



Holy Martyrs Armenian Ferrahian High School

Middle & High School

Student/Parent Handbook 2019-2020

Revised 07/22/19

Holy Martyrs Marie Cabayan Elementary
Holy Martyrs Ferrahian High School

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Սրբոց Նահատակաց Ֆերահեան Երկրորդական Վարժարան

SCHOOLWIDE LEARNER OUTCOMES

Holy Martyrs Cabayan Elementary & Ferrahian High School will prepare its graduates to be:

A

Individuals Empowered In the **Armenian Culture** Who

- A) Are proficient in oral and written Armenian language skills.
- B) Preserve and promote the Armenian heritage.
- C) Take pride in Armenian history and pursue the aspirations of the Armenian people.

R

Responsible Individuals Who

- A) Live with moral values and good character.
- B) Collaborate with others and contribute to the community.
- C) Take responsibility for planning their future.

M

Mindful Critical Thinkers Who

- A) Utilize analytical skills to synthesize information and solve problems.
- B) Apply academic knowledge to real-life situations.
- C) Aspire to obtain college or vocational education.

E

Effective Communicators Who

- A) Are proficient in oral and written English language skills.
- B) Use all communication means and skills appropriately.
- C) Use technology effectively and responsibly.

N

Noble Global Citizens Who

- A) Demonstrate awareness of worldwide issues.
- B) Respect the cultural diversity of the United State of America and the world.
- C) Appreciate and contribute to the well-being of the overall environment.

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Holy Martyrs Ferrahian High School

BELL SCHEDULE

Middle School Schedule

Morning Assembly	8:05- 8:15
1 st period	8:15- 9:05
2 nd period	9:10- 10:00
Recess	10:00-10:15
3 rd period	10:20- 11:10
4 th period	11:15- 12:05
Lunch	12:05- 12:45
5 th period	12:50- 1:40
6 th period	1:45- 2:35
7 th period	2:40- 3:30

High School Schedule

Morning Assembly	8:05- 8:15
1 st period	8:15- 9:05
2 nd period	9:10- 10:00
3 rd period	10:05- 10:55
Recess	10:55- 11:15
4 th period	11:20- 12:10
5 th period	12:15- 1:05
Lunch	1:05- 1:40
6 th period	1:45- 2:35
7 th period	2:40- 3:30

Minimum Day Schedule	
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Morning Schedule	8:05- 8:15
1 st period	8:15- 8:40
2 nd period	8:45- 9:10
3 rd period	9:15- 9:40
4 th period	9:45- 10:10
Recess	10:10- 10:30
5 th period	10:35- 11:00
6 th period	11:05- 11:30
7 th period	11:35- 12:00

School Hours

Students should arrive at school no earlier than 7:30 a.m. unless given explicit permission to do otherwise. Students are expected to be on campus from 8:05 a.m. until the end of the last period of the day. After school, students may remain on campus so long as they are engaged in a supervised activity or in a designated study area. Students may not remain on campus after the last remaining adult has departed.

The school is a closed campus. Therefore, no student has permission to leave school grounds during the academic day, unless parents are picking up. Only seniors are allowed to leave after 5th period. There will be **NO** supervision by the school after 4 pm. Parents need to be aware that if students choose to leave the campus after 4 pm, the school is not liable.

Cancellation of School

In the event that school must be cancelled because of unforeseen circumstances, declared a state of emergency, or at the discretion of the principal, students and faculty may learn of that decision by calling the school, visiting the website, or by listening to local radio and television stations. During times of unexpected school cancellation, students are expected to check email for assignments and other communications from their teachers.

Attendance

ABSENCES

Every child between the ages of 6 and 18 has the right and the obligation to attend school. The parents or guardians of each student has the responsibility to enroll their children in school and to send them to school on a daily basis on time. The academic year at Ferrahian School is 180 days. Students must be on campus every day during school hours unless excused by the

Administration. If special circumstances occur where classes will be canceled, parents will be notified.

Regardless of the nature of the absence (excused or unexcused), parents must call the school office to report their child's absence. Following a full day absence, a student must get a "Readmission Slip" from the Administrative Office before proceeding to his/her classroom.

Attendance is recorded on students' report cards on a quarterly basis as tardiness and absenteeism and is shown separately for each class. Since student attendance and students' achievement are closely intertwined, the Administration has established rules that will improve students' attendance.

In order to encourage good attendance habits, each subject grade will include an "attendance grade" for those students who are in class ready to learn. The percentage will be 2%-5%, determined by each teacher (students will not be penalized for missing class due to school related event/activity).

Absences are excused for the following reasons:

- Student illness/injury- A student must bring a note from a licensed physician, if the absence is due to illness and is over three days.
- Verifiable emergency medical appointments that cannot be scheduled outside of school hours (Doctor's note is required)
- Family bereavement
- Family emergency (must provide some information)
- An appearance in court
- College visit/interview
- School related activity (athletics or field trips)

All other absence reasons, including family trips/vacations are not excused—even with a note or prior notice.

There are severe consequences for habitual absenteeism occurring throughout the academic year:

- A student who has fifteen (15) days (per subject) or more of excused/unexcused absences during a semester may be assigned failing or incomplete marks for that semester if the Administration deems that the student has not satisfactorily completed the class work.
- If the total absenteeism incurred from the beginning of the academic year reaches 10, an email warning will be sent to parents.
- If the total absenteeism incurred from the beginning of the academic year reaches 15 absences, the student will be on academic and behavior probation and will be disqualified for academic and monetary awards.

- If the total absenteeism incurred from the beginning of the academic year exceeds 20 absences, the student's enrollment will be subject to termination.

FAMILY TRIPS

We understand that many times it is convenient for families to take trips during the school year. However, such absences interrupt the students' academic progress. We strongly discourage family trips that result in students missing school. Even if the school has been notified in advance of an absence for a family trip, the days missed are unexcused. Teachers are under no obligation to provide the student with make-up work under these circumstances.

TARDINESS

Students are to report to all their classes promptly. Coming into class late interrupts the normal classroom activity and will adversely affect the student's "classwork" grades as well as "attendance" grades (to the discretion of the teacher). The number of tardy cases will be reported in the student's report card per class.

Students who are routinely tardy to class or to school will be subject to disciplinary action. In the mornings, students must be in their classrooms at 8:05 a.m. Attendance is taken by homeroom teachers and is recorded on MMS on a daily basis. **Students arriving after the 8:15 bell are TARDY. They must check in at the Administration Office to get a tardy slip in order to proceed to their classroom, where they will be marked as "tardy" for class.** Students are expected to attend all remaining classes on time as well. After each 5 tardies, students will need to serve after school detention.

The following are not considered valid reason for tardiness:

- Finding parking
- Missing ride to school
- Any and all Non-Emergency appointments/circumstances

DISMISSAL

Early dismissal will be allowed only in case of an illness that has occurred during school hours. Under such circumstances a student will be released only to an authorized adult. A student should never leave the school without first reporting with the Administration Office. **Students should not call parents for permission to leave school if they are not ill.**

In case of a medical appointment, permission for early dismissal must be arranged with the Administration Office by the parents. A student will be released only if a note signed by the parents is presented to the Administration Office 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.

During special testing/circumstances: Be advised that early dismissal for students will be planned by the school and parents will be notified accordingly. If the office has not notified parents of the early dismissal, parents **should not** pick up students.

SENIOR PRIVILEGE

The senior class has the privilege to leave the campus after the 5th period. They can remain on campus if they have after school activities, elective classes, or workshop sessions with a teacher. However, they must be respectful to the other classes that are in session and refrain from disrupting.

Academics

MIDDLE SCHOOL (6-8 grades)

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

- Achieve an overall GPA of “C” or better by the end of the academic year.
- Have no “F” grades in any course at the end of the academic year.
- Attend at least 85% of school days per semester, except in special circumstances.
- In order to encourage good attendance habits, each subject grade will include an “attendance grade” for those students who are in class ready to learn. The percentage will be 2%-5%, determined by each teacher.
- Good Citizenship

Students failing particular subjects will be required to attend a summer school or program approved by the school and upon successful completion of the course material, will be promoted to the next grade level. In some cases, upon approval of the academic advisor, a student may follow directed study in place of attending summer school.

HIGH SCHOOL (9 – 12 grades):

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

- Achieve an overall GPA of “C” (2.0) or better by the end of the academic year.
- Have no “F” grades at the end of each semester in any course.
- Attend at least 80% of school days regularly per semester, except in special circumstances (students who miss more than 20% of the days per semester (for each subject) will receive a failing grade (for each subject) .
- In order to encourage good attendance habits, each subject grade will include an “attendance grade” for those students who are in class ready to learn. The percentage will be 2%-5%, determined by each teacher.
- Good Citizenship.

If a student earns a semester grade of “F” in any course, the student is required to make up the course at an approved accredited facility (high schools, online school, adult school, community college, university high school program) in order to receive his/her high school diploma. Students with “D” grade who plan on attending a four-year college directly from high school must repeat the course and earn a grade of “C” or higher.

ACADEMIC PROBATION

Academic Probation process is designed to provide clear guidelines and support for the student who has demonstrated areas of weakness in his or her academic performance. Three specific steps constitute that process at Ferrahian: Academic Counseling, Academic Probation, and Advise to Withdraw. The steps are structured to respond to increasingly serious academic difficulties.

Academic Counseling initiates the process, which aims to identify problems and offer solutions. A student who receives any grade below C- on a semester transcript, or who earns below a 2.0 grade point average in the core academic classes, will be counseled. The student and his or her parents will meet with the Academic Advisor during the semester in order to address the problems and establish a plan. The Academic Advisor will work closely with the student and his or her parents in order to ensure positive change. To return to academic good standing, the student needs to receive no semester grades below a C- and must earn a semester average of at least a 2.0.

Academic Probation recognizes a student’s ongoing inability to return to good academic standing. Academic Probation utilizes a formal written warning to outline specific steps a student must take to continue attending Ferrahian High School. The student and his or her parents will meet with the Academic Advisor and the Principal in order to ensure a clear understanding of the formal requirements that must be met for a return to good academic standing. The specific steps and accompanying timeline will vary, depending upon the gravity of the academic situation.

If the student is still not able to meet the conditions outlined in the Academic Probation letter, he or she will be Advised to Withdraw from the School.

GRADUATION POLICY

High School diploma is granted to students who satisfy the following requirements:

- 1) Students must complete a minimum of **260** units. For a complete list of units, please refer to “Graduation Subject Area Requirements” section of this Handbook. Graduation requirements are not fulfilled if students have failing grades for which credit is not granted.
- 2) Students must achieve a minimum 2.0 Grade Point Average (GPA) at the end of the academic year and attain passing grades in all the courses taken during the senior year.
- 3) Students must not have failing grades “F” in high school subjects. All failing courses must be repeated by attending evening/summer classes offered at other accredited educational institutions with a grade “C” or better.
- 4) A student is responsible to fulfill the above listed conditions before completion of the senior year. High School Diploma will be granted only after satisfying the above conditions.
- 5) For students transferring in from another school, requirements will be addressed per student basis.

SUBJECT AREA & REQUIRED UNIT CREDIT

History/Social Studies – 30 units (3 years)

- Economics 5
- Human Geography AP 10
- World History or World History AP 10
- U.S. History or U.S. History AP 10
- U.S. Government or U.S Government AP 10

English Language & Literature – 40 units (4 years)

- English 9 10
- English 10 10
- English or English Lang/Comp AP 10
- English 12 or English Lit/Comp AP 10

Mathematics – 40 units (4 years)

- Algebra I or Algebra I Adv. 10
- Geometry or Geometry Adv. 10
- Algebra II or Algebra II Adv. 10
- Intermediate Algebra Honors (Algebra II)10
- Pre-Calculus 10
- Calculus or Calculus AP 10
- Statistics or AP Statistics 10

Laboratory Science - 30 units (3 years)

- Biology 10
- Biology AP 10
- Physical Science* 10
- Chemistry or Chemistry Adv. 10
- Chemistry AP 10
- Physics 10
- Environmental Science AP 10

Armenian Language and Literature – 40 units (4 years)

- Armenian 9 or ALD 9* 10
- Armenian 10 or ALD 10* 10
- Armenian 11 10
- Armenian 12 or Armenian 12 HL 10

Visual and Performing Arts – 10 units (1 year)

- Visual Arts (Visual Arts Intro) 10
- Studio Art AP 10

Electives – Misc. 10 units (1 year)

- Journalism 10
- Film 10
- English Grammar and composition 115-10
- Computer Science* 10
- Health* 5
- Psychology or Psychology AP 10
- Graphic Design 5
- AutoCad 5

Armenian Studies – 20 units (2 years)

- Armenian History 9-12* 20
- Armenian Studies 12 Adv. 10

Physical Education – 20 units (2 years)

- PE 4 semesters or participation in sports20

All courses are included in the UC approved course list, except for courses marked with an asterisk (*) which are offered for remedial or enrichment purposes. For the most recent UC approved course list please visit <https://doorways.ucop.edu/list/app/home/>

COLLEGE ADMISSION REQUIREMENTS

The following table is a comparison of Holy Martyrs Armenian Elementary & Ferrahian High School graduation requirements, the University of California (UC) system and California State University (CSU) admissions requirements.

Comparison of Requirements and Ferrahian Curriculum			
Subject	Cal State	UC	HMFHS
History	2 years	2 years	3 years
English	4 years	4 years	4 years
Mathematics	3 years	3 or 4 years recommended	4 years
Laboratory Science	2 years	2 years	3 years
Language other than English	2 years	2 or 3 years recommended	4 years
Visual & Performing Arts	1 year	1 year	1 year
Electives	1 year	1 year	2 years

GRADING POLICY

The students are assessed based on their academic progress and their classroom behavior. Accordingly, besides the academic grade the students also receive cooperation grade for every quarter of the four-quarter academic year. Students in grades 6-12 are assigned semester grades for each class/course. These grades are computed based both on their quarter grades and the results of their mid-year or final exam grades. Mid-year or final exams are administered to students in grades 6-12 only.

The cooperation grade reflects a student’s behavior and work habits in the classroom. Therefore, the Cooperation Grade is assigned based on the number of violations committed relative to “Classroom Rules” set by the teacher (4=excellent, 3=good, 2=needs improvement, 1=unsatisfactory). Students who have 2 or more “U= Unsatisfactory” grade, will be placed on a behavior contract.

Academic and cooperation grades are reported on the official report card. Report cards for grades 6-12 are mailed home.

REPORT CARD SCALE (6-12th grades)

1 st Semester Grade		2 nd Semester Grade	
1 st Quarter Grade	40%	3 rd Quarter Grade	40%
2 nd Quarter Grade	40%	4 th Quarter Grade	40%
Mid-year Exam Grade	20%	Final Exam Grade	20%

GRADE POINT AVERAGE

The Grade Point Average (GPA) is calculated for grades 6-12 at the end of each quarter and semester on a 4.00 scale computed to two decimal places, rounded up to the nearest thousandths. The GPA reflects grades of all courses. Students in AP and/or Honors, earn one whole additional grade point. Only Honors and AP courses are given additional weight by UC/CSU systems.

Only courses taken for high school credit are reported on the student’s transcripts. The new grade obtained for the repeated course will be reported on the report card and the values of both the new grade and the old grade will be taken into consideration while calculating the GPA and the subsequent overall class ranking level. Grades for repeated courses in which the student initially earned a “C” or better will not be used without the prior approval of the Principal.

Please note that a student should take on the responsibility to report the grades for courses taken for college credit purposes to the university/college he/she plans to attend.

Letter Grade	Percentile	Standard GPA	AP GPA
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7

C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	Below 60	0.0	0.

CLASS RANKING

Class ranking is computed only for grades 5, 8, 11 and 12 students and it is based solely on students' academic grades.

- For school internal purposes, the final ranking for juniors and seniors is based on their weighted cumulative GPA in grades 9-12.
- For FAFSA, Cal Grant and College applications the High School GPA includes all coursework for the sophomore year (10th grade), the summer following the sophomore year, the junior year (11th grade) and the summer following the junior year.
- For UC/CSU college admittance applications the High School GPA includes all Honors and AP weighted courses.

CITIZENSHIP GRADES

Citizenship grades are also assigned to students in grades 6-12 and reflect their overall disciplinary behavior in the school in general. Therefore, the Citizenship Grade is assigned based on the frequency of infractions pertaining to "School Rules" sections of this handbook.

The Citizenship Grade is assigned as follows:

- The student begins with an A+ Citizenship grade.
- For each behavioral detention received for violating the "School Rules" the Citizenship grade of a student is lowered by ONE WHOLE letter grade.
- For each one-day suspension received for violating the "School Rules" the Citizenship grade of a student will be lowered by TWO WHOLE letter grades.

ASSESSMENTS

Test/Quiz Make-Up

- Students receive a minimum of 4 assessments (quizzes/tests) per semi-quarter. It is up to the individual teacher to adopt a policy to drop the lowest test grade of a student in calculating the quarter grade.
- No more than two tests are scheduled on the same day. The test scheduled last will be automatically dropped.
- Students with excused absences shall have the opportunity to complete missed class work and homework.
- Students will only be able to make-up **two (2)** assessments that they have missed per semester, even if the absence is excused. Make-up tests can only be administered after school with the teacher.
- Students who miss a test/quiz because of an unexcused absence will receive a failing grade on that test/quiz, at the discretion of the teacher.
- If a student misses a test/quiz while on suspension, he/she will **not** have the opportunity to make up the test/quiz and will receive an "F".

Cheating

- Acts of cheating or plagiarism will result in detention and the student will receive an "F" (up to 50% per teacher discretion) on the test or the assigned work.

Grade Adjustment

- The report card grades assigned to students are final. In the event a grade is in dispute, a student must petition the teacher and upon the approval and consent of the academic advisors, the grade may be adjusted.

Standardized Testing

Standardized tests are tools utilized to evaluate the students' academic performance and the school's academic standing statewide and nationwide. Our school has administered a variety of grade-level standardized tests to grades 6-11 during an academic year.

UCLA Mathematics Diagnostics

The California State University/University of California Mathematics Diagnostic Project is used as a diagnostic tool to assess the 6th grade and 7th grade mathematics performance of the students. The two exams utilized are the Algebra Readiness and the Pre-algebra Readiness.

ACT and SAT-I

Besides being a measurement of academic performance for Junior- and Senior-class students, high school level standardized tests are also requirements for four-year college admissions process. The ACT and SAT are two such tests. While four-year universities do not have a preference between ACT with Writing or SAT with Writing, our school has adopted the ACT with

Writing as a tool for comparison. Our students take the exam in the spring of their junior year. This a graduation requirement.

Advanced Placement (AP) Exams

For students who take Advanced Placement classes, a final test will be given in May. These scores are available to students by the end of July. Students must maintain a “C” or better in order to receive the weighted grade.

Exam Regulations

All mid-year and final exams for grades 6-12 are administered in classrooms. The following are important information and disciplinary guidelines regarding the mid-year exams:

1. Semester exam days are minimum days. Students must be picked up from school the latest by 12:30 p.m.
2. Students must be in school uniform otherwise they will not be allowed to take the exams.
3. Students tardy to an exam for more than 15 minutes will not be allowed to take the exam and will get failing “F” grade for that exam.
4. Students absent for health or medical reason must bring a doctor’s note to be eligible to take makeup exams. Without a doctor’s official written note, the absence is unexcused and the student will get an “F” grade for the missed exam(s).
5. There should be complete silence in the exam rooms. Any disturbance or any attempt to disturb the course of the exam, will not be tolerated. Failure to adhere to directives will result in “F” grade for that exam.
6. Students must remain seated after completing the exam. They will be allowed to leave the classroom only after the booklets and answer sheets are collected.
7. Examination periods are not extended.
8. Students are not allowed to take books or notes to the classroom.
9. Calculators are allowed in the classroom only with the permission of the course instructor.
10. Cell phones and other electronic or communication devices are not allowed in the exam room. All such devices must remain in the student’s locker/car and in the off position. Failure to follow the policy will result in penalties as described in the school General Handbook.
11. Students are not allowed in the balcony areas during the exam sessions. Students must be in the cafeteria.
12. All school disciplinary policies and regulations will be strictly enforced during the exams.

ACADEMIC AWARDS

California Scholastic Federation Awards: CSF is a statewide honor society that recognizes high school students with high academic achievement as stipulated by the CSF eligibility formula.

- CSF Highest Honor is presented to students who have been CSF members for six semesters for 10-12th grades.
- CSF Seal-bearers are the students who have maintained membership in CSF for four semesters (10-12th) including one semester in the senior year.

Honor Roll: Granted to students, grades 6-12, who have maintained a GPA of 3.75 to 3.94 and have a “B” or better grade in citizenship, and good attendance (10 or less excused absences and 10 or less tardies) per semester.

Principal’s Honor Roll: Granted to students Grades 6-12 who have maintained a GPA of 3.95 or above, have a “B” or better grade in citizenship, and good attendance (10 or less excused absences and 10 or less tardies) per semester.

President’s Award for Educational Excellence: Granted to students 8 & 12 who have maintained a G.P.A. of 3.5 or above and have obtained 85% on a standardized test in total Reading or Math.

Life Honor Roll: Granted to senior grade students who have been on the Honor Roll for 5 out of the last 6 semesters.

Life Principal’s Honor Roll: Granted to senior grade students who have been on the Principal’s list 5 out of the last 6 semesters.

Valedictorian: Seniors-The valedictorian title is given to those graduates who earn a cumulative weighted GPA of 4.00 or better for seven semesters of high school and who have maintained a minimum ‘B’ in Citizenship grade. If none have met these requirements, salutatorians will be given the honor.

Eighth grade- The valedictorian title is given to those graduates who earn a cumulative weighted GPA of 3.95 or better for five semesters of middle school and who have maintained a minimum ‘B’ in Citizenship grade. If none have met these requirements, salutatorians will be given the honor.

The valedictorian(s) who are the two highest ranked will be selected to address the commencement exercises in Armenian and in English languages.

Lifer Award: Special lifer recognition is granted to all students who have attended Holy Martyrs School grades K to 12.

Support Services

COUNSELING

The Academic Guidance Office:

Academic guidance and counseling is provided to the students through the guidance offices. The guidance office counselors work closely with teachers and students to promote and guide students toward academic excellence. The School has an academic advisor for middle and high schools to oversee and provide support with academic counseling, social well-being, and college admission.

SERVICE LEARNING

All high school students are required to do volunteer work through the school Service Learning Program. The program has been put in place to provide the students the tools to enrich their personal experience in dealing with the overall society in which they live in.

Students are required to perform a minimum of 100 hours of service during the high school years to meet graduation requirements.

The school Service Learning Program may be implemented in the following three major areas:

1. School related
2. Community Awareness & Service
3. Cultural Awareness
4. Volunteerism

All community service proposals must be presented to the Service Learning Coordinator for approval, prior to the activity or event.

School Rules

Infractions of the school rules are serious disciplinary matters and will, in all likelihood, lead to suspension or expulsion. Students knowingly violating these rules, as well as students silently witnessing such violations, may be held accountable.

ACADEMIC INTEGRITY

Holy Martyrs Ferrahian High School offers every one of its members the opportunity to strive and grow both intellectually and personally in the pursuit of excellence. Essential to our community is an unyielding commitment to the school's Core Values, including Integrity. Accordingly, every member must always act with honesty, respect, and compassion. By accepting these values, Ferrahian students commit themselves to a community of trust where every individual can develop a lifelong appreciation for learning and living with honor.

Therefore, it is a fundamental assumption that any work presented by students will be their own. In an academic community, a violation of this tenet is a very serious offense. Faculty and administration will support the students' understanding and development of honor in an effort to foster pride in themselves and in the school, while also fulfilling and upholding the school's values. Below defines Academic Integrity:

1. Cheating

Cheating is defined as the act of deliberate deception or fraud resulting in the representation of someone else's work as one's own or aiding another student in such practices. Cheating includes, but is not limited to, copying someone else's notes, copying from books or other materials without permission or proper citation of sources (Plagiarism is further defined and explained below). Additionally, cheating on a quiz, test, or examination includes all cases of assistance sought, received, or offered. It also includes the possession of any notes, or other materials which could give the student an unfair advantage.

2. Plagiarism:

Plagiarism, a word pertaining to thievery of style, ideas, or phrasing, ranges from the theft of a single word to the copying without quotation marks and/or citation of a whole passage. Rearranging words is also a form of plagiarism. The problem often arises simply because of carelessness and desperation under pressure to get an assignment done. The following is a list of examples of plagiarism:

- buying or using a paper from a research service or Website
- turning in a paper someone else has written (be it for a different class, a different teacher, from a different school, etc.)
- paraphrasing materials without appropriate citation
- copying materials, providing citation, but omitting quotation marks

3. Collaborating with Cheating or Plagiarism:

- providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or
- providing false information in connection with any inquiry regarding academic integrity.

4. Falsification of Records and Official Documents:

- altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic documents, report card, letter of permission, or any other official document.

5. Unauthorized Access to MMS and/or Administrative Records:

- viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

ELECTRONICS/CELL PHONE POLICY

Access to electronics is a privilege, not a right. The electronics and cell phone policy applies to all students in 6-12th grades. All electronics and cell phones must be on silent mode at all times during school hours. The devices cannot be visible to any staff or faculty member while classes are in session. The school will not accept responsibility for the loss or theft of a student's electronic device, and students are encouraged to take extra precaution. **It is highly encouraged that middle school students keep their cell phones at home. If they need to bring them to school, they MUST keep their cell phones in their lockers at all times. They are not allowed to use them during school hours.** High school students are allowed to use their devices during morning recess and lunch time only. However, during the times allowed, it is absolutely prohibited for students to take pictures and post them on social media. Violation of this policy will result in confiscation of the device. **All administrators and faculty members have the right to look through students' phones if there are reasonable grounds.**

PRIVACY & SAFETY CONSIDERATIONS

It is of utmost importance for the Administration to respect student privacy, property, and belongings. However, for the general well-being of our school and security of our students, the Administration reserves the right to randomly check student lockers, backpacks, pockets, cars and other personal belongings.

Security Cameras

For the security of our students and employees, security cameras have been installed around the school premises **as well as all classrooms.**

- Campus entrance assumes consent to being videotaped
- Tampering with school security cameras is a major offense and violation of the school rules.

Lockers

Lockers are provided to students as a convenience to be utilized for school use only and such use is limited to store books and stationary materials only. Therefore:

- Students are held responsible for misuse of lockers and if damaged, students are liable for the cost of repairs and will lose their privilege to hold a locker. This includes and restrictions that will keep lockers from closing properly.
- Lockers should be kept locked at all times and not left open.
- Unauthorized locks will be cutoff.
- The Administration may inspect lockers periodically and at random:
 - To prevent waste accumulation
 - To promote safety, health and fire protection
 - To recover missing property
 - To prevent the storage of unauthorized, illegal and dangerous items
- Students are responsible for keeping their lockers clean inside and out.
- Students cannot affix posters, pictures of any kind inside the lockers.
- Students are not allowed in the Gymnasium or near lockers after school hours.

- Students are not allowed to use other students' lockers

Backpacks

Backpacks should be used for books and related stationary only.

- School bags are subject to search.
- Parents are urged to check backpacks, school bags, and briefcases of their children regularly to ensure that students do not carry to school objects unrelated to school work. Such items will be confiscated if found.
- Backpacks should be stored in lockers and not left on the.

Pockets

Under special circumstances and for security purposes the Administration has the right to ask students to empty their pockets. If a student declines to cooperate, the administrator has the right to personally empty the student's pocket.

Cars

Student vehicles parked on the school premises may be subject to search by the Administration. Students may not go to their cars during school hours unless they obtain permission from the Administration. Students may lose their privilege to park on campus if they do not follow school parking and traffic regulations. **If students choose to park their cars outside of school, they must obtain a written parental consent.**

PARKING REGULATIONS

Parking on school premises is a privilege and not a right. All parents, teachers, staff and students must adhere to the following regulations:

- All drivers must respect traffic rules and regulations.
- All drivers must respect the directions of the school Security Officers or any other school employee or designee.
- The speed limit in parking lot is **5 mph**. Reckless or careless driving may lead to serious consequences and threaten the safety of the pedestrians.
- Students and parents are required to park their cars in the parking spaces designated by the Security Officer where applicable.
- The school is not responsible for any kind of car accidents, car thefts, burglaries or any other damages caused to vehicles parked on the school grounds.
- Parking lot signs must be respected.
- Honking, music or other disruptive noise is not allowed on the school grounds.
- Congregating and loitering in the parking lot is forbidden.

COMMON AREA POLICY

Students are expected to behave courteously and follow all regulations relating to the following designated areas of the campus. Violators will be penalized as indicated at the end of this section.

Assembly Hall: The privilege of students to attend assemblies is contingent upon the ability of students to conduct themselves properly at all times. Disruptive students may be removed from an assembly. Students should:

- remain quiet and attentive during programs
- extend courteous reception to all guests and speakers
- remain seated until the dismissal signal is given

Cafeteria: Food consumption is allowed only in the cafeteria and outside designated benches. Therefore, food may not be taken to the gym, hallways, or classrooms. Additionally,

- students are required to clean up their eating area
- students should refrain from standing on or jumping over the lunch benches
- students must walk and not run to and from eating areas

Faculty Lounge: Faculty lounge are for faculty use only.

- students are not allowed to enter the faculty lounge
- students are not allowed to use the copiers and computers of the faculty lounge

Hallways/Stairways/Balconies: Running, eating, grooming or conversing in a loud voice is forbidden. Congregating around the stairways and balconies during recesses and lunch breaks is not permitted.

Library: The Library is a resource center that meets the academic and research needs of all students. Therefore, students are:

- required to use the library for research and study purposes only
- required to walk in and out of the library quietly and keeping a low voice
- not permitted to be in the library without adult supervision

Classrooms: Under no circumstances are students to be left unsupervised in the classrooms.

Bus:

- Students must be courteous to the driver and fellow passengers.
- Students shall follow the instructions and directives of the bus driver at all times.
- Students shall enter the bus in an orderly manner, go directly to their seats, and remain seated facing the front of the bus while the bus is in motion.
- Students shall remain seated until the driver opens the door.
- Students shall not obstruct the aisle with their legs, feet, or other objects.
- Students shall refrain from behavior that distracts the driver. Talking in a loud voice, yelling, singing, whistling, scuffling, throwing objects are examples of distraction and inappropriate behavior.
- Students shall not put hands, arms, head, or any part of the body out of the bus window. They should neither throw any objects from the bus.
- Students shall not litter the interior of the bus, tamper with bus equipment, damage or deface the bus, nor damage any property near or at bus stops.
- Students shall not bring animals, birds, reptiles, or insects on the bus.
- Students shall not chew gum, eat, or drink while on the bus.

ILLNESS & INJURIES

In order to prevent the spread of colds, flu and other contagious diseases, the school asks that students who are displaying symptoms stay at home. Some examples:

- **FEVER.** Children should be without a fever and medication (99.6 degrees) for 24 hours before returning to school.
- **CHILLS.** A child with chills feels excessively cold and may be shivering, even when wrapped in blankets.
- **VOMITING, NAUSEA, & DIARRHEA.** A child who is throwing up or has diarrhea needs to stay home. Do not send your child back to school until he/she has gone 24 hours without vomiting or having diarrhea and is fever-free.
- **STREP THROAT.** If your child has Strep, he/she can return to school after being on antibiotics for 24 hours AND fever-free without medication for 24 hours. If your child is diagnosed with Strep Throat notify the school office as soon as possible.
- **COLDS.** Keep a child with a cold at home only if he/she feels too tired to complete school activities or has a fever (>99.6 degrees). Kids are most contagious the first day of the cold.
- **RASHES.** Contagious diseases that cause the following rashes need to be reported to the school office: chickenpox, impetigo, scarlet fever, measles, fifth disease, ringworm, scabies. Call the doctor if the rash spreads, does not improve, or is accompanied by a fever.
- **PINKEYE.** A child with bacterial conjunctivitis is highly contagious and should be kept home until he has been on prescription eye drops or ointment for 24 hours. If your child wakes up and the whites of his eyes are red, there is pus discharge, and/or the eyelashes are matted shut, do not send your child to school
- **HEAD LICE.** Lice lay eggs (nits) that attach to the shaft of the hair. All nits must be removed from the hair before the child can be readmitted to class.

Any illness or injury occurring at school during school hours must be referred to the Administrative Office. When further emergency care is needed, parents will be contacted. If a parent cannot be located, emergency medical treatment will be given to the student by a registered nurse or a licensed physician at the nearest emergency facility. During such emergencies, the school may inform the individuals listed as emergency contacts on the "Emergency/Medical Data Sheet" about the health condition of the child.

Following a serious injury, a detailed report must be compiled and filed with the school accidental insurance. The accidental insurance forms are available at the Administrative Office. Delayed application may result in complications.

Medication cannot be brought to school unless approved by a doctor or a parent, and students will not be allowed to carry medication on them. All medications must be kept in the school Administrative Offices and administered by office personnel only.

Students, who need to take medication during school hours, must have a letter of consent on file. The school will not administer any medication without parental consent.

PHYSICAL DISPLAYS OF AFFECTION AND INAPPROPRIATE LANGUAGE

While the school promotes close bonds between students, it also believes that a professional environment must be maintained at all times. As such, students may not engage in inappropriate physical contact or use inappropriate language on campus. The faculty and administration reserves the right to speak to and discipline any students who push the boundaries of this policy.

ALCOHOL, DRUGS AND SMOKING

Holy Martyrs Ferrahian High School expects all students to abide by the school rules as well as the laws of the State of California concerning the use of alcohol and illegal drugs. This is to protect and maintain the health and well-being of themselves and others. Therefore, the School prohibits the following:

1. The possession or use of illegal drugs or alcoholic beverages by students
2. The possession of drug paraphernalia and alcoholic beverage bottles and cans and
3. The misuse of prescription drugs, over-the-counter medications, or chemical substances
4. Smoking and tobacco possession or use are prohibited while on campus, at school-sponsored events, or under the School's jurisdiction.

The school reserves the right to conduct locker & backpack searches without probable suspicion. Student cars are also subject to random search.

The School expects parents to inform the Administration of all medication that has been prescribed for their children.

Violation of the alcohol and drug policy while at school or while involved in school-related functions will, in all likelihood, result in expulsion. Students found observing such violations of the alcohol and drug policy, while not participating, are also violating a major school rule, and they will be sanctioned appropriately.

The school expects parents to support this policy by not permitting the use of alcohol or drugs at student gatherings in their homes or at off-campus, parent-sponsored events.

UNIFORM CODE

Students are expected to be in clean and neat school uniforms during school days or at school-organized activities, including field trips and official competitions. Exceptions may occur on scheduled non-uniform days, where proper attire will be required.

School uniforms and PE outfits are available for purchase from the school vendor. The following are the uniform components and must be strictly enforced:

Shirts:

- White or navy blue, short-sleeved, or long-sleeved polo shirt with the school logo
- Plain white or navy T-shirts, tank tops, or long-sleeve shirts can be worn under the official white polo shirts (**no colorful long sleeves are allowed**).

Sweaters:

- Gray or navy blue sweaters with the school logo
- All school sponsored sweaters with school logo can be worn on **Fridays only**.
- Only official polo shirt can be worn underneath the school-sponsored sweatshirts.

Sweat-Jackets:

- Gray or navy blue hooded, zippered sweat-jackets with school logo.
- All school sponsored sweat-jackets with school logo can be worn on **Fridays only**.
- Only official polo shirt can be worn underneath the school-sponsored sweat-jackets.

Blazers:

- Navy blue blazers with the school logo will be worn on formal days by the high school students only.

Pants:

- Khaki shorts for boys (no cargo shorts).
- Khaki pants for boys and girls (corduroy pants allowed).

Skirts for Girls:

- Khaki pleated skirts grades 6-12 (**must be purchased by school appointed vendor**).
- Navy blue bike shorts or navy blue ankle-long leggings may be worn under skirt/jumper.

Socks and Stocking:

- White, black, or navy blue ankle-length socks
- White, navy blue, or neutral-colored knee-high stockings

Shoes, Sneakers, Boots:

- Shoes and sneakers in any color with conservative markings, and height below the shin.
- Shoe/boot heel and sole not to exceed 1 inch in height.
- Open-toe shoes, sandals, clogs, slippers, not allowed. No rollers or lights.

Team Uniforms:

- Shirts may be in different colors, however "Holy Martyrs Ferrahian School" lettering must appear on all shirts.
- Shirts must have ARMENS insignia at the center representing the official name of the school's sports teams.
- Royal blue shorts with the school logo on the left side.

PE Outfits:

- Yellow T-shirts with the school logo and ARMENS insignia
- Navy blue shorts with the school logo
- Students must be in PE uniforms during PE classes

Jewelry

- No excessive jewelry should be worn
- Girls' earrings should be studs only
- No earrings worn by boys

Free Dress Policy:

- No ripped jeans allowed.
- Shorts must be mid thigh (no short shorts or frayed allowed).

- T-shirts with inappropriate writing or logos are not allowed.
- Sleeveless shirts can be worn, however straps must be minimum 3 inches wide (no spaghetti straps).
- Crops tops or shirts that show midriff are not allowed.

Parents are advised to make sure that their children are dressed in accordance with the school Uniform Code. Throughout a day, all teachers and supervisors will refer violators to the Administrative Offices and students will be issued detention.

HAIRSTYLE CODE

The hairstyle of all male and female students must be presentable at all times. Students will not be allowed to classrooms if their hairstyle does not meet school regulations. The following are **not allowed**:

- No colorful highlights or dyes.
- No cornrows for boys or girls.

Boys must come to school with hair at acceptable length as follows:

- Hair length should not extend over the shirt collar.
- Side-burns must not exceed the earlobes.

Girls must come to school with neatly combed hair as follows:

- Hair must be groomed off the face
- Hair/bangs must be above eyebrows

Students who violate the Hairstyle Code will be referred to the Administrative Office.

Discipline Policy

DISCIPLINARY MEASURES

Discipline is an essential component of the entire educational system. Discipline leads students to develop character, self-control, orderliness, and efficiency. The rules at Holy Martyrs Ferrahian High School are in place to ensure a safe and orderly environment conducive to student education and to safeguard and protect individuals who are part of the school community.

The school adopts the assertive discipline guidelines. The goal is to teach students that any behavior may have positive or negative consequences.

Based on this principle, teachers must encourage positive behavior among students by

- Extending praise
- Allowing privileges

- Calling or sending a positive remark to the parents
- Assigning a good grade in cooperation
- Sending a positive note to the Administration

In case of student misconduct, teachers must initiate corrective disciplinary actions according to the seriousness of the offense, as follows:

- Corrective warning
- Inform parents
- Loss of privileges
- Behavior Referral
- Detention
- Poor grade in cooperation

Further disciplinary actions by the administration will be:

- Suspension
- Probation
- Decline of enrollment
- Expulsion

Corporal punishment is not allowed at Holy Martyrs Ferrahian High 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. In general, the Vice Principal is in charge of implementing the school discipline policies and the related rules and regulations. The teacher is the authority in the classroom and the field supervisors are the authorities around the school. However, all students are required to follow the directives and instructions of any school employee.

Important: The 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.

Adherence to school rules is mandatory. Those who do not comply with school standards will face disciplinary consequences. The following are the disciplinary measures employed at school.

CORRECTIVE WARNINGS

Teachers, supervisors, and administrators will warn students of their behavioral misconduct and encourage them to improve their behavior. Besides reprimanding the student for violating school regulations, parents will also be notified in writing (Behavior Report) about the student's infringements.

LOSS OF PRIVILEGES

Students will lose their privilege to participate in extracurricular activities:

- Field trips, school dances, student council activities, etc.
- Interscholastic athletic games, practices and tryouts
- End of the year or graduation activities

DETENTION

During detention, students are required to study the discipline regulations as well as perform tasks as determined by the Administration. For every behavioral detention, a student's Citizenship grade will be lowered by 10 points (one whole grade).

Serving detention is mandatory. Detention supersedes all other school programs and activities. Detention must be served on the following day of the referral between 3:30-4:30 p.m. If a student fails to serve the detention, then student's Citizenship grade will be lowered by an additional 10 points (one whole grade) for each detention not served.

SUSPENSION

- Students will be suspended from school when it has been determined that their presence at school causes disruption to the learning process, or detrimental to the safety of students and employees, or undermines the operation of the school. For every one-day suspension the Citizenship grade will be deducted by 20 points (two whole grades).
- A student suspended from school is not allowed on school campus and is not allowed to attend any school activities during the duration of the suspension. The student will not be able to take make-up tests/exams as well.
- A student is suspended for no more than five (5) school days at any one time except during an expulsion process and for no more than ten (10) days in a school year. A student on suspension for more than ten (10) days may be expelled from school because of insufficient academic program requirements.

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

- Student Hearing: The Vice-Principal will meet with the student to present and explain the charges made against him/her stated in the "Referral Form" and to give the student a chance to document his/her side of the incident on the same form.
- Parent Contact: The Vice-Principal will inform the parent/guardian about the facts leading to the decision to suspend the student, before he/she is sent home from school. A filled-out "Notice of Suspension" will be provided to the parents that includes the suspension date(s) and the date the student is permitted to return.
- Either the Administration or the parent/guardian may request a conference before the student's return to school to discuss further the student's behavioral issues.

PROBATION

The school resorts to behavioral probation when a student has violated the school rules excessively. Students are placed on behavioral probation for a designated period of time

determined by the Administration. Based on the terms of probation, the student could be barred from attending school functions, or may not 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.

Students who have received an “F” in the Citizenship grade at the end of a quarter will be automatically placed on behavioral probation for the rest of the year. These students are excluded from all co-curricular and extracurricular activities. If the behavior of a student has not improved, the student will be denied enrollment for the next academic year or in severe cases will be expelled from the school. If a student received an “F” grade in citizenship in the 4th quarter, he/she will be placed on probation during the first semester of the following academic year or denied enrollment altogether.

Students with an “F” grade in Citizenship are excluded from all co-curricular and extracurricular activities. These activities include academic competitions, athletic games, field trips, extended trips, social activities, etc.

ENROLLMENT RESTRICTIONS

Depending upon a student’s behavior and conduct, the Administration may decide to deny a student the privilege to enroll in 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. Depending upon circumstances, a student may be allowed to return to school before the specified expulsion date, if for example, a student receives outside counseling enhancing his/her conduct or behavior, or if a student successfully performs at a non-Prelacy school.

- The procedure to expel a student from the school system 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 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; a copy will be sent to the parents/guardians.
- The parent/guardian will be granted due process prior to the implementation of the expulsion. At that time, the parent/guardian shall be provided with information about the appeals process.
- Appeals of an expulsion may be made to the Board of Regents within five (5) school 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 purposes of implementing due process. Such extension must be made by written notification to the parent/guardian. The expelled student shall not be admitted to any other Prelacy school for the duration of the expulsion. 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, the police will be informed instantly or a police report will be filed immediately after the incident. Based on the severity of the violation committed, the Administration has the full authority to report to the police as well as the Department of Children and Family Services about the incident and request their immediate intervention to restrain all kinds of illegal and/or violent acts.

CONSEQUENCE CHART

Teachers are the first line of discipline in the classroom. Each teacher will implement and enforce their own classroom rules and discipline. The consequences outlined below will be implemented after verbal and written warnings have been given and parents have been notified by the teacher. More severe offenses will result in bypassing warnings. After the third offense, students will be referred to the Vice-Principal and detention will be set for the following school day. Detention will only be postponed for medical reasons. If students intentionally miss detention, he/she will serve an additional day. After 3 detentions, students will receive immediate suspension. After 3 suspensions, students will be subjected to expulsion from school.

Electronic policy is outlined below:

Having cell phones during school hours is a luxury not a necessity. **Middle school students are encouraged to keep their phone at home. However, if they need to bring them to school, the phones must be kept in their lockers throughout the day. They are not allowed to use them during school hours.** High school students will have the privilege of using their cell phones and electronics during morning and lunch recesses **ONLY**. Phones **cannot** be visible during class time. If they are visible to faculty or staff they will be confiscated and turned in to the administration. The following is a chart outlining the consequences and is per quarter.

1st offense	Cell phones will be returned the same day after school	Warning
2 or more offenses	Cell phones will be confiscated for 2 days; parents will need to pick up phones after two days	Detention

**For students who drive home after school, phones will be returned that afternoon, however, the student must return the phone to the office the following two mornings.

The chart below outlines the violations in order of severity and the following consequences will be used:

Category I	Category II	Category III	Category IV
Verbal Warning & email to parents (by teacher)	Referral/Detention	Suspension	Expulsion
Contact Parent & referral (by teacher)			

Category I	
Excessive talking in the classroom	Visiting cafeteria during class hours
Excessive talking during assemblies	Taking to or eating food in unauthorized areas/classrooms
Chewing Gum	Using profanity
Littering	Disruption of school activities
Out of uniform code, or hairstyle code	Parking lot violations
Going to the parking lot without permission	Use of fidget spinners or any other distracting devices in the classrooms

Category II	
Meddle with teacher's desk, bookshelf or file cabinets	Truancy and leaving campus without permission from the school office

Visiting inappropriate websites or sharing them with students	Plagiarism or cheating
Excessive Tardies (more than 5 in a quarter)	Betting and gambling on school premises
Cutting classes or leaving classrooms without permission	Spreading false information about the school, faculty or other students
Forging parents' signature, using forged notes	

Category III	
Tampering with the school phones, fire alarm, online database & email system (MMS)	Harassment by email, texting, or on social media (bullying)
Fighting or aggressive behavior/ pushing, hitting and kicking	Defaming of other students (bullying)
Possession or use of lighters, matches, firecrackers	Touching the private parts of others
Damaging or stealing teachers' possessions or school property, or other students' personal property	Stalking students or faculty/staff
Swearing, insulting, throwing objects, and using profanities toward faculty or staff	Disrespect towards faculty and staff

Category IV	
Forced breaking and entering	Any comment or referenced to killing or using firearms
Making terrorist remarks & threats against students, school officials & school property	Possess, offer, arrange & negotiate to sell or furnish any drug paraphernalia
Unlawful possession, use or be under the influence of any controlled substance while in school	Unlawfully offer, negotiate to sell, deliver/furnish and sell any controlled substance to others
Using signs, logos, symbols, graffiti & apparel that displays associates with gangs clandestine groups	dangerous/ hazardous objects that may cause bodily injury
Direct association with & membership in gangs	Setting fire/ arson
Committing or attempting to commit robbery and extortion	Possession, use, sale or furnishing of explosive device, firearms, or other
Possession of imitation firearms and any type of air gun	Causing, attempting to cause, or threatening to cause serious physical injury & or property damage to another person
Possession/use of alcoholic and tobacco products	Possession of knives or any other weapons