in the Academy office. The Academy reserves the right to ask for government-issued photo identification of the person picking up a child.**

CHILD CUSTODY

If legal custody stipulations apply to your child, it is required that copies of the divorce decree, or legal decision-making plan, and parenting plan shall be provided to the appropriate Academy office in order to be enrolled and in attendance at the Academy. Additionally, we will need copies of any custody (under Arizona law called parenting plan) changes.

ABSENCES

Absences – Student Appointments: Please notify the Administrator or the teacher in the case of any medical appointments or other appointments have been scheduled, during the school day. Students or parents should make an arrangement with the students' teacher and obtain all homework assignments for classes missed when possible. Students are always responsible for work missed while they are away.



SCHOOL BREAKS AND CLOSURE INFORMATION

Planned school breaks and a school year calendar are provided on the Academy's Website: <http://www.ThreeHierarchsAcademy-AZ.org> Unplanned closures will be announced via email to all parents as soon as the administration is made aware.

CLOSED CAMPUS POLICY / SAFETY

The Academy operates a closed campus. **Written parental/guardian permission is required prior to students leaving for doctor appointments or family emergencies.** Students must check out in the office before they leave. If they return before the end of the school day, they are to check in with the office.

Emergency Contacts: Every family must provide emergency contact information on a day of registration to be kept on file in the Academy's office. Any changes in address, home, or parent/guardian emails or telephone numbers must be communicated immediately. It is the responsibility of the parents to notify the Academy of any situations regarding the student's custody, care, or welfare. It is impossible in a time of an emergency to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed under Emergency Contact Information. All parents are therefore asked to have a planned emergency contact established, including but not limited to the instance where parents are out of town, in which case they should notify the office in writing beforehand, stating the person(s) who are authorized to act in their place. Establishing protocols of emergency contacts beforehand lets parents know where their children are, that they are under supervision, and that precautions are observed for their safety, therefore preventing panic and confusion in a state of emergency.

Visitors: All Visitors during school hours must check in at the Office (including Parents) and sign in the log-in sheet. No access to classrooms for any visitors is permitted without prior sign in. This includes pick-up and drop-off times.

Drills: Everyone in the Academy participates in regularly scheduled emergency drills. Students are instructed in safety, and the Academy has prepared an evacuation plan (TBD). In case of a severe emergency, students will remain at the Academy or at an emergency location. They will be released only to adults listed as authorized individuals or emergency contacts.

EMERGENCY SCHOOL PROCEDURES

The Emergency Number.....911

FIRE PROCEDURES (and DRILLS) -- Drill bell will sound

1. Walk students out to designated safe area through the Exits
2. When in a safe place, count your students off student list
3. If all of your students are there, raise a GREEN CARD that says ALL HERE
If all of your students are not there, raise a RED CARD that says NOT ALL HERE



LOCKDOWN

There are two types of Lockdown: **Modified** and **Full**.

MODIFIED LOCKDOWN [threat is far away]

1. Intercom will sound "*MODIFIED LOCKDOWN IS IN EFFECT*"
2. Keep lights on and continue lessons. Stay indoors
3. Open the door and look down the hall for any students that you can gather and protect
4. Check to see if all your students are there
5. Text principal and Administrator, as applicable, *ALL HERE* or *MISSING STUDENT(S)*
6. State the student(s) missing
7. State any student(s) you gathered from the hallway so other teachers know not to worry

FULL LOCKDOWN [threat is near, potentially an active shooter]

1. Intercom will sound "*FULL LOCKDOWN IS IN EFFECT*"
2. Separate your students on two sides of the room making sure there is a shelter for them to hide
3. Keep lights on
4. Open the door and quickly, very quickly, look down the hall for any students that you can gather and protect
5. Check to see if all your students are there
6. Text Principal and Administrator, as applicable, *ALL HERE* or *MISSING STUDENT(S)*
7. State the student(s) missing
8. State any student(s) you gathered from the hallway so other teachers know not to worry

EVACUATION – due to food poisoning, chemical poisoning, gas leak etc.

1. Walk students out to designated safe area through the Exits
2. When in a safe place, count your students off student list
3. If all of your students are there, raise a GREEN CARD that says ALL HERE
If all of your students are not there, raise a RED CARD that says NOT ALL HERE
4. Walk to the nearest building where you can be inside

ACADEMY COMMUNICATION TO PARENTS

Communication of events, policies and other administrative business from the Academy will be conducted primarily through the Academy's website and email. **All parents are encouraged to provide the Academy with a current email address and to check their email regularly.** The Academy will provide a written or digital form for issues associated with student performance and behavior as well as needed parent-student follow-up actions.



PARENT-TEACHER CONFERENCES

The Academy seeks to encourage communication between parents and teachers for the benefit of the student. Parent-Teacher Conferences are scheduled for the week following the end of the first marking period (consult Academy calendar for the end of marking periods). If either a teacher or a parent determines the need for a conference, one will be arranged. Parents should contact teachers to set up a time for their conference.

Please note the following suggestions, which should help to make the conference time most successful:

- Teachers will be prepared for their conferences and will be on time.
- Parents are also asked to be on time. If a parent is unavoidably delayed, we ask that the parent call and inform the school.
- Parents are asked to be prepared to share observations and to ask questions. The more openly we share, the more effective we are in the ministry of Christian education.
- Parents should come with the student.
- If at all possible, both parents should attend the conference. Orthodox Christian education is the responsibility of mothers and fathers, and we encourage both to attend.

Parents can meet with teachers at any time throughout the year, but this is most effective when the teacher has had time to prepare and knows you are coming. Please feel free to schedule a meeting time with your child's teacher prior to your arrival.

ACADEMIC INFORMATION

Homework: Homework will be assigned on a routine basis. **Parents should help their children to develop a habit of doing homework on a daily basis.** When your child seems to be experiencing too much difficulty in doing homework, you should contact the teacher.

Any assigned homework will be meaningful and not homework for homework's sake. It will include preparation for a lesson, reinforcement of an area covered, or aid for a student in an area of difficulty. **Completing class work is not considered to be homework unless assigned as such.**

K-4 will have a homework assignment folder. 5th -12th grades will have a student planner to record homework.

Late or Incomplete Work: All teachers have a late or incomplete homework policy as a part of their classroom guidelines. The policy will include:

- A clear definition of what constitutes a late assignment.
- Established consequences for turning in late assignments.
- Guidelines for absences that include a deadline for making up missed work.
- Guidelines for communicating with parents regarding late or missing work.



Cheating/Plagiarism: Cheating involves any form of work turned in by a student that they have not fully completed themselves, including exchanging answers on homework, or using already graded homework sets and tests or other graded material from more senior students. Both the person obtaining information and the supplier of the information are viewed the same. Cheating also includes the use of unauthorized material(s) for cheating purposes (i.e. cheat sheets, writing on hand, desk, etc.). **A grade of zero is given for an assignment or exam in which cheating takes place as a warning. The student is allowed to redo his/her assignment but a whole grade letter will be deducted from their original scored grade.** Plagiarism involves copying or paraphrasing the ideas and/or words of another person without proper acknowledgement and presenting this material as one's own original work. Rules and guidelines regarding plagiarism are regularly covered as a part of the middle and high school curriculum. The ease with which information can be copied and pasted from digital sources makes plagiarism more problematic than ever. Students should consult with their teacher for questions regarding whether the use of certain material would be considered plagiarism. **In cases of plagiarism, the teacher reserves the right to assign a zero grade for the assignment. Students are allowed to redo their assignment but a whole grade letter will be deducted from their original scored grade.** All cases of cheating/plagiarism in grades 6-12 will be documented by the administration.

Report cards: Report cards are generated for each student on a semester basis. Only semester grades appear on the transcripts.

Grading: Each teacher is responsible for setting class-related specific expectations for their students (homework, project assignments, project, exams, etc.) that will in turn result in the term-end student grade. Each week, students will have an assessment in each main subject and an average grade per each subject will be recorded to view at progress report parent-teacher meetings (every 6 weeks).

The Academy employs a standard grading policy as follows:

Kindergarten grades are as follows:

- **E:** Excellent
- **VG:** Very Good
- **G:** Good
- **S:** Satisfactory
- **U:** Unsatisfactory
- **N:** Needs Improvement



1st through 12th grades:

Letter Grade (%)	Letter Grade (%)
A+ (97-100)	C+ (77-79)
A (93-96)	C (73-76)
A- (90-92)	C- (70-72)
B+ (87-89)	D+ (67-69)
B (83-86)	D (65-69)
B- (80-82)	F (0-64)

Academic Intervention: Students must work towards his/her highest potential. If student falls below the academic expectations and a grade point average of 2.5 then teachers will offer support and students will be advised to do tutoring within the Academy or with outside private tutoring services.

TRANSCRIPTS

Release of Student Transcript Request for official transcript is to be submitted in writing to the Administration Office. The form is available to print on the Academy's website (<http://www.ThreeHierarchsAcademy-AZ.org>). Please include the following information: name of student, year graduated or current grade, name, address and phone number of where transcript is to be sent, if any additional information is to be sent (i.e. standardized tests, other records, etc.).

Official Transcript: The student transcript is dated, signed by the Principal and affixed with the Academy's impression stamp. Generally, official transcripts are mailed directly to colleges or other educational institutions. If delivered by the student or parents/guardian, the official transcript will be sealed in an envelope. This document will not be accepted if it has been opened or altered in any way.

Unofficial Transcript: The student or parent/guardian may request an unofficial transcript at any time. These do not contain an official signature or impression stamp.

NOTE: If a student leaves the Academy during the school year or does not return the following school year, no Academy records will be released (including report cards) until all outstanding charges are paid in full. Failure to return textbooks, library books, and or Academy-provided uniforms will result in a charge on the final financial statement and must be paid before the release of report cards.



ATTENDANCE REQUIREMENTS

When a student is absent from school, the parent/guardian must contact the Academy Office as soon as possible. The following procedures apply to absences:

- Teachers will maintain an accurate record of attendance and tardiness. The record will appear on report cards.
- If a student misses more than a half day of school, s/he will be counted absent for the entire day.
- If a student is ill, homework assignments can be obtained from the teacher following the absence.
- **Vacations:** Parents are asked to arrange their vacations so that they do not interfere with the students' Academy attendance. It is imperative to reduce the number of absences to a minimum. Parents are asked to please allow teachers enough time to prepare homework packages for students on vacation so to complete the missed homework. Students have to be prepared for quizzes or exams when they return.
- **Excessive absences (greater than 15 absences)** will be reported to the Academic Committee for necessary review and follow up disciplinary action, as necessary.

ACADEMICALLY EXCUSED AND UNEXCUSED ABSENCES

There are attendance requirements that must be maintained in order for a student to remain enrolled in the Academy. **All** absences excused or unexcused are counted with the student's total absences and recorded on the student's report card. **Mandatory attendance policies require that any student with more than 15 unexcused absences per academic year may not receive credit for the course and will be informed by the end of the school year of the issuance of a "no credit" status.** When a "no credit" is issued, upon appeal, the administration may review absences and accept extenuating circumstances. **Excessive absences for a reasonable cause, as determined by the Administrator, may be reconciled through a supervised study before and after school.** When a student "no credits" a class, the grade earned along with an asterisk * will be recorded on the transcript and no credit will be granted. The asterisk denotes "no credit due to excessive absences."

Any absence from any class period other than those due to a school-sponsored activity will disqualify a student from the *Perfect Attendance Award*.

Excused Absences: Absences will be considered academically excused if the Academy receives a note or a phone call from the parent. These absences are still reported with the student's total absences on the report card and transcript, but without penalty for makeup work or exams if made up during the designated period of time. Academically excused absences include:

- Illness of student
- A scheduled doctor's appointment (in case of excessive absences the Academy may ask for doctor's note)



- Death in the immediate family.
- Unavoidable family emergency.
- Court appearance.
- Pre-approved absences.

Unexcused Absences: Any absence that does not fall under one of the above reasons will be counted as an unexcused absence.

Personal reasons or running errands will not constitute an excused absence.

Work missed due to an unexcused absence should be made up.

Parents who feel they have legitimate, reasonable grounds for their child's unexcused absence may set up an appointment with the Administrator to present the circumstances of their situation.

Planned Absences: Should a student be absent from the Academy due to a planned family activity, educational trip, or vacation, please notify the teacher or the administration of your planned absence so the teacher has enough time to prepare a homework packet. A student may be permitted to complete and submit the missed coursework, in advance of their absence or after the student returns with permission from their teacher, for full credit and without penalty.

STUDENT HEALTH

To protect students from communicable illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the Academy so that other students who might have been exposed to the disease may be alerted according to Department of State Health Services. Students should be symptom-free for 24 hours before returning to school.

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases.

A student with **any of the following symptoms** must not attend classes until such time as the student is free from symptoms listed below:

- A temperature of 100.0 degrees or more. The student must be fever-free for 24 hours, without fever-reducing medication, i.e.; Tylenol, Motrin, Advil, before re-entry.
- Vomiting or diarrhea must be symptom-free for 24 hours, without medication, before re-entry.
- Undetermined rash over any part of the body accompanied by fever.
- Red, draining eyes, intense itching with signs and symptoms of secondary infection.
- Open, draining lesions or wounds.
- Lice or nits on the shaft of the hair.
- For any infection, antibiotics must be taken for a minimum of 24 hours prior to re-admittance to school.



A certificate of the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting; may be deemed necessary for reentry into school.

Insurance: All families are required to carry their own medical insurance. The Academy is not responsible for expenses incurred due to accidental injury or medical emergency.

Immunizations: All students under the age of 18 years admitted to The Three Hierarchs Academy must present immunization records or immunization exemption forms.

Pre-existing Conditions: The Academy administration must be made aware of any learning disabilities such as dyslexia or auditory processing disorder (APD) etc. or any other medical, physical, or emotional problems of a student that may in any way affect his/her performance in the Academy or Academy activities.

Illness While at School: Students who develop signs of illness while at the Academy will not be permitted to remain in class. Parents will be called to pick up their child if sick.

Dispensing Medications: If a student is to receive medication at school, it is their responsibility of the parents/legal guardian to determine the dissemination method and authorized dispensing individual—the teachers and staff of the Academy are not permitted to dispense or store any medication. It is vital that all parents understand that even natural, over-the-counter, and homeopathic remedies can be offered to students **only by the parent/legal Guardian, or as arranged through an authorized relativize or an authorized emergency contact.**

NOTE: These rules for non-dispensing medications also apply to all other Academy events including Academy trips, activities, and/or athletic events.

Emergencies: In the event of an emergency, 911 will be called and medical personnel will determine the medical care needed. Parents will be contacted immediately and are expected to provide the follow-up care and monitoring. ***It is vital that the office has an up-to-date Emergency Contact Form for each student. This information should be updated or confirmed at least twice per school year or upon any needed changes.***

STUDENT DISCIPLINE

Behavior in the classroom: The teacher will define and establish the classroom regulations and rules and will inform the students on the first day of school. All students are required to follow these rules throughout the school year. Behavior that disrupts the learning progress is not acceptable. The classroom teacher will handle most discipline, but any serious or persistent problems will be referred to the respective Principal. Disciplinary action for persistent or serious infractions can include but is not limited to loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion.

All discipline is based on traditional Orthodox principles of love, patience, and fellowship. The following are the School general rules:

- Behave with Orthodox Ethos
- Be respectful
- Be responsible



Consequences will be dealt with accordingly by the teacher/ administrator.

Behavior on the grounds: Students are expected to show respect and act responsibly not only in classrooms but also throughout the academy's grounds at all times. No littering is allowed. Food will only be permitted during lunch and during scheduled snack times. The lunch area must be kept clean at all times. Every student must clean up after themselves and promptly dispose the waste. It is the responsibility of parents to provide lunch boxes with cold packs or thermal containers. The fridge is only for staff.

Harassment: The Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, bullying and harassment, including sexual harassment. The Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, including termination or expulsion.

Unaccepted behavior: This may include but not limited to:

1. Mean jokes or comments.
2. Foul or offensive language.
3. Slander against faculty, staff adults, clergy, and other students.
4. Fighting, arguing.
5. Cheating.
6. Gossip.
7. Rowdiness.
8. Name-calling.
9. Pushing or shoving.
10. Any form of physical, verbal or emotional abuse.

Playground Rules: Children must refrain from any type of play that could hurt other children or that could damage the Academy equipment. No screaming or yelling is allowed. Students are not allowed to leave the property for any reason (including retrieving balls or other sports equipment etc.). Students are not permitted at any time to climb the wall or fence or enter into the restricted areas.

Restricted Areas: In order to safeguard the interest of the Academy and most importantly the safety of students and staff, restricted areas will be identified and students are restricted to access, as indicated below:

1. Electrical room and any areas where signage prohibits entrance
2. Offices (unless invited for a meeting-discussion).
3. On the Academy's property after business hours (unless provisions have been made ahead of time for specific events or meetings, for example during the weekend or on a Holiday).
4. Any construction/remodeling area that is clearly roped and pre-identified.



STUDENT ETIQUETTE

Forming a student's character in the Orthodox traditional manner is one of our school's main goals. Therefore, it is expected of the teachers to observe and correct students' behavior and manners in a positive manner, not only in the classroom but at all times.

General Etiquette: All students should respect the following:

1. Students should always wear full Academy uniform at all times on the Academy grounds.
2. Students should greet adults with respect.
3. Students should address adults formally and in a polite manner (e.g. «Κύριε», «Κυρία», Mister, Miss etc.)
4. Students should not interrupt adults or peers in the middle of a conversation.
5. Students should give way to adults.
6. Students should open and hold doors for adults. Boys are encouraged to hold the doors for girls.
7. Students are always encouraged to offer reasonable help to adults or peers.
8. Students are always encouraged to say “excuse me”, “please”, “thank you” and “you're welcome” in the appropriate circumstances.
9. Students should not run or yell in school.
10. Students should politely say goodbye to their teachers at the end of each school day.
11. Students should participate in the Sacraments of the Orthodox Church as guided by their spiritual father.

School Property Damage: Any property damaged will be the responsibility of the student's parents. All books (except workbooks) are the property of the Academy. They must be handled with care and returned at the end of the academic year. No writing or drawing on the pages is allowed. Parents will be billed a replacement fee for any unreturned or damaged books.

MAJOR INFRACTIONS

The Academy reserves the right to expel any student for a major infraction of Academy rules. All expulsions (permanent dismissal from school) will be administered by the Principal. An appeal of an expulsion may be made in writing to the Principal within 3 days of the expulsion. Such appeals will be considered by the Principal. Students may not attend classes during the request for an appeal. The Principal's decision is final.

Expulsion may occur when any one of the following takes place:

- Possession, use, supplying, or selling of alcohol, tobacco, or illicit drugs of any kind on or off Academy property (students may be required to pay for and take a drug test).
- Repeated violations of discipline.
- Assault as defined in A.R.S. §13-1203.



- Arson.
- Sexual contact as defined in A.R.S. §13-1401.
- Other serious moral misconduct.
- Multiple offenses of academic cheating.
- Stealing or theft.
- Any criminal behavior that would be considered a felony under Arizona law.
- Possession, use, or threat of use of any deadly weapon or dangerous instrument as defined by A.R.S. §13-105.
- Malicious or careless defacing or damaging of Academy property.
- Any other offense that the Academy Principal may reasonably deem to fall within this category.

Reporting Offenses: The Academy reserves the right to report serious offenses (those offenses that may constitute a violation of criminal laws established by the State of Arizona) to the proper authorities.

DRESS CODE AND UNIFORMS

The Academy's uniform choice is based upon Orthodox Tradition which implies modesty and neatness. The Academy uniform should be purchased through Land's End (see Academy website). All students must come to school neatly combed and dressed in **clean** uniforms. **Any student not in the full acceptable uniform may be sent home. All applicable LINKS are provided on the Academy's website.**

Uniforms for boys:

- **Polo Shirt**
 - Short or Long sleeve with school logo
 - **Color:** Burgundy
 - **Style #1:** Short Sleeve Performance Mesh Polo (K-12)
 - **Style #2:** Long Sleeve Performance Mesh Polo (K-12)
 - **Fit:** Shirt must always remain tucked in
- **Pants**
 - **Color:** Classic Navy
 - **Style #1:** Iron Knee Pull on Climber Pants (K-6)
 - **Style #2:** Stain Resist Plain Front Chino Pants - **must be worn with a black belt (1-12)**
 - **Style #3:** School Uniform Boys Active Chino Pants - **must be worn with a black belt (1-12)**
 - **Fit:** Pants should reach the shoe but not drag on the ground. No excessively baggy or tight-fitting pants will be permitted. Pants should be worn at the waist with no undergarments visible. No jeans, cargo



or athletic style pants allowed. Younger kids must not need help with their pants or belt.

- **Shorts (K-6)**
 - **Color:** Classic Navy
 - **Style:** School Uniform Boys Active chino style. No jeans, cargo or athletic style allowed. **(K-6)**

- **Shoes**
 - **Color:** The shoes should be black
 - **NO neon or bright-colored shoe laces (black laces for black shoes)**
 - **Style:** Crocs Roka slip on or Athletic (tennis, Stride Rite) shoes.
 - For those who are unable to tie their shoes, they must wear shoes with Velcro or slip on.

- **Socks**
 - **Color:** Black, Dark Navy or White
 - **Sock Length:** Ankle or knee-high socks

Uniform for girls:

- **Plaid Jumper**
 - **Color:** Hunter/Classic Navy Plaid only with school logo
 - **Style:** Plaid Jumper, Hunter/Classic Navy Plaid **(K-4)**
 - **Length:** The skirt hem may be no higher than just above the knee, both in front and in back.
 - Spandex tight-fitting shorts **must** be worn under the jumper

- **Skirt**
 - **Color:** Skirts must be pleated hunter/classic plaid or navy
 - **Style #1:** Solid Pleated Skirt Below the Knee, Classic Navy **(K-12)**
 - **Style #2:** Plaid Skirt Below the Knee, Hunter/Classic Navy Blue **(K-12)**
 - **Style #3:** Adult Plaid Pleated Skirt Below the Knee, Hunter/Classic Navy Blue **(9-12)**
 - **Length:** The skirt hem should be below the knee, both in front and in back. Skirt hem should touch ground when properly adjusted at the waist and kneeling on a level surface. Skirts must be worn at the waist.
 - Spandex tight-fitting shorts **must** be worn under the skirt

- **Polo Shirt**
 - Short or Long sleeve with school logo
 - **Color:** Navy or Burgundy
 - **Style #1:** Short Sleeve Peter Pan Polo, Classic Navy **(K-12)**
 - **Style #2:** Short Sleeve Fem Mesh Polo, Burgundy **(K-12)**
 - **Style #3:** Long Sleeve Fem Fit Mesh Polo, Burgundy **(K-12)**
 - **Style #4:** Girls Long Sleeve Peter Pan Polo, Classic Navy **(K-12)**
 - **Fit:** Shirt must always remain tucked in



- **Socks, Tights, or Leggings**
 - **Color:** Black, Navy Blue or White
 - **Sock Length:** Ankle or knee-high socks
 - **Leggings:** Black or Navy and must reach the ankle
- **Shoes**
 - **Color:** The shoes must be black
 - **NO neon or bright-colored shoe laces (black laces for black shoes)**
 - **Style:** Crocs Roka slip on or Athletic (tennis, Stride Rite) shoes. Mary Jane's may be worn on days without PE.
 - For those who are unable to tie their shoes, it must be Velcro or slip-on type.
- **Boots:**
 - **Allowed during winter months.**
 - **Color:** Black
 - **Style:** Must be simple. No glitter, rhinestones, embellished, or laced to the top; i.e., military style. **Heels are not allowed.**

Uniform Extras for both Boys & Girls:

- **Jackets, Sweaters or Cardigans**
 - Should coordinate with school colors or be simple. No neon or bright colors. No images or characters. Plaid is acceptable. If you are uncertain, please check with the Academy before purchasing.
- **Backpacks**
 - Should coordinate with school colors and be simple. No neon or bright colors. No images or characters. No embellished or rhinestones.
 - Should have student's name labeled inside

Personal appearance:

- Students are expected to be clean and well-groomed at all times.
- Make-up, nail polish, temporary tattoos, face-painting, and jewelry are inappropriate and are strictly prohibited.
- Girls should have their hair neatly done. Colorful or elaborate bows or ribbons are discouraged. Girls' hair should be clean and neat. Small clips or ribbons that match the uniform or correspond to school colors are allowed. Boys' hair should be neatly cut and no longer than collar length and no hair designs (cut patterns) permissible. No student may dye any part of his or her hair.

NOTE: The administration strongly recommends that parents purchase two of every piece of the uniform, just in case one set is not available. All parts of the school uniform should be clearly marked with the student's name and grade. Torn clothes must be neatly mended before being worn again.

Adults and Volunteers: They should be well-groomed and dress professionally. Hats, short skirts and shorts, exposed midribs, low cut blouses, and inappropriate graphics/language on t-



shirts are not allowable for students, let alone volunteers. If you are not sure how you should dress, please ask the teacher or the Academy's Administrator. Volunteers must also set a good example to students by maintaining professional conduct and language.

LUNCH

Students are asked to bring their own food for lunch and snacks. The Academy follows the Eastern Orthodox Tradition of fasting that includes four major multi-day Lents, single-day Lents and every Wednesday and Friday. In the event of specific food allergies, parents shall notify the Academy to ensure that Academy-provided celebratory snacks such as cakes, dry food goods etc. do not impact the health of the corresponding students. Note that the only regularly provided snack(s) by the Academy are for students who participate in the After-School program.

The Academy understands that medical or spiritual reasons may prohibit some of the students (or staff) from strict compliance with the Eastern Orthodox Tradition of fasting. We ask that the Academy be made aware of such situations. Food sharing among students is strongly discouraged.

Students are not permitted to eat in classrooms or during class time without the teacher's approval. All students will eat in a designated area while being supervised. Students may not leave the campus during lunch without advance approval of the Principal.

Outside lunches from area restaurants or fast food establishments are strongly discouraged. Exceptions will be made when the Academy Administrator is notified ahead of time and provides concurrence.

Water: The Academy does have filtered water available to re-fill students' water bottles. Parents are responsible for supplying their children with a water a bottle.

SCHOOL SUPPLIES

The teacher will communicate any specific supplies to the students at the beginning of the school year and parents are responsible for purchasing these items. **For example, parents should be aware that, as students enter higher level mathematics courses, they may be required to purchase a scientific and/or graphing calculator, in which case parents should consult with the teacher or check the grade level supply list.**



FIELD TRIPS

The purpose of the field trips is the amplification of academic objectives. They will be scheduled in advance and parents will be notified promptly via email, and the signed permission forms will be collected from parents in advance and placed on file at the school. The cost per student, per trip, is paid by the parent and will vary depending on the field trip. Parent participation in the field trips is highly encouraged. The parents' role in field trip activities is to drive students and to assist in supervising them.

Students may be required to dress differently for the field trip. Parents will be notified in advance by the teacher of an upcoming field trip. Students are not permitted to attend field trips if a parent has stipulated so at the time of registration or does not provide the aforementioned permission form (which will provide any field trip costs payment requirements).

Parents driving to and from field trip locations must have a current, valid driver's license, automobile insurance, and a seat belt to accommodate each student. An additional child booster seat may be required for each child according to their age and weight and must be provided by the parent, or his/her child will not be allowed on the trip.

LOST AND FOUND

Lost and found items will be taken to the office. An initial attempt will be made to identify the proper owner of any articles. After this time, it will be kept in the 'lost and found box' in the office. After a certain time, items will be donated or recycled as appropriate.

STUDENT PICTURES

Any parent who does not wish his or her child's picture used must notify the Academy's Administrator in writing on the day of open house.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Any change of address or telephone number should be changed by the parent at the earliest possible time. It is very important for the Academy to have current information at all times. This applies to emergency contact data as well.

CLASSROOM OBSERVATION AND VISITS

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the Academy is sensitive to the issue of security and supervision of classes. Gates lock at 8:45am until 2:30pm unless prior arrangements have been made.

In the event that you wish to volunteer in the classroom, please make arrangements with the teacher.



TEACHERS BACKGROUND CHECK

All Academy teachers and staff have gone through background check and have been cleared through the public safety department.

ELECTRONIC DEVICE POLICY

Absolutely no cell phones and no electronic devices are allowed to be possessed/used by the students during his/her presence on the Academy's property. If a student possesses an electronic device, the device will be taken away. If a student needs to call home, the teacher, the administrator or the principal will gladly help the student. If a parent needs to send a message to a student while he/she is in class, they can contact the administrator or teacher to deliver the message.

CHILD ABUSE

All the Academy personnel are legally required and shall report any observed or suspected instances of child abuse to the appropriate public authorities in accordance with A.R.S. § 13-3620.

SOCIAL MEDIA – ACCEPTABLE USE POLICY

The Academy encourages employees, students and parents with a personal online presence to be mindful of the information they post. Your online behavior should reflect the same morals, professional and personal standards of honesty, respect and consideration that you use face-to-face and in work-related settings. Please note, that even if you delete personal information, it still may be stored on the website's server for a longer period. Information that is marked "private" rarely is private on the Internet. It is very easy for "friends" to copy and paste information about you and send it or forward it to others. There is no realistic expectation of privacy in Social Media or on the World Wide Web.

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an Academy employee, student, or parent online, you are now connected to colleagues, students, parents and the Academy community. Use these connections wisely and well. It is your duty and responsibility to familiarize yourself with the appropriate security settings for any social media (personal or professional) that you may use. Be sure that the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. It is also easy for others to "tag" or identify you in photos that they publish with or without your knowledge and permission. Similarly, if you enable settings such as Facebook's ability to allow "friends of friends" to view your content, it is extremely likely that unintended viewers will have access to pictures and other personal content.



It is inappropriate to substantially disrupt the Academy's operations through the use of offensive and inappropriate e-mail, text messaging, instant messaging or social networking sites to disparagingly or disrespectfully discuss school-related activities.

Teachers, students, and parents are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be disrupting and derogatory to the Academy or the Academy community, or threaten, demean, or bully students or faculty, or parents is prohibited.

Social Networking Sites: The Academy realizes that many students, of all ages, may have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be derogatory to the Academy or the Academy community, or threaten, demean, or bully students or faculty is prohibited. Do not share anything through these Social Networking avenues that you would not be comfortable having your family or the Academy see.

Website Postings: Due to the public access and nature of a web domain, students must only post items that are in line with the moral values of the Word of God.