

Krouzian Zekarian Vasbouragan

Armenian School



Parent & Student Handbook

Revised October 2023



SCHOOLWIDE LEARNING OUTCOMES FOR (SLOS)

KROUZIAN ZEKARIAN VASBOURAGAN ARMENIAN SCHOOL (Revised 2018)

KROUZIAN ZEKARIAN VASBOURAGAN ARMENIAN SCHOOL STUDENTS ARE:

CULTURALLY EMPOWERED INDIVIDUALS WHO:

- value their Armenian-American identity, traditions, and heritage.
- understand and appreciate Armenian literature, history, religion, and culture.
- learn and appreciate the diversity of other peoples and cultures.

ACADEMICALLY PREPARED LEARNERS WHO:

- demonstrate proficiency in reading, writing, and conversing in Armenian and English.
- demonstrate proficiency in mathematics, science, and social studies.
- possess the knowledge and skills to pursue a secondary education.
- understand that learning is not limited to school grounds.

CRITICAL AND CREATIVE THINKERS WHO:

- apply strategies to solve problems in a variety of disciplines.
- collaborate to achieve a desired outcome.
- understand and apply technology effectively and responsibly.
- analyze and synthesize information from diverse sources.

SOCIALLY RESPONSIBLE CITIZENS WHO:

- demonstrate Christian values and ethics, guided by the teachings of the Armenian-Apostolic church.
- understand the importance of physical and emotional well-being.
- demonstrate fairness, respect, compassion, cooperation, and service.
- promote the well-being of local and global communities.

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MISSION STATEMENT

Prelacy Armenian Schools aspire to provide Armenian American students with a rigorous educational curriculum, while at the same time, preserving and enhancing the Armenian Heritage and Culture by emphasizing the study of the Armenian language, history and religion. With this dual foundation, it is expected that the students will become lifelong learners, valuable and responsible citizens in the communities in which they live and ambassadors of the Armenian people who strive to promote and advance the Armenian cause. KZV's mission is to provide first-rate education and academic excellence while developing a solid grounding in the Armenian language, culture, religion, traditions, and history. It strives to instill in its students, universal values and all the necessary academic, social, and emotional skills needed to become successful members of an increasingly global and multicultural environment. The nurturing milieu and the bilingual perspective contribute to optimal cognitive development and success in whatever path the KZV graduates choose to follow. KZV's Main Beliefs and Commitments are:

1. Solid academic standing
2. Early bilingualism as contributor to cognitive development
3. Small classes and nurturing environment
4. Global citizens of the future
5. Unique history, culture, and language
6. Armenian Christian tradition

PHILOSOPHY

The Krouzian-Zekarian-Vasbouragan Armenian School endeavors to provide an educational environment of the highest quality in which students are educated, through a bilingual curriculum to become Armenian Americans confident in their identity and heritage, proficient in their languages, appreciative of their cultures, and well prepared as members of American society. High academic standards stressing sound study skills, and development of good character and self-discipline are coupled with the commitment to developing the whole child in a Christian and family-like atmosphere.

The Krouzian-Zekarian-Vasbouragan Armenian School, believes in the uniqueness of each individual. The educational effort focuses on the process of "learning to learn" by fostering the love of learning. Among the basic elements encouraged by faculty are inquisitiveness, exploration, experimentation, creativity, intuition, imagination, and logical thinking, each in its appropriate place and time.

This school believes in developing the whole person and, therefore, encourages its students to develop as well-rounded individuals with a wide variety of extracurricular interests and achievements that help them exercise leadership, cooperation, and caring. The students of this school also acquire a strong sense of Armenian ancestry and Christian values. These values permeate their lives not only while they are at this school, but also long after they graduate.

GOALS AND OBJECTIVES

The goals and objectives of this school are:

- To create a climate conducive to effective teaching and learning.
- To promote good conduct by guiding students to become viable Armenian American citizens and productive individuals with respect for and an understanding of their more than 2000 year old Armenian heritage and the desire to preserve and perpetuate their rich Armenian culture.
- To provide students with a variety of co-curricular and extra-curricular activities to enrich and expand their horizons and aid their development into well-rounded individuals with diverse interests and achievements.
- To develop an understanding and appreciation of diverse cultures.
- To develop and maintain a climate of mutual respect and cooperation among students, faculty, parents, and community members to assure the achievement of our goals.

ORGANIZATION

St. Gregory Armenian Apostolic Church of San Francisco established Krouzian-Zekarian-Vasbouragan Armenian School in 1980. The ultimate governance of the School lies with the Executive Council of the Western Prelacy of the Armenian Apostolic Church of Los Angeles. The Board of Regents is the central governing body of all the Prelacy schools. The local governing bodies, consisting of the School Board and the principal, are responsible for formulating policies to establish and maintain high educational standards and a sound financial basis for the School. The Board of Regents appoints the principal, who as chief administrator, directs the day to day activities and operations necessary to achieve the school's objectives. The principal's responsibilities include supervision and development of the academic program, appointment of teachers and staff members, maintenance of educational and behavioral standards, administration of the operating budget, and establishment of public relations.

PROGRAM

As an Armenian American day school, KZV offers a structured curriculum consistent with the California state standards and its philosophy and goals. The KZV school curriculum is designed to prepare students for their education beyond elementary and middle school grades.

The core curriculum consists of the following courses: language arts (English and Armenian), mathematics, science, and social studies. Students also receive instruction in computer science, art, health, physical education and music. Students are given opportunities to demonstrate and develop their artistic abilities in drama, speech, dance, voice and arts and crafts, by participating in school pageants and programs.

Religion is an integral part of the KZV curriculum. Armenian Church history, Bible stories, Armenian Church liturgy and sacraments, as well as ethical and moral ideas and values are explored.

The Literature, Science, Social Studies Fairs, Spelling Bee, Geography Bee, art show and talent show provide additional opportunities for students to research, develop, problem solve, and display unique projects and talents. Each year the eighth grade graduating class visits Washington, D.C. for seven days/six nights, as an extension of the social studies curriculum. Our seventh grade class has the special opportunity to participate in the science, social studies, and environmental studies program offered at Yosemite. The sixth grade teacher takes the class to a YMCA outdoor education camp in the Santa Cruz Mountains for four days/three nights.

Daylong field trips are arranged at all grade levels at the discretion of homeroom and subject area teachers jointly with the administration. Field trips are considered a valuable extension of learning and a necessary enrichment to the curriculum.

ACCREDITATION

Krouzian-Zekarian-Vasbouragan Armenian School is fully accredited by the Western Association of Schools and Colleges (WASC) till June 2028.

STATEMENT OF NON-DISCRIMINATION

KZV Armenian School operates under the auspices of the Western Prelacy of the Armenian Apostolic Church of America. KZV Armenian School admits students of any race, color, sex, religion, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. KZV Armenian School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of educational policies, athletic, or other school –administered programs. In employment practices, KZV Armenian School does not discriminate on the basis of ancestry, age, color, genetic information, gender, gender identity, or gender expression, marital status, medical condition, military or veteran status, national origin, race, religion, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, disability or physical handicap unrelated to the ability to perform the duties of the position.

ADMISSIONS

Qualifications

KZV enrolls students in pre-kindergarten, kindergarten, and first through eighth grades who will benefit from the school's values, purposes, and bilingual program. All students must be enrolled in all curricular subject areas.

Submission of Applications

1. Returning Students

Parents are required to submit a new application form each year. Applications are accepted from March to April. Late applications are subject to a \$200 fee. Delinquent accounts must be paid in full before applications for the new academic year can be accepted.

2. New Students

The State of California requires all children entering school for the first time to be immunized against polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella and to be tested for tuberculosis. Kindergarten and seventh grade must be vaccinated against hepatitis B and varicella. Parents must present their child's immunization record to the school as proof of immunization prior to admission. Children who have not completed all immunizations will be admitted conditionally until they obtain the immunization.

Additionally, parents must provide the school with:

- A copy of their child's birth certificate
- A photograph of the student
- A completed application form
- Non-refundable new application and registration fees

Students entering kindergarten must be 5 years old by September 1st.

Students who were previously enrolled in another school, must provide a copy of the student's transcripts and immunization records with the application.

Vaccination

Starting January 1, 2016, parents or guardians of students in any school or child-care facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine (CA Law SB277). Further information or details can be found at:

<http://www.shotsforschool.org/laws/sb277faq/>

Tuition and Fees

The school is grateful to the parents and guardians who willingly make the sacrifices necessary to finance an Armenian school education for their child/ren. The School Board, with the cooperation of the school principal, balances the yearly operating budget and closes the gap that exists between the fixed operating expenses and the tuition income through its annual fund-raising banquet, as well as donations from St. Gregory Armenian Apostolic Church, other Armenian organizations and institutions, parents, and the San Francisco and Bay Area community at large.

In determining the tuition and fee schedule, the School Board has tried to keep increases to a minimum, balancing the impact of a tuition increase on family finances, with the school's costs in providing a quality education for our students.

The registration fee also covers the following expenses:

- Board of Regents Fee
- Student accident insurance
- Standardized tests
- Lab expenses
- Books and workbooks

TUITION AND SCHOOL FEES - 2023-2024

Registration Fee (Non-refundable, to be billed through Smart Tuition in May)

Registration (includes student insurance, yearbook and Board of Regents fee)	\$600
New Student Registration (includes application fee)	\$800

Tuition: To be paid through Smart Tuition

K- 8 th Tuition	\$11,450
Preschool Blue and Red Groups	\$13,380
Preschool Yellow Group	\$14,520
Preschool Part-time (All groups)	\$11,500
Part-time options: M-F (8:00am to 12:30pm), <u>or</u> T,W,TH (8:00am to 3:30pm)	

Optional: To be billed through Smart Tuition

K-8 th Extended Care - Morning or afternoon (prorated every 15 min)	\$20/hour
Pre-K Extended Care - Morning or afternoon (prorated every 15 min)	\$22/hour

Other Fees: To be billed through Smart Tuition

ASPTA Dues (Per family)	\$30
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ASPTA Hot Lunch- Optional - (Currently Not Offered)

Preschool – 8th grade (Per student)

If paid in full in August

Sibling Discounts

Second Child (Applied to 2 nd child's tuition)	\$1,250
Third Child (Applied to 3 rd child's tuition)	\$2,250
Fourth Child (Applied to 4 th child's tuition)	100% of Tuition

Families on Financial Aid are not eligible for sibling discounts.

Families will be billed through Smart Tuition for costs incurred in connection with special programs (e.g. extended care, certain field trips, special projects, after-school activities).

PAYMENTS

KZV Armenian School is pleased to announce we have partnered with **Smart Tuition** for the processing and collection of our families' tuition. By moving to a tuition management system, KZV Armenian School joins other private schools utilizing such services to better serve families, while also improving the school's cash flow.

Smart Tuition has the same 10-month, semiannual, or annual plan to which our families have grown accustomed to. Parents need to enroll in their system online or manually by filling out a form. In order to ensure proper account setup, please enroll online (www.enroll.smarttuition.com and submit your school's code: 11826) or fill out the Smart Tuition enrollment form available at the office). Smart Tuition will send an invoice monthly allowing parents the option to mail in a payment, make a payment over the phone, or make a payment over the web. Smart Tuition can also automatically debit your credit card, checking account, or savings account on a monthly basis.

Tuition fees established by the administration and finance committee are due:

1. In full by August
2. Semi annual: August and January
3. In ten monthly installments (August to May) during the academic year.

LATE PAYMENTS

There will be a \$55.00 late fee charged by Smart Tuition for any payment not received on the due date selected by the parents. Any returned checks will be subject to a \$25.00 returned check fee. Additionally, KZV has the right to take legal action to collect school tuition and fees. Parent/Guardians will be responsible for all costs of collection, including court expenses and reasonable attorney's fees and may be referred to a collection agency.

DISCOUNTS

There is only one type of discount available:

Discount for siblings: Families with two children get a discount of \$1,250 on the 2nd child's tuition. Families with three children get an additional discount of \$2,250 on the third child's tuition. Fourth child is free of tuition as long as all four children are registered.

NON-PAYMENT OF TUITION

Students will not be allowed to re-register for the next school year if the parent contributed hours, tuition payments, and other commitments are not fulfilled. In addition, parents of 8th graders must fulfill tuition obligations prior to graduation or appropriate action will be taken, including but not limited to withholding student transcripts.

FEES AND COSTS TO COLLECT TUITION

If any action is necessary to enforce the terms of tuition payments, the parent will pay any collection costs of Krouzian-Zekarian-Vasbouragan Armenian School, including attorney's fees.

FINANCIAL AID

Families who are unable to pay the maximum tuition may apply for financial aid or an educational loan from a variety of sources. Information regarding these sources is available at the school office and online. All financial aid applications are considered based upon the family's eligibility, demonstrated need, and availability of funds.

KZV partnered with Smart Aid, an independent third-party company, to process the financial aid application. Parents can visit their website (www.smartaidforparents.com) to create an account that can be used for several years. Part of the application process involves submitting copies of tax returns and W-2 Forms. Other documents may also be requested. Parents have the ability to submit those documents with the application. Parents can scan, fax or mail the documents. The application process costs \$35. This fee is payable to Smart Aid. Until the fee is paid, the application cannot be submitted for review by Smart Aid. Applications filed by the deadline will receive priority consideration. Applications filed after the deadline will receive financial aid consideration only if funds are available. In order to be eligible for any financial aid, families must apply annually, meet the deadlines for filing, and meet income guidelines. Applicants will be informed of the Financial Aid Committee's decision by June.

All students who receive any type of financial aid must maintain a satisfactory academic progress. KZV administration will evaluate periodically the student's progress and will monitor this on a quarterly basis.

All financial aid recipients must demonstrate a certain level of academic achievement, as measured by the cumulative grade point average (GPA). The minimum cumulative GPA required to maintain financial aid eligibility is 2.00 in a given quarter.

Financial aid recipients will make payments to Smart Tuition over a 12-month period (August to July). Moreover, parents receiving financial aid shall perform an additional 25 hours of volunteer service for the benefit of the school as approved by the Principal. Depending on the nature of the volunteer service, the volunteer hours will be recorded and verified by the administration.

REFUND POLICY

Each year, prior to the opening of the School, the administration prepares a budget, hires staff, and orders textbooks, educational supplies and equipment based on student enrollment. If a student leaves the school during the academic year, the school is still responsible for the incurred expenses.

Accordingly, the school has adopted the following refund policy for students leaving the school during the academic year:

- Registration fees are non-refundable
- Fees for books and supplies are included in the tuition payment and are not refundable
- Tuition payments must be made in full for all pay periods of full or partial attendance

The tuition for a student enrolling or leaving the school during the academic year will be prorated. Registration fee is non-refundable.

In the event KZV determines that continued enrollment at KZV is not in the best interest of the student or the school, the school reserves the right to advise the parent/guardian, terminate the enrollment and this contract, and will refund tuition. It is the policy of KZV School that tuition cannot be reimbursed for the semester in which a family leaves the school. If a family has paid tuition for the entire year, the school will only reimburse the tuition for the upcoming semester. Families that leave during the semester are required to continue to pay tuition until the end of that semester. This policy pertains to students who are asked to leave the school.

The above policy also applies to students who indicate at the time of enrollment their intention to attend the school for only a portion of the academic year.

EXTENDED CARE PROGRAM

KZV's Extended Care Program will begin to operate as of the first day of school. Please take note of the following points.

- The program will run Monday through Friday, in the morning from 7:00am-8:00am and in the afternoon from 3:45 pm-6:00 pm, of each school week.
 - All KZV Students are eligible to register.
 - The Extended Care fee for K-8th grades, per child per hour is \$20.00 (prorated every 15 min.).
 - The Extended Care fee for Pre-K per child per hour is \$22.00 (prorated every 15 min.).
 - Morning Extended Care, please check in with the office. Afternoon Extended Care will take place in the hall. In the morning, parents **must** check-in their child/ren.
 - **No drop-off on campus is allowed before 7:00am.**
 - Extended Care invoices will be generated on a monthly basis and will be billed through Smart Tuition. Since there are no expenditure provisions within the KZV budget for an After-School Program, your payments will act as the sole source of income for this program, as it needs to pay providers.
1. KZV Extended Care Program begins the first day of school, at 3:45 pm.
 2. To register: Promptly complete and mail to us the KZV Extended Care Program application form or complete and return the form to the KZV Office.
 3. Students should bring their own snacks at the After School Program
 4. **No after-school program is available on minimum days.**

SCHOOL HOURS AND ATTENDANCE

Arrival

Students should arrive no earlier than 8:00 a.m.. For Kindergarten through 8th Grade, the school day begins promptly at 8:15 a.m.

Dismissal

All students are dismissed at 3:20 p.m. Students remaining on campus after 3:35 p.m. are automatically relegated to the After-School Care. If not registered in the program, they are subject to a fee. See After-School Program information.

Minimum Day Schedule

Hours are from 8:15 a.m. to 12:00 p.m. No after-school care is available on minimum days. (See school calendar)

Absences/Tardiness

Prompt and regular attendance at school helps develop good character habits. Punctuality is important in all endeavors of life as well. Habitual tardiness deprives students of learning time and is disruptive to the classroom. The school urges parents to arrange to have students arrive no later than 8:15 a.m. Students who receive two or less tardies during the month will participate in a free dress day during the following month. Students with two or less morning and class tardies each month will receive a free dress pass. Students, 1st grade and up, with three or more morning tardies will not receive a free dress pass. For middle school students, class tardies will be recorded in the report card.

Absences due to illness or emergencies constitute excused absences. **If a student is absent from school because of illness, parents need to inform the school office by telephone (415) 586-8686 before 8:45 a.m. of the same day. If the cause of absence is a contagious disease, such as chicken pox or scarlet fever, the school**

requires a physician's confirmation before the student is readmitted to class. It is the responsibility of the student to get missing assignments from a classmate.

Attendance is taken by teachers and submitted to the administration office through the attendance log. Attendance records are reported on students' transcripts.

Early dismissal will be allowed in case of an illness that has occurred during school hours. A student will be released only to an authorized adult. Under no circumstances should a student leave the school without first clearing with the administration office. In case of a medical or dental appointment, permission for early dismissal must be arranged with the administration office and the teacher. A student will be released only if a note signed by the parents is presented to the administration office or an email is sent by the parents at the beginning of the day. Upon return from an appointment, a student must first report to the administration office, obtain a readmission slip and proceed to his/her classroom.

Absences totaling 15% of school days (25 days) in an academic year may result in retention. In case of more frequent absences, the Administration may require that a student be withdrawn from the school at the end of any given quarter. Days of suspension are counted as absences.

It is the responsibility of the student to clear all absences, make up class work and assignments, and arrange with the teacher to take any missed quizzes and tests. Parents must inform the administration office when a student will be absent; **however, calling does not replace the required absence note.** The parent must notify the school office and the teacher **in writing.**

Early Departure

When it is necessary for a student to leave school before regular dismissal, parents need to notify the office and the homeroom teacher **in writing** of the required time for the student's release and the reason for it, by 8:15 am of the day of the early dismissal. The parent will pick up the student in the school office. **In case of emergency**, parents should call the school office before arriving at school to pick up their child(ren).

Irregular Absences

It is disruptive to a child's education to schedule appointments, extracurricular activities, or family vacations during school hours. **If parents choose to remove a child from school for any length of time, other than for excused absences (e.g. illness, bereavement, family emergency), it is the responsibility of the student to get missing assignments from a classmate.** Teachers cannot fairly be asked to provide special schoolwork in advance for irregular absences.

ACADEMIC EXPECTATIONS AND EVALUATION

Our core curriculum is planned to provide a quality bilingual education for our students by encouraging and challenging them to develop their unique capabilities and to perform to the best of their abilities.

Back-to-School Night

Early September parents meet with teachers to hear about the grade-level expectations. The curriculum and program are outlined, textbooks are introduced, special projects are explained, classroom rules are described, and the parent's role is discussed. Parental attendance to the back-to-school night is strongly encouraged.

Parent-Teacher Conferences

These conferences are scheduled in November and February (as per the school calendar). With agreement between parents and the teacher, a student may attend a parent-teacher conference.

Report Cards

Report cards are mailed home at the end of each quarter.

Grading Periods

1st Quarter: August 17, 2023 – October 20, 2023

2nd Quarter: October 23, 2023 – January 12, 2024

3rd Quarter: January 16, 2024 – March 22, 2024

4th Quarter: April 2, 2024 – June 6, 2024

Grading System

Kindergarten, First and Second grades:

In the lower grades, the students are at a developmental stage in which using a rigid academic system of letter grades (A's, B's and so on) is inappropriate. Therefore, in these grades this system of grading is a descriptive one which features such attributes as "Excellent", "Good", "Satisfactory", and "Needs Improvement".

Report cards evaluate knowledge and social skills, utilizing the following system:

E=Excellent G=Good S=Satisfactory N=Needs Improvement

Grades Third through Eighth:

Academic Achievement

A=Excellent

B=Good

C=Satisfactory

D=Needs Improvement

F = Failing

Work Habits/Citizenship

E=Excellent

G=Good

S=Satisfactory

N=Needs Improvement

94-100 = A	4.00
90-93 = A-.....	3.75
88-89 = B+.....	3.50
84-87 = B.....	3.00
80-83 = B-.....	2.75
78-79 = C+.....	2.50
74-77 = C.....	2.00
70-73 = C-.....	1.75
68-69 = D+.....	1.50
64-67 = D.....	1.00
60-63 = D-.....	0.75
0-59 = F.....	Failing

Academic Dishonesty (Cheating/Plagiarism)

Academic dishonesty includes the following:

- Using, or attempting to use, any kind of unauthorized means of gaining an unfair advantage on quizzes, tests or assignment.
- Using someone else's words, work, and/or claiming them as yours.
- Intentionally helping or attempting to help another to participate in academic dishonesty.

Consequences for academic dishonesty will include getting an "F" on the assignment/exam, etc., and a notification to parents and, upon recurrence, loss of privileges such as eligibility to participate in school activities. If the student engages in academic dishonesty for the third time, he will be suspended for a day and receive a "U" for Citizenship for that quarter.

Personal Appearance

Prelacy students must follow their school's uniform and dress code policy. Students who fail to comply with guidelines may be asked to change clothes, be sent home and/or receive detention. The school reserves the right to interpret the dress code as needed, and retains the final discretion to determine if a student's attire complies with the dress code.

Valedictorian/Salutatorian, 8th grade graduating class, Selection Criteria

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class; the salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based on cumulative GPA from 6th, 7th and 8th grade classes. Candidates must attend middle school at KZV Armenian School in order to qualify for the selection.

Minimum GPA Requirements

Each student is expected to maintain a C (2.00) GPA. The school will offer specific and relevant strategies to achieve this standard. Special academic interventions will be offered and/or recommended to those who have difficulty in maintaining the GPA requirement. Students with a cumulative GPA less than C (2.00) will be placed on academic probation and subject to a progressive series of intervention. In the event the student fails to meet the minimum required academic standard, he/she may be subject to delayed promotion. We strongly believe that raising our minimum expectations will further assist in continuing to provide the best possible education to all our students.

Academic Honors (Grades 6-8)

Honor Roll & Principal's Honor Roll

A 6-8 grade student qualifies for **Honor Roll** or **Principal's Honor Roll** when he/she:

- Achieves a minimum academic grade-point average of 3.50 for Honor Roll at the end of each quarter, or 3.75 for Principal's Honor Roll at the end of each quarter
- Does not fail any subject
- Receives "S's" or above in work habits and citizenship

Both the Honor Roll and the Principal's Honor Roll are displayed on the bulletin board by the school office.

Testing Program

The school administers the Terra Nova Achievement Test to grades first through eighth during the month of April or May of each school year. Measures of achievement in reading, spelling, language and mathematics are determined from the testing program. As one of many assessment tools, the results of these tests help the teachers identify areas of strength and weakness, but do not determine a child's promotion to the next academic level.

The tests results will be emailed to parents. Parents can make an appointment with an administrator or their child's teacher to discuss their child's Terra Nova results.

PROMOTION AND RETENTION

Student placement policies are based on the philosophy that students benefit most from an educational program appropriate to their level of achievement, physical maturation, and social development. Most students will make regular progress and will be promoted to the next grade level. However, individual circumstances may indicate a need for retention or acceleration.

All academic classes are equally important. Grades earned in Armenian language, Armenian Studies, English, Mathematics, Science, and Social Studies receive equal emphasis when promotion or retention is considered.

The following policies make up the minimum academic expectations of students:

Elementary (Grades K - 5):

Six chronological years of progress through grades is the standard expectancy from students. Students demonstrating difficulty in mastering basic skills usually are identified as early as in their primary grades (K-2).

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

- a. Master the basic skills in all academic classes and complete remedial work for any “F” grades at the end of the year.
- b. Attend at least 85% of school days (no more than 25 absences per year), except in special circumstances.
- c. Receive teachers' recommendation for promotion.

Middle School (Grades 6 - 8):

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

- a. Successfully complete the grade-level courses.
- b. Attend at least 85% of school days (no more than 25 absences per year), except in special circumstances.

BOOKS / MATERIALS

Textbooks

The school provides required textbooks in all grades. Students are responsible for the books assigned to them and must return them in good condition for future use upon request. Parents will be billed for the cost of replacing lost or damaged books.

Materials

A list of necessary school supplies is given by each homeroom at the beginning of the school year. The school supplies all other materials. Students are not to bring to school personal property such as toys, games, and electronics to class unless requested to do so by a teacher. The school does not take responsibility for lost or damaged personal property.

VISITS / BIRTHDAY /LUNCHESES

During Covid, please inquire about the latest guidelines from the administration.

To ensure a proper educational environment without unnecessary disruptions, please follow these procedures:

Visits

The school welcomes classroom visits of parents after the third week of the school year. Appointments for such visits need to be arranged with the teacher or through the office. Parents, school volunteers and other visitors must report to the office to receive an identification badge before entering the classroom. The school shall not be liable for any injuries suffered by an unauthorized person while on or leaving school grounds.

Birthdays

The school encourages each teacher to acknowledge each student's birthday. Parents should follow the Nutrition Committee guidelines when purchasing cake and drinks for their child's class. No nuts please.

Lunches/Snacks

The A.S.P.T.A. provides a hot lunch Tuesday through Thursday for those students who are registered. The fee for hot lunch is determined by and payable to the A.S.P.T.A. Milk is available to our preschool students.

Student lunches and snacks should be nutritious and well-balanced. Candy, soda, and gum are not permitted in school and must not be brought for lunch or snack. Cans and glass bottles are prohibited as well. Lunch bags and boxes must be labeled with the student's name and grade. **Please note that fast food items must not be brought to school.** In the case of an emergency, all brand labeled packaging should be removed from the food, and lunch should be wrapped with aluminum foil.

MESSAGES / DELIVERIES / CELL PHONE

Messages

The school office will make every effort to deliver emergency messages to students. All other messages will be placed in the teacher's box. Parents are requested to inform the office in writing when their child(ren) will be picked up by anyone other than themselves. The home numbers of faculty and staff will not be given out. All faculty members may be contacted through the school's e-mail system. The emails are listed on the website under Staff Directory. To contact a teacher use the firstnamelastname, followed by @kzv.org. Use kzvoffice@kzv.org to contact the school office. Use gandonian@kzv.org to contact the principal.

Deliveries

Parents who bring their children's lunches, P.E. clothes, or other items need to leave them in the office. Parents are not permitted to disturb classes in session.

Cell phone Policy

No student will be allowed to possess a cell phone on KZV Campus. We do recognize that cell phones can be a safety/security tool. Parents are encouraged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will do our best to relay any urgent information to your child. Middle school homeroom teacher will collect all cell phones during the first period. Students will get them back at the end of the day.

If a student is found to be in possession of or using a cell phone, the phone will be confiscated. The consequences will be as follows:

1st offense: Cell phone confiscated for one week. Meeting with parents

2nd offense: Cell phone confiscated for two weeks. The student will be subject to a one (1) day suspension.

Our goal is to create a safe environment, conducive to learning, and free of all distractions that hinder the learning process.

STUDENT COUNCIL

A Student Council is one way of offering leadership training skills associated with leadership qualities which can be a great attribute to the developmental progression of our students. The experience of participating at such levels encourages an active integration of students with the Principal, teachers and other students. As we assist in the leadership training process of our young people we are assisting with future leaders within the Armenian-American Community.

- Under the guidance of the Principal, a teacher should be selected who will act as Advisor to the Student Body
- An announcement should be distributed to all students which encourages students to be active and participate in the process of electing a Student Body Government consisting of four students:
 - a. President (from 8th Grade)
 - b. Vice-President (from 8th Grade)

c. Treasurer (from 6th, 7th or 8th Grade)

d. Secretary (from 6th, 7th or 8th Grade)

- The above four officers constitute the Governing Body. They must be in good academic standing at KZV with at least a GPA of 3.0, and have a good citizenship.
- Two representatives should be elected from each class (grades fourth through eighth).

The terms of office for all elected Officers and Representatives shall be for one school year commencing the day of announcement of election results and ending in June.

ILLNESS / MEDICATION / INSURANCE

Illness

Parents are urged to keep children home from school when they exhibit any of the following: chills, coughing, earache, enlarged glands, fever, rash or skin eruptions, sore throat, headache, vomiting, red or discharging eyes, head lice. If a child is brought to school ill, or if a child becomes ill at school, his/her parent will be contacted and will be asked to take the child home. It is imperative that an emergency name, address and telephone number be on file in the school office in the event a parent or guardian is not available.

Medication

By law the school is not permitted to administer any medication without the parent's written permission and clearly outlined directions regarding dosage and schedule.

Insurance

A student accident insurance program covers students while attending school, in transit, on field trips, practicing for or participating in school athletics or at other school-sponsored activities. The insurance is required for all students attending the school. Fees are payable during registration. Claims are to be processed through the KZV office.

FIELD TRIPS / TRAFFIC SAFETY / SMOKING

Field Trips

Field trips are arranged at the discretion of homeroom and subject-area teachers in consultation with the administration. They are considered an extension of learning and a necessary enrichment to the curriculum.

Parents will receive sufficient notice to grant permission for their child(ren) to participate. A student not attending a class field trip is expected to be in school and will be provided with appropriate lessons and activities. Generally, there is a nominal fee per child for field trips. Students are to adhere to the school's dress code during field trips, unless otherwise noted, and demonstrate proper behavior.

When needed, parents will be asked to chaperone and provide transportation. Parents may not bring younger siblings on field trips because of liability issues, and possible distractions when monitoring their assigned group. Any vehicle used to transport school children must be in good operable condition, fully insured and equipped with seatbelts to secure all children. The driver must hold a valid California driver's license and have a good driving record.

Traffic Safety

A 10 mph speed limit must be observed on school property. All drivers need to exercise extreme caution before moving their vehicles. Parents and children must exercise similar caution when walking through the parking lots. The West parking lot is dedicated to the teachers and staff. Please do not park there during drop off and pick-up.

Smoking

Smoking is prohibited on school grounds, parking lots, within 25 feet of the school fence and off campus field trips any time students are present.

NOTICES / COMMUNICATION CHANNELS

Notices from School

The school sends announcements and reminders via e-mail on Thursdays. Correspondence requiring a response must be returned by the due date. Parents are requested to read the information carefully as it provides an important link between school and home.

Channels of Communication

It is the policy of the school to foster open and orderly communication among all parties involved in the operation and functioning of the school. This includes communication among students, parents, teachers, the staff, the principal, members of the School Board, A.S.P.T.A., the Board of Regents and the community at large. Openness is necessary to develop trust and better understanding among the various parties, and order is necessary to maintain efficiency in the operation of the school. To this end, adhering to the following procedures and policies will facilitate the process.

- Parents should address concerns about specific students to the appropriate teacher.
- Teachers shall inform the principal of all matters of substance brought forward to them by students or parents.
- If a satisfactory resolution is not achieved, parents should consult with the principal.
- If a resolution of the expressed concerns is not achieved parents may address the School Board in the manner described below:
 - The principal shall inform the School Board of substantive concerns brought forward by parents or teachers in a timely manner.
 - The School Board may provide appropriate hearings for concerns expressed by parents or teachers.

If there are issues or grievances regarding the administration the matter should be addressed to the chairman of the School Board in writing.

PARENT PARTICIPATION / A.S.P.T.A. / PARENT VOLUNTEER HOURS AND OTHER OBLIGATIONS

Parents are the best ambassadors for KZV! The quality of parent participation and full support is one of the key factors of an excellent educational institution. Parents who are actively involved in their children's school make for happier and more engaged children. Participation in the Armenian School Parent – Teacher Association (A.S.P.T.A.) activities is an excellent opportunity, particularly for new parents, to learn about the school and become acquainted with other parents.

An A.S.P.T.A. executive board is elected in May for the following academic year. Meetings are held throughout the year. There is a \$30 membership fee per family.

Mandatory volunteer hours are required of each family. Each family must provide 40 hours of service to the school throughout the year. Families may pay the sum of \$500.00 at time of registration, if they prefer to be relieved of this commitment of time and talent. Families receiving financial aid will also be required to perform an additional 25 hours of parent volunteer hours.

DISASTER PREPARDNESS

The school is equipped for emergencies with first-aid supplies, food and water, flashlights and other necessary materials. Upon expiration, disaster kits are updated. Furthermore, the school faculty and staff are certified for CPR and trained in basic first aid. The importance of a calm and orderly response to fire or earthquake cannot be overemphasized. Telephone service may be disrupted and roads may not be passable in the event of such emergencies. In the absence of direct communication, parents should assume that their children are being cared for in the best possible way.

In the event of fire, the school will be evacuated according to a well-rehearsed plan. Fire drills are held regularly (once a month) under the supervision of the San Francisco Fire Department.

The school also conducts earthquake drills on a regular basis. In the event of a severe earthquake, safety considerations may require students to remain on campus for some time. They will be kept safe and secure until parents or other authorized adults can take them from school grounds. No student will be released on his/her own.

When arriving at school after an emergency, parents or authorized individuals should adhere to the following procedure:

- Parents should go directly to the office
- The child(ren) will brought to the office by a teacher, and the parent or authorized individual will sign the child(ren) out
- Parents should not enter any area where children are kept so as not to alarm children whose parents have not yet arrived

DRESS AND UNIFORM STANDARDS

Students are expected to attend School properly groomed and dressed neatly in uniform as designated below:

Boys (K-8):

White Polo Shirt

Navy Blue Twill Trousers (**from Dennis Uniforms ONLY**)

Navy Blue School Sweatshirt with School Logo embroidered (to be purchased from KZV Office)

White, Navy Blue or Black Socks

Black or Dark Colored Shoes

Black, Dark Colored or White Athletic Shoes

Girls (K-5):

White Polo Shirt

Marymount Plaid Jumper or Marymount Plaid Skort (**from Dennis Uniforms**)

Navy Blue Twill Pants (**from Dennis Uniforms ONLY**)

Navy Blue School Sweatshirt with School Logo embroidered (to be purchased from KZV Office)

White or Navy Blue Socks

White or Navy Blue Tights

Navy Blue Leggings

Black or Dark Colored (Mary Jane style) Shoes

Black, Dark Colored or White Athletic Shoes

Girls (6-8):

White Polo Shirt

Marymount Plaid Skirt (**from Dennis Uniforms**)

Navy Blue Twill pants (**from Dennis Uniforms ONLY**)

Navy Blue School Sweatshirt with School Logo embroidered (to be purchased from KZV Office)

White or Navy Blue Socks

White or Navy Blue Tights

Navy Blue Leggings

Black or Dark Colored (Mary Jane style) Shoes

Black, Dark Colored or White Athletic Shoes

All Students: Solid white turtlenecks or T-shirts may be worn under the white polo shirt only. Hair should be neatly combed and conservative in appearance. **Make-up, nail polish, or jewelry (except for simple watches, crosses, and simple post earrings) are not acceptable.**

Hoods, hats, and sunglasses policy: While students are permitted to wear their hooded sweatshirts on campus (8th Grade and Van Cats hoodie sweatshirts), they are not allowed to cover their heads with the hood or wear hats or sunglasses **in the classroom**. This policy has been put in place to ensure a focused and respectful learning environment for all students.

Trousers, pants, jumpers, skirts and skorts **should** be purchased from: www.dennisuniform.com

Dennis Uniform Company
590 – 10th Street, San Francisco
CA 94103,
(415)864-3401 (800)257-1796

PARENTAL CODE OF CONDUCT

Aim

A community that shares the school's beliefs and values is critical in helping to build and maintain an effective school. Appropriate conduct on school grounds by everyone is central to ensuring we achieve this goal. Our staff and students work to a Code of Conduct and this document is intended to provide similar guidelines for parents. Specifically, this Code of Conduct is intended to:

1. provide a set of general principles to guide parents in their interaction with staff, students and other parents.
2. communicate the school's expectation as to how parents conduct themselves when on School grounds.
3. explain how parents can direct their concerns through the correct channels in appropriate ways.

This Code is not intended to comprehensively address every situation but is a general guide only.

School's core beliefs

The school has a number of core beliefs and values. Those core beliefs are *Communication, Collaboration, Inclusivity, Excellence for Personal and Academic Growth*.

Personal behavior

As parents you are our students' biggest role models. Accordingly, the school expects a high standard of personal behavior from parents when on school grounds, including but not limited to such things as:

1. Refraining from offensive, insulting or derogatory language or conduct on school grounds. This includes wearing clothing with offensive language or insignia.
2. Dressing appropriately. Revealing clothing or beach wear, going shirtless and barefoot should be avoided at all times.
3. No smoking on school grounds: education facilities are strictly non-smoking environments. Please refrain from smoking within sight of the boundary of the school property.
4. No drinking alcohol or possession of alcohol or any other intoxicants on school grounds during school hours.

Interaction with staff, other parents and students

Parents are expected to interact civilly with staff, students and other parents at all times. Abusive language, yelling, insulting or violent behavior to anyone on school grounds is not appropriate.

It is not appropriate to discipline another parents' child while on school grounds. Concerns should be brought to the attention of the administration. Parents with concerns about the interaction between students on school grounds must address their concerns to their child's homeroom teacher or the administration.

Parents with concerns regarding their child's learning are encouraged to schedule a meeting with their child's teacher so concerns can be given the attention they deserve. Mornings and afternoons are the busiest times for our teachers, and they may not be able to give your concerns their full attention, so please schedule a meeting with your child's teacher.

Do not congregate before and after school. Do not leave your child/ren unsupervised after school. Pick up your child/ren and vacate the campus in a timely manner. Our playgrounds are off limits to the students after school.

Furthermore, for the safety of all children, we want to remind you all to drive cautiously while entering and driving in the parking lots, as there may be children in the lots before and after school.

Continuing concerns should be directed to the Principal.

Communication and the potential for conflict

KZV Armenian School will endeavor to assist with parental conflicts as best as it can but can only do so if it is informed of such matters. In some circumstances parents are required by law to advise the school of areas of potential conflict, such as parenting and family court orders.

While there is no obligation to inform the school of other situations where parents may be in dispute, any information received will be treated in strict confidence. In any event, the school expects parents to behave lawfully on school grounds and observe the terms of any order, obligation or undertaking they may be subject to.

What parents can expect from the school

The school cannot police parents' conduct. However, the school takes seriously any issues that are brought to its attention.

If parents express their concerns to the school in confidence parents can expect to be treated with courtesy and respect in order to try and resolve the matter.

As a general guide, minor issues may be addressed (in private) with your child's teacher. Cases of inappropriate conduct or misconduct ought to be directed, in the first instance, to the school principal.

The principal may wish to speak to you and then speak to your child's class teacher. If the issue concerns other parents or students, the principal may speak to those persons as well, unless you express a desire for the matter to remain between you and the school.

It is not possible to categorically state what will constitute a minor issue, inappropriate conduct or misconduct. Each situation must be considered as it arises. However, in cases of serious or repeated misconduct, the school may take steps to ban a parent from entry to school grounds for the safety of everyone and may, where appropriate, involve other authorities.

With this guide in place, it is hoped that parents can appropriately direct their concerns and contribute to a harmonious environment that reflects and builds on the school's core beliefs and values.

DISCIPLINE POLICY

Standards of Behavior

The school is committed to a physically and emotionally safe and secure learning environment. Discipline is the training that develops character, self-control, efficiency, and orderliness. It is the key to good conduct, consideration, and respect for the rights of others. The school places emphasis upon teaching and reinforcing appropriate behavior in order to establish and maintain a positive learning environment.

Specific goals of the discipline policy are the following:

- Establish a safe productive learning environment free of hate speech that ensures the safety of all students, teachers and staff
- Promote self-direction, motivation, and a sense of responsibility among students
- Cultivate mutual respect among students, teachers, administration, and parents

Standards of Conduct

The teacher with the administration develops classroom rules. Students are also expected to adhere to the following school wide rules:

On the Playground

- Finish eating, and dispose of trash properly before playing
- Keep our school clean
- Play safely
- Be a good sport
- Stop playing when the bell rings
- Disruptive behavior will not be tolerated

In the Lunchroom

- Enter and exit in an orderly manner
- Use good table manners while eating
- Keep your eating area clean
- Wait at your table to be dismissed before leaving the lunchroom
- Disruptive behavior will not be tolerated

At assemblies

- Be quiet and attentive
- Ask permission before leaving your seat
- Follow instructions given by faculty and administration at all times
- Disruptive behavior will not be tolerated

Consequences for Violation of Standards

Tardiness

- Besides being punctual and arriving on time in the mornings, students must be in their classrooms on time as well. School begins at 8:15 a.m. Any students arriving to school after the second bell (8:20 a.m.) will receive a morning tardy from the school office unless he/she has a valid excuse. During the school day any student arriving to class after the second bell will receive a class tardy, unless he/she has a pass from a teacher or from the office. Students with two or less morning and class tardies each month will receive a free dress pass. Students with three or more morning tardies will not receive a free dress pass for that month. For middle school students, class tardies will be recorded in the report card. Homework Policy
- Teachers will determine their homework policy following the guidelines set by the administration.
- All homework policies will be reviewed by the administration.
- Teachers will communicate their homework policy to the students and parents.
- Failure by a student to meet homework expectations will result in parent-teacher conferences, and/or parent-teacher and administration conferences.

Behavior Referral

- Teachers have the prerogative to resolve issues with students and parents before referral to the administration.
- Pink slips may be issued at the discretion of the teacher for repeated offenses such as disrespect and disruptive behavior, as well as some severe violations (listed below) both in the classroom and on the playground.
- Subsequent to a pink slip, the administration and teacher will decide on further action pertaining to the student. Such actions may include, but are not limited to:
 - Student, parent, teacher and administration conference. by telephone or in person
 - Community service by the student, followed by the completion of a reflective assignment
- If inappropriate behavior continues further measures may be taken. Such measures may include, but are not limited to:
 - After school detention
 - Suspension
 - Expulsion

Severe Violations and Their Consequences

- Ignoring or talking back to adults
- Fighting and/or causing bodily harm
- Carrying, bringing, using or possessing dangerous device and their look-alikes
- Using abusive language and/or profanity
- Bullying
- Abusing school property or the property of others/vandalism
- Engaging in any form of plagiarism, the use or close imitation of the language and thoughts of another author and the representation of them as one's own work
- Cheating
- Stealing

The principal may suspend a student for one or more days depending on the severity of the violation. The principal will notify parents prior to the suspension date. In addition to the above, the school adheres to the Discipline Policy of the Board of Regents of the Prelacy of the Armenian Apostolic Church as described on the next page.

DISCIPLINE POLICY OF THE EDUCATION COUNCIL WESTERN PRELACY OF THE ARMENIAN APOSTOLIC CHURCH

Discipline is an essential component of the entire educational system. The rules at Prelacy Armenian Schools are in place to insure a safe and orderly environment conducive to educating students and to safeguard and protect individuals who are part of the school community.

Prelacy schools adopt the assertive discipline guidelines. We aim to teach students that any behavior may have *positive* or *negative* consequences.

Corporal punishment is not allowed at any Prelacy Armenian School. However, school personnel may resort to reasonable force as needed to maintain the safety of other students or as self-defense to prevent possible violence or injuries.

School rules apply and are enforced school-wide and in the classrooms. The school also has jurisdiction over students while traveling to and from school-sponsored activities not held on campus. The teacher is the authority in the classroom and the supervisors are the authorities around the school. However, all students are required to follow the directives and instructions of any school employee.

Each school reserves the right to make the necessary changes and/or modifications to the school disciplinary policies and the rules at any time during the academic year.

DISCIPLINARY ACTIONS

Adherence to school rules is mandatory. Those who do not comply with school standards must be ready to face consequences. The following are the disciplinary measures employed at all Prelacy Armenian Schools.

Corrective Warnings

Teachers, supervisors, and administrators will warn students of their behavioral misconduct and encourage them to correct their behavior.

Behavior report to parents

Besides reprimanding the student for violating school regulations, parents will also be notified in writing (Behavior Report) about the student's infringements.

Detention

Detention supersedes all other school programs and activities. Students are required to serve detentions; otherwise, they will be subjected to further disciplinary actions.

Loss of privileges

- Field trips, dances, plays, student council/leadership activities, etc.
- End of the year or graduation activities

In-school Suspension

In-school suspension is the temporary removal of a student from regular classroom instructions and school activities.

Suspension

Students will be suspended from school for the following violations of the education code and/or when it has been determined that their presence at school cause disruption to the learning process or in some other way jeopardize the operation of the school.

E.C. – 48900 -- A pupil shall not be suspended from school or recommended for expulsion unless the principal of the school determines the pupil has:

- a) (1) Caused, attempted to cause or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal. (A dangerous object as used in this policy is defined to include, but not limited to any instrument or weapon of the kind commonly known as a blackjack, billy, slingshot, chain, dart, metal knuckles, nunchaku, sandclub, sandbag, dirk, dagger, revolver, or any other explosive device, any knife, folding knife with a blade that locks into place, and razor with an unguarded blade, and any metal piper or bar used or intended to be used as a club, which can be used to injure others); (School personnel may take from the personal possession of any pupil while under the authority of the school, any object capable of inflicting substantial damage, when such object has no academic purpose for the pupil. Such objects must be turned into the principal, or principal's designee).
- c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- e) Committed robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stolen or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine; including but not limited to, cigarettes and cigars.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possession of an imitation firearm. An imitation firearm is "a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault, as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 234.4 of the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

- p) Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- q) Engaged in or attempted to engage in hazing as defined in Section 32050.
- r) Engaged in an act of bullying; but not limited to, bullying committed by means of an electronic act as defined in (f) and (g) of section 32261 directed to a pupil or school personnel.
- s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the principal or assistant principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- t) A pupil who aids, or abets, as defined in Section 31 of the Penal Code, the infliction of a physical injury to another person may suffer suspension, but not expulsion. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant E.C. 48900 (a)

E.C. 48900.2 Sexual harassment: In addition to the reasons above, a pupil may be suspended from school or recommended for expulsion if the principal of the school determines that the pupil has committed sexual harassment.

E.C. 48900.3 Hate Violence: In additions to the reasons above, a pupil in any one of grades 4- 12, inclusive, may be suspended from school or recommended for expulsion if the principal of the school determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

E.C. 48900.4 Additional grounds for suspension or expulsion; harassment, threats or intimidation.

A suspended student is not allowed on school campus and is not allowed to attend any school activities during the duration of the suspension or to make-up missed tests.

A student may be suspended for no more than five (5) school days at one time except during an expulsion process and for no more than twenty (25) days in a school year. A student on suspension for over twenty (25) days will be expelled from school because he/she has not met the school academic program requirements.

Administration will follow a progressive discipline policy and provide Due Process to students.

The procedure for suspending a student from school follows the steps listed below:

- Student Hearing:
 - (a) The school administration will meet with the student.
 - (b) Present and explain the alleged charge(s) made in the “referral form” and give the student a chance to present her/his side in writing.
 - (c) School administration will contact the parent and inform them of why their child is being sent home. A written “notice of suspension” will be provided, which includes Educational Code violations, the suspension date(s) and the date the student is permitted to return to school.
 - (d) The administration or parent may request a conference prior to the student’s return to school to discuss the student’s behavior.

- (e) A suspended student is not allowed on any school campus or may not attend any school activities during the duration of the suspension.

Probation

Behavioral probation is reserved for serious and/or excessive violation of school rules. Students are placed on behavioral probation for a designated period of time determined by the Administration. Based on the terms of the probation, student may not attend school functions, participate in school athletic activities or student council organized events. Any violation of school rules or the terms of the probation may be cause for expulsion.

The Right to Deny Enrollment

Based on the student's behavior and conduct history, the Administration may decide to deny a student the privilege to enroll for the next academic year.

Expulsion

An expulsion is the permanent removal of a student from the school. Expelled students are not welcome to attend any other Prelacy schools for the duration of the expulsion. An expulsion may last one full academic year. Stipulations may be placed on a student which may entitle the student to return to school sooner. Examples of stipulation may include receiving outside counseling or successful performance at a non-Prelacy school.

The procedure for expulsion follows the steps below:

- The student will be suspended pending his/her expulsion and notification of the parent/guardian regarding the offenses committed by the student.
- The Principal will prepare the expulsion report, providing the reason(s) for the recommended expulsion along with documentation of the student's discipline history.
- The Principal will forward a copy of the expulsion documents to the Board of Regents for action.
- The Board of Regents will also send a copy of this report to the parent.
- The parent/guardian will be granted due process prior to the implementation of the expulsion. The parent shall be provided with information about the appeals process.
- Appeals may be made to the Board of Regents within five (5) days of the decision. The decision of the Board of Regents shall be final.
- The Principal may extend the suspension period, if necessary, for the purpose of implementing due process. Such extension must be made by written notification to the parent/guardian.
- Expelled students seeking readmission to Prelacy schools must present their records for review before readmission.

Financial Liability

In case of damage to personal and/or public property caused by a student, the parents or guardians are held liable for recovery of any or all damages of up to the amount of \$10,000 (Education Code 48904).

Police Intervention

In case of an unlawful or violent act by students or adults, the police will be informed immediately, which may result in a citation and affect the student's record.