



## **Armenian Sisters' Academy**

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Accredited by  
Western Association of Schools & Colleges (WASC)

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**PARENT and STUDENT HANDBOOK  
&  
DISCIPLINE POLICY HANDBOOK**

**Grades 1 – 8**

# TABLE OF CONTENTS

Armenian Sisters' and Armenian Sisters' Academy History	3
Mission, Vision and Statement of Philosophy	4
ESLRs	5
School Schedule and Office Hours	6
Attendance and Uniform Policy	7-8
Cell Phone Policy	8
Special School Days and Property	9
Disaster Preparedness	9-10
Student Responsibilities	10-11
Office and General School Policies	12
Medical and Health	13
Grades and Awards	13
Sports and Miscellaneous	14
Parent Cooperation	14-15
Discipline and Detention Policy	16-18
Amendments and Changes	19
Handbook Acknowledgment Form	

# **ARMENIAN SISTERS OF THE IMMACULATE CONCEPTION HISTORY and ARMENIAN SISTERS' ACADEMY HISTORY**

## **Armenian Sisters of the Immaculate Conception History**

In 1843, the first Armenian Cardinal, Father Andon Peter IX Hassounian saw his community's need for a monastic congregation of consecrated women who were dedicated to the education of the Armenian youth. Miss Serpouhi Hadji-Andonian was a devout Christian who had decided to retreat to a cloistered convent in Italy. Upon learning of Miss Hadji-Andonian's decision, Father Hassounian urged her to remain in Istanbul. Humble and obedient, she complied. Thus, the Co-Foundress of the Congregation, Serpouhi Hadji-Andonian, in collaboration with the Founding Father, began the educative mission of the Order in 1843 with twelve students in Istanbul. The sisters' congregation was canonically established in 1847.

During the 1915 Genocide, the Ottoman Turks killed fifteen of the Order's nuns. Many of the Order's sisters, with hundreds of Armenian orphans, fled to Italy and found refuge in Pope Pius X and successor Pope Benedict XV's summer palace of Castel Gandolfo. The Mother House relocated its headquarters to Rome, Italy, in 1922, where it remains to this date.

## **Armenian Sisters' Academy of Los Angeles History**

The Armenian Sisters' Academy, located in Montrose, California, was founded in 1985 by Sister Hripsime Chiftelian and Sister Aida Alajian, and is one of two schools in the United States that are operated by the order of the Armenian Sisters of the Immaculate Conception. The other school is located in Radnor, Pennsylvania (established in 1967).

The first school principal of the Los Angeles school was Sr. Hripsime Chiftelian, who remained in this position from 1985-1995. She was followed by Sr. Alphonssa Bedrossian, who served as principal from 1995-1999, Sr. Yevtoksia Keshishian from 1999-2003, and finally the current principal, Sr. Lucia Al-Haik, who has been principal since 2003.

Founded specifically for the teaching apostolate, and to help preserve and perpetuate their ethnic identity, the Armenian Sisters have never abandoned their original commitment. Thanks to the Sisters' strong faith and vigor, the Armenian child in America learns the religion, language, history and cultural traditions of his/her forefathers and is being formed in the faith of his/her ancestors.

# **MISSION, VISION and PHILOSOPHY STATEMENTS**

## **Armenian Sisters' Academy Mission Statement**

We, at the Armenian Sisters' Academy, are dedicated to the development of the total child, spiritually, intellectually, personally, emotionally and socially.

## **Armenian Sisters' Academy Vision Statement**

Guided by our Catholicism, we expand the students' understanding of ethnicity and its place in a greater cultural context, while fostering their love of learning and commitment to faith.

## **Armenian Sisters' Academy Statement of Philosophy**

The Armenian Sisters' Academy's is a Pre-K thru 8th grade private Catholic school that provides its students a morality-based, quality education. We believe that every child is unique and valuable because each child comes from God and has an eternal destiny. We are dedicated to the development of the total child, spiritually, intellectually, personally, emotionally, and socially. To implement this philosophy, the ESLRs embody the goals that the Armenian Sisters' Academy strives to achieve.

## ESLRs

The Armenian Sisters' Academy strives to prepare students who will achieve the following at appropriate grade levels:

- **Spiritually**, students will:
  - o know and understand the Ten Commandments and Sacraments.
  - o know and understand the basic teachings and the catechism.
  - o know the religious celebrations of the Armenian Church and Armenian liturgical calendar.
  - o know and understand the basic prayers, hymns and traditions of the Armenian Church.
  - o attend and participate in the monthly Holy Mass.
  
- **Academically**, students will:
  - o have a strong foundation in core subjects.
  - o know and use Information Technology (IT).
  - o apply critical thinking skills and problem solving abilities to all subjects and to everyday life.
  
- **Physically**, students will be able to:
  - o understand basic health, fitness, nutrition and hygiene.
  - o demonstrate good sportsmanship.
  
- **Artistically**, will:
  - o Learn different types/genres of music, art, theater and dance.
  - o Demonstrate their artistic skills through art displays and performances.
  
- **Socially**, students will:
  - o be disciplined, responsible and courteous members of the classroom, school and community.
  - o actively participants in the school and the community extracurricular activities and volunteer work.
  - o develop an awareness of their surroundings and their environmental.
  
- **Culturally**, students will:
  - o be able to speak, read and write in Armenian.
  - o be fluent in Armenian history.
  - o practice and preserve the Armenian culture and heritage.
  - o respect different cultures and diversity.

# SCHOOL SCHEDULE, OFFICE HOURS, DROP-OFF/PICK-UP and AFTER SCHOOL CARE

## DAILY SCHEDULE: FIRST-EIGHTH GRADES

Students are to arrive at school no later than 8:00 a.m. The first bell rings at 8:00 a.m. Students in 1st through 8th grades are to report to the school auditorium/cafe-teria for morning prayers and general announcements. Students may enroll in After School Child Care from 3:15 to 5:30 p.m. for an additional fee.

## SCHOOL OFFICE HOURS

School office hours are from 8:00 a.m. to 3:00 p.m. All calls regarding school matters should be made during these hours. Telephonic messages on school's voicemail are checked every morning.

## DROP-OFF AND PICK-UP REGULATIONS

Parents should refrain from accompanying their children to the classrooms. Parents may help their child(ren) with their backpacks down the steps only. During dismissal, parents should remain upstairs (in the upper field) and wait for their children whose names will be announced on the Public Announcement (PA) system.

For student related matters, i.e. early dismissal, forgotten lunches, early pick-ups, etc..., parents should see the office receptionist, and should not enter classrooms.

Use of the Florencita gate for dropping-off or picking-up students is strictly forbid-den. Parents may only use the Mira Vista gate, which will be open until 9:00 a.m. and after 2:30 p.m. Should parents need to visit the school between 9:00 a.m. and 2:30 p.m., they may use the Florencita gate.

Students, not enrolled in **After School Care**, must be picked up from school no later than 3:15 p.m. Students who are not picked up before 3:15 p.m. will be unsupervised. If parents wish to send them to **After School Care**, they need to call the office, and an additional fee is applied. When students need to be picked up other than those in-dicated on their application, a written permission note must be sent from the parents to the office in the morning.

## AFTER-SCHOOL CARE

**The After-School Care Program** is open to all ASA children. The after-school pro-gram runs from 3:15 to 5:30 p.m. every day that school is in session, except **Noon Dismissal days**. The program provides a safe and caring environment where chil-dren are encouraged to do their homework, have playtime, work on crafts and activi-ties, and enjoy snacks.

Registration for the **After School Care Program** takes place the first week of school in the school office, and requires an additional fee. Additionally, if students are picked up later than 5:30pm, there will be an additional pick-up fee. *Please note that there is no guarantee that students will have monitoring on campus after 6pm.*

# ATTENDANCE

## Absences

In order to comply with the provisions of California law regarding compulsory attendance, a child must attend each day unless excused for a legitimate reason. Each child is expected to be at school between 7:50 a.m. and 8:00 a.m. and remain in school until dismissal time. Absences are recorded on the child's permanent record and may affect acceptance or entrance into high school.

1. Attendance each day is essential for satisfactory learning and grades. Students who are not present by 8:00 a.m. for morning exercises will be marked tardy.
2. Parents are to call the school no later than 9:00 a.m. when a child is unable to attend to state the reason and the expected length of absence.
3. In case of a serious illness or infectious disease, a physician's certificate of good health should be submitted to the office before readmission to class. A note from the doctor is required when the student has been absent for two or more days.
4. Students are required to attend recess and all physical education classes. A parent or physician's note describing the reason for excusing the child from such activities will be honored.
5. Parents are discouraged from scheduling medical and dental appointments during school hours. In case of an emergency, however, a parent/guardian must first report to the office and sign a release form before taking out a student. If possible, one day's notice of such an absence would be appreciated.
  - a. Upon returning to school, the teacher should be given a certification from the doctor's office confirming the appointment time.
6. Children who are absent from school are expected to complete missed class work and homework. If a student is absent on a test day he/she will take the test the first day back to school.

## Tardiness (per trimester)

- 1-2 Tardies = Verbal Warning
- 3 Tardies = Written warning sent to parents
- 4-6 Tardies = Lunch detention
- 7 Tardies = After school detention and call to parents
- 8 Tardies = Conference with parents and after school detention
- 9 Tardies = One day in-school suspension
- 10 Tardies = One day in-home suspension

## UNIFORM/DRESS CODE POLICIES

### Uniform Policy

*First through Fifth Grades:*

- Boys: White polo shirt, navy blue pants, belt, black or white socks, and black shoes.
- Girls: White polo shirt, school jumper, white or navy blue knee-high socks, and black shoes.

*Sixth through Eighth Grades:*

- Boys: White polo shirt, navy blue pants, black or white socks, and black shoes. Shirts should be tucked-in at all times.
- Girls: White polo shirt, navy blue skirts, knee-high white or navy blue knee-high socks, and black shoes. Shirts should be tucked-in, at all times.

## **Dress Code and Grooming**

Each student is expected to come to school in complete uniform, neat, and clean. Nail polish, as well as make-up, is never allowed. Hair should be properly groomed for both boys and girls. Boys' hair length and style should be no longer than the top of the shirt collar. Boys are not allowed to use or wear hair gel, nor are they allowed to cut their hair outside of traditional styles. All students must have short and clean nails, and hair-dyeing is forbidden. No tattoos are allowed. No hats of any type, bandanas, sweatbands or beanies are to be worn on campus. Sunglasses may not be worn at any time. The hoods of jackets and sweatshirts must not cover the head when the student is in class.

## **Physical Education Day**

Students may wear white or black tennis-shoes along with their PE uniforms on PE days. Unless wearing their grey colored sweat-shirts and navy blue sweat-pants, girls are required to keep their jumpers atop their blue shirts and navy-blue shorts at all times and remove them only during PE. On Holy Mass days, boys should wear their long navy blue pants and bring their shorts to school. Leggings are not part of the school uniform therefore should not be worn.

## **Jewelry**

Jewelry of any kind, including rings, bracelets and necklaces, is not allowed. Girls may wear small stud earrings.

## **Free Dress Days**

On occasion, students will be allowed a Free Dress day. Each student is expected to dress appropriately and those who choose to disregard the rules will have a parent/guardian called to bring a change of clothes. Rules regarding jewelry and grooming apply to free dress days. The parameters for Free Dress day are as follows:

- Skirts may not be shorter than three (3) inches above the bend on the back of the knee.
- Pants should not drag on the floor.
- Clothing should not bear inappropriate messages or writings.
- All pants and tops should be appropriately loose.
- Midriffs may not show.
- Make-up may not be worn.
- Hip-huggers may not be worn.
- Regular, closed-toe shoes are required with socks.

## **CELL PHONE, ELECTRONIC and INTERNET POLICIES**

### **Cell Phone and Electronics Policy**

The possession (and use) of cell phones, iPads, tablets, music players, cameras, laser pointers and any electronic recording devices are not permitted on school premises. If a student is found to be in violation of the cell phone policy, the consequences will be as follows:

- First Violation—The phone is taken away until the end of the day.
- Second Violation—Detention
  - o The phone is taken away for one week, and must be picked up by a parent/guardian after the week confiscation is over.

- Third Violation—One day in-school suspension
  - o The phone is taken away for a month, and must be picked up by parent/guardian at the end of its one month confiscation.

## **SPECIAL/NON-TRADITIONAL DAYS**

### **Field Trips**

During the school year, provisions will be made for educational field trips. A permission slip must be signed by the parent/guardian by the required deadline for the student to participate in the activity. The fee, lunch plans, transportation, and appropriate dress will be communicated to parents prior to the field-trip day. Parents serving as chaperons participate for the intent of supervising the students and therefore, may not bring any siblings, or others, along on the trip.

Students are expected to show the same standards of behavior on the bus and during the field trip as in the classroom. Students are expected to listen and follow the directions of teachers, chaperones, and tour guides at all times. Students are subject to the same disciplinary actions and consequences during the field trips as they are during regular school hours and days.

## **PROPERTY**

### **Supplies and Books**

Students are required to keep all books covered, in good condition and should always be carried in a book bag. Students who destroy books in any way will be responsible for the replacement cost.

Paper, pencils, markers, crayons, scissors, glue, and other materials indicated by the teacher, are the responsibility of each student. Students are expected to have these necessary supplies daily.

### **Care of Property**

Any student who damages any school property will be fined in accordance with the damage.

## **DISASTER PREPAREDNESS**

### **Earthquake and Fire Plan**

Maximum supervision for the safety of the students is a top priority. Therefore, during an **earthquake**, the following procedures will be followed:

1. Teachers will announce the drop drill procedures in the event of an earthquake.
2. After students drop/cover and the trembling stops, buildings will be evacuated in a quiet and orderly manner.
3. The door to classrooms will be left open.
4. Children will assemble in the parking lot.
5. All campus entrances and exits will be controlled.
6. Buildings will be checked for any utility disruption (gas, water, electricity) and appropriate action will be taken.
7. Personnel will be assigned to monitor radio communications. Other personnel will get emergency supplies and set up waiting areas.

8. In case of extreme constructional damage to school campus, personnel and staff will be relocated to **Saint Monica Academy 2361 Del Mar Road, Monroese, CA 91020**.
9. Students will be released to the parent/guardian or authorized persons only.

Maximum supervision for the safety of the students is a top priority. Therefore, during a **fire**, the following procedures will be followed:

1. When the siren is heard, students will evacuate classrooms in a quiet and orderly manner.
2. Classroom lights will be turned off and doors will be closed.
3. Children will assemble in the parking lot.
4. All campus entrances and exits will be controlled.
5. Buildings will be checked for any utility disruption (gas, water, electricity) and appropriate action will be taken.
6. Personnel will be assigned to monitor radio communications. Other personnel will get emergency supplies and set up waiting areas.
7. In case of extreme constructional damage to school campus, personnel and staff will be relocated to **Saint Monica Academy 2361 Del Mar Road, Monroese, CA 91020**.
8. Students will be released to the parent/guardian or authorized persons only

### Disaster Plan

1. You will get a message through SchoolMessenger stating the emergency and steps we are taking to ensure the safety of students, personnel, and staff.
2. We ask that you **do not** call the school main line so that we can dedicate our resources for the emergency at hand.
3. When picking up your child, we ask that you report to the main parking lot entrance gate and patiently wait so that we can call your child/children. Please keep in mind that your child/children will only be released to the designated person(s) listed on the emergency card. The person who is picking up the child must show ID and sign a release form.
4. We need your full cooperation to run the reunification gate as smoothly and as efficiently as possible.

## STUDENT RESPONSIBILITIES

### A. Homework Policy

Homework, in all its forms, is assigned for the purpose of fostering habits of independent study and reinforcing material taught during school hours. Homework should be supervised by a parent/guardian; parents should assign a definite time and place and see that an atmosphere conducive to study is provided.

Since each child is a unique individual, the time needed to complete homework may vary with each student. Homework is given for the following reasons:

1. To drill and provide additional practice to strengthen new skill(s).
2. To complete unfinished classroom assignment.
3. To work on short-term or long-term projects.
4. To participate in research activities.

The expected time allotted daily for homework is approximately as follows:

1. First Grade=30 minutes
2. Second Grade=30-40 minutes
3. Third Grade=45-60 minutes
4. Fourth Grade=70-80 minutes

5. Fifth Grade=80-90 minutes
6. Sixth Grade=90-120 minutes
7. Seventh Grade=120-150 minutes
8. Eight Grade=160-180 minutes

**\*\*PLEASE NOTE: While these are approximations, students may need more or less time depending on their own strengths, abilities, and time management.**

When a student is absent, then the work they missed in class may then be considered homework for the student to complete, and should be turned in within a reasonable timeframe as discussed between parent and teacher.

It is the students' responsibility to record daily homework in assignment books, and parents are encouraged to check these assignments. Parents of elementary students are asked to check completion of the child's homework and to sign the assignment book after the homework is satisfactorily completed. Also, parents should consider the time given to extra-curricular activities, so that such activities do not interfere with studies.

## **B. Student Rules and Behavior**

1. When going to morning prayers, students must remain quiet and prayerfulness must prevail.
2. All students must be in complete uniform at all times; students should take pride in their personal appearance (See Uniform and Dress Code Policy, pg. 7).
3. The change of class will take place in a quiet, orderly manner.
4. Students are expected to walk, not run, in the halls and in all areas that require order.
5. Students are expected to answer politely and respectfully when addressed.
6. Students are expected to play fair, respect others, and use appropriate language.
7. Each student must treat others, students and adults alike, with respect at all times. Fighting, hitting, kicking, yelling or name-calling will not be tolerated.
8. Snacks may be eaten at recess time at the location where recess takes place. Chewing gum is forbidden on campus.
9. No toys, games or anything not directly related to school may be brought to school.
10. The proper care of all rooms (including restrooms), equipment and materials is the responsibility of each student. If a student damages an item, then the student will be held responsible to replace said damaged item(s).
11. Silence is to be observed during fire and earthquake drills.
12. Students must talk in appropriate tone and volume in the cafeteria.
13. It is the responsibility of each child to clean the cafeteria table where he/she ate and to check the floor for trash.
14. Students are expected to attend assemblies and act responsibly at all times during their visit to the auditorium.
15. Any overt or implied verbal and/or physical threats are forbidden. This includes, but is not limited to telling someone that you will hurt them whether in jest or a serious suggestion, suggesting property destruction, name calling, putdowns, and making fun of others. Nonverbal examples include making faces, drawing inappropriate pictures, poking or pointing and inappropriate hand gestures.

# OFFICE and GENERAL SCHOOL POLICIES

## Sign-In/Sign-Out

Anytime a student must leave campus, for appointments or illness, a parent/guardian must come into the office and sign out the student. When returning to school, the student must be signed back in by a parent/guardian.

## Emergency Cards

To enable the administration to handle emergency situations in an efficient manner, each child must have an updated emergency card on file in the school office. It is vital that these cards be updated with current information. **Please inform the office immediately if there is a change of home or work phone numbers, e-mail addresses, and employer or home addresses.** We must be able to reach you if your child becomes ill at school or if there is any type of emergency. Please list your cell phone number on emergency cards as well.

## Lunch

1. Students in 1st-8th grades should bring snack and lunch to school, or purchase hot lunch at school. Tickets for hot lunch are sold either individually or in a booklet at school. Students who wish to purchase hot lunch at school should notify their homeroom teachers during attendance call.
2. Lunch boxes must be clearly marked with the student's name. When using paper bags, the child's name must be legibly written on the bag.
3. Please include napkins with your child's lunch each day.
4. For snack and lunch, we encourage parents to use their best judgment in packing healthy and nutritional meals, and to include fruits and vegetables. We discourage highly processed and chemically laden foods.
5. For your convenience, snacks are sold in vending machines.

## Identification

Please write your child's name clearly and indelibly on all sweatshirts, polo shirts, skirts, jumpers, shorts, and P.E. clothes. Also, please mark lunchboxes, backpacks and pencil boxes. In short, anything your child brings to school should have his/her name on it. This helps get misplaced items back to the correct person. Names will be checked the first week of school.

Everything that is unclaimed in the Lost and Found for more than two weeks will be donated to a charity.

## Tuition

Tuition should be paid in the school office or mailed directly to the school. Tuition is due on the first of each month and is considered late if not paid by the 10th of each month. A \$10.00 fee will be applied to all late payments beginning with the 11th of each month, and a \$20.00 fee for all returned checks.

Please indicate on your check or envelope the purpose of each payment (e.g. tuition, field trip, lunch, uniforms, etc.), your child's name, and grade.

# **MEDICAL and HEALTH**

## **Health Forms**

**Students who do not have the required immunizations may be required to stay home until documentation of immunization is presented to the office.**

### **Health**

1. The regulations of the State of California require that all children entering school for the first time must be completely immunized. Children who are not immunized will not be admitted to school. Updated immunization records must be immediately submitted to the school office.
2. In order to prevent spreading infections to other students, children with rashes, fever, pains, aches, diarrhea, vomiting, and severe coughs should be kept at home. Children coming to school with an illness create an unnecessary burden for the teacher and other students and disrupt the learning process. Students demonstrating any such serious symptoms will be sent home

### **Medication**

To protect all children and to conform with the State Education Code, no student may bring any non-prescription medication to school. No medications will be furnished by the school. For prescribed medications, please see the school principal as school personnel are not permitted to dispense medication.

## **GRADE AND AWARD POLICIES**

### **Report Cards**

For elementary and middle schools, report cards will be sent home three times a year: December, March and June. Parents should check Gradelink on a daily basis for updates. Parents who wish to obtain additional information concerning their child(ren)'s progress should schedule an appointment with the teacher(s). Parent-teacher conferences are held after the first report cards are sent home. All subjects are equally important, and they are all included in the Grade Point Average (GPA) at the end of the academic year.

### **Progress Reports**

A Progress Report will be sent home to all students by the end of October. The Progress Report should be signed by the parents/guardians and returned to school the next day. Parents/Guardians should conference with the teacher to create the best plan of action to maximize the student's potential after the Progress Report has been mailed. Conferences will be held in November before Thanksgiving break. Only with the collaborative efforts of parents/guardians, teachers and student(s) can the school succeed in helping those who are having difficulty.

### **End of Year Awards**

Grades 1st – 8th:

- GPA of 4.0 = ACADEMIC EXCELLENCE in all subjects, including Armenian.
- GPA 3.85-3.99 = ACADEMIC HONOR in all subjects, including Armenian.

## **SPORTS**

Student participation in school sports is encouraged. Participation in sports requires written consent of the parent/guardian. The support and cooperation of the parent/guardian helps us to conduct these activities in a safe and efficient manner. Students participating in after school sports should be picked up on time. All notes, permission slips and fees should be turned in to the coach in a timely manner. Uniforms should be washed and folded, and returned to the coach immediately upon completion of each sport. If uniforms are not returned or are damaged, the student will forfeit the security deposit. Students who demonstrate behavior issues will not be allowed to participate in the after school sports program. Also, students academically at risk will have their eligibility jeopardized from after school sports activities.

Students and parents must follow a code of ethics and demonstrate good sportsmanship during all games and competitions set by the ASA sports committee.

## **PARENT COOPERATION**

Parents/guardians are required to cooperate fully with the school in all of its policies, rules and regulations. The school administration has the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

**California State Law states that it is a misdemeanor for any person, parent or guardian to upbraid, insult, or verbally abuse any member of the school administration, faculty, or staff in the performance of their duties on or off school premises.**

## **CODE OF CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS**

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher and staff in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## **COMMUNICATION**

If problems arise, parents should feel free to approach the school to find a solution through open discussion. Parents should not resolve problems related to their children and their classmates on the school premises.

The problem should first be discussed with the teacher involved. If the parent or teacher feels the principal should be involved, either, or both, are free to take that step. That step should only be taken if discussion between the teacher and parent failed to resolve the problem. The parent should request a conference with the teacher in writing or by telephoning the office and leaving a message for a return call by the teacher. Appointments may be made by calling the office at (818)249-8783 during school hours. The school's main means of communication is through letters, memoranda, emails, newsletters and flyers which are sent home with students. Newsletters are posted on our website. Field trip forms are sent home for signature and payment, please return them by or before due date. Parents should check their children's backpacks or ask them about such items, on a daily basis. Some of these documents are time sensitive and require immediate attention.

## **THE NON-TRADITIONAL FAMILY**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school's office. The school will not honor arrangements that have not been made known in writing.

# **DISCIPLINE and DETENTION POLICY**

## **Discipline**

School discipline is a collaborative effort by the parents, students, and faculty/staff. The focus of the Armenian Sisters' Academy Discipline Policy is to promote positive choices by students. However, students need redirection at times when they show lapses in judgment. Our goal is to help students reflect on errors in judgment and behavior, and support them in learning to make better choices in the future. Our aim is to model and teach positive behavior, including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. **Parents must recognize that by enrolling their student at ASA, they have agreed to comply with and help enforce all school rules and regulations.**

## **Students Standards of Behavior**

In order to show respect, mutual safety, and focus on learning, students will:

1. Follow directions the first time.
2. Speak using polite language, volume, and tone.
3. Keep hands, feet, and objects to themselves.
4. Take care of school property and personal belongings.
5. Walk quietly in the hallways so they do not disturb other classes.

## **Student Rules and Behavior Expectations (also found on page 11)**

1. When going to morning prayers, students must remain quiet and prayerfulness must prevail.
2. All students must be in complete uniform at all times; students should take pride in their personal appearance.
3. The change of class will take place in a quiet, orderly manner.
4. Students are expected to walk, not run, in the halls and in all areas that require order.
5. Students are expected to answer politely and respectfully when addressed.
6. Students are expected to play fair, respect others, and use appropriate language.
7. Each student must treat others, students and adults alike, with respect at all times. Fighting, hitting, kicking, yelling, cursing or name-calling will not be tolerated.
8. Snacks may be eaten at recess time at the location where recess takes place. Snacks will not be consumed in the classroom.
9. No toys, games or anything not directly related to school (including fidget spinners) may be brought to school. If they are brought to school, they will be confiscated and will only be returned back to the parent or guardian who comes to claim them.
10. The proper care of all rooms (including restrooms), equipment and materials is the responsibility of each student. If a student damages an item, then the student will be held responsible to replace said damaged item(s).
11. Silence is to be observed during fire and earthquake drills.
12. Students must talk in appropriate tone and volume in the cafeteria.
13. It is the responsibility of each child to clean the cafeteria table where he/she ate and to check the floor for trash.
14. Students are expected to attend assemblies and act responsibly at all times during their visit to the auditorium.
15. Any overt or implied verbal and/or physical threats are forbidden. This includes, but is not limited to telling someone that you will hurt them whether in jest or a serious suggestion, suggesting property destruction, name calling, putdowns, and making fun of others. Nonverbal examples include, but are not limited to, making faces, drawing inappropriate pictures, poking or pointing and inappropriate hand gestures.

## Disciplinary Actions

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants interventions and consequences. Teachers and staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful and/or serious incidents occur, it is necessary for additional action to be taken. The following list outlines the escalating consequences for misbehavior, followed by the procedure for detentions. A description of expectations of student responsibilities and behavior can be found on page eleven.

### Escalating Consequences (per trimester)

1. One Discipline Referral=one lunch detention, typically served on same day or the next day
2. Two Discipline Referrals=one hour after school detention
3. Two After School Detentions=one day in-school suspension, which includes all penalties that come with missing school including zeros on work
4. Any infractions that have to do with academic dishonesty, including cheating and plagiarizing, will result in an automatic four hour after school detention (to be served for four consecutive days after school).
5. There is **zero tolerance** for theft. Any behavioral issues that encompass theft, burglary, and destruction of property are subject to automatic suspension, or possible expulsion depending on the severity of the situation. At the minimum, a five-hour after school detention will be served over the course of five consecutive days, including Friday. The consequence will be determined after the severity of the situation is weighed by the administration, and the parents will be promptly notified of said consequence.
6. There is **zero tolerance** for any form of violence, including but not limited to fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting, or throwing harmful objects, bringing weapons (including Swiss Army knives) to campus, etc. Any form of physical confrontation will not be tolerated and is subject automatic suspension, or possible expulsion depending on the severity of the situation. At the minimum, a five-hour after school detention will be served over the course of five consecutive days, including Friday. The consequence will be determined after the severity of the situation is weighed by the administration, and the parents will be promptly notified of said consequence

*Please note the following:*

- *Depending on the infraction, the school reserves the right to automatically suspend students who violate the spirit and law of the school's policies.*
- *Students will serve one hour of detention for each infraction marked off on the Disciplinary Referral.*
- *Foul language is an automatic after school detention.*
- *First and second graders will not be assigned after school detention, unless the administrative body feels that the prescribed measures are not effective and further action is required*

### Tardiness (in a single month)

- 1-2 Tardies = Verbal Warning
- 3 Tardies = Phone call to parents
- 4-6 Tardies = Lunch detention
- 7 Tardies = After school detention and call to parents
- 8 Tardies = Conference with parents and after school detention
- 9 Tardies = One day in-school suspension
- 10 Tardies = One day in-home suspension

**If a student is tardy to class after snack or lunch without an acceptable excuse (bathroom or drinking water is NOT an acceptable excuse), he/she will be marked tardy for that class, and will receive a Disciplinary Referral.**

**Excessive Tardiness:** Students are expected to be on time for morning prayer which begins promptly at 8:00am. Possible consideration for excused tardiness is not limited to the following: car trouble, unforeseen traffic incident, personal injury, distance, etc. Teachers will take attendance each morning.

### **AFTER SCHOOL DETENTION**

Detention will take place Monday through Friday from 3:15pm to 4:15pm and will be supervised by a faculty or staff member.

In detention, students will be provided with standards to copy. The standard must be legible or will disqualify as standards, which will result in the student serving detention again. If a student refuses to work on standards during detention, then he/she will continue to serve after school detention until the standards are completed. If a student is a no-show to detention, then the student will be suspended for one hour the following day, and will receive a zero on all assignments for that class period, including tests and/or quizzes. In either situation, if the student continues to be uncooperative, then there will be a parent meeting with the student and measures the administration feels fit will be exercised.

**Homework is not allowed during the afterschool detention.**

**Students who do not show up to detention:** Students who have been assigned detention must serve it at the required time. Should they not show up to serve, the student is subject to additional consequences including, but not limited to, double the amount of the original detention and/or suspension. If a double detention is also missed, then the student will be suspended from class and will serve in-school suspension until a conference is held with the parent(s) and administration.

**Special note:** An afterschool detention is **NOT** an excused absence from any school sponsored afterschool activity.

**Please Note:** Careful consideration is given to individual situations. Consequences may be increased in certain cases of repeat offense or serious misconduct. Although the description of expectations and their corresponding consequences have been given careful consideration, it is not an exhaustive list and is not limited to only those listed here, nor do the consequences have to be followed in order. Sometimes a more severe consequence is warranted for a first offense.

When a student demonstrates a lack of respect for the rules and/or the school, they are subject to having their privileges compromised. Losing their privileges include, but are not limited to, loss in participation in field trips, class and after school activities, and athletics.

**ASA expects all students to behave in a way that models the Core Values, respects the academic and social expectations and adheres to the disciplinary and academic guidelines set-forth by the school. Any disrespecting and disparaging behavior of student(s), including outside of campus, will result in coinciding and immediate consequences for said student(s).**

## **AMENDMENTS AND CHANGES**

The Academy reserves the right to amend and change these Rules and Regulations, and all else as stipulated in this document. Parents and children will be required to comply with any amendments and changes.



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