

ST. GREGORY ARMENIAN CHURCH
**ALFRED AND MARGUERITE HOVSEPIAN
SCHOOL**

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**PARENT AND STUDENT
HANDBOOK**

2015 - 2016

St. Gregory A. & M. Hovsepian Armenian School
Expected School wide Learning Results

The ESLRs: Upon completion of middle school each student will be...

- A. A PRODUCTIVE INDIVIDUAL IN THE COMMUNITY who**
1. Demonstrates skills needed for involvement in the community
 2. Identifies, analyses and solves problems
 3. Implements appropriate solutions within a group
 4. Uses personal communication skills to promote friendliness and politeness
- B. A CULTURALLY EMPOWERED PERSON who**
1. Respects collective Armenian cultural tradition, heritage and language
 2. Respects and appreciates cultural diversity
 3. Recognizes and affirms the dignity and worth of every individual
- C. AN ARMENIAN CHURCH DESCIPLE who**
1. Is faithful to the teachings of Christ
 2. Has learned the Orthodox traditions of the church
 3. Participates in the sacraments of the Armenian church
- D. AN EFFECTIVE AND INFORMED CITIZEN who**
1. Receives, interprets and responds to different viewpoints
 2. Contributes to and models democratic values
 3. Selects an ethical course of action when presented with choices
 4. Practices environmental responsibility
- E. A MULTIFACETED LEARNER who**
1. Thinks, speaks, reads and writes competently and effectively
 2. Is able to work individually or as part of a group
 3. Acquires new skills and applies new knowledge
 4. Uses time management techniques
 5. Recognizes, values and utilizes technology
 6. Works to meet his/her grade level competencies

St. Gregory Alfred & Marguerite Hovsepian School

Philosophy

We believe that all students have a natural desire to learn. With this in mind we provide our students with the academic, spiritual, and emotional tools needed to motivate learning and personal growth in a caring environment where all children are valued, respected, and encouraged to be good "Armenian Christians" which includes the responsibility of being an active, caring, and contributing member of the community.

Objectives

In accordance with our school's philosophy, we strive to move beyond the requirements of the California State framework; develop critical thinking and problem-solving skills; develop a cooperative relationship within the school, church and community; foster a sense of respect for one's own culture and heritage as well as those of others, and to teach tolerance and respect toward the opinions and views of others.

I. INTRODUCTION

Overview

This handbook has been prepared to acquaint students and their parents with school policies and procedures. These are presented in handbook form for ready reference and to enhance communication between the students, parents, and the school.

The regulations described in these pages have been established as means for assuring an efficient yet nurturing atmosphere in which children can be motivated to learn effectively and happily, and to grow physically, mentally, socially, and spiritually toward achieving fulfilling, productive roles as adults. The school seeks cooperative measures to develop consistent standards and goals by which home and school will reinforce each other in giving each child firm support and encouragement toward attaining the maximum individual potential.

School's History and Philosophy

Founded in 1984, St. Gregory Alfred and Marguerite Hovsepian School operates under the auspices of St. Gregory Armenian Apostolic Church, a parish of the Western Diocese. The school is dedicated to serving the Armenian community; its goal is to provide quality education by facilitating educational access and academic excellence through updated systems and modern facilities.

The school encourages Armenian families, especially those residing in the vicinity of the City of Pasadena, to be active in collaborative community service, and it empowers its constituents to become good Christians, responsible citizens, and conscientious Americans while preserving their Armenian heritage.

St. Gregory Alfred and Marguerite Hovsepian School, under the direction of its Board of Directors, strives to maintain the rising academic standard it has achieved thus far, and to be more competitive with the existing educational institutions in the years to come.

Accreditation

St. Gregory A. & M. Hovsepian School is fully accredited by the Western Association of Schools and Colleges (WASC) until 2020.

II. ENTRANCE PROCEDURES

Admission - Registration

St. Gregory A. & M. Hovsepian School is open to all who endorse its objectives, programs, and policies. Procedures for registration are as follows:

Children who will reach the age of 18 months, 24 months, three, four or five years by September 1st of the academic year may be admitted to Toddler, Preschool 2, Preschool 3, Pre-Kindergarten or Kindergarten respectively, in August 1st of the same year.

At the time of registration the following documents are to be presented:

- Registration Application forms, completed and signed
- Copy of Birth Certificate
- Two passport size photos
- Immunization Record
- Medical Consent form for emergencies
- Copy of the report card & a copy of CTBS or Stanford Achievement Test (children entering First grade and up)
- Registration Fee of \$525.00 (non-refundable)
- Entrance/placement test for new students

III. FINANCIAL POLICIES

The following regulations assure the smooth financial operation of the school:

- Registration fee must be paid at the time of enrollment.
- Annual tuition fee for Preschool and Kindergarten is \$6,950.00 per year (includes breakfast, lunch and snack).
- Annual tuition fee for 1st through 8th grade is \$5,950.00 per year
- FFP
- (Family Participation Program) fee of \$200 per family. Refundable after completion of 20 hours
- Tuition can be paid in one or ten installments.
- Tuition fees are payable on the first of each month
- Parents/guardians are responsible to fulfill financial obligations. By signing this document, parents/guardians agree to pay full annual tuition and other financial dues for the current school year by May 10, 2016.

The office will email all parents to remind them of payments due. An automatic \$20 service charge is added if payment is not received after a grace period of ten days.

In special situations, alternative arrangements may be considered after a written statement of explanation by parents has been made.

Parents who, for any reason, decide to withdraw a child from the school during the academic year must notify the school office at least one month in advance of the removal. Otherwise, parents will be liable for the next month's tuition. No refunds or deductions are allowed for holidays or other absences.

- In case of check returned for insufficient funds, there will be a charge of \$20.00.
- Discounts of \$30, and \$100 are given to the second and third child respectively from the same family.
- The school offers limited special aid for students who need financial assistance. Every February, parents requesting financial aid must fill out the appropriate form for the following school year. Parents must bring a copy of their completed tax forms, after which the Financial Committee will consider each case individually and a determination made in accordance with guidelines established by the school board. Applying for aid does not guarantee aid. Every effort will be made to help students who are in need of financial

assistance.

- Students receiving financial aid must maintain a minimum “C” average each grading period to qualify for the continuance of aid. Failure to do so will result in the termination of financial aid.
- Parents receiving financial aid for their children are required to contribute 40 hours on various school projects. The school office will inform the parents about the kind of work that is expected to be completed.

IV. SCHOOL SCHEDULE

1. Parent Drop-Off and Pick-Up

- Parents bringing their K-8th grade children to school in the morning must use the school's upper parking area for drop-off between 7:30 and 7:55 a.m. First bell rings at 8:00 a.m. **The** tardy bell rings at 8:10 a.m.
- All Preschool parents should park their cars in the lower parking lot and walk their child/children to the classroom to sign in.
- If a parent has a child in Preschool and another in upper grades (K-8th grades), s/he should park in the lower parking lot.
- Parents are not allowed to go to the second floor classrooms without getting the proper clearance. Clearance must be obtained from the school office.
- Supervision of students on the school campus begins at 7:30 a.m. and ends at 3:30 p.m., except for students enrolled in an after school activity. Supervisor of the after school activities will indicate the pick up time accordingly.
- Parents of students who are not in after school activity will be charged \$5.00 for every 15 minutes after 3:20 p.m.

2. Parking

For safety reasons we ask parents to follow the following guidelines:

- Always drive slowly and carefully.
- All parents must have their security key cards with them at all times.
- Parents of Pre-School students should sign them in and sign out every day.
- Do not park in “Reserved” parking spaces. Handicapped parking space is for cars with handicapped permit only.
- Follow the instructions of the security/traffic guard.

3. Morning Assemblies

Students assemble every morning from 8:00a.m.-8:10 a.m. in Calusdian-Dunaians Hall for prayer, recitation of the American and Armenian pledges, and special announcements.

4. Attendance (Absence and Tardiness)

- Regular school hours are from 8:00 a.m. to 3:10 p.m. Punctuality is important. A child who

arrives late disrupts the entire class.

- Any absences for personal reason other than illness must be cleared in advance through the administration office. Written consent must be issued by the office and a copy given to the classroom teacher. Such absences are discouraged, especially for students with poor grades.
- Students arriving after 8:10 a.m. are considered tardy.
- Five first period tardies in one semester will result in a 5% deduction from the student's quarter grade. Ten first morning tardies in one semester will result in a 10% deduction. Reminder: Being tardy after recess, lunch, lab, or P.E. will also have similar affect as aforementioned.

5. Illness

Students who show symptoms of illness must stay home for their own best interests and for the safety of others. As soon as a student is diagnosed as having a communicable disease, parents should notify the school office. A written report from the doctor is required before the student can be re-admitted when the student has been absent for more than two days. When students need medication during school hours, parents are asked to sign a medical release form for this purpose. All medications will be kept and administered in the office. The medicine must be in its original container and labeled with the student's name, dosage, and schedule of intake.

Students who become ill at school will report to the office until parents can be reached to take them home. School office will not provide over-the-counter medications. However, emergency care will be given as authorized on the medical forms signed by parents at registration.

6. Make Up Work

In case of an excused absence, makeup work must be arranged as soon as possible with the subject teacher. Unexcused (i.e. family vacation, suspensions, etc.) absences do not qualify for makeup work.

7. Extended Day Care

For \$130.00 per student per month, the school provides extended Day Care for students in Pre-School through elementary grades, from 3:30 to 5:30 p.m. Parents who wish to arrange for extended day care for their children should contact the office for details. Fees are to be paid monthly in advance.

8. Snacks and Lunch

Snack Recess is from 9:40AM-10:00AM for K-8 grades. Lunch Recess for grades 5th-8th is at 11:35AM-12:20PM. Lunch Recess for grades K-4th is at 12:20PM-1:05PM Parents are asked to provide a balanced, nutritional lunch. Soft drinks are not allowed.

The school offers snacks for sale for 1-8 grade students. Daily lunch is also available for \$4.00 per student. Parents can also purchase booklets for 20 lunches for \$80.00 from the school office.

9. Homework and Assignment Book

Every day 1st-8th grade students are given homework. Parents are expected to supervise their children's homework. Weekly assignment sheets will be sent home every Friday via Gradelink for the following school week. Parents without access to the Internet may request a hard copy of the assignment sheet from the homeroom teacher.

V. CURRICULUM

The school bases its curriculum on the California State framework. Armenian Language and Religion curriculum has incorporated aspects of the California State framework.

A weekly schedule of classes will be available for the students and the parents in the beginning of the school year.

VI. TEXTBOOKS

Parents are asked to pay \$145.00 textbook fee for each student. This entitles all English and Armenian language textbooks and workbooks. Students are expected to exercise reasonable care in their use. If books are damaged, parents will be charged for replacement. Textbooks should have protective covers during the first week of school in August.

VII. PROGRESS REPORTS AND REPORT CARDS

A student with C- average or lower in any particular class will receive a progress report in the middle of each quarter. All students will receive report cards at the end of each quarter. Report cards will be posted on Gradelink after end of each quarter.

VIII. EMERGENCY DRILLS & EARTHQUAKE SURVIVAL KITS

The school board has made it mandatory for each student to have an earthquake survival kit, which includes food and water for three days, first aid items and a survival blanket. The survival kit will be kept in the student's classroom until the last day of the school year.

Emergency Drills:

In case of an emergency, classes leave the building using appropriate routes. Line up and leave the room in an orderly fashion. Windows should be closed during a fire. Lights should be turned off. Students must proceed to the basketball court quietly. Line up at the playground at the designated area.

- 1A, 1B, & 4th grade classes evacuate the building using the staircase near the elevator.
- Grades K, 2nd, 3rd, Science Lab, & Computer Lab evacuate the building from the North side emergency exit.

- Middle School (Armenian, English, Math, & Social Studies classes) evacuate the building using staircase near the main entrance.
- Parents should prepare an emergency kit for his or her child and bring the kit to class as soon as possible.

IX. INSURANCE

In case of any kind of accident or injury, the student shall be covered by the primary insurance of his/her parent(s). The school has a secondary insurance, which can only be claimed by those students who do not have Medi-Cal or any form of insurance.

X. AWARDS

Awards / Rewards / Grading System

1. ABRIS Cards will be award to students with noticeable positive conduct or gesture. Once a month, at a random name drawing ceremony, 3 students from K-4th & 3 students from 5th-8th will be picked to accompany a couple of teachers to lunch.
2. All honor roll students will be treated to an annual Cultural or Sports activity.
3. End of the Year Awards will take place within the classrooms.
 - **Principal's Award:** Awarded at the end of the school year to 5th-8th grade students with the highest GPA and citizenship.
 - **Academic Achievement Award:** Awarded at the end of the school year to those students who have achieved an average of 3.5-4.0 GPA at the end of four quarters.
 - **Armenian Award:** Awarded at the end of the school year to those students who have achieved 90% or above in Armenian at the end of four quarters.
 - **Citizenship Award:** Awarded at the end of the school year to those students who have received an average of "Excellent" citizenship marks in all subjects.
 - **Most Improved Award:** Awarded to those students that show significant academic improvements. They have to have at least a full point (approximately 1.00) improvement in GPA from one quarter to the next.
 - **Principal Believes in You Award:** Awarded at the end of the school year to those students from 1st through 5th grade that need the encouraging boost from the Principal.
4. All 1st-8th grade parents have access to Gradelink, a WEB-BASED communication program that provides updates on grades, Weekly Assignment Sheets (WAS), and electronic updates. This program cultivates an improved culture of proactive parents, faculty, and administration.

1st -8th Letter Grades & Percentage:

A = 94-100 B+ = 87-89 C+ = 77-79 D+ = 67-69 F = 59

A- = 90-93 B = 84-86 C = 74-76 D = 64-66
B- = 80-83 C- = 70-73 D- = 60-63

XI. EXTRA CURRICULAR ACTIVITIES

1. Back-to-School Night

In late August, parents of children enrolled in the school are invited to attend the “Back-to-School Night.” In the Geragos Hall, the Principal will update parents about the expectations and the goals set by the Board, Administration and Faculty. This type of communication is essential for the growth of the educational community; therefore, attendance of all parents is mandatory. Classrooms will be open to parents. Teachers will discuss curriculum, textbooks, teaching techniques and special requirements.

2. Conferences

At the end of the first and third quarters, parents are invited to discuss their children’s report card, view their work, and meet with their teachers. All parents are obligated to attend. Each teacher designates a weekly conference time for parent consultations. These may be initiated by the parent or the teacher to discuss the student's progress. Requests should be channeled through the school office. If the need arises, conferences may be scheduled for any day. Conferences with the principal may also be scheduled through the office.

3. Parent Observation

The administration office gives the parents the opportunity to observe their children in a classroom setting during school hours. Arrangements for these observations should be made through the principal.

4. Parent-Teacher Organization (P.T.O.) & Fathers’ Club

Both the P.T.O. and the Fathers’ Club are supporting branches of the St. Gregory Hovsepian School, and as such, are subject to the authority of the school board. Membership is open to all parents and staff members. The main objective of these organizations is to support the many phases of school life, such as to promote the welfare of the students in the home and school, to assist the school administration and the school board in the fund raising activities to meet the budget, and volunteer support whenever needed. Parents are strongly encouraged to participate in these organizations.

5. Field Trips

Four or more times a year, educational field trips will be arranged for students. These trips are part of the curriculum; thus, it is mandatory for students to participate. Transportation may be arranged through chartered buses or by volunteer parents. If buses are used, a charge may be made. Parents who drive must be licensed and adequately insured. A copy of the driver's license and insurance policy must be given to the office. Parents are asked to share supervision duties; therefore, they may not bring younger children along. Permission slips signed by parents are required for all

children participating in field trips.

6. Birthday Parties

The safety of our children is of utmost importance and unfortunately food treats are not an option for birthdays including teacher birthdays.

We have many students with a wide range of severe, life threatening allergies to various nuts, milk products, wheat, soy, strawberries, kiwi, and much more. Although we are very diligent about monitoring the treats that come into the office, it is exceedingly difficult to verify the ingredients in every food product that is brought to school. Children have had *life threatening allergic reactions at school* to food products that have been brought to school to share on special occasions.

As a school community, we would like to restructure the celebration of birthdays and honor your child's special day in a different way. We have provided the list below as other choices for honoring your children on their special day:

- Donate a book to the school library or classroom in honor of your child's birthday with his/her name inside.
- Have your child bring their favorite book to share and the teacher or child will read it to the class.
- Donate a ball, hula-hoop, or a jump rope (new or used) to the classroom for recess.
- Provide each student in class with a colorful pencil, stickers or eraser.
- Choose favorite song or musical piece to sing or play for the class.

We appreciate your support and understanding as we continue to reflect on how to provide all students with a safe and healthy environment.

7. Solicitations

Prior clearance is needed from the administration office for any kind of solicitation.

8. Memos and E-mails

Monthly invoices and E-mails containing information regarding your account and various activities will be sent home regularly.

9. School Calendar

Academic Calendar for the school year and the monthly calendar is posted on the School's website. Parents should follow all the activities taking place in that particular month, such as lunch schedules, holidays, etc. Hard copies of the calendars can be obtained from the school office.

10. Publications

Illumination is the official school journal written and published both in English and Armenian by our students. Students are encouraged to contribute articles for publication.

XII. DRESS CODE

Students are expected to wear the official school uniform every morning when they come to school. The only exception to this rule is on free dress days. Prior notice of such days will be sent home. Parents are advised to purchase at least two sets of uniforms so that when one is dirty, the other may be worn. **Note:** Girls are not allowed to wear make up or nail polish.

Uniforms

4. The complete Hovsepian School uniform should be worn by K-8 **boys** at all times by adhering to the following guidelines:
 - Wear navy pants or shorts at waistlines. Wear white polo shirt with school logo
 - Wear school-appropriate black or navy belts if their pants have the tendency to sag.
 - Undershirts must be white and must be tucked in.

5. The complete Hovsepian School uniform should be worn by the **girls** at all times by adhering to the following guidelines:
 - Wear plaid skirts with white polo shirts. Pants substitutions are not allowed.
 - Undershirt should be white.
 - On cold days, wear optional solid navy or white leggings under their skirts.
 - Do not wear makeup or nail polish.
 - Skirt must be appropriate in length. Shorts are recommended underneath the skirt.
 - Bracelets and dangling earrings are prohibited. Necklaces should be worn under the school uniform.

6. Both **boys** and **girls** must adhere to the following uniforms rules:
 - On cold or rainy days, only school's hooded sweatshirts or windbreakers are allowed. Optional white or navy long-sleeved turtlenecks or thermals are allowed underneath the sweatshirts.
 - Socks must be **solid** navy blue or white.
 - Always write your name with a marker on the tag of your sweatshirts, skirts, pants, shorts, P.E. T-shirts and polo shirts.
 - Spray deodorants are not allowed in the school.
 - For P.E.: Wear navy school shorts and orange P.E. T-shirt with school logo. On cold days wear navy sweatpants with school logo for girls and boys.

Consequences for not Wearing Complete Uniform

- After three warnings to the student/parent by the homeroom teacher, the administration will contact the parents to resolve the uniform issue.

XIII. DISCIPLINE POLICIES

St. Gregory A. & M. Hovsepien School considers discipline an opportunity to train a student in a socially desirable behavior pattern. Home and school together strive to promote the child's optimum development.

Guidelines and Protocols followed by the school:

- Provide an atmosphere conducive to good behavior.
- Explain rules of behavior clearly and be consistent in enforcing them.
- Provide good adult role models.
- Expect good behavior and reinforce the student's self-confidence to meet these expectations.
- When a student misbehaves:
 - a. Approach the child with firmness but with care and understanding.
 - b. Show concern, not contempt.
 - c. Find the reason for the misbehavior and ways to help the student to improve.
 - d. Encourage and communicate with parents to work together in order to find ways and solutions to help the student.
 - e. Request the assistance of the school principal or a disciplinarian if further assistance is needed.

A. General Rules

- Students are required to wear the official school uniform every day. Students who do not adhere to the dress code will be sent to the office to purchase a new uniform after the first warning. The disciplinarian will notify the parents in writing. The written notice must be signed and returned to school the next day.
- Neatly trimmed and well groomed hair is expected at all times. Hair should not be spiked or colored.
- As a safety measure the wearing of jewelry is strictly forbidden. The school is not responsible for lost jewelry.
- Chewing gum is absolutely forbidden at all times.
- Students are not allowed to carry cell phones, handheld video games, CD players, iPods, and unsuitable magazines in the school. These items will be confiscated if brought to school.
- Textbooks or library books that are lost or damaged by a student must immediately be paid for before a new book is issued.
- Assertive behavior is unacceptable.
- Damage to school property may require reimbursement for repair or replacement. This includes writing in textbooks or defacing school property (desks, chairs, etc.). Final report cards will be held until appropriate compensation has been made.

B. Yard Rules

- Line up immediately when the bell rings.
- Walk quietly in hallways and stairways.
- Keep the schoolyard clean. Place the trash in the trashcans.
- Stay or play only on the assigned playground areas. Never go to the area where cars are

parked. Only Pre-School and Kindergarten can use the Pre-School playground.

- Going back to the classrooms is not allowed during snack and lunch recess, unless permitted by the teacher.
- Be kind with your words and actions. Be respectful.
- Never leave the school campus without permission.
- Fighting is not allowed in the school any time.
- Taking good care of our school is important.

C. Lunch Area Rules

- Students enter cafeteria quietly and sit at designated benches.
- Speak in a quiet voice.
- Remain seated until you are excused. Students will only be excused if everyone at their table is finished, and all trash is picked up and thrown away.
- Keep hands, feet, personal objects to yourself.

D. Elementary Grades Discipline Policy

We have adopted Lee Canter's "Assertive Discipline" system. This system is research based and proven effective for insuring the best educational environment. After being warned, each additional misbehavior will result in a circle on the Behavior Tracking Sheet. At the third circle in a day, the student will write a letter home stating the reason for his/her misbehavior. This letter **must** be signed by a parent and returned to class the following morning. If the letter is not returned the following morning, the student will not be admitted to class until a parent is notified. Also, the student will receive a second letter and detention. The fifth circle in a day will result in after school detention for one hour.

- 3 days in a week, with 2 circles each, will result in a letter home
- 2 letters in a quarter will result in after school detention
- Detention will be served the following day

E. Middle School Discipline Policy

In Middle School, administration believes in open communication between teachers and students. Every teacher and student should feel valued and respected. We also believe in rewarding students who honor and respect not only teachers but the community and rules as well.

- 1. Teachers will expect students to honor the following school rules:**
 - a. To avoid disruptive talking
 - b. To avoid disturbing the lesson
 - c. To avoid chewing gum on campus
 - d. To be in uniform at all times
 - e. To walk in hallways and to speak quietly during preschool nap time
 - f. To honor the no cell phones policy
- 2. Administration will suspend students for the following violations:**
 - a. To hurt others physically or verbally

- b. To damaging school property
- c. To disrespecting teacher and/or peers
- d. To horseplay in restroom
- e. To play fighting with peers
- f. To record or photograph anything without permission via electronic devices or smart phones on school premise or school sponsored field trips

Middle School students will be rewarded each month by taking part in a field trip. If any of the aforementioned rules are violated, students will serve in-school or at-home suspension and lose the opportunity to attend the field trip. Student, parent, teacher, counselor, and Principal will meet to help the student modify his/her behavior. If a student serves 3 in-school or at-home suspension within a school year, the Administration reserves the right to expel a student after the approval of the school board.

F. Administrative Intervention Policy

If the principal finds it appropriate, he may advise parents:

- To seek a medical appraisal.
- To transfer the student to a school equipped to give necessary special help.
- To understand that the student may be detained or suspended from school for a specific length of time for them to find other ways to improve the student's behavior.

Student Statement

I acknowledge receipt of my copy of the Parent-Student Handbook. I have read and understood its contents, including school policies and rules governing my conduct as a student. I agree to abide by these policies and rules while attending St. Gregory's Hovsepian School and understand the consequences if I do not.

Student Name _____

Student Signature _____ Date _____

Parent or Guardian Statement

As a parent or guardian of the student, I acknowledge receipt of the Parent-Student Handbook via email. I have read and understood its contents, including school policies and rules governing my child's conduct in the school. I agree that my child will abide by these policies and rules while attending St. Gregory's Hovsepian School and understand the consequences if he/she does not.

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____