



Dear Parents:

The self-discipline of a child is the goal to which our efforts are directed. Classroom discipline is necessary in order to facilitate a pleasant atmosphere where learning can happen.

Playground discipline is equally as important in the child's growth towards self-discipline.

In order to help the child reach these goals we, as a school and you as a parent, must be consistent. We must work together in setting rules and regulations both at school and at home.

The following are the six basic classroom rules, which have been adopted by each teacher in all grades.

1. All students will raise their hands for the teacher to call on them.
2. All students will use "inside voices".
3. All students will be attentive and listen to class lessons and discussions.
4. All students will work quietly and independently on class assignments.
5. All students will remain seated during lessons and seatwork.
6. All students will show respect for their teacher and for their fellow classmates.

### **EXPECTED BEHAVIORS**

A. Use of appropriate language.

NOT ALLOWED: swearing, arguing, loud noises.

B. Follow the teacher's instructions.

NOT ALLOWED: refusing instructions, running away, hitting, biting, etc.

C. Physical contact

NOT ALLOWED: fighting, pushing, yelling, kicking, rough housing.

D. Respect for property.

NOT ALLOWED: damaging or defacing school, public, or personal property.

## **DUTIES AND RESPONSIBILITIES OF THE STUDENTS**

### **OUR CIVIL RIGHTS:**

1. I have the right to be treated with compassion in this room. This means no one will laugh at me or hurt my feelings.
2. I have the right to be myself in this room. This means no one will treat me unfairly because of the color of my skin or the fact that I am fat or thin, tall or short, a girl or a boy.
3. I have the right to be safe in this room. This means that no one will hit me, kick me, push me, pinch me, or otherwise hurt me.
4. I have the right to hear and be heard in this class. This means that no one will yell, scream, shout, or make loud noises.

### **CLASS RULES**

- A. Follow teacher's direction on first request.
- B. Keep hands, feet, and objects to self.
- C. Use appropriate working behavior. (No yelling, whistling, singing, etc.)
- D. Follow "Our Civil Rights".
- E. No eating or chewing in class without the teacher's permission.

### **SCHOOL RULES**

- A. Students must arrive on time and have with him/her all required books, materials, supplies, and assignments.
- B. Students must not leave Church grounds without the teacher's permission.
- C. Students must not leave the designated areas at any time during recess without the teacher's permission.
- D. No student is allowed in the preschool classrooms unless a teacher is in the classroom.
- E. Students must not litter, damage, destroy, or disturb any personal or public property.

**WHEN ONE OR MORE OF THESE RULES ARE BROKEN, THE  
TEACHER AND THE OFFICE STAFF MAY CARRY OUT THE  
FOLLOWING CONSEQUENCES.**

1. WARNING.
2. LOSS OF PARTIAL RECESS.
3. CONDUCT REFERRAL TO THE PARENT. \*
4. PARENT AND CHILD MEETING WITH THE TEACHER.
5. PARENT AND CHILD MEETING WITH THE TEACHER AND PRINCIPAL AND/OR FATHER PETER.

*\* A conduct referral is sent home only when improper behavior continues. If a parent conference is requested on the conduct referral, it is you, the parent/guardian's responsibility to attend immediately.*

# **BELMONT GREEK SCHOOL SAFETY**

## **GUIDELINES AND PROCEDURE**

### **Drop-Off**

- Be punctual
  - **ALL** classes start at 4:30 PM

Note: Younger children may take some time to say goodbye and to get comfortable in their new environment. Arrive early if necessary in order to start class on time

- Please remain with your children until the teacher or a school staff member has arrived
- Keep the gate of the courtyard closed at all times.
- PreK1, PreK2 and Kindergarten must be signed in AND out by the parents/caregiver.
  - NO EXCEPTIONS!

### **Pick-Up**

- Be punctual
  - **ALL** classes end at 6:30 PM
- PreK1, PreK2 and Kindergarten
  - Children are to be picked up from their classrooms. Children will **NOT** be allowed to exit their classroom until a parent/caregiver has picked them up and signed them out. **Upon sign out caregiver assumes all responsibility.**
- 1<sup>st</sup> Grade and up will be allowed in the courtyard but not onto the lawn/parking lot/street without the accompaniment of a parent/caregiver. **Upon leaving the courtyard, the parent/caregiver assumes all responsibility for the child.**

**Note: The Greek School teachers and staff are not liable for children after 6:35 PM without prior arrangement.**

In the case that a child cannot be picked up by the end of the class please let the school know by calling in advance: **650-868-0728** Alternate: **650- 508-8164**

## **Parking Lot Use**

- For the safety of the children, they are not allowed to play in the parking lots. The parking lot becomes busy with cars during the Greek School hours. The children are allowed to play only in the courtyard outside the classrooms.

## **Area in front of the church**

- The area in front of the church is a “no-stopping” zone. Do not stop there to drop-off or pick-up your children, as you might be disrupting a church function. You can use either the upper or lower the parking lot when dropping-off and picking-up your children.

## **Snack**

- A snack is not provided by Greek School. The children may bring their own snack/water/juice which they can have during recess. Food sharing is not allowed due to allergies.

## **Absences**

- Student absences will be recorded by their teachers and noted in the report card

As a school we strive not only for excellence in education, but also for a self-disciplined child who respects his/her parents, teachers, fellow classmates and the opportunity for a private education. We cannot do this alone. We need parental support. In order for the office and your child’s teacher to know that you have received this letter and have read and understood its contents, please sign and return the following page to your child’s teacher. Keep this copy for your own records.

Sincerely,

The Holy Cross Greek School

*THIS COPY TO BE RETURNED TO THE HOLY CROSS GREEK SCHOOL*

**I have read, discussed, and understand the above rules  
(consisting of, Our Civil Rights, Class Rules, and School Rules)  
with my child.**

PARENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_