

STUDENT HANDBOOK



Sts. Tarkmanchatz Armenian School

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This handbook belongs to:

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Policies and procedures outlined in this handbook are subject to change/revision at any time.

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CONTENTS

Mission.....	3
Academic Expectations	4
Student Rights & Responsibilities.....	4
Standard of Conduct.....	5
Classroom Rules.....	6
Academic Honesty	7
Assemblies	7
Attendance.....	7
Bullying.....	8
Change of Phone Number	8
Clubs & Activities.....	8
Disciplinary Measures.....	8
Dress Code	9
Early Dismissal	9
Events.....	10
Field Trips	10
Food & Beverage Consumption	10
Final Exams.....	10
Grades	10
Nondiscrimination.....	11
Parent-Teacher Communication	12
School-to-Career Position	12
Student Obligations	12
Student Publications.....	12
Student Records	13
Substitute Teachers, Volunteers, & Aides.....	13
Tardiness	13
Telephones & Electronic Devices	14
Visitors.....	14
Withdrawal.....	14
Internet Policy, Student User Agreement, and Parent Permission Form.....	15

STS. TARKMANCHATZ ARMENIAN SCHOOL MISSION

Sts. Tarkmanchatz Armenian School offers its students the opportunity to receive a nourishing and stimulating education in the context of an Armenian Christian environment. In addition to teaching our students specific academic subjects, we strive to teach our students skills necessary for lifelong learning. We encourage academic achievement, extracurricular participation, enthusiasm and self-confidence in order to foster independence, personal and social growth. We hold our school community to high standards of ethical conduct and social awareness. As a private Armenian Christian school, we also have the unique responsibility of instilling in our students a love and appreciation of Armenian culture, language, history, and knowledge of the Armenian Orthodox Church and its religious teachings and traditions. A central part of Sts. Tarkmanchatz Armenian School's mission is cultivating the coming generations of educated, young Armenians who will contribute to the prosperity and continuance of the Armenian race.

ACADEMIC EXPECTATIONS

Students will:

- Read, write, listen, and communicate effectively
- Use information to solve problems, think critically, and make decisions
- Create meaningful connections to prior knowledge
- Be independent learners and thinkers

STUDENT RIGHTS AND RESPONSIBILITIES

The following are examples of students' rights and responsibilities:

- Students have the responsibility to attend class and to comply with the educational rules and policies of the school.
- Students have the responsibility not to disrupt the educational process, not to coerce others to participate in a particular type of expression, not to violate the rights of other students who disagree with their views, and not to slander someone (malicious speech without regard to truth). A student's freedom is not absolute and may be regulated when the student abuses his or her responsibilities.
- Students have a responsibility to abide by the school's dress code.
- Students have the responsibility not to bring illegal or dangerous materials into the school. Students can be searched when a school administrator has reason to believe that they are in possession of anything which might be illegal, dangerous, or disruptive to the school's learning environment. School officials have the responsibility to prohibit the entry of any material which may be disruptive to the school environment.
- Students have a right to expect a clean and sanitary school facility.
- Students have a responsibility to contribute towards keeping the school clean.

STANDARD OF CONDUCT

Sts. Tarkmanchatz Armenian School expects the highest standards of conduct from all of its students at all times, whether in school, out of school, or at a school-sponsored activity. The school promotes an educational environment that is safe, healthy, and conducive to learning, allowing students to pursue opportunities for growth and achieve their full potential. Students and staff have the right to expect mutual courtesy, respect, and fair treatment, and to be informed of their respective rights and responsibilities. These expectations emphasize that proper student behavior is obligatory and conduct incompatible with the education process is unacceptable.

Students who infringe on the rights of others, or who violate school policies and regulations will be subject to corrective disciplinary action including, without limitation, removal from class, suspension from school, and/or expulsion from school. The school is committed to upholding the use of mandatory suspension or expulsion proceedings with respect to conduct committed on or off school grounds, on school transportation, or at a school-sponsored activity which endangers persons or property, is seriously disruptive of the educational process, or which violates a publicized policy of Sts. Tarkmanchatz Armenian School. Whenever a disciplinary measure is employed, it shall be fair, reasonable, and consistent.

Unacceptable conduct includes, but is not limited to:

- 1) Willfully striking or assaulting a student, members of the school staff, or others
- 2) Theft, attempted theft and possession of stolen goods
- 3) Use of obscene or profane language or gestures aimed at a student or member of the school staff
- 4) Commission of an act of discrimination or harassment towards any student or school staff member
- 5) Violation of smoking, dress, or transportation regulations
- 6) Deliberate refusal to obey an order or directive from a member of the school staff, or disruptive classroom behavior
- 7) Blackmailing, threatening, or intimidating school staff or students
- 8) Unauthorized entrance into the school building or aiding an unauthorized entrance
- 9) Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing fire
- 10) Violation of the Internet Policy
- 11) Willful destruction of personal or school property
- 12) Accumulation of minor offenses such as being late to school, skipping class, or failing to attend detention
- 13) Trespassing on school grounds while on suspension
- 14) Falsely reporting an incident, such as a "fire," or misusing the fire extinguishers
- 15) Repeated and/or intentional defiance of school rules and the authority of teachers, supervisors, or administrators
- 16) Leaving school without permission
- 17) Any other violation of school rules or regulations, or a series of violations which makes the presence of the student in school seriously disruptive to the educational process

CLASSROOM RULES

- Be polite, courteous, and respectful at all times
- Respect yourself, teachers and your classmates
- Respect personal space, rights and property of others
 - Keep your hands to yourself.
 - Use an indoor voice
 -
- Raise your hand and wait to be called on before you speak.
- Listen quietly and respectfully while others are speaking.
 - Leave your seat only when necessary.
 - Be quiet in lines, hallways, and restrooms.
 - Follow teachers' directions
- Come to class prepared with all supplies and homework complete
 - Treat people the way that you would like to be treated.

SCHOOL POLICIES

ACADEMIC HONESTY

Sts. Tarkmanchatz Armenian School is dedicated to developing the academic potential of every student and promoting ethical conduct. Cheating and plagiarism are serious violations that undermine learning and tear down such ethical behavior. This conduct prohibits both teachers and students from knowing a student's true academic ability. Furthermore, it erodes the trust between teacher and student. Students will receive severe punishment if found violating the policies that govern academic honesty.

ACTIVITIES

See Clubs and Activities, p.8

ASSEMBLIES

School assemblies are designed to offer students important information, learning experiences, and/or entertainment. They cannot be successful without students' cooperation. Students should enter and exit the assembly area quickly and quietly. During the program, courtesy demands that students be quiet and conduct themselves with politeness and consideration towards others.

ATTENDANCE

Sts. Tarkmanchatz Armenian School believes that regular school attendance is essential for an effective and productive learning experience. The maximum benefits for each individual child can only be achieved from daily participation and interaction in the classroom.

Sts. Tarkmanchatz Armenian School recognizes that students may occasionally miss school for legitimate reasons. These reasons, when documented by a parent or guardian, are usually considered "excused absences."

Absences which occur for no legitimate reason will be considered "unexcused" and will warrant appropriate follow-up action by the school. Family vacations should not take place when school is in session.

The following regulations are to serve as the guidelines to govern student attendance at Sts. Tarkmanchatz Armenian School.

ATTENDANCE GUIDELINES

A. When an excused absence occurs, the student will be given sufficient opportunity and assistance to make up any missed work.

B. Parents are requested to telephone the Main Office between 7:30 – 9:00 a.m. on the days of their child's absence from school.

C. Students returning from a 3 day absence must present a doctor's note explaining the absence to the school office. If no note is received, the absence will be considered unexcused. All notes must be received within 48 hours.

The specified number of absences includes excused absences, unexcused absences, and tardies (being late to school). They are defined and “weighed” as follows:

*These include: personal illness, appointments with health professionals that cannot be made outside of the regular school hours, emergency family situations, etc.

**Parents should notify the school when their child has a chronic medical problem and must miss school for an extended period of time. A doctor’s note will be required in such instances.

<u>Days of absence</u>	<u>Action taken by parent</u>	<u>Action taken by school</u>
1-2 days	Parent must call the school	Excused absence
3 days	Must have a doctor’s note	Excused absence
7 days	No action	Detention /parents called in
20 days	explanation	Repetition of grade

BULLYING

Bullying is defined as any form or type of physical, verbal, and/or emotional mistreatment, abuse, and/or harassment of a student by another student. Bullying is prohibited both on and off school grounds, and during, prior to, or after the school day. Students will suffer severe consequences for such actions.

CHANGE OF PARENTS’/HOME TELEPHONE NUMBER

If parents have a change of telephone number, parents must contact the school office as soon as these changes go into effect. Without this updated information, the school would be unable to make contact in the event of an emergency.

CLUBS AND ACTIVITIES

Sts. Tarkmanchatz Armenian School offers clubs and activities for students to participate in. These activities meet after school with a faculty or staff advisor. It is a fact that universities look favorably on applicants who have participated in co-curricular activities. Students are encouraged to take part in those that are of interest to them. Announcements will be made when these activities are taking place. If students have questions, they should see the appropriate advisor.

New clubs may be established by requesting permission from the Student Council and school administration. Students must present an advisor, 8+ interested students, and a written explanation for the need/purpose of the club. A presentation to the Student Council is mandatory. Refer to club policies and procedures.

DISCIPLINARY MEASURES

DETENTION—A form of punishment by which a student is made to stay in during free periods or after regular school hours

Students assigned a detention will be told when and where to report. It is the responsibility of the student to report as directed. Extracurricular activities are not considered an excuse to miss detention.

SCHOOL SUSPENSION—*A form of punishment in which a student is excluded from attending school for a certain period of time. A student may receive a suspension for repeated violation of rules and regulations.*

Students will receive suspension after the exhaustion of all other discipline methods (detention, etc.). A student can be suspended for as little as one day to indefinitely, during which time s/he will not be permitted to attend school or school-sponsored activities such as field trips, social clubs, etc.

DRESS CODE

Students are expected and obliged to wear the school uniform each and every day of the school year, as well as to church services on religious feast days, or at special school events, of which prior notice will be given.

Uniform Policy

- Kindergarten students must wear red polo shirts with any kind of pants.
- Elementary & secondary school students must wear blue polo shirts with dark blue pants.
- Plain jeans are acceptable. Jeans that are tight, torn, faded, jewel-studded, painted, or low-cut are not permitted.
- Students may wear tennis shoes, closed-toe shoes, dress shoes, or boots. Flip flops and high-heeled shoes are not permitted.
- For official occasions and church attendance, students are expected to dress more formally. Boys must wear their blue uniform, dark blue cloth pants and black shoes. Girls must wear blue uniform, dark blue pants and black dress shoes. Jeans and athletic shoes are not permitted.
- During school hours all students must wear shirts and sweaters carrying the school emblem, which are sold only by the school.

EARLY DISMISSAL

Students are expected to be in school until the end of the school day. If a student must leave before that time for any reason (doctor's appointment, etc.) s/he must have permission from the principal. The student must bring proper notification from his/her parents to the school office prior to the day of the request.

If a student becomes ill during the school day, s/he should report to the school office where the appropriate personnel will determine whether or not the parents should be called to arrange for the student's dismissal. Under no circumstances should a student leave school without permission.

EVENTS

Students are invited to attend and participate in events hosted by the school throughout the school year. Examples of these events include field trips, dances, carnivals, talent shows, and so forth. ***However, in order to attend and participate in these events, students must be in attendance at school on the day of the event (see section on attendance policy).*** During the event, students are expected to follow school rules.

FIELD TRIPS

Field trips are an extension of the classroom, and as such, school rules, policies, and disciplinary actions apply. Individual student participation in a school-sponsored field trip will be a collaborative decision between teachers and administration. A parent/guardian is required to sign a permission slip for each trip. Any disciplinary issues can be a disqualifier for field trip attendance.

FOOD & BEVERAGE CONSUMPTION

Students are expected to help keep the school building and grounds clean. Dispose of waste material as soon as possible after eating. Numerous trash cans are always available. **All food and beverages should be consumed prior to entering any classrooms.**

Students should be polite during breaks, especially when it comes to purchasing food or beverages. Wait courteously in line without pushing or shoving others around you.

FINAL EXAMS

The school calendar lists the specific dates and times of midyear and final examinations. Students and their parents should be aware that if they do not have an examination on a particular day, they should not come to school on that day.

GRADES

School grading scale is as follows:

Verbal	Numerical
Superior	97-100
	93-96
	90-92
Above Average	87-89
	83-86
	80-82
Average	77-79
	73-76
	70-72
Below Average	67-69
	63-66
	60-62
Failing (<i>no credit</i>)	Below 60

In addition to grades and brief comments, progress/report cards will also indicate an effort/participation grade number: 1, 2, 3, or 4. Attitude is one component of this grade. An explanation of the categories is as follows:

1 = OUTSTANDING

The student usually works up to or beyond capacity and displays outstanding individual accomplishment. Areas include daily class participation, full completion of assignments, regular participation, and high self-motivation toward achievement.

2 = SATISFACTORY

The student performs responsibilities in an acceptable manner, sharing in the characteristics of the outstanding category, but to a lesser degree.

3 = NEEDS IMPROVEMENT

This indicates the student is in difficulty and not performing up to desired standards. The student shows deficiencies in areas of daily preparation and performance. The student is in need of parental-guardian and teacher attention.

4 = UNSATISFACTORY

This indicates overall unsatisfactory performance in all aspects of student classroom responsibilities. Areas of concern include the following: frequently disrupts the classes, does not do assignments, does not do assigned reading, and does not make up work. **Students placed in this category shall be ineligible to participate in interscholastic and/or extracurricular activities for a period of not less than 3 weeks following the issuance of report cards.** Reassessment of the student's efforts may be requested following the three-week period.

Art, Music, sports, computer will be graded on the 1-4 scale.

INTERNET

No student shall be granted access to the Internet until the school receives a copy of the "Student User Agreement and Parent Permission Form" letter *with both the student and parent/guardian signatures.*

See Internet Policy, Student User Agreement, and Parent Permission Form p.XX

MIDYEAR EXAMS

See Final Exams, p.10

NEWSPAPER

See Student Publications, p.12

NONDISCRIMINATION

Sts. Tarkmanchatz Armenian School will not discriminate against any pupil. The principal and faculty members will continually act in accordance with this policy. In evaluating instructional policies and practices in terms of this policy, the principal will call upon the advice and counsel of members of the instructional staff.

PARENT-TEACHER COMMUNICATION

Effective communication between teachers and parents is of central importance in education. There are several readily available methods or situations whereby teachers and parents can communicate with each other. They are:

1. Telephone calls
2. Report cards/progress reports
3. Letters
4. Warning notices
5. Parent conferences (by appointment). Each teacher will have assigned office hours once a week, during which any parent is free to visit teachers and discuss their child.

Each method has its own advantages and disadvantages. Please use the method best suited for your particular situation. Parents are encouraged to make an appointment to discuss students' progress at any time. If an appointment is desired, call the school office. The teacher will return the call at the teacher's earliest convenience to schedule a meeting date and time. If your son or daughter is having difficulty in a particular class, the school strongly advises that the parent speak to the classroom teacher first.

SCHOOL-TO-CAREER POSITION

Sts. Tarkmanchatz upholds that the ultimate goal of education is to prepare all students to be independent, self-supporting, productive and contributing members of society. To achieve these ends, education must provide a strong academic foundation, enhanced by knowledge and understanding of the technological and employability skills needed for the work environment. Sts. Tarkmanchatz Armenian School endorses school-to-career concepts as an integral part of the curriculum for all students, and supports the following:

- School-to-career initiatives are critically important for all students K-12.
- School-to-career concepts and workplace readiness skills must be an integral part of all curricula.
- School-to-career initiatives must link education and work, and must prepare all students for the lifelong process of career development.
- Throughout their educational careers, students must have multiple opportunities to observe, explore, and participate in a variety of meaningful work experiences.

STUDENT OBLIGATIONS

At the end of the school year, students have the obligation to return or replace school property. Until obligations are met, students will not receive their report card or, in the case of graduating students, their diploma.

STUDENT PUBLICATIONS

The school administration will not normally place prior restraints on student publications, but students should be well aware that their right to publish is not unlimited. For example:

- a. Anything published in a student publication must not cause disruption or interference with any kind of school activities.
- b. Anything published in a school publication must not be defamatory, malicious, or improperly invade the privacy of others.
- c. Under no conditions should a student publication use obscene statements.
- d. Responsible journalism requires accurate reporting.
- e. Libel – knowingly printing words that create a false statement and can cause damage to the reputation of another - is not permitted.

Cheating and plagiarism are serious violations that undermine learning, and tear down such ethical behavior. This conduct prohibits both teachers and students from knowing a student’s true academic ability. Furthermore, it erodes the trust between teacher and student. Students will receive severe punishment if found violating the policies that govern academic honesty.

Non-school sponsored newspapers and other publications are subject to the same responsibilities as those for other student publications. Such publications may only be distributed before and after school hours, and that distribution must first be discussed with the principal.

STUDENT RECORDS

Parents, legal guardians and students who are 18 years old or older have the right to access all information from all records concerning their children or themselves. These records may be made available to others with written permission from the above parents, legal guardians, and student adults. Student records are the property of Sts. Tarkmanchatz Armenian School. If an adult student or a parent wishes to view these records, please contact the school office.

SUBSTITUTE TEACHERS, VOLUNTEERS AND AIDES

Whenever substitute teachers, school volunteers, or aides are in the building, they should be treated with the same respect and cooperation given to full-time staff and faculty members.

TARDINESS

Any student who is late to school must report to the school office and must arrive with a note from a parent/guardian to be excused. Accumulated tardies will result in disciplinary measures such as detention or ineligibility to attend or participate in a school event.

Tardy days	School actions
One tardy	Verbal warning
Two tardies	Break detention
Three + tardies	After school detention
Seven tardies	Deduction of 10 points from conduct and missing a school event.

TELEPHONES AND ELECTRONIC DEVICES

Students' electronic devices and mobile phones **must** be turned off and surrendered to the secretaries' office first thing every morning. Students may retrieve devices at the conclusion of the school day. Failure to comply will result in confiscation. Once a device is confiscated, it will not be returned to a student ; a parent/guardian must retrieve the item from the school office.

UNIFORM

See Dress Code, p.9

VISITORS

Sts. Tarkmanchatz Armenian School encourages and welcomes visitations to the school by parents, other members of the community, and those having legitimate business in the school. However, in order to avoid interference with the educational program and to protect the safety and welfare of the pupils and employees, upon arriving at the school, all visitors must immediately register at the main office and state their purpose for visiting. ***No visitor - including grandparents, aunts, uncles, neighbors, etc. - may remove a student from a classroom without the explicit permission of that student's parent(s) and the principal.***

WITHDRAWAL

If a student withdraws from school, all books, materials, athletic and other equipment lent by the school must be returned and/or paid for. No transcripts or any other grades will be sent to another school or employer until all financial obligations are met.

Sts. Tarkmanchatz Armenian School

Old City, Jerusalem, Israel

Internet Policy, Student User Agreement, and Parent Permission Form

Sts. Tarkmanchatz Armenian School recognizes the educational value and benefit of technology, and therefore provides its students with access to computers and the Internet. However, with this educational opportunity comes the responsibility to protect the safety and welfare of the students. In order for the school to continue to make this access available, all students must take responsibility for its appropriate and lawful use. Students must understand that one student's misuse of the Internet may jeopardize the availability of this resource.

All users and their parents/guardians are advised that access to the electronic network includes the potential for access to materials inappropriate for school-aged students. All reasonable efforts will be made to ensure that students are not accessing such material. While teachers and other staff will make reasonable efforts to supervise student use of this technology, they must have student and parent cooperation in exercising and promoting responsible use of these tools.

All students using electronic information resources shall act in a responsible, ethical, and legal manner at all times. All copyright and trademark laws will be respected and adhered to. Even if materials on a network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

Student users of the Internet shall not give out personal information other than first name and email address.

All students, without exception, will be required to have in place a signed Internet Access Agreement Form before they are permitted access to the Internet. Both the student and their parent/guardian will sign this agreement. The use of the Internet is a privilege, not a right. If any user violates this policy, access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Unacceptable Use

1. Internet access is not to be used for commercial business or political use, or to execute a commercial transaction not related to school business.
2. The following uses of the Internet are prohibited:
 - a. To access materials inappropriate for minors.
 - b. To transmit materials inappropriate for minors.
 - c. To violate the law or encourage others to do so.

d. To cause harm to others or damage their property. These include, but are not limited to, defamation, using another's password, misrepresenting oneself as another, uploading a harmful form of programming or vandalism, and participating in "hacking" activities.

e. Jeopardizing the security of student access or of networks on the Internet, including disclosing or sharing passwords.

f. Sending material critical of school administration, teachers, staff, students, or anyone associated with the school district.

g. Disclosing personal information about oneself or another student.

3. If inappropriate material is encountered, it must be reported to the individual who is responsible for supervising the student at that time.

Monitoring

Sts. Tarkmanchatz Armenian School reserves the right to monitor student usage of its computer terminals and all applications available. The means of monitoring may include, but are not limited to, teacher supervision, electronic means, and computer software. There should be no expectation of privacy on the part of any user and therefore no recourse if they are caught misusing the system.

Inappropriate Use

1. Any user violating these rules, applicable laws or posted classroom rules is subject to loss of network privileges and any other disciplinary options deemed necessary.

2. Any user who intentionally damages equipment, attempts to load or download unauthorized software, accesses another user's account or school accounts, or shows blatant disregard for these regulations shall be subject to disciplinary action.

I hereby agree to comply with the rules and regulations of Sts. Tarkmanchatz School relating to the Internet as stated above. My signature below indicates that I have read and freely agreed to these terms.

Student _____ ***Parent*** _____ ***Date*** _____