



Parent & Student Handbook

Of St. John of San Francisco Orthodox Academy

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St. John of San Francisco Orthodox Academy
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Parent & Student Handbook

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1. INTRODUCTION

This Parent and Student Handbook has been prepared to assist you and your child in achieving our common goal of providing a strongly foundational traditional Christian childhood embedded with a strong sense of community coupled with a commitment to superior academic achievement. It is the desire of each faculty and staff member of St. John's Academy to present an atmosphere that encourages the students to be productive members of our society and an atmosphere that is conducive to academic excellence.

St. John of San Francisco Orthodox Academy (also referred to here as 'SJA' or 'the Academy') is a traditional Christian school, informed by the life and teaching of the ancient and venerable Orthodox Church. Students receive formal instruction in basic Christianity in both belief and practice. They also begin and end each school day with prayer and participate in the worshipping life of the Church. In addition to providing an outstanding preparation for college or university, this enables our students to be of benefit to the moral and ethical fiber of our society and the Church. The Academy strives to instill in our students a lifelong desire to love, serve, and worship Our Lord God and Savior Jesus Christ.

By choosing St. John of San Francisco Orthodox Academy, students and their families indicate a commitment to the traditional Christian values of the school as well as a willingness to support the school's regulations regarding academic achievement, behavior and participation in parental and student activities.

Please note that the contents of this Handbook, including all of its sub-sections, are formal policy documents from St. John of San Francisco Orthodox Academy and constitute binding school arrangements and policies. A child's enrollment at St. John's Academy indicates a formal acceptance on the part of the child and family members to abide by all the contents of this Handbook. It is important that families read this Handbook carefully, and ensure that they remain in compliance with its policies. The Administration of the Academy reserves the right to modify any part of the policies outlined in the Handbook to best suit individual student and family circumstances.

St. John of San Francisco Orthodox Academy reserves the right to change, add, or delete any previously stated school policy. Families will be notified of changes via electronic or other means by the Academy office.

1.1 History

St. John of San Francisco Orthodox Academy was founded in 1994 by Fr. Serge and Matushka (the formal title in the Russian Orthodox Church for "wife of the priest")

Masya Kotar, to serve the religious and academic needs of families wishing to have their children taught in a private school, affiliated with teachings of the Russian Orthodox Church, and with high academic standards. A high school was added in 1995, with the first student graduating in 1997. Fr. Serge and Matushka Masya stepped down as administrators in 2010. The Academy joyfully opened enrollment to all families seeking a quality learning environment imbued with traditional Christian faith and teachings in 2011.

1.2 Statement Of Philosophy

St. John of San Francisco Academy is dedicated to the development of the whole person—heart, mind, body and soul in a loving and accepting environment. The faculty and staff members of St. John’s Academy are committed to striving toward three principle aims for its students:

1. Agape, or “Divine Love”; To foster spiritual growth through love for Christ.
2. Logos, or “Meaning”; To develop intellectual acumen and academic excellence.
3. Sophia, or “Wisdom”; To acquire both analytical and critical reflection capability as well as spiritual discernment and ethics allowing them to become productive members of society, as well as active proponents of a higher quality of culture.

These aims are promoted and achieved through participation in the Academy and Christian life, which are seen as complementary to each other.

1.3 Goals

The faculty and administration of St. John of San Francisco Orthodox Academy will achieve the following goals:

1. Provide a traditional Christian environment which fosters a commitment to live a life in Christ.
2. For students to participate in the worshipping life of the Academy, instilling beneficial life-long habits of honoring God in worship. (Please note that the practice of the Orthodox Church is to distribute Holy Communion only to those who profess the Orthodox faith and have prepared themselves to partake of the “Bread of Life.”)
3. Teach in accordance with a Traditionally Christian and Classical Curriculum.
4. Offer a superior and very challenging college preparatory course of instruction.
5. Assist students and parents in planning for university and college entrance.
6. Be positive participants in the life of our own local churches or parishes.
7. Be respectful and courteous towards those who have authority over us and to each other.
8. Provide personal and historical examples of inspirational good moral character.
9. Honor, love and worship the Lord Jesus Christ.

1.4 Structure and Governance

St. John of San Francisco Orthodox Academy is governed by a Board of Directors. This Board is responsible for Academy finances and the selection of the Principal. The Founder's Board consists of the original founders of the Academy and is responsible for ensuring that the Academy continues to abide by the original philosophy and intent of the organization. The Principal is responsible for appointing a Dean of Students and Director of Curriculum Development, hiring all teachers, and managing the day-to-day aspects of the Academy's functioning.

1.5 Notice of Nondiscrimination Policy

St. John of San Francisco Orthodox Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its personnel, admission, financial assistance and education policies or any other Academy-administered programs.

2. ADMINISTRATIVE INFORMATION

St. John of San Francisco's Administration consists of the Principal, Dean of Students and Director of Curriculum Development. The Guidance/College Counselor may be consulted in matters pertaining to individual or group dynamics. The Principal is responsible for seeing that all Academy Policies and Procedures (as set out in this Handbook) are followed by students, parents, teachers and staff.

2.1 Admission and Enrollment

St. John of San Francisco Orthodox Academy holds a tradition of providing students with not only a caring Traditional Christian environment, but also a rigorous and advanced academic program. In the interest of maintaining these high standards and ensuring that entering students are prepared for the coursework they will face at St. John's Academy, all transfer students must undergo a formal assessment that will then be used for their grade placement.

Students entering Kindergarten 4 must be four [4] years old by August 31 of the school year. All students interested in K4 must be assessed for readiness by the Kindergarten teacher, and may be recommended for a Pre-K program.

The admissions process at St. John of San Francisco Orthodox Academy consists of five [5] stages:

1. Parents must complete an application form (available online or through the SJA office) and submit it to the Academy office, along with the \$100 non-refundable processing and testing fee.
2. Student must undergo placement testing (held on the Academy premises).
3. A family interview will be conducted. This interview takes place in the prospective family's home and will be attended by all family members, the Principal and/or the Dean of Students, and the Chaplain or other designated member of the clergy.
4. Upon acceptance, a formal letter will be sent to the family, along with registration packet(s) for each child.
5. Parents must return completed registration packet, along with nonrefundable \$300 per child registration fee.

Students enrolled for the first time at St. John of San Francisco Orthodox Academy are enrolled on a provisional basis for the first semester. The student's academic progress is evaluated at the midpoint and again at the end of the first semester. If a student's academic readiness and/or behavior will interfere with his or her success, alternative plans will be addressed, including, but not limited to, the dismissal of the student from the Academy. Any special conditions for admission will be explained to parents in writing. We desire all students at St. John's Academy to have the maximum opportunity for success.

Re-enrollment for current students at St. John's Academy consists of three [3] stages:

1. The SJA office will mail/email the annual registration packet to families early in the Spring Semester.
2. Parents must return completed Registration Packets, along with the non-refundable \$300 per child registration fee and SMARTtuition agreement.
3. Student must continue to abide by the Academy's behavioral policies and academic expectations in order to qualify for re-enrollment. See sections 3.5 and 4.1 for more information.

St. John of San Francisco Orthodox Academy offers enrollment for each student one year at a time. Acceptance of any student for an academic year does not guarantee readmission the following year. The administration of St. John's Academy reserves the sole right and discretion to offer or deny enrollment for any subsequent year. The administration also reserves the sole right and discretion to terminate a student's enrollment during the school year for any violation of the policies and provisions in this Parent and Student Handbook or on any basis which it deems appropriate at the time.

2.2 Tuition and Fees

Prompt payment of tuition and fees is required of all families. St. John of San Francisco Orthodox Academy is a small organization that relies upon the cooperation of families in order to operate smoothly.

Tuition: Currently, the amount labeled ‘Tuition’ includes tuition, book fees, and the school’s hot lunch program. The Tuition schedule is as follows:

Kindergarten-1 st Grade:	\$7,735 per year
2 nd -5 th Grades:	\$7,995 per year
6 th -8 th Grades:	\$8,850 per year
9 th -12 th Grades:	\$9,725 per year

Other Fees: Annual fees in addition to Tuition include Registration (\$300), Family Donation (\$1000), and Per Family Fee (\$2275). These fees cover the cost of annual testing (Stanford Test, PSAT), supplies, and help to bridge the Academy’s gap between tuition income and the cost of providing an appropriate educational and traditional Christian environment.

Discounts: There are three tuition discounts currently available from the Academy: multiple children, clergy, and financial need-based.

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

Clergy: A clergy tuition discount of 20% is offered for full-time clergy (clergy whose full-time income is dependent upon the Orthodox Church).

Need-based: Families may apply for a tuition discount up to a maximum of \$2275. Applications processed by PSAS (Private School Aid Service), with an application deadline of mid-May. Applications are available in the school office.

There are no additional scholarships or forms of financial aid currently available from St. John of San Francisco Orthodox Academy. Families with financial need are encouraged to apply for support from one of the many needs-based scholarship funds in the Bay Area, such as the BASIC or Guardsmen Funds.

Payments: Tuition and Fees are paid through SMARTtuition. Please see section 3.4 and Appendix B for more details. Families are welcome to choose 12-month or 10-month tuition plans; payments for the upcoming year begin June 20th.

2.3 Student Health

Immunizations: According to Section 120335 of the State of California Health and Safety Code, all students under the age of 18 years admitted to St. John of San Francisco Orthodox Academy must be immunized against diphtheria, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, tetanus, hepatitis B, varicella. In addition, by law, all students entering 7th grade must be fully immunized against pertussis, including all pertussis boosters appropriate for the student's age.

Reflecting California State Law, students may not be admitted to St. John's Academy if they do not meet the state immunization requirements, unless there is a Medical Exemption certified by a licensed physician provided at the time of registration. This applies to students entering Kindergarten and 7th grade as of 2015 academic year.

Pre-existing Conditions: The Academy administration should be made aware of any medical, physical, or emotional problems of a student that may in any way affect his/her performance in school or school activities.

Illness: Students who are ill will not be permitted in school. Parents will be called to pick up their child if s/he is sick. If a child develops a communicable disease, please notify the Academy immediately. Students with or recovering from this illness will need a doctor's release prior to returning to the Academy. This policy also applies to such incidences as head lice. Students suffering from a fever will not be allowed to re-join classes until 24 hours after the fever has broken.

Medication: All medications brought to St. John's Academy will be kept in a secure location and administered by a staff member. Prescription medication will not be administered by mouth unless both a written statement from a physician (detailing method, amount and time schedule) and a written statement from a parent (authorizing the child to administer independently or a staff member to assist) are on file in the school office. Non-prescription medication and/or natural and homeopathic remedies can only be offered to students with **written** authorization from the parent/legal guardian. Such medications must be brought to the Academy office in the original manufacturer's container/package with all labels intact. Written instructions for administration must accompany the medication. It is recommended that written authorization from a primary care provider or specialist accompany the medication.

Emergencies: First aid will be administered on premises in cases that appear to be minor in nature. In the event of an emergency, 911 will be called and medical personnel will determine the medical care needed. Parents will be contacted immediately and are expected to provide the follow-up care and monitoring. **It is vital that the office has**

an up-to-date Emergency Contact Form for each student. If this information changes, please contact the Academy immediately.

2.4 School Hours

Daily Schedule: Students are expected to be on campus by 8:00 AM. The daily school schedule is as follows:

7:50-8:00 AM- Students Arrive on Campus	All Grades
8:05 AM- Homeroom	
8:15 AM- Morning Prayers	
10:05 AM- Snack	
11:55 AM- Lunch	
2:30 PM- After school Prayers	
2:45 PM- Early Dismissal	Grades K-5
3:30 PM- Late Dismissal	Grades 6-12

Drop Off and Pick Up Procedures: Parents should drive into legal parking spaces before dropping off or picking up their children. Please do not double park or block neighborhood garage entrances. All morning and afternoon student traffic must go through the 26th Avenue entrance.

All parents in grades K-5 must sign in their children in the morning and sign them out at the end of the day. **Students will only be released to authorized individuals.**

Written authorization must be on file in the Academy office. Students in grades 6-12 must sign themselves in and out every day.

Students must be picked up promptly unless they are involved in extra-curricular activities. Parents who fail to pick up their children within 15 minutes of school being let out will be charged \$1.00/minute, billed directly to their SmartTuition account. This charge becomes part of the payable tuition and fees for the year.

Students arriving late to school (grades 2-12) will forfeit their recess time after lunch and will instead help the assigned house with cleaning. High school students who arrive late on an off-campus lunch day will help clean the next day.

2.5 Lunch

As an Orthodox Academy housed by the Russian Orthodox Church Outside of Russia, St. John's Academy follows all of the dietary fasting rules of the Julian Calendar (Old Calendar). The Academy provides healthy lunches Tuesday-Friday, of which all students are expected to partake as a community. **Students are not allowed to bring their own food to school without a doctor's note prescribing this dietary restriction.**

Bring Your Own Lunch Mondays are the opportunity for every family to prepare a lunch perfectly suited to their own tastes, but these must still follow any fasting restrictions. Students who bring an inappropriate lunch will be provided with crackers or another fasting option. Failure to abide with the Academy's regulations will result in the closing of this program and an increase in fees to account for the extra cost of catering Monday lunches.

2.6 School Closure Information

Planned school closures are scheduled on the Academy's Google Calendar on the school's website: www.stjohnsacademysf.org. Unplanned closures will be announced via email to all parents as soon as the administration is made aware.

2.7 Field Trips

Field trips are planned for educational and/or cultural value. They are encouraged as a means to achieve specific objectives. Field trips will be scheduled in advance; however, should an opportunity arise, short notice may be provided. Teachers shall choose field trips based on curriculum needs.

For positive representation of our school and to keep our students easily identified in a crowd, uniforms are to be worn. A teacher may consider the special conditions of specific field trips and may recommend waiving the uniform requirements, but this **must** be approved by the administration prior to the day.

The cost per student, per trip, is paid by the parent and will vary depending on the field trip. School permission forms must be on file at school for each student prior to the class' departure on a field trip.

The parents' role in field trip activities is one of assisting in supervision and driving. Drivers should adhere to the scheduled itinerary, making no special stops with their group and following all traffic safety rules.

Parents driving to and from field trip locations must have a current, valid California driver's license, automobile insurance, and a seat belt to accommodate each student. The Academy follows the most current automotive laws regarding whether or not a child requires a booster seat. Parents will be required to provide such seats as needed.

2.8 Lost and Found

Lost and found items will be taken to the SJA office. An initial attempt will be made to identify the proper owner of any articles. After this time it will be kept in the 'lost and

found box' in the office for a period of 3 months. After this time, items will be disposed of or recycled as appropriate.

2.9 Communication

Communication of events, policies, and other administrative business from St. John of San Francisco Orthodox Academy will be conducted primarily through email. All parents are required to provide the Academy with a current email address, and to check their email regularly.

2.10 Student Pictures

St. John of San Francisco Orthodox Academy reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the Principal in writing by the end of the second week of the school year.

2.11 Gifts

Gifts to teachers from students or their parents should be limited to major holidays or birthdays. Any monetary gifts to teachers should be for a special season and given through the parent organization to all teachers.

2.12 School Property

Students are expected to respect the Academy and church grounds at all time by acting in an orderly and tidy fashion in speech, dress, and actions. Any behavior that can be construed as vandalism will not be tolerated. Any property damaged by such action will be the responsibility of the student's parents.

All books (not workbooks) are property of St. John of San Francisco Orthodox Academy, and must be returned at the end of the academic year. Parents will be billed a replacement fee for any unreturned books.

2.13 Safety

Safety is a major priority for the Academy.

Emergency Procedures: Every family must provide emergency contact information with their registration form, to be kept on file in the Academy office. Any changes in address, home, or parent/guardian work telephone numbers must be communicated immediately. It is the responsibility of the parents to notify the school of any situations regarding the student's custody, care, or welfare.

Visitors: All Visitors to the Academy must check in at the Office (including Parents) and sign in the log-in sheet. No access to classrooms for any visitors (including

parents) is permitted without prior clearance and the issuance of a Visitor's Pass. This includes pick-up and drop off times.

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

III. PARENTAL REQUIREMENTS

The success of the Saint John of San Francisco Orthodox Academy in educating children depends upon the involvement of parents/guardians in developing our school community. It is our firm conviction that Orthodox education is a mixture of activities at school, Church and in the home, and can only be successful if parents are actively involved in every dimension of the educational process. For this reason, parents of students at St. John's agree to be active participants in the school's work and mission.

3.1 Parent Association

The education of a student is a partnership between parents and the school. By virtue of their child's enrollment in the Academy all parents are enrolled in the Parent Association. This organization has responsibility for holding fundraising, teacher appreciation, and community building events. A new President of the Association is elected every year, and holds this position for one year.

All parents are expected to approach the Academy with a spirit of volunteerism, offering to help the teachers, Principal, and office staff by proffering their time, God-given gifts and enthusiasm for the mission of the Academy. Each family is required to contribute 20 hours (10 for single-parent households) per academic year towards supporting school operations and fundraising events. These hours will be tracked by a member of the Parent Association appointed by the President of the Association. Parents may choose to 'buy out' their volunteer hours at a rate of \$30/hour. Any hours left incomplete at the end of the academic year (June 30) will be billed directly to SmartTuition at a rate of \$30/hour.

There are two yearly fundraisers which all family are required to participate in by offering their time, talents or resources. The first of these is the Mother's Day Brunch. Traditionally held on or around Mother's Day, this event is not only a fundraiser for the

Academy, but also functions as an important community-building event and all families are required participate. Secondly, all families are required to sell at least 6 (six) raffle tickets for the cash prize which is announced at the Promotional Ceremony at the end of the year.

3.2 Stakeholder Committee

Parents and members of the community interested in becoming involved in curricular and strategic planning decisions are welcome to join the Stakeholder Committee. The Stakeholder Committee meets with the Principal bi-annually. Any concerns brought up at these meetings as deemed appropriate will be brought by the Principal to the Board of Directors at their next meeting.

3.3 Absences

Appointments: A student may not leave the premises for any reason without specific approval by the administration. Unavoidable medical appointments or other such dismissals are granted by supplying written requests to the school before the start of the day. Notes must include the reason for it being an excused absence, time the student is being excused, and who is coming to take the student from school. Student/parent must notify his/her homeroom teacher and obtain all homework assignments for classes missed before leaving for the appointment. Failure to follow these procedures in full will prevent this absence from being deemed 'excused'. Students are always responsible for work missed while they are away; all homework should be ready for the next class period.

Vacations: The school calendar has been arranged so that students are allotted sufficient time for vacations. Please arrange your vacations so that they do not interfere with your child's attendance. Students taking unauthorized vacation days will be subject to excessive absences policy and will not be allowed to make up tests or quizzes given during the absence.

Prolonged or frequent absences (3 days per Semester), whether for travel or any other reason will result in the student's grade being reduced by one letter grade and may result in the child being excluded from registering for the next school year.

3.4 Payments

Prompt payment of tuition and fees is required of all families, and is an essential part of having your child enrolled in a private school. St. John's, for all its high standards, rankings and performance is nonetheless a small institution and relies on prompt, full payment of all tuition and fees in order to operate. The comprehensive Tuition, Fees & Donation amount must be paid to the Academy in advance, either up-front for the whole school year, or divided into ten or twelve equal monthly installments payable monthly beginning in July (with payments initiated on the 20th of the preceding month; read below). All families opting to pay by the monthly installment option are required to do so via *SMARTtuition*: a tuition-management company employed by the Academy for all tuition matters. Please note that for administrative and processing reasons, *SMARTtuition* is the sole means by which the Academy can receive payment installments, and it is a requirement that it be used in all cases.

Monthly payments are due by the end of business (4.00 p.m.) on the 20th day of the preceding calendar month. This means that, for example, the total amount for the month of December is due on 20th November, etc.

Late Fees: Late fees will be assessed by St. John's Academy for delinquent payment, according to the following practices:

- **Late or incomplete payments:** If full payment of a family's monthly installment is not received by *SMARTtuition* by the close of business on the 20th of each preceding month *SMARTtuition* levies its own late fees, for which families will be responsible.

An excess of two (2) late or incomplete payments during the course of a given school year, or any late or incomplete payment in excess of five (5) business days late, will constitute a breach of the Registration agreement and conditions of enrollment. In such a situation, notice will be provided in writing by the Academy that either (a) full pre-payment of all future months' tuition, fees, contributions and pledges for the remainder of the current school year must be received within 15 business days if the family wishes to keep its child enrolled in the Academy; or (b) enrollment of the family's child will terminate at the end of the current calendar month, with the family remaining liable for all normal tuition, fees and pledges through to the last calendar day of the month.

St. John's Academy may use any legal means at its disposal to reclaim funds past due, including the engagement of third-party collection agencies to whom financial details will be passed by the Academy as is permissible by law.

Early Withdrawal: Registration of students at St. John's Academy is for a full school year, as indicated on the application and registration forms. St. John's operates on a tight budget, made possible by knowing that it will receive payment for all its enrolled students over the full course of each academic year.

If a parent or family elects to un-enroll or withdraw their child from the Academy during an active school year, the Academy requires three (3) months' notice of this intention, and the parent or family remains responsible for the prompt payment of full tuition, fees, lunch costs, family contributions and prorated Per Family Fee for the full term of this three-month period. Should the child be physically withdrawn from the Academy by the parents prior to the term of this three-month notice period, full payment will still be required for the whole three-month period, irrespective of the child's presence on campus or in class.

If a child's enrollment is terminated by the Academy for reasons of behaviour or an infraction of school rules, policies, practices or standards, the parent or family of the child remains liable for full payment of all tuition and fees, lunch fees, family contribution/donation and prorated fundraising pledge installments through to the end of the calendar month in which the enrollment was terminated, irrespective of whether the child is allowed to remain on campus or in classes.

No fees, pledge payments or contributions already paid and received by the Academy are refundable in the case of student withdrawal.

3.5 Church Attendance

Attendance at the Sunday Liturgy (or the weekly service particular to non-Orthodox students' faith traditions) is a basic expectation for all families of St. John's students. Attendance at services for the 12 major feast days of the Church (whether during school time or otherwise) is mandatory. As an Orthodox school, the Academy expects and encourages parents to participate in and to help guide their children in spiritual life, to bring their children to the Divine Services, partake in the holy mysteries and learn about the faith side by side with their children. When students are unable to attend the Divine Services the parents must notify the school administration. Excessive unexcused absences from Church services will require families to meet with the Chaplain, result in disciplinary measures for students, and may prevent the student from being registered for the new school year.

3.6 Parent Education

An Orthodox education does not involve children alone: it involves the whole family, growing together in knowledge, awareness, faith and piety. As part of this process, ongoing parental education is a key part of the work of St. John's: education in terms of developing skills for responding to childhood growth and maturation, dealing with social issues, effectively guiding children in internet usage, etc. Parents of St. John's students commit time to engaging in these types of educational opportunities provided by the school.

IV. ACADEMIC INFORMATION

4.1 Expected Schoolwide Learning Results (ESLRs)

As part of our accreditation process, the Academy has identified a set list of Expected Schoolwide Learning Results (ESLRs). These summarize the philosophy and goals of our teaching. All teachers are required to satisfy all of the ESLRs in their teaching plan, in addition to meeting or exceeding California State Standards. The ESLRs for St. John of San Francisco Orthodox Academy are as follows:

1. Know, understand and implement the basic beliefs and practices of the Orthodox Christian faith in one's personal life.
2. Be prepared to live as a truly useful member of society who practices Christian citizenship towards others and true Orthodox piety towards God.
3. Be able to think critically and analytically.
4. Be able to express oneself in an effective and confident manner.
5. Acquire the motivation and ability to strive for intellectual excellence.

4.2 Homework Philosophy and Guide

Homework is a means of finding out how well the student has comprehended the day's lesson and to provide additional iterations of the concepts. It is also a device used to promote creativity, to spark curiosity, and to develop hidden potential in each student. All students are expected to complete and submit their homework on time. Homework usually includes both written and study work. Parents can help their children to learn good study habits by providing them with a quiet, well-lit place to work and by assisting them in effectively organizing their time. Activities on weeknights, which interfere with schoolwork, should be limited. Encourage and assist, but do not pressure or do the student's work for them. When your child seems to be experiencing too much difficulty in doing homework, you should contact the teacher.

Written homework is not normally assigned on weekends for grades K-8, given the expectation that our students will spend the weekend with their families in dedicated

family time, as well as attend the Divine Services together. Reading may be assigned. Some courses, especially at upper (high school) levels, will have homework on weekends: these include AP courses, some mathematics classes, and longer-term creative assignments.

Each student has a homework assignment book. Approximate daily homework time suggested:

- Grades 1 - 2: 15 minutes to 1 hour
- Grades 3 - 8: 1 hour to 2.5 hours
- Grades 9 - 12: 2.5 to 4 hours

Long-term projects may necessitate longer hours and/or weekends. Daily recreational reading is recommended for each student.

4.3 Homework Assignment Book and Google Classroom

All students at the Saint John of San Francisco Orthodox Academy are given an assignment book, which they are required to use as part of their studies. Not only is this book a useful tool for the student, helping him or her to be sure that necessary homework is completed on time; it is also a critical resource for parents and families, enabling them to see what their children have been assigned and assist them in completing their work at home.

Daily Assignments: The assignment book is to be brought to school each day. Because its usage is critical to successful life in the school, failure to bring it each day will result in appropriate disciplinary measures.

Homework is to be written in student assignment books on a daily basis. Commencing with the second grade, students are expected to write their assignments in the assignment books themselves, and are given assistance by their teachers in doing so. Older students are expected to write assignments in their own words. Time is given at the end of every class period to write down assignments.

Teachers will post daily assignments and essential course documents on their class Google Classroom. This can be accessed using your child's school e-mail login information (firstnamelastname@stjohnsacademysf.org) at classroom.google.com. Teacher postings on Google Classroom are not a replacement for students responsibly recording daily assignments in their assignment books.

Parental Review: Parents are required to review assignment books and Google Classroom postings with their children and sign in the appropriate spaces if and when indicated (this is checked regularly by the homeroom teacher). This ensures that parents are informed on a day-to-day basis of the expectations for their children, and are able to assist them in completing their assignments, managing their time at home, etc.

In cases of any concern, teachers may also mark notes in the assignment book, for parental review.

4.4 Grading

Each teacher is responsible for setting the regulations and policies of each class. St. John's employs a standard grading policy as follows:

- 98-100: A+ (4.0 GPA)
- 94-97: A (4.0 GPA)
- 90-93: A- (3.75 GPA)
- 87-89: B+ (3.5 GPA)
- 83-86: B (3.0 GPA)
- 80-82: B- (2.75 GPA)
- 77-79: C+ (2.5 GPA)
- 73-76: C
- 70-72: C-
- 68-69: D+
- 64-67: D
- 60-63: D-
- 59 and below F
- I = Incomplete

Class participation: Class participation is a factor in grading, and a student's mark will reflect his participation in the class. Good classroom participation includes coming to class fully prepared, with all necessary materials (pen, paper, and books); demonstrating a positive and enthusiastic attitude to work, discussions and learning; behaving in a courteous and Christian manner; etc. Students are to be well prepared for the class through study and completion of homework assignments. Verbal participation in class will also affect the grade.

Attendance, with respect to class grades: Attendance on a regular basis is essential to the educational experience. It is the obligation of each student to attend classes regularly. The quality of the students' attendance is also an important factor (attitude, preparedness, attentiveness). Excessive absences will result in a lower grade (this is outlined in the more detailed section entitled Attendance).

- Only schoolwork missed due to an excused absence can be made up. Arrangements must be made by the student. All make up work is at the discretion of the teacher.
- Grades for quizzes and tests taken in class stand permanently. Retests are only allowed for failed tests (D and F) and only at the discretion of the teacher.

Report cards: Report cards are generated for each student on a semester basis. Mid-term reports may be considered formal student progress reports. These progress reports will be emailed to parents directly. Only semester grades appear on the transcripts.

Grades are as follows:

Grades K4

- **BE:** Beginning
- **DE:** Developing
- **PR:** Proficient
- **NA:** Not Assessed at this time

Grades K5 - 1

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

Grades 2 - 12

- **A:** Outstanding achievement or above 90%
- **B:** Good or above 80%

- **C:** Satisfactory or above 70%
- **D:** Unsatisfactory or above 60%
- **F:** Failing or below 60%
- **I**:** Incomplete (only for exceptional circumstances)
- **P:** Pass

***The Incomplete grades will be changed to an "F" if work is not satisfactorily completed by an agreed upon deadline.*

Late work: Classwork or homework that is not submitted on time will be penalized by one grade level for each day that the work is late, beginning immediately after the submission deadline.

4.5 Academic Probation

Students must maintain a minimum grade point average of 2.5. Students who fall below this mark will be placed on academic probation. Failure to improve the student's grade point average could result in denial to re-entry the following year.

4.6 Honor Roll and Awards

An honor roll and high honor roll will be announced during the promotional exercise at the end of the school year. It is the purpose of the honor roll and the awards program to bring attention and recognition to the achievements of individual students, and to help the students recognize and appreciate the merits and achievements of others.

To attain eligibility for the honor roll, a student must have attained a B+ average with GPA of 3.5 or higher for the semester, beginning with third grade. High honor roll is recognized for students achieving a 3.75 GPA for the semester. Straight "A's" will result in the Academic Excellence Award. Other prizes and awards will be granted during year-end promotional/graduation ceremonies.

4.7 Community Service

Commencing with 6th grade, students of the Saint John of San Francisco Orthodox Academy are required to perform community service as part of their upbringing as conscientious Christian young people and as part of the curricular requirements for the Academy.

Minimum Service Hours: 6th Grade: 10
 7th-8th Grade: 20
 9th-12th Grade: 30

Students who complete more than 75 (middle school) or 100 (high school) hours of community service can qualify for a special award at the end of the school year. Those who fail to complete their mandatory service hours will not meet the requirements for promotion to the next grade until the commitment has been met.

St. Elizabeth's Award: Over the years, the Community Service program at St. John's has always promoted the Christian duty of 'agape', or brotherly love, and has helped to educate our students in the necessity of reaching out to and caring for our neighbors. All our students in grades 6-12 complete 10-30 hours of community service each year, and awards are granted for students who exceed that amount.

One award in particular is dedicated to outstanding work in community service amongst high school students: the St. Elizabeth Service Award, given annually. The St. Elizabeth Service Award is inspired by the life of Holy New Martyr Grand Duchess Elizabeth, who dedicated herself in service to others by caring for the poor, the sick, and the orphaned. It is given to the St. John's high school student who most exemplifies the character and devotion of St. Elizabeth and the ideals of Christian love by showing initiative and resourcefulness in helping others in the community. This award is meant to recognize that student who, without neglecting the usual methods of community service and charity fund raising, demonstrates an exceptional degree of commitment and creativity in service to his or her neighbor. The award recipient is recommended annually by St. John's faculty and administration and is approved by the Board. The student's name will be inscribed on the St. Elizabeth Service Award Plaque, and he or she will be granted a \$500 scholarship for college or university upon graduation from St. John's Academy. All High School students of the Academy are eligible for this award.

4.8 Teacher/Parent Communication

All teachers will normally arrange to meet with parents once per academic semester, in a scheduled parent/teacher meeting. Such meetings aim to provide both teachers and parents with a regular opportunity to discuss student performance, achievements, concerns or other matters. These meetings will be arranged by the teachers either directly or through the school office.

Parents are encouraged to contact teachers whenever there is a question, query, problem or concern regarding a student's grade, class performance, etc. Parents may call the school office to make an appointment to meet with the student's teacher as the

4.9 Promotion to the Next Grade

Promotion of students to the next grade is at the discretion of the Administration of St. John of San Francisco Orthodox Academy. Emotional maturity and mastery of core materials will be taken into consideration.

4.10 Attendance and Tardies

Attendance: Please see section 3.3

Tardies: Students will be marked tardy in two instances: 1. If they arrive after 8:05, when homeroom has already begun, or 2. If they arrive late to any class. One tardy will result in the student assisting in lunchtime cleanup duty and will result in the student receiving an infraction, per the Schoolwide Conduct System as outlined in Section 5.3.

V. STUDENT INFORMATION

5.1 Behavioral Guidelines

The behavior of the students on and off campus, prior to, during, and after school hours, is a matter relevant to the whole Christian life fostered at the Saint John of San Francisco Orthodox Academy. Students are required to conduct themselves in a Christian manner that is appropriate to the situation at hand (see also our expectations of proper etiquette). Failure to behave accordingly will result in disciplinary measures up to expulsion. **This includes behavior outside of the school campus.** Students in grades nine and above are required to sign the St. John of San Francisco Orthodox Academy Solemn Pledge to Live by the Virtues of Temperance, Chastity, Integrity and Joy found at the end of the Handbook, which includes the promise not to partake in alcohol, tobacco, or drugs on or off campus during the entirety of their time as students of St. John's, including all vacation periods.

For the safety, health, and well-being of all students, staff, and faculty of the Academy, the Administration reserves the right to conduct searches of students' backpacks and personal belongings as deemed necessary. Furthermore, random drug testing for any student may be implemented if cause to do so is deemed necessary. By signing this document, consent to any of these above-mentioned measures is granted. Failure to comply will result in disciplinary action, including expulsion from the Academy.

St. John's Academy follows the practice of including records of serious behavioral infractions in the student reports delivered to colleges and universities to whom students and/or parents request that we send transcripts and/or other materials in support of an application for further education.

Behavior in the classroom: In the classroom setting, students will participate fully in all class activities. Rude, disobedient, and disruptive behavior (during class or otherwise) is inappropriate and will result in disciplinary action and notification of parents. Behavior that disrupts the learning progress will not be tolerated. The instructors will establish classroom regulations according to the instructor's discretion and will make these regulations known to the students on the first day of instruction.

Any changes to the rules of classroom decorum will be given to the students as the need arises. In addition, the following general rules will be strictly enforced:

1. Students will take their seats promptly and will leave their seats only with the approval of the instructor.
2. Students will not speak in class without the permission of the instructor. Students will raise their hand before calling out answers.
3. Students will not be permitted to work on other schoolwork during class without the consent of the instructor.
4. Students are responsible for the cleanliness of their classrooms and are expected to keep their desks, shelves, and lockers clean and orderly.
5. Arguing and back-talk will not be tolerated. Any questions or dispute a student may have will be handled in a civilized manner.
6. Students will study quietly if a faculty member is out of the classroom. Students will demonstrate the integrity and trustworthiness of being able to be left alone for short periods of time. Failure to continue class work at these times will result in disciplinary actions.
7. Students will be prepared for class with all necessary materials for that period of instruction and will do all assigned work.
8. Students are required to stand up whenever an adult walks into the classroom and show full respect to all adults at all times.

Behavior respecting Academy grounds: Any behavior that can be construed to be vandalism will not be tolerated. Any property damaged by such action will be the responsibility of the student's parents.

Saint John's students are expected to show respect and act responsibly. Students will keep the school grounds clean and will dispose of all litter properly. Food will only be permitted during lunch and during authorized snack times. Eating in classrooms, gum chewing, and littering will result in disciplinary action. The lunch area must be kept clean at all times. Clean-up crews will be assigned and all dining areas must be clean following the after-meal prayers. Crewmembers will not be dismissed for noon recess until their duties are complete. Students who break these regulations will be assigned to extra clean-up duties and may be dealt further disciplinary action.

The lockers and the locker area are community space and should be kept clean with all bags stowed in the lockers or out of the walkways. No food is to be kept in the lockers. The lockers and the locker area should be kept. The staff of St. John's Academy reserve the right to inspect the lockers and locker area at any point in time.

Behavior on field trips and other activities: Field trips, Church services, and off-campus activities are scheduled to enhance the students' academic, spiritual and social development. Inappropriate behavior or disruptive actions will be referred to the Dean of Students. When participating in any school activity, the following guidelines will be observed:

1. Students will be respectful and will not disrupt any performance, speech, or activity. Booing, catcalls, etc. will not be allowed.
2. Whenever in public, students will conduct themselves in a manner befitting the Saint John of San Francisco Orthodox Academy.

Furthermore, students will refrain from the following actions at all times:

1. Tasteless jokes or comments
2. Foul and/or offensive language
3. Slander against faculty, staff adults, clergy, and other students
4. Fighting, arguing
5. Cheating
6. Gossip

These guidelines are intended to aid the students and staff to ensure the well-being, safety and general good of the entire school community. The faculty and staff of the Saint John of San Francisco Orthodox Academy reserve the right to amend and to adapt these guidelines according to their good judgment to accommodate extenuating circumstances.

Plagiarism / cheating policy : When any student submits work claiming it to be their own but has borrowed the wording, ideas, etc. from any other source without attribution, the student is guilty of plagiarism.

Students who are found guilty of plagiarism or of cheating will be suspended for one day upon the first offense. They will also receive an "F" for the assignment or test. Upon the second offense, the student will be suspended for one week and will receive an "F" in that class for the trimester. The third offense will result in expulsion.

Playground rules:

1. Rowdiness, poor sportsmanship, name-calling, pushing, shoving, etc. are not acceptable playground behavior. Children must refrain from the type of play that could hurt other children or that could damage the school equipment.
2. Noise levels should be kept to a reasonable level. As a courtesy to Church services and to our neighbors, children should not unnecessarily scream, whistle, or yell.
3. Students must ask permission to enter the Church basement or leave the property to retrieve the ball or for any other reason. Students are not permitted at any time to climb the cement retaining wall or enter onto the restricted garden area.
4. As the playground is an asphalted and cemented area, the following activities are forbidden:
 1. Cartwheels
 2. Somersaults
 3. Handstands
 4. Hanging upside down from handrails
 5. "Piggy-back" rides or picking up other children
 6. Climbing

Restricted Areas

- Playground:
 - o Church Basement
 - o Handrails
 - o Stairways
 - o Garden terrace
 - o Fence
- Big Hall:
 - o Stage
 - o Back stage
 - o Back staircase

- o Stacked tables/chairs
- o Utility room
- o Behind stationary and portable bars
- o Stairwells
- Old Hall:
 - o School office
 - o Kitchen
 - o Stairwells
 - o Clergy Washroom
 - o Electrical room

5.2 Student Etiquette

St. John's Academy places special emphasis on proper etiquette, respect and behavior among all our students and staff, as an essential part of healthy, positive relationships. All our teachers take seriously their responsibility for forming the character of the pupils in our care. This responsibility reaches beyond merely the sphere of academics: both during class and outside of class, all teachers are actively to instill and reinforce a sense of Christian respect and etiquette toward peers and others.

The following are our basic expectations with respect to etiquette in St. John's Academy:

General Etiquette:

- At all times on school grounds and at all school events, students will appear in full uniform.
- Students will address adults formally, and will interact with each other at all times in a properly respectful, loving manner.
- Students should always greet adults and any visitors with cheerfulness and an eagerness to help.
- Students will not run in school.
- Students will quietly and orderly follow their homeroom teacher to and from prayers, and the instructions of any teacher in school.

When lining up or moving about the school:

- Boys will hold doors for girls.
- Boys will let girls get in line first.
- Girls will be gracious for the kindness shown them by the boys, and vice versa.
- Lines must be straight and quiet.
- In corridors or doorways, students will stand aside and let adults pass first.
- Students will not block doorways or corridors.
- Students will not push to get ahead; as Christians, students should show love for their neighbors by letting their friends go first.

Lunchroom etiquette:

- Students will enter the lunchroom quietly with younger students lined up single-file and older students gathered for the blessing.
- At each lunch sitting, younger students will be served and seated before older students; and girls will be served and seated before boys.
- Students will eat politely and not get out of their seat during any reading or announcements.
- Students will calmly and quietly talk together during the meal, and show kindness towards one another.
- Students will remain in seats until dismissed.
- Students will orderly clear their places and push in their chairs.

In general: Our students should easily be recognized as such by their neatness, courtesy and politeness both in school and in public. Every teacher and parent has a responsibility to instill this in the hearts and minds of our pupils.

5.3 Harassment and Bullying

St. John of San Francisco Orthodox Academy maintains a zero tolerance policy for bullying or harassment of any sort. Any behavior deemed as such will be met with immediate disciplinary action.

5.4 Discipline

First and foremost, discipline at St. John's is characterized by love, compassion, and forgiveness. Christianity proclaims that each person bears the image of God, and this vision is not to be lost when discipline is required. The teachers and administration of the school will determine the form and degree of discipline required based on the student's attitude, development and the problem at hand. All discipline is based on traditional Christian principles spelled out by the Holy Scriptures: reflection, reconciliation, repentance and asking of forgiveness, timely consequences/restitution, and restoration of fellowship.

The Dean of Students is the first point of contact once a disciplinary measure must be taken outside of the classroom. Serious action, such as suspension and expulsion, will be taken in cooperation with the Principal. The Principal and/or Dean may waive any disciplinary rule for just cause at his or her discretion.

Consequences: Saint John of San Francisco Orthodox Academy may impose any of the following penalties for wrongful behavior, as a given situation may warrant:

- Instruction that the offending student publicly or privately ask forgiveness from those wronged

- Writing sentences, or essays describing wrongful behavior and lessons to be learnt from it
- Janitorial work, either during recess and breaks or after school
- Loss of privileges including recess, break time and fieldtrips
- Parental attendance during the school day for a meeting with school staff and the student
- Restitution for destruction of property; may be financial
- Suspension (either in-school or at-home, for variable periods of time)
- Expulsion
- Other disciplinary responses as may be deemed appropriate for specific circumstances

Absolutely no physical punishment is allowed by or at St. John's. No teacher at any time may strike or physically harm a student.

Schoolwide Conduct System (Grades 2-12):

The conduct system is a school-wide discipline system that was designed to be used in conjunction with each teacher's classroom management plan. It is also a way to enforce school-wide rules outside of the classroom.

A list of all the students' names will be kept in the office on the inside of the black cabinet. For every infraction, in other words, an instance when a student breaks one of the rules, the teacher will follow established reporting procedures.

Once a student receives 5 (five) infractions, they will be required to stay after school on Friday until 4:00 p.m. for detention. Detention will be thoroughly cleaning the classrooms, school, and playground (dusting, sweeping, mopping, clean the bathroom, etc.).

If a student fails to show up for detention, he/she will be given an in-school suspension the following Monday. In-school suspension means that that student receives no credit for any assignments that day and no make-up homework/tests/quizzes/projects are allowed. The student will be required to go through the material that day on their own (page numbers, concepts, etc.) but no credit will be given.

An email will be sent home to the parent after a student receives 3 (three) infractions to warn them, and again after five if the student will be required to stay for detention.

Each semester the infractions will "reset." That means if a student received three in semester 1, but never reached the point of detention, that student will start semester 2 with zero.

If over the course of one semester, a student receives enough infractions for two detentions, and then five more, he/she will not be required to stay for a third detention but will instead be given an in-school suspension.

Following is a list of acceptable infractions based on grade levels.

2nd-4th Grades:

- running
- excessive talking in class
- repeatedly coming to school out of uniform or missing any part of the uniform
- excessive talking back to a teacher in class or outside of class
- tardiness to class
- repeated instances of incomplete or unfinished homework assignments
- use of inappropriate or harassing language either in writing or out-loud, especially aimed at other students
- excessive talking while walking to and from prayers in the church, despite repeated warnings
- passing notes inside or outside of class
- excessive misbehavior or failure to follow instructions and safety rules on field trips

5th-8th Grades:

- foul language
- not being in uniform or missing any part of uniform
- excessive talking in class
- excessive talking back to a teacher in class or outside of class
- tardiness to class
- repeated instances of incomplete or unfinished homework assignments
- use of inappropriate, harassing, or lewd language either in writing or out-loud, especially aimed at other students
- excessive talking while walking to and from prayers in the church, despite repeated warnings
- raising voice to another student or teacher
- excessive misbehavior or failure to follow instructions and safety rules on field trips

9th-12th Grades:

- foul language
- excessive talking back or rudeness to a teacher (especially if already warned to stop)
- not being in uniform or missing any part of uniform
- tardiness to school or class

- insulting, harassing, or making lewd comments to another student, in writing or out-loud
- failure to follow instructions given by a teacher despite repeated warnings
- excessive talking while walking to and from prayers in the church, despite repeated warnings
- raising voice to another student or teacher

For some infractions, a detention will be given immediately. If that is the case, the Dean should be notified as soon as possible. A few example cases in which this can be applied:

- violence against another student
- violence against a teacher
- intentionally damaging school property
- leaving campus without permission
- intentionally putting in jeopardy any other student's health or well-being

5.5 Dress Code and Uniforms

At St. John's, we know that appearance and dress do influence behavior, and we enthusiastically embrace the tradition of school uniforms as a manner of improving the community atmosphere and learning environment. All students at St. John's wear school uniforms, available through Land's End (See school website). Uniforms are required for attendance at the school and must be worn each day without fail.

All students must come to school neatly combed and dressed, with uniforms pressed. **Any student not in the full acceptable uniform will be asked to make themselves presentable and may be sent home.**

Uniforms for all students: All students must wear black leather shoes—Mary-Jane style or ballet flats preferred. Girls may wear tasteful leather boots without heels or laces. Whether boots or shoes, all footwear may not have decorative accents such as fur on the outside, rhinestones, gems, jewels, flowers, pom-poms, large metal details such as buckles or zippers, fringes, large bows, excessive straps, etc. No over-the-knee or Ugg-type boots are permitted. In grades 6-12, girls should wear black leather low-heeled shoes. Heels may not exceed 2" though flats are preferred. For boys in all grades, black leather lace-up oxfords or loafers are appropriate. Athletic shoes may be worn for PE only. Hosiery should match shoes and/or uniform. Boys' socks should be black or grey. Girls may wear socks, knee-highs, or tights in white, gray, green, navy blue, or black, in solid colours only (leggings are not permitted for any reason). Girls' skirts should be at the knee or below.

K-8 Uniform Extras: Because it does get chilly sometimes, all students are permitted to wear scarves of neutral or House colors which are tasteful and not distracting. Students in grades K-8 may wear green fleece jackets (which are offered through Land's End) over the uniform, and which form an optional (but encouraged) part of the school uniform. No other coats or jackets will be allowed in class. In order to stay warm, it is also permitted to wear white undershirts or turtlenecks beneath the uniform. Colored or printed undershirts are not permitted.

High School Uniform Extras: All students in high school must wear black blazers. Boys must wear ties. These must be tasteful and in neutral or House colors. A patch with the school crest must be purchased from the school and securely sewn onto the blazer. During the winter months students in grades 9-12 may wear grey sweater vests under their blazers (available through Land's End). No jackets/sweaters may be worn on top of the blazer.

P.E. Classes: For P.E. classes, all students must wear the Academy's green crewneck or gray hooded sweatshirts with the words "St. John of S.F. Orthodox Academy" printed on them. These are available through the Academy. Students must also wear T-shirts with our logo, which are also available through the Academy. In addition, each student must have solid gray sweatpants and/or shorts as well as white, black or gray sneakers. Sneakers which blink, lightup, or have wheels attached to them are not permitted. Leggings, 'yoga' pants, bike shorts or any overly tight sweatpants may not be worn for PE class. Parents should monitor to ensure that the student has the full PE uniform on days PE is held. Failure to be in full PE uniform will result in an infraction for that PE period. Failure to launder parts of the uniform in time for school is not an acceptable reason to be out of uniform. In order to promote good hygiene, it is not permitted to wear the PE uniform underneath the SJA uniform at any time, whether before or after PE class. Students should plan to change into their PE uniforms

immediately prior to their PE class and then change back into their SJA uniforms at the end of the PE period.

Field Trip Uniform: Typically SJA students will attend field trips in their Academy uniforms. Any deviation from this is possible only through special permission from the Principal. At no time may students wear leggings/jeggings or overly tight trousers/jeans or t-shirts on a free dress day or field trip. No sleeveless shirts are allowed.

Free Dress Days Dress Code: Students may be granted free dress days by the Principal during the year. As always, students are expected to dress in a manner that reflects the values of the Academy: modesty and good taste. Students may wear blue jeans, but no offensive logos, overly tight clothing (no leggings/jeggings), sleeveless shirts, or short skirts/dresses. No open-toed sandals are permitted for health and safety reasons.

Personal appearance: Students are expected to be clean and well-groomed at all times. Make-up, nail polish, and jewelry are inappropriate (clear polish or French Manicures are permissible for High School girls). Girls may not wear hanging earrings (only studs, and one per ear) and should have their hair neatly done. No colorful or elaborate bows or ribbons are allowed. Girls' hair should be clean and neat. Small clips or ribbons that match the uniform or correspond to House colors are allowed. Boys' hair should be neatly cut and no longer than collar length; no hair designs (cut patterns) are permissible. Older boys must be clean-shaven. Earrings are not permissible for boys. No student may dye any part of his or her hair. Shirts and blouses must be fully buttoned to the button below the neck. Low neck-line blouses are not permitted.

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

5.6 Electronic Device Policy

Students may not use cell phones or other electronic devices at any time during school hours, nor are they permitted to have them on their persons during the school day. All mobile phones and any other electronics must be handed in to the school office at the start of the day, and collected at its end. If a student is caught with a cell phone or any other electronic device on his/her person, in a locker, etc, the device will be confiscated and returned at the end of the day. If such an offense is repeated, then the student may face disciplinary action, including suspension.

Should there be an emergency or some need for telephone contact during the school day, students may request to make a telephone call from the school office. Likewise parents should contact the school office in order to speak with their student or for a message to be left for the student.

5.7 Computer and Internet Use Policy

St. John of San Francisco provides computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these resources in a manner consistent with the Mission of the school, existing school policies and the policies of our Internet service providers, as well as all Federal, State and Local laws. Any activity that is unethical, illegal, disruptive, offensive or mischievous is inappropriate. The student is ultimately responsible for his conduct on the system, and will be held accountable for his actions while using any facet of the computer system at Saint John's Academy.

Equipment and Facilities: The computers, local hard drives, network drives, user accounts, personal drive space and their contents are all property of Saint John of San Francisco Orthodox Academy. As such, this property will be checked by a school Administrator without notice, in order to maintain compliance with this acceptable computer use policy. Privacy of information stored on school property should not be expected. Computer or electronic equipment belonging to the Academy may never be taken home for private use.

User Name and Password: All students are issued a username and a password. Network activity is tracked by user name, therefore, this information must be kept private and confidential. Any violation of this Computer Use Policy attributed to a student's username will result in disciplinary action being taken against that student.

Prohibitions: Students are prohibited from doing the following on school computer equipment:

- Damaging, changing, or tampering with any part of the school's computer system, hardware or software.
- Copying copyrighted software,
- Using, altering, creating, or distributing a password not specifically issued to the student,
- Adding, deleting, or altering files or installing programs without the Administrator's permission,
- Engaging in non-academic uses of the computer system, such as game playing and chatting,
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system or others,
- Using the Internet or e-mail to solicit or conspire about illegal activities,
- Making harassing, threatening, prejudicial or discriminatory statements over the computer system,
- Accessing, storing, transmitting or distributing offensive, indecent, obscene or pornographic materials in any form,
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights,
- Circumventing or attempting to circumvent the security measures on any school computer,
- Introducing any form of computer virus to any school computer,
- Using the computer system or the Internet for commercial gain, political purpose, or to advocate violence or discrimination.

Procedures For Alleged Violations: Students or faculty members who have discovered a possible violation of the Computer Use Policy should report it promptly to the Dean of Students. The alleged violator will be referred to the proper authority for investigation.

Limitation of School Liability: The Academy is not responsible for a student's exposure to inappropriate or unacceptable material, and cannot guarantee the accuracy or quality of any information found on the Internet. The school is not responsible for damages which may occur as a result of interruption of service or loss of data, or financial obligations which result from unauthorized or improper use of the network or the Internet.

Additional Rules and Regulations: Before using the computers at St. John's Academy users must sign this handbook as evidence that the student has read, understands, and intends to comply with these policies, and all other related policies. Users must sign in on the sheets provided in each computer facility. Remember to log off any computer you are using before leaving the area.

The presence of food or drink in the vicinity of the computers or computer related equipment is forbidden.

If a user is concerned that their password is no longer secure, then see the system administrator for a new password.

Internet Conduct: The Academy encourages students to expand their worlds through appropriate use of technology such as the internet. Improper use (even outside of school) will not be tolerated. Improper use includes:

- Sending, displaying, or downloading offensive messages or pictures
- using obscene language
- harassing, insulting, or threatening others
- violating copyright laws
- damaging computer systems or computer networks
- submitting documents from the internet as a student's personal work
- using another person's sign-on or password
- trespassing in someone else's folder, work, or files
- using the Academy network for commercial purposes
- intentionally wasting limited resources
- revealing a personal phone number, name or address of one's self or another.

VI. NON-COMPLIANCE PROCEDURE

The objective of this policy is to communicate clearly the Academy's procedures when any Board member, staff member, parent or student fails to comply with any official policy in a manner that is deemed injurious to the mission, vision, personnel, community and goals of St. John's Academy.

Procedure:

1. The Principal will be responsible for assuring compliance with all of the Academy's policies and is the designated compliance officer for the Academy.
2. The Principal, after conducting a thorough investigation of non-compliance, will contact the Board and request that the matter be brought to its attention as soon as practically possible.
3. The Board will review the finding of the Principal and determine whether the non-compliance matter needs to be referred to the Standing Ad Hoc

Discipline Committee for Non-Compliance, or should be handled at the Board level, or should be handled at the Principal level.

4. The Standing Ad Hoc Committee for Non-Compliance shall serve for a one-year term, and shall be made up of two Board members, the Principal, a teacher and an officer for the Parent Association.
 5. For any matter referred to it, the Discipline Committee will conduct an investigation into the non-compliance and render a recommendation to the Board of St. John's Academy for appropriate action.
 6. The Board of the Academy will review any recommendation of the Discipline Committee and make a final decision.
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St. John of San Francisco Orthodox Academy High School Pledge

SOLEMN PLEDGE TO LIVE BY TEMPERANCE, CHASTITY, INTEGRITY, AND JOY

I, _____, as a registered student in the high school of St. John of San Francisco Orthodox Academy, do solemnly pledge to practice the following virtues as long as my formal studies at the Academy continue:

TEMPERANCE: As the virtue of temperance anchors my soul in all the other virtues, I pledge actively to seek moderation in action, thought, or feeling and to practice habitual moderation in the indulgence of the appetites or passions. I will seek the power and nourishment of abstinence by consciously observing the prescribed Church fasts. I will adhere to the fasts of the Orthodox Church, inasmuch as I am able, by abstaining from meat and dairy products on Wednesdays, on Fridays, and during the ordinary fasts of the Orthodox Church.

CHASTITY: As the virtue of chastity refines and perfects my soul, I pledge to seek out and to foster only healthy relationships with other people. I will strive to see in every other person the image of God, rather than the object of my own personal pleasure and exploitation. Hence, I will not engage in any unchaste sexual activity with other people.

INTEGRITY: As the virtue of integrity helps to strengthen and unify my soul, I pledge to take and to use only that which is mine by right, whether it be something I have earned or have been given to keep. I will refrain from stealing, misusing, vandalizing, or otherwise disrespecting property that does not belong to me. My promise to honor integrity as a reflection of my human dignity includes a promise to make an assiduous effort to not lie, gossip, blaspheme, or spread rumors. I also promise to never steal the intellectual efforts of others through plagiarism.

JOY: As the virtue of joy gives meaning and purpose to my life, I pledge to try to find gratification in pure and authentically uplifting sources of pleasure and happiness. Narcotics, alcohol and tobacco products circumvent the true, pure joy to be found in natural pleasures. Therefore, I promise, as long as I am a student at St. John of San Francisco Orthodox Academy, both on campus and off, whether at a school event or anywhere else, never to indulge in drinking alcoholic beverages, nor smoking nor



Parent & Student Handbook

Of St. John of San Francisco Orthodox Academy

I, _____ have read the St. John of San Francisco Orthodox Academy Parent & Student Handbook (updated September 2017) and explained to my child/children his/her/their responsibilities and obligations and agree to be governed by its terms.

Parent Name and Signature

Date

I, _____ have read the St. John of San Francisco Orthodox Academy Parent & Student Handbook (updated September 2017) and agree to be governed by its terms.

Student Name and Signature

Date