

**C. & E. MERDINIAN ARMENIAN  
EVANGELICAL SCHOOL**

*Founded 1982*

*Accredited by WASC  
since 1999*

**HANDBOOK**

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The school administration reserves the right to make changes to the school policies and procedures at any time as deemed necessary.

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## **INTRODUCTION**

This handbook presents a general picture of the policies and programs of the C. & E. Merdianian Armenian Evangelical School. It is a guide for parents, teachers, students, and others who are directly involved with the School. It also gives interested observers some insight into the policies and procedures that are adopted within the School to enrich the learning environment as well as maximize the safety and well-being of all students.

The regulations described on these pages have been established as a means to assure an efficient yet loving, caring, and positive atmosphere in which children can be motivated to learn and to grow physically, mentally, socially, and spiritually.

The C. & E. Merdianian Armenian Evangelical School is a not-for-profit corporation founded in 1982. It is governed by a Board of Directors whose members represent the Armenian Missionary Association of America (AMAA), the Armenian Evangelical Union of North America (AEUNA), various Armenian Evangelical Churches in the greater Los Angeles area, the Parent-Teacher Organization (PTO), the Women's Auxiliary, and the Armenian Evangelical community at large.

Financially, tuition and fees cover a portion of the School's budget. The AMAA provides its share of financial support. Additional support comes from public donations. Those wishing to make contributions may call the school office. All gifts are very much appreciated and are tax-deductible.

## **Ծ. Ե. Է. ՄԵՐՏԻՆԵԱՆ ՀԱՅ ԱԻԵՏԱՐԱՆԱԿԱՆ ՎԱՐԺԱՐԱՆ**

Ծ. Ե. Է. Մերտինեան Հայ Աւետարանական Վարժարանը՝ հիմնուած 1982-ին՝ Ամերիկայի Միացեալ Նահանգներու մէջ միակ Հայ Աւետարանական Վարժարանն է, որուն նպատակն է հայ մանուկին ջամբել որակաւոր ուսում եւ գիտութիւն, ինչպէս նաեւ հայեցի եւ քրիստոնէական դաստիարակութիւն՝ միաժամանակ անոր ներշնչելով ազգային հպարտութիւն՝ առաջին քրիստոնէայ ժողովուրդի զաւակը ըլլալուն համար, իր մէջ արթնցնելով ուսման ծարաւ, քննական միտք եւ նուիրումի ու ծառայութեան ոգի:

Կը հաւատանք, որ մեր կրօնքը, մեր սեփական լեզուն ու դարաւոր գրականութիւնը՝ երկրագունդի տարածքին ապրող հարիւրաւոր ժողովուրդներուն մէջ մեզի տուած են ինքնուրոյն դիմագիծ, զոր որպէս աննման աւանդ՝ պէտք է փոխանցել մեր նորահաս սերունդներուն:

## **PHILOSOPHY**

We believe that the integration of the educational efforts at the home, the church, and the school is essential to the development of children to their full potential. This joint effort needs to encompass the following goals:

- 1) Academic excellence,
- 2) Spiritual enrichment and moral guidance,
- 3) Social and physical development,
- 4) Knowledge and appreciation of the American and Armenian heritages.

To assure effective results in all of those areas, children need to receive:

- 1) A solid foundation of facts, ideas, and experiences,
- 2) Opportunities for free inquiry and creativity,
- 3) Motivation that fosters a lasting love of learning and a sense of social responsibility,
- 4) An environment that balances discipline with love,
- 5) Support and encouragement to promote self-esteem.

## **MISSION/OBJECTIVES**

Following the Armenian Evangelical tradition of excellence in education, the School aims to provide:

- A solid educational program that meets and exceeds the curricular standards set by the State of California,
- Religious instruction and spiritual guidance that reinforce students' Christian faith and promote good moral values,
- Curricular enrichment that enables students to acquire a thorough knowledge and full appreciation of the rich American and Armenian heritages.

The C. & E. Merdinian Armenian Evangelical School is open to all who endorse its objectives, programs, and policies.

## **EXPECTED SCHOOLWIDE LEARNING RESULTS**

**C. & E. Merdinian Armenian Evangelical School will prepare its graduates to be:**

**1. Christians who**

understand and practice the principles of the Christian faith; live a Christ-centered life.

**2. Armenian Americans who**

know, appreciate, and take pride in Armenian History and culture; know about the Armenian Genocide as a crime against humanity and the need for it to be recognized by the world.

**3. Communicators in English and Armenian who**

can read fluently, write effectively, listen attentively as well as express themselves articulately and coherently using academic vocabulary.

**4. Critical Thinkers who**

can compute and calculate with accuracy and clearly, can draw conclusions by reasoning, comparing, and contrasting; can collaborate with others to achieve realistic goals.

**5. Citizens who**

are fair, responsible, and tolerant of other people and cultures; appreciate natural resources; follow good health habits; and contribute to their communities.

## ADMISSION / ENTRANCE REQUIREMENTS

### Admission Requirements

- Children who are three and four years old by September 1 will be admitted to Preschool I and Preschool II respectively in August of the same year.
- Children who are five years old by September 1 will be admitted to Kindergarten in August of the same year. Attending Preschool classes in our school is an advantage.
- A completed application form
- A registration form/financial responsibility agreement
- Emergency information
- A birth certificate and two small photos (new students)
- Medical card filled out or updated by parent and/or doctor

The California Health and Safety Code Section 120325-75 requires students to provide proof of immunization for school entry. Additionally, California Health and Safety Code Section 120375 and California Code of Regulation Section 6075 require all schools to assess and report annually the immunization status of their enrollees.

Students admitted at Preschool-8<sup>th</sup> need:

**Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**

(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)

For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.

**Polio (OPV or IPV) — 4 doses**

(3 doses OK if one was given on or after 4th birthday)

**Hepatitis B — 3 doses**

(not required for 7th grade entry)

**Measles, Mumps, and Rubella (MMR) — 2 doses**

(Both given on or after 1st birthday)

**Varicella (Chickenpox) — 2 doses**

California schools are required to check immunization records for all new student admissions at Preschool through 8th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization. The Advisory Committee on Immunization Practices (ACIP) and the Centers for Disease Control and Prevention (CDC) now advise that all children 6 months through 18 years of age be vaccinated against the flu every year.

- Registration fee (non-refundable)

The registration fee includes:

- Usage of textbooks which should be returned at the end of the school year in good condition. Books must have covers at all times. The school is not responsible for lost books. **An appropriate fee will be charged to replace a lost book.**
- Student accident insurance
- Standardized tests

- Earthquake supplies
- Publication fee (yearbook & newsletters) per family
- Parent Involvement Program fee
- Security Guard fee
- Technology Use fee
- Fee for art supplies, Armenian notebooks, and workbooks

Re-enrollment before the end of the current academic year will guarantee a place in school for returning students, provided all requirements are met including financial dues. Registration will begin in February for all students, continuing and new. The school reserves the right to dismiss a student or to refuse admission to a new or continuing student, but not on the basis of race, color, creed, or national/ethnic origin.

### **Entrance Requirements**

New students entering 1<sup>st</sup> grade and up should submit the following:

- Copies of report cards (1<sup>st</sup> grade and up)
- Standardized test results (1<sup>st</sup> grade and up)
- Entrance exam (3<sup>rd</sup> grade and up)
- Recommendation from previous school
- Interview with the principal

### **Tuition Fees**

- Tuition fees are determined on a yearly basis. A special discount applies to the tuition of each additional child in the family. After-school care and hot lunch fees are not included in the tuition.
- Tuition fees are due and payable by the 15<sup>th</sup> day of each month (August through May). A grace period of fifteen days is allowed, after which parents are notified of the delinquency and an automatic \$25.00 service charge is added. In special situations, alternate arrangements may be considered. In addition, \$25.00 will be charged for returned checks.
- Tuition is not refundable.
- In the case when parents fail to meet their financial obligations after repeated reminders, their child/children may not be allowed to attend classes.

### **Financial Aid**

The school has a limited budget for financial assistance to needy students. Parents requesting financial aid must fill out the appropriate form and bring a copy of their completed tax forms and other pertinent documents as needed. Each case will be considered individually, and a determination will be made in accordance with guidelines established by the School Board. Applying for aid does not guarantee aid. Every effort will be made, however, to help students who need help. No financial aid is available for Preschool.

## **DRESS CODE**

Children are expected to be well groomed every morning when they come to school, wearing clean uniforms.

The last Friday of the month and/or special announced days are "Free Dress" days. Additionally, students have "Free Dress" on their birthdays and athletes have "Free Dress" on the second Tuesday of every month. While uniforms are not required, the students are expected to come to school in appropriate attire.

Students who do not wear the correct attire will be asked to call home.

### **Girls' Uniform**

- Navy blue polo shirts with school's emblem
- The school's jumper (Pre-K through 5<sup>th</sup> grade) or the school's plaid skirt/pants (6<sup>th</sup> through 8<sup>th</sup> grades). Girls may wear biker shorts, in any color, as long as it doesn't show under the skirt.
- Black or white socks
- Tennis shoes with Velcro (Pre-K and Kindergarten)
- No sandals!
- No light up shoes!

### **Boys' Uniform**

- Navy blue polo shirts with school's emblem
- Gray school pants/shorts
- Black or white socks
- Tennis shoes with velcro (Pre-K and Kindergarten)
- No sandals!
- No light up shoes!

### **On cold days ...**

- Students may wear a **navy blue** long sleeve or turtle neck under their polo shirts or **navy blue** long sleeve school polo shirts.
- Students must wear their **navy blue** school sweaters/jackets. Students may add any other sweaters or jackets, as long as they are also wearing the School's sweaters/jackets beneath.
- Girls may wear **black/navy blue** tights or leggings under their skirts, as long as they are not loose or baggy.

### **PE Uniforms: Boys and girls must wear...**

- Dark navy shorts with school emblem and red Monarchs/gray athletes t-shirts
- Team jerseys and sweaters, whenever applicable (on PE and after-school practice days)

### **General Rules**

- All uniforms must be clearly labeled with the child's name.
- Lost and found items may be retrieved from a special box placed in the hall.
- The School is not responsible for lost uniforms.

## **SCHOOL SCHEDULE**

### **Pledges of Allegiance and Chapel Service**

School begins daily with an opening ceremony on the playground, consisting of flag raising and pledges in Armenian and English. It is followed by a fifteen minute chapel service including prayer as well as learning hymns and Bible verses.

### **Arrival and Dismissal**

Parents should bring their children to school in the morning and drop them off at designated/supervised areas on the school grounds starting at 7:30 a.m. While dropping off children, parents must refrain from entering classrooms except for Preschool.

- Kindergarten - 8<sup>th</sup> grade hours are 7:45 a.m. - 3:10 p.m.
- Preschool hours are 8:00 a.m. - 3:00 p.m.

After dismissal, parents must pick up their children from classrooms (preschool students) and designated areas on the playground or from the hall on rainy/hot days (Kindergarten-8<sup>th</sup> grade students). Parents should not be on school grounds before dismissal time, especially around classrooms.

Preschool parents should sign in when they bring their children to school in the morning and sign out when they leave in the afternoon. Siblings in higher grades may not sign for their parents.

### **Release**

Children 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 those authorized people. Such person(s) must sign up in the office before picking up the child/children. The School has the right to ask for an ID from the designated person.

### **After-School Care**

After-school care is provided from 3:30 to 5:00 p.m. on campus. The School is not responsible for children after 5:00 p.m., nor during holidays or weekends, unless there is a school-sponsored activity on weekends. Parents who wish to arrange for day care for their children should contact the office for details. A reasonable fee will be charged.

### **Driving / Parking Safety**

Students must be dropped off at and picked up from designated areas on campus. For your and your child/children's safety, buckle up your seat belts, drive carefully at 5 miles per hour, and back up with utmost caution. Follow all traffic rules, signs, and directions. Do not block traffic by stopping in front of the pick up area or to converse with teachers or other parents. **Watch the mirrors. TURN RIGHT** as you exit the campus (**NO LEFT TURN**).

### **Attendance**

- Punctuality is important. All students are expected to be punctual and arrive to school on time. A student who is late disturbs the whole class. Therefore, it is imperative that parents make sure that children are on the school premises before starting time.
- A student will be considered tardy when he/she arrives to school after the 7:55 a.m. bell.
- Any absences for personal reasons other than illness must be cleared in advance through the office. Such absences are discouraged, especially on assessment days.
- When a student needs to be excused early for a medical appointment or other unavoidable reasons, parents or the legal guardian must notify the school's office in advance.
- Please refer to page 21 regarding rules for promotion/retention.
- Students who have perfect attendance (are in school on school days 7:55 a.m. to 3:10 p.m.) will be rewarded.

## **MEDICAL EMERGENCIES**

Children who show symptoms of illness such as fever, cough, and rash must stay home for their own best interests and for the well-being of others. Parents must notify the school of child's illness the day the child is absent. **A written report from the doctor for communicable diseases is required before the child can be readmitted.**

### **Medicine**

Any medicine, prescription or otherwise, sent to school must be in its original bottle/package, accompanied by a signed letter with instructions from the parent or the guardian, stored in the office, and dispensed by a staff member at the office. No over-the-counter medicine will be administered by the School.

### **Emergency Care**

Children who become ill at school will stay in the office until parents can be reached to take them home. For minor injuries occurring during school hours, first aid will be administered by an authorized staff/faculty member. If necessary, emergency assistance will be called as authorized on the medical forms signed by parents at registration.

The School also has an Emergency Response Plan in place and is prepared to take care of the children's essential needs in the event of a disaster such as fires and earthquakes.

### **Student Accident Coverage**

The School provides students accident coverage for any medical expense due to student accident during school hours and school-sponsored activities on or off campus, provided that the personal medical insurance policies of students' parents do not cover such expenses.

## **NUTRITION**

### **Lunch**

Parents are asked to provide a balanced, nutritional lunch or participate in the Hot Lunch Program offered by the school. Parents are asked not to disrupt classes by taking lunch to their children. Students are expected to demonstrate proper lunch room manner, clean up after eating, and respect the supervising adults and cafeteria staff.

### **Snacks**

Nutritious snacks, fruits, and fruit juices are recommended. Snacks containing nuts or nut products, lollipops, sodas, and candies are not allowed. Snacks are also sold by Student Council during morning recess.

### **Chewing Gum / Seeds**

Chewing gum and eating seeds are absolutely forbidden on school grounds.

### **Birthdays**

On the last Friday of each month **Preschool to 1<sup>st</sup> grade only** celebrate students' birthdays of that month with a party under the supervision of the homeroom teacher. Parents whose children have birthdays during the month will be asked to bring their share of the refreshments.

## **MISCELLANEOUS RULES**

### **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.

### **Games / Toys / Magazines**

Students cannot bring electronic devices, games, and magazines to school. Such items will be confiscated and disciplinary measures may be taken. Phones must be kept with the homeroom teacher during the duration of the school day.

### **Jewelry / Make up**

Students should not wear jewelry as these may come undone during school activities and get lost, for which the School is not responsible. Similarly, make up and nail polish are prohibited.

### **Solicitations**

Any promotional or advertising activity on school grounds must be limited to functions related to activities of Armenian Evangelical organizations. Other solicitations may be allowed only after Administration and/or Board approval.

## **FIELD TRIPS**

### **General**

There shall be one to two field trips per class per year. Additional field trips may be organized on special occasions. A student may participate in a field trip upon signed parental authorization. Students going on a field trip must wear the school uniform unless authorized otherwise. Chaperones will be invited to accompany the children when needed and are expected to cooperate with the faculty/staff and follow the field trip procedures noted on the consent form.

### **Camp AREV / East Coast / Sacramento & Fresno**

Seventh & eighth grade students will participate in a special field trip to Camp AREV and East Coast as part of the School's educational program. Fifth & sixth grade students will participate in a special trip to Sacramento/Fresno. A fee will be charged to cover the expenses. Parents may accompany their children as chaperones and are expected to cooperate with the faculty/staff as well as the tour agent regarding any rules, policies, and regulations.

## **AFTER-SCHOOL PROGRAMS**

Extra-curricular programs are an important part of a student's growth and development. The School offers the following programs:

### **Athletic Programs**

**Art**

**Baking/Cooking**

**Chess**

**Golf**

**Math Enrichment**

**Music**

**Science Lab**

**Tennis**

All programs are taught by professionals. A special fee is charged for every session.

## **CONFERENCES**

### **Back-to-School Night**

Back-to-School Night is meant to acquaint parents with their child/children's teacher(s), their program(s), 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 teacher(s).

### **Parent-Teacher Conferences**

There shall be two formal parent-teacher conferences. Parents are kindly requested to be on time and stay within the time period allocated to them.

### **Visitation**

Parents are welcome to visit the school for observation after notifying the office. An authorization slip must be presented to teachers for admission into classrooms. No parents are allowed in any classroom without a permission slip.

### **Channels of Communication**

Should a situation arise whereby parents need to discuss their concern regarding their child/children, the following lines of communication (by appointment) should be observed without circumventing either line:

First: Teacher

Second: Principal

Normally, a student shall not be deprived of education at C. & E. Merdianian Armenian Evangelical School due to parental attitude problem. However, sometimes a student's continuation in the school may be jeopardized by the uncooperative behavior of a parent.

### **Notices from School**

Monthly calendars, lunch menus, and other information regarding school activities are sent home with children regularly. Their backpacks must be checked daily, as such notices may indicate deadlines for parents to meet. Please check your emails as well as visit our website and the school Facebook pages frequently for information regarding the school.

# ACADEMIC POLICY

## Curriculum

Courses offered regularly during the week include English and Armenian Languages (including reading, writing, spelling, and grammar), Religion, Armenian History and Culture, Science and Health, Social Studies, Mathematics, Computer Education, Art, Music, and Physical Education.

## Report Cards

Grades 1-8 report cards are issued four times a year, at the end of each quarter. Parents can log in to our grading system, *TeacherEase*, and view their children’s grades. Kindergarten report cards are issued three times a year. Preschool progress reports are issued twice a year.

### Grade Equivalency: (1<sup>st</sup> – 8<sup>th</sup> Grades)

<u>Grade</u>	<u>%</u>	<u>GPA</u>	<u>Grade</u>	<u>%</u>	<u>GPA</u>
A+	97-100	4.3	B+	87-89	3.3
A	94-96	4.0	B	84-86	3.0
A-	90-93	3.7	B-	80-83	2.7
C+	77-79	2.3	D+	67-69	1.3
C	74-76	2.0	D	64-66	1.0
C-	70-73	1.7	D-	60-63	0.7
F	Below 60 (0 - 59)				

<b>E = Excellent    VG = Very Good    G = Good    S = Satisfactory    U = Unsatisfactory</b>	
<p><b>Work Habits (WH)</b></p> <ul style="list-style-type: none"> <li>- Listens and follows directions</li> <li>- Completes assignments</li> <li>- Works independently</li> <li>- Cooperates in group activities</li> </ul>	<p><b>Citizenship (C)</b></p> <ul style="list-style-type: none"> <li>- Respects authority and others</li> <li>- Respects and protects school property</li> <li>- Avoids rough physical contact and fights</li> <li>- Never uses foul language</li> <li>- Maintains the school dress code</li> </ul>

The semester grade determines whether a student passes or fails a class/course. Middle School students who fail a course in the first semester must make up in the second semester for the final average to pass.

**The percent distribution of each semester grade is as follows: (6<sup>th</sup> - 8<sup>th</sup> Grades)**

1 <sup>st</sup> Semester Grade		2 <sup>nd</sup> Semester Grade	
1 <sup>st</sup> Quarter grade	40%	3 <sup>rd</sup> Quarter grade	40%
2 <sup>nd</sup> Quarter grade	40%	4 <sup>th</sup> Quarter grade	40%
Mid-year exam grade	20%	Year-end exam grade	20%
Total course grade	100%	Total course grade	100%

**The percent distribution of each semester grade is as follows: (1<sup>st</sup> - 5<sup>th</sup> Grades)**

1 <sup>st</sup> Semester Grade		2 <sup>nd</sup> Semester Grade	
1 <sup>st</sup> Quarter grade	50%	3 <sup>rd</sup> Quarter grade	50%
2 <sup>nd</sup> Quarter grade	50%	4 <sup>th</sup> Quarter grade	50%
Mid-year exam grade	N/A	Year-end exam grade	N/A
Total course grade	100%	Total course grade	100%

**Grade Equivalency: (Kindergarten)**

Grade in Report Card	Corresponding %
4	90-100
3	70-89
2	60-69
1	0-59

**Homework**

Parents must encourage their children with good study habits at home. Be sure your child has adequate time, proper materials, and a positive environment in which to do his/her homework. Ordinarily, each student has approximately 1 to 3 hours of homework nightly. This, of course, varies according to grade level and the student's individual pace. It is the responsibility of students to make up for missed assignments due to excused absence(s).

Weekly assignments will be posted on the School's website by grade level. Students are encouraged to use assignment books.

## **Tests**

No more than two tests per class per day shall be given. A spelling test and/or quiz is not considered a full test, and therefore two tests plus a spelling quiz can be given on the same day. It is the responsibility of students to arrange for makeups due to excused absence(s).

A student shall automatically receive an "F" for cheating and may be subjected to other disciplinary measures as deemed appropriate.

## **Tutoring**

Teachers may recommend tutoring for students who need help in a given subject(s). In order to avoid conflict of interest, a teacher may not tutor his/her own student(s).

## **Special Education Procedures**

The teachers, administration, and members of the Board of Directors of C. & E. Merdinian Armenian Evangelical School believe in the equal worth and dignity of all students and are committed to educate all students to their maximum potential.

Our mission includes providing leadership, guidance, and support to the school community in order to maximize learning for all students.

Please contact the office for information on sources of support and assistance to help find and access the many services available to students with special needs.

## **Awards**

Student achievements are acknowledged through special year-end awards, which are:

- *Merit Award:* Grade 1-8: For any subject(s) with 90-100 % overall average
  
- *Honor Roll:* Grade 1-8: 90-93 % overall average
  
- *High Honors:* Grades 1-8: 94-100 % overall average
  
- *Citizenship Award:* For annual E (Excellent)
  
- *Attendance Award:* For perfect attendance, with no tardies and no absences
  
- *Excellence Award:* For students in the graduating 5<sup>th</sup> & 8<sup>th</sup> grades scoring the highest average in a given subject or subjects

## **PROMOTION / RETENTION POLICY**

All academic classes are equally important. Grades earned in any core subject receive equal emphasis when promotion or retention is considered.

### **Promotion / Graduation**

#### **Grades 1-4**

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

- Obtain an overall grade point average (GPA) of “C” (2.0) by the end of the academic year
- Master the basic skills in all academic classes and complete remedial work for any “F” grades at the end of the year
- Attend at least 85% of school days (no more than 10 absences per semester), except in special circumstances

#### **Grades 5-8**

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

- Achieve an overall GPA of “C-” (1.7) or better by the end of the academic year
- Students who have attained failing scores during the 1<sup>st</sup> semester must raise their grade to “C” or better by the 2<sup>nd</sup> semester to move on to the next grade level
- Attend at least 85% of school days (no more than 10 absences per semester), except in special circumstances

Students who fail to meet the above criteria will repeat their grade. Failing students will be given the opportunity to attend summer school, and upon successful completion of the course material, they will be promoted to the next grade level.

The same criteria apply for graduation.

## **Retention**

Retention is intended as a means to improve the student's potential success not as a punitive measure. Students may be retained if they:

- Obtain a GPA of below “C” (2.0) by the end of the academic year for Grades 1-4
- Obtain a GPA of below “C-” (1.7) by the end of the academic year for Grades 5-8

However, the following factors are considered before a student is retained:

- Chronological age
- Physical, social, emotional factors

To retain a student:

- The administration must meet with the parents of failing students to warn them about possible class retention
- A conference involving teachers, parents, and the principal should take place before students are retained
- ***Final decision regarding retention rests with the principal***

## **DISCIPLINE POLICY**

At C. & E. Merdinian Armenian Evangelical School, the goal of student discipline is to teach students to behave in ways that contribute to academic achievement and school success as well as support a school climate where responsibility and respect are important. School and home together strive to promote the child's optimum development. The school will make every reasonable effort to correct student misbehavior through site-based resources as well as to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior.

Specific goals of this discipline 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

### **Good Behavior**

Good behavior shall be acknowledged and reinforced positively by awarding deserving students special certificates/privileges. Students earn the "Merdinian Star Card" for showing good character trait, displaying sportsmanship, and keeping our school clean. The names of five students are drawn at the end of each month. These students receive special rewards. Similarly, the school may organize special activities for students with good citizenship as a means of encouragement and to set an example for others to follow.

### **Bullying**

Merdinian School is committed to providing a safe environment for learning and working. The Board of Directors and Administration take a strong position against bullying or any other behavior that infringes on the safety/well-being of students, faculty, staff, or any other persons within the School's jurisdiction.

Merdinian School requires all personnel to promote mutual respect, tolerance, and acceptance among students and faculty/staff as well as an understanding that bullying is inappropriate, harmful, and unacceptable.

## **Standards of Conduct**

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

### A - General School Rules

- Respect authority and each other
- Respect and protect school property
- Avoid rough physical contact and fights
- Never use foul language
- No bullying
- No stealing
- No cheating

### B - Classroom Rules: Grades 1-3

- Come to class prepared
- Follow instructions
- Raise your hand before speaking
- Stay in your seat. Ask for permission to do various classroom activities
- There is no eating and drinking in class (water is fine)
- Personal and classroom neatness and cleanliness are important
- Staying in the classroom during recess without a teacher is not allowed

### C - Classroom Rules: Grades 4-8

- Come to class prepared
- Follow directions
- Do not disrupt instruction/discussion
- Have your own school supplies
- There is no teasing or name calling
- There is no eating or drinking in class (water is fine)
- Throwing of anything anytime anywhere is not allowed
- Keep your hands/feet to yourself
- Personal and classroom neatness and cleanliness are important
- Never enter the classroom when no teacher is present

### D - Library Rules

- Speak in a quiet voice when visiting the library
- Do not bring food/drinks into the library at any time
- You are responsible for lost/damaged books

#### E - Playground Rules

- Obey the adult on duty
- Play safely
- Be kind to others
- Take care of equipment
- Stay in the assigned area
- Stop all games at the sound of the first bell and line up on time

#### F - Lunchroom Rules

- Avoid littering and food fights
- Keep seated in designated area
- Demonstrate good table manners
- Keep the noise level low
- Clean up after yourself
- Do not leave lunchroom until you are dismissed

#### G - Dismissal Rules

- Go straight to the dismissal area: no lingering/no playing/ no running/no eating
- Stay in your designated area quietly
- Be ready to leave when your name is called

### **Recommended Guidelines**

When a student misbehaves and the problem cannot be resolved in the classroom, teachers may

- communicate and consult with parents and/or student
- request the assistance of the principal or discipline committee
- assign meaningful tasks
- work with other teachers who have similar experiences with the student to seek solution

The principal may advise parents

- to seek a medical assessment
- to transfer the student to a school equipped to provide necessary help

## **C. & E Merdinian Armenian Evangelical School**

### **Discipline Policy**

The aim of C. & E. Merdinian Armenian Evangelical School's discipline policy is to ensure that all students are given the right to an education in a positive environment free from disruptions. Our code of conduct is founded on three basic rules: BE RESPECTFUL, BE KIND, AND BE SAFE! Students are required to adhere to all standards of conduct including general school rules, chapel rules, classroom rules, hallway rules, playground rules, lunchroom rules, and dismissal rules as indicated in our Handbook. Consequences will result when a student misbehaves and the following measures will be followed to encourage students to correct their behavior.

#### **Grades K-5<sup>th</sup>**

**The homeroom teacher implements an internal behavior management system.**

#### **Grades 6<sup>th</sup>-8<sup>th</sup>**

**The student receives a verbal warning before each step is implemented.**

**Step 1:** The student receives a check.

**Step 2:** The student receives a second check during the same week in any class.

- The teacher informs the office. The student calls home to inform parents.
- The student will lose both recesses the following day and will stay in the office.
- At the same time, the student will complete a behavior reflection form detailing his/her actions, choices, and what he/she can do to prevent a repetition of such behaviors. The form must be signed by the student and parent, returned to the office, and kept in the student's file.

**Step 3:** The student receives a third check during the same week in any class.

- The student will serve an after-school detention assigned by the administration.
- Parents will be notified by the administration.

**If the behavior is not corrected, a parent-teacher-student-administration conference will be held where additional steps and plans of action will be discussed.**

**Emergency interventions are required in those situations that need immediate attention including in-school suspension, suspension from school, and expulsion in most severe cases.**

## **STUDENT COUNCIL**

The Student Council consists of students from 3<sup>rd</sup> – 8<sup>th</sup> grades who are elected by their own classmates and strive to better their school through activities, events, and sales. After the members are chosen, the school elects the President, Vice President, Secretary, and Treasurer whom they believe will fulfill the job requirements and represent their school to the best of their abilities.

The Student Council is responsible for daily snack sales as well as occasional nacho and ice cream sales. The profits from these sales are used to purchase necessities for the school. They also organize school-wide fundraisers to raise money for good causes. Finally, they plan activities for the students and implement all their ideas for the Easter Program. The members of the Student Council always strive to come up with new ideas that will ensure an enjoyable year.

The purpose of Student Council is to provide Merdinian with support and equip students with leadership characteristics. Their hard work and efforts are evident and acknowledged by all students and teachers.

## **PARENT-TEACHER ORGANIZATION (PTO)**

- The Parent-Teacher Organization (PTO) is a support group for the school and operates under the supervision of the Board of Directors and Administration of the school.
- The PTO acts as a channel of communication among faculty/staff, parents, and the Board of Directors.
- Membership is open to all parents and staff members. Parents are strongly encouraged to participate in PTO activities to show their support to the School.
- The PTO develops and implements fundraising activities that will help attain the goals of the School: to provide quality education with a Christian orientation and bicultural (Armenian and American) enrichment.

### **PTO Sponsored Fundraising Activities include:**

- Annual catalog/chocolate sales
- Annual Banquet/Dinner-Dance
- Annual Carnival
- Others: Mixers, Michink, Mother's Day, Father's Day, Family Nights, Bowling, Exhibitions, etc.

## **MERDINIAN ATHLETIC COMMITTEE (MAC)**

The Merdinian Athletic Committee (MAC) supports our athletes by providing assistance and transportation during games and raising funds to provide trophies and medals when needed. MAC is comprised of the coach, faculty, and parents.

## **MERDINIAN SCHOOL SPIRIT COMMITTEE**

The Merdinian School Spirit Committee is a committee of parents who plan creative activities for the students in an effort to promote positive energy throughout the school. Such activities include celebration of student birthdays with free dress days and by announcements in chapel, ice cream/watermelon days as well as other fun activities.