



HEAVENLY KING

Orthodox academy

2022-2023

STUDENT HANDBOOK

Engaging minds. Illuminating Hearts.

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Heavenly King Orthodox Academy

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*O Heavenly King, Comforter, Spirit of Truth,
everywhere present and filling all things, Treasury of blessings and Giver of Life,
come and abide in us, cleanse us from every impurity, and save our souls,
O Good One.*

Our Vision

**To create a joyful learning environment, rooted in Orthodox values,
that engages the mind and illuminates the heart.**

Mission Statement

**To work alongside the family and the Church, educating the whole child within a
Christ-centered environment, serving the pan-Orthodox community of Winnipeg and
its surrounding areas.**

In order to fulfill this mission, our goals are to:

- **Offer a strong, well-rounded academic program.**
- **Foster the intellectual, physical, and spiritual well-being of our students and staff.**
- **Serve Orthodox families from all cultures and all backgrounds and all jurisdictions.**
- **Teach in our common English language, while celebrating our cultural diversity, especially by encouraging students and staff to share through liturgical music and iconography.**
- **Nurture an Orthodox mindset and outlook through prayer, Scripture, Tradition and practicing virtue.**

Statement of Beliefs

Our Orthodox confession of faith, the Nicene Creed, explains the Christian truth upon which we believe and act:

Nicene Creed



I believe in One God the Father Almighty Creator of heaven and earth and all things visible and invisible.

And in One Lord Jesus Christ, the only-begotten Son of God, begotten, not created, of one essence with the Father, through whom all things were made. Who for us and for our salvation, came down from heaven and was incarnate of the Holy Spirit and the Virgin Mary and became man.

And He was crucified for us under Pontius Pilate, and He suffered and was buried. On the third day He rose according to the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead. His Kingdom will have no end.

And in the Holy Spirit, the Lord and Giver of Life, who proceeds from the Father, who with the Father and the Son is worshipped and glorified, who spoke by the prophets

In one holy, catholic, and apostolic Church.

I acknowledge one baptism for the remission of sins.

I look for the resurrection of the dead and the life of the world to come.

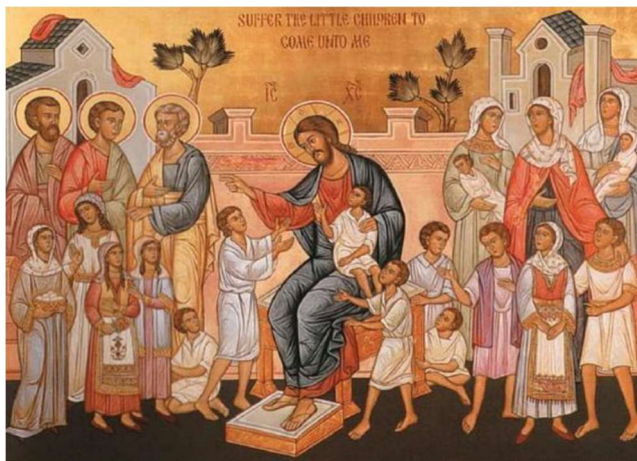
Amen.

Participation in the Life in the Church

At Heavenly King Orthodox Academy, we guide and nurture our students in leading a faith-filled life through the lens of Orthodox Christianity. It is the heart of our Academy, rooted in our mission, programs and values. Our faith gives our school a solid foundation, a quiet fortitude and a grasp of all good things that come from God. With a joyful spirit, it teaches our students to witness the Truth, serve others, know they are loved and feel connected. This is what we aim for, every day and in every moment, at Heavenly King.

Each day will be infused with prayer, asking God for His many blessings, giving thanks and offering Him praise. Under the direction of their Spiritual Leader, all students will have the opportunity to regularly study the Bible, explore Iconography and learn about Orthodox Traditions. At Heavenly King, we will follow the Church calendar, celebrating Feast days and the lives of the Saints. Religious instruction, led by an appointed Spiritual leader, will include age-appropriate hymns, scripture readings and related lessons with real-world connections.

All students are expected to attend and participate in the spiritual life of Heavenly King Orthodox Academy. Students of different faiths or beliefs are not required to recite or participate in prayer, but they are asked to stand quietly with reverence.



School Hours

Office Hours: 8:30 – 4:00pm

Morning Bell	8:45am
Classes begin	9:00am
Morning Recess	10:30am
Lunch hour	11:45-12:45pm
Afternoon Recess	2:15pm
Dismissal	3:30pm

Communication

Heavenly King Orthodox Academy uses primarily email and text messaging apps to communicate with parents. Please make sure our office has updated email preferences and phone contacts.

Refer to our website, heavenlykingacademy.ca, for recent updates on information regarding school calendars, newsletters, extra-curricular events and more.

Please feel free to phone anytime. If we don't answer, leave a detailed message along with your name and contact number. Voicemail will be checked during recess breaks and lunch hour. When class is in session, our focus will be on your children. Consequently, non-emergent calls may not be returned until after school.

Door Policy

For campus safety and building security, all outside doors are kept locked at all times, aside from pick up and drop off times. Children are not allowed to open and exit outside doors without direct supervision.

All visitors must call the school directly to gain access through the main doors.

Visitors

Anyone who visits Heavenly King Orthodox Academy during regular school hours must report directly to the office. Visitors will be expected to sign a Visitor Log upon arrival and departure.

When picking up a child for an appointment, or after returning your child to school, please inform the office. This will ensure a safe and reliable monitoring process. Parents are asked to meet their children near the main school doors at the front of the school.

Drop off/ Pick up Policy

All Students will use the front doors to enter the Academy. Morning Bell rings at 8:45am and the doors will open for admittance. At this time, students may enter the main doors and proceed to their designated classroom. Please note that there will be no adult supervision provided before the morning bell.

Doors are locked once classes are in session. Families arriving after 9am will need to park and enter the main doors to check in their child.

School is dismissed at 3:30pm. The Academy requests that all students are picked up within a reasonable time of 15min after dismissal.

Attendance

Regular school attendance is essential to support the academic mission of the Academy. We strive every day to provide meaningful educational opportunities to further your child's development. When students are late or absent, they miss shared information and meaningful discussions with their school family. Regular participation allows students to make the necessary connections between concepts, reflect and experience personal growth.

Absences

Parents are expected to inform the school of a child's absence. In the event that the school has not received notice, the Academy will make every effort to contact the parents. With regards to planned absences, we ask that written notification is submitted as soon as possible to your child's homeroom teacher to minimize disruptions to the student's program. No student will be permitted to leave the campus during school hours for any reason without parental permission.

Lunch hour

All students will eat their lunch in their homeroom class. No microwaves are available to warm up food. Parents are expected to send a reusable water bottle and any utensils needed, as the school does not supply these items.

Nutrition plays an important role in the growth and development of a child. We ask parents to please focus on healthy, well-balanced, low-sugar foods to help set up our students for success throughout the day.

Simple, healthy mid-morning and afternoon snacks are also encouraged and will be permitted near recess break times.

Allergen Reduced Risk Policy

Heavenly King Orthodox Academy has adopted an Allergen Reduced Risk Policy to ensure a safer environment for all students and staff. Allergies that cause anaphylaxis are very serious and require the cooperation of the whole school community to ensure a space with reduced risk of exposure.

Our policy requires parents/guardians of students with allergies to inform the school, in writing, that their child is at risk of anaphylaxis. Expected symptoms need to be listed and an Emergency Intervention Plan needs to be put into place and shared with academy staff. All required medications, along with instructions, need to be within its expiration date and have the original prescription label. Students with allergies are encouraged to wear a medic alert warning and must carry their medication with them at all times.

In the event the Academy is informed of a student with a serious food allergy, a letter will be sent home banning the specific high-risk food product from the classroom or entire campus if needed. Open communication between the family and school is essential. Added precautions will be put into place when planning field trips or other activities and the designated homeroom will adopt new standards and procedures to avoid the allergen.

Medication Administration

Provincial health regulations prohibit the administration of any medication without written consent. Parents may request school staff to keep safe custody of a student's medication and/or to regulate the student's self-administration of the required medication.

Heavenly King Orthodox Academy's policy states that the first dosage of any new medication shall not be administered at school. It is the parent's responsibility to ensure the first dosage of any medication has been well tolerated before it will be administered at school.

Illness or Accident

In the event of illness or a student is seriously injured at school, every attempt will be made to contact a parent/guardian or other designated person. It is imperative that families keep their emergency contacts updated in our office records. If needed, the Academy will also call EMS if a student requires immediate medical attention.

Minor abrasions will be treated by school staff personnel.

Students with cold or flu symptoms are expected to stay home until no longer symptomatic.

Emergency Preparedness

There will be a minimum of 10 fire drills held throughout the school year. This is for the safety of our children. Drills and instruction on fire emergencies include routes and methods of exiting the school building.

Heavenly King Orthodox Academy has established an evacuation policy to protect children in the case of an unforeseen emergency. The evacuation site will be determined by September 2022. The Academy's Crisis Response Plan will be activated in the case of a real emergency and parents will be notified by phone.

Conducting Lockdown and Hold and Secure drills is an important part of emergency preparedness and is required by provincial legislation. A minimum of 2 practice drills will be held during the school year. Staff, students and parents will be informed in advance that a drill be held for training purposes.

Code of Conduct

Heavenly King believes in ensuring a welcoming, safe and positive environment for the whole community, where fruitful teaching and learning can occur. All academy staff, parents and students are to treat one another with respect and dignity. Parents/Guardians play a significant role in nurturing the development of a child and their attitude toward learning. Effective discipline depends on the cooperative relationship formed between the school and home.

Conflict is a natural part of the growth process. Children learn best when limits to behaviours are set and love is given unconditionally. Logical and natural consequences work best when they are used to reinforce these limits. Heavenly King guides students in developing good judgement and learning to live the path of life in Christ.

It is expected that students will actively participate in the process of conflict-resolution. Responses to behaviour occur with consideration for individual needs and circumstances, as well as the safety and welfare of the school community.

Student Behaviour Expectations and Responsibilities

1. **Make a commitment to promote their academic and emotional well-being**
 - Be punctual and attend school regularly
 - Come to class prepared with necessary materials
 - Participate and complete assignments to the best of their ability
 - Contribute to a positive and caring school environment

2. **Respect school property and the property of others**
 - Helping to maintain a clean and healthy environment
 - Use school equipment appropriately
 - Borrow the property of others only if permission has been granted

3. **Respect the rights and safety of others**
 - Be courteous and respectful to all
 - Maintain honesty
 - Respect the needs of others in shared learning environments
 - Seek help to resolve conflicts peacefully when needed

All students and staff at Heavenly King Orthodox Academy have a right to learn in a safe space. Failure to follow the school regulations outlined below is detrimental to such an environment and will not be tolerated:

- **Weapons- Students will not be in possession or threaten to cause harm with any dangerous object.**

- **Bullying or abusing physically, sexually or psychologically- verbally, written or otherwise, of any person, is unacceptable. It is harmful and hurtful. Everyone has the right to come to school and be safe. Bullying is a deliberate and typically repeated attempt to intimidate or hurt another person.**

Types of bullying may include but, are not limited to: physical acts, verbal acts, cyberbullying, social/relational acts, or discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code.

- **Using, possessing, or being under the influence of alcohol or illicit drugs at school is unacceptable.**

- **Gang involvement will not be tolerated in nor on school property.**

- **Computer, Internet and email use is a privilege that renders certain responsibilities. Inappropriate use which includes, but is not limited to vandalizing, prohibited accessing, uploading, downloading, creating and transmitting viruses or distribution of material that the school has determined to be objectionable, will not be tolerated.**

***Access is a privilege and not a right.* To gain access, all students must obtain parental permission and must have their parent/guardian sign and return the School's Internet and Network Acceptable Use Policy to the school.**

Disciplinary Policy at Heavenly King Orthodox Academy

At Heavenly King, we strive to create a positive impact on each student. Our philosophy is based on applying effective behaviour management strategies that are pro-active, consider developmental differences, and are based on fair, equitable treatment for all involved. This includes basing our programs on individual needs, establishing classroom routines, adapting learning materials, and using numerous teaching techniques and preventative strategies. Paying attention to the inner world of each child is far more effective than lectures, while communicating care and respect. Our goal is to support children in developing self-regulation, where they set limits to their own behaviours and live their lives within God’s limits for salvation.

When needed, the severity of an infraction to academy regulations will determine the type of consequence a student will receive. Disciplinary decisions can be respectfully appealed with the student’s classroom teacher. If unresolved, a parent/guardian may then contact the principal. Final appeals can be sent, by means of written communication, to the Heavenly King Orthodox Academy Board of Directors. All decisions will be guided by the *Manitoba Education Administration Act*. A final decision of the Board of Directors will then be provided in writing.

Disciplinary consequences of violations of the Academy’s Code of Conduct include, but are not limited to:

- Classroom intervention
- Parent contact
- Individual behaviour plans/contracts
- Counseling
- Formal conference
- Temporary withdrawal from classroom
- Removal of privileges
- Detention
- Restitution and restorative justice
- In-School suspension
- Out-of-school suspension
- Police/service agency involvement
- Expulsion

Suspension and Expulsion

Judgement for suspension or expulsion will be made by the Academy's administration/board in deliberation of circumstances surrounding each case and student. In the case where a student is expelled from Heavenly King Orthodox Academy, the full amount of the year's tuition is due and payable at the time the student is expelled. *There will be no refunds or prorating of the tuition owing.*

Homework

Recent research suggests that homework at the Elementary level is not beneficial and does not boost academic performance. The only exceptions are when a student needs extra time to complete classroom tasks or when preparing for a test. In fact, homework can be even detrimental to a child's overall development as it can dominate a child's time at home and interfere with family and social life.

Even without calculated benefits to academic growth, many believe homework fosters personal responsibility, self-discipline, accountability and good work habits. However, there is little evidence that supports these ideas. At Heavenly King Orthodox Academy, we believe these qualities may be better nurtured through other ways, such as community service, family chores, extracurricular sports, church activities, and so on.

That being said, there will be times when homework is assigned to allow a student extra time or prepare for an upcoming assessment. Please know that all homework assignments are begun in class so that teachers can assess whether a child can finish the assignment at home independently, without parental assistance. Homework should be limited to no more than 30 minutes per night.

Electronic Devices

All use of electronic devices, including cell phones, are not permitted during regular school hours, unless granted permission by a teacher. To prevent inappropriate use or disruptions, all devices must be turned off and kept in their backpacks during school hours. Heavenly King Orthodox Academy is not responsible for any misplaced or damaged devices that students bring to school.

If a child needs to make a phone call home, they must ask permission from their classroom teacher. Parents who need to contact their child during school hours should call the school office.

Field Trip Policy

Families will be informed of all field trips and off-school site activities in writing. These trips are purposeful and are meant to enhance classroom programming. All students must have parental permission to attend field trips. At times, families may be asked to cover expenses related to these outings.

Outdoor Recess

Heavenly King Orthodox Academy recognizes the importance of allowing children daily opportunities for outdoor play and physical activity. However, the safety of students must be considered when dealing with inclement weather.

When the temperature/wind chill is between -25°C and -27°C , students will be allowed outside for a maximum of 15 minutes. Once the weather reaches below -27°C , recess will be moved indoors. Decisions will be based on information posted from the meteorological station located at the Forks.

Physical Education

Lifelong physical activity is essential to one’s overall well-being. Grades 1-4 will focus on basic movement skills, while Grades 5-6 will begin learning skills needed for a variety of sports and activities. Fair play and team building are strongly emphasized. Programming will support child development in strength, endurance, and flexibility, including cardiovascular fitness. At Heavenly King, we wish to foster an appreciation for personal health, so that our students understand and experience the benefits of an active lifestyle.

Student Progress/ Parent Reporting

The school year is divided into three formal evaluation periods. For the first two terms, Student-led conferences will be scheduled to celebrate student achievements and set learning goals. Additional meetings with individual teachers may be determined when necessary and are by appointment only.

Grade Scale 1-6

Grade Scale	Academic Achievement of Provincial Expectations	
4	Very good to excellent understanding and application of concepts and skills	
3	Good understanding and application of concepts and skills	
2	Basic understanding and application of concepts and skills	
1	Limited understanding and application of concepts and skills; see teacher comments	
ND	Does Not yet Demonstrate the required understanding and application of concepts and skills; see teacher comments	
Additional Codes	NA	Not Applicable
	IN	Incomplete: not enough evidence available to determine a grade at this time

Dress Code

At Heavenly King Orthodox Academy, our students are required to wear uniforms as outlined in our dress code. Wearing uniforms creates cohesion, nurturing a sense of school spirit within the community. It reduces distractions, removes some peer pressure, encourages professionalism, and keeps the focus on character development. The success of a uniform code relies on the cooperation of parents, students and staff.

Girl Uniform Requirements	Boy Uniform Requirements
<ul style="list-style-type: none">• WHITE short or long sleeve polo shirt• WHITE short or long sleeve button-down collar shirt• NAVY skirt, skort, jumper or pant (hemmed to an appropriate length, no denim)• NAVY or BLACK bike shorts are recommended to be worn under skirts or jumpers• NAVY cardigan, sweater vest or v-neck knitted pullover• WHITE or NAVY knee-length socks or knitted tights• Comfortable walking or running shoes with non-marking soles• Hair accessories in WHITE or NAVY	<ul style="list-style-type: none">• WHITE short or long sleeve polo shirt• WHITE short or long sleeve button-down collar shirt• NAVY pant (no denim or sweatpants)• NAVY or BLACK belt if needed• NAVY cardigan, sweater vest or v-neck knitted pullover• WHITE or NAVY socks• Comfortable walking or running shoes with non-marking soles

Heavenly King Orthodox Academy asks parents to source their own uniform products. Local stores that sell uniform clothing apparel (online or in store) include The Children’s Place, Gap, Old Navy and Walmart. Please avoid embroidered or printed embellishments when choosing uniform products.

Tuition Policy

Heavenly King Orthodox Academy strongly believes in the value of offering an education infused with Orthodox Christian values. Our tuition rates have been set to make our program affordable to as many families as we can, but it still does not cover the entire per student education cost. The balance of our school’s budgetary requirements relies heavily on fundraising and charitable donations. Sibling discounts are given to families with more than one child attending the Academy from Grade 1 through 6.

Gr. K-6 Tuition Schedule

	Tuition Fee	Registration Fee	Activity Fee
Kindergarten (Half days)	\$2000 annually	\$50	\$325
1 st Child (Gr. 1-6)	\$3000 annually	\$50	\$325
2 nd Child (Gr. 1-6)	\$2500 annually	\$50	\$325
3 rd Child (Gr. 1-6)	\$2000 annually	\$50	\$325

Educational costs include, but are not limited to manipulatives, supplies, technology, teacher salaries and maintenance. Tuition fees do not include uniforms, field trips, lunch/snacks, school pictures, or any extracurricular activities. Activity fees cover the cost of student workbooks, literature and resources for special projects.

Deposit and Registration Fee

A registration fee of \$50 per student is due at the time of enrollment. The required Activity fee per student is due upon Acceptance of Admission. Registration and activity fees are non-refundable and hold the student’s seat for the following school year.

Annual registration and re-enrollment end on March 1st of each year. Early registration is integral to our planning process. It helps us determine our needs, including staffing, for the upcoming school year.

Payment Options

Tuition method of payment:

- 1) Paid in full by cash or cheque by July 1, 2022**
- 2) 10 equal monthly payments by post-dated cheques made payable to “Heavenly King Orthodox Academy”, from July 2022 to April 2023**
- 3) 10 equal payments by automatic bank withdrawal (PAP) from July 2022 to April 2023**

Details and payment information will be included in the official Letter of Acceptance.

Tuition Refund Policy

Student withdrawal from the Academy prior to July 1, 2022: 100% of paid tuition will be refunded, with the exception of the registration and activity fee.

Student withdrawal from the Academy during the school year: tuition continues to be payable (and no refunds of amounts already paid will be made).

In the event the family is relocated to another city before December 31st, tuition will be refunded on a pro-rated basis, with the exception of the registration and activity fee.

No refunds will be issued for a temporary absence from the Academy for any reason (such as vacation, illness, etc.).

Charitable Donation Receipts

A portion of tuition may be considered a charitable donation and is calculated according to Revenue Canada guidelines. If eligible, tax receipts will be issued (made payable to the name appearing on the payment cheques) by February 28, 2023.

Admission Policy

At Heavenly King Orthodox Academy, our acceptance process considers the needs of each individual applicant to make sure our school is a good fit both academically and spiritually. Do our programs, resources and facilities meet the unique needs of the student applying? Does the applicant's family have compatible religious beliefs?

**** Please note that Heavenly King does not have access to specialized Student Support services (such as clinicians, health professionals and therapists). In the event specialized services are needed to further support a child's learning needs, it will be the family's responsibility to seek out professional services externally and assume the financial costs for said services.*

Priority for an available space will be given to:

1. Orthodox child with sibling(s) attending HKOA
2. Orthodox child
3. Christian child of another denomination with sibling(s) attending HKOA
4. Christian child of another denomination
5. Non-Christian child with sibling(s) attending HKOA
6. Non-Christian child

*****Deadline extended***** To be considered for enrollment, the following admission requirements must be submitted by March 16, 2022:

- Completed application form
- Academic reference form completed by the student's current school
- Pastoral reference letter (Applicants without a church affiliation may submit a character reference letter as an alternative)
- A copy of the student's most current report card (if applicable)

Upon receipt of a completed application, an interview with the applicant and their parents may be requested by the Academy.

Applicants will be notified of acceptance by the end of March. At this time, an enrollment contract must be completed. Once the signed contract has been returned, along with the registration and activity fee (non-refundable), the student is fully enrolled at Heavenly King Orthodox Academy.

Volunteering

A Parent is their child's first Teacher in life and an integral part of their Orthodox Christian formation. At Heavenly King Orthodox Academy, we see ourselves as a natural extension of this primary parental role in education. Dedicated and enthusiastic parental participation in the life of the school not only strengthens our academic program but ensures its smooth operation. Parent volunteers, along with our staff, make the difference and act as an essential team in achieving our Mission and Vision.

Currently, many volunteers are needed at a substantial level to meet the needs of a start-up school. Volunteer forms for sign-up purposes are available and will be included in the Notice of Acceptance package for new applicants. Beginning March 1st, interested individuals may also download HKOA volunteer forms via our school website at *heavenlykingacademy.ca*.

Below are volunteer opportunities that include, but are not limited to:

- Volunteer coordinator
- Classroom assistant
- Lunch/Recess monitor
- Fundraising
- Student Pick up/Drop off
- Substitute Teachers
- Errand Runner
- Parent Advisory Council (PAC)

All on-site volunteers will need to submit a clear Child Abuse Registry Check and Criminal Record Check when working directly with children at Heavenly King Orthodox Academy.



Sep 2022						
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Oct 2022						
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Nov 2022						
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Dec 2022						
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Jan 2023						
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Feb 2023						
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Mar 2023						
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Apr 2023						
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May 2023						
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Jun 2023						
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No School
Inservice/No School
Early Dismissal

Dates to Remember:

- Sept. 5: Labour Day
- Sept. 6: PD Day
- Sept. 30: Truth and Reconciliation Day
- Oct. 10: Thanksgiving Monday
- Oct. 21: MTS PD Day
- Nov. 11: Remembrance Day
- Nov. 18: Early Dismissal @11:30am/ PD
- Dec. 21: Early Dismissal @2:15
- Dec. 22-Jan. 4: Winter Break
- Jan. 5-6: Staff Retreat
- Feb. 3: PD Day

- Feb. 20: Louis Riel Day
- Mar. 3: Early Dismissal @11:30am/ PD
- Mar. 27-31 Spring Break
- Apr. 14: Great and Holy Friday
- Apr. 17: Bright Monday
- May 5: PD Day
- May 22: Victoria Day
- June 16: PD Day
- June 30: Early Dismissal @2:15/ Last Day of Classes