

KORAES AFTERNOON GREEK SCHOOL

POLICIES AND PROCEDURES SCHOOL YEAR 2017-18

Lead Teacher: Panayiota Bozionelos

PRINCIPAL: Mrs. Beth Lind

TEACHING STAFF:

Pres Georgia Alikakos : lower elementary

Panayiota Bozionelos upper elementary

ATTENDANCE

Please contact the school office by 4:00 p.m, (708-974-3402) if your child will be absent. The school office will contact you if you do not call to state the reason for your child's absence. Excessive absences will result with a meeting with the principal. If there is a serious reason for excessive absences, then you need to discuss the matter with the principal. In addition, your child will be marked absent if he/she is not present at the ethnic programs.

ARRIVAL

Students are required to enter using the east entrance only (by the enclosed playground). Please plan to arrive by 4:25 so school may begin on time at 4:30. Ring the doorbell if staff is not present. Teachers will be in the hallways to meet students. Students are to stay in a line with their class at their designated location in the hallway until 4:30 p.m.

HOMEWORK

Help your child come to school prepared with homework completed, proper school supplies and books. All missed assignments must be made up. Longer homework assignments will be given on Wednesdays. Please be sure to review what lessons were taught in class and keep track of assignments that are due.

DISMISSAL

Teachers will dismiss students from east entrance only. Parents must come into the building to pick-up students from their designated location in the hallway. Please be prompt in picking up students since supervision will end at 6:40 p.m.

PARENT CONFERENCE

Report cards will be issued December 21 for the first semester of school. If a parent desires a conference or the teacher desires a conference, either party may schedule one.

PROGRAM PARTICIPATION

Your child will participate in one school program for Greek Independence Day, which will also be the end of the year Graduation Program. (March 29th)

GRADING

Student achievement reporting is through the report cards which are issued two semesters during the school year.

The grading policy is as follows:

E	Exceeds
M	Meets
D	Developing
U	Unsatisfactory

PARADE

The Greek parade date will be announced. Specific information will be given as soon as it is received. We encourage all those students who are eligible to participate, to show their school spirit and pride for their culture by attending the parade.

KORAES AFTERNOON PARENT TEACHER ASSOCIATION (KAPTA)

The KAPTA will sponsor events during the school year. Please look for this information and help out when time allows. We expect parents to support the program. Word of mouth spreads! Spread the good news about the program and reach out to others. Be sure the office has your email as a way to correspond.

MEDICATION

The primary function of the school is to provide an education. The administering of medication is not normally a function of education. It is recommended that the student take the medication just before coming to school with next dose due later in the day after school hours.