

KINDERGARTEN - 8TH GRADE

PARENT & STUDENT HANDBOOK



2023-2024

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GENERAL GUIDELINES

Welcome to the DGK Holy Cross Parochial School family!

The Dimitrios and Georgia Kaloidis Holy Cross Parochial School (originally named *Holy Cross Parochial School*) was established in 1980 by the Holy Cross Greek Orthodox Church community to provide a quality education while teaching and promoting the Greek Orthodox faith, Hellenism, and Hellenic culture. The school was subsequently renamed in honor of two generous benefactors who believed deeply in our school's mission and our continued success.

DGK Holy Cross Parochial School is a Christ-centered, family-oriented community, with a history and tradition of excellence. We strive to provide students with a positive, high quality learning environment for successful social and cognitive development. As the primary educators of your children, DGK is a valuable partner with you in accomplishing this important responsibility.

Our educational ministry is founded on the teachings of the Greek Orthodox Church, instilling personal faith, practicing social justice, and striving for academic excellence in accordance with the [Greek Orthodox Archdiocese of America](#). Our faith based community welcomes students and families from diverse backgrounds and all religious denominations.

This *Handbook* is designed to provide general information of our school's mission, philosophy, policies, and regulations that provide guidance and structure to our school community. Please read through this handbook carefully. At the end there is an attestation form for parents/guardians and students to sign acknowledging they have read, understood and will abide by the policies set forth in this Handbook.

There is a separate **Code of Conduct** policy at the end of this handbook that families must also sign. This policy outlines in detail the behavior expectations for all DGK students and their families, and the step by step disciplinary measures followed when a student or family violates the **Code of Conduct**.

DGK reserves the right to alter its policies at any time without prior notice. Students and parents signify acceptance of a change in guidelines by remaining members of the school community after notice of the change is given.

The school also shares your goals for the fullest development of each child's faith, talents, and academic abilities. Cooperation between the home and the school is essential for the realization of these priorities.

It is considered a privilege to work with parents in the education of their children and we are grateful that you have chosen to partner with DGK. As we have all learned, there are situations that arise that need further discussion and deliberation to ensure we are making decisions that best align with our mission and prioritize the needs of our children. Mutual respect and cooperation between parents and DGK faculty must be developed and parents and teachers are expected to work collaboratively in this process as role models for the children. If there is an issue that arises, please speak with your child's teacher. If it is not resolved, please speak with the principal. If additional attention is required, the principal, parent or faculty may escalate this issue to the school board.

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ABOUT US

Philosophy

The Dimitrios and Georgia Kaloidis Parochial School of Holy Cross Greek Orthodox Church (DGK) strives to promote the expression of Greek Orthodox faith, history and culture. We believe every child is unique and that learning is an individualized and an ongoing process. We recognize our opportunity and mutual obligation to develop within each child the skills, virtues and habits of heart and mind needed for the challenges of an ever-changing society. Through mutual respect our students will grow and learn in a positive atmosphere, where faculty, staff, parents and students together are enthusiastic about the learning process.

Mission

In demonstrating our philosophy, we strive:

- To teach and practice Orthodox Christian values
- To help each student develop to his/her potential in an atmosphere which promotes self-esteem and confidence
- To cultivate an appreciation and respect for others.
- To identify the relationship among various subjects through a holistic approach to teaching which incorporates culture, religion and citizenship
- To promote cooperative learning in a mutually supportive environment which allows each child to perform to the best of his/her ability
- To employ teachers who present themselves as positive role models and create a nurturing environment in the classroom
- To maintain open channels of communications between school and home recognizing that the student is at the center

DAYS & HOURS OF OPERATION

School Calendar

It is very important that families adhere to the school calendar when making personal plans throughout the year. The academic calendar is posted on the DGK website and emailed to all parents upon registration.

School Hours

Academic Day	8:00 a.m. to 3:03 p.m.
Office Hours	7:00 a.m. to 4:00 p.m.
After School	3:20 p.m. to 6:00 p.m.

Academic Day

The academic day for Grades K-8 will consist of the following subject periods:

- English Language Arts (Reading)
- English Language Arts (Writing)
- Mathematics (*2 periods per day*)

- Social Studies
- Science
- Greek
- Religion (*1-2 periods per week*)
- Greek Dancing (*1 period per week*)
- Music (*1 period per week*)
- Art (*1 period per week*)
- Physical Education / Gym (*2 periods per week*)

RELIGION CLASS & CHURCH ATTENDANCE

In accordance with our mission to provide Greek Orthodox educational programming to the children attending DGK Holy Cross Parochial School, **ALL** students will participate in weekly religion class and monthly church services.

Sunday Divine Liturgy is an essential part of our Orthodox Christian faith. It is strongly encouraged that students and their families attend. Students are also encouraged to sign up and participate in Sunday School. On certain Sundays and holidays throughout the academic year, DGK students participate in choir performances in church. While attendance is not required, it is strongly encouraged that students and their families attend on these days.

GENERAL PROCEDURES FOR ALL STUDENTS

Arrival Procedures:

Nursery and Pre-K students:

- Enter through the main lobby of the Ridge Boulevard entrance according to their half or full day schedules.

Kindergarten - 8th Grade

- School doors officially open at **7:45 a.m.**
- Enter through 85th street and report immediately to the gym.
- Morning Line-up begins at 8:05 a.m. The gym doors will lock at 8:05am and will not reopen again until Morning Line-up is complete.

Lateness

- Students arriving after 8:05 a.m. will wait in the vestibule outside of the gym, and will be marked late.
- Students arriving after 8:15 a.m. will report to the security desk before going to their classroom.
- Children traveling on the school bus will not be penalized for lateness.

Dismissal Procedures:

- **Nursery and Pre-K students** are released through the main lobby of the Ridge Boulevard entrance according to their half or full day dismissal time.
- **Grades Kindergarten, 1st, and 2nd** are released through the main lobby of the Ridge Boulevard entrance at 3:08p.m.
- **Grades 3 - 8** will be dismissed from the 85th Street entrance at 3:08p.m.
- Bus schedules will be provided at the beginning of the school year. Dismissal time of those students will be announced each September.

Half Days:

Throughout the school year there are certain days when the students will be dismissed early. These days will be marked on the academic calendar and email notifications will be sent out as reminders.

- **Nursery and Pre-K students are** released through the main lobby of the Ridge Boulevard entrance according to their half or full day dismissal time.
- **Grades Kindergarten, 1st, and 2nd** are released through the main lobby of the Ridge Boulevard entrance at.
- **Grades 3 - 8** will be dismissed from the 85th Street entrance.

NOTE: If someone other than a parent is to pick up the child, the main office must be notified prior to pick up in order for that child to be released. An email must also be sent to the teacher. All information must be listed on the emergency contact form.

Early Pick-up

When a student must be picked-up early for an appointment (medical, dental) an email must be sent prior to the teacher. Parents must report to the security desk located in the lobby where they will sign the student out for the day or for a particular time.

ATTENDANCE POLICY

Daily Attendance Policy

Classroom and daily attendance are essential requirements that support the student's learning experience. Consistent attendance helps students develop responsible work and study habits and correlates to academic success. Students who develop a pattern of poor attendance (absences/late to school/late to class/early excuse) undermine their relationships with teachers, their course work, and their ability to participate in the life of the school.

- If your child is going to be absent please notify the main office and send an email to the teacher.
- A child must bring an absence note to his/her teacher upon returning to school.
- If the illness has been contagious, and/or the child has been out for three days, a doctor's note is required stating that the child is permitted to return to school in order to allow the child to resume his/her regular school routine.

Make - Up Tests

If a test is scheduled on the day that a student returns or during his or her absence, the test will be rescheduled at the teacher's discretion. It is the responsibility of the parent and the student to consult with the Principal and the child's teacher concerning the work that will be missed during a prolonged absence.

Extended Absence

If a student is absent for a prolonged period of time, parents should make arrangements with the teacher to pick up textbooks, notebooks, assignments, and correspondences.

FEE-BASED CHILDCARE

This service is staffed by our own DGK faculty so you can be assured that your child will be safe and secure before the school day begins. The familiarity of people you know taking care of your child(ren) will lessen your anxiety and can set the tone for a worry free day.

Morning Care / Early Drop-off: 7:00am - 7:45am

Fees: \$10 per child

After School Care: 3:00pm - 6:00pm

Fees: \$8 per half-hour (\$16 per hour)

Payment: You will receive a monthly usage invoice via FACTS. All payments can be paid via PayPal or FACTS. Links will appear in your invoice. Send payment questions to finance@dgkschool.org

How to Enroll: Go to www.dgkschool.org/early-arrival-enrollment

AFTER-SCHOOL ACTIVITIES

DGK provides extracurricular opportunities for the development of school spirit and students' sense of community and belonging. While participation in extracurricular activities is encouraged, schoolwork and good behavior are considered the first priority.

Students who are **absent** for all or part of a school day due to illness may not participate in extracurricular activities occurring that day. Students who are **absent** for all or part of the school day for any other reason may not participate in extracurricular activities occurring on that day, without administrative approval.

Included with Tuition: Junior dance troupe, senior dance troupe, choir, DGK girls & boys basketball teams.

Fee-based: Offerings and prices vary each year and are organized by the KAPT (our DGK PTA). Past activities have included soccer, piano, STEM, chess, etc. Prices and offerings will be advertised to families throughout the school year.

DRESS CODE

The dress code at DGK reflects respect for the traditions and mission of the school, and the belief that members of the school community are engaged in a serious and important endeavor. It is an important part of the school's commitment to character education. Parents are expected to adhere to the school's guidelines by checking students'

dress each morning to ensure their child is neatly groomed and wearing all of the correct uniform pieces for their grade **and** for the day (i.e. daily uniform, formal uniform, or gym uniform).

Lands' End (Direct Link)

Lands' End is our school uniform source, school number: **900114026**. To purchase uniform pieces do the following:

Online: Go to landsend.com/school and create or sign in to your account. Include your student and school information in My Account, or find your School using the Preferred School Number Search: 900114026. Start shopping with your personalized product checklist.

Shop now by clicking [here](#).

Phone: Call 1-800-469-2222 and reference your student's Preferred School # 900114026, grade level and gender. Our team of consultants are available 24/7 for assistance.

In-Store: Visit a Lands' End at Sears store. An associate can help you with sizing information and you can place your Preferred School order online via the store kiosk. Please note, Lands' End at Sears stores may have a limited product assortment (no logo merchandise is available in the store).

Uniform List by Grade

SHOES: All students (K-8) will wear rubber sole dress shoes, loafers, or mary janes (for girls). **NO** sneakers, sandals, backless shoes, boots, or heeled shoes for any reason with the daily or formal uniform. Sneakers will be worn only on gym days.

Grades K-2: No shoes with laces unless your child can tie their laces independently.

K - 8 GYM Uniform - ALL Students	
TOP	BOTTOM
Gray DGK logo gym t-shirt (short or long sleeve)	Navy blue DGK logo sweatpants
Navy blue DGK logo sweatshirt (hoodie or pullover)	Rubber sole sneakers Grades K-2: Velcro ONLY, unless your child can tie their own laces.

BOYS: K - 8th Grade, Daily Uniform	
TOP	BOTTOM
Light blue polo shirt with DGK logo	Navy blue slacks with black belt

Navy blue DGK logo cardigan	Blue or black socks
	Blue or black loafers or dress shoes

GIRLS: K - 4th Grade, Daily Uniform	
TOP	BOTTOM
Navy blue jumper with DGK logo	Navy blue knee socks or tights
Light blue shirt with Peter Pan collar	Blue or black loafers or mary janes
Navy blue DGK logo cardigan	

GIRLS: 5th - 8th Grade, Daily Uniform	
TOP	BOTTOM
Light blue polo shirt with DGK logo	Navy blue knee socks or tights
Navy blue kilt skirt at knee length	Blue or black loafers or mary janes
Navy blue cardigan with DGK logo	

BOYS: K - 8th Grade, Formal Uniform	
TOP	BOTTOM
Light blue oxford shirt (long sleeve)	Navy blue slacks with black belt
Blue plaid tie	Blue or black socks
Navy blue blazer with DGK logo	Blue or black loafers or dress shoes

GIRLS: K - 4th Grade, Formal Uniform	
TOP	BOTTOM
Navy blue jumper with DGK logo	Navy blue blazer with DGK logo
Light blue shirt with Peter Pan collar	Navy blue knee socks or tights
Navy blue criss-cross tie	Blue or black loafers or mary janes

GIRLS: 5th - 8th Grade, Formal Uniform	
TOP	BOTTOM
Light blue polo shirt with DGK logo	Blue plaid tie
Navy blue kilt skirt at knee length	Navy blue knee socks or tights
Navy blue blazer with DGK logo	Blue or black loafers or mary janes

Personal Grooming & Accessories

In addition to the aforementioned dress code, the following guidelines will be adhered to:

- All shirts must be tucked in. This includes boys and girls in all grades.
- Shoes must be kept clean and polished.
- When boots are worn on rainy or snow days, students will change into their school shoes
- Only the uniform sweater or sweatshirt may be worn with the school uniform.
- Girls: no make-up; stud earrings only.
- Boys: short haircuts above the ears and above the collar line.

LOST & FOUND

Lost clothing (including uniform items), lunch sacks, etc. are placed in the Lost & Found box in the office. All unclaimed items will be disposed of or donated periodically.

SCHOOL SUPPLIES

All students must come to school prepared with the necessary supplies. A **universal DGK supply list** will be provided upon registration and will be posted on the DGK website. Each classroom teacher may add additional supply items as needed during the school year.

TEXTBOOKS

The school “lends” the textbooks to students for their use. All school books are required to be covered during the entire school year. Covers should not be taped to the books and contact paper should not be used. There will be a current textbook charge for any damaged or lost school textbooks.

HOMEWORK

DGK families will utilize a private Google Classroom homework portal. During the beginning of the school year, you will receive an **initial** invitation from your child's teacher. Homework time varies with the age and skill level of the child. In the upper grades, assignments are long-ranged and call for planning by the student. The school expects parents to supervise their child's schedule at home so that students are able to do their homework in an atmosphere free from distractions. Homework assignments are given for the following reasons:

- To reinforce what was taught in class
- To review previously learned material
- To introduce new material that the students can assimilate on their own
- To give students the opportunity to deal with information independently

Missing Homework

If there is a valid excuse for not completing an assignment, it should be documented by a note to the teacher. The child must make-up the assignment the next day. If the homework is not submitted on the second day, the parent will be notified by the teacher. A homework policy for all grades is established in September by the teacher.

GRADING

Report Cards

Report cards for students in Grades 1 - 8 are issued four times during the school year. The report card indicates the evaluation of a child's academic progress including personal and social growth.

- Kindergarten children are evaluated three times a year.
- Grades 1 - 4 are evaluated each quarter by Letter Grades.
- Grades 5 - 8 are evaluated each quarter by Numerical Grades.

Letter & Numerical Grades:

A+ 99-96%	B+ 89 - 85 %	C+ 79 - 75%	F Below 65% academic
A 95 - 90%	B 84 - 80%	C 74 - 70%	
		D 69 – 65%	

Performance Level Indicators:

4 – Exceeding Grade Level	2 – Approaching Grade Level
3 – Meeting Grade Level	1 – Below Grade Level

Grading

All students will be graded on a combination of the following: skill level attained, written work (class work and homework), projects, reports, tests, effort, participation and preparation. The chart below outlines the individual subjects areas for which your child will receive a grade. All subjects apply to Grades K-8 unless otherwise stated.

Core Academic Subjects	Greek Subjects	General Subjects
English Language Arts (ELA) Writing	Greek Language, Writing (5-8)	Technology (5-8 only)
English Language Arts (ELA) Reading	Greek Language, Reading	Physical Education
Mathematics	Greek Language, Oral (5-8)	Art
Social Studies (K-4) or History (5-8)	Greek Dance/Chorus	Music
Science		

Note: Only **Core Academic Subjects** count towards Honors. While **Greek Subjects** are not one of the five (5) core academic areas, students are eligible for separate Greek Honors.

Failure of a Major Subject

A student who has failed a major subject for the academic year is to repeat that subject during the summer in one of two ways listed below. Prior approval of the Principal is required for either option:

- Enrollment in and successful completion of an accredited summer school program which involves a minimum of 36 hours of instruction. The summer school must send a grade report to DGK School indicating a passing grade.

OR

- If an accredited summer school program is not available in that subject then thirty six hours of tutorial instruction with a teacher certified in the subject area. In addition, a comprehensive examination, made up by the subject teacher at DGK must be passed with a grade of 70% or above. The exam will be given prior to the opening of school.

A parent-teacher-administrator conference will be conducted after the second report card has been issued to alert parents to the possibility of retention. Subsequent conferences will be held i the 2nd and 3rd trimesters.

Promotion Policy

Promotions are made annually at the end of June for students who successfully complete their present grade-level work.

HONORS POLICY: Grades 1-8 Only

In order for students to earn Principal's List or general Honor Roll in a marking period they must meet the academic **AND** disciplinary criteria below.

NOTE: While ELA Reading and ELA Writing are considered one subject area, they are graded separately each marking period and count as two individual grades which are each calculated into G.P.A, and, therefore, Honors.

Principal's List

Grades 1 - 5	Grades 6 - 8
<ul style="list-style-type: none"> ● A or A+ in all of the following five (5) areas: ELA Reading, ELA Writing, Math, Science, and Social Studies. ● Good disciplinary standing 	<ul style="list-style-type: none"> ● 90+ non-rounded average made up of ELA Reading, ELA Writing, History, Math, and Science, with no grade lower than 90 in any of these five areas. ● Good disciplinary standing

Honor Roll

Grades 1 - 5	Grades 5 - 8
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<ul style="list-style-type: none"> Combination of two (2) B's and above (B+, A, A+) in the following five areas: ELA Reading, ELA Writing, Math, Science, and Social Studies. Good disciplinary standing 	<ul style="list-style-type: none"> 85-89.99 non-rounded average made up of ELA Reading, ELA Writing, History, Math, and Science, with no grade below 85 in any of these five areas. Good disciplinary standing
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Greek Honors

Grades 1 - 4	Grades 5 - 8
A or A+ in both Greek Language and Greek Dance.	90+ non-rounded average with no individual mark below 90 in Greek Reading, Greek Oral, Greek Writing and Greek Dance.

8th GRADE GRADUATION HONORS

Valedictorian

- Must be a student at DGK in Grades 5, 6, 7, and 8.
- Highest Academic Average-using 6, 7, and 8th Grade years' end unrounded, aggregated averages.
- Grades for all major subjects: ELA Reading, ELA Writing, Math, Science, Social Studies, and Greek (Language Group A and B are eligible and averages are weighted * A- 1.06 * B- 1.03 *).

Salutatorian

- Must be a student at DGK in Grades 5, 6, 7, and 8.
- Next Highest Academic Average using 6, 7, and 8th Grade years' end unrounded, aggregated averages.
- Grades for all major subjects: ELA Reading, ELA Writing, Math, Science, Social Studies, and Greek (Languages Group A and B are eligible and averages are weighted * A- 1.06 * B- 1.03 *).

Greek Honors

- Must be a student at DGK in Grades 5, 6, 7, and 8.
- Highest Academic Average using 6, 7, and 8th Grade years' end, unrounded aggregated averages.

- Student must be in the top group (A).

Honor Cords (8th Grade)

- In order for a student to wear honor cords at Graduation, the student must achieve Principal's List in all four (4) marking periods of their senior year.

STATE TESTING

State Testing

Grades 3 thru 8 are administered the New York State Assessment Tests as follows:

- Grade 3 thru 8 – English Language Arts
- Grade 3 thru 7 – Math

Grade 8 –Algebra 1 CC Regents, Living Environment Regents and Greek Foreign Language Competency Exam

SCHOOL POLICIES

Food Allergies: Lunch & Snacks

We are aware of students who have limitations in their diet due to allergies and other health related concerns. The security and safety of all students is a guiding element of our daily activities and practices.

Strict **avoidance** is the best way to ensure that students with these food related health issues experience a safe and threat free environment.

Food from the DGK cafeteria is **nut-free** and a list of ingredients for food items will be available. Additional cafeteria practices will ensure safety in the lunchroom, including separate eating areas, and hand and table washing.

To reduce a life-threatening allergic reaction and the possibility of cross contamination, **all foods brought into the school for class snacks, birthday treats and class party purposes must be nut-free.** By limiting the type of food entering the school, we are better able to ensure a safe environment for our students.

Money in School

Students should not bring money to school unless it is needed for school for specific purposes (class trips, bake sales, etc). On such occasions, money should be put in an envelope with the child's name and class on it. The school is not responsible for lost money.

Personal Items

DGK is not responsible for lost/stolen items brought onto the school grounds. All clothing, lunch sacks and other personal property should be plainly marked with your child's name and grade in permanent ink. Expensive, hazardous, or distracting items (such as cell phones, toys, and electronic video games) are not permitted on school grounds and will be removed from the student.

Snow Days

In the event of a school closure due to inclement weather, the DGK School Board and Principal may decide to continue instruction remotely via ZOOM or Google Meet. Our main focus is to ensure continuation of instruction in order to maintain student learning.

Parent Communication Teachers

Communication between home and school is essential to understanding a child's learning process; however, **under no circumstances** should a parent/guardian ask a teacher for their cell phone number, or solicit this information for another DGK staff member. Communication between parents and students should happen through official DGK platforms: a teacher's DGK email or the DGK office landline.

Contact teachers in the following instances:

- In response, or as a follow-up, to a notice that the child is having a problem.
- If something serious is happening at home which might affect a child's academic progress.
- If any special plans have been made which might interfere with the normal school day.

Should a question or misunderstanding occur, the following guidelines are to be followed:

- Parents need to make an appointment with the teacher to resolve the concern. This must be done in writing/emailing the teacher.
- If a parent's concern is not addressed in a reasonable amount of time by the teacher, the parent may make an appointment to meet with the Principal.
- The Principal will listen to the parent's concern and attempt to resolve the problem. If the Principal feels that this concern needs to be brought to the attention of the School Board, the principal will do so.

A parent may request to meet with the School Board only after the above steps have been taken. Requests are made in writing to the School Board Chairperson, including the nature of your concern and also stating your name, address and telephone number. The Chairperson will contact you directly to arrange an appropriate meeting.

HEALTH REGULATIONS

Medical Forms:

The New York City Department of Health requires schools to have the proper medical documentation on file for each student. Your child will need to have a complete physical examination on an annual basis and a doctor must complete the following paperwork to be submitted to the school by September.

- [NYS Child and Adolescent Health Examination Form](#)
- Copy of updated Immunization Card
- All students are required to have an immunization form on file
- [NYS Medical Accommodations Request Form](#) (MAF) if your child requires medication

Medication:

Can my child take prescription medicine during the school day?

An MAF form or doctor's note needs to be on file for the medication. Any prescription medication that needs to be administered during the school day shall be administered by the School Nurse. Medications must be brought to the School Nurse in the original prescription container and will only be dispensed as directed by the prescription. The parents shall consult with the School Nurse on the prescribed doses and timing. Students are **NOT** allowed to carry medication of ANY kind, prescribed, or over-the-counter. This includes cough drops, vitamins, Tylenol, allergy medication, etc.

No school personnel may administer any over-the-counter medication to the students.

Illness:

Any student who is sick will be sent to the School Nurse for evaluation. If the condition warrants, the parents will be contacted to pick up the child from school. Please sign the student out at the front desk before leaving. Please be sure to give Nurse updates on how your child is doing or if they have been diagnosed with a communicable illness in which other children may have been exposed.

Communicable Illness:

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Please do not send your child to school if they have a fever, vomiting, chicken pox, fifth disease, lice/nits, or bad cough. When children come to school with these conditions, other students and faculty are exposed. Children with communicable diseases should be kept home for the duration of the illness. Upon returning to school, the student must bring a note from the doctor stating that the condition is no longer contagious.

1. Additional procedures for lice outbreaks:
 - a. If lice or nits are discovered on a student, the parent will be called to immediately pick up their child.
 - b. The child must be treated and nit-free before returning to school
 - c. The parent must accompany the child to school for a re-check and clearance to return to class.
2. Children should not return to school until they have been without a fever and not vomiting for 24 hours.
3. Children with an infection (such as strep) should remain at home for 24 hours after receiving medication.
4. Rashes – If your child wakes in the morning with a rash, regardless of whether or not the red spots itch, please do not bring them to school.

Injuries

Any student who has been injured while in school is sent to the Nurse for evaluation. If condition warrants, the parents will be contacted to pick up the child from school. Injury reports will be completed by the School Nurse with information on:

- Time /Place
- How the accident occurred
- Where the child was injured
- First aid, if any, administered
- An original copy of the report will be given to the parent for signature and a copy will be placed in the child's file

Physical Activity Restrictions:

A physician's activity order is required when a child is treated for an injury that will restrict physical activity at school and/or your child needs medical assisted equipment (crutches, splints, etc.) or the use of the elevator. After being cleared of activity restrictions for full participation in activities such as P.E. or recess, a new order is required for return to full unrestricted school physical activity.

EMERGENCY INFORMATION

Emergency Contact

There must be an EMERGENCY INFORMATION CONTACT (EIC) on file for every student. This information states the name and telephone number of the person(s) to be contacted in an emergency when the parents cannot be reached. If your emergency contact information changes throughout the year, the parent is obligated to contact the main office to notify change of information.

Emergency Medical Care

In the event of a medical emergency requiring a trip to the doctor, the School Nurse or designee will first try to notify the parent/guardian so that he/she can transport the child. If the parent/guardian cannot be reached, an authorized emergency person will be contacted. If the parent/guardian or authorized person cannot be contacted, a DGK staff member will accompany the child to seek medical treatment. The parent/guardian or a person listed on the child's Emergency Information Contact EIC will be called to meet the staff person and child at the medical facility. Agency policy does not allow staff to transport children in their personal vehicles. 911 will be called to transport the child to a medical facility if the situation requires immediate medical attention.

If you need to speak with our School Nurse for any reason, please contact the school to be transferred or email at nurse@dgkschool.org

Emergency Closing

If it should become necessary to close the school due to inclement weather or any other reason, notification will be communicated via:

- Automated phone messenger service
- DGK School Email
- DGK School Website
- Parent email we have on file

Communication During an Emergency

Our primary concern in emergency situations is the safety of our students. The decision of when and how to notify families is made in conjunction with emergency personnel that are on the scene or in communication with school leadership (i.e. the chief of police, the fire chief, etc). The decision of when and how to release students during an emergency is also made in conjunction with emergency personnel.

Fire Drills/Lock Down/Shelter In Drills

Evacuation drills (Fire, lockdown, shelter in drills) will be conducted throughout the year. Directions are posted in each classroom and students are expected to follow their teacher's directions to become familiar with the school's emergency procedures. Depending on the drill, classes may leave their rooms and children are expected to go down the stairs in a silent and orderly fashion. Once the class is outside the building, teachers are required to take attendance to be sure that all students in the class are accounted for.

TRANSPORTATION

School Bus:

The New York City Department of Education provides free school bus service for children who are eligible. Eligibility varies with distance from school and age/grade of child. See website for guidelines and eligibility [Transportation Eligibility \(nyc.gov\)](http://nyc.gov/transportation-eligibility)

Bus Behavior

To ensure the safety of all students, children who ride the school bus are expected to abide by the school bus rules posted on the bus and uphold our School Code of Conduct at all times. Children who behave inappropriately on the bus (standing up, distracting the driver, disturbing the other students, littering, and using foul language, etc) will be reported to the Principal and to the Office of Pupil Transportation. Reports of misbehavior can result in suspension or expulsion from the bus.

Metrocards:

If you live greater than one-half (1/2) mile from school, you are eligible for a free metrocard. Please call the Office of Pupil Transportation with any questions.

BIRTHDAY & NAME DAY CELEBRATIONS

At DGK, we welcome the celebration of important milestones such as a birthday and/or a Name Day. Celebrations are limited to the lunch period only. Nut-free food items: Cookies, donuts, cupcakes and/or pizza for the class during their lunch period.

Be sure to ask your child's teacher about any food allergies or dietary restrictions in your child's class.

To ensure there is enough time for proper planning with your child's teacher, please discuss with the teacher a week before.

SCHOOL EVENTS

School Performances

DGK students will perform in **four** mandatory arts showcases that are an integral part of the Hellenic cultural programming at DGK: October 28 ("OXI Day"); Christmas show; March 25 (Greek Independence Day/Feast of

the Annunciation); and Festival of the Arts. These events are open to all DGK families. Parents/Guardians **may be asked to purchase** costume/outfit pieces for performances.

NYC Greek Independence Day Parade

The first Greek Independence Day parade was held in 1938 and it's become an annual event in NYC. This parade is sponsored by the Federation of Hellenic Societies of Greater New York **and it is an important part of DGK history and tradition. It is expected that all DGK students will be in attendance at this annual parade.**

As such, our students and staff, parishioners and staff from Holy Cross Greek Orthodox Church, and all affiliated ministries and groups march together in solidarity.

Class Trips

Class trips are an integral part of the curriculum. In order for children to participate in field trips, parents will be notified of the upcoming event and asked to sign a separate permission slip that states the date, time, destination, method of transportation and **cost**. Field trips are planned to correspond with the program curriculum.

All DGK students will be given special safety items to wear during class trips. There will be one (1) chaperon per four (4) students on each trip.

Absolutely **NO** overnight trips are sponsored by DGK, **including** the 8th grade "Senior Trip".

8th Grade Senior Trip

The 8th Grade Senior Trip **does not fall under the purview of DGK School**. It is organized independently by 8th grade parents who, of their own accord, want to plan this type of experience for their children. **No overnight trips are sponsored by DGK.**

Holy Cross Greek Orthodox School and DGK Parochial school are not responsible for any part of this type of trip whatsoever, in part or in whole.

HIGH SCHOOL VISITING DAY FOR 8th GRADE

The 8th Grade students are allowed time to visit high schools to which they are considering applying. These will constitute **excused absences**. A written request from parents must be given to the principal at least one week before the designated visit. This is limited to a maximum of three days.

MIDDLE SCHOOL SPORTS & ATHLETICS

Middle School students have the option to try out for the basketball team. The athletic program functions as an extension of the overall DGK educational experience. Our goal is to create opportunities for students to develop and improve their athletic abilities.

To maintain eligibility once on the team, all students must be in good academic standing. Students who are failing and students who violate the DGK Code of Conduct are subject to losing their spot on the team.

Uniforms

Student athletes are required to purchase uniforms for every season and pay any additional program fees. These fees are **non-refundable** and must be paid in full to participate. Athletes can keep the uniforms at the end of the season.

Practice

Student athletes are expected to attend all practices and games. Student athletes are expected to be in attendance at school on all practice and game days. Their attendance record at school is expected to be exemplary, as they are an example to other students. If attendance becomes an issue, dismissal from the team is possible.

Players

Players are expected to represent their team and DGK in a respectful manner at all times; accept calls made by officials with dignity (whether or not you agree); shake hands with opponents before and after games; and cheer for our team, not against your opponent. All school rules apply at all athletic events.

Spectators

Spectators are expected to uphold high standards of sportsmanship at all DGK sporting events. As fans, you are expected to follow the same conduct rules as our student athletes. DGK faculty and coaches reserve the right to remove adults exhibiting disrespectful or inappropriate behavior from the event.

SCHOOL BOARD & KAPT (*Kaloides Association of Parents and Teachers*)

School Board

The DGK School Board is a body of volunteers who oversee the operations of our school in collaboration with the Parish Council and our community Priest. They are responsible for all financial planning to ensure the functionality of school operations. They create policy guidelines and execute long and short term projects associated with and not limited to curriculum development and implementation, recruitment, admissions, policy recommendations and public relations. **Day-to-day administration of the school** is entrusted to our Principal and Faculty.

School Board meetings are held monthly or more as needed. A member of the Holy Cross Parish Council is present as a liaison at School Board meetings and a member of the School Board serves as a liaison and is included in KAPT meetings.

Throughout the year, the school board will hold two town halls open to parents and school staff.

School Board Membership:

The School Board has 12 voting members who are each elected by the Holy Cross Parish Council for 3-year terms (though term exceptions may apply if a seat is vacated before the member's serving term is over). Calls for **nominations are announced every April in the Holy Cross church mailing list** bulletin. (To sign up for the church mailing list go to www.holycrossbrooklyn.com/new-page).

Nomination for School Board membership is open to any Greek Orthodox member of the Holy Cross Greek Orthodox Church who is in good standing. Someone can nominate you, or you can self nominate. All nominees will receive a request to accept their nomination, and all those who accept will be invited for an interview with the Parish Council. After all interviews are complete, the Parish Council will

vote on the nominees, and a subsequent offer to join the School Board will be extended to all those who are voted-in.

Kaloidis Association of Parents and Teachers (KAPT)

The KAPT is the parent-teacher entity of DGK. They are a group of dedicated parents whose presence and support as volunteers is invaluable. The KAPT is committed to enriching students' experiences at DGK and to supporting various capital improvements to our facilities that may not be covered by the school's operating budget. Over the years, such contributions have included new lights and ceiling on the 2nd floor of our school, new water fountains and bottle filling stations, new air conditioning units for each classroom, installation of a new security system, and the building of an outdoor classroom.

The KAPT also hosts various after-school enrichment programs, coordinates DGK's annual Field Day, organizes our annual school-wide Thanksgiving Feast and other seasonal celebrations, and assists with various school-wide projects or initiatives. Some of their past fundraisers include: KAPT lunches, Fall Harvest Party, Christmas Mystery Bags, Father-Daughter Dance, and the Mother's Day Flower Sale, just to name a few.

Dues

In order for children to be eligible for KAPT lunches and other KAPT sponsored programs, each family in grades Kindergarten - 8th grade is asked to show their support by paying annual KAPT dues. **Families will receive an email with dues information at the start of each new school year.**

The KAPT send info about dues to all DGK families at the start of each new academic year (September).

Meetings

The KAPT board meets monthly and conducts at least two general assembly meetings throughout the year where parents are encouraged to attend. A liaison from the DGK School Board is present at every meeting. Notices are sent home regarding the date and time of these meetings and they are also posted on the school calendar.

KAPT Lunches

Each year, the KAPT offers recurring lunch specials for DGK students such as *Pasta Wednesday* and *Pizza Fridays* for a small fee. All of the proceeds go directly into the KAPT's capital improvements to our school. KAPT Lunches are open to all DGK students in good standing with their KAPT dues.

For more information, questions, or to volunteer please contact the KAPT at kapt@dgkschool.org.

TUITION INFORMATION

It is imperative that tuition and fees be kept up to date so that the school can meet its many financial obligations. The School Board and Holy Cross Parish Council determine tuition and fees annually.

What's Included with Tuition

- Textbooks
- Student DGK email address
- After-school tutoring, 1 x per week (all grades)
- After-school ELA & math test prep, 1 x per week each (Grades 3-8)
- After-school Jr. Greek dance troupe, 1 x per week (Grades 2-4)
- After-school Sr. Green dance troupe, 1 x per week (Grades 5-8)
- After-school Chorus, 1 x per week (Grades 1-8)

Annual Tuition & Fees

All tuition rates and fee amounts are posted on the [Admissions page](#) of the DGK School website.

Non-Refundable Fees (*in addition to tuition*)

Registration Fee: **In order to hold a seat for the coming school year, a non-refundable registration fee is required at the time of acceptance to DGK.** This fee covers the cost of necessary classroom supplies, books, ongoing technology-assisted learning capabilities, software memberships, etc.

Security Fee: This fee will be automatically applied to tuition to cover security guard services.

Stewardship/Building Fee: This fee goes towards maintenance and repairs of our school building.

STEM Fee: This fee goes towards STEM resources, programming and initiatives for K-8 students.

Family Tuition Discount

2 children	20% discount on lowest tuition
3+ children	30% discount on lowest tuition
Paid in full by June 30, 2023	2.5% discount off total

Payment Options:

Cash or Check: These payments must be paid in full by August 1.

FACTS Tuition Payment Portal: DGK utilizes the FACTS tuition payment plan. Enrolling in a **FACTS** plan allows you to select a payment option that best suits your financial needs. The plans listed below are offered by DGK. Depending on the start and end date of each plan, they may not always be offered.

- Monthly (11 Payments) FACTS Tuition Plan Only
- Semi-Annual (2 Payments) - August 1st and January 15th FACTS Tuition Plan Only

Payment Methods Offered: Credit Card, Automatic Bank Draft. Please note, payments made through a credit card are assessed an additional charge for processing.

Simple Steps to Enroll in a FACTS Payment Plan Online:
<ol style="list-style-type: none">1. Click here to create an online account.2. Click on “Set Up a Payment Plan.”3. Select the school year for which you will be paying.4. Complete the steps as prompted.

Tuition Assistance Program

The Tuition Assistance Program (T.A.P) at DGK is designed to reduce annual tuition, based on documented financial need. Every applicant will be asked to **submit a completed application**, along with a copy of their completed and **signed federal income tax return**.

Financial Policies

For DGK to fulfill its religious and educational mission, it is necessary for the school to operate within a sound fiscal budget. The following policies regarding the collection of tuition and fees will be enforced.

Diocesan policy allows DGK to withhold the administration of exams and participation in graduation and/or graduation activities until all accounts are current. Any accounts consistently late shall be reviewed monthly and referred to the administration for possible termination of school services.

Those families with delinquent accounts at the time of registration for the next year will not be allowed to re-register until the account has been paid in full or made current.

Any fees, tuition, fines, late charges, NSF charges, or penalties due to DGK may be pursued to the maximum extent allowed by law. DGK may withhold all records pertaining to a particular child/family until all monies owed to the school are paid in full.

If tuition and fees, including sports fees, are not paid up to date according to schedule:

- No midyear, final, or regents exams may be taken
- No report cards will be given
- Students may not participate in activities/events such as trips, prom or graduation exercises
- School records will not be released in the event the student transfers

Tuition Refunds

When a family withdraws their child from DGK, refunds will be granted upon request. **However**, no tuition refund will be made for any month in which the student(s) attended or are on the official registrar for one or more days of school in that month.

The registration fee, security fee, and stewardship/building fee will **not** be refunded.

Who to Contact with Tuition Questions

New students/families: Contact the school office for more info: (718)-836-8096 or info@dgkschool.org.

Current students/families: Send tuition inquiries to finance@dgkschool.org

ENROLLMENT & WITHDRAWAL

All forms need to be completed and submitted with requested documentation on an annual basis.

Required Enrollment Forms

Required Forms

- New DGK students must provide a copy of the child's birth certificate
- [NYS Child and Adolescent Health Examination Form](#)
- [NYS Medical Accommodations Request Form](#) (MAF) if applicable
- Copy of updated Immunization Card
- Emergency Contact Form

Withdrawal

Students who intend to withdraw from the school, for whatever reason, should do so only at the end of a semester or end of the school year, if possible. The following procedure is used in the case of withdrawal from DGK:

- All financial obligations to DGK must be met and textbooks, chromebooks, and other school property returned in good condition ***BEFORE*** we will release a student's records.
- Parent or guardian must sign a form releasing school records and health records to the receiving school

STUDENT CODE OF CONDUCT

At the start of every school year in September, all families will receive a copy of the **Student Code of Conduct**, along with a signature form to be signed by every DGK student in the family. This form **must be signed and returned on the date requested by the DGK Office**.

The following are standards of behavior for all students and families at DGK. Failure to abide by these standards may subject a student to suspension, dismissal, or the school's decision not to continue enrollment.

A student's age, overall record and willingness to accept responsibility for their behavior and the parents'/guardians' cooperation will affect the school's response to any disciplinary situation. In all cases, the school reserves the right to judge the seriousness or impropriety of any behavior and determine appropriate disciplinary action.

The responsibility for discipline should not be solely that of the school, and should be shared by families, community and students. Additionally, the concern of student behavior extends beyond the classroom to field trips, buses, online and the community at large. The school will respond to any inappropriate, threatening or unsafe behavior by its students.

A. Code of Conduct & Anti-Bullying Policy

DGK seeks to nurture strong minds and respect for others through the principles of our Orthodox Christian faith. We expect everyone in the school community to respect and implement these behaviors in order to provide a safe and secure environment where students are able to learn without distractions.

DGK students are expected to:

- Respect the authority of teachers and instructors;
- Respect the dignity and rights of fellow students, parents, volunteers, staff, and all others;
- Not intimidate, harass or bully* another person through words or actions (physical, verbal or written) in-person, on-line or through any cyber/digital medium;
- Use acceptable language and never use any form of violence when dealing with others;
- Respect the property of fellow students and that of the school;
- Conduct themselves in an honest and trustworthy manner which does not interfere with the teachers teaching or the students learning.

*Bullying and bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. DGK's full Anti-Bullying policy is in section XXXIX of this handbook. Follow this link to learn more about New York State anti-bullying laws and policies here: [New York Anti-Bullying Laws & Policies | StopBullying.gov](#)

B. Disciplinary Response

A student found to violate the behavioral expectations of the school will be referred to an appropriate administrator and will face disciplinary consequences in accordance with school guidelines.

Infractions resulting in Progressive Discipline Protocol

- Engaging in or causing disruptive behavior in the classroom or on the school bus
- Being insubordinate, defying or disobeying the school personnel or school safety agent
- Engaging in **academic dishonesty** which includes but is not limited to **cheating** (e.g. copying from another's test/homework paper or using material during a test/homework which is not authorized by the person giving the test or collaborating with another student during the test/homework without authorization); **plagiarism** (e.g. using someone else's ideas or words without giving them proper credit; this also includes buying or copying an essay online, or using an essay from another class for an assignment in a different class.
- Lying or giving false information to school personnel
- Misusing property belonging to others
- Using profane, obscene, vulgar or abusive language or gestures
- Posting or distributing libelous or defamatory material or literature or material containing a threat of violence, injury or harm.
- Leaving class without permission of supervising school personnel
- Use of cell phones during the school day. (Cell phones will be sent to the Principal's office and returned only to parents.)
- Any other behaviors deemed unbecoming of a student with respect to correct social, moral and ethical responsibility in their school behavior.

Progressive Discipline Protocol

- **1st infraction** - teacher will speak with student and document the conversation with time and date. Teacher will then call parents/guardians and notify them of the incident.
- **2nd infraction** - teacher will send an email to the parents, with Principal copied, restating the previous incident and the details of the current incident. This email will advise parents/guardians that in the event of another incident the student will be sent to the Principal and will be issued a detention.
- **3rd infraction** - teacher sends the student to the Principal's office to be issued a detention and parents/guardians will be notified by the Principal (Grades K-4 the principal will determine appropriate action).

Detention will be held during lunch for a set amount of days determined by the principal. The student will not eat lunch with their classmates. They will have a silent lunch and no recess while being supervised by a teacher.

Infractions Resulting in Automatic Suspensions

- Bullying of any kind (e.g. physical, verbal, written, including cyberbullying)*
- Leaving school premises without permission of supervising school personnel
- Fighting/engaging in physically aggressive behavior
- Engaging in intimidation, coercion or extortion of threatening violence, injury or harm to another or others
- Tampering with, changing or altering a record or document of a school by any method, including but not limited to staff, students or others
- Falsely activating a fire alarm
- Engaging in theft or knowingly possessing property belonging to another without authorization.
- Engaging in or causing disruptive behavior on the school bus which creates a substantial risk of or results in injury
- Engaging in profanity towards teachers or staff
- Possessing any type of weapon in school
- Engaging in sexual suggestive comments, innuendoes, propositions or other verbal or non-verbal or physical conduct of a sexual nature including use of internet in school or off school premises for such conduct
- Any other behaviors deemed unbecoming of a student with respect to correct social, moral and ethical responsibility in their school behavior.

* DGK's full Anti-Bullying policy is in the next section of this handbook.

Consequences Resulting from Suspensions

- During a school suspension, the parent must come to school each day to pick up all class work and homework for his/her child.
- After first suspension there will be a meeting with parents and administration

- After 2nd suspension meeting with parents, priest, principal and school board president
- Three suspensions result in expulsion from school

The Administration reserves the right to make determination in regards to trips and/or special events.

ANTI-BULLYING POLICY

At the start of every school year in September, all families will receive a copy of the **Anti-Bullying Policy**, along with a signature form to be signed by every DGK student in the family. This form **must be signed and returned on the date requested by the DGK Office**.

Purpose: DGK believes that all students, school employees, volunteers and visitors have a right to a safe and healthy school environment. All members of our school community have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education. The policy set forth here addresses bullying directed at a student by another student or school employee (including volunteers).

Definitions: Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)

Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors

Written: written or graphic material including graffiti containing comments, stereotypes, taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors and other harmful rhetorics. This includes written or graphic material written electronically and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams and any other technology platform. This would also include forwarding such messages if received. These actions generally constitute ***cyberbullying***.

Reporting Procedures:

- The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should ***report the incident to the principal***.
- The principal will conduct an investigation by interviewing all parties separately.
- The parents of all involved students will be notified.
- If it is determined that bullying has occurred the child/children who perpetrated the bullying will be subject to automatic suspension, as set forth in DGK's **Code of Conduct**
- The principal will document in writing to the School Board Chair **and** keep a printed copy on file in the school office all of the following: (1) a detailed summary of the reported bullying incident with the full names of all parties involved; (2) a detailed summary of the investigation with the full names of all parties involved and what was discussed with each person, including a summary of all correspondences with parents/guardians; (3) a detailed summary of the outcome or resolution; (4) the principals plan for follow-up with all parties involved
- All students and their parents will be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions as stated in the DGK Code of Conduct
- The principal will follow up to see that the offending conduct has stopped.
- Parents will be advised to contact the appropriate law enforcement agency, if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.

Communication of Policy: Annually all staff, students and parents should be apprised of the policy and such a school policy should appear in the Parent/Student Handbook and faculty handbook.

Follow this link to learn more about NYS Anti-Bullying Laws and Policies here: [New York Anti-Bullying Laws & Policies | StopBullying.gov](#).

VOLUNTEER CODE OF CONDUCT

At the start of every school year in September, all families will receive a copy of the **Volunteer Code of Conduct**, along with a signature form to be signed by any member of the family who is interested in volunteering. This form **must be filled out and returned *prior to the first day of volunteering***. Volunteers are always appreciated and their support is an integral part of our community here at DGK. All volunteers are expected to adhere to standards of behavior set forth in this document. Additionally, the scope of volunteer behavior extends beyond school grounds to field trips, buses, online and in the community at large.

Failure to adhere to these standards may subject a volunteer to lose their eligibility. DGK administration will respond to any inappropriate, threatening or unsafe behavior by any DGK volunteer.

In all cases, the school administration reserves the right to judge the seriousness or impropriety of any behavior and determine appropriate disciplinary action.

Volunteer Code of Conduct

(I) DGK seeks to nurture strong minds and respect for others through the principles of our Orthodox Christian faith. We expect everyone in the school community, including volunteers, to respect these behaviors in order to provide a safe and secure environment for all students, staff and families.

Volunteers at DGK **will**:

- Respect the authority of the principal, teachers, staff and the DGK School Board.
- Respect the dignity, privacy and rights of all students, parents, volunteers, staff, and all others.
- Maintain the confidentiality of student records and information about students, and their personal or family life at all times.
- Protect the rights of staff, students and families by not disclosing any information learned while volunteering to anyone other than the principal or DGK School Board.
- Respect the privacy of students by not photographing or recording them (and/or posting or sharing these images in any way, including electronically or on social media) without written consent from the principal or DGK School Board for the sole purpose of official DGK school business.
- Use acceptable language and never use any form of violence when dealing with others.
- Immediately report to the principal any bullying, violent, harassing or threatening acts witnessed.
- Immediately report to the principal or a member of the DGK School Board any acts of physically or verbally abusive, or sexually exploitive behavior towards a student or by a student.
- Immediately report suspected abuse to the principal or a member of the DGK School Board.
- Respect the property of students and staff, and that of the school.

- Refer any student in need of first aid to the School Nurse **and** not administer any medications to students myself, including over the counter medicines.
- Notify the principal within 24 hours of any accident you have, or any accident you witness, on school grounds
- Report, as appropriate under the circumstances, violations of this pledge by other volunteers.

Volunteers at DGK **will not**:

- Intimidate, harass or bully* another person (student, staff, parent or volunteer) through words or actions (physical, verbal or written) in-person, on-line or through any cyber/digital medium.
- Retaliate against someone who reports a conduct issue or any other matter.
- Be alone with a child where the volunteer cannot be observed by others.
- Interfere with teachers teaching and/or students learning.
- Possess, use or be under the influence of alcohol or illegal drugs while on school property during the school day or during school/school-sponsored events, or during school events off premises including field trips.
- Tamper with, change or alter a school record or document by any method.
- Interfere with the operational capacities of DGK Parochial School, its staff or administration in any way.
- Engage in any other behaviors that could be rationally deemed unbecoming of a volunteer with respect to correct social, moral and ethical responsibilities.

* Bullying and bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. DGK's full Anti-Bullying policy is in section XXXIX of this handbook. Follow this link to learn more about New York State anti-bullying laws and policies here: [New York Anti-Bullying Laws & Policies | StopBullying.gov](#)

(II) Confidentiality and Privileged Use Statement

Any and all information relative to employee/volunteer/student information is privileged and confidential. Unauthorized disclosure of confidential information by a volunteer who has access to employee/volunteer/student information by computer, text message or any other means may result in privacy violation under federal privacy legislation. It is imperative that any disclosure or use of employee/volunteer/student information be limited to approved, authorized use set forth by DGK administration and applicable laws.

Disciplinary Response

A volunteer found to violate the behavioral expectations of the school will be referred to the Principal and DGK School Board, which may lead to the loss of volunteering privileges.

DGK Administration reserves the right to make determination in regards to all matters concerning volunteers, including but not limited to conduct issues.

DGK Student Email Address

In 2017, DGK began using [Google Education Suite](#) to communicate with the students, parents, and teachers. The two **primary** ways DGK uses Google is for student **dgkschool.org** email accounts, and **Google Classroom**

DGK Email (K-8)

All dgkschool.org email addresses are on gmail platform;

- Your K-8 child will receive get a **dgkschool.org** e-mail account;
- To sign-in go to www.gmail.com;
- Username and password are: First initial&lastname@dgkschool.org (ex. student Jane Doe would be **jdoe@dgkschool.org**)
- You will be sent a password, which cannot be changed.

Parent Gmail account

In order for you, Parent, to use and monitor your child's Google Classroom(s) you must have your own gmail account. If you do not already have one, follow the steps below to sign up for **Gmail** and **create a Google account**. You can use your Google username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive.

Sign up for a Gmail account

1. Go to the www.gmail.com and click on "Create account"
2. Follow the steps on the screen to set up your account.
3. Use the account you created to sign in to Gmail. (Note: You can also use your gmail username and password to sign into other Google products like YouTube, Google Play, and Google Drive.)

GOOGLE CLASSROOM

Google Classroom

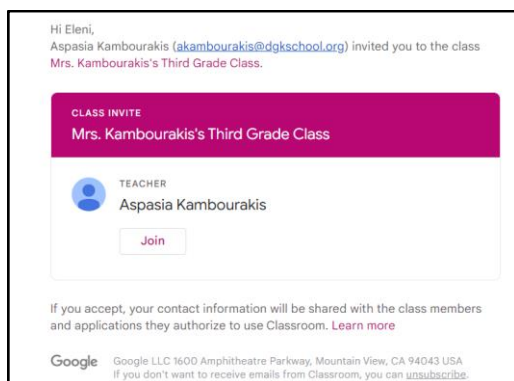
Google Classroom is the HW portal & communication platform for all students, teachers and parents in grades 3K - 8th. DGK Administration will post announcements here, and teachers will also post assignments.

Google Classroom invitations will be sent to all students at their DGK email address at the start of the school year. If you would also like to be “invited” to your child’s class(es) you will need your own personal Gmail account.

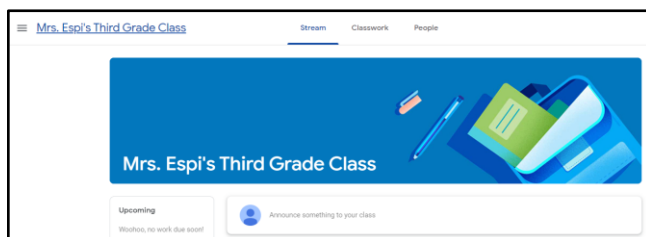
How to Access Google Classroom– Let’s Get Started! 👍

Note: These images are from a desktop computer. Appearances will differ on mobile devices and tablets.

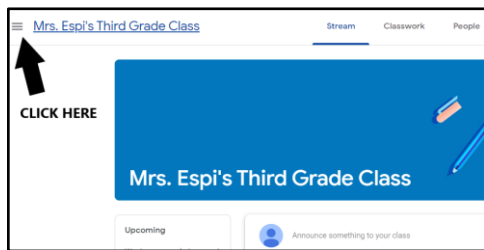
1. You will receive an email from your teacher or the DGK office asking you to “Join” the class.



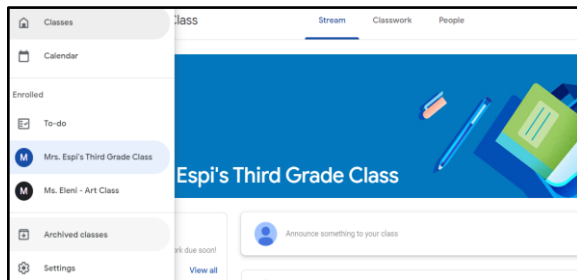
2. It will take you to that Google classroom at **classroom.google.com**.



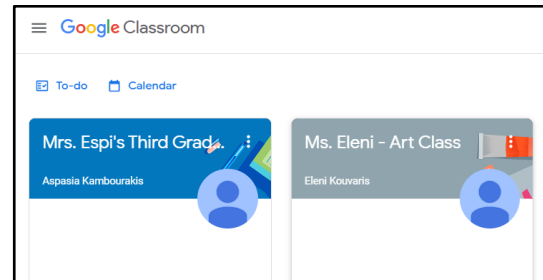
3. **Please note:** If you have multiple classes, click on the top left corner with the 3 rows to go to “Classes” to view all your classes.



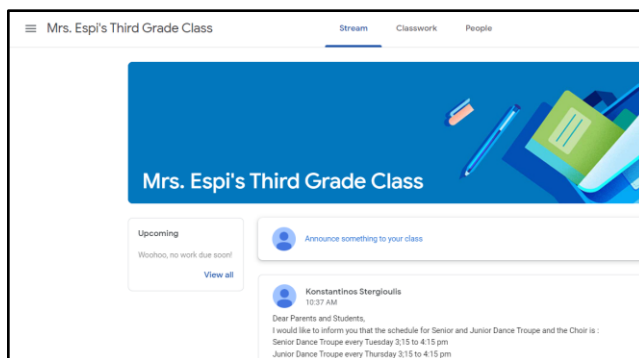
It will look like this: (Note: Click on “Classes” again for a different view)



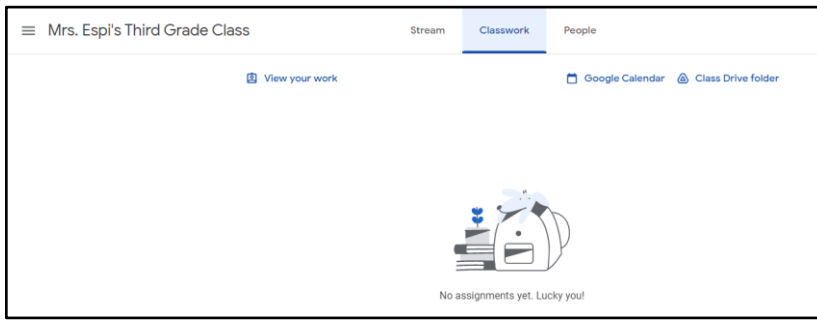
OR



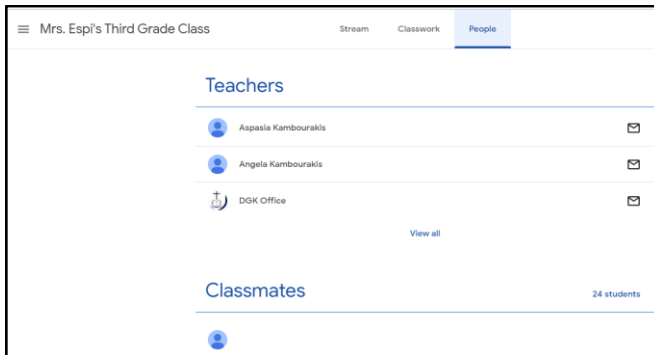
4. If you don't have a **gmail account**, you will need to set one up to access this program. (Go to www.gmail.com to set up your own gmail account.)
5. You will see three “pages” for each class: Stream, Classwork, and People.
 - a. **Stream** – which is where you will see a Welcome note, Syllabus, **Homework**, announcements and other documents to reference throughout the year.



- b. **Classwork** – Any classwork that is assigned via Google Classroom



- c. **People** – Names and official DGK emails for everyone who joined this Google Classroom



6. For **Middle School**, students will have a separate google classroom for each subject.
7. Parents/students will receive an email for every post as well as an app notification on their phone.
8. To get it on your phone, just go to your App Store, Search for Classroom . Download it and it should know it's you and have your classes downloaded.

If you have any questions, please reach out to the school secretary at info@dgkschool.org or 718-836-8096.