

Board Policy Manual

Pythagoras Children's Academy & Pythagoras Greek Schools



Adopted October 14, 2014

THE GREEK ORTHODOX CHURCH OF ST. DEMETRIOS

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Elmhurst, Illinois 60126

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Introduction

The Greek Orthodox Church of St. Demetrios (“Parish”) facilitates the education of its children through the ministries of the Pythagoras Children’s Academy (“PCA”), and the Pythagoras Greek School and the Pythagoras Saturday Greek School (“Greek Schools”). PCA was established in 1998 by the Parish, and has grown into a Preschool through Grade 4 day school. The Parish established a Greek School in 1967 and now through the Greek Schools offers Greek education for students in Preschool through high school (i.e., teen track). The School Board oversees PCA and the Greek Schools.

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

Pythagoras Children’s Academy Mission Statement

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

Pythagoras Greek School & Pythagoras Saturday Greek School Mission Statement

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

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

Purpose of Policy Manual

The purpose of this Policy Manual is to identify the applicable policies and procedures governing the School Board and PCA and the Greek Schools (collectively, “School” or “Schools”). All policies and procedures apply to PCA and the Greek Schools unless otherwise noted.

The School Board Policy Manual is available in the school office and on the PCA website.

Section 1 – School Organization & School Board

1.1 School Board Governance & Operating Guidelines

Article I: Name and Purpose

Section 1: The name of the organization shall be “The Greek Orthodox Church of St. Demetrios School Board” (“School Board”).

Section 2: The School Board is a ministry of The Greek Orthodox Church of St. Demetrios, DuPage County, Illinois (“Parish”).

Section 3: The School Board is organized for the purpose of providing guidance to and oversight over the operation of the Pythagoras Children’s Academy (“PCA”), and the Pythagoras Greek School and the Pythagoras Saturday Greek School (“Greek Schools”) (collectively, “School” or “Schools”).

Section 4: In providing such guidance and oversight, the School Board shall act consistent with the Mission Statements of PCA and the Greek Schools:

Pythagoras Children’s Academy: To provide students with the highest quality early elementary education with strong academic, spiritual and cultural foundations, and rooted in Orthodoxy and Hellenism.

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

The School Board shall provide guidance to the Schools in accordance with the laws of the State of Illinois, which require that private schools provide a course of instruction that fits into the general scheme of education established by the state.

Section 5: Nothing within the terms of these Operating Guidelines shall conflict with the Bylaws of the Parish or any canonical or historical doctrine or teaching of the Ecumenical Patriarchate of Constantinople as administered by the Greek Orthodox Archdiocese of America.

These Operating Guidelines shall be interpreted to conform to the Regulations of the Greek Orthodox Archdioceses of America (“Regulations”) and the Bylaws of the Parish (“Bylaws”). If any conflict should arise, the Regulations and Bylaws shall govern, with the Regulations taking precedence.

Article II: Membership

Section 1: In order to become a member of the School Board, a candidate must meet the following requirements:

- A. A candidate must be a baptized or confirmed Orthodox Christian and be a steward in good standing of the Parish.

B. No paid employee of the Schools shall be eligible to serve on the School Board.

Section 2: Members of the School Board shall have the following rights and responsibilities:

- A. School Board members shall support the mission of the Schools.
- B. The School Board shall recommend and establish policies and procedures for the operation of the Schools. No policy or procedure recommended by the School Board shall conflict with the bylaws, policies, rules, and regulations of the Parish or Parish Council or the Regulations of the Greek Orthodox Archdiocese of America.
- C. The School Board shall recommend the minimum qualifications for School personnel to the Parish Council.
- D. The School Board shall recommend the hiring or dismissal of School personnel to the Parish Council. The Proistamenos, pursuant to the Regulations, has the right to veto a candidate recommended by the School Board and approved by the Parish Council. The School Board retains the right of final authority regarding School personnel except for hiring or dismissal.
- E. The School Board shall recommend expulsion of students to the Parish Council. The School Board retains the right of final authority regarding student discipline except for expulsion.
- F. The School Board shall provide guidance in the establishment of the overall curriculum of the Schools.
- G. The School Board shall recommend a budget for the operation of the Schools, which shall be submitted to the Parish Council for its approval and adoption. The budget shall include, but is not limited to:
 - i. Registration, tuition, and other dues;
 - ii. Financial responsibilities;
 - iii. Personnel salaries; and
 - iv. Scholarships, awards, and financial aid.
- H. School Board members shall maintain high levels of integrity and confidentiality by, including but not limited to:
 - i. Representing the Schools and their constituents honestly and equally, and refusing to surrender responsibilities to special interest or partisan political groups.

- ii. Avoiding any conflict of interest or the appearance of impropriety that could result from the position of Board member, and refraining from using the position as a Board member for personal gain or publicity.
 - iii. Respecting the confidentiality of any privileged information obtained as a Board member.
 - iv. Taking no individual action that might compromise the School Board, Schools, Parish Council, or Parish.
 - v. Upholding and enforcing the decisions of the School Board while retaining the right to seek reconsideration or amendment through appropriate, respectful, ethical, and constructive means.
 - vi. Encouraging and respecting the free expression of opinion by other Board members and participating in Board discussions in a transparent, honest, and respectful manner, while always respecting the differences of opinion or perspective of other Board members.
 - vii. Listening attentively and respectfully to School community members who address the School Board.
 - viii. Striving for a positive working relationship with School administrators, teachers, and staff by respecting their role and responsibilities to advise the School Board, implement School Board policies, and carry out their day-to-day duties.
 - ix. Participating in and attending School events, as well as encouraging all School community members to do the same.
- I. School Board members must make every effort to attend monthly meetings and participate in committee work of at least one (1) committee hereinafter set forth in Article V. School Board members must make every effort to prepare for and actively participate in School Board meetings and in the committees on which they serve.
 - J. School Board members receive no compensation for their services. The School Board, however, may recommend reimbursement of any expenses incurred by any School Board member in the performance of official business for the Schools or the School Board.
 - K. No individual School Board member or Committee possesses the authority to act on behalf of the School Board or Schools unless so delegated by a vote taken pursuant to Article VI, Section 1.

Section 3: In the event that any member of the School Board has a real or potential conflict of interest concerning any issue before the School Board upon which the member may be entitled to vote, that member shall advise the members of the School Board and

recuse him/herself. In the event the School Board member does not recuse him/herself, the School Board shall consider whether any such conflict of interest exists and shall make a recommendation to the Proistamenos of the Parish as to whether such member should be entitled to vote on the issue in question. The Proistamenos shall be the decisive authority as to whether or not the School Board member does or does not have a conflict of interest and whether that School Board member will be permitted to participate in a discussion of the matter in question and whether said School Board member is entitled to vote. If it is ultimately determined that the School Board member does have a conflict of interest concerning an issue brought before the School Board, that member shall be excused from the meeting during the time in which discussion and a vote on the matter takes place.

Section 4: Other School Board Members

- A. The Proistamenos of the Parish shall serve as an *ex officio* member of the School Board.

Article III: School Board Elections and Terms of Office

Section 1: Election and Tenure

- A. The School Board shall be comprised of a maximum of nine (9) members, and shall at all times be comprised of an odd number of members.
- B. School Board members shall serve a two (2) year term. No School Board member shall serve for more than three (3) consecutive full terms.
- C. School Board members are elected to serve on the School Board by the Parish Council.
- D. A School Board member's term commences on August 1st and terminates on July 31st of the second year. New members will be installed in August when their term commences.

Section 2: Removal from School Board, Resignation, and Vacancies

- A. A School Board member may be removed from the School Board for violating any of the provisions set forth in this Policy Manual. By a vote taken pursuant to Article VI, Section 1, the School Board shall recommend the removal of a School Board member to the Parish Council.
- B. A School Board member also may be automatically removed from the School Board without a vote of the School Board or approval of the Parish Council if said School Board member has been absent without justifiable cause and approval by the Board President for more than three (3) regular School Board meetings in one (1) school year.
- C. A School Board member may resign at any time by giving written notification to the Board President and the Proistamenos of the Parish.

- D. In the event of a vacancy on the School Board, the School Board President shall appoint a new School Board member, subject to the approval of the Parish Council. The term of office of any person appointed to fill a vacancy will be the remainder of the vacated term. If the vacancy is not immediately filled, a new member may be elected to serve on the School Board by the Parish Council for a new term starting on August 1st of the following year.

Article IV: Officers

Section 1: Officer Positions

- A. President: The President of the School Board shall preside over all School Board meetings; be the executive head of the School Board; make committee appointments; prepare the agendas for all meetings of the School Board in collaboration with the Proistamenos of the Parish; execute on behalf of the School Board all written documents; maintain primary contact with the administrators of the School; serve on the Parish Council and, as appropriate, the Metropolis and Archdiocese; and perform all other duties directed by the Parish Council or Proistamenos of the Parish, or decided by the School Board.
- B. Secretary: The Secretary shall create the official minutes of the proceedings of each School Board meeting and distribute the minutes to all members of the School Board; compose and distribute on behalf of the School Board all correspondence recommended by the School Board, Proistamenos of the Parish, or Parish Council; and perform all duties incident to the office of Secretary and other such duties as from time to time decided by the School Board. The Secretary shall preside over any School Board meeting at which the President is not present.
- C. Treasurer: There shall be two (2) treasurers, with one (1) serving as the Treasurer for PCA and one (1) serving as the Treasurer for the Greek Schools. The Treasurers shall assist in establishing and administering the annual budget for the respective Schools by working closely with the School Board and the respective Director, and present the annual budget to the Parish Council by March 1st of each year. In addition, prior to the start of the school year, the Treasurers must present a final budget for the respective Schools to the Parish Council. The Treasurers shall develop and use a consistent budget format, and create budgetary guidelines for the respective Schools, including but not limited to for hiring and purchases over the approved annual budgetary amount. The Treasurers are responsible for maintaining accurate and complete financial records and submitting monthly budget reports for the respective Schools as required by the School Board and Parish Council. The Treasurers shall perform all duties incident to the office of Treasurer and other such duties as from time to time decided by the School Board.
- D. Other Officers: Other officers may be recommended by the School Board and elected by a vote taken pursuant to Article VI, Section 1, and shall exercise such powers and perform such duties as may be delegated to them by the

resolutions appointing or electing them, or by subsequent resolutions adopted by the School Board from time to time.

Section 2: Election and Tenure

- A. The Parish Council shall appoint the President. The Secretary and Treasurers shall be elected by a vote of the School Board members taken pursuant to Article VI, Section 1. All School Board officer positions shall be held for a two (2) year term, beginning immediately after appointment or election of each officer at the first Board meeting in August of each year. There is no term limit for serving in a School Board office.
- B. Each officer shall hold office for the designated term unless the officer resigns or is removed mid-term. The President can be removed only by the Parish Council. The Secretary and Treasurers may be removed by a vote taken pursuant to Article VI, Section 1. A vacancy in the President officer position shall be filled by appointment by the Parish Council. Secretary and Treasurer vacancies shall be filled at any School Board meeting by a vote taken pursuant to Article VI, Section 1.

Article V: Committees

Section 1: Committee Organization

- A. The School Board may organize School Board committees at the School Board's discretion.
- B. All School Board committees must be chaired by a sitting School Board member.
- C. School Board committees may be open to administrators, teachers, staff, parents of students at the Schools, and Parish members, at the discretion of the School Board, and must be chaired by a School Board member.
- D. The School Board shall set the minimum and maximum number of members for each Committee.

Section 2: Committee Meetings

- A. School Board committees may call meetings at the discretion of each committee based upon the necessary responsibilities to be performed.
- B. Each School Board committee shall provide a report to the full School Board of tasks performed and achievements made by said committee. The report shall be made at the next regular School Board meeting following any committee meeting.

- C. All recommendations and proposals of any School Board committee must be presented to the full School Board for approval by a vote taken pursuant to Article VI, Section 1.

Section 3: Standing School Board Committees

- A. Curriculum and Instruction: The Curriculum and Instruction Committee shall be responsible for defining the curriculum and the manner in which the curriculum is instituted. In addition, said committee shall be responsible for formulating staff development activities. The committee also shall have the responsibility of recommending the allocation of space within the School facility based upon the needs of the Schools.
- B. Technology: The Technology Committee shall be responsible for reviewing and identifying the technology needs of the Schools, and making recommendations to the School Board. The committee also shall be responsible for drafting policies governing the use of the Schools' computers, networks, email, and Internet.
- C. Admissions: The Admissions Committee shall be responsible for establishing admissions standards, policies, and procedures. The committee shall be comprised of School Board members and School administrators.
- D. Communication and Marketing: The Communication and Marketing Committee shall create and maintain regular communication with parents of students at the Schools. The committee also shall have the responsibility for establishing and carrying out the marketing plan for the Schools and maintaining the Schools' websites.
- E. Fundraising & Events: The Fundraising & Events Committee shall be responsible for planning and executing fundraising and events for the Schools.

Article VI: Operating Procedures

Section 1: Fifty-one percent (51%) of the School Board shall constitute a quorum for the transaction of business at any meeting. A quorum must be present in order for a vote to occur. All votes must be taken by a motion and a second. All votes are decided by a majority.

Section 2: The School Board shall operate in a spirit of collegiality, shall seek consensus, and shall conduct its business in accordance with *Robert's Rules of Order*.

Section 3: School administrators, teachers, and staff and *ex officio* members of the School Board shall not be considered voting members.

Section 4: If a School Board member must be absent from a meeting, he/she may participate via telephone or video conference with prior approval of the President. Proxy votes are not permitted.

Article VII: School Board Meetings

Section 1: Regular School Board Meetings

School Board meetings shall be held on the first Tuesday of the month or as determined by the President, but no less than eight (8) times per school year. The dates and times for regular meetings will be set by the President, and School Board members and the School community will be given reasonable notice.

Section 2: Special School Board Meetings

Special School Board meetings may be called by the President, Proistamenos of the Parish, or Parish Council President in the event that urgent matters may occur that require the School Board's attention before the next regularly scheduled School Board meeting.

Article VIII: Amendments to the School Board's Operating Guidelines

Section 1: These Operating Guidelines may be altered, amended, or repealed by a two-thirds (2/3) vote of the School Board at any regular or special meeting, provided a minimum of 10 days written advance notice has been provided to all School Board members, enumerating the proposed amendment. Any amendment to the Operating Guidelines approved by the School Board must then be submitted to the Parish Council for final approval.

Section 2: Amendments may only be presented by sitting School Board members, the Proistamenos of the Parish, or the President of the Parish Council.

1.2 Open & Closed School Board Meetings

Open School Board Meetings

All regular and special open School Board meetings are public meetings. Non-School Board members may attend and be present during the open portion(s) of School Board meetings. Non-School Board members may address the School Board during the time(s) on the agenda designated for open comments unless granted special permission by the President or other presiding School Board member. See Board Policy 1.3, *Participation at School Board Meetings*.

Closed School Board Meetings

The School Board may meet in a closed meeting to consider confidential or private School business matters, including but not limited to specific student or personnel issues, or other matters which, at the discretion of the President or the Proistamenos of the Parish, require the privacy of a closed meeting.

1.3 Participation at School Board Meetings

At regular and special open School Board meetings, members of the Schools and the Parish may address the School Board during the time(s) on the agenda designated for open comments unless granted special permission by the President or other presiding School Board member. Non-School Board members are not eligible to vote on any School Board matters.

Individuals appearing before the School Board are expected to follow these guidelines:

1. Address the School Board at the appropriate time(s) indicated on the agenda and when recognized by the President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to three (3) minutes. An individual may, upon request in advance to the President, be granted permission to address the School Board for longer than three (3) minutes. In this circumstance, the President will notify the individual of the permitted length of time to address the School Board.
3. Observe the President's decision to shorten open comments to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the President's decision to determine procedural matters regarding participation at School Board meetings not otherwise covered in Board Policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board Policy 7.1, *Visitors to & Conduct on School Property*.

Petitions or written correspondence to the School Board shall be sent to the President who will share it with all School Board members.

1.4 Grievance Procedure

The School Board strives to offer the highest quality education in an Orthodox Christian environment. The School Board desires that complaints brought by students, parents, employees, or Parish members be resolved through a fair and equitable process. To promote the effective processing of grievances, therefore, the procedure outlined below should be followed.

Complaints

If the situation involves a teacher and another teacher, parent, or student, the Complainant shall notify the respective Director or designee either verbally or in writing. If the situation involves a Director and another administrator, teacher, parent, or student, the Complainant shall notify the School Board President or designee either verbally or in writing.

Procedures

Informal Resolution

The Director, Proistamenos, or School Board President will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably.

Filing of Formal Complaint

The Complainant who wishes to use this grievance procedure may do so by filing a formal complaint with the Director or School Board President after attempts at an informal resolution have not been successful. The Director or School Board President may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent of a student. The Director or School Board President shall assist the Complainant as needed.

Investigation

The Director or School Board President will investigate the complaint or appoint a qualified person to undertake the investigation. If the Complainant is a student, the Director or School Board President will notify the student's parent that they may attend any investigatory meetings in which their child is involved.

The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant or by the Complainant's parent if the Complainant is under the age of 18 years. The identity of any witness may remain confidential at the discretion of the Director or School Board President unless required to be disclosed by law. The identity of any student witnesses will not be disclosed except: (1) as required by law, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent of the student witness or by the student if the student is 18 years of age or older.

Decision and Appeal

The Director or School Board President shall notify the Complainant of the outcome of the investigation within five (5) days of completing the investigation. The Director or School Board President also may, to the extent appropriate to do so, notify any others who have a legitimate need to know of the general outcome of the investigation.

If the Complainant is not satisfied that the situation has been properly addressed, the Complainant has the right to bring the concerns to the full School Board by making a written request to the School Board within five (5) days of being notified of the outcome of the investigation by the Director or School Board President. Within 30 days, the School Board shall affirm, reverse, or amend the Director or School Board President's decision or direct the Director or School Board President to gather additional information. Within five (5) days of the School Board's decision, the School Board President shall inform the Complainant of the School Board's action.

If the Complainant is not satisfied that the situation has been properly addressed by the School Board, the Complainant has the right to bring the concerns to the Parish Council by making a written request to the Parish Council within five (5) days of being notified of the School Board's decision. Within 30 days, the Parish Council shall affirm, reverse, or amend the School Board's decision or direct the School Board President or Director to gather additional information. Within five (5) days of the Parish Council's decision, the School Board President shall inform the Complainant of the Parish Council's action. The Parish Council's action shall be final.

Section 2 – General School Administration

2.1 Admission

Pythagoras Children's Academy

Requirements

1. All students must be baptized, in water, in the name of the Father, and of the Son, and of the Holy Spirit. Any exception to this requirement may only be made by the Proistamenos.
2. All families are required to be stewards in good standing of the Parish or pay a non-steward fee.

PCA does not guarantee admission to any individual student or group of students. Generally, PCA offers preferential consideration to siblings of current PCA students and children of teachers. In all cases, the Admissions Committee considers every applicant individually and in relation to the applicant pool. Many factors affect admission decisions, and these are difficult decisions for PCA and applicants. Each year is different and presents different challenges and opportunities.

Preschool

For the Tuesday/Thursday preschool program, students must be three (3) years old by the first (1st) of September and potty trained. A copy of the child's birth certificate must be submitted with the application. Families may seek enrollment for their children throughout the school year as the children turn three (3), provided there are openings.

For the Monday/Wednesday/Friday preschool program, students must be three and a half (3½) years old by the first (1st) of September and potty trained. A copy of the child's birth certificate must be submitted with the application.

Pre-Kindergarten

Students entering Pre-Kindergarten must be four (4) years old by the first (1st) of September and potty trained. A copy of the child's birth certificate must be submitted with the application for first-time enrollees.

Kindergarten

Students entering Kindergarten must be five (5) years old by the first (1st) of September and potty trained. A copy of the child's birth certificate must be submitted with the application for first-time enrollees.

Grades 1-5

A copy of the child's birth certificate must be submitted with the application for first-time enrollees.

Application Documents

- Completed Application;
- Non-refundable application fee per student as determined by the School Board;
- Copy of child's birth certificate (first-time enrollees only); and
- Copy of child's baptismal certificate (first-time enrollees only).

Additional Documents at Time of Enrollment

The Student-Parent Handbook Acknowledgment Form and Student Authorization for Electronic Network Access Form must be signed and turned in to the school office prior to the first (1st) day of each school year. PCA may require additional forms at the time of enrollment. Forms are available from the school office and on the PCA website.

Health/immunization and dental and eye examination forms are required by the State of Illinois for all students enrolled in certain grades and for a first-time enrollee at PCA. PCA requests that such documentation be submitted prior to the first (1st) day of the school year; the required due dates are set forth below. The forms are available from the school office and on the PCA website.

- Health/Immunization: All students entering school (including Preschool and Pre-Kindergarten), Kindergarten or 1st grade, and first-time enrollees at PCA are required to submit a health/immunization form to PCA prior to the first (1st) day of school.
- Eye Examination: All students in Kindergarten and first-time enrollees at PCA are required to have an eye examination and submit proof of the examination to PCA by October 15.
- Dental Examination: All students in Kindergarten and 2nd Grade and first-time enrollees at PCA are required to have a dental examination and submit proof of the examination to PCA by May 15.

On October 15, students will be excluded from school if the required health/immunization form has not been submitted to PCA.

Pythagoras Greek School & Pythagoras Saturday Greek School

All families are required to be stewards in good standing of the Parish or pay a non-steward fee. Any exception to this requirement may only be made by the Proistamenos or Treasurer of the Parish Council.

To register, families must complete and submit a Registration Form and pay any fees due upon registration.

2.2 Tuition & Fees

The School Board shall annually review and set tuition rates and fees for PCA and the Greek Schools. All families at PCA and the Greek Schools are required to be stewards in good standing of the Parish or pay a non-steward fee.

Pythagoras Children’s Academy

Payment

Tuition must be paid using the online billing and payment system.

Parents are obligated for payment of tuition during a student’s absence from school, school break or vacation period, or other days when school is not in session.

Sibling Tuition Discount

If more than one (1) child in a family is enrolled in at PCA at the same time, tuition will be discounted as follows:

- First Child: No discount (full tuition required)
- Second Child: 10% discount
- Third Child: 20% discount

Tuition discounts for additional children may be granted at the School Board’s discretion. Inquiries should be directed to the Director.

Teacher Tuition Discount

Tuition for children of full-time PCA teachers will be discounted 25% for each child. This tuition discount shall not be combined with any other tuition discount.

Clergy Discount

Tuition for children of Parish clergy will be discounted 100% for each child. This tuition discount shall not be combined with any other tuition discount.

Fees

If a family is not a steward in good standing of the Parish, the family must pay a non-steward fee, which shall be determined annually by the Parish Council.

In addition to tuition, an additional supply fee is assessed for each student enrolled at PCA. The supply fee is due at the time of registration.

Overdue Tuition & Fees

Timely payment of tuition and fees is essential to the operations of PCA. If a tuition or fees payment is overdue, the below steps will be followed. Parents should contact the school office with questions regarding tuition and fees.

- 30 days overdue = letter sent home and late fee assessed
- 60 days months overdue = child is removed from the school

Parents will not be permitted to register students if any tuition or fees are overdue from the prior school year.

Pythagoras Greek School & Pythagoras Saturday Greek School

Payment

Tuition payment options:

- Tuition paid in full at the time of enrollment; or
- Tuition paid in four (4) equal installments.

Full tuition payment or the first installment tuition payment is due prior to the first day of school. All tuition and fees must be paid in full by January 31 of each school year.

Parents are obligated for payment of tuition during a student's absence from school, school break or vacation period, or other days when school is not in session.

Fees

If a family is not a steward in good standing of the Parish, the family must pay a non-steward fee, which shall be determined annually by the Parish Council.

In addition to tuition, an additional supply fee is assessed for each student enrolled at the Greek Schools. The supply fee is due at the time of registration.

Overdue Tuition & Fees

Timely payment of tuition and fees is essential to the operations of the Greek Schools. If a tuition or fees payment is overdue, the below steps will be followed. Parents should contact the school office with questions regarding tuition and fees.

- 30 days overdue = letter sent home and late fee assessed
- 45 days overdue = certified letter sent home and late fee assessed
- 60 days overdue = child is removed from the school

Parents will not be permitted to register students if any tuition or fees are overdue from the prior school year.

Section 3 – Operational Services

3.1 Safety

Safety

The PCA Director or designee shall develop, implement, and maintain a safety and emergency plan. This plan shall include, without limitation:

1. An emergency operations plan addressing prevention, preparation, response, and recovery for PCA;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency services personnel, and other necessary parties;
3. A school safety drill plan; and
4. A clear, quick, and coordinated system of internal and external communication.

During each school year, PCA must conduct a minimum of:

1. Three (3) school evacuation drills, one (1) of which must include the participation of the appropriate local fire department or district;
2. One (1) bus evacuation drill;
3. One (1) law enforcement drill; and
4. One (1) severe weather and shelter-in-place drill.

The law enforcement drill must be conducted according to the safety and emergency plan, with the participation of the appropriate law enforcement agency, and must include a drill that specifically addresses a shooting incident. This drill may be conducted on days and times that students are not present in the building.

The School Board or its designee shall annually review the safety and emergency plan, protocols, and procedures, as well as PCA's compliance with safety drill requirements.

Automated External Defibrillator

The Directors or designees shall implement a written plan for responding to medical emergencies at the Schools' physical fitness facilities in accordance with the *Fitness Facility Medical Emergency Preparedness Act*. The plan shall provide for an automated external defibrillator ("AED") to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

Emergency Closing

The Directors are authorized to close the Schools in the event of hazardous weather or other emergencies that threaten the safety of students, teachers, staff, or school property.

Convicted Child Sex Offender Notification

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two (2) exceptions:

1. The offender is a parent of a student attending the school and has notified the Director of his or her presence at the school on each occasion for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission on each occasion to be present from the Director or Proistamenos.

The Directors or designees shall supervise a child sex offender whenever the offender is in the vicinity of children.

The Directors shall develop procedures for the distribution and use of information from law enforcement officials under the *Sex Offender Community Notification Law* and the *Murderer and Violent Offender Against Youth Community Notification Law*. The Directors or designees shall serve as the contact person for purposes of these laws. The Directors shall manage a process for notification of parents during school registration that information about sex offenders is available to the public as provided in the *Sex Offender Community Notification Law*.

Section 4 – Personnel

4.1 Employee Harassment

The Schools do not tolerate workplace harassment and are committed to providing an employment environment free of unwelcome harassment for its employees. It is unlawful and against School Board Policy for any employee, parent, or any other individual on the Schools' property or at an activity sponsored by the Schools to discriminate against or harass an employee on the basis of the employee's race, color, sex, religion, age, national origin, sexual orientation, ancestry, citizenship, marital status, disability, physical or mental handicap, military status, or other protected group status. The Schools do not condone and will not tolerate any unlawful harassment. Therefore, the Schools will take direct and immediate action to prevent such behavior and to remedy all instances of unlawful harassment, sexual or otherwise.

Prohibited Conduct

Harassment

Unwelcome conduct may constitute harassment if it is directed at another individual on the basis of that individual's status as a member of, or association with, one of the protected groups listed above and has the purpose or effect of substantially interfering with the employee's professional performance or creating a hostile, intimidating or offensive working environment.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Retaliation

Retaliating against an employee for resisting or reporting any harassment or for participating in an investigation or testifying regarding a claim of harassment is also prohibited. Retaliation may include, but is not limited to, retaliatory discipline, change of work assignments, or refusal to cooperate or discuss work-related matters.

Other

Intentionally pressuring or intimidating another employee with respect to a claim of harassment, or falsely denying, lying about or otherwise covering up or attempting to cover up any behavior described above is prohibited conduct and will subject the employee to discipline, up to and including termination. Also, an employee who is found to have filed a false and frivolous complaint shall be subject to discipline, up to and including termination. However, a complaint shall not be considered false and frivolous solely because it is not proven, provided it was made in good faith.

Complaints, Investigation Procedure, & Redress

Aggrieved persons who feel comfortable doing so should first directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop. Employees should report claims of harassment immediately to the respective Director or designee, who shall conduct an investigation if warranted. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. Please refer to Board Policy 1.4, *Grievance Procedure*.

Any student who is determined, after an investigation, to have engaged in harassment, bullying, or intimidation will be subject to disciplinary action up to and including expulsion consistent with the student discipline policy. Any employee who is determined, after an investigation, to have engaged in harassment, bullying, or intimidation will be subject to disciplinary action up to and including termination. Any person making a knowingly false accusation regarding harassment, bullying, or intimidation will likewise be subject to disciplinary action up to and including termination, with regard to employees, or suspension and expulsion, with regard to students.

Confidentiality

Complaints of harassment, information disclosed during investigations, and the outcome of investigations will be kept confidential to the greatest extent possible. This generally means that the information disclosed by the Complainant and during an investigation will be held in confidence and will be disclosed to others only if needed to fully investigate and resolve the complaint. To the extent that it would be appropriate to do so, the respective Director or designee will inform the Complainant and any others who have a legitimate need to know of the general outcome of the investigation.

Dissemination of Policy

The respective Director or designee shall distribute a copy of and discuss this Policy with the Schools' employees at the first staff meeting of each school year.

4.2 Abused & Neglected Child Reporting

Any PCA employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline (800-25-ABUSE or 217-524-2606). The employee also shall promptly notify the PCA Director that a report has been made. The PCA Director, in turn, shall promptly notify the President of the School Board. All PCA employees shall sign the Acknowledgement of Mandated Reporter Status form provided by the Illinois Department of Child and Family Services (DCFS) and the Director or designee shall ensure that the signed forms are retained.

Any PCA employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800-843-5678, or online at www.cybertipline.com. The employee also shall promptly notify the PCA Director of the discovery and that a report has been made. The PCA Director, in turn, shall promptly notify the President of the School Board.

The PCA Director or designee shall provide staff development opportunities for PCA employees in the detection, reporting, and prevention of child abuse and neglect.

All PCA employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The PCA Director or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one (1) year of initial employment and at least every 5 years after that date.

Each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the PCA Director or designee to comply with the Act's requirements concerning the reporting of child abuse.

4.3 Faculty Conduct Expectations & Discipline

Faculty members at PCA and the Greek Schools are expected to maintain a safe and Orthodox Christian learning environment for students. Faculty members shall demonstrate integrity and honesty; be compassionate, considerate, and cooperative; and maintain professional and appropriate relationships with students, parents, teachers, staff and administrators of the Schools and the Parish, and others. Faculty members shall provide clear and reasonable expectations, establish positive and affirming relationships with students, and set age-appropriate rules that reflect students' developmental and spiritual needs. Faculty members shall provide effective and engaging learning opportunities by drawing upon research-based best practices as they strive to help students reach their fullest potential in all subject areas.

Discipline Procedures

Faculty members may be disciplined for misconduct, including but not limited to violation of the Faculty Handbook or School Board Policy; insubordination, including any failure to follow a verbal or written directive from a supervisor; conduct that disrupts or may disrupt the educational program or process; conduct that violates state or federal law; and other sufficient causes as determined by the Director, School Board, or Parish Council.

Discipline may be issued in one of the following forms:

- Verbal warning;
- Written warning;
- Suspension with or without pay; or
- Termination.

Faculty members do not have a right to progressive discipline.

The Director is authorized to suspend a faculty member with or without pay for up to five (5) school days. The School Board must approve a suspension with or without pay of more than five (5) school days.

For termination, the Director must make a recommendation to the School Board. To request a hearing before the School Board, the faculty member must submit a request in writing to the School Board within five (5) calendar days of receipt of the termination recommendation notification. If a hearing is requested, the School Board will promptly schedule a hearing and give the faculty member written notification of its date, time, and place at least five (5) calendar days before the hearing. The notification shall set forth the procedure to be followed at the hearing. If the School Board determines that the faculty member should be terminated, the School Board shall make that recommendation to the Parish Council. The Parish Council will determine whether or not to terminate the faculty member. The decision of the Parish Council is final.

Section 5 – Instruction

5.1 Acceptable Use of Electronic Networks

This Policy is intended to serve as a guide to the scope of the Schools’ authority and the safe and acceptable use of the Schools’ computers, mobile devices, computer network (local and wide area networks), email, and Internet access, which are collectively referred to in this Policy as the “electronic network.”

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

The Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. The Schools will not be responsible for any damages the user suffers. This includes loss of

data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Schools specifically deny any responsibility for the accuracy or quality of information obtained through its services.

The Schools assume no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, purchased media, applications ("apps"), and/or in-app purchases.

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

Authorized Users

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

Authorization for Electronic Network Access

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

Curriculum and Appropriate Online Behavior

The use of the electronic network shall: (1) be consistent with the curriculum adopted by the Schools as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Use of the electronic network also shall be consistent with Christian values and integrity. Students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff may, after obtaining permission from the Directors or designees, use the Internet throughout the curriculum.

The electronic network is part of the curriculum and is not a public forum for general use, and is not to be used in conflict with the basic educational mission of the Schools. Use of electronic networks may be restricted in light of the maturity level of students involved and the special characteristics of the school environment.

Acceptable Use

All use of the electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Authorized Users have no expectation of privacy in any material that is stored, transmitted, or received via the electronic network. General rules for behavior and communications apply when using the electronic network. Authorized Users are expected to abide by the generally accepted rules of network etiquette. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Directors or designees. The Directors or designees shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device only for bona fide research or other lawful purpose, provided the person receives prior permission from the Directors or designees.

The Directors or designees shall monitor the use of the electronic network to ensure compliance with this Policy and other rules, regulations, or other terms or conditions of electronic network access promulgated by the Directors or designees, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of the Schools. Internet access is limited to only those acceptable uses as detailed in this Policy and other rules promulgated by the Directors or designees.

Email

The Schools' email system, and its constituent software, hardware, and data files, are owned and controlled by the Schools. The Schools provide email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

The Schools reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student, staff member, or other user to an email account is strictly prohibited.

Email messages should be polite and reflect Orthodox Christian values, and should not be abusive or include vulgar language. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum. Email is not private and may be subject to public disclosure.

Electronic messages transmitted via the Schools' Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the Schools. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the Schools. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Directors or designees. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of the Schools' email system constitutes consent to these regulations.

Unacceptable Use

Authorized Users are responsible for their actions and activities involving the electronic network. Any use that is inconsistent with this Policy or the Schools' educational mission is an unacceptable use. Some examples of unacceptable uses include:

1. Using the electronic network for any illegal activity, including violation of copyright or other intellectual property rights, or transmitting any material in violation of any state or federal law;
2. Taking any steps that threaten, or that may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
3. Unauthorized downloading of files, images or software, regardless of whether it is copyrighted or de-virused;
4. Using the electronic network for private financial or commercial gain, including advertising;
5. Wastefully using resources, such as file space;
6. Creating or forwarding chain letters, "spam," or other unsolicited or unwanted messages;
7. Creating or sending email or other communications that purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
8. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, content filter, or other security feature maintained on the electronic network or on any external computer, computer system, or computer account;
9. Hacking or gaining unauthorized access to files, resources, or entities;
10. Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
11. Compromising the privacy or safety of oneself or others, including the unauthorized disclosure, dissemination, or use of personal identifying information such as personal addresses, telephone numbers, photographs, or other information of a personal nature;
12. Using another user's account or password;
13. Disclosing any computer network password (including your own) to any other individual;
14. Posting material authored or created by another without consent or plagiarizing;
15. Posting anonymous messages;
16. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
17. Using the network while access privileges are suspended or revoked;
18. Disrupting the educational process, including use that is reasonably foreseeable to result in a disruption or interfere with the rights of others at any time, either during the school day or after school hours;
19. Disrupting or interfering with the electronic network;
20. Sending mass electronic mail to multiple users without prior authorization by the Directors or designees;
21. Misrepresenting one's identity in electronic communications;
22. Engaging in any activity that does not meet the intended purposes of the electronic network, as set forth in the Electronic Network Acceptable Use Policy and any other rules promulgated by the Directors or designees;
23. Communicating or socializing with students through private email accounts, Internet accounts, texting, or other means of private electronic communication, including, but not limited to, social networking sites, without the prior authorization of the Directors or designees;

24. Vandalizing or attempting to vandalize the electronic network, computer hardware, mobile device, another user's or the Schools' data or system settings; and
25. Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

Disk Storage

Authorized Users must be aware of the limited storage capacity and bandwidth available on the network. Authorized Users should refrain from high-bandwidth activities (streaming video or music) and unauthorized large downloads. To save room on the server, all Authorized Users are required to keep the number of files saved on their network drives to a minimum. Do not download programs, patches, or any non-school related files. The Directors or designees may occasionally access your files as we verify network usage, scan for viruses, and minimize overhead. Do not keep private materials on the electronic network.

Security

Network security is a high priority. Security on the electronic network is in place to protect every user. Security breaches or risks, or problems on the electronic network must be reported immediately to the Directors or designees and not disclosed to other users.

Indemnification

The user agrees to indemnify the Schools for any losses, costs, or damages, including reasonable attorney fees, incurred by the Schools relating to, or arising out of, any violation of this Policy or any other rules promulgated by the Directors or designees.

Section 6 – Students

6.1 Bullying, Intimidation, & Harassment Prohibited

Purpose

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

Definitions

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

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.

4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

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

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

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

Prohibition

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

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

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

1. During any school-sponsored education program or activity;

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment;
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the Schools if the bullying causes a substantial disruption to the educational process or orderly operation of the Schools. This item (#4) applies only in cases in which a School staff member receives a report that bullying through this means has occurred and does not require the Schools to staff or monitor any nonschool-related activity, function, or program;
5. Through transmission of information from any school-sponsored publications and forums that may reasonably be perceived as sponsored by the Schools; or
6. In any other way that has a nexus to the Schools or school activities.

Reporting Bullying

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

Pythagoras Children's Academy

Vicky Frigelis, Director
 (630) 834-0477
 vfrigelis@pythagoraschildrensacademy.com

Pythagoras Greek School & Pythagoras Saturday Greek School

Christina Brales, Director
 (630) 279-4720
 c.brales@yahoo.com

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

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

Investigating Bullying

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

1. Investigate whether the reported acts of bullying are within the Schools' jurisdiction as defined by this Policy.
2. Make all reasonable efforts to complete the investigation within 10 school days after the bullying incident is reported, taking into consideration additional relevant information received during the course of the investigation.
3. Involve appropriate school support staff and staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
4. If the Directors do not receive the initial report of bullying, the bullying incident should be reported to the Directors as soon as possible after the report is received.
5. Provide parents of students under investigation, to the extent permitted by federal and state laws and rules governing student privacy rights, information about the investigation and an opportunity to meet with the Directors or designees to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Directors or designee shall document the following information:
 - a. type of bullying;
 - b. area of school where the bullying occurred;
 - c. impact of the bullying;
 - d. whether the bully or victim had previously been referred for interventions; and
 - e. bystander intervention and participation.

Bullying Outcomes

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

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

Review and Communication

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

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

Administrative Procedures

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

6.2 Student Conduct Expectations & Discipline

Philosophy

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

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

Behavior in Church

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

Misconduct

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

Misconduct includes, but is not limited to:

- Disobeying school rules or school staff directions;
- Tardiness and absence violations;
- Failure to complete assignments or coming to school unprepared;
- Cheating, lying, deception, or forgery;
- Stealing, damaging, or misusing the school's or another person's property;
- Inappropriate language or gestures;
- Disrespect to students, school staff, or school visitors;
- Verbal abuse or intimidation of students, school staff, or school visitors;
- Teasing of students, school staff, or school visitors;
- Disruptive classroom behavior;
- Disruptive lunchroom behavior;
- Fighting or aggressive behavior;
- Throwing objects;
- Dress code violations;
- Leaving the school building or school grounds before the end of the school day without permission;

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

Discipline Procedures

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

At times, however, students may need to be disciplined in accordance with the below-listed procedures. The discipline procedures may be used individually or in combination, and not necessarily in a progressive manner.

- Verbal warning.
- Verbal warning and a one-on-one discussion with the teacher or respective Director.
- Loss of a privilege (for example, recess).
- Contact the student's parent.
- Meeting with the student's parent (and student, if appropriate).
- In-school suspension.
- Out-of-school suspension.
- Expulsion.

Suspension & Expulsion

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

6.3 Suspension Procedures

The respective Director is authorized to suspend a student up to 10 school days. The respective Director shall implement suspension procedures that provide for the following:

1. Before a student is suspended, the student may be provided a conference with the respective Director during which the charges against the student will be explained and the student will be given an opportunity to respond to the charges.

2. A pre-suspension conference (see #1) is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process.
3. Any suspension shall be reported immediately to the student's parent(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the School Board. During the review process, the student shall continue to serve the suspension. At the review, the student's parent(s) may appear and discuss the suspension with the School Board or its hearing officer and may be accompanied by a representative. After presentation of the evidence or receipt of the hearing officer's report, the School Board shall take such action as it finds appropriate. The School Board President or respective Director shall notify the parent(s) of the School Board's decision. The School Board's action shall be final.

6.4 Expulsion Procedures

The respective Director shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student is expelled, the student and parent shall be provided a written request to appear at a hearing to determine whether the student should be expelled. A copy of this notice shall be given to the School Board. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating;
 - b. The time, date, and place for the hearing;
 - c. A short description of what will happen during the hearing;
 - d. A statement indicating that the School Board may expel a student for a definite period of time or indefinitely, as determined on a case by case basis; and
 - e. A request that the student or parent(s) inform the School Board if the student will be accompanied by a representative at the hearing and, if so, the representative's name.
2. Unless the student and parent indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. The hearing shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, the hearing officer shall report to the School Board the evidence presented at the hearing.
3. During the expulsion hearing, the School Board or hearing officer shall hear evidence concerning whether the student is guilty of the misconduct as charged. The student and

parent may be accompanied by a representative, offer evidence, present witnesses, cross examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the School Board shall decide the issue of guilt and make a recommendation to the Parish Council.

4. Upon receipt of the School Board's recommendation, the Parish Council shall accept, deny, or amend the School Board's recommendation or direct the School Board President or respective Director to gather additional information. The Parish Council shall decide the issue of guilt and shall take such final action as it finds appropriate. The School Board President or respective Director shall notify the parent(s) of the Parish Council's decision. The Parish Council's action shall be final.

6.5 Student Records

The Schools respect all confidential information related to students. All personal records of students and families on file are kept in the strictest of confidence. Information pertaining to the admission, enrollment, academic progress, health, discipline, or disenrollment of a student will be kept confidential, unless the student's parent has given written permission for disclosure or such disclosure is otherwise required by law.

The respective Director or designee shall maintain and protect the confidentiality of school student records, inform teachers and staff members of this policy, and inform students and parents of their rights regarding school student records.

Access

A parent or a designated representative of the parent shall have the right to inspect and copy all school student records of that parent's child with limited exception as required by law. A request to inspect and copy records shall be made in writing to the respective Director. The Schools shall grant the request to inspect and copy student school records within 15 school days of receipt of the request. Parents will be charged a copying fee of \$1.00 per page. The Schools shall not grant a parent any right of access to or inspection of the student's school records if the respective Director has been provided with a certified copy of an order of protection or a legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights or prohibits access.

Notification

If a student's school records are to be disclosed to someone other than the student's parent as permitted by law, notice to the parent will be provided prior to the release of the records.

Retention & Destruction

PCA shall retain a student's school records for seven (7) years after a student leaves the school. The Greek Schools shall retain a student's school records for one (1) year after a student leaves the school.

Transferring Records

PCA shall transfer a student's school records to another school upon written request or written authorization by the student's parent. A request to transfer records shall be made in writing to the Director. PCA shall transfer a copy a student's school records within 10 calendar days of receipt of the request except if tuition or other fees are still owed to the school. If tuition or other fees are still owed, PCA may withhold the official record of the student's grades and transfer an unofficial record

in lieu of the official record. PCA shall transfer the official record of the student's grades within 10 calendar days after the outstanding balance has been paid.

Section 7 – Community Relations

7.1 Visitors to & Conduct on School Premises

The following definitions apply to this policy:

- School property: School and Church buildings and grounds when being used for school purposes, vehicles used for school purposes, and any location used for a School Board meeting or school-sponsored event.
- Visitor: Any person other than clergy, a Parish Council member, a School Board member, an enrolled student, or employee of the Parish.

Upon arriving at the Schools, all visitors must sign in at the Church office, show identification, and wear a visitor's badge. When leaving, visitors must sign out at the Church office and return the visitor's badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in or out or wear a badge, but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

The Schools expect mutual respect, civility, and orderly conduct among all people on school property when being used for school purposes or at a school-sponsored event. No person on school property when being used for school purposes or at a school-sponsored event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a School administrator, teacher, staff member, a School Board member, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Except as specifically permitted by state law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any federal or Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Use or possess medical cannabis;
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other policies or regulations of PCA or the Greek Schools, or a directive from an authorized security officer or employee of PCA or the Greek Schools; or

15. Engage in any conduct that interferes with, disrupts, or adversely affects PCA or the Greek Schools or a school function.

Convicted Child Sex Offender Notification

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two (2) exceptions:

1. The offender is a parent of a student attending the school and has notified the Director of his or her presence at the school on each occasion for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission on each occasion to be present from the Director or Proistamenos.

The Directors or designees shall supervise a child sex offender whenever the offender is the vicinity of children.

See Board Policy 3.1, *Safety*, and Board Policy 4.2, *Abused & Neglected Child Reporting*.

Enforcement

Any School administrator, teacher, or staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Director or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person also is subject to being denied admission to school events or meetings for up to one (1) calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the School Board. The Director or designee may refuse the person admission pending such hearing. The Director or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least five (5) days before the School Board hearing date.

The hearing notice must contain:

1. The date, time, and place of the School Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

7.2 Parent Organizations

Parent organizations are invaluable resources to PCA and the Greek Schools. While parent organizations have no administrative authority and cannot determine policy for PCA and the Greek Schools, the School Board welcomes their suggestions and assistance.

Parent organizations are recognized by the School Board and permitted to use the school name and logo attributable to PCA and the Greek Schools provided they first receive the School Board's express written consent. Consent to use the name or logo will generally be granted if the organization has a governance structure and operating guidelines containing the following:

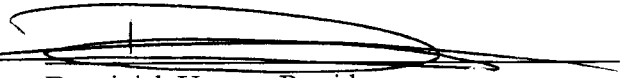
1. The organization's name and purpose (such as to enhance students' educational experiences, to help meet educational needs of students, to assist specific clubs through financial support, or to enrich extracurricular activities).
2. The rules and procedures under which it operates.
3. An agreement to adhere to all School Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to parents of students enrolled in the school, administrators, teachers, staff, and Parish members.
5. A statement that PCA and the Greek Schools are not, and will not be, responsible for the organization's business or the conduct of its members.

Permission to use the name or logo of PCA and the Greek Schools may be rescinded at any time and does not constitute permission to act as representative of PCA and the Greek Schools. At no time does PCA and the Greek Schools accept responsibility for the actions of any parent organization regardless of whether it was recognized or permitted to use the above-mentioned name or logo. The Directors or designees shall serve as the liaison to parent organizations.

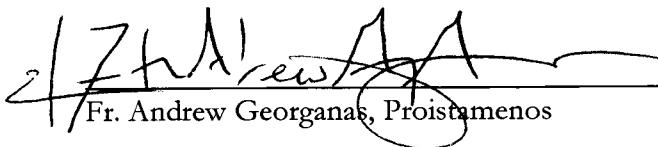
The School Board Policy Manual for Pythagoras Children's Academy, the Pythagoras Greek School, and the Pythagoras Saturday Greek School was adopted this 14th day of October, 2014, following approval by the School Board, Parish Council, and with the Paternal blessings of the Proistamenos.



Harry J. Fournier, President
School Board



Dominick Vassos, President
Parish Council



Fr. Andrew Georganas, Proistamenos