



St John *of*
Kronstadt
ACADEMY

PARENT-STUDENT HANDBOOK



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DISCLAIMER

The administration of St John of Kronstadt Academy extends its sincere gratitude to Mr. John Heitzenrater II, A.B., M.H.M., Head of the Chrysostom Academy, and the Board of the Academy, Pennsylvania, USA—our sister school—for generously providing their handbook as model for our own. Their support and guidance have been invaluable to the development of our Academy's materials.

From the Head of Academy's Desk.....

Dear St John of Kronstadt Academy Families,

I would like to begin by welcoming you to the St John of Kronstadt Academy, Australia's first Classical Orthodox Christian school and the first Orthodox school in Queensland, Australia. It is a privilege and a blessing to be able to serve you and your family.

Raising children in the fear of the Lord is an enormous responsibility, and one not taken lightly. Second to this is the education of our children where the church fathers make it clear that the responsibility for educating children lies with the parents and that we will be accountable before God for how we raise and choose to educate them. Until now, the Christian Orthodox educational options open to Orthodox families in Brisbane has been limited, often requiring compromises to be made in order to give our children the next best possible education.

The good news is the opening of the Academy solves this problem and as parents we now have a better choice and no longer need to make such compromises. The Academy is a haven for our children, and one that supports and inspires their Orthodox faith and helps them to understand the world around them within the context of the Logos. Our goal is not to insulate our children from the world but to prepare them for the world!

The Academy is not just an Orthodox school, it is also a classical one! You may be thinking to yourself what does that mean? It means that our Academy in everything we do, act and say is dedicated to the pursuit of wisdom, virtue and eloquence. By providing an education that is true, good and beautiful – ultimately embodying Christ, we believe this is what truly constitutes the right type of education and the only one that cultivates saints.

Understanding what classical education is takes time. You may have further questions as to what exactly classical education entails and how will it benefit your child? How is it different to modern, progressive education and why should we all care?

To gain deeper insights into the aims and objectives of classical education and why it matters today, I encourage you to read the foreword on page 8, authored by Mr. John Heitzenrater II, A.B., M.H.M., Headmaster of our sister school, St. John Chrysostom in Pennsylvania. I believe his article offers a clear and succinct explanation, providing valuable context for understanding the enduring importance of classical education in our modern world.

As you will see, classical education is not a new form of education developed in response to the deficiencies of modern/progressive education. It has been around for more than 2000 years, and its objectives are far greater than good grades and securing a good job in the future. As Mr. Heitzenrater points out, its objectives are what make us truly human and help us to understand how we should live as human beings in God's creation.

Thank you once again for choosing to enrol your child at St John of Kronstadt Academy. We aim to create a school you are proud to send your children to — a place where your children form lifelong connections and as they grow and eventually leave the Academy they carry with them an enduring bond to the Academy. I pray that this sense of belonging continues to tie them to their peers and our community well into the future, shaping a network of shared Christian virtues and friendships that last a lifetime. A St John of Kronstadt student stands out and it is a privilege and an honour to be entrusted with their care and education. Together, with our dedicated teachers and staff, we eagerly look forward to watching your child grow in ways you could only imagine.

As a parent, your role in our Academy is vital. With your unwavering support and dedication, we can work hand in hand to guide them toward becoming joyful members of the heavenly kingdom prepared for them since the beginning of time.

In Christ.

Fr Stephen David

Head of Academy

St John of Kronstadt Academy

So, what is classical education?

By Mr. John Heitzenrater II, A.B., M.H.M

Wisdom begins in wonder, but wonder is not enough. One of the many challenges facing teachers and parents alike in today's modern-technological world is the difficulty of fostering a love for the *Good*, the *Beautiful*, and the *True*. These images or *transcendentals* may seem foreign to some, but careful reflection will show that they need not be so.

There was a time when books, art, and contemplation were the tools great men and women used to be good and holy people. These tools formed their world view and paved a way toward making them worthy of our emulation today. Many of the early Church Fathers and Christians read, memorised and immersed themselves in Scripture, the works of Homer, Aristotle, Plato, and other great texts of the ancient world. Students at classical schools today, like these great men and women before them, will also read the great books, contemplate great ideas, and do great things, always keeping in mind the adage that in order to do work in the Kingdom of God, one must first illuminate oneself by careful study, struggle, and prayer.

Schools such as the St John of Kronstadt Academy are distinctly *classical*, meaning that students will be taught a knowledge-centred curriculum, with subjects such as science, mathematics, history, and literature pursued for their own good, as ends in and of themselves, without consideration of their apparent utility. Teachers and Administrators of classical schools believe that every student possesses an inherent dignity which must be cultivated in virtue and grace if he or she is to be truly free, and it is in this freedom that true learning can begin. St. Basil the Great states that *"We cannot become like God without knowledge of Him, and without lessons there can be no knowledge. Instruction begins with proper use of speech, and syllables and words are the elements of speech. Therefore, to scrutinize syllables is not a superfluous task."*

At a classical school, students and teachers share a common quest for *Truth*, - one that unifies the mind, heart, and will. This pursuit seeks to form the whole human person as made in the image and likeness of God. Students will be grounded in wonder and imagination, charting a course which explores wisdom, knowledge, and the created world to foster a relationship with Christ. The course of study is rooted in the wisdom of the past beginning with Creation and the Fall of Man and culminating in the Incarnation of the Second Person (the Son of God) of the Holy Trinity. Students will contemplate the origins of civilization from its beginning in the ancient world and how this foundation sets the course for all of salvation history.

Schools such as the St John of Kronstadt Academy are also distinctly *Orthodox*. Orthodox Christianity presupposes universal principles about the nature of the human person. To be fully human is to embody the fullness of how Christ lived. At the core of this is faith. Faith *informs, molds, and perfects knowledge and thought* as well as the human being's relationship to the created and uncreated world. The Incarnation is not merely one event among many, but *the* central event of human history.

Students will be taught to honour all that is *permanent, universal, and good*; to see the world and cosmos as good, loving and God-revealing; and to hold the Church as the guiding vehicle which aids us in achieving spiritual perfection. Students in a classical school are immersed in a culture of learning in which virtue, civility, good manners, and holiness challenge them to be fully formed human beings.

To build upon this foundation, the concept of tradition, is integral to understanding how our Christian principles are preserved and passed on. The word *tradition* comes from the Greek word *paradosi* meaning *to deliver over or pass on those things (teachings, narratives, and directives) handed down from one generation to another*. Perhaps nowhere is this image more beautifully illustrated than in Bernini's sculpture of Aeneas fleeing Troy. Here we see Aeneas carrying his father Anchises while holding the hand of his son Ascanius. The statue represents the wisdom of the past, the strength of the present, and the hope of the future. I invite you and your children to join us and become a part of the St John of Kronstadt Academy. Your children will be the receivers of this great tradition and someday will be tasked to deliver what they have learned to the next generation.

Mr. John Heitzenrater II, A.B., M.H.M

Headmaster
Chrysostom Academy

PART I—FOUNDATIONS

I. FOUNDATIONS

A. Purpose of the Handbook

This Parent-Student Handbook provides families with valuable information regarding all policies and procedures for the Academy. It is the desire of the Academy to provide a thoroughly Classical Orthodox Christian education where love of learning and love of God are interwoven into the very fabric of daily activities, where children are encouraged to achieve excellence and become productive members of both secular and Christian society.

The Academy is a primary school illuminated by the perennial teachings of the Holy Orthodox Church. Students will receive formal religious instruction starting with what is most known to them in the scriptures and liturgy and ending with considerations of the theology and dogmas of our faith.

Students will also receive formal instruction in the arts and sciences with a special emphasis on numeracy, literacy, and developing the historical imagination, that is, understanding history within its proper context and as it was experienced.

The Academy seeks to teach students who will not only be well educated by contemporary standards, but who also have developed their moral and spiritual compass in a manner which is befitting humans who seek the Good, the Beautiful, and the True. While modern educators often focus on producing lifelong learners, the Academy takes this one step further by seeking to form not just the mind, but the whole human person. Our goal is to develop Christians whose minds, hearts, and wills dwell together in harmony.

By enrolling in the Academy, families and students indicate their commitment to the Orthodox Christian principles upon which the Academy is founded whether or not they are Orthodox Christians. This choice also reflects their acceptance of the Academy's educational, behavioural, academic and all other policies.

Please note that all the contents of this Handbook are formal policies and procedures of the Academy and as such are binding upon families and students. Families are encouraged to read the Handbook fully to ensure they remain in compliance with its directives. The Board and Administration of the Academy reserves the right to modify any provision in this Handbook to best suit family and institutional needs.

Furthermore, the Academy reserves the right to add to, change, amend, or take away any current or previous policy stated or implied in this Handbook. Families and students will be notified of any such changes in writing by the Administration.

B. Vision and Mission of the Academy

Vision

Our vision is simple yet profound: TO CULTIVATE SAINTS and position the Academy as the leading and Classical Orthodox Academy in Australia.

Mission

The Academy provides a classical Orthodox education that develops Christian wisdom, virtue, and eloquence leading students toward theosis through Christ and the Saints. Our education is anchored in the seven liberal arts, the great books, the study of Latin and Greek and instruction in the Orthodox Christian faith and liturgical services. We achieve this by nurturing the souls, bodies, hearts and minds of our Prep to Grade 6 students to create lifelong learners and critical thinkers who contribute to church, society and who seek and love God with their whole being.

The Academy serves Orthodox families and the broader Christian community of the Brisbane region. As we grow, we will continue to offer a truly Christian environment with classically trained teachers, small classrooms and a personalised teaching focus. With a strong emphasis on working closely with parents and students, we highlight the inter-connectivity of all things in God's creation. The aim is to for our students to understand what it means to be human, made in the image and likeness of God. We fully enculturate the whole child while structuring the child's learning around the liturgical year.

C. Philosophical Principles or *The Permanent Things*

This section presents the core philosophical principles that guide the Academy's educational philosophy and curriculum. Central to our mission is the belief that the Incarnation shapes human history and serves as the foundation for understanding objective truths. We recognise that these universal truths are essential for forming well-rounded individuals and nurturing their spiritual and intellectual growth. Below, we outline the key principles that underpin our approach to education.

1. The Incarnation is *the* central event of human history. As such, all things point to or flow from it.
2. Objective, universal truths exist which are true of all men and women regardless of time, the era, or circumstance.
3. There is a unity of mankind and in the created world.
4. Language and its proper use are essential to wisdom.
5. Rhetoric is essential because it obliges us to formulate our arguments in a clear and concise way.

6. Knowledge is gained through experience, both by seeking wisdom and engaging in the world in which we live.
7. The mind, heart, and will are estranged from one another because of the Fall.
 - a. Reason (think logically and critically) and judgement (the ability to make sound decisions) are estranged and obscured from one another.
 - b. The heart gravitates toward the passions.
 - c. The will is weak. This weakness manifests in the difficulty of consistently choosing what is morally right, resisting temptation, and aligning our actions with reason and virtue.
8. Knowledge for knowledge's sake is not enough. An intellect that focuses only on intellection endangers both the heart and the will.
9. To be fully human, we must have a harmony of mind, heart, and will.
10. The Orthodox Faith is central to learning in an Orthodox school.
 - a. It enlightens, corrects, and makes whole everything it touches.
 - b. All *permanent* things find synthesis and harmony within its walls.
 - c. These form the foundation upon which the student's soul is molded.
11. The completeness of every human is judged by how much or how little he/she reflects Christ, the God-man.
12. To raise up smart, reflective, virtuous, and grace-filled students who reflect the image of God in man is the *raison d'être* (reason for being) of Classical Orthodox education.

D. Goals of a Classical and Orthodox Education

In a Classical Orthodox school, our Orthodox Faith is central to the thought and practice of everything. All things which are universal and permanent make sense, complement one another, and form the foundation upon which the student's soul is molded. He or she is not just receptacles for the acquisition of knowledge, but rather human beings created in the image and likeness of God. Therefore, the faculty, staff, and Administration of the Academy work to achieve the following goals:

1. Hold the Faith central in thought and practice;
2. Honour all that is permanent, universal, and good;
3. Uphold the unity of all mankind as made in the image of God;
4. Acknowledge the Incarnation and the significance of persons;

5. See the cosmos as “good” and God-revealing;
6. See numbers as beautiful and not merely useful;
7. Support the Church in urging students toward their highest potential by living a life in Christ;
8. Provide a vigorous and academically challenging classical curriculum with emphasis on developing numeracy, literacy, and the historical imagination;
9. Develop a profound awareness and inculcation of the virtues;
10. Develop a culture of honour, courteousness, and respect for those who have authority in our homes, churches, communities, and nation;
11. Assist families in navigating the challenges of living in the modern world while believing in and striving toward our eternal home; and
12. Provide students and families with the tools, resources, and encouragement to seek first the Kingdom of God in all secular, civic, and spiritual matters.

E. Academy Board

The Board is responsible for guiding the Academy's strategic direction, maintaining the governance, financial and operational integrity, and selecting the Head of Academy. The Head of Academy is responsible for hiring all faculty, developing curriculum, shaping the culture and ethos of the Academy, fundraising and marketing and managing the day-to-day operations of the Academy.

F. Academy Colours, Logo, and Motto

1. The Academy’s school colours are navy and gold. Both are colours of nobility, honour, and virtue.
2. The official logo of the Academy is provided here and must not be altered. It should always be used in accordance with the Academy's brand guidelines.



3. The motto of the Academy is - *Where there is no struggle, there is no virtue.*

G. Troparion to St John of Kronstadt (the Academy's Hymn)

O wonderworker who livest in Christ forever, take pity in thy love upon people in misfortunes; hearken unto thy children who with faith call upon thee, expecting compassionate aid from thee, O John of Kronstadt, our beloved pastor.

H. Nondiscrimination Policy

The Academy admits students of any race, colour, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, colour, or national and ethnic origin in Administration of its educational policies, admissions policies, or athletic and other school-administered programs.

I. Responsibilities of Parents

It is an honour at the Academy to work together with families to help our children grow into smart, virtuous, pious, and engaged humans. We ask our families to read carefully and familiarise themselves with the philosophical principles set out throughout this handbook. We also ask for the support of our mission and to approach any feedback, discussion, or disagreement with humility and kindness. The following guidelines are designed to ensure that our Academy community is as strong and as engaged as is possible.

1. **Church Attendance:** Attendance at Sunday Liturgy (or the weekly service particular to non-Orthodox students' faith traditions) is a basic expectation for all families of the Academy. Attendance at services for the 12 major feast days of the Church (whether during school time or otherwise) is also encouraged. As an Orthodox school, the Academy expects and encourages parents to participate in and help guide their children in their spiritual life, to bring their children to the Divine Services, to partake in the holy mysteries, to pray together at home, to read the bible and sacred literature and to learn about the faith side by side with their children.
2. **Cooperation:** Families should cooperate with the Academy in familiarising themselves with the policies and procedures of the school. This is particularly important in the areas of classical education, discipline, and schoolwork standards where open and gracious communication with faculty and Administration is important to the overall stability of our school.
3. **Discipline:** Discipline should never be demoralising. In fact, discipline which does not seek the best outcome for students is ineffective. The Academy faculty and administrators will use their discretion to teach, rebuke, correct, and raise up students in a manner befitting students and their dignity as humans. Regular and healthy communication between parents and the Academy is an essential aspect of our partnering well together during times of discipline.

4. **Emergency Contact Information:** Each Academy family must provide at least two local contacts that can be available to care for their child if they are not available.
5. **Parent Education:** A Classical Orthodox education not only involves children but also families, who grow together in wisdom, virtue, and piety. Ongoing parental education is a key component to the Academy's educational mission. Throughout the year we offer seminars and meetings focused on equipping parents with tools to navigate their children's growth and development. Topics include; addressing social challenges, supporting healthy maturation and providing guidance on responsible internet and technology usage among others. These sessions aim to strengthen the relationship between children, parents and educators.
6. **Prayer:** Praying with and for the members of the Academy is vital to the success of our mission, the strength of our community, and the salvation of each of our families.
7. **School Activities:** Being involved in school functions and events helps link families to the Academy and the Academy to families. We ask that ***at least one (1) parent attend the Back-to-School Evening, and the beginning of term meetings held in the first week of each term.***
8. **Special Gifts and Fundraising Events:** Tuition does not cover all the costs of educating our students. The Academy relies on tax-deductible gifts to bridge the gap. We are, therefore, grateful to parents, grandparents, and friends who support the school through donations, introductions to donors, bequeaths, getting involved with our fundraising events and other gifts.
9. **Volunteering:** Volunteer involvement is a special way to give back and is critical to fulfilling our mission as a school. Volunteer opportunities include excursions, break supervision, office/clerical aide, grounds and facilities maintenance, and committee service. Volunteers must submit an application and obtain a Queensland Blue Card before working in the Academy. Volunteering opportunities are also essential for supporting our events and fundraising initiatives.

II. ADMINISTRATIVE INFORMATION

A. Leadership

The Academy's Administration consists of the Board of Directors and the Head of Academy. The Head of Academy is responsible for enforcing all policies and procedures as contained in this Handbook as well as implementing and maintaining the Mission and Vision of the Academy.

B. Board of Directors

The Board of the Academy is a group of Orthodox Christians (clergy and laity) who assist in implementing the Mission and Vision of the Academy and setting the strategic and financial direction.

Each Board member serves in an advisory role, bringing specialised expertise from their respective fields and a strong commitment to the Academy's vision and mission. Together, the Board members serve as a prayerful discerning body that seeks to know God's will for the Academy and be faithful to its purpose.

III. COMMUNICATION AND ACADEMY PROTOCOLS

A. Academy Contacts

- The Academy's telephone number is (07) 2141 1102.
- The Academy mailing address PO Box 1850 Sunnybank Hills 4102.
- The school website is www.stjohnacademy.qld.edu.au and email address is admin@stjohnacademy.qld.edu.au
- Parents who need to contact the Academy should call or email the school office at admin@stjohnacademy.qld.edu.au. Except in the case of an emergency, students will not be given phone messages during class, nor will they be called out of class to receive calls (unless it is an emergency.)

B. Meet-and-Greet the Faculty, Parents' Back-To-School Evening, and the Annual Meeting

- Prior to the commencement of the academic year, typically at the end of January, a blessing of the school will be held.

- At the start of the academic year, we will host a Meet-and-Greet with the faculty, providing an opportunity for families to meet their child's/children's teachers and tour the school.

C. Release of Information

The school will only release student information, such as school records and report cards, to parents or guardians designated in the school's administration system (Sentral). With respect to student activities that require parental consent, the school accepts consent only from the parent.

D. Academy and Classroom Newsletters

Good, open communication is vital to a healthy relationship among parents, faculty, and Administration. Parents should regularly check, and review Academy notifications published on the Sentral Parent Portal App and email updates in particular, as these will be essential for staying informed about campus dates, events, important happenings and information impacting you and your children.

E. Parent Communication with the Academy

Parents wanting to communicate with teachers will need to either email administration at admin@stjohnacademy.qld.edu.au or call on (07) 2141 1102.

A phone call or face-to-face meeting, however, is often a more effective means of communicating and should be a regular exercise. Parents wishing to contact faculty by telephone should do so between 8:30 a.m. and 3:00 p.m. and may leave a message with the Administration Officer. In-person meetings with a faculty member or administrator are available by appointment only.

Parents should also keep healthy lines of communication open with other parents of classmates. The Academy Administration can facilitate a meeting between parents but will generally assume that they are taking place in a regular and productive manner.

When concerns between parents, faculty, or students are not resolved by direct communication between the individuals involved, parents should contact Administration.

Please note that personal details of teachers and staff, including mobile numbers, email and residential addresses will not be released to parents and parents are not permitted to contact staff or teachers using their personal details. All Academy related matters must be communicated through Administration.

F. Guidelines Regarding Return Communication

1. **Head of Academy Notice:** Due to the large volume of day-to-day responsibilities, the Head of Academy will need to prioritise requests. For non-emergency responses, parents can expect to be contacted within 2 business days. For emergencies, parents will be contacted as soon as possible. Parents are urged in cases of an emergency to contact the Administration Officer to help expedite their call.
2. **Faculty Response Times:** Faculty members will make every effort to respond to parent calls/emails within one (1) full business day, and no more than two (2) full business days.
3. **Office Staff:** Office staff will provide a response within one (1) business day.

G. Order of Communication and Parent Complaints

Should a parent need to speak about a classroom matter, including a complaint, the matter should be resolved using the Academy's Complaints Handling Policy and Procedure which can be found on our website (<https://stjohnacademy.qld.edu.au/stjka-policies-and-procedures>). **Issues that arise in a particular classroom should always be addressed with the faculty member first** since he/she has more direct knowledge of the student and the situation than anyone else.

Please note that parents should only raise issues with the classroom teacher as it pertains to their child's education and progress. Administrative issues such as policies, internal employment related matters, procurement or decisions made by the Head of Academy or the Board should be raised directly with the Head of Academy or Board and not with the classroom teacher. For any inquiries or to schedule an in-person appointment, please email us at admin@stjohnacademy.qld.edu.au.

H. Civility and Charity

Civil and charitable communication is expected at all times. Rude communication or behaviour toward Administration, faculty, staff, and/or school volunteers will not be tolerated in person, in writing, via email, or by phone. Rudeness will result in suspension of communication. In the case of a complaint, face-to-face meetings are preferable to email communication.

I. Visitors to the Academy

The Academy has a mandatory sign-in procedure for all visitors on campus, including parents. Visitors must first report to the Academy reception and will be required to show photo ID and sign in and out.

A visitor badge will be issued which must be displayed conspicuously during the visit. Parent visitors should not go to their children's classroom, or any other place in the Academy without presenting to the front reception, signing in, and obtaining permission. Office staff or school administrators will be glad to assist parents.

J. Classroom Interruptions

It is important that parents do NOT interrupt classes during the school day by going directly to the classroom and drawing the attention of the faculty member away from his or her responsibilities for a "quick question." An email or call should provide parents with a means of quick communication.

In an effort to promote the Academy's Mission and foster good habits and student responsibility, we strongly discourage classroom interruptions for student deliveries. We understand, however, that sometimes items are left behind. If materials are not brought with the student at his/her time of arrival, the student may bring them the following school day.

K. Social Media

The use of any social media sites sponsored by the Academy is at its sole discretion. Parents are not permitted to use the Academy's social media sites for personal business, as a forum to discuss personal matters, or as a space to discuss private school matters. Social media sites are moderated by the Academy and can only be used for the benefit of the Academy community at large.

Parents are further prohibited from opening up social media sites using the Academy's name, logo or any derivative thereof. Examples might include non-official pages like "the Academy Parents," "St John Academy Parents," "the Academy 1st Grade Parents," "StJKA Families," etc.

The Academy has an official Facebook, YouTube, Instagram and LinkedIn pages. Posts on official Academy social media sites should always be courteous and circumspect. At no time may parents discuss issues which involve confidential or private/protected information including disabilities, discipline, or problems with faculty, Administration, or other families.

To promote the Academy and advance our vision and mission, we often share photos from events, excursions and feast days. Parents are required to give their consent to the use of photos/videos of their children at the time of completing the enrolment forms.

IV. ADMISSIONS AND ENROLMENT

A. Admissions and Enrolment

The Academy is the only school in Australia and Brisbane to offer students an outstanding classical education rooted in the ancient Orthodox faith. The Academy teaches the national curriculum with familiar subjects such as mathematics, science, English, as well as additional subjects such as Latin and History, each subject is taught in a classical manner which benefits students and their unique character made in the image and likeness of God. Our dedicated faculty guide students on their path to knowledge, always focusing on virtue, holiness, and the acquisition of wisdom in the pursuit of personal excellence.

Each day, students will be immersed in a robust academic environment that includes core classes, prayer, Holy Scripture, and formal religious instruction. In addition to this, students will have an opportunity to read and study in a place where Goodness, Beauty, and Truth are not mere slogans, but real, tangible things which form and mold us as human beings.

B. Admissions Process

The admissions process at the Academy consists of the following four (4) stages:

1. Parents must complete the Application for Admission on our website and submit all required application materials online and submit the application fee.
2. Interview with the Head of Academy. All families and students are required to meet with the Head of Academy prior to being accepted into the Academy. The Academy is located at 13/2120 Logan Road, Upper Mount Gravatt (entry via Palmdale Lane)
3. After submitting the application, completing the Academy visit and interview, a determination will be made on whether to accept the student. Once accepted, a formal letter of acceptance will be sent to the family, and the enrolment process will commence.

C. Enrolment Process

1. The Academy desires the success of all students. Every effort will be made to meet students where they are in their academic journey to ensure all avenues for personal excellence are considered.
2. Students who are enrolled for the first time with the Academy will be initially placed on provisional status. The student's academic progress, behaviour, and personal readiness will be evaluated for one (1) semester. If at any time the student's behaviour or academic performance interferes with his or her success in the school, intervention plans may be discussed, including, but not limited to dismissal from the program.

3. Parents are required to complete the online enrolment form and pay the bond.
4. Parents will be asked to submit various documents. Enrolment will not be considered complete until all documentation is received by the Academy.
5. Once all documentation has been received, the enrolment fee has been paid, and all paperwork is submitted, students will be considered enrolled and their spot will be reserved for the following school year.

D. Re-enrolment Process

1. Re-enrolment for the next school year will take place at the end of August of the preceding year.
2. Parents will receive an email asking if they intend to return the following year. Where parents indicate that they will not be returning, or fail to respond by the due date, the student's name will be removed from the roll for the following year and the place offered to another family.
3. Parents must review and agree to the terms and conditions of the Academy (as updated from time to time) and any change to Academy fees.
4. Students must continue to abide by the Academy's academic and behaviour policies in order to qualify for re-enrolment.

E. Enrolment Disclaimer

Enrolment at the Academy is reviewed annually for each student participating in the program. Acceptance into the program does not guarantee re-enrolment for the following academic year. The Academy reserves the right to offer or deny enrolment to any student for any subsequent years. Additionally, the Academy also reserves the right to terminate a student's enrolment during an academic year for any violation of the policies, procedures, or student code of conduct outlined in this Handbook.

V. TUITION AND FEES

A. General Information

The Academy, as an independent school, charges tuition fees. Families are asked to be prompt in paying their fees and tuition in a timely manner.

It costs approximately \$35,000 per year to educate a student at the Academy. The Board and Administration of the Academy endeavour to keep tuition costs competitive with private schools in the area and charge tuition at a rate which is significantly lower than the actual cost to educate a child.

B. Tuition and Fees

1. Fees are fixed at the lowest level possible commensurate with the costs of establishing and maintaining good educational standards and facilities.
2. Tuition fees are set by the Academy Board and are variable at the discretion of the Board.
3. Additional charges may be required for activities such as excursions, swimming lessons etc.
4. Tuition fee invoices will be issued and sent by email on the second week of each term and must be paid within 14 days.
5. Parents are urged to contact the Chief Financial Officer if it is anticipated that temporary financial difficulty might be experienced.
6. A full term's notice is required in writing to the Head of Academy if a student is to be withdrawn from the Academy. If such notice is not given, then one term's tuition fees will be charged. A final statement of fees, following a student's withdrawal, will be sent to those responsible for payment.
7. A bond shall be paid at the time when the first fees for a new enrolment are due. This shall be refunded in full at the completion of the students' schooling provided all outstanding liabilities have been met by the parents and at least one term's notice is given.
8. If your account is to be collected via external debt collection agency, you will be liable for all out-of-pocket expenses and all other reasonable expenses including debt collection commission (as if the account had been collected) and any other contingent expenses and legal costs on a solicitor/own basis incurred by an external debt collection agency for enforcement of obligations and recovery of moneys due from the parents to the external debt collection agency.

TUITION FEES 2025

Preparatory	Grade 1	Grade 2	Grade 3	Grade 4
\$5,000	\$5,000	\$5,000	\$5,000	\$6,000
		APPLICATION AND OTHER FEES		
APPLICATION	BOND (refundable on departure from the Academy)			
\$150.00 (capped at \$200 for additional applications)	\$200 per student			

DISCOUNTS

1 st Child	2 nd Child	3 rd Child	4 th Child
Nil	5%	7.5%	10%

C. Bond and Instrumental Fees

1. A bond of \$200 is payable at the beginning of a student's enrolment with the Academy.

D. Tuition Discounts, Need-Based Aid, and Orthodox Scholarships

1. Staff receive a 7.5% discount for children enrolled at the Academy.
2. There are no additional forms of financial aid currently available for students of the Academy. Scholarships may be made available to families in the future.

E. Calculating Tuition for Partial Years

In cases where a student enrolls for a partial year or a student enrolls after the start of the school year, tuition owed will be prorated in the following manner:

- a. The full year's tuition will be multiplied by a fraction, the numerator of which is the total number of weeks the student will be enrolled and the denominator of which is the total number of weeks in the school year.
- b. For purposes of the foregoing,
 - i. the school year is the total number of weeks that school is in session,
 - ii. each calendar week that a student is enrolled will be deemed one (1) week even if the student is only enrolled for part of the week, and
 - iii. each calendar week that school is in session will be deemed one (1) week even if school is only in session for part of that week.

F. Outstanding Tuition

1. The Academy makes every effort to provide an affordable, Classical Orthodox education to its students. The cost to educate each student exceeds the total tuition and fees that are assessed to each family's account. Scholarships may be awarded to families based on need and available resources. As a new school, The Academy cannot fulfill its educational mission or provide an excellent classical education unless the obligations of every student are met in a timely manner. Families, therefore, are requested to pay tuition and fees (collectively, "Tuition") per the terms of the Parent Handbook.
2. Sometimes circumstances happen which may impact a family's ability to pay tuition in a timely manner. In such an event, families, who after receiving a "Past Due" letter cannot bring their account current, are encouraged to contact Administration to request a Payment Agreement Plan to satisfy their financial obligations.

G. Past-Due Tuition Definitions

1. 30 Days Past Due

- i. A "Past Due" letter will be sent to any family with tuition more than 30 days past due.
- ii. A copy of the Tuition Collection Policy will be enclosed with the letter.
- iii. A late fee of \$25.00 will be added to the student's account.

2. 45 Days Past Due

- a. A “Past Due” letter will be sent to any family with Tuition more than 45 days past due.

3. 60 Days Past Due

- a. A “Past Due” letter will be sent to any family with Tuition more than 60 days past due.
- b. The student will not be permitted to participate in any Academy events or extracurricular activities (including, but not limited to, formals, sports, clubs, band, musical/plays, concerts, and so on.)
- c. A late fee of \$25.00 will be added to the student’s account. This late fee is in addition to the \$25.00 added at the 30 days past due time.

4. 90 Days Past Due

- a. A “Past Due” letter will be sent to any family with Tuition more than 90 days past due.
- b. The parent portal will be put on “hold”. This means the family will be unable to access current marking period grades or prior semester grades.
- c. The dis-enrolment process will begin. This means the student will not be permitted to attend classes after the last day of the current marking period.
- d. A late fee of \$25.00 will be added to the student’s account. This late fee is in addition to the \$25.00 fees added at the 30 and 60 days past due times.

H. Disenrolment Process

1. Any student that has an outstanding balance which extends beyond 90 days will be dis-enrolled from the Academy at the end of the current marking period.
2. A dis-enrolled letter will be mailed to the family via certified and regular mail. The letter will state the amount owed and the payment date to avoid dis-enrolment. The letter will state the last date the student will be permitted to attend classes unless the stated amount is paid.
3. The student must turn in all classroom materials (including, but not limited to textbooks, classroom equipment, etc.) and student identification card to the Main Office.

4. Payment for the full student account balance must be secured from the family, or an equitable Payment Agreement must be established to satisfy the student account balance before the dis-enrolment process can be terminated.

I. Transcripts, Graduation and Post-graduation Policy

1. If any outstanding balance remains on a student's account, the Academy reserves the right not to permit the student to participate in graduation and/or to withhold the student's diploma and transcript. Once the student account balance is paid in full, the diploma and transcripts will be released.

J. Payment Agreement

1. Should a family enter into a Payment Agreement that deviates from the standard payment plans offered through the FACTS tuition payment system to satisfy a student account balance, the Academy may offer to establish a Payment Agreement with the family. This will be at the discretion of the Board and the Head of Academy, who will consider the balance, financial ability of the family, the remaining months until the school year is completed, and any extenuating circumstances facing the family.
2. Except in extraordinary situations, the Payment Agreement establishes a plan to have the full account balance paid by the end of the current school year. If the family breaches the Payment Agreement, the dis-enrolment process stated above will be initiated, and the Academy reserves the right to enforce any or all of the terms and conditions stated in the Payment Agreement.

K. Past Year Student Account Balance

1. Families and students will be unable to enrol for the school year if there is a prior-year outstanding student account balance or the family has breached an existing Payment Agreement. The outstanding balance includes registration fees for the current year. If the student arrives at the Academy, the parent/guardian will be called to pick up the student. The student may be permitted to attend the Academy once the student-account balance is paid in full.
2. The Academy reserves all rights, in law or in equity, to collect any past-due Tuition. This may result in referring a family's account to a collection agency or pursuing legal action.

VI. FUNDRAISING AND VOLUNTEERING

A. Fundraising Expectations

The Academy relies on the generosity of benefactors and donors to ensure the highest quality education for students and families. The cost to educate a student is significantly higher than the tuition rate charged to families. As part of our community, each family is expected to fundraise a minimum of \$500.00 per family per year. These funds are meant to be met through a student's extended family and are **NOT** supposed to be an additional financial "burden" on the family

The fundraising contribution can be met through a yearly charitable contribution to the Academy, or through a monthly donation. Donations are eligible for tax deduction. For more information on how to claim this benefit, please contact us at cfo@stjohnacademy.qld.edu.au.

We encourage parents to support the Academy by facilitating introductions to potential donors, whether they are philanthropic organisations, major benefactors, or other individuals interested in contributing. Your connections can play a crucial role in expanding our network and advancing our collective mission. By introducing us to prospective donors, you help strengthen our community and enhance our ability to provide a high-quality education and enrich the lives of our students. Your efforts in this regard are greatly appreciated and vital to the continued success of the Academy. Please email the Head of Academy at admin@stjohnacademy.qld.edu.au to arrange a meeting and discuss potential introductions.

B. Volunteering

The Academy relies on the time and talent of its families to ensure a cohesive school culture in which all families work toward the common good of the community. Families are asked to be generous with their time, understanding that every bit of help furthers the goals and mission of the Academy. Parents may volunteer through a variety of means, including, but not limited to, lunch duty, excursions or assistance at the Academy's fundraisers or events.

The Academy volunteers are required to complete an online volunteer application **annually**. They must also have a Queensland Working with Children Check – Blue Card and a copy provided to the Administration Officer. Blue cards online applications can be found at: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

Volunteers should check in at the school office each day they are serving on campus and show their ID e.g. driver's license. They are asked not to interrupt a classroom for any reason other than an emergency. Classroom disruptions (no matter how quiet) detract from teaching and the learning environment.

Volunteers may occasionally overhear confidential school or student information. Failure to follow the Academy's Privacy Policy will result in their inability to continue as a volunteer.

The Academy's Privacy Policy can be found on the website: <https://stjohnacademy.qld.edu.au/stjka-policies-and-procedures>.

For further information on volunteer opportunities, please contact the Academy by phone or via email.

VII. ACADEMY PROCEDURES

A. Academy Hours of Operation

The school day is from 8:15 a.m. to 3:00 p.m. Punctuality is important to our life together as a school.

B. Prep-6 Drop-Off Procedures

1. The drop off begins at 8:00 a.m. **If parking, please park in the Academy car park and accompany your child to the front door of the Academy. Students are not to be dropped off in the car park and left unattended.**
2. Academy prayers and announcements will begin promptly at 8:15 a.m. after which students will be dismissed to their respective classes.
3. Any student entering the building after 8:15 a.m. will be considered late and must present themselves to the front reception before entering the school.
4. Please note that Academy staff are not permitted to transport students to and from the Academy on behalf of another family. It is the responsibility of parents to organise transport for their child each day and to ensure they are on time. Exceptions to this may be made for transporting students from excursions back to the Academy. In such circumstances, parents will be informed, and consent obtained, where necessary.

C. Prep-6 Dismissal Procedures

Dismissal begins promptly at 3:00 p.m. Parents must park in the car park and come to the front door of the Academy to pick up students. Students will not be permitted to leave the Academy without the supervision of one of their parents.

D. Release of Students at Dismissal

In order to keep all students safe, students will only be released to authorised individuals. These individuals must be those listed on the Academy school administration system (Sentral). Children under 18 may not be sent to collect students from the Academy.

E. Afterschool Care

The Academy offers after-school care services for an additional fee. Care will be provided between 3.00pm and 5.00pm each afternoon. Parents must book in the required care at the beginning of each term. If care is required but has not been booked in, this will incur additional fees.

F. Lunch

Eating is sacramental. By it, we nourish ourselves and ensure that our bodies are treated as temples of the Holy Spirit. Lunch is structured to allow students an opportunity to nourish their souls and their bodies with good food and conversation. Preceding lunch is a period of play at Tryon Park.

As an Orthodox school, the Academy follows all of the fasting rules of the Orthodox Church and encourages all students, but especially Orthodox students, to follow the cycle of fasting and feasts as determined by the Church and their Father Confessor. Please note the following:

1. Wednesdays and Fridays are encouraged to be meat and dairy free (fish permitted) throughout the year. During the Nativity Fast and Great Lent, lunches for every day of the week are encouraged to be meat and dairy free.
2. Students with a peanut/nut allergy will be seated at a table during lunch that is “Nut-Free” to ensure there is no cross-contamination when eating.
3. There will be absolutely no sharing or exchanging of food and drinks between students (including siblings) due to issues with allergies and maintaining standards of hygiene.
4. Students should arrive to school with the lunch they plan to eat. Parents may not purchase and drop off lunches during the lunch hour, nor may they have food delivered.
5. The microwave will not be available to heat up lunches for students.
6. The school fridge is unavailable for student lunches. Where a student's lunch contains items that need refrigeration. e.g. meat or dairy, it is the parent's responsibility to ensure that a sufficient number of icepacks are provided in the student's lunchbox to keep food items cool until recess (10.30am) and lunchtime (12:30 pm).
7. All lunch boxes should be labeled with a child's name as well as all the reusable parts inside. This is to make sure that the lunch box as well as all the parts from inside go home with the child at the end of the day.

8. All leftover food will be sent back home in the lunch box.
9. All lunches should include utensils and napkins.
10. To help children perform their best at school and to have enough energy to get through the day, please pack only healthy, well-balanced, no-low-sugar foods in their lunch box. Soft drinks, lollies and junk food do not give the children enough of the necessary nutrients to do their best during the day.
11. Students will help clean up the lunchroom on a rotated assignment.

G. Academy Closures

The Academy will observe most public holidays, keeping its calendar in line with other schools in the area. In addition to this, the Academy will also observe Orthodox Holy days. In some instances (e.g., Holy Week and Bright Week), students will not have classes. Please consult the Academy Calendar for a full listing of scheduled holidays and Holy days.

Any Academy closures will be notified via the Sentral Parent Portal App.

VIII. ATTENDANCE POLICIES

A. General Notes

1. Attendance each school day is mandatory, and the expected attendance rate is 95%.
2. Students who are absent for more than twenty (20) days a year, irrespective of the reasons, except for a special health condition, will not be issued report cards or grades until work is completed by one of the following means:
 - a. Make-up assignments as approved by the Head of Academy outside of regular class assignments. A fee may be charged if faculty have to provide special services.
 - b. In consideration of extenuating circumstances, the Head of Academy may waive point (a) above.
3. Students with a health condition that causes frequent absences from school must have a doctor's certificate on file with the Academy outlining the specific health condition. Students who are absent for more than twenty (20) days, as noted above, may need a special program of study to meet their educational needs.
4. The following are lawful reasons for absences from the Academy:
 - a. The student is participating in an authorised school activity, e.g. excursion.
 - b. Family reasons: the student is absent from school due to family circumstances beyond the influence of the student e.g. moving house, transport issues or a family member is ill or in hospital. Other reasons are not lawful reasons without prior approval of the Head of Academy and will be deemed to be 'unauthorised', see point 5 for further clarification.
 - c. Student and family holiday - this is only permissible in very particular circumstances. Otherwise, families are discouraged from taking holidays during the Academy term. If an absence for a student above 6 years and 6 days is going to be for more than 10 consecutive days, the family must apply for an exemption which will then be considered by the Academy.
 - d. Illness: where absences for illness are persistent or regular the Academy may request documentary evidence e.g. medical certificate.
5. The following will be considered unauthorised absences from the Academy:
 - a. All other reasons other than those listed as 'lawful reasons' will be treated as 'unauthorised' unless otherwise agreed to with the Academy e.g. family day out or because a student is 'tired'.
 - b. Please note that religious leave is generally not available as the Academy celebrates the major feasts together and it is expected that students will be in attendance.

- c. Regardless of the reason for the absence, whether lawful or unauthorised, parents must provide an explanation regarding the absence, not simply choose an option on the app.

B. Parent/Guardian Notification

1. When a student reaches a total of two (2) unauthorised absences or 5 late absences a term, parents/guardians will be sent a letter to remind them of the Academy's absence policy and the student's current to-date absences.
2. When a student reaches a total of 5 unauthorised absences or 10 late absences during an academic year, the Head of Academy may contact the parents/guardians by telephone to collaboratively reach a solution for the attendance issues.
3. When a student reaches absences over those in clause 2 (above), a meeting may be scheduled with the Head of Academy to determine an appropriate course of action for the student.
4. Once a letter has been issued to parents in accordance with clause 1 above, and further absences are recorded, the Academy may ask for evidence for such absences following the issuing of the letter notwithstanding anything in this handbook including clause B below 'Excuse Note'.

IX. ATTENDANCE PROCEDURES

A. Notification

1. If a student is going to be absent or late, parents/guardians MUST send a notification via the Sentral Parent Portal App or email admin@stjohnacademy.qld.edu.au by no later than 8:15 am to report the absence. The following information should be included in the email:
 - a. Name of the student
 - b. Grade
 - c. Reason
2. If an email is not received by 8:15 am, the Administration office may attempt to contact the parent or guardian via email or telephone to confirm the absence. If notification is not received by the Academy, the day will be deemed as 'unauthorised' leave.
3. Notification is required on each consecutive day the student is absent via the Sentral Parent Portal App or via email admin@stjohnacademy.qld.edu.au

B. Excuse Note

1. If a student is absent for more than three (3) days, a doctor's certificate MUST be provided to the school when the student returns to the Academy. Please email the doctor's certificate directly to the Administration Officer at admin@stjohnacademy.qld.edu.au.
2. Where a student is absent during an assessment day/week, a doctor's certificate or other form of justification must be provided to demonstrate that the absence was a legitimate absence.

C. Holiday/Extended Absence Procedures

1. Parents/guardians must complete an Exemption Form and submit it to the Administration Officer with the dates of the holiday. This form can be requested from the Administration Officer or from <https://stjohnacademy.qld.edu.au/stjka-policies-and-procedures>. This form must be signed and approved by the Head of Academy. This form MUST be received at least two (2) weeks in advance of the holiday/absence. Students are responsible for any missed assignments during the holiday/absence.
2. Events may occur which necessitate an extended absence not necessarily due to a holiday. Such things may include a death in the family, an unexpected illness in the family, or other unforeseen circumstances. Parents/guardians are asked to contact the front office by email (admin@stjohnacademy.qld.edu.au) or telephone as soon as something occurs which requires an extended absence. The Academy will work with families during such times to facilitate as smooth a process as possible.

D. Advanced Notice Required for Appointments

1. If a student will be late to school because of an appointment, parents/guardians must send a notification on the Sentral Parent Portal App or email the Academy at admin@stjohnacademy.qld.edu.au by 8:15 am on the day of the appointment.
2. If a student needs to be released early for a doctor's appointment, parents/guardians should notify the school at least one (1) day in advance of the appointment by either calling the Administration Officer or submitting an Early Dismissal Form. This form can be requested from the Administration Office or retrieved from <https://stjohnacademy.qld.edu.au/stjka-policies-and-procedures>.
 - d. Students will get a release note from the Administration Officer on the day of the appointment and will give this note to the teacher.
 - e. Parents/guardians will need to sign their child out at the front office prior to release of the child from the school.

- f. A doctor's certificate must be submitted to the front office with the date and time of the appointment when the student returns to school.

E. Attendance/Academic Requirements

1. Personal responsibility is integral to student success at the Academy. While our younger students will need parent/guardian encouragement and support in making up assignments missed due to absences, older students are encouraged to take initiative for missed work. Ultimately, it is the STUDENT'S duty to complete all the missing work.

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PART II—ACADEMICS AND STUDENT LIFE

I. ACADEMIC INFORMATION

A. Curriculum Overview

As a Classical Orthodox school, the Academy strives to offer students a rich, and vigorous education in the arts and sciences, focusing on mastering numeracy, literacy, and the historical imagination.

B. Preparatory-2nd Grade Overview (current at 2025)

I. Class and Day Overview

GRAMMAR SCHOOL COURSES: PREPRATORY - 2nd GRADE			
1 Day Per Week	2 Days Per Week	3 Days Per Week	5 Days Per Week
Science	Religion	Arts (including music)	English including Phonics and literature
	P.E.		Mathematics
	Classical Language		
Liturgy	Humanities and Social Science including History and Geography		

C. 3rd-4th Grade Overview (current at 2025)

I. Class and Day Overview

GRAMMAR SCHOOL COURSES: THIRD - FOURTH GRADE			
1 Day Per Week	2 Days Per Week	3 Days Per Week	5 Days Per Week
Science	Religion	Arts (including music)	English including Phonics and literature
	P.E.		
	Classical Language		
			Mathematics
Liturgy	Humanities and Social Science including History and Geography		
	Technology		

D. Progression Policy

Regarding the progression of students from grade to grade, this is based on mastery of academic content and emotional maturity and is at the discretion of the faculty and Administration of the Academy. The Academy recognises that retaining students who have not yet mastered the necessary material of their current grade or developed the emotional maturity for success may sometimes be essential. This approach ensures the student is better prepared to face more advanced challenges in subsequent grades.

E. Grading Standards

1. Each grade from prep – 6th grade, serve to indicate where students may be lacking content mastery and demonstrate to parents where their children may need help. Grammar school grades focus on content mastery and are not calculated on an A-F scale. Instead, students receive narratives regarding their progress. Narratives are more accurate in assessing the whole student and avoid reducing the student to the letter grades he or she receives.

Prep-6th Grade

DESIGNATION	MEANING	CONSEQUENCE
Accomplished (AC)	The student is excelling in his/her work; he/she demonstrates a thorough and purposeful understanding of the required knowledge and demonstrates a high level of skill that can be transferred to new situations	Recognition at the end-of-quarter and end-of-year ceremonies, particularly if he/she has mastered every class.
Proficient (PR)	The student is achieving above the achievement standard; he/she demonstrates a clear understanding of the required knowledge and applies a detailed and informed level of skill in situations familiar to them, and can transfer skills to new situations	Parents and students feel confident about moving on to the next level
Adequate (AD)	The student is achieving an adequate standard; he/she demonstrates understanding of the required knowledge and applies skills in situations familiar to them.	This student is in the right class and understands the concepts
Needs Improvement (NI)	The student is struggling and working below achievement standard; he/she demonstrates variable and partial understanding of aspects of the required knowledge and uses a simple and guided level of skills in situations familiar to them	Students in this spectrum might be ready to move on but may benefit from intervention.
Intervention Required (IR)	The student shows very limited understanding of the curriculum; he/she demonstrates isolated and sporadic understanding of aspects of required knowledge and uses simple skills in basic situations familiar to them.	Students in this spectrum require additional intervention to achieve the appropriate standard.

F. Homework Policy

The Academy does not assign homework for students in grades Prep-4th, with the exception of special projects, such as, reading, and mathematical games, or for students who cannot keep up with the in-class workload and need extra intervention. In 5th grade, homework is kept minimal and is only assigned for reading and mathematics. Teachers should use the longer class periods to incorporate active work into their class time, including practice of essential skills and concepts, composition, narration, or dictation, quizzes, games, and creative projects.

G. Class Participation

Good classroom participation is essential to a student's overall academic success at the Academy. Students should be ready to engage in class discussions and activities. Students are expected to behave in a courteous and Christian manner and maintain standards of humility and respect to faculty members and fellow students.

H. Attendance (Regarding Class Grades)

Attendance at school is required for a child's success. It is, therefore, important for each student to attend classes regularly and with punctuality. The quality of the student's attendance is also an important factor (i.e., attitude, preparedness, and attentiveness). Excessive absences may result in a lower grade.

Please note that only schoolwork missed due to an excused absence can be made up. Arrangements should be made by parents. All make-up work is at the discretion of the faculty member.

Grades for quizzes and tests are permanent.

I. Report Cards and Progress Reports

Report cards are sent home at the end of Term 2 and 4 of each academic year. Progress reports are sent home midway through the term for students who are receiving a semester grade of less than Adequate in any course. These progress reports will be emailed to parents directly. Only semester grades will appear on the transcripts.

J. Academic Achievements and Recognitions

The Academy does not place undue emphasis on grades. As a classical school, the Academy strives to meet all children where they are and then leads them to knowledge, critical thinking, virtue, and holiness. The mind, while important, is only one component of Classical Orthodox education. Formation of the heart and the will are just as important in the overall development of the child.

The Academy, therefore, strives to keep grades and academic achievements in perspective, while at the same time recognising and celebrating student excellence. As previously outlined, narrative grading will be applied throughout the school. These narrations will give parents and students a complete picture of the student's overall success, not just a letter grade.

The purpose of recognising students' academic achievements is two-fold: first, to honour the personal achievements of students, and second, to allow other students the opportunity to appreciate and recognise their classmates' achievements.

K. Community Service

Beginning in 6th grade, students are required to complete community service each year they are enrolled at the Academy. Students in grades 6-8 are required to complete 15 hours of service each year, while students in grades 9-12 must complete 30 hours annually. Students are encouraged to earn their hours from a variety of sources, as the goal is to serve where they are needed, not necessarily where they personally prefer.

II. UNIFORM STANDARDS

A. Dress Code and Uniform General Principles

Research consistently shows that appearance plays a significant role in influencing behaviour. Studies in psychology and sociology have demonstrated that the way individuals dress affects their self-perception, confidence, and how they are perceived by others. The Academy enthusiastically embraces the tradition of school uniforms, seeing them as a way to set us apart with distinguished and stylish attire. Uniforms foster a sense of community and contribute to a focused and positive learning environment. All students at the Academy will wear school uniforms which are available for purchase at the Academy. Uniforms are required for attendance at the school and must be worn every day unless there is an approved reason to wear something other than the uniform.

All students must come to school well-groomed, hair brushed and dressed in the complete uniform that is clean and ironed. **Any student who is not well-groomed and not in their StJKA uniform will be asked to make themselves presentable or may be sent home.**

B. Uniforms

The Academy uniform is compulsory for all students. This includes the following items:

Boys

- Boys' formal shirt with logo and navy-blue shorts
- Unisex sport polo and shorts with logo with black sports shoes
- Academy hat with logo
- Black leather shoes – no coloured trim, soles or laces
- Navy blue crew socks
- St John of Kronstadt Academy school bag

Girls

- Girls formal dress
- Unisex sport polo and shorts with logo with black sports shoes
- Academy hat with logo
- Black leather shoes – no coloured trim, soles or laces
- Navy blue crew socks
- St John of Kronstadt Academy school bag

Please note that winter uniform items including soft shell jackets, boys' trousers and sport tracksuits, are available for purchase at the Academy. While these items are not strictly compulsory, the soft-shell jacket for all students is highly recommended as a minimum during colder winter days. Non approved jackets, hats, shoes and other attire are not permitted to be worn at school.

St John of Kronstadt Academy approved shoes are listed below (these are suggestions, and other brands may be purchased so long as they are completely black, with no coloured soles or laces):

- Ascent Sustain 2 Jnr
- Ascent Academy
- Ascent Sustain
- ASICS Gel 550TR PS
- ASICS Gel 550TR GS
- Alpha Milo
- New Balance 76T
- Clarks Happen
- Clarks Hendy

C. Excursion Uniform

1. Academy students will attend excursions in their formal Academy uniforms.
2. Exceptions to the uniform rule may be allowed by the Head of Academy and will be communicated to families by faculty members.
3. Leggings/jeggings, overly tight pants/jeans or T-shirts are not permitted on excursions. In addition, students may not wear sleeveless shirts on excursions.

D. House and Spirit Days Dress Code

1. Students may be granted free dress days by the Head of Academy during the year. As always, students are expected to dress in a manner that reflects the Christian principles of the Academy with modesty and good taste.
2. On these free-dress days, students may wear blue jeans, their spirit/house shirt or other T-shirt. Students may not wear anything with offensive logos, images or writing, overly tight clothing (no leggings), crop tops, ripped jeans, sleeveless shirts, or short skirts, shorts or dresses.
3. No open-toed sandals are permitted for health and safety reasons.

E. Personal Appearance and Grooming Standards

1. Students are expected to be clean and well-groomed at all times.
2. Makeup, nail polish, fake tattoos and jewelry are not permitted.
3. Girls may not wear earrings.

4. Only bows or ribbons in navy blue, gold, or grey are allowed.
5. Girls' hair should be clean and neat and tied back at all times.
6. Boys' hair should be neatly cut and no longer than collar length; no hair designs (cut patterns) are permissible. No haircuts below a blade 4. Should a student come to school with a haircut that breaches this policy, they will be sent home until the situation is rectified. No work will be issued by the teacher and the student will need to make up the work.
7. Earrings are not permissible for boys.
8. No student may dye any part of his or her hair.
9. After recess and lunch, students will wash their hands and faces, tidy their hair, and ensure their uniforms are neat and properly tucked in before returning to class.

Note: The Academy strongly recommends that parents purchase two school formal shirts, sport polos and shorts, girls formal dress and one soft shell jacket. All parts of the Academy uniform should be clearly marked with the student's name and grade. Uniforms must always be looked after and maintained in excellent condition. Torn clothes must be neatly mended before being worn again. Stained uniforms must not be worn to school and should be properly cleaned. If a stain cannot be removed, then families will need to purchase a replacement.

III. THE ACADEMY'S HOUSE SYSTEM

A. Background

Resurfaced in popular modern youth literature, the house system is much older than many people think and has its roots in prestigious schools of England.

The house system developed in schools when groups of students, under the tutelage of a tutor, would come together in a teacher's house for schooling. Each tutor had his/her own customs, courtesies, and manner of creating culture within the house. As the idea caught on, houses looked to compete against one another, and the "house system" was born.

The house system at the Academy exists to give students a unit within the Academy to excel academically, athletically, morally, and spiritually. House members, in conjunction with house leaders, strive to create a culture, in line with the Mission of the Academy, which helps define and give purpose to the members of the house. Students in these houses will strive for excellence in their behaviours, studies, and actions and will compete against other houses for points. Faculty and staff can award points based upon virtuous behaviour, academic achievement, and overall good actions. Likewise, students can also lose points based on improper or dishonourable conduct. Thus, there is a system of self-government and internal checks-and-balances in which students are holding themselves and their fellow students accountable for the benefit of the house.

The "House Board," which displays the points each team has earned, will be placed in a visible location within the Academy so students will be able to see daily how their house is performing compared to the other houses in the school.

Each house will be composed of students in prep – 4th grade, wherein younger students will learn from the older student house members. Older primary students will have an opportunity for leadership and will understand that they set the tone and are role models for their house. Placement in respective houses is random; a student will be placed in the house by drawing names out of a hat. Students cannot select their own house, nor may they trade their house membership for another. The houses they are placed in are the houses they will graduate from when they leave the Academy.

B. House Information

The houses of the Academy will be dedicated to the Four Evangelists and to a specific virtue, as detailed in the *Gryphon Honour Code*.

1. **House *Integritas*** — Symbol: Winged Eagle, Patron: St John the Evangelist, Colours: White with Gold, House Day: 9th October
 - a. Integrity of character is the goal of House *Integritas*. The winged eagle is seen as a loyal bird, one whose majesty makes it reliable and faithful in all circumstances.

- b. Mythologically, the eagle was seen as the king of the birds, one that could fly right into the sun. Thus, it is fitting that St John the Evangelist is symbolised by an eagle because of the grace, strength, and keenness of his vision into the Divine. Integrity is that virtue by which we stand completely exposed, as if standing next to the sun. Integrity allows us to shine like the sun. It is not only something we do with our words, but also with our actions. Integrity means our word is our bond and by dedicating our life to living with integrity, our work, community, and school become places where one can be counted on in all respects.

- 2. **House *Temperantia*** — Symbol: Winged Angel, Patron: St Matthew the Evangelist, Colours: Navy with Gold, House Day: 29th November
 - a. Restraint of character is the goal of House *Temperantia*. The angel is seen as a model of restraint, one that serves patiently, faithfully, and with moderation. The angel is one who serves without need for gratification, a servant of God who announces, leads, and defends against excess. Restraint is a rare thing in our world of excess. Thus, St Matthew the Evangelist, having been a tax collector who is called by our Lord to follow Him, beautifully illustrates the importance of restraint, servant-leadership, and patience *par excellence*.

- 3. **House *Caritas*** — Symbol: Winged Lion, Patron: St Mark the Evangelist, Color: Gold, House Day: 8th May
 - a. Charity of character is the goal of *House Caritas*. Love of neighbour and love of God are the standards of conduct which form the foundation of charity. Today, unfortunately, charity is denoted as something we do out of guilt or pity. But *Caritas* means Love: a real and true caring for others through service, compassion, and sacrifice.
 - b. The lion is seen as a courageous, strong, and self-sacrificing animal whose goal is to protect those under its care from predators outside of the pride. The roar of a lion is also symbolic, as roaring is done to announce, warn, and display power. St Mark the Evangelist's passage about St John the Forerunner (as one crying in the wilderness) is apropos here. Charity gives us strength, authority, and courage. It allows us to serve others without the desire for recognition, and like the lion, allows us to shelter those around us from enemies.

- 4. **House *Humilitas*** — Symbol: Winged Ox, Patron: St Luke the Evangelist, Colours: Navy with White, House Day: 31st October
 - a. Humility of character is the goal of *House Humilitas*. The winged ox is seen as a humble servant, one who is strong, loyal, self-sacrificing, consistent, and hard working. It symbolises redemption through sacrifice, two very important components of spiritual life. St Luke's Gospel opens up with the sacrifice by the humble priest, Zacharias, and continues with the images of redemption and sacrifice throughout the entirety of the account.

- b. The humility of character is rare and lacking today, as most everyone thinks highly of himself/herself, so high in fact, that the notion of sacrifice and service is completely lost. Humility makes one embrace difficulties and also allows us to have a relationship with Christ and our neighbor in a real, powerful way.

C. House Days, Feast Days, and Events

1. **Festival of Flags** — first week of school. The Festival of Flags marks the beginning of the school year with a procession of house flags. This is also the day new students are placed in their houses and are introduced to the customs of their respective houses.
2. **St John the Evangelist** — 9 October (Feast Day of House *Integritas*). Students may wear house dress (house T-shirt and jeans). The Kontakion of St John the Evangelist is recited/sung on this day.
3. **St Luke the Evangelist** — 31 October (Feast Day of House *Humilitas*). Students may wear house dress (house T-shirt and jeans). The Kontakion of St Luke the Evangelist is recited/sung on this day.
4. **Crown Games** — Autumn. Students will compete in foot races, tug-of-war, and intramural sports. Students are competing for personal and team excellence.
5. **St John of Kronstadt** — 1 November (Patronal Feast Day of the Academy). All students will wear formal dress (full-dress uniform). Liturgy will be celebrated; communal lunch and classes will be shortened.
6. **St Matthew the Evangelist** — 29 November (Feast Day of House *Temperantia*). Students may wear house dress (house T-shirt and jeans). The Kontakion of St Matthew the Evangelist is recited/sung on this day.
7. **St. Mark the Evangelist** — 8 May (Feast Day of House *Caritas*). Students may wear house dress (house T-shirt and jeans). The Kontakion of St Mark the Evangelist is recited/sung on this day.
8. **Oratoria** — Term 4. Students will compete with poetry recitations and speech competitions (either memorised speeches or speeches they have written themselves). These are things students will work on and perfect all year long. The best students from each house will compete with each other. The house that wins will be awarded the *Golden Mouth Award*.
9. **Academy Classica** — end of Term 4. Held at the end of the school year, the students will show their musical talents with a choral/orchestral concert, poetry recitations and a play performed. House flags will be “retired” until the beginning of the new academic year, and Student Awards will be given.

IV. STUDENT CODE OF CONDUCT

A. Behavioural Guidelines

The behaviour of students, whether on or off campus and before, during, or after school hours, reflects directly on the Christian ethos and culture upheld by the Academy. Students are expected to conduct themselves at all times in a Christian manner appropriate to the situation which the student is in. **This includes behaviour outside of the Academy campus.** Failure to behave accordingly may result in disciplinary measures up to expulsion.

The Academy reserves the right to include records of serious behavioural infractions in student reports and on the Academy administration system (Sentral).

B. Classroom Behaviour

Students are expected to fully participate in class discussions and to be prepared for class by having all materials (e.g., books, pencils, folders, and paper) and assignments completed. Rude, disobedient, and disruptive behaviour (during class or otherwise) is inappropriate and will result in disciplinary action and a notification sent to parents. Behaviour that disrupts learning in the classroom will not be tolerated. Faculty will establish classroom rules according to the Academy policies and will make these rules known to the students on the first day of school.

Students and families will be notified of any changes to classroom decorum or rules as the need arises. In addition, the following general rules will be strictly enforced:

1. Students will take their seats promptly and will leave their seats only with the approval of the faculty member.
2. Students will not speak out of turn in class without the permission of the faculty member. Students will raise their hands before calling out answers.
3. Students will not be permitted to work on other schoolwork during class without the direction and consent of the faculty member.
4. Students are responsible for the cleanliness of their classrooms and are expected to keep their desks, shelves, and areas clean and orderly.
5. Arguing and talking back will not be tolerated. Any questions or disputes a student may have will be handled in a civilised manner.
6. Students will study quietly if a faculty member is out of the classroom. Students will demonstrate the integrity and trustworthiness of being able to be left alone for short periods of time. Failure to continue classwork at these times will result in disciplinary actions.

7. Students will be prepared for class with all necessary materials for that period of instruction and will do all assigned work.
8. Students are required to stand up whenever an adult walks into the classroom and show full respect to all adults at all times.

C. Behaviour Regarding Academy Buildings and Grounds

1. Any behaviour that can be construed as vandalism will not be tolerated. Any property damaged by vandalism will be repaired at the expense of the student's family.
2. The Academy expects its students to act responsibly and respectfully. Students will keep the school grounds clean and will dispose of all litter properly.
3. Food will only be permitted during lunch and during authorised snack times. Eating in classrooms without permission, gum chewing, and littering may result in disciplinary action.

D. Excursion Behaviour

Excursions, church services, and other off-campus activities are scheduled to enhance students' academic, spiritual, and social development. Inappropriate disruptive behaviour will not be tolerated.

When participating in any school activity, the following guidelines will be observed:

1. Students are expected to be respectful and refrain from disrupting any performance, speech, or activity. Behaviours such as booing, inappropriate comments and talking, or causing disturbances to others will not be tolerated.
2. Whenever in public, students will conduct themselves in a manner befitting the Academy.

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

1. Tasteless jokes or comments;
2. Foul and/or offensive language;
3. Slander against faculty, staff, clergy, and other students;
4. Fighting, arguing, or bullying (of any kind);
5. Lying and cheating; and
6. Gossiping.

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

E. Plagiarism/Cheating Policy

Plagiarism and cheating are absolutely not tolerated at the Academy. Such actions are against our Orthodox faith and bring discredit to the students and community. Students who cheat or plagiarise in any way will receive a 0 on their assignment with no ability to make it up, nor can they receive extra credit on other assignments to help compensate for the 0 from cheating. Students who are caught cheating or plagiarising will be removed from any leadership roles and extracurricular activities. They will also be suspended for one (1) day. A second offense will receive all the consequences of the first offense and a suspension of three (3) days. The student will automatically be placed on academic probation, which could also result in a discretionary expulsion from the Academy. A third offense will result in expulsion. It is imperative that teachers report suspected cheating or plagiarism to the Head of Academy immediately.

F. Playground Decorum

Children need to play in order to properly form their mind, heart, and will. Many schools today have removed or minimised the amount of recess time students get. Students at the Academy will enjoy dedicated recess and lunch times every day in order for their minds to reset, thereby making the learning process more effective.

The Academy's Administration believes that children need to be children and, as such, will not interfere in a child's personal play unless there is something the child is doing that could seriously hurt himself/herself or those with whom he/she is playing with. Likewise, parents and children should note the following as general rules on the playground:

1. Rowdiness, poor sportsmanship, name-calling, unnecessary pushing/shoving, etc. are not acceptable playground behaviour. Children must refrain from the type of play that could deliberately hurt themselves or other children or that could damage school property.
2. Noise levels should be kept to a reasonable level.

V. STUDENT ETIQUETTE

The Academy places special emphasis on proper etiquette, respect, and behaviour among all our students, faculty, and staff as an essential part of healthy and positive relationships. All faculty members take their responsibility for forming the character of the children in their care seriously. This responsibility reaches beyond the sphere of academics. Both during class and outside of class, all faculty members actively work to instil and reinforce a sense of Christian respect and etiquette toward peers and others.

In general: The Academy students should easily be recognised as such by their neatness, courtesy, manners, and politeness both in school and in public. Every faculty member and parent have a responsibility to embody and instil these important civilities into the hearts and minds of students.

The following are our basic expectations with respect to etiquette at the Academy:

A. General Etiquette

1. At all times on Academy grounds and at all school events, students will appear in full uniform unless it is a uniform free day, sporting event, or other student activity where the uniform is not required.
2. Students will address adults formally (Father, Mr, Mrs, Ms etc.) and will interact with each other at all times in a respectful, courteous, and charitable manner.
3. Students should always greet adults and any visitors with cheerfulness and an eagerness to help.
4. Students shall not run in the hallways, rooms, lunchroom or classrooms.
5. Students will quietly and orderly follow their classroom teacher to and from prayers and follow the instructions of any faculty member in the Academy.

B. Student Decorum

1. Boys will hold doors open for girls.
2. Boys will let girls get in line first.
3. Girls will be gracious for the kindness shown to them by the boys and vice versa.
4. Lines should be straight and quiet.
5. In corridors or doorways, students will stand aside and let adults pass first.

6. Students will not block doorways or corridors.
7. Students will not push to get ahead; as Christians, students should show love for their neighbours by letting their friends go first.

C. Recess/Lunchtime Etiquette

1. Students will enter the lunchroom quietly with younger students lined up first in a single-file line followed by older students and remain quietly waiting for the blessing.
2. Students will eat politely, eat with their mouths closed and not get out of their seats during any reading or announcements.
3. Students will calmly and quietly talk together during the meal and show kindness towards one another.
4. Students will remain in their seats until dismissed.
5. When dismissed students will in an orderly manner clear their desks and push their chairs in.

VI. HARASSMENT AND BULLYING

A. Overview

1. Bullying is prohibited and will neither be tolerated during the school day nor during any school-sponsored activities on or outside the Academy grounds. Bullying and intimidation are actions that are contrary to the teachings of our Blessed Lord Jesus Christ. Bullying behaviour is against the fundamental tenet of "Love your neighbour as yourself," and it destroys respect for the dignity of the student, it undermines the Orthodox Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

B. Definition of Bullying

1. Bullying at school is defined as ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm while on school grounds, at a school sponsored activity, or traveling in a school sponsored vehicle. These acts rise to the level of bullying when such acts **are repeated against the same student over time**. This definition may include actions outside of the school setting if they have a direct and negative impact on a student's academic performance, safety in the Academy, or the overall good order of the school.

2. Bullying includes, but is not limited to, *repeated* physical intimidation or assault, extortion, oral or written threats, teasing and put downs, name calling, threatening looks, gestures or actions, cruel rumours, false accusations, and social isolation. The determination that conduct does not constitute bullying under the Academy policy, however, does not restrict the right of the Head of Academy and Administration to impose appropriate disciplinary consequences for student misconduct up to and including suspension and expulsion.

C. Complaint Process

1. Students may verbally inform staff, faculty, or Administration of alleged incidents of bullying during school hours. Students and/or their parents or guardians may also file written reports of conduct they consider to be bullying in accordance with the Academy's Complaints Handling Policy and Procedure. These written reports, whether verbal or written, shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including the time and place of the alleged conduct, the number of such incidents, the target of such suspected bullying, and the names of any potential student, staff, or faculty witnesses. These reports can be filed with any faculty/staff member or Administration (who will forward them to the Head of Academy) or directly to the Head of Academy.

D. Investigation of Complaint

1. Once a complaint has been reported, a faculty member or the Head of Academy shall promptly investigate the situation to determine if bullying has occurred. The Head of Academy will review the student file of the alleged bully to see if there is a pattern of bullying behaviour and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff, and school records. Parents of children filing a complaint and/or named in the complaint will be made aware of the investigation.
2. A written report of the investigation shall be prepared when the investigation is completed. Such a report shall include the findings of fact, a determination of whether acts of bullying were verified, and when acts of bullying have been verified, a recommendation for intervention, including disciplinary action.

E. Consequences of Actions

1. Once the investigation is complete, the Head of Academy shall determine the consequences for the individual(s) on a case-by-case, age-appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, as well as what impact it has on the victim(s) and other students.

2. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying," as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether, and to what extent, to impose disciplinary action is a matter for the professional discretion of the Head of Academy. The ultimate goal of the Administration, faculty, and staff is for the child to achieve redemption, learn, and stop the bullying.
3. The following are possible interventions to enforce the prohibition against bullying:
 - a. discussion with the Head of Academy on the inappropriateness of bullying
 - b. verbal or written apology to the victim(s)
 - c. loss of recess
 - d. lunch detention
 - e. suspension (in-school or out-of-school)
 - f. expulsion
4. Depending upon the severity of the situation, the Head of Academy may also take steps to ensure the safety of student(s). This may include implementing a safety plan, separating and supervising students involved, providing staff/faculty support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

F. Reporting Obligations

1. If, after investigation, acts of bullying by a specific student are verified, the Head of Academy shall notify the parent(s) or guardian(s) of the student in writing of his/her findings. If disciplinary consequences are imposed against a student, a description of the discipline shall be included in the notification.
2. If, after investigation, acts of bullying against a specific student are verified, the Head of Academy shall notify the parent(s) or guardian(s) of the victim regarding the findings. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parent(s) or guardian(s) of the victim, except as provided by law.
3. In some serious cases, the Head of Academy and Administration may be obligated to report their findings to law enforcement. Such circumstances may include specific types of cyberbullying, threats of violence against an individual student or the school in general or acts which are prohibited by law. All applicable Australian laws, policies, and provisions will be observed in these instances.

VII. STUDENT DISCIPLINE

A. General Principles

Discipline at the Academy is characterised by love, compassion, and forgiveness. Christianity proclaims that each person bears the image of God, and this vision is not to be lost when discipline is required for a student. Discipline should never be demoralising, in fact, it should empower the child receiving the discipline to develop resolve, humility, and determination to embrace goodness.

Oftentimes, poor student behaviour is the result of children being bored or restless. In many cases, the simple remedy is to engage children in physical activity, allowing them to move around and release their energy. A faculty member may give a class extra time to move around if he/she sees that the behaviour of the group is deteriorating. In the same respect, children who act up in class often do so because they are not being properly engaged in the content. The Academy faculty will make every effort to meet students where they are and give more challenging things to those who may need more content to better engage them.

In the event a student's behaviour does warrant intervention beyond just mere correction, the faculty and Administration of the Academy will determine the form and degree of discipline required based on the student's attitude, development, and the problem at hand.

All discipline is based on traditional Christian principles spelled out by Holy Scripture. Students will be guided through reflection, reconciliation, repentance as well as asking for forgiveness, timely consequences, restitution, and restoration of fellowship.

The Head of Academy is the first point of contact once disciplinary measures must be taken outside of the classroom. Serious actions, such as suspension and expulsion, will be determined by the Head of Academy. The Head of Academy may waive any disciplinary rule for a just cause at his or her discretion.

B. Consequences

The Academy reserves the right to impose any of the following consequences for poor behaviour, as deemed appropriate for the specific situation.:

1. Instruction that the offending student publicly or privately ask forgiveness from those wronged;
2. Writing sentences or essays describing wrongful behaviour and lessons to be learned from it. As a general rule, students will never "write lines" from Scripture or any other holy text;
3. Cleaning duty (age appropriate) either during recess, breaks, or after school;
4. Loss of privileges, including recess play time (rare), break-time, and field trips;

5. Parental attendance during the school day for a meeting with school staff and the student;
6. Restitution for destruction of Academy property (may be financial);
7. Suspension (either in-school or at-home, for variable periods of time);
8. Expulsion; and/or
9. Other disciplinary responses, in consultation with parents, may be deemed appropriate for specific circumstances.

There is absolutely no corporal/physical punishment at the Academy. No faculty member at any time may strike or physically harm a student.

C. The Academy Conduct System (2nd-6th Grade)

The Academy conduct system is a schoolwide discipline system designed to be used in conjunction with each faculty member's classroom management plan. It is also a way to enforce Academy rules outside of the classroom.

A list of all the students' names will be kept in the office on the inside of Head of Academy's cabinet. An infraction or demerit is an instance where a student breaks one of the rules. In these instances, the faculty member will follow established reporting procedures.

Once a student receives five (5) infractions/demerits, he/she will be required to stay after school on Friday until 4:00 p.m. for detention. Detention will consist of thoroughly cleaning the classrooms, school, and playground (dusting, sweeping, mopping, cleaning the bathrooms, etc.).

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

An email will be sent home to the parent after a student receives three (3) infractions to warn him/her and then again after five (5) infractions if the student will be required to stay for detention.

Each semester, the infractions/demerits will "reset." This means that if a student received three (3) in semester 1 but never reached the point of detention, that student will start semester 2 with zero (0).

If over the course of one (1) semester a student receives enough infractions for two (2) detentions (10 infractions/demerits) and then receives five (5) more, he/she will not be required to stay for a third detention but will instead be given an in-school suspension.

D. Infractions/Demerits

The following is a list of possible infractions based on grade levels. Please note, this list is not exhaustive and may be expanded as new situations arise.

1. 2nd-4th Grade

- a. Running
- b. Excessive talking in class
- c. Repeatedly coming to school out of uniform or missing any part of the uniform
- d. Excessive talking back to a faculty member in class or outside of class
- e. Tardiness to class
- f. Use of inappropriate or harassing language, either in writing or out loud, especially aimed at other students
- g. Excessive talking or disruption while walking to and from prayers in the church/chapel, despite repeated warnings
- h. Passing notes inside or outside of class
- i. Excessive misbehaviour or failure to follow instructions and safety rules on excursions or field trips

2. 5th-6th Grade

- a. Foul language
- b. Not being in uniform or missing any part of the uniform
- c. Excessive talking in class
- d. Excessive talking back to a faculty member in class or outside of class
- e. Tardiness to class
- f. Repeated instances of incomplete or unfinished homework assignments
- g. Use of inappropriate, harassing, or lewd language, either in writing or out-loud, especially aimed at other students
- h. Excessive talking and disruption while walking to and from prayers in the church, despite repeated warnings
- i. Raising voice to another student or faculty member
- j. Excessive misbehaviour or failure to follow instructions and safety rules on excursions and field trips

3. For certain infractions, a faculty member may issue an immediate detention. Likewise, some instances may warrant out-of-school suspension or even expulsion. If this is the case, the Head of Academy should be notified immediately.

A few example cases in which this could be applied are the following:

- a. Violence against another student
- b. Violence against a faculty member
- c. Intentionally damaging school property
- d. Leaving campus without permission
- e. Intentionally putting in jeopardy any other student's health or well-being
- f. Harassment in any form
- g. Bullying in any form
- h. Threats against the school, faculty, or staff
- i. Bringing a weapon to school
- j. Possessing or distributing drugs or alcohol
- k. Possessing or distributing pornography

PART III—STUDENT HEALTH

I. HEALTH POLICIES

A. Illnesses

Students who are ill are not permitted to be on campus until the symptoms of illness are no longer present. The Academy will notify parents if their child is ill. If a student contracts a communicable disease, please notify the front office immediately. The Academy students who have an illness for three (3) days or longer will need a doctor's certificate to return to the Academy. Please note the following guidelines regarding specific illnesses or symptoms and follow them accordingly.

1. **Fever:** Students should be fever-free for 24 hours without medication before returning to the Academy.
2. **Vomiting:** Students should remain home for 24 hours after the onset of vomiting and not return to school until the vomiting has stopped.
3. **Conjunctivitis:** Students may return to campus 24 hours after medication is started.
4. **Lice:** Students should remain home until judged non-infectious by a doctor or nurse or after treatment is given and there are no nits present.
5. **Vision Chicken Pox:** Students should remain home for six (6) days from the last crop of vesicles.
6. **Measles:** Students should remain home for at least four (4) days following the appearance of a rash.
7. **Whooping Cough:** Students should remain home for four (4) weeks from the onset if not seen by a doctor or five (5) days after starting medication.
8. **Mumps:** Students should remain home for nine (9) days from the onset of swelling.
9. **Rubella/German Measles:** Students should remain home for four (4) days from the onset of a rash.
10. **Ringworm (all types):** Students should remain home until judged non-infectious by a doctor or nurse.

B. Pre-existing Conditions

To best serve students and families, the Academy Administration should be made aware of any medical, physical, academic, or mental health issues students have that may in any way affect their performance or success in the Academy.

C. Medications

All medications for students will be kept in a locked and secured area and administered by a nurse or designated staff member. At no times will prescription medications be administered to students without a written statement from the child's doctor (detailing the method, amount, and schedule) as well as written permission from the child's parent authorising the Administration of the medication, either by the student or designated staff member. Non-prescription medications can be offered to students only with written authorisation from the parent or legal guardian. In any event, such medications (both prescription/non-prescription) must be brought to the Academy in the original packages with all labels intact. Written instructions for Administration of the medications must be included.

D. Emergencies

The Academy staff will administer first aid as needed for minor emergencies. In the event the situation is not minor, 000 will be called and medical personnel will determine the level of medical care needed, including whether the child should be transferred to a hospital. Parents will be contacted immediately and are expected to provide follow-up care and monitoring. It is crucial that parents update their Emergency Contact details for each student every year. If the information changes, please contact the Academy immediately.

PART IV—MISCELLANEOUS POLICIES

I. TECHNOLOGY POLICY

A. General Principles

1. We live in a world where technology is a part of our daily existence. A common misconception about classical education is that innovation is at odds with classical education. In fact, innovation is a vital component of classical education, as the history of man and his relationship to the created order proves. The Academy believes that wonder and imagination, observation and reflection, naturally lead to innovation and action. It is therefore essential in student development to foster this spirit, and to use technology in a manner which is both ennobling to humans and respectful of the natural world created by God.
2. History is full of examples where the principles of innovation, dignity and nobility were lacking, but when they were in harmony with one another, for example the invention of the printing press, or the discovery of penicillin, the effects were monumental to the existence of man. In our Academy, we call this bridge between knowledge of a subject matter and its application to technology *Applied Classical Learning*. Students at the Academy will first receive a full understanding of a subject, then apply that knowledge to projects which use modern technology to put their studies into action. Teachers will use technology in the classroom where necessary, but the classroom will remain technology free as a matter of policy.

B. The Academy's Technology Policy

1. As a Classical Orthodox school, the Academy understands the importance of fully forming the minds and hearts of its students. Proper student formation demands consideration of the role and implementation of technology in the classroom and how best to prepare students for the appropriate use of technology not only in the school, but in their personal lives as well.
2. The Academy holds that technology is not the primary goal of education, but rather a tool that, when understood and used thoughtfully, can enrich the learning experience and equip students for life outside and beyond the classroom. That being said, however, exposure to technology too soon can hinder a student's proper development, and thus should be approached with caution.
3. Students in primary school are taught the fundamentals of literacy and numeracy, as books and number-sense lead to comprehension and understanding. During this time of mental and intellectual development, it is imperative that students limit the amount of time they spend in front of screens, whether that be a smartphone, tablet, computer or TV. Handwriting, note taking, engagement with the written word in a book, and solving math's problems on a blackboard, are essential to proper brain development and learning especially in prep through to 4th grade.

4. Once these fundamentals are firmly planted in the mind, students are then ready to responsibly engage with technology in Grades 5-6, though its use will remain strictly limited.
5. Congruent with this preparation, students will be given lessons in internet safety and social media use (appropriate to their age), the dangers and potential benefits of such things, as well as discussions about the morality of artificial intelligence. Students will learn that technology is a tool which can be used for good or evil, and that personal responsibility is critical to properly using and engaging with it.

C. Goals of Technology at the Academy

1. The Academy's approach to technology aims to equip students with the right skills at the appropriate stages of their development, fostering well-trained, reflective, thoughtful, confident and excellent human beings who are prepared to tackle any challenges they may face in the world.

II. ELECTRONIC DEVICE POLICY

A. Mobile/Smart Phone Use

1. Students may not use mobile phones or other electronic devices at any time during school hours, nor are they permitted to have them on their persons during the school day. All mobile phones and any other electronics must be handed in to the school office at the start of the day and collected at the end. If a student is caught with a mobile phone or any other electronic device on his/her person, the device will be confiscated and only returned to parents. If such an offense is repeated, then the student may face disciplinary action, including detention or suspension.
2. Should an emergency arise that necessitates the need for telephone use during the school day, students may request to make a telephone call from the school office. Parents should contact the school office to speak with their child or for a message to be left for the student.

B. Computer and Internet Use Policy

1. At times, the Academy may provide computer resources to enhance the educational experiences of its students. Students are expected to exercise their privilege to use these resources consistent with the Mission of the school, existing school policies, and the policies of our internet service providers as well as all Australian Federal, State, and Local laws. Any activity that is unethical, illegal, disruptive, offensive, or mischievous is deemed inappropriate. The student is ultimately responsible for his or her conduct when using technology and will be held accountable for his or her actions while using any facet of the computer system at the Academy.
2. The computers, local hard drives, network drives, user accounts, personal drive space, and their contents are all property of the Academy. As such, this property will be checked by the Administration without notice to maintain compliance with this policy. Information stored on school property should not be expected to be private. Computers or electronic equipment belonging to the Academy may never be taken home for private use.

C. Prohibitions

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

1. Damaging, changing, removing, copying or tampering with any part of the school's computer system, hardware, or software;
2. Copying copyrighted software or other information;
3. Using, altering, creating, or distributing a password not specifically issued to the student;

4. Adding, deleting, or altering files or installing programs without the Head of Academy's permission;
5. Engaging in non-academic uses of the computer system, such as game playing and chatting;
6. Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system, or others;
7. Using the internet or email to solicit or conspire about illegal activities;
8. Making harassing, threatening, prejudicial, or discriminatory statements over the computer system;
9. Accessing, storing, transmitting, or distributing offensive, indecent, obscene, or pornographic materials in any form;
10. Storing, transmitting, or distributing protected material without the written consent of the holder of the protection rights;
11. Circumventing or attempting to circumvent the security measures on any school computer;
12. Introducing any form of computer virus to any school computer; and
13. Using the computer system or the internet for commercial gain, political purposes, or to advocate violence or discrimination.

D. Procedures for Alleged Violations

Students or faculty members who have discovered a possible violation of the Computer Use Policy should report it promptly to the Head of Academy. The alleged violator will be referred to the proper authority for investigation.

E. Limitation of Academy Liability

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

F. Additional Rules and Regulations

Before using the computers at the Academy, users must sign the handbook as evidence that the student has read, understands, and agrees to comply with these policies, and all other related policies. Students must remember to log off any computer they are using before leaving the area.

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

If a user is concerned that his/her password is no longer secure, then they should see the system administrator for a new password.

G. Internet Conduct

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

1. Sending, displaying, or downloading offensive messages or pictures using obscene language;
2. Harassing, insulting, or threatening others;
3. Violating copyright laws;
4. Damaging computer systems or computer networks;
5. Submitting documents from the internet as a student's personal work;
6. Using another person's sign-on or password;
7. Trespassing in someone else's folder, work, or files;
8. Using the Academy network for commercial purposes;
9. Intentionally wasting limited resources; and
10. Revealing a personal phone number, name, or address of oneself or another.

III. NON-COMPLIANCE PROCEDURES

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

A. Procedures

1. The Head of Academy will be responsible for ensuring compliance with all of the Academy's policies and is the designated compliance officer for the Academy.
2. The Head of Academy, will conduct a thorough investigation of non-compliance and make a decision regarding the appropriate action to be taken. If required, the matter will be referred to the Board Chairperson and the Board.
3. If referred, the Board will review the findings of the Head of Academy and determine whether the action proposed by the Head of Academy is appropriate and proportional to the circumstances.
4. For any matter referred to it, the Board will conduct an investigation into the non-compliance and render a recommendation for appropriate action.
5. The Board of the Academy will make a final decision.

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Tear along the side perforated line and return to the Academy

PARENT – STUDENT HANDBOOK ACKNOWLEDGEMENT

My signature below indicates I have read and fully understand the Academy Parent/Student Handbook.

Further, I agree to abide by the procedures set forth therein throughout the term of my attendance. I understand that I will be notified in writing of any amendment to the stated policy.

The guidelines are subject to change, modification, or elimination at any time, as the Academy finds it appropriate to the conduct of its business.

Student Signature

Student Name Printed

Date

Parent Signature

Parent Name Printed

Date

Head of Academy's Signature

Date

PLEASE NOTE:

This page is to be returned to the Academy, signed and dated within the first week of the beginning of the school year.