

SAINT KATHERINE  
GREEK ORTHODOX CHURCH

HELLENIC EDUCATION CENTER

TEACHER HANDBOOK 2013-2014



<b>Proistamenos:</b>	Rev. Costas A. Pavlakos
<b>Parish Council President:</b>	Mr. James Stoucker
<b>HEC Board of Education Chair:</b>	Dr. Aris Christou
<b>HEC Board of Education:</b>	Dr. Fay Mpras
<b>HEC Board of Education:</b>	Mr. Iacovos Ioannou
<b>HEC Board of Education:</b>	Mr. Tony Alexis
<b>HEC Board of Education:</b>	Mr. Chris Christou
<b>HEC Director</b>	Mrs. Eleni Alexopoulou
<b>Paideia PTA:</b>	Ms. Christianna Brotsis
<b>Greek School PTA:</b>	Mrs. Martha Lampros

**Hours of Operation:**

**PAIDEIA Preschool**

Monday – Friday 7:30 a.m. to 6:00 p.m.  
Preschool: 9:00 a.m. to 3:30 p.m.

**Greek School**

Monday Tutoring –5pm to 7pm

Wednesday Conversational Class—6pm to 7pm

Adult Class---Tues 6-7:30pm Intro I/7:30-9pm Intro II

Adult Class—Thurs 6-7:30pm Intermediate/7:30pm-9pm Advanced

Friday pre-K-8<sup>th</sup> Grade—5pm to 7pm

Saturday pre-K-8<sup>th</sup> Grade—9:30am to 1:30pm

**Address:**

Saint Katherine HEC  
3149 Glen Carlyn Road  
Falls Church, VA 22041

**Phone Numbers**

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Email: ealexopoulou@stkchurch.com

**St. Katherine HEC 2013-2014 School Year Calendars**

**Paideia Preschool Calendar**

Tuesday, September 3-6	Teacher Workdays/Prepare rooms
Thursday, September 5	Meet and Greet / Open House
TBA	Agiasmos
<b>Monday, September 9</b>	<b>First Day of School</b>
Tuesday, October 1	BACK TO SCHOOL NIGHT (parents only)
Monday, October 14	Columbus Day – School Closed
TBA	Field Trip – to be confirmed
TBA	Teacher Professional Development Day (on a Saturday)
Monday, October 28	OXI Day Celebration, in-class Instruction
Thursday, October 31	Halloween- Costume Day/Party
Saturday, November 23	HEC Fundraising Event: “Socrates Now” Play
Thursday, November 28-29	Thanksgiving Break – School Closed
Friday, December 20	PAIDEIA Christmas Program
Sunday, December 15	Saint Katherine Christmas Pageant (All Schools)
Monday, December 23-January 3	Christmas Break
Monday, January 6, 2014	School Resumes/Epiphany Celebration
Monday, January 20	Martin Luther King Day – School Closed
Saturday, January 25	HEC Fundraiser/Event: Family Fun Night (FFN)
Thursday, January 30	The Three Hierarchs, in-class celebration/liturgy
Friday, February 14	Valentine Card Exchange /Party
Monday, February 17	Presidents Day – School Closed
TBA	Teacher Professional Development Day (on a Saturday)
Friday, February 28	Apokries In-Class Costume Party
Saturday, March 1	HEC Fundraiser/Event: Apokreatiko Glendi
Saturday, March 22	HEC Greek Independence Day Celebration
TBA	Baltimore Greek Independence Day Parade
Tuesday, March 25	Greek Independence Day – in class Instruction
Monday, April 14-18	Easter Break/PASCHA—School Closed
Monday, May 26	Memorial Day – School Closed
Friday, June 20	PAIDEIA End of Year Celebration/Last Day of School
Saturday, June 21	HEC Graduation Program (10:00am)
Monday, June 23-27	Teacher Workdays and Professional Development Days

Note: There will be scheduled monthly parent-teacher meetings.

## Saint Katherine HEC 2013-2014 Teacher Handbook

### Greek School Calendar

Tuesday, September 3-7	Teacher Workdays/Prepare rooms
Wednesday, September 4	Meet and Greet
<b>Saturday, September 7</b>	<b>First Day of School for Saturday class</b>
<b>Wednesday, September 11</b>	<b>First Day of School for Conversational class</b>
<b>Friday, September 13</b>	<b>First Day of School for Friday class</b>
<b>Monday, September 23</b>	<b>First Tutoring Session</b>
<b>TBA</b>	<b>Agiasmos</b>
Tuesday, October 8	BACK TO SCHOOL NIGHT (parents only)
TBA	Field Trip to National Gallery of Art– to be confirmed
Wednesday, October 23	OXI Day Celebration, in-class Instruction
Friday, October 25	OXI Day Celebration, in-class Instruction
Saturday, October 26	OXI Day Celebration, in-class Instruction
TBA	Teacher Professional Development Day
Saturday, November 23	HEC Fundraiser/Event: “Socrates Now” Play
Wednesday, November 27-30	Thanksgiving Break – School Closed
Sunday, December 15	Saint Katherine Christmas Pageant (All Schools)
Monday, December 23-January 5	Christmas Break- School Closed
Saturday, January 25	HEC Fundraiser/Event: Family Fun Night
Wednesday, January 29-February 1	The Three Hierarchs, <u>in-Class</u> Instruction
TBA	Teacher Professional Development Day
Saturday, March 1	HEC Fundraiser/Event: Apokreatiko Glendi
Monday, March 17-21	Greek Independence Day – in class Program
Saturday, March 22	HEC Greek Independence Day- Celebration in the Hall
TBA	Baltimore Greek Independence Day Parade
Monday, April 14-21	Easter Break/PASCHA
Easter Monday, April 21	No tutoring session
Monday, May 26	Memorial Day – School Closed (no tutoring session)
Saturday, June 14	Greek School Kalokairini Giorti 10:00 am
Saturday, June 21	HEC Graduation Program ONLY (10:00am)
Monday, June 23-27	Teacher Workdays and Professional Development Days

Note: There will be scheduled parent-teacher meetings twice during the year.

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## SAINT KATHERINE HELLENIC EDUCATION CENTER (HEC) MISSION

The mission of the Saint Katherine HEC is to educate the children and adults of our community and beyond according to three key educational goals:

- 1) Comprehensive teaching of the Hellenic language
- 2) Instruction and exposure to the Hellenic culture, history, and heritage
- 3) Education in our Greek Orthodox faith, holidays, beliefs, and teachings

Through the establishment of the HEC, we seek to become a pre-eminent Hellenic educational institution in the United States and further intend to achieve our goals through an innovative and stimulating curriculum, using traditional as well as technologically enhanced instructional methods. Student achievements will be quantifiable and teaching methodologies will be consistent with national and internationally accepted standards for language instruction and competency. Our values are rooted in our Hellenism and Orthodoxy. We promote individual and family excellence, education, and above all, our Orthodox Christian beliefs. These values are an integral part of our culture and provide the framework for our decision-making.

## SAINT KATHERINE HEC EDUCATIONAL OFFERINGS

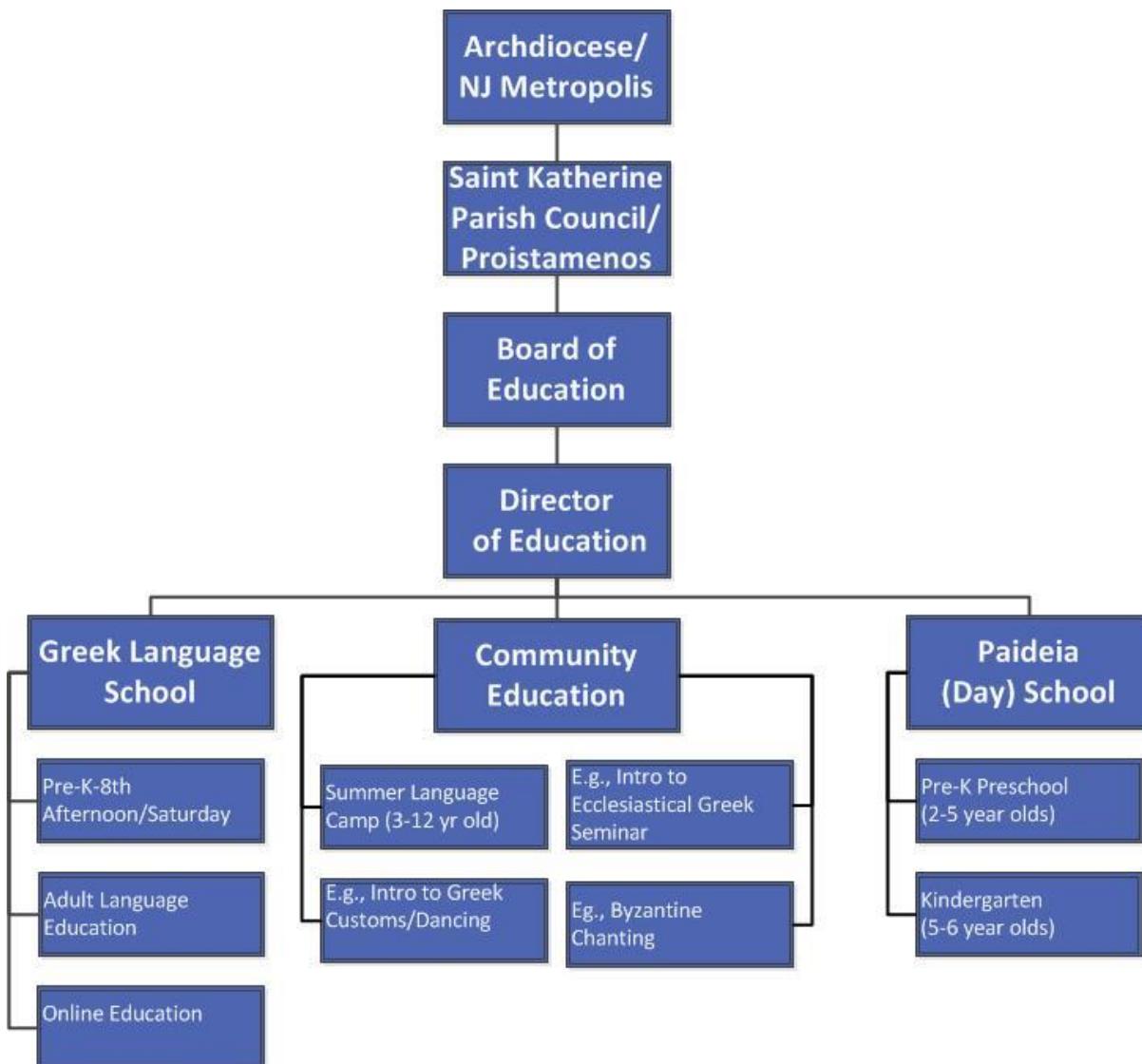
To achieve our mission, the HEC offers a dynamic and multi-faceted educational system devoted to furthering our Orthodoxy and Hellenism through educational achievement and is comprised of the following components:

- **Greek Language School:** Our Greek Language School incorporates three offerings:
  - 1) A Pre-K - 8th Grade Greek School: provides innovative teaching and a standards-based curriculum that teaches Greek primarily as a second language.
  - 2) Adult Language School: offers evening classes for adults interested in learning Modern Greek (beginner to advanced).
  - 3) Online Education: a new feature for our school, this will begin initially with online tutoring for students whose parents do not speak Greek in the home. This will immediately resolve a long standing issue for many students and parents, and ultimately improve retention rates as well as the quality of the educational experience by providing an effective and ongoing educational dialogue.
- **Paideia Day School:** We provide a leading day school that offers high quality education (in Greek and English) that exceeds nationally recognized standards of learning. The two components of our school include the following:
  - 1) Preschool: our bilingual preschool offers a loving, family environment for 2-5 year olds grounded in the teaching of the Hellenic language/customs, Greek Orthodox faith, and American civics.
  - 2) Kindergarten: Beginning September 2014, we plan on offering a Kindergarten class for 5-6 year olds that exceeds the Fairfax County curriculum.
- **Community Education:** Our Community education offerings includes a Summer Language Camp for 3-12 year olds. Over the coming years, we plan on offering short courses/seminars in subjects such as Greek Cooking, Ecclesiastical Greek, Byzantine Chanting, and Introduction to Greek Language and Customs. Online education may also be implemented for some of these offerings.

## SAINT KATHERINE HEC ORGANIZATIONAL STRUCTURE

The Saint Katherine **Board of Education (BOE)** oversees the management of the HEC under the auspices of the Saint Katherine Parish Council. The **Director of the HEC** reports to the Parish Council through the BOE and is responsible for the operations of the Greek School, Paideia Preschool, and Community Education service offerings. The HEC operates under the auspices of Saint Katherine's Greek Orthodox Church Parish Council. Saint Katherine Church functions under the jurisdiction of the Holy Greek Orthodox Church of America, Metropolis of New Jersey. As a teacher at this school, you report to the Director of the HEC.

**Figure 1. Saint Katherine HEC Organizational Structure**



## OVERALL HEC EDUCATIONAL APPROACH

The Saint Katherine HEC's mission is to become one of the exemplar Hellenic educational institutions in the United States. To do so, we commit to four key educational goals:

1. Offer high quality education, in a climate of trust and collaboration, acting on the belief that each student brings unique talents and deserves our best efforts.
2. Provide Greek language as well as cultural and religious instruction by developing new programs that match our community's needs and interests.
3. Modernize the business and financial administration of the schools and institutional controls, and update the school's academic administration infrastructure.
4. Build a strong, positive relationship with students, teachers, parents and the community.

In establishing an institution that offers high quality education, we will adopt standards of learning, curricula, and best practices from several key sources:

1. Greek Orthodox Archdiocese Greek School curriculum guidelines described in "The Modern Greek Language Curriculum- Checkpoint A" [used primarily for the Greek School curriculum]
2. Greek Orthodox Archdiocese "Curriculum for the Kindergarten", published by the Direct Archdiocesan Office of Education for parochial day schools [used primarily for Paideia curriculum]
3. Fairfax County Elementary School and Kindergarten curriculum and Virginia state standards of learning [to ensure our Paideia curriculum meets/exceeds the standards set locally for other day schools]
4. New York State Regents exam goals and criteria, the goals for a student who completes the 8<sup>th</sup> and final grade of the Greek School.
5. Greek language curriculum and goals defined by the University of Crete and University of Thessaloniki for the instruction of Greek as a second language.

The HEC will also seek input from educational scholars to enhance how we teach the Greek language and the Greek Orthodox faith, culture, and customs to the community. Most importantly, our curriculum and educational programs will continue to evolve as we migrate to a level-based structure for the Greek School and expand our Paideia Day School to include an all-day Kindergarten.

In addition to adhering to a rigorous and well defined curriculum, the HEC plans on leveraging technology to modernize our teaching methods and enhance teacher-parent-student communications. The technologies we seek to incorporate include the following:

1. Blackboard web technology to more efficiently and clearly distribute homework assignments and announcements for each class.
2. External and internal web sites to communicate HEC-wide schedules, calendars, newsletters, and announcements.
3. Video/web conferencing technology, initially to provide online tutoring for Greek School students, with the long-term goal of establishing online courses for the broader community.
4. Computer aided classroom instruction, including the use of Smartboards, to enhance instructional methods during classtime.

## SAINT KATHERINE GREEK ORTHODOX CHURCH HEC CREST

The Hellenic Education Center logo/crest embodies a multitude of symbols immediately recognizable to our culture, heritage and faith.

The **azure background** harkens to the Mediterranean Sea which fueled ancient Greece's commerce and development. The **gold chevron** symbolizes the academic excellence required of our students and



faculty. The major elements of the crest include the **Holy Crucifix**, symbolic of our Orthodox Christian faith. The **wheel of Saint Katherine** is testament to our patron saint's martyrdom and her unswerving devotion to her principles of faith. The **Athenian Owl** is the universally recognized symbol of knowledge, wisdom, perspicacity and erudition throughout the Western world.

The **motto** is *aiēv ἀπιστεῖν*, or “Ever to Excel” and is intended to serve as an inspiration to all students in search of knowledge. The source is the sixth book of Homer's *Iliad*, (Iliad 6. 208) in a speech Glaucus delivers to Diomedes: “Hippolocus begat me. I claim to be his son, and he sent me to Troy with strict instructions: *Ever to excel, to do better than others, and to bring glory to your forebears, who indeed were very great ... This is my ancestry; this is the blood I am proud to inherit.*”

## EMPLOYMENT POLICIES AND BENEFITS

### HEC Core Values

The Core Values for the employees of the HEC are driven by our Greek Orthodox faith, morals, and values:

- Collaboration: Our goal is to create a collaborative work environment, where our staff are required to assist their colleagues when needed and work as a team in building a leading educational institution.
- Excellence: The key goals of the HEC are to create a leading Hellenic institution in the USA. Our staff will always strive for excellence in everything they do.
- Service: All of our efforts will be devoted to our students, ensuring their educational goals are met. We will approach education (paideia) with passion and enthusiasm.

All staff are required to abide by these core values, which will guide how they teach our students, support our schools, and interact with colleagues and parents. Teachers will be evaluated on the basis of how they have applied these core values to their employment at the HEC.

### HEC Staff Orientation

The Director of the program is responsible to orient all new staff to the program. Orientation must take place at the beginning of each year or within the first two weeks of employment. This orientation will cover the following topics:

- Distribution of Staff Handbook
- Review of job description, policies/procedures, organizational chart
- Complete job application
- Submissions of relevant Certificates and Documentation
- Review of staff/child schedules
- Discussion of curriculum
- Review of staff meetings, holidays, breaks, etc.

As part of orientation and ongoing staff development, new and existing staff will develop skills and knowledge to work effectively within the HEC environment. Given the religious, cultural, and community mission of the HEC, staff will use a variety of formal and informal strategies (including conversation) to become acquainted with our community.

Upon discretion of the Director, staff will be asked to observe classes in the Paideia Preschool or the Greek School for up to one week prior to beginning their employment at the HEC. For teachers with minimal experience or training, the Director will assign a mentor (an experienced teacher) to assist with the school policies and procedures, for as long as it is needed.

### **Health/Immunization Records, Background Check, and Employee files**

All personnel forms must be on file before an employee can begin working at the HEC.

A background check is required for all staff of the Preschool, in order to screen for any criminal activity that may prevent a person from being employed at the Preschool. The background check will be conducted through the Virginia State Police.

All staff must obtain a written form from either their doctor or Health Services indicating the date of their last physical examination and current immunization records. A negative TB test from the past 3 years is also required. Annual exams are required and staff files will be updated accordingly. In accordance with EEC regulations, all child care staff must provide proof of immunity to measles, mumps, and rubella. Effective September 1, 2001, the criteria for adequate proof of immunity is as follows:

For all individuals born in or after 1957, regardless of country of birth:

2 doses of MMR vaccine (or 2 doses of measles-containing vaccine and 1 dose each of mumps and rubella vaccine) or laboratory tests to confirm immunity to measles, mumps, and rubella

For all individuals born before 1957, in the United States:

These individuals are considered to be immune to measles, mumps, and rubella and do not need further documentation. However, it is recommended that women who could become pregnant receive 1 dose of MMR vaccine regardless of age.

For all individuals born before 1957, in other countries:

1 dose of MMR or laboratory tests to confirm immunity to measles, mumps, and rubella

### **Non-Discrimination Policy**

The HEC does not discriminate on the basis of race, religion, cultural heritage, political beliefs, marital status, or national origin. Teachers are expected to be respectful of their colleagues and students, regardless of ethnic or racial background. As we are a school operating under the auspices of the Greek Orthodox Archdiocese of America, teachers are expected to abide by the principles of the Greek Orthodox faith and respect the Hellenic culture and language and American civic traditions.

### **Teacher Responsibilities/Job Description**

Example job descriptions include those described below. Please discuss with the Director any questions you may have about your responsibilities.

You will be responsible for teaching at the HEC, which is operational commencing the day after Labor Day to the last day of the Fairfax County School system year. Responsibilities include, but are not limited to:

**-Program/Lesson Plan Development:** In conjunction with the Director and other teacher (if applicable), develop and implement weekly lesson plans in accordance with the curriculum.

**- Teaching responsibilities:** Serve as a teacher, which includes activities related to teaching a preschool class in Greek or English. For example, responsibilities include providing a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play, implementing the lesson plan, establishing and enforcing rules for behavior, and procedures for maintaining order (in accordance with the Parent's and Teacher's Handbooks). In particular for you, many of your responsibilities will involve offering enrichment music and theater classes.

**- Parent communication:** In conjunction with the Director and other co/lead-teacher (if applicable), meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development. If needed, send regular updates to parents regarding general class progress. Such updates will be via email or hard-copy in accordance with guidance provided by Director. As needed in conjunction with a co/lead-teacher, conduct bi-annual assessments of the children in accordance with the guidance provided by the Director.

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**-Program Administration and Operation:** Meet with the Director and other teacher(s) to coordinate on school activities. Provide suggestions related to the updating of policies and procedures for the school. The safety, wellbeing and best interests of the Preschool students shall be of paramount concern at all times. You will be responsible for utilizing your best efforts to ensure the children's safety at all times and will immediately report any and all concerns as soon as practicable to the Clergy, Director, School Board leaders and/or Parish Council President as appropriate.

**-Community Outreach:** As the representative of the school and a member/steward of our community, assist the Director (as necessary) in conducting community outreach, to include participating in Church events (e.g., Christmas pageant, 25 March celebration), participating in parent/teacher conferences, if needed, and in other appropriate community events as indicated by Clergy, the Board of Education, and Director.

All teaching staff must complete a Child First Aid Training Course and obtain the relevant certification to work at the Preschool (in October). All teaching staff are also required to complete an Infant/Child CPR course as well. Documentations of these courses must be kept in your personal file. Renewal of both is required.

## **Staffing & Benefits**

Teachers are paid either by salary or on an hourly basis. The following benefits are provided to staff:

- Your discretionary compensation package is subject to review based upon the financial well-being of St. Katherine and/or the Saint Katherine Hellenic Education Center.
- At the discretion of the HEC BoE, hourly employees of our Paideia Preschool will be paid five holidays and up to five snow days each school year. On the holiday/snow day, teachers will be paid their regularly scheduled number of hours (e.g., if a teacher normally works 5 hours, he/she will be paid for 5 hours on the holiday/snow day). Note that this policy is subject to annual review based on the financial well-being of the school. Typical holidays consist of Thanksgiving, Christmas Day, 25 March, Easter, and Memorial Day.
- Payment for holidays and snow days is not applicable to Greek School teachers.
- Salaried employees are eligible for up to 3 paid sick days during the year.
- As part of the school benefits, the HEC will pay for the registration costs associated with a First Aid/CPR course.
- Staff who work at least 20 hours/week at the Paideia Preschool are eligible for a tuition benefit:
  - First child: 50% discount
  - Second child: 25% discount
  - Third child: 10% discount

## **Staff Meetings and School Events**

Staff meetings are held based on the discretion of the Director. Potential topics include those related to the schedule, overall care of the children, upcoming events, etc.

A Back to School night and several Open House events are held throughout the school year. HEC-wide events will be held (e.g., 25 March event) and school specific events (e.g., Paideia End of Year Celebration, Greek School Kalokairini Giorti). A Church-wide Christmas Pageant is typically held two Sundays before Christmas. A Metropolis-sponsored Three Hierarchs/Greek Letters celebration could possibly be held in January. The HEC Graduation Program is held the last week of school in June.

The staff is required to participate in and assist the Director with the Staff Meetings, Back to School Night, Open House events, the 25 March celebration, Christmas Programs, Three Hierarchs celebration, and Graduation events.

### **Time Sheets, Time Charging, and Sick Leave**

Each teacher must complete a weekly timesheet, and submit it to the Director at the close of business *each Friday* biweekly. Hours worked are based on 30 minute increments Payroll checks are issued on the 15<sup>th</sup> and the end each month.

Time Charging policies are as follows:

- Unless otherwise negotiated with the Director and/or BoE, full-time salaried employees are expected to teach up to 40 hours/week. They do not receive additional pay for mandatory meetings, Open Houses, Back to School Nights, and class planning time.
- Salaried teachers are eligible for overtime pay if: a) they are asked to teach or work more than 40 hours in a given week and b) if they receive approval from the Director prior to working the overtime hours. For all overtime hours an Overtime Record Form must be filled upon approval of the Director.
- Hourly employees are paid for the following activities: a) teaching time, b) Director coordinated meetings, c) Open Houses and Back to School Nights, d) other Director pre-assigned tasks and activities for which payment is explicitly communicated (e.g., cleaning of classrooms, administrative activities).
- Teachers are not paid additionally for the following activities: development of lesson plans, searching and identifying new teaching materials, and self-improvement activities (e.g., training and personal development).
- HEC employees are not paid additionally for the Church-wide Christmas Pageant or HEC-sponsored 25 March and Graduation events but are required to participate in the event.
- Paideia teachers are eligible for a 30 minute paid break if they work 6 or more hours in a given day.
- HEC employees are STRONGLY encouraged to volunteer for HEC fundraising and Church events. Examples include the Church festivals, HEC Apokreatiko Glendi, HEC Family Fun Night.
- HEC staff are not paid to participate in training courses (e.g., Blackboard training, CPR, school certification training).
- If staff will have planned days off, please notify the Director as soon as possible (preferably at least 2 weeks prior to the absence). Staff are encouraged to NOT work if they have at least a 100 degree fever or other serious illness. Please notify the Director as soon as possible if you will be missing a work day due to illness.

### **Supplies and Materials**

Supplies are ordered in bulk at the start of the school year. Supply needs are reviewed on a monthly basis, and specific items may be ordered at the beginning of each month, if necessary. Teachers are asked to make good use of these resources and avoid wasteful use. They should also work with the Director in keeping track of the supplies to ensure that the budgeted amount is respected. Supplies should be shared amongst the teachers and classes in accordance with the Director's discretion. Teachers, individually, may request specific items to be provided by parents.

### **Teacher Evaluations and School Surveys**

Teachers will be evaluated at the end of the school year. The evaluation procedures are still in development—the criteria will be shared several weeks prior to the evaluations are conducted.

Teachers are asked to complete a survey twice a year. Staff are highly encouraged to respond and provide constructive feedback to the school. Parents are asked to complete a survey at the end of each year. This information helps to assess how the program is meeting the needs of parents and children, as well as to identify strengths and weaknesses of the program to help set program goals for the next year.

### **Medications and Allergies for Children**

The Saint Katherine HEC will make reasonable efforts to work with individual families regarding allergies, intolerance to food, and medications.

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Medications will not be administered by staff at the school. However, the school will maintain emergency medications for severe allergic reactions if provided by the parent(s) to the Director with authorization in writing from the family physician. Under these circumstances, parents will be responsible for ensuring that all medication is current and will not expire during the course of the school year. It is the parent's responsibility to provide a safe snack alternative for a child with food allergies.

### **Chronic medical conditions**

The parent of any child on a continuing regimen for a non-episodic condition shall inform the school Director and identify in writing the child's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

### **Staff Regulations**

When a group of people are working together, it is necessary to have common rules of conduct so that the actions of one individual will not be detrimental to other staff members at the HEC. The purpose of these rules is not to impose unfair restrictions or limit the rights of anyone, but to define and protect the rights of all who work at the HEC and to insure that all staff work under the same conditions.

- Discipline of Children –The teachers shall NOT use any form of corporal punishment to discipline the children. Any abusive behavior by the teachers (e.g., yelling, hitting, name calling) will not be tolerated and will result in the immediate dismissal of the teacher.
- No Unmonitored Contact – for the protection of each staff member, we generally work in teams. It is best that no staff is alone with one child. It is encouraged that another staff member is in sight/sound.
- Conversations with Other Staff – attention should be kept on the children at all times - in the classrooms, on playground and in the gym. Avoid socializing with others while supervising children.
- Non-discriminatory policy—staff are expected to respect all staff and students, regardless of racial, religious, or ethnic background.
- Security—The front door to the school shall remain locked at all times during school operation. The door has controlled access—only school staff, parents, and church staff will have access to the code that allows entry into the building.
- Dress Code – Teachers are expected to be well groomed and appropriately dressed at all times. Clothing and shoes should be comfortable and suitable for working with children. Dress appropriately for all weather conditions.
- Visits from Friends and Relatives – Friends and relatives are not allowed to visit you at the HEC without the permission of the Director.
- Phone Calls/Messages – Personal phone calls are not allowed during work time when watching children except for emergencies/urgent matters. When answering the HEC phone line, please to be sure to write down the name and phone number of the caller, as well as the date/time of the call and any message.
- Log Book – Be aware of who is out sick, coming in late, changes in pick-up times, etc... for both staff and children.
- Personal Belongings – Coats, backpacks, purses, etc... must be safely put on hooks or on top of cubbies. Do not leave anything in the classroom or kitchen area.
- Breaks – Break times are arranged with the Director. A 15 minute break is given to anyone working at least a 4-hour shift. An paid 30 minute break is given to anyone working a 6-hour shift or longer.
- Beverage Policy – Staff is not allowed to drink any beverages while working with children. Hot beverages especially are a safety hazard.

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- Smoking Policy – Smoking is not allowed in the building or in view of children. A smoking break may be taken outside and never in view of children.
- Snacks & Lunchtime - These are times for eating and socializing. All staff must sit at tables with the children. Staff is encouraged to engage in conversations with the children. Encourage children to eat their lunch and clean up any spills. Sandwiches should be consumed before snacks and treats.

### **Disciplinary actions and termination**

It is expected that staff will conduct themselves in a respectful, professional, and responsible manner. Actions that require disciplinary action include (among others):

- Work Time – Any conduct that interferes with the staff person's work will not be tolerated. Staff is not permitted to leave the work area during their scheduled work time without permission of their supervisor. Work time does not include recognized breaks.
- Performance –Unsatisfactory work, poor performance, producing work below standard, loafing, or excessive time away from the job, permitting avoidable waste, and lack of cooperation jeopardizes the professionalism of the Preschool Program.
- The Director may observe the classroom at any time to monitor educational progress and teacher performance.
- Family Friendly Policy – All children, parents, and visitors should be treated with kindness, friendliness, patience, and respect. Staff should refrain from gossip, loud talking, or other unnecessary noise and forms of conduct that could disturb the program and detract from the professionalism of the Preschool Program.
- Absenteeism and Tardiness – Staff must arrive at the HEC on time and must be prepared to perform their assigned task at the start of their assigned shift. If a staff person is to be absent they must notify the Director or their Lead Teacher as soon as possible (preferably the night before) so that arrangements for a substitute can be made. Habitual and unauthorized absences and tardiness are disruptive to the care of the children and a burden on other staff. If you are sick for more than 2 days, you must provide a note from your doctor.
- Safety – The front door of the school must remain locked at all times when children are in the school. Every caution must be taken to guard against accidents to children and other staff. It is the responsibility of every staff person to correct unsafe conditions such as liquid, paper, extension cords, etc. - on the floor or any other condition that could cause an accident. Report unsafe conditions and fire hazards immediately if you are unable to correct them. All accidents should be reported in writing immediately.
- Inappropriate Staff Behaviors – Teachers serve as key role models for the children, especially for toddlers and pre-K students. Teachers are expected to be respectful of the children and of each other, and should conduct themselves appropriately:
  - Do not talk about children in front of other children
  - Never threaten, bribe, or be dishonest with the children
  - Never call children names or make fun of a child
  - Never rough-house with the children
  - Never make a child feel guilty or inferior
  - Do not sit on tables and counters
- Corporal punishment or any abusive behavior by the teachers will not be tolerated and will result in immediate dismissal of the teacher.
- Staff issues –Any issues or concerns can be presented to and discussed with the Director. If, after several attempts, the staff member feels the Director has not adequately addressed the issue, he/she should contact the Chair of the Preschool Committee through email, with a copy to the Director.

### **Termination/Corrective Action**

Employment at the preschool is “at-will”. This means that at the sole discretion of Saint Katherine Greek Orthodox Church, your employment may be terminated at any time, with or without reason.

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However, the general steps for termination/corrective action as follows:

Step One: In the event of a violation of any rule (other than rules requiring immediate discharge) in the first instance, the employee is to be verbally counseled by the Director, making it clear what the staff person did, what rule or practice he/she is not in compliance with, why the rule exists, and the need for compliance.

Step Two: In the event a similar action is repeated, another discussion with the staff person will be held by the Director. Again, the reason for the rule and the need for compliance will be explained. At that time the staff person will be put on probation. A written Caution Notice will be given to the staff person and a copy will be placed in the employee's file. It will be explained to the staff person that continued violation of the same or similar offense will result in termination.

The administration of corrective action frequently requires considerable judgment. The above procedures are guidelines, and these guidelines may not be followed exactly, depending upon the severity of the offense, length of service, attitude and intent of the staff person to correct his/her performance, mitigating circumstances, and similar reasons. Occasionally, there may be a staff person who fails to respond to the intent of this policy and continues noncompliance past the time period contained in the above paragraphs, or who violates different rules on different occasions, or who are unwilling or unable to comply with the rules who obviously will not be a desirable staff member. The following is an additional guideline for termination: After two (2) written Caution Notices for any cause in the period of one (1) year, the staff person is discharged on the third offense.

### **Conduct Requiring Immediate Discharge**

The following violations are considered serious and will result in discharge without prior warning:

- Striking or abusing a child, humiliating a child, withholding food from a child as punishment.
- Abuse or inconsiderate treatment of parents, staff and other visitors.
- Unauthorized removal of HEC property.
- Unauthorized removal of records or unauthorized divulgence of parents', children's or Preschool confidential information.
- Refusal to perform assigned work or follow instructions.
- Gross carelessness or negligence.
- Willful destruction of property.
- Coercing or inciting others to limit work performance or engage in any practice in violation of HEC rules.
- Three unexcused absences in a given month

### **Child Protection Policies**

The health and well-being of each child in our HEC is of the utmost importance and the protection of children is our responsibility. Any person employed at HEC must submit an affidavit of clearance from any and all crimes against a child. No person with a substantiated report of child abuse or neglect will be employed by the HEC.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

The Saint Katherine Church Policy on the Prevention of Sexual Misconduct and/or Child Abuse applies to all clergy, all employees, and all volunteers involved in any of the ministries of the Church, including the HEC.

The policy includes requirements to report all suspected incidents of abuse and neglect to the local agency. Staff who report suspicions of child abuse or neglect are immune from discharge, retaliation, or other disciplinary actions. The HEC does not tolerate employees who physically or sexually abuse or harass children. Teachers will inform children that any such abuse should be communicated to parents and to either the Chair of the HEC Board, the Parish Council President, or the Priest at St. Katherine's. The complaints will be dealt in full confidentiality

### **Parent-Teacher Communication**

Teachers must be available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parents may interact with their child's teacher, on a regular, daily basis and will use the Daily Report form to provide written updates for parents. Projects are sent home at least weekly (at times daily). In addition, the teachers are expected to write a brief report of their child's progress twice a year (Nov. and April). This information can be shared with the parents on a Parent-Teacher night. E-mail or written communication with the parents **should be copied to the Director for his/her information.**

In the event of any incident involving a child at the school, a report will be prepared by the Director that will be sent to the parents of the child(ren) describing the incident and if any further action is necessary.

If it is necessary, special parent-teacher conferences may be scheduled at any time throughout the school year. Parents should first contact the teacher with any concerns about a child or class situation before seeking intervention of the Director. If these parents or guardians believe that they have not been able to communicate successfully with the teacher and the Director, they are also able to communicate with the HEC Director, the BoE, the Parish Council President, or Father Costas Pavlakos, Proistamenos.

### **Child Discipline**

Our approach to discipline is to solve behavior concerns using redirection and positive reinforcement. Teachers are expected to make children aware of the rules of their classroom and what is expected of them. Teachers are expected to reinforce positive behavior through attention, praise and recognition. For the Paideia Preschool, circle time offers the opportunity to hear praise for themselves and others, to plan activities together, and to discuss class concerns and goals for desired behavior.

When behavior is an issue in the classroom, teachers are expected to discuss the behavior of concern with the child and set a plan of action. When necessary, the teachers and Director should work with parents to resolve behavior issues. If in the judgment of the school the behavior concern cannot be resolved, we reserve the right to dismiss or suspend a child for unsatisfactory behavior.

In your role as a teacher, you can discuss disciplinary issues directly with parents to provide early notification of any potential concerns. In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher must file an *Incident Report* and inform the Director of the situation. Together with the Director, you will assist in the development of a course of action to be taken to correct the situation.

Children who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis, with consideration given to the age of the child, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline. ***Corporal punishment or any abusive behavior by the teachers will not be tolerated and will result in immediate removal of the teacher.***

### **Playground Safety Rules**

The HEC has a playground with age appropriate equipment that offers children the opportunity to play and exercise during school hours. Teachers play a vital role in making sure children play safely with minimal injuries:

- Train children to hold hands while crossing the school parking lot to enter playground area and stop at certain point (where cones are located) to check for moving vehicles.
- Teacher must inspect playground area for equipment damages, harmful materials or wildlife presence, before children enter playground.
- Train children to respond at the whistle sounds; One whistle=freeze, Two whistles=everybody gather at the gate
- Remove hood and neck drawstrings from all children's outerwear. Never allow children to wear helmets, necklaces, purses, scarves or clothing with drawstrings while on playground.

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- Supervise from a location where you can see and hear children at all times. Teachers should not be sitting while supervising children on the playground.
- Preschooler must play on age-appropriate equipment. The tall slide is reserved for the older children.
- Prevent unsafe behaviors like pushing, shoving, crowding and inappropriate use of equipment. Make sure falls are cushioned.
- Playground is not to be used when weather conditions are not suitable (very cold, lightning, rain or wet, snow, too hot.)
- During cold weather, children must put on coats. During warm weather, children must put on hats and sunscreen.
- NEVER LEAVE CHILDREN UNATTENDED – in case of an injury call the staff to assist.
- Always remember the quick rule S.A.F.E.: Supervision, Age-appropriate equipment, Falls to surface are cushioned, Equipment is safe

## **Emergency Procedures**

Emergency procedures are spelled out in the attached document “EMERGENCY PROCEDURES”. These emergency procedures are provided only as guidelines—other life saving procedures may be required, depending on the situation.

# APPENDICES

## Appendix A: EMERGENCY PROCEDURES

**Routine Safety**-The HEC makes every effort to keep children safe. In doing so, your role in ensuring every child's safety is vital. At the beginning of each day, you should complete a safety checklist indoors and outdoors before children arrive at the HEC. Upon arrival, observe each child for signs of illness or injury that could affect his/her ability to participate in the daily activities.

All doors are kept locked during school sessions. Parents must sign their child in and out on the form provided. If someone different will be picking up or dropping off a child, parents will have advised the Director of that person's name and the date of dropoff/pick up. This person may need to present identification if no one knows him/her. A certified copy of any court orders regarding visitation or pick up of a child must be on file in case of a custody situation. No child will be left unsupervised while he/she is attending our preschool.

**Physical Emergencies**- The enrollment packet will specify a medical consent form where emergency medical and dental health care should be obtained. Parents should update this information as needed. If an emergency occurs, you, as a teacher, are authorized and should seek emergency care and make arrangements to get the child to the clinic/hospital if the parent/guardian cannot be reached. This release form does not allow the staff to authorize treatment. The staff will continue to try to contact the parent/guardian. All dental emergencies require that parents and the child's dentist be contacted.

If a child receives a minor injury at the school, assess the situation and apply first aid as needed. Minor cuts and scrapes should be treated with soap and water and minor bumps will be treated by applying ice to the injured area. Document the incident on the reporting form and provide a copy to the family while keeping another copy in the child's file.

You should have immediate access to the device that allows them to summon help in an emergency. The phone numbers for police, fire, ambulance, hospital, poison control will be posted by each phone.

Emergency contact information for each child will be kept readily available. The emergency information is also included in the backpack and is taken on any trip off site. Emergency numbers will be updated quarterly.

You are required to wear disposable gloves and to wash your hands after treating injuries.

### First Aid/CPR

- As stated previously, you must hold a valid CPR card.
- A current first aid kit will be kept in the HEC.
- Established CPR procedures are to be used in case of a medical emergency.
- In case of accident or illness, you should make attempts to contact the parents before any kind of action is taken beyond necessary first aid except as necessary in a life threatening situation.
- No medication will be given at school.

### If professional help is needed

- An emergency medical response unit will be called in cases where a student needs immediate emergency medical attention. The telephone number shall be posted at all phones.
- An adult from the HEC will accompany the ill or injured person to the doctor or hospital when emergency medical treatment is required and shall stay until a parent or designated adult relief arrives. You should contact the parent of any ill or injured child as soon as possible.

### Situations that Require Medical Attention Right Away

To prepare for such situations, you will work with the Director to:

- 1) Know how to access Emergency Medical Services (EMS).
- 2) Become educated on the recognition of an emergency.
- 3) Have an emergency contact folder for each child's guardian and primary health care provider in the classroom (check in the beginning of school year all contact information)

You should call Emergency Medical Services (EMS) immediately if:

- The child's life is at risk or there is a risk of permanent injury.
- The child is acting strangely, much less alert, or much more withdrawn than usual.
- The child has difficulty breathing or is unable to speak.
- The child's skin or lips look blue, purple, or gray.
- The child has rhythmic jerking of arms and legs and a loss of consciousness (seizure).
- The child is unconscious.
- The child is less and less responsive.
- The child has any of the following after a head injury: decrease in level of alertness, confusion, headache, vomiting, irritability, or difficulty walking.
- The child has increasing or severe pain anywhere.
- The child has a cut or burn that is large, deep, and/or won't stop bleeding.
- The child is vomiting blood.
- The child has a severe stiff neck, headache, and fever.
- The child is significantly dehydrated: sunken eyes, lethargic, not making tears, not urinating.

After we have called EMS, the director or the teacher will call the child's legal guardian.

Some children may have urgent situations that do not necessarily require ambulance transport but still need medical attention.

The box below lists some of these more common situations. The legal guardian should be informed of the following conditions. If you or the guardian cannot reach the physician within one hour, the child should be brought to a hospital.

Get medical attention within one hour for:

- Fever in any age child who looks more than mildly ill.
- A quickly spreading purple or red rash.
- A large volume of blood in the stools.
- A cut that may require stitches.
- Any medical condition specifically outlined in a child's care plan requiring parental notification.

### Fire Safety

Fire extinguishers are installed next to the building's entrances with a tag identifying their annual service date. The fire alarm system is serviced annually. Smoke detector, fire alarms and carbon monoxide detectors are tested monthly. Fire escape routes are clearly marked and posted on each exit door. Teachers and children will evacuate the building using the closest exit and meet at the school playground, next to the parking lot. (See diagrams on file). If there is a child who is not mobile on his/her own, you are responsible for transporting the child. Children and staff are accounted for by the teacher using class lists contained in the emergency kit. After calling 911, the director should stay in the building to make sure everyone is evacuated. The Director then leaves and contacts Facilities Management. The families will

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then be contacted using the emergency phone numbers. The staff and children wait until families are able to pick up their children.

1. In a real fire and in a drill, the alarm will sound continuously.
2. The teacher or designee will assess surroundings prior to exiting building.
3. The teacher will take emergency backpack and will evacuate her/his classroom.
4. The director will check all bathrooms and lunch room.
5. All staff and teachers with their students will walk toward closest safe exit and will meet in the playground, at the end of the parking lot.
6. Before exiting, the Director will take emergency kits outside and file with children's emergency contacts.
7. In-charge person (Administrative Director or designee) will determine and communicate student release procedures.

### **RESPONSE TO FIRE AND BURNS**

Children will be instructed to STOP, DROP, and ROLL when garments catch fire. Children will be instructed to crawl on the floor under the smoke. Cool water will be applied to burns immediately. The injury will be covered with a loose bandage or clean cloth.

### **Tornado**

If very severe weather is impending and / or a tornado warning has been issued, children and staff will evacuate the building and proceed to the basement underneath the church building. You should take with you the emergency backpack located in your classroom. If there is a child who is not mobile on his/her own, either you or the Director will be responsible for transporting the child. Children and staff are accounted for by the assistant teacher using class lists, contained in the emergency kit. The director contacts Facilities Management. The families will then be contacted using the emergency phone numbers. The staff and children wait for the weather conditions to return to normal before returning to preschool and are picked up.

### **Blizzard or Power Failure**

In case of a blizzard or power failure, all children and staff will remain in the HEC building and **meet in the big Board Room**. Children and staff are accounted for by the assistant teacher using the class lists. The director contacts Facilities Management. The director contacts the families using the emergency phone numbers and waits until the children are picked up.

### **EARTHQUAKE**

The Director will sound fire/alarm system on.

Teacher checks for any injured students and determines safest exit. If any students are injured or trapped the teacher stays in the classroom and a teacher designee exits with the class to evacuation areas.

Evacuation directions are the same as in the event of a fire.

Teacher/designee reports class status (absent, missing, injured students or staff) to the Director.

Administrative Director makes decision to release students. Teachers will only release students to adult listed on child's enrollment/emergency card.

The Director will determine the need for a survey team, the need to shut off utilities (gas, water, and electric), and the need to notify the 911 system if there are injuries, people trapped, fire, gas leak, etc.

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### Toxic Spill

Office staff will announce the incidence of a Toxic Spill. All personnel shall stay in their classrooms with the windows and doors closed (and the ventilation turned off) unless directed to evacuate.

Choose a soothing, quiet activity (sing to the children, tell them a story, read) while waiting for further instructions or an all clear.

Office staff shall consult with police/fire dept. and announce to classrooms when it is safe.

### Protection from Hazards and Environmental Health

The teaching staff keeps children and adults protected from hazards (electrical shock, burns, scalding, slipping, tripping or falling). Floor coverings are secured to prevent tripping hazards. The HEC building has been tested for lead, radon, radiation, asbestos, fiberglass and other hazards that could impact the children's health. The maintenance staff maintains the building's heating, cooling and ventilation systems in compliance with national standards for facility use by children.

The HEC program maintains the facility so it is free from harmful animals, insects or poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not present at the facility so children are not exposed to the pesticide or herbicide.

### Lock-down Procedures:

- Staff directs students to drop and take cover.
- Teachers lock classroom doors (as is possible) and close windows and blinds. Door windows should also be covered. Administrator and custodian lock all other doors.
- Teachers take roll and then communicate to the office regarding missing students or adults. Office staff will appoint a designee who will try to locate missing students or adults when it becomes safe to do so.
- Teachers or other staff with additional students should contact appropriate teacher.
- Teachers should turn off lights and have students sit away from windows.
- Students who are in bathrooms need to remain there. An adult will check for students only when it can be done safely.
- Do not allow anyone to leave the room.
- Staff should inform students that an emergency situation exists and that they need to remain in the classroom until further notice.
- Do not open doors or windows until the "All Clear" signal is given, or until teachers are given verbal instruction via classroom phones or radios. Director will then call 911. A teacher may make the decision to button-up their room if they perceive conditions jeopardizing the safety of their students. Notify office immediately.

### Emergency Kits

All students enrolled in the Paideia School are required to have a Disaster Emergency Kit on campus. These kits will be used only in case of an emergency at the school.

Package the kit as follows:

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A labeled one-gallon ziplock bag with your child's name, teacher and class name printed clearly on the outside. Please enclose a 3x5 card with names and phone numbers of the friends or relatives living close to the school who are listed as emergency contacts in your registration information, along with any special medical needs or allergies your child may have. It would be helpful to have this card on a piece of yarn so the child may wear it as a necklace for easy identification by teachers and parents.

If you would like to assemble your own emergency rations, include the following items:

- 1 bottled water or juice (plastic bottle ONLY)
- Non-perishable, tightly sealed food items (canned fruit, crackers, etc.)
- Small disposable flashlight w/batteries for 12 hour life light
- Optional: family photo, wipes, toothbrush

Please make sure all items you select will fit into the one-gallon ziplock bag. Do not include any food with an excess of salt or sugar as we may have limited water and these items will increase thirst. Please check that foods will have a long shelf life and will not spoil. Please do not include loose or unpackaged food that will attract insects.

All kits must be turned in during the first week of school. Please give them to your child's teacher. Kits will be stored on campus and returned to classrooms at the end of the school year.

## **DISASTER PREPAREDNESS EFFORTS**

To prepare for the eventuality of a natural disaster, the HEC has taken the following steps to make our school and staff more disaster ready:

- Offered staff training
- Scheduled school-wide fire, earthquake and lockdown drills throughout the year.
- Equipped each room with a backpack for teachers containing emergency supplies.
- Prepared detailed maps of the school identifying evacuation routes and utility locations.

## **Emergency Evacuations**

Evacuation procedures are in place and safety drills are conducted regularly. The evacuation plan includes at least two unobstructed escape routes. In the event that an evacuation is necessary, we:

- Calmly but quickly assist children to safe predetermined assembly areas.
- Account for all children as well as staff.
- Check for and triage injuries.
- Bring emergency information with us when evacuating.

## COMMUNICATIONS DURING A DISASTER

After a major widespread disaster, you may not be able to get home right away due to blocked roads or other hazards. Phone service may be down and you may not be able to contact someone else to pick up your child from school. Out-of-area phone service is more likely to be available, so establish an out-of-state contact that your family members and friends can call to relay your condition and get information on other family members. Here are tips for creating an effective communications plan:

1. Ask three or four people who are usually home during the day to be responsible for picking your child up from school if you will not be able to get home immediately. These people should be listed on your child's emergency card.
2. Develop a system of notifying your designees if you need someone to pick up your child. For example, ask them to call your out-of-state contact to find out if you have reported in yet and if they need to pick up the child.
3. Make certain that your designees know about the school's evacuation and student release procedures. Remind them that they will need to show ID in order for the child to be released.
4. Make sure your designees and the school has your out-of-state contact's phone number. Ensure that the person who picks up the child knows to call your out-of-state contact to tell them that s/he has the child. If your child is not picked up within twelve (12) hours, the school will attempt to call your out-of-state contact to determine your status.

### Emergency Phone Numbers

Our school maintains current numbers for:

- Police, fire and ambulance.
- Local hospital and poison control
- Public utilities (gas, electricity, and water) along with their 24-hour emergency numbers
- Emergency management agencies
- Referral numbers for other emergency related organizations such as crime victim services.

### Emergency Supply List

The school's emergency backpack includes:

- Supply of water, food, first aid, tools
- Flashlights with extra batteries
- Portable radios with extra batteries
- Manual can opener
- Gloves, paper towels, and Kleenex
- Cleanser and disinfectant
- Hand sanitizer
- Wet wipes
- A whistle
- Disposable Cups

### Emergency Plan for Parents

Parents must also be involved in emergency planning. It is wise for parents to be aware of the following:

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- School name, address, and phone number
- Location of the predetermined meeting place in the case of an evacuation.
- Location of the daycare's inside shelter
- The plan or policy (action that will be taken) if the child is sick or hurt and forms they will receive such as accident reports or consent forms.
- The plan or policy (action that will be taken) if the provider is sick