

ARI GUIRAGOS MINASSIAN ARMENIAN SCHOOL

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**PARENT / STUDENT
ELEMENTARY HANDBOOK
2017 - 2018**

Revised April 2017

The School Administration reserves the right to modify the content of this handbook at any time

Our Mission

EMPOWERING our MINDS

We challenge each and every student to reach their greatest intellectual potential. Our dedicated teaching staff works to establish strong foundational skills in all grade-level content areas, and then build upon those skills with higher-order thinking.

CELEBRATING our CULTURE

At AGM we not only learn about the Armenian culture, we contribute to its existence. Our school offers a safe environment where students can explore their Armenian identity, practice their Christian faith, learn the language, and celebrate the Armenian culture.

ENRICHING our CHARACTER

We believe that the development of good character is an important step in personal growth. Alongside our academic and cultural curriculum, AGM works to foster positive pillars of character among students.

Expected Schoolwide Learning Results (ESLRs)

Ari Guiragos Minassian School strives for academic and personal excellence:

We Are Academic Achievers Who:

- Have a strong foundation in all grade-level content areas
- Listen actively and communicate our ideas and thoughts clearly in both English and Armenian languages
- Practice effective study skills and take responsibility for our own learning, now and in the future

We Are Critical Thinkers Who:

- Identify problems and formulate solutions by applying a variety of decision-making and problem-solving skills
- Work collaboratively to develop and appreciate potentially different solutions, while developing both leadership and teamwork skills
- Utilize technology appropriately to gain, analyze, and communicate information

We Are Socially Responsible Citizens Who:

- Show respect and tolerance to others and appreciate cultural diversity
- Are contributing members of society
- Practice environmental responsibility

We Are Culturally Aware Armenians Who:

- Identify with the unique aspects of our culture and preserve our traditions and heritage
- Practice Christian values guided by the teachings of the Armenian Apostolic Church
- Have knowledge about our language and history, and pursue the historic rights of the Armenian people

MISSION OF THE PRELACY ARMENIAN SCHOOLS

Prelacy Armenian Schools aspire to provide American-Armenian students with a rigorous educational curriculum, while at the same time, preserving and enhancing the Armenian heritage and culture by emphasizing the study of the Armenian language, history and religion. With this dual foundation, it is expected that the students will become life-long learners, valuable and responsible citizens in the communities in which they live, and ambassadors of the Armenian people who strive to promote and advance the Armenian cause.

ACCREDITATION

Ari Guiragos Minassian Armenian School has been fully accredited by the Western Association of Schools and Colleges (WASC) since 2005.

ADMISSION AND REGISTRATION

New Student Admission:

All applicants must submit the following to the Administration Office:

1. Registration Application
2. Registration fee (non-refundable)
3. Academic records from previous school
4. Emergency/Medical Data Sheet
5. California School Record as required by law
6. Other pertinent developmental information regarding the student

Students entering Kindergarten must be 5 years old by September 2nd. Otherwise, they will not be allowed to enter Kindergarten.

AGM Administration reserves the right to deny admission for any reason should they feel it is in the best interest of the school.

Continuing Students Registration:

Registration priority is given to returning students provided:

1. The student records do not reflect serious behavioral problems.
2. The student does not have overdue tuition or other delinquent accounts. Balance owed from previous year must be paid in full before the registration process.
3. The student is registered by May 12, 2017.

Registration Fee:

The early registration fee ending on May 12, 2017 is \$350.00 and is non-refundable.

Regular registration fee is \$450.00 and is non-refundable.

The registration fee also covers the following expenses:

1. Board of Regents Fee
2. Standardized tests
3. Student Accident Insurance
4. Emergency Kits

TUITION

The Tuition Fee is due and payable the FIRST WEEK OF EACH MONTH IN 10 (TEN) MONTHLY INSTALLMENTS extending from August to May. There will be a \$20.00 late fee charge if the tuition is received after the 10th day of each month. If the 10th day of the month falls on a weekend, holiday, and/or vacation please pay beforehand. Checks returned due to insufficient funds will be charged a fee of \$25.00 per returned check and a \$20.00 late fee. The Tuition Fee is as follows:

- Kindergarten – 6th grade \$525.00/month

Family Service Hours:

In addition to tuition, each family is required to contribute voluntary service hours each academic year, or pay an additional \$250.00 donation.

Financial Aid:

Families who are unable to pay the tuition may apply for financial aid. All financial aid applications are considered based upon the family's eligibility, demonstrated need, and availability of funds.

Families applying for financial aid are asked to complete a confidential form regarding details of their financial circumstances. Copies of the financial aid application are available at the School office upon request. Completed application packages must be received by May 31st. The applications must include all documentation requested in order to facilitate the Financial Aid Committee's evaluation of the family's financial need. **Applications received after the deadline will not be considered.** Applicants will be informed of the Financial Aid Committee's decision by June 30.

All students who receive any type of financial aid must maintain a satisfactory academic progress. AGM Administration will evaluate the student's progress on a quarterly basis.

All financial aid recipients must demonstrate a certain level of academic achievement, as measured by the cumulative grade point average (GPA). The minimum cumulative GPA required to maintain financial aid eligibility is 2.5 in a given quarter.

Sibling Discounts:

Families with two children get a yearly discount of \$250.00. Families with three children will receive 62% discount for the third child. Families with four children will receive free tuition for the fourth child, and pay half tuition for the third child. Families receiving Financial Aid are not eligible for sibling discounts. Part-time students in preschool are not eligible for a sibling discount as well.

SCHOOL HOURS

School gates open at 8:00 AM and close at 4:00 PM. The school office is open from 8:00 AM to 4:00 PM. Wednesdays are shorter days; students are dismissed at 2:25 PM.

After-school Care is available from 3:20 PM to 5:30 PM for a nominal fee (See Extended Care).

BELL SCHEDULE:

1st Bell: 8:10 AM

2nd Bell: 8:20 AM

Period	Start	End
1st	8:20 am	9:10 am
2nd	9:10 am	10:00 am
Recess	10:00 am	10:20 am
3rd	10:20 am	11:10 am
4th	11:10 am	12 noon
Lunch recess	12 noon	12:45pm
5th	12:45 pm	1:35 pm
6th	1:35 pm	2:25 pm
7th	2:25 pm	3:15 pm

Modified Wednesday Schedule

Period	Start	End
1st	8:20 am	9:10 am
2nd	9:10 am	10:00 am
Recess	10:00 am	10:20 am
3rd	10:20 am	11:10 am
4th	11:10 am	12 noon
Lunch recess	12 noon	12:45pm
5th	12:45 pm	1:35 pm
6th	1:35 pm	2:25 pm

MINIMUM DAY SCHEDULE:

Hours are from 8:00 AM - 12:00 noon. No after-school care is available on minimum days. (See School Calendar)

EXTENDED CARE:

The program will run Monday through Friday, from 3:20 PM - 5:30 PM of each school week. You may register for Extended Care in the school office.

Extended Care Monthly Fee:

Morning (7:30 AM - 8:00 AM)	\$100.00/month
Afternoon (3:20 PM - 5:30 PM)	\$200.00/month

If you are unable to pick up your child by 3:20 PM, we will gladly supervise him/her in our Extended Care program. To cover the costs, there will be a \$3.00 fee for each 15-minute period beginning at 3:20 PM. Parents will be billed \$1.00 per minute for the time after 5:30 PM.

ATTENDANCE

Arrival:

Students should arrive no earlier than 8:00 AM as morning supervision begins at that time. The school day begins promptly at 8:10 AM.

Dismissal:

All students are dismissed at 3:15 PM daily, except on Wednesdays, students are dismissed at 2:25 PM. Extra-curricular activities will be offered as an option to students from 2:25-3:15PM. Students remaining on campus after 3:20 PM are automatically sent to the Extended Care. If not registered in the program, they are subject to a fee. (See Extended Care)

Absences:

Regular and punctual attendance at school is essential for academic success. Absences interrupt the smooth and complete process of learning. Students are encouraged to develop strong, positive attendance habits. When it is necessary for your child to be absent from school, parents need to inform the school office by calling (714) 839-7831, no later than 9:00 AM on the morning of the first day of absence. Students missing more than 15% of the school days during the academic year will not be promoted or be able to graduate. Days of suspension are counted as absences.

Tardies:

A student is considered tardy if he/she is not in the classroom when the first period starts at 8:20 AM. Students will be marked tardy by their homeroom teacher. For grades Kindergarten through sixth.

UNIFORM

School uniforms are mandatory. Students must wear complete and proper uniforms each school day from the first to the last day of the school year. Appropriate measures will be taken regarding students who do not adhere to the uniform policy. There are no exceptions to the dress code. All outer garments should be clearly labeled with the child's name and grade. School staff is not responsible for lost or misplaced uniforms.

Girls -

1. Jumper/Skirt - Girls must wear the white and blue school plaid jumper or skirt daily (length never higher than mid-knee).
2. May wear navy or black P.E. shorts under the jumper/skirt (Shorts should not exceed the length of the jumper/skirt and should be unnoticeable)
3. White or navy polo shirts with the school logo
4. White or navy blue ankle length socks
5. White, navy blue, and black tights or leggings that reach the ankles
6. Navy blue sweatshirt or zippered sweat-jacket with the school logo
7. Optional white, long-sleeved pullover style may be worn under the polo shirt, not in place of the school uniform. No other colors or styles
8. A windbreaker or coat may be worn over the navy blue sweatshirt or jacket on extremely cold days

9. AGM Eagles t-shirts for P.E. and navy blue P.E. shorts (Immediately before P.E., students may take their jumper off and place it in their backpack)

Boys -

1. Gray pants or shorts (K- 6th grades)
2. No cargo pants, no large pockets on the sides, no jeans
3. White or navy polo-shirt with AGM logo
4. White or navy blue socks
5. Optional white, long-sleeved pullover style may be worn under the polo shirt, not in place of the school uniform. No other colors or styles
6. Navy blue sweatshirt or hooded, zippered sweat-jacket with the school logo
7. A windbreaker or coat may be worn over the navy blue sweatshirt or jacket on extremely cold days
8. AGM Eagles t-shirts and navy blue shorts for P.E.

General Appearance:

Students should come to school well-groomed (boys: very short hair) and in clean clothes each day. Absolutely no make-up, tattoos, excessive jewelry, nail polish, or hair coloring is permitted.

It is parents' responsibility in seeing that their son/daughter comes to school clean, groomed, and dressed correctly for school.

Uniform Code Violation:

1st Violation = Warning

2nd Violation = Call to parents

3rd Violation= Excluded from participating in free-dress day

The uniforms are available at:

AMERICAN SCHOOL UNIFORM
Holly Norm Plaza, 5065 Hollywood Bl. #202,
Hollywood, CA 90027
Tel: (323) 666-9337

ACADEMIC EXPECTATIONS AND EVALUATION

A. G. Minassian Armenian School offers a challenging and enriching academic program for all grades Kindergarten through sixth.

1. Back to School Night

Back to School Night is meant to acquaint parents with their child(ren)'s teacher(s), the curriculum and expectations. As such, Back to School Night is not a parent-teacher conference; and therefore, discussions shall focus on general issues. Should parents have specific concerns regarding their children, they should arrange for a private conference with the teacher(s).

2. Parent-Teacher Conference

The Parent-Teacher conference is scheduled at the end of the First Quarter. Parents are required to be on time and stay within the time period allocated to them. Additional conferences may be scheduled as needed.

3. Academic Grading Scale:

Letter Grade	Scale of 100	Scale of 4	
A+	97-100	4.0	Exceeds grade level standards
A	93-96	3.9	
A-	90-92	3.7	
B+	87-89	3.3	Meets grade level standards
B	83-86	3.0	
B-	80-82	2.7	
C+	77-79	2.3	Partially meets grade level standards
C	73-76	2.0	
C-	70-72	1.7	
D+	67-69	1.3	Below grade level
D	63-66	1.0	
D-	60-62	0.7	
F	0-59	0	Fail

4. Report Cards

Report cards are sent home at the end of each quarter for grades first through sixth. They are also available on teacherease.com Kindergarten and Preschool report cards are issued twice a year; one at mid-term and one at the end of the school year. In addition to the academic grades, students will receive marks for work habits and citizenship.

Citizenship Marks:

E- Excellent

G- Good

S- Satisfactory

N- Needs Improvement

5. Mid-Quarter Progress Reports

Mid-Quarter progress reports are reminders about below-average academic performance that students may demonstrate, and as such they are meant to help parents and students take early remedial action. Only an overall average of C or below in a given subject shall be reported.

6. Homework

Parents must encourage good study habits of their children at home. Be sure your child has adequate time, proper materials, and a positive environment in which to do his/her homework. Homework is usually assigned every day to supplement class work. It is the responsibility of students to make-up for missed assignments due to excused absence(s). Assignments not turned in on time or make-up work not completed within the required

time limit will be graded down. Students in grades 3rd - 6th shall have assignment books which may be purchased from the school office.

7. Tests

No more than two (2) tests per class per day shall be given. A spelling test is not considered a full test. It is the responsibility of students to arrange for make-up exams due to excused absence(s). A student shall automatically receive an "F" for cheating and will be subject to other disciplinary measures as deemed appropriate.

8. Tutoring

Teachers may not tutor their own students. Other teachers at AG Minassian may tutor students who are not in their class.

9. Promotion

To be promoted to the next grade level, students must meet the following criteria:

- a. Master the basic skills in all academic classes (both Armenian and English)
- b. Achieve an overall grade point average (GPA) of 2.0 by the end of the year
- c. Attend regularly at least 85% of school days, except in special circumstances
- d. Secure teachers' recommendations for promotion

10. Retention

Retention is intended as a means of improving the student's potential success; not as a punitive measure. The following factors are considered, before a student is retained:

- a. Chronological age
- b. Physical, social, emotional factors
- c. Level of achievement (test scores, if applicable)

Parents of students working below grade level in basic skills should be advised of the deficiency at each grading period.

Parents of students who are in jeopardy of being retained should be informed of the reasons for retention and involved in the process. A conference involving teachers, parents, and the principal should take place before students are retained. Information from relevant sources should be used in the final decision. Whether or not the action appears to be in the best interest of the student should be weighed before a final decision is made. Final decisions regarding promotion rest with the school's principal.

While all classes are important, grades earned in Armenian studies, English, Mathematics, Science, and Social Studies will receive emphasis when promotion or retention is considered. Students failing more than three of these core subjects may be required to repeat the grade. Students who fail any of the core subjects can raise the grades through additional work or directed study.

11. TerraNova Standardized Testing Program:

The school administers the TerraNova Test to grades kindergarten through six during the month of April or May of each school year. Measures of achievement in reading, language, mathematics, science and social studies are determined from the testing program. As one of many assessment tools, the results of these tests help the teachers identify areas of

strength and weakness, but do not determine a child's promotion to the next academic level.

The test results will be sent to parents. Parents can make an appointment with an administrator or their child's teacher to discuss their child's test results.

12. Awards

Various achievement awards will be awarded to students at the end of the school year in recognition of their performance. These awards include, but are not limited to, Honor Roll, High Honor Roll & Highest Honor Roll.

GENERAL INFORMATION AND POLICIES

1. Visitations/Observations:

Parents are welcome to visit the school by making an appointment through the office in advance. Parents and all other visitors must report to the main office to check in whenever entering school grounds on school days. (Specially scheduled events such as "Back to School Night" or class performances are exempt.) No parents are allowed in the classrooms after 8:10 AM without permission. Parents are not allowed to enter classrooms after dismissal to gather forgotten items without permission.

2. Release:

Child(ren) will not be released to any person other than a parent, legal guardian, or someone duly authorized in writing by one of the above. At the time of enrollment, parents are asked to list individuals authorized to pick up their child(ren). If an unauthorized individual must pick up your child, please notify the office in advance by telephone or preferably in writing. Such individual(s) must sign in at the office before picking up the child(ren). Administration has the right to ask for identification from the designated person.

3. Driving/Parking Safety:

Students must be dropped off at and picked up from the designated area on campus. Do not block traffic or park in the designated Handicap Parking areas. Please supervise your child(ren) after pick up. Walk on the sidewalk at all times and cross the parking lot only where the security guard is standing.

4. Illness/Medication:

A sick child will not be allowed to enter the classroom. If a child becomes ill during school hours, the parent will be contacted, and the child must be picked up within 45 minutes. By state law, the school is not permitted to administer any medication without a parent's or a physician's written permission and clearly outlined directions regarding dosage and schedule.

5. Dental/Medical Appointments:

It is desirable to arrange appointments after school hours. If that is not possible, please notify the school office before picking up your child.

6. Emergency Care:

In case of illness, accident, or injury to a child, the parent will be notified, and instructions for the course of action will be requested. If the parent cannot be reached, or if the nature of the illness or accident requires immediate action, then the child will be taken to the emergency care unit of Fountain Valley Regional Hospital on Euclid at Warner in Fountain Valley.

Our school's student accident insurance is for on campus and or school-related activities and does not provide coverage for any medical expenses which are paid or payable by another medical plan subscribed to by the parents.

7. Lunch/Snacks:

School provides lunch daily. Please refer to the lunch menu at agminassianschool.org for meals. You may purchase lunch tickets from the caterer every Monday. No loan tickets will be given to students unless requested by parents. Loan tickets must be paid the same day or the following day. Soft drinks and candy are not allowed at school. Parents are not allowed to bring fast-food for their children during school hours. Please do not pack food that requires refrigeration or heating. Each child is required to bring a nutritious, well-balanced snack. Snacks containing small pieces of nuts are not allowed.

8. Notices from School

Monthly calendars and other information regarding school activities are sent home with your child(ren) regularly. Please ask your child(ren) to bring all notices from school to you. Check their back packs daily as such notices may be time sensitive.

9. General Complaint Procedure

Should a situation arise whereby parents need to discuss concerns regarding their child(ren), please observe the following lines of communication (by appointment), without circumventing any line:

- First: Teacher
- Second: Principal
- Third: School Board

A student shall not be deprived of education at A.G. Minassian school due to disagreements between a parent and a teacher. The only time a student's continuation in the school may be jeopardized is by the uncompromising, uncooperative and/or destructive behavior of a parent. According to the Education Code of California, "Every parent, guardian, or other person who upbraids, insults, or abuses any teacher of the school in the presence or hearing of a pupil is guilty of a misdemeanor."

10. Birthdays:

We realize a child's birthday is very important. If you would like to send a birthday treat for the class, please contact your child's homeroom teacher at least one week in advance.

Items that are easy to pass out may be sent, such as cookies. However, we encourage healthy food items to be sent, such as fruit. Please DO NOT SEND birthday cakes (we cannot cut them.) Balloons or flowers will not be delivered to class, as they are a distraction to the educational day. Birthday party invitations may be passed out at school ONLY when the entire class is invited. "Goodie bags" are not allowed.

11. Lost and Found:

In order to retrieve lost or misplaced items, please put names inside and/or outside all jackets, sweaters, lunch pails, etc. Check the "Lost and Found" for missing items. Please check your child(ren)'s clothing items intermittently to make sure they belong to them. If not, please return them to the office. The school is not responsible for lost or missing articles.

12. Property Damage/Lost Books:

Damage to school property may require reimbursement for repair or replacement. Any library book that is lost or damaged by a student must immediately be paid for or replaced before a new book is issued.

13. Buying/Selling:

Students are prohibited from buying or selling items from and to one another. Students should bring only the exact amount of money needed for school activities when necessary. The school is not responsible for the loss of student money.

14. Chewing Gum:

Chewing gum is absolutely forbidden on school grounds and during school-sponsored activities.

15. Games/Toys /Magazines:

Students are not allowed to bring toys or non-educational games and magazines to school. Such items will be confiscated and not returned until the end of the school day or as seen appropriate by a teacher or administrator. Disciplinary measures may be taken.

16. Field Trips:

Field trips may be organized on special occasions. A student may participate in a field trip upon submission of signed parental authorization. Students going on a field trip must wear the school uniform unless authorized otherwise.

17. Cell phones:

We discourage students from bringing cell phones to school; however, if they are brought, they must be turned off and kept in backpacks during the **entire** school day, including recesses. The school is NOT responsible for any lost or stolen cell phones.

POSITIVE BEHAVIOR SUPPORT

A.PURPOSE AND GOALS:

The goal of our school's discipline policy is to help each student learn to take responsibility for his/her own behavior. Our school places emphasis on teaching and reinforcing appropriate behavior in order to establish and maintain a safe, positive school environment where teachers are able to effectively facilitate learning.

Specific goals of our positive behavior support policy are the following:

- Establish an environment conducive to teaching and learning
- Establish an environment that ensures the safety of all students, teachers and staff
- Promote self-direction, motivation, and the sense of responsibility among the students
- Facilitate good study habits
- Enhance the desire for self-respect and respect for others
- Develop practices of good grooming and personal hygiene
- Establish an atmosphere of cooperation and respect among students, teachers and parents

B. STANDARDS OF CONDUCT:

Students will be required to adhere to the following standards of behavior:

In the classroom:

1. Be on time and prepared to work at all times
2. Follow instructions and directions the first time they are given
4. Use proper language and manners at all times
5. Complete classroom and homework assignments on time
6. Keep classroom neat and clean
7. Respect the rights and property of others

On the Playground

1. Eat and finish snacks in designated area before playing
2. Keep playground neat and clean; throw all trash in proper receptacles.
3. Use and share play areas and equipment properly
4. Follow game and play rules
5. Be a good sport
6. Line up in a quiet, orderly manner

In the Lunchroom:

1. Enter and exit quietly in an orderly manner
2. Use good table manners while eating
3. Keep yourself and eating area clean
4. Talk to classmates in a low voice
5. Remain seated until you have permission to get up

SAMPLE CONSEQUENCES FOR VIOLATION OF STANDARDS:

1. 5-minute walk during recess
2. Loses free-dress privileges
3. Loses field-trip privileges

4. Meeting with parents

C. SEVERE CLAUSES:

The following infractions of school rules, which are serious enough to merit special consideration and disciplinary measures, are considered Severe Clauses:

1. Ignoring or talking back to adults in authority
2. Fighting and causing bodily injury
3. Using abusive language and profanity
4. Making obscene gestures
5. Abusing property
6. Abusing rights of others
7. Vandalizing school property
8. Spitting

BEHAVIOR MATRIX	RESPECT	RESPONSIBILITY	SAFETY
Bathrooms	<ul style="list-style-type: none"> • Give others privacy • Use indoor voices • Use kind words to others 	<ul style="list-style-type: none"> • Use time wisely • When washing hands use appropriate amount of soap/water/paper • Flush • Keep bathrooms clean 	<ul style="list-style-type: none"> • Walk • Use equipment appropriately • Keep hands and feet to self
Hallways	<ul style="list-style-type: none"> • Keep your place in line • Be aware of others • Move quietly in the halls 	<ul style="list-style-type: none"> • Head directly to your destination • Keep hands and body off walls/doors • Keep hallways clean 	<ul style="list-style-type: none"> • Walk safely and quietly • Face front and stay to the right • Keep hands and feet to self • Hold door for those behind you
Instructional Areas	<ul style="list-style-type: none"> • Use kind words to others • Allow others to learn • Care for materials/equipment 	<ul style="list-style-type: none"> • Be prepared and ready to learn • Listen to and follow directions • Keep the classroom clean 	<ul style="list-style-type: none"> • Walk • Remember personal space • Use materials/equipment safely
Cafeteria	<ul style="list-style-type: none"> • Raise hand for help • Use kind words to others • Use indoor voices • Use table manners • Look for quiet signal and share it with others 	<ul style="list-style-type: none"> • Come prepared for lunch/recess • Keep cafeteria clean • Listen and follow adult directions 	<ul style="list-style-type: none"> • Walk safely and quietly • Receive permission before leaving the cafeteria • Use utensils appropriately • Keep hands and feet to self
Playground	<ul style="list-style-type: none"> • Share equipment • Involve everyone • Use kind words to others 	<ul style="list-style-type: none"> • Follow the rules of the playground • Listen to and follow adult directions 	<ul style="list-style-type: none"> • Keep hands and feet to self • Line up quietly with your class • Use equipment properly • Receive permission before leaving the playground • Dress appropriately for weather

Arrival/Dismissal	<ul style="list-style-type: none"> • Enter/Exit building quietly • Use kind words to others 	<ul style="list-style-type: none"> • Listen to and follow adult directions • Be on time and prepared • Head directly to your destination • Pack/Unpack promptly 	<ul style="list-style-type: none"> • Keep pathways clear • Walk on sidewalk when arriving/leaving • Do not walk/run across the parking lot • Cross the parking lot on the crosswalk only • Handle belongings appropriately
Assemblies/ Special Events	<ul style="list-style-type: none"> • Sit on your bottom • Look and listen to presenter • Look for quiet signal and share it with others 	<ul style="list-style-type: none"> • Listen to and follow adult directions • Show appreciation by clapping • Do not leave your seat or jump 	<ul style="list-style-type: none"> • Stay in your assigned place • Maintain personal space
Library	<ul style="list-style-type: none"> • Enter/Exit quietly • Use library materials in a quiet manner • Care for library material properly at all times (in school and at home) 	<ul style="list-style-type: none"> • Be ready to listen • Be prepared to learn • Be cooperative with others • Use a low voice 	<ul style="list-style-type: none"> • Enter the library only if you will be using the library
Computer Lab	<ul style="list-style-type: none"> • Enter/Exit quietly • Use computers properly • Use indoor voices 	<ul style="list-style-type: none"> • Do not download and/or install any software without permission from a teacher or other faculty member • Do not check e-mails or other personal communications • Log off your computer once you are done working 	<ul style="list-style-type: none"> • Do not spin chairs • Sit on your bottom • Stay in your assigned place • Walk

SUSPENSION AND EXPULSION

The following section pertaining to suspension and expulsion has been prepared by the Board of Regents of the Western Prelacy of the Armenian Apostolic Church for implementation in all Prelacy Armenian schools.

It shall be the goal of the Prelacy to provide an environment in the Prelacy schools so that each student has an appropriate opportunity for educational, emotional, and cultural growth within the framework of traditional Armenian values regarding family, religion, nation, morality and virtue to the highest level of his/her potential within a safe and secure climate.

Within that context, the Prelacy has adopted the following discipline policy to be implemented in each school.

I. SUSPENSION is the temporary removal of a student from regular classroom instruction (in-school suspension) or from school.

It is the intent of the Prelacy that suspension be employed only after other means of correction have failed to bring about proper conduct; however, a student may be suspended upon a first offense if the principal or the principal's designee determines that (A) (B) (C) (D) or (E) listed below have been violated or if it is determined that the presence of the student in the school causes danger to persons or property or threatens to disrupt the instructional process.

A student may be suspended for no more than five (5) school days at a time and no more than twenty (20) days in a school year. In the event that a student faces suspension for more than twenty (20) days, he/she may be expelled for failure to profit.

Students may be suspended by the principal or the principal's designee for any of the following offenses:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- D. Unlawfully offered or arranged or negotiated to sell any controlled substance and then sold, delivered, otherwise furnished to any person another substance.
- E. Committed robbery or extortion.
- F. Students also may be suspended and /or expelled from school for the following when (1) other means of correction have failed or (2) when the student's continued presence is likely to be dangerous or disruptive to others.
- G. Caused or attempted to cause damage to school property.
- H. Stole or attempted to steal school property or private property.
- I. Possessed or used tobacco, or any products containing tobacco or nicotine products.
- J. Committed an obscene act or engaged in sexual harassment, habitual profanity or vulgarity.
- K. Unlawfully possessed, offered, arranged, or negotiated to sell or to furnish any drug paraphernalia.
- L. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- M. Knowingly received stolen school property or private property.

Suspension procedure requires:

- A. An informal conference with the student to allow due process.
- B. The student's parent/guardian must be informed before a student is sent home on suspension. A written notice of suspension will be provided.
- C. That students suspended from school are not to be on any school campus or attend any school activities during the duration of the suspension.
- D. That parents or guardians respond to the school's request for a conference prior to student's return to school.

II. EXPULSION is the removal of a student from a Prelacy school by an Expulsion Panel (see Expulsion Process). Students can only be expelled for those reasons for which they can also be suspended. These include, but are not limited to:

- A. Causing serious physical injury to another person except in self defense.

- B. Possessions of any firearm, knife, explosive or other dangerous objects of no reasonable use to the student at school or at a school activity off school grounds.
- C. Unlawful sale of any controlled substance.
- D. Robbery or extortion.
- E. Excessive or habitual disciplinary problems.

Expulsion procedure requires that:

- A. Students be suspended pending expulsion and parent/guardian must be notified
- B. The principal completes the form for expulsion which includes reason(s) for expulsion and supporting history of student discipline. Copy shall be sent to parent/ guardian
- C. Parent/guardian be provided due process prior to the implementation of expulsion
- D. The recommendation for expulsion be made to an Expulsion Panel as specified under “Expulsion Process” by the principal or the principal’s designee within 10 school days of the first day of suspension
- E. The Expulsion Panel may extend the suspension period, if necessary, for implementation of due process. Such extension must be made by written notification to the parent/guardian
- F. Appeals of an expulsion may be made to the Board of Regents within five (5) school days.
- G. Expelled student cannot be admitted to any other Prelacy School. Student seeking readmission to Prelacy schools must wait one year from the date of expulsion and present record for review.
- H. A copy of the Expulsion documents will be forwarded to the Executive Secretary of the Prelacy Education Council
- I. All data, conferences, etc., be documented in written form

Expulsion process:

An expulsion panel consisting of two members of the local school education committee (as determined by the committee), two members of the Education Council, and an administrator (or designee) from a Prelacy school other than the one attended by the student recommended for expulsion, shall hear the facts of the case as presented by the principal, the student, and/or the parents. The expulsion panel, after a review of its findings, will recommend action to the School Administration. If the recommendation of the panel is appealed, such appeal will be heard by a panel consisting of three members appointed by the Board of Regents. The decision of this panel will be final.

TRANSFER POLICY

A student transferring from one Prelacy school to another Prelacy school:

- A. Will not be required to pay a second registration fee
- B. Will forfeit all registration fees when withdrawing from a Prelacy school into another school system
- C. Will be refunded any prepaid tuition balance

- D. A student may not be accepted into a Prelacy school if there is an outstanding financial obligation from their transfer Prelacy school until such debt is cleared.
- E. If an agreement between transfer schools and the transfer family can be made with regard to repayment of the incurred debt, the student may proceed with the transfer.

Receipt of Parent/Student Handbook Acknowledgement

Note: We ask that parents review the handbook, sign and return the portion below to the school office **by August 25, 2017.**

I, the undersigned, have received and had the opportunity to review this student/parent handbook and fully understand my responsibility to abide by the policies set forth in this handbook.

Ծնողքի Անուն /Parent Name

Date

Ծնողքի Ստորագրություն /Parent Signature

Date

Աշակերտի Անուն /Student Name

Grade

Date

Աշակերտի Անուն /Student Name

Grade

Date

Աշակերտի Անուն /Student Name

Grade

Date