

*Honoring the Past
Enlightening the Present
Shaping the Future*



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Լուսատրենք Ներկան
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Chamlan Armenian School Student Handbook 2018-2019

SCHOOL PURPOSE.....	2
ACCREDITATION.....	2
EXPECTED SCHOOL WIDE RESULTS (ESLRs).....	2
ENROLLMENT POLICY.....	3
SCHOOL HOURS.....	4
ATTENDANCE.....	7
STUDENT HEALTH.....	8
CURRICULUM AND INSTRUCTION.....	9
ACADEMIC INTEGRITY POLICY.....	17
FIELD TRIPS.....	18
SCHOOL HOME COMMUNICATION.....	18
CLOSED CAMPUS.....	19
SCHOOL SAFETY.....	20
BIRTHDAYS & PARTIES.....	20
LUNCHES & SNACKS.....	20
SCHOOL BUS PROGRAM.....	21
BOOKS, BAGS AND LOCKERS.....	21
TEXTBOOKS.....	22
INSTRUCTIONAL TECHNOLOGY.....	22
CHAMLIAN TECHNOLOGY USE POLICY.....	23
SUPERVISION & MONITORING.....	24
CHROMEBOOKS.....	24
LIBRARY POLICY.....	28
PROPERTY DAMAGE.....	29
SCHOOL OFFICE TELEPHONE.....	30
PHOTOGRAPHING, VIDEOTAPING, AND RECORDING.....	30
STUDENT BEHAVIOR, CONDUCT & DISCIPLINE.....	30
CLASSROOM BEHAVIOR.....	30
OFFICE REFERRALS.....	31
DISCIPLINARY CONSEQUENCES.....	35
POSITIVE BEHAVIOR EXPECTATIONS.....	36
CLUBS & ATHLETICS.....	38
UNIFORMS AND APPEARANCE GUIDELINES.....	42
PICK UP & DROP OFF PROCEDURES.....	47

SCHOOL PURPOSE

Chamlian Armenian School promotes academic excellence, preserves the Armenian heritage and develops students of high integrity in an innovative, safe learning environment.

CORE VALUES

The core values of an organization are those values we hold which form the foundation on which we perform work and conduct ourselves. Core Values guiding us in this plan: Innovation, Heritage, Academic Excellence, Integrity.

ACCREDITATION

Vahan & Anoush Chamlian Armenian School has been fully accredited by the Western Association of Schools and Colleges (WASC), since 1983.

EXPECTED SCHOOL WIDE RESULTS (ESLRs)

Students who graduate from Chamlian Armenian School will:

Strive for Academic Excellence

Become knowledgeable individuals with a strong academic foundation and real-world skills Be able to read, comprehend and respond to information individually, with effective oral and written communication skills

Use higher level thinking skills to ask questions, interpret, analyze, and evaluate information Gain experience to become problem solvers, creative thinkers and decision makers on the pathway to higher education and career readiness

Thrive as Productive Citizens

Become conscientious individuals with strong leadership skills who contribute to local and global communities as activists

Embrace diversity as responsible individuals with compassion and respect for others
Maintain a healthy and positive self-image

Exhibit responsible behavior in line with traditional Christian family values

Utilize Technology with Competence

Develop 21st century technical skills to compete in the global community.

Become competent in locating, accessing, organizing, evaluating and applying information for a complex and technological world.

Become empowered and well-rounded learners capable of efficiently and effectively using emerging digital technologies, while practicing safe, secure, and ethical computing.

Become Responsible Life-Long Learners

Learn to effectively and constructively evaluate, reflect and apply what is learned.

Develop strong organization, time management and study skills to succeed in higher education and beyond.

Become self-directed learners, interested in learning as an opportunity for growth and exploration.

Embrace the Armenian Language and Culture

Develop competency in using the Armenian language in written and oral communication Gain greater awareness of the unique aspects of the Armenian culture and history while preserving and promoting their Armenian heritage

Be active participants in the Armenian community as leaders and volunteers.

Apply bilingual skills in the real world to have a more competitive edge in higher education and beyond.

ENROLLMENT POLICY

1. Registration priority is given to continuing students.
2. Students are accepted based on availability.
3. The following are required to enroll new students:
 - a. Registration Form
 - b. Registration fee (not refundable)
 - c. Academic records from previous school (including prior report card reflecting at least one full academic year).
 - d. Entrance examination for 2nd through 8th Grade students.
 - e. Immunization Records as designated by law.
4. Incoming 6th and 8th grade students cannot be enrolled for the current academic school

year once second semester begins.

SCHOOL HOURS

School gates open at 7:40 AM and close at 4:00 PM. After school supervision, also referred to as “Tea Time” is available from 4:00 to 5:30 P.M. at \$9.00 per hour.

BELL SCHEDULE

Kindergarten

1st Bell: 8:25 AM

2nd Bell: 8:30 AM

Periods	Start	End
Prayer & Morning Activities	8:25	8:40
Breakfast	8:40	8:55
1st	8:55	9:35
2nd	9:35	10:05
Recess	10:05	10:20
3rd	10:20	11:00
4th	11:00	11:50
Lunch Recess	12:00	12:35
5th	12:35	1:50
Snack	1:50	2:05
6th	2:05	2:50
Dismissal	2:50	

1st & 2nd Grades

1st Bell: 8:25 A.M. 2nd

Bell: 8:30 A.M.

Periods	Start	End
Prayer & Morning Activities	8:25	8:40
1st	8:30	9:25
2nd	9:25	10:20
Recess	10:20	10:35
3rd	10:35	11:30
4th	11:30	12:25
Lunch Recess	12:25	12:55

5th	12:55	1:50
6th	1:50	2:45
Line Up	2:45	2:50
Dismissal	2:50	

3rd, 4th, & 5th Grades

1st Bell 7:55 A.M.

2nd Bell 8:00 A.M.

Periods	Start	End
Prayer/Homeroom	8:00	8:05
1st	8:05	9:00
2nd	9:00	9:50
Recess	9:50	10:05
3rd	10:05	11:00
4th	11:00	11:55
5th	11:55	12:50
Lunch	12:50	1:20
6th	1:20	2:15
7th	2:15	3:10
Dismissal	3:15	

6th, 7th & 8th Grades

1st Bell 7:55 A.M.

2nd Bell 8:00 A.M.

Period	Start	End
Prayer/homeroom	8:00	8:05
1 st	8:05	9:00
Passing Time	9:00	9:02
2nd	9:02	9:57
Passing Time	9:57	9:59
3rd	9:59	10:54
Recess	10:54	11:14
Lockers and Passing Time	11:14	11:16
4 th	11:16	12:11
Passing time	12:11	12:13
5th	12:13	1:08
Lunch Recess	1:10	1:40
Lockers and Passing	1:40	1:42

Time		
6th	1:42	2:32
Passing Time	2:32	2:34
7th	2:34	3:29
Dismissal	3:29	

MINIMUM DAY BELL SCHEDULE

School gates open at 7:40 AM and close at 1:30 PM. No supervision after 1:30 P.M.

Kinder - 2nd GRADES

Period	Start	End
Assembly	8:25	8:35
1 st	8:35	9:05
2 nd	9:05	9:35
Recess	9:35	9:50
3 rd	9:50	10:20
4 th	10:20	10:50
5 th	10:50	11:20
6 th	11:20	11:55
Wrap Up	11:55	12:00
Dismissal	12:00	

3rd – 5th GRADES

Period	Start	End
Assembly Prayer	8:00	8:10
1 st	8:10	8:40
2 nd	8:40	9:10
3 rd	9:10	9:40
Recess	9:40	10:05
4 th	10:05	10:30
5 th	10:30	11:00
6 th	11:00	11:30
7 th	11:30	12:00
Dismissal	12:05	

6th- 8th GRADES

Period	Start	End
Assembly Prayer	8:00	8:05
1 st	8:05	8:35
Passing Time	8:35	8:38
2 nd	8:38	9:08
Passing Time	9:08	9:11
3 rd	9:11	9:41
Passing Time	9:41	9:43
	9:43	10:13
Recess	10:13	10:33
Passing Time	10:33	10:36
5 th	10:36	11:06
Passing Time	11:06	11:09
6 th	11:09	11:39
Passing Time	11:39	11:42
7 th	11:42	12:12
Dismissal	12:15	

ATTENDANCE

Absences have a direct impact on student performance and grades. The school believes that it is the responsibility and cooperation of both students and parents to ensure that students are present at school on a daily basis as mandated by the California statute law (Education Code 46010-16014/48200-48204).

Personal appointments, such as doctor, dentist, etc.

should be scheduled in a manner that does not coincide with school hours. Parents must report absences on the morning of the occurrence by 8:30am by calling the school office at (818) 957-3398 x1. Students who are absent for more than three days, must return with a doctor's note/documentation, that should be submitted to the registrar's office.

TARDY POLICY

Students are required to report to school on time on a daily basis. For grades K-2, the school day begins at 8:25am, and grades 3-8 at 7:55am. Students who are not in school by the start of the school day will be considered tardy. Tardies are only excused with a medical note upon arrival to the school office. Tardiness is noted on the student's record and appears on the report card.

Students need to check into the office to receive a tardy slip for any tardies.

All students are expected to be punctual to classes throughout the school day. Tardiness throughout the school day may also be recorded and reflected on student records.

Chronic tardiness constitutes defiance. Students who are defiant may face disciplinary action:

In a Single Month

Tardy 1 – 3: Warning (An email will be sent home).

Tardy 4: ½ hr school assigned detention. Will be put on MMS

Tardy 5: One hour school assigned detention. Will be put on MMS.

Tardy 6: Parent/Student/Vice Principal/ Counselor Intervention/Conference

Tardy 7: Suspension from school clubs and sports. Will be put on MMS

Tardy 8: In-house suspension. Will be put on MMS

LEAVING SCHOOL EARLY

If a student needs to leave school early for an appointment that cannot be scheduled outside of the school day, a parent must call the school in the morning to excuse the student. Parents must also provide the reason for the early dismissal when calling the school. In appropriate cases, doctor's notes or a copy of the doctor's after care summary may be required. When parents arrive to pick up their child for the appointment, they must report to the school office to sign out their child.

All early dismissals will be documented in the student's attendance record. A high frequency of absences (partial or full day) may result in non-promotion, and/or the inability to re-enroll at the school the following school year.

STUDENT HEALTH

If a student does not feel well, he or she may report to the Office Clerk. The student will be assessed and if need be his/her temperature will be taken. As deemed necessary, a parent will be notified and may be asked to pick up their child. Important information to consider regarding your child's health:

- Medication from home that is to be administered at school, must be submitted to the office by the child's parent, with written instruction by the doctor in the original container.
- Parents should notify the school with a doctor's note about allergies. The school office will store the Epi-pen or asthma inhalers for severe allergies.
- Parents are responsible to pick up any remaining medication at the end of the school year. If left in the school office after the last day of school, the medication will be destroyed.
- Children should stay home if they have the following symptoms: fever over 100 degrees F, red throat or earache, runny nose, watery eyes, constant cough, vomiting,

diarrhea, unexplained rash or skin eruption.

In the event of serious injury, first aid will be administered and parents will be contacted at once. **By law, the school is not permitted to administer medication** (aspirin, etc.) without a doctor's authorization.

CURRICULUM AND INSTRUCTION

GRADUATION/PROMOTION REQUIREMENTS

Students are eligible for a Chamlian Armenian School Junior High diploma upon:

- Successful completion of course offerings with a cumulative of GPA 2.0 and above.
- Clearance of all debts
- Clearance of all behavior consequences

GRADUATION AWARDS FOR 6TH & 8TH GRADES

To recognize academic achievement, the school conducts a mid-year Principal's Awards Assembly for all students in grades 6-8 who have a GPA of 3.7 or above by the end of the first semester.

In addition, during the year-end 6th & 8th Grade Graduation Ceremonies, based on performance, objective criteria, and recommendation of teachers/administration, students are eligible to receive academic awards which have been established by the school through various organizations and individual sponsors.

Student with a GPA of 3.7 and above receive the Principal's Honor Roll Award and students with a GPA of 3.5-3.69 receive the Honor Roll Award.

The President's Award for Educational Excellence (Gold) - as mandated by the US Secretary of Education, these awards are given to graduating 8th grade students with a 3.50 or better GPA and no disciplinary infractions. Students will receive pins and a gold rope to signify that they are recipients.

The President's Award for Educational Achievement (Silver) - recognizes students who show educational growth and improvement. It is meant to encourage students who work hard and give their best effort in school, often in the face of special obstacles to learning. Students will receive pins and a silver rope to signify that they are recipients.

Valedictorian Award - this award(s) is (are) given to graduating 8th grade students based on highest class ranking cumulative GPA throughout 7th & 8th grades. Students who qualify for this award must exhibit exemplary behavior by not receiving an Academic/Behavior Detention or Suspension throughout the academic year.

Salutatorian Award - this award(s) is (are) given to graduating 8th grade students based on second highest class ranking cumulative GPA throughout 7th & 8th grades.

Students who receive Valedictorian and Salutatorian awards will be provided with special sashes during the ceremony. No valedictorian or salutatorian speeches will be delivered.

Principal's Honor Roll (3.7 and above) & **Honor Roll** (3.5-3.69).

Students, who have received an Academic / Behavior Detention or Suspension throughout the academic year, will not be eligible for any awards.

Below is the list of awards, which are subject to change based on funding.

Berj and Rita Kaprielian Social Studies Award

This award which includes educational endowment is presented to two 8th grade graduates who have demonstrated interest and achievement in Social Studies.

Harout and Koharig Pushian Social Studies Awards

This award which includes educational endowment is presented to two 6th grade graduates who have demonstrated interest and achievement in Social Studies.

Antranig & Khatoun Ourfalian Armenian Language Award

This award which includes educational endowment is presented to two 6th grade graduates and two 8th grade graduates for commendable academic achievement in Armenian literature.

Jacklin Shahnazarian Shahverdian Armenian History Award

This award which includes educational endowment is presented to two 8th grade graduates who have demonstrated excellence and interest in Armenian History.

Ardemis Vartougian Award for Excellence In Technology

This award which includes educational endowment is presented to two 8th grade graduates and one 6th grade graduate, who have demonstrated consistency, growth, and interest in computer skills.

Nevart, Norik and Armond Ayvazian Math Award

This award which includes educational endowment is presented to two 6th grade graduates who have demonstrated interest and achievement in Mathematics.

Armenian Youth Association English Award

This award which includes educational endowment is presented to two 6th grade graduates who have demonstrated interest and achievement in English.

Arshik Saroyan Tomassian Art Award

This award which includes educational endowment, is presented to one 6th grade graduate and two 8th grade graduates who have demonstrated interest and achievement in Art.

Arax Yeremian Miller Award for Excellence in English

This award which includes educational endowment is presented to two 8th grade graduates who have demonstrated excellence in communication and expression in the English language.

Arbi Yeganian Award for Excellence in Math

This award which includes educational endowment is presented to two 8th grade graduates who have demonstrated interest and achievement in Mathematics.

Alumni Shant, Arin and Christopher Norhadian Physical Education Award

This award which includes educational endowment is presented to two female 8th grade graduates and two male 8th grade graduates who have demonstrated the ideals of an outstanding athlete-those characteristics of leadership, discipline, and selfless dedication to the team, which are essentials of good sportsmanship.

Simon Artinian Science Award

This award which includes an educational endowment is presented to one or more 6th grade graduates who have demonstrated excellence in Science.

Coach's Award for Sportsmanship

This award which includes educational endowment is presented to one male 6th grade graduate and one female 6th grade graduate who have demonstrated the ideals of an outstanding athlete-those characteristics of leadership, discipline, and selfless dedication to the team, which are essentials of good sportsmanship.

Arshik Saroyan Tomassian Citizenship Award

This award which includes educational endowment is presented to two 8th grade graduates recognizing the highest qualities of character: respect, cooperation, and exemplary behavior.

Nerpouni Family Citizenship Award

This award which includes educational endowment is presented to one or more 6th grade graduates and recognizes students whose beliefs, attitudes, and actions consistently exemplify the highest qualities of character: those of trustworthiness, respect, uncompromising integrity

and devotion to helping others.

Armenian Youth Association Music Award

This award which includes educational endowment is presented to two 6th grade graduates who have demonstrated exceptional interest and high aptitude in Music.

Berj and Christine Bedoyan Armenian History Award

This award which includes educational endowment is presented to two 6th grade graduates who have demonstrated excellence and interest in Armenian History.

Raffi & Souzy Ohanian Armenian Organization Involvement Award

This award is presented to two 8th grade graduates who have been involved in an Armenian organization for 5 or more years and have attended Chamlian School for 5 or more years.

Arpi Shant Award for Excellence in Armenian Expression

This award is presented to three 6th grade graduates who have interest and participation in Armenian dram, public speaking, and poetry recitation.

Anita Torosian Excellence In Literacy Award

This award is presented to one 6th and one 8th grade graduate who has demonstrated excellence in reading and English Language Arts.

ELEMENTARY CURRICULUM

Chamlian’s rigorous K-5th grade elementary curriculum allows for learning experiences that fully engage our students while encouraging them to perform at their highest potential. The school has an ongoing commitment to utilizing developmentally appropriate technology to support the curriculum. Through technology integration, we strive to make learning more relevant and prepare our students for the world in which they live.

The curriculum and textbooks have been updated and are fully-aligned with the California State Standards. We have begun the integration of Common Core State Standards with shifts in English Language Arts and Mathematics. Our school also places a strong focus on the 4C’s: Critical Thinking, Collaboration, Communication, and Creativity.

Our classrooms and curriculum feature interactive technology tools and resources. We also utilize online learning tools for students, such as virtual labs and practice tools.

Homework is a fundamental part of the learning process at Chamlian. We believe it helps to develop and reinforce basic academic and study skills, as well as promote student responsibility and self-discipline.

We recognize that students bring unique learning styles to the classroom. Within the guidelines of our curriculum, we seek to teach children according to their needs and abilities by providing our students with a wide variety of learning opportunities, both inside and outside of the classroom. Student learning is enhanced through field trips, educational assemblies, and presentations by guest speakers.

At Chamlian, assessment results form the basis of regular evaluation and improvement of the school's curricular and instructional programs. Teachers utilize a variety of formative and summative assessments in the classroom to evaluate students' progress towards mastering the California State Standards. School-wide assessments such as the Terra Nova test and the STAR Reading Test are also used to track academic growth and determine areas of improvement.

We are proud of our dedicated faculty and their commitment to nurturing the development of every student. Throughout the Elementary years at Chamlian, we encourage students to become life-long learners with strong critical thinking skills, while striving to provide them with a strong academic foundation that will lead to a successful transition into middle school and beyond.

JUNIOR HIGH SCHOOL CURRICULUM

During the junior high school years, Chamlian students build on their academic skills while learning to become more independent, responsible, and confident. The dedicated faculty is committed to preparing students to become life-long learners with strong critical thinking and problem solving skill.

The curriculum is well-rounded and allows for learning experiences that encourage students to reach their potential. Students are also encouraged to develop strong organizational and study skills, including note taking, time management, and test preparation.

The curriculum and textbooks have been updated and are fully-aligned with the California State Standards. We have begun the integration of Common Core State Standards with shifts in English Language Arts and Mathematics. Our school also places a strong focus on the 4C's: Critical Thinking, Collaboration, Communication, and Creativity.

Our classrooms and curriculum feature interactive technology tools and resources. We also utilize online learning tools for students, such as virtual labs and practice tools.

Teachers utilize a variety of formative and summative assessments in the classroom to evaluate students' progress towards mastering the grade level standards. School-wide assessments such as the Terra Nova Standardized test, the STAR Reading Test, and the UCLA MDTP (Mathematics Diagnostic Testing Project) assessment, are also used to track academic growth and determine areas of improvement. Students receive quarterly report cards, which include a grade for academic performance, as well as a mark for citizenship and effort. Through our web-based online grading system, MMS Portal, which is updated on a regular basis, parents are able to follow their child's progress online.

Homework is an integral part of the junior high program and averages two hours per night. Teachers strive to develop meaningful and relevant homework assignments that will help reinforce academic and study skills taught in the classroom.

Junior high school students have many opportunities to challenge themselves and to participate in various extracurricular activities that extend learning beyond the classroom. Through participation in club activities, students also gain experience in leadership and community service, while learning to work together towards a common goal.

Communication between faculty, students and parents is of utmost importance. Aside from the biannually Parent-Teacher Conferences, parents are encouraged to maintain contact with their child's teachers throughout the year.

Through a challenging and supportive middle school experience, Chamlian's staff and faculty are committed to preparing students for a smooth and successful transition into high school.

CLASS PLACEMENT

Class numbers are balanced between by the number of sections for each grade level. The placement of students in each class is based on the recommendation of teachers, administration, and the academic/social needs of the child. Student classes may not be switched throughout the school year. Requests regarding class placement will not be accepted by the school office.

Math Course Placement for 7th & 8th Graders: The student's final average math grade, Terra Nova Math score, and the MDTP allows us to identify specific topics and skills needed by each student for success in mathematics at the next level.

The students' final average grade, Terra Nova Math score, and MDTP score are all taken into consideration in order to objectively place students in the appropriate 7th and 8th grade math class which will best meet their needs. Math placement for 7th and 8th is derived upon by the three aforementioned scores, which allows us to create classes with a pace in line with the overall class. Placement in individual classes is final as the students are placed based on objective criteria.

STANDARDIZED TESTING

In late spring, students in all grades take the Terra Nova standardized test. The school administers the complete battery test, which includes assessments in Math, Reading, Language, Science, and Social Science. Students also take a Practice Test during the week prior to the actual test in order to prepare for the types of directions and questions they will see on the actual test.

During the testing week, teachers do not administer any other tests, quizzes, or projects. Homework is not assigned, with the possible exception of 20 to 30 minutes of leisure reading each night.

To ensure a positive test-taking experience, students are encouraged to get a good night's sleep, eat a complete breakfast, and remember to listen to and follow the teacher's directions carefully. Students who are calm and sure of themselves tend to do better.

The results of the Terra Nova test provide the school with an objective measure of our students' annual progress, and allow us to identify their strengths and areas of improvement. It is especially important for our 6th-8th grade students to do their best on the standardized test, since many of the high schools they will eventually be applying to will consider their performance as part of their admissions criteria. It is also very important for students not to be absent during the testing week.

REPORT CARDS

Report cards are issued and accessed on a quarterly basis. Parents may view their student's interim progress through the MMS Grade Parent Portal, which will be updated by teachers on a weekly basis.

Students with a GPA below 2.0 may be:

- placed on academic probation
- considered for non-promotion
- removed from co-curricular and extra-curricular activities
- may be considered for non re-enrollment

GRADING SYSTEM FOR ELEMENTARY-JUNIOR HIGH

<i>95-100 = A.....</i>	<i>4.0</i>
<i>90-94 = A-.....</i>	<i>3.75</i>
<i>88-89 = B+.....</i>	<i>3.5</i>
<i>84-87 = B.....</i>	<i>3.0</i>
<i>80-83 = B-.....</i>	<i>2.75</i>
<i>78-79 = C+.....</i>	<i>2.5</i>
<i>70-73 = C-.....</i>	<i>1.75</i>
<i>68-69 = D+.....</i>	<i>1.5</i>
<i>60-67 = D.....</i>	<i>1.0</i>
<i>59-0 = F.....</i>	<i>Failing</i>

MAKE-UP TESTS / ASSIGNMENTS

Make-up tests and assignments are generally provided to students who miss work because of excused absences. Upon returning to school, students will be given one additional school

day to complete and submit any missing work. Missing work will be assigned a grade of 0% until the work is submitted. The grade will be updated once the teacher has received the work.

Should a student be absent over one school week, parents should speak to the teacher specialist to make special arrangements for make-up work.

MID-TERM AND FINAL EXAMS

All 6th - 8th grade students will be administered mid-term and final exams in all subject areas to assess mastery and proficiency. Schedule for Midterms and finals will be posted at the beginning of the year. School administration will not practice flexibility to accommodate individual student schedules. All finals must be completed during the scheduled test times.

HOMEWORK

Time Allotment by Grade Level:

Although there may be exceptions, the average number of minutes your child should spend on homework should be:

Kindergarten = 20 min.

First Grade = 30 min.

Second Grade = 35-45 min.

Third Grade = 50-60 min.

Fourth Grade = 70-80 min.

Fifth Grade = 90 min.

Sixth Grade = 90-120 min.

Seventh Grade = 120-150 min.

Eighth Grade = 120-150 min.

*The minutes above do not include the independent reading students are assigned each night.

Purpose of Homework

The purpose of homework at Chamlian is to extend learning beyond the school day. Teachers assign homework to meet a specific learning goal, such that homework becomes a focused learning experience.

To help your child with homework:

Help set up a consistent and organized place for homework to be done

Help your child establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activities

Encourage, motivate, and prompt, but do not sit with your child and do the homework with him/her. Parents should facilitate homework completion, not teach the content. The purpose of homework is for your child to practice and use what he/she has learned. If your child is consistently not able to do the homework by himself/herself, please contact the teacher.

When bedtime comes, please stop your child, even if he/she is not done.

Consequences for Missed Homework

2 Missing Assignments: Teacher phone call home

3 Missing Assignments: Teacher assigned detention for half an hour and parent notification

4 Missing Assignments: Referral to the Teacher Specialist and Parent Conference

5 Missing Assignments: Referral to the Vice Principal and assignment of Academic Detention for one hour, and loss of privilege of next scheduled event or activity for that quarter
6 Missing Assignments: Second Academic Detention, and removal from any sports team, clubs and/or committees.

7 Missing Assignments: 3 Hours of Saturday detention

8 Missing Assignments: 4 Hours of Saturday detention and Academic Probation

9 Missing Assignments: Suspension

10 Missing Assignments: Referral to Principal, Parent Conference and Interventions Coordinated. School may also begin process for non-reenrollment, expulsion, and/or additional consequences.

Homework in Case of Absences

In case of student absences, parents and students may check our school website and teacher pages for homework on the Week in Summary (WIS). If parents would like to pick up their child's books and additional resources, they must call and notify the school office by **8:30 a.m.** and leave a message by calling (818) 957-3398 ext. 1. All necessary material will be ready for pick after 3:30pm.

ACADEMIC INTEGRITY POLICY

Chamlian Armenian School's Academic Integrity Policy is designed to inform and assist students, teachers, parents, and administrators in promoting honesty in all aspects of school work in hopes of enabling students to acquire honor and self-respect and to experience genuine academic achievement. This policy applies to all school work, homework, projects, and testing.

CHEATING

Cheating constitutes any or all of the following:

- Copying homework or other assignments from classmates, or providing it to classmates.
- Communicating verbally, copying or providing information during quizzes or tests.
- Forging someone else's signature (parent, administration, teacher, sibling, etc..)

- Plagiarizing (presenting someone else's work as one's own, or not indicating a source with the proper notation including data found on the Internet.)
- Steal, possess or view a copy of a test from a previous school year scan, alter, or forge any school document

Consequences for Cheating:

Consequences may include, but are not limited to:

- 1st Violation: Referral to the Vice Principal, parent conference, an F on the work, 1 hour Detention
- 2nd Violation: Referral to the Vice Principal, parent conference, an F on the work, in-house suspension
- 3rd Violation: Referral to the Vice Principal, parent conference, an F on the work, suspension
- 4th Violation: Referral to the Principal, parent conference, F in the class, and enrollment may be reconsidered for the following school year.

FIELD TRIPS

Field trips provide students with educational experiences away from their regular school environment. Some field trip sites include nature centers, museums, community agencies, and historical sites. Field trips can result in greater achievement in all subjects by experiencing real life application of the lessons that were learned in school.

Students in grades sixth grade and up also participate in overnight field trips. These overnight experiences help students build both their confidence and growing independence. Overnight field trips are integrated with the curriculum. Our goal is to deepen children's learning through experience and to provide opportunities to:

Develop a sense of community through shared experience outside of the classroom.
Build self-understanding, character, and independence.

Develop confidence and comfort with adventure and new experiences.
Enhance their understanding of grade level curriculum.

Each year we witness how much children grow personally as well, learning to be increasingly independent and resilient in new situations. An orientation for parents and students is held prior to each trip to provide specifics and address questions raised.

Overnight Field Trips for 6th-8th Grades

6th Grade: Outdoor Science Camp

7th Grade: Team Building Nature Retreat

8th Grade: Armenia

During school sponsored field trips, students must abide by school guidelines and expectations.

SCHOOL HOME COMMUNICATION

The school is committed to establishing a strong school-home connection, for which communication plays an important role. The school sends out weekly reminders every Monday, which includes information regarding, upcoming school activities and events, student accomplishments, Parent Support Group functions, and other matters pertaining to school life. Parents are urged to consider the News & Announcements as a very important medium of communication with the school. The school has also established a Facebook and Twitter accounts for additional avenues of communication and a glimpse into the activities and events.

The school encourages ongoing communication with parents to meet student needs. Back-to-School Nights, personal conferences with teachers by appointment, and grade-level meetings are regular communication channels available to parents. The school also has a very modern, user friendly website, and online student information system called MMS Portal to provide parents and students continuous access to grades, school news and information.

If there are issues to be resolved, parents should contact:

1. The homeroom teacher or the subject teacher for matters related to a specific class
2. Counselor for personal/social matters
3. Vice Principal for student behavior concerns
4. Teacher Specialist for academic concerns

CLOSED CAMPUS

Chamlan Armenian School is a closed campus. All visitors and parents must check in with the school security guard upon arrival to school. Once cleared, the security guard will direct all visitors to the school administrative office to check in and receive a Visitor Pass. Upon departure, visitors are asked to return their passes and check out before leaving the campus.

Once on campus, visitors including parents may not:

1. Converse with students, teachers, instructional aides.
2. Interfere with school activity.
3. Follow the school's established procedures for meeting with the teachers and administration.

SCHOOL SAFETY

Student safety is a high priority for the school administration. The school campus is equipped with locked gates and 48 security monitoring cameras. There are security guards on site at all times during the school hours. Please note, only school administration can view footage from cameras. Members of public, students, parents are not allowed access to review footage from camera.

The school is equipped with earthquake kits that fully sustain students and faculty for 72 hours in the event of a significant emergency situation. An automated voice notification system is in place to enable immediate communication with parents. As part of the emergency preparedness plan, emergency drills are conducted regularly under the guidance of the Glendale Fire Department.

BIRTHDAYS & PARTIES

Birthday cakes, cupcakes, balloons or any other celebratory items are not permissible to celebrate a birthday on campus. If a student is going to bring invitations to school for a birthday party or other party, we ask that all the students of the class are invited. Otherwise, parents are asked to make alternate arrangements to distribute invitations.

LUNCHES & SNACKS

The school provides healthy snack options for purchase from the vending machines, monitored closely by the school's Nutrition Committee. Parents may add money for the lunch program through our online Lunch Portal by visiting www.chamlan.org and clicking on the *Students* tab, followed by the *Lunch* tab. Parents must be current with their child's account at all times. Students with a zero or negative balance will not be able to access the lunch program. Students are not mandated to eat lunch from school and are welcome to bring lunch from home.

Soft drinks and candy are not allowed at school. Parents are also not allowed to bring "fast food" such as hamburgers, french fries, tacos etc. during school days.

SCHOOL BUS PROGRAM

The school has a complimentary busing system from St. Mary's Armenian Apostolic Church

in Glendale. The free bus service departs each morning from St. Mary's Armenian Apostolic Church at 500 S. Central Ave., in Glendale at 7:30 a.m. and arrives at Chamlian at 7:55 a.m. In the afternoon, the bus leaves the Lowell campus at 3:25 p.m. and arrives at the church by 4:00 p.m. approximately.

Students also ride the bus when attending grade level and school field trips.

Title V, California Code of Regulations section 14103 states that pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Any student who engages in misconduct, disrupts school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides is subject to disciplinary action, including suspension or removal from the bus transportation program.

Pasadena VanPool

The school has coordinated a vanpool service for students residing in the Pasadena area. Students who sign up for the vanpool service will enter into an agreement with a third party company. At this time, the vanpool service can only accommodate 10 students.

The Van picks students up in front of Tavlian Pre School and Kindergarten at 7:30am promptly. Parents must wait with their children to be picked up. The van leaves Chamlian at the end of the school day around 3:25pm and will arrive back at Tavlian around 3:55pm. Parents are responsible to be at Tavlian promptly at that time to pick up their children. The cost for this service is \$100 per child, with a 10 month commitment.

Interested parties should contact the School Registrar to sign up for this service.

BOOKS, BAGS AND LOCKERS

- Parents are urged to check their children's book bags regularly for school notices and letters, and to make sure that students' bags do not contain electronic devices, magazines, cards (playing and/or character), head phones, toys, or any other non school related and/or appropriate item. Such items will be confiscated if carried onto campus.
- Lockers for 6th, 7th, and 8th graders are provided for storage of books, notebooks, and lunches. Valuable articles or money should **not** be left in lockers. The school is not responsible for losses.
- A Locker Policy, required by the school administration will be signed by each 6th, 7th and 8th grade student and his/her parents. This policy must be returned on Orientation Day to be issued a locker. The combination of the lock supplied by each

student, must be included on the policy form.

- Lockers should be kept clean and locked at all times.
- This statement serves as notice that the administration reserves the right to search school lockers at any time.
- Students are required to bring their own lock in order to access their locker.
- Students who damage lockers may face a fine.
- Articles left on the floor in front of lockers and classrooms will be removed and confiscated as they pose safety hazards. In order to receive items back, students must report to office.
- **Please follow the school’s Positive Behavior Expectations locker guidelines below:**

Lockers	<ol style="list-style-type: none"> 1. Keep personal space. 2. Be considerate of others' time and access. 3. Speak in a low voice. 	<ol style="list-style-type: none"> 1. Only use your designated locker and lock. 2. Have regard for others' privacy. 	<ol style="list-style-type: none"> 1. Walk quietly. 2. Open / Close your locker gently. 3. Be cautious of peers. 4. Stay in supervised areas. 5. Keep area clear at all times. 	<ol style="list-style-type: none"> 1. Keep area clean. 2. Keep your locker locked. 3. Keep all items in assigned locker at all times.
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LOST & FOUND

The lost and found area is located near the Teacher’s Lounge. Unclaimed articles are donated to various organizations. Please label all articles of clothing, lunchboxes, and books.

TEXTBOOKS

Students are responsible to obtain their own textbooks through the purchase on an online bookstore. Follet Books is the school’s official online textbook store providing our students with their textbook needs. Books can be accessed on their website: www.chamlianarmenianschool.bkstr.com. Armenian books can be purchased from the school on designated dates that are announced through email and the school website. All students have the responsibility to take care of their own textbooks and school materials. The school is not responsible for replacing any lost, stolen or damaged material that is under the student’s care.

INSTRUCTIONAL TECHNOLOGY

School technology is an instructional and learning tool. Each year students and parents must acknowledge receipt of an agreement of the Chamlian Acceptable Use Policy (CAUP). By signing the school *Registration Form*, which contains a section regarding the Student Handbook, students and parents agree to follow the rules set forth in the CAUP. Parties agreeing to this policy also understand that Chamlian may revise the CAUP as it deems necessary and

update the document on the school website.

CHAMLIAN TECHNOLOGY USE POLICY

Chamlian Armenian School provides students with a wide range of information technology for educational purposes. The use of these technologies is a privilege, not a right, and students are responsible for using them legally, appropriately, responsibly, and kindly. The school sets terms and conditions upon technology use, and students should have no expectation of privacy or anonymity while using equipment or software provided or established by the school. Use of information technology is governed by the same expectations that apply to all other aspects of life within the school community. Honesty, integrity, respect for others' privacy, and compliance with the behavioral expectations set forth in this handbook are expected at all times.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

- Respect and protect the privacy of others.
Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator
- Not destroy or damage data, networks, or other resources that do not belong to them ,
without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.
Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or
movies). Not plagiarize.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful .
- Report threatening or discomfoting materials to a teacher .
- Not intentionally access, transmit, copy, or create material that violates the school's code
of conduct (such as messages that are pornographic, threatening, rude, discriminatory,
or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as
obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of

- conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, participate in classes and/or legal actions including but not limited to in ability to suspension, expulsion or criminal prosecution by government authorities.

SUPERVISION & MONITORING

School, network administrators, and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

CHROMEBOOKS

Overview

Kindergarten through eighth grade teachers will assign a Chromebook to their students when needed during class periods. The school has a 120 Chromebooks that will travel around to scheduled classes with a Chrome Cart. All students will have equal access to the instructional technology offered by Chamlian.

Chromebook

The Chromebook is a personal computer designed to work with Google Apps for Education (“GAFE”) web-based applications. Chamlian chose the Chromebook as the best fit for the needs of its students through a diligent assessment of ease of operation, productivity, safety, security, and cost effectiveness. Chamlian will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or the internet on the device, in keeping with the Chamlian Acceptable Use Policy (“CAUP”).

Google Accounts and Google Apps for Education

All students will receive a Chamlian-managed Google account; this account is necessary to login to any Chamlian owned Chromebook. Only currently enrolled students will have access to a Chamlian Google account, and Chamlian Chromebooks are only accessible with a Chamlian Google account.

Students are provided unlimited file storage through Google Drive. All files stored on Google Drive are managed by Chamlian and are subject to review, confiscation, and destruction by Chamlian administration. Students should refrain from storing inappropriate or personal material (such as photos) on their Google Drive. Students are also provided with a Google email account (Gmail). This account is fully managed by Chamlian's IT department. Students also have access to a variety of Google Apps made available through GAFE, which will only be installed by the school on an as needed basis. Google Apps should only be used for academic purposes; failure to use Apps or other resources responsibly or for their intended purposes may result in disciplinary action.

Chamlian Responsibility for the Use of the Chromebook

Chamlian will comply with the Children's Internet Protection Act ("CIPA") to prevent the inappropriate use of the Chromebook and/or the internet. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at Chamlian's expense.

Parent and Student Responsibilities

All parents and students are required to understand and sign the **Classroom Chromebook Program Overview and the Chromebook Acceptable Use Policy**. Students are also required to complete the online **Class Room Chromebook Program overview**.

Internet Access

As the Chromebook is an internet-based device, students will need internet access in order to use the web-based applications. Chamlian provides internet access at the school site.

Students are expected to observe all Chamlian technology policies as well as federal, state and local laws. Student accounts are configured to provide internet filtering and website monitoring for inappropriate content. Students are responsible for following the policies expressed in the

Classroom Chromebook Program and the Chamlian Acceptable Use Policy at all times when using their Chamlian accounts.

Monitoring and Scanning

As part of our CAUP, Chamlian has the right and duty to monitor and control access to the Chamlian network and connected devices. It is our intent to provide safe and useful instructional resources for students. All files, messages, internet browsing history, and any other activity on a Chamlian owned Chromebook and Chamlian managed accounts may be monitored for appropriate content, student safety, and adherence to the Chamlian academic integrity policy.

Guidelines for Appropriate Use

With the opportunity afforded by using technology, comes the expectation to use that technology responsibly. Failure to use the Chromebooks responsibly may result in disciplinary action.

Students will:

- Use the Chromebook and other technology resources only for academic purposes and in accordance with the Chamlian Acceptable Use Policy.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
Communicate only in ways that are kind and respectful.
- Remember that making and sharing illegal copies of music, games, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following by following “General Care” guidelines provided in this guidebook.
- Report lost or damaged device immediately to the classroom teachers.
- Keep sounds muted or use headphones/earbuds when the noise might disturb others.

Students will NOT

- Remove, damage, or deface any identifying stickers or labels placed in or on the device by Chamlian.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or while logged in to any Chamlian managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by Chamlian.
- Attempt to override, bypass or otherwise change the internet filtering software, Google Management, or other network configurations.
- Not bring electronic devices unless requested by a Teacher with a signed parent permission form.
- Rest or “wipe” their device without explicit, advance permission from Chamlian administration.

General Care of the Chromebook

- Do not place food or drink near the device.
- Insert and remove cords, cables and removable storage devices carefully.
Do not deface the device with writing, drawings, stickers, labels, etc...

- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried. Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (for example, a backpack).
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solvents or other liquids on the screen.

Chromebook Usage Policy

The purpose of this Chromebook Usage Policy is to create a learning environment that encourages the safe and effective use of technology. The following information is designed to support, not limit, our authority.

Category	Infraction	Solution	Possible Outcomes
Care	<ol style="list-style-type: none"> 1. Intentional Damage or loss 2. Preventable damage-food or drink spilled etc 3. Accidental Damage 	<ol style="list-style-type: none"> 1. Student responsible for repair or replacement cost 2. Student responsible for repair or replacement cost 3. Check out another Chromebook student responsible for repair or replacement cost 	<ol style="list-style-type: none"> 1. Referral to Vice Principal 2. Referral to Vice Principal 3. Referral to Vice Principal
Network	<ol style="list-style-type: none"> 1. Network infractions include but not limited to: accessing or attempting to access inappropriate material, by passing 	<ol style="list-style-type: none"> 1. Account/use restrictions and additional consequences as outlined in Chamlian Student Information Handbook 	<ol style="list-style-type: none"> 1. Referral to Vice Principal

	Chamlian network, cyberbullying, inappropriate behavior, or other violations of the Chamlian Technology Use Policy		
Account	<ol style="list-style-type: none"> 1. Accessing or attempting to access another student's account 2. Sharing passwords/account 3. Forgotten Password 	<ol style="list-style-type: none"> 1. Account Use restrictions 2. Account Use restrictions 3. Password restrictions 	<ol style="list-style-type: none"> 1. Detention 2. Detention 3. Warning
Academic Integrity	<ol style="list-style-type: none"> 1. Cheating, sharing documents without teacher permission, plagiarism, or any other violation of the Chamlian Academic Integrity Policy 	<ol style="list-style-type: none"> 1. See Chamlian Student Handbook 	

LITERACY & RESOURCE CENTER POLICY

Anita Torosian Literacy and Resource Center Guidelines:

The Anita Torosian Literacy and Resource Center is a state-of-the-art learning center designed to provide students with both print and electronic resources.

Students may access the space during their break times and with their class during designated times. Students can visit the library to study, read, conduct research, collaborate and study. Students may also check out the Collaboration Room during break times and after school, by reserving the space with the Library Specialist at least 24 hours prior to use.

Behavioral Expectations

- Students must follow the rules posted in library.
- All school expectations, including uniform and appearance guidelines are expected to be followed.
- No food or drinks in the space.
- No disruptive sounds, playing, personal electronic devices and sleeping are allowed.
- Students are expected to take care of all books, equipment, and resources available in the library.
- Students must follow the technology guidelines listed in the student handbook.

Consequences

- 1) Warning
- 2) Asked to Leave the Literacy and Resource Center
- 3) Parent Notification
- 4) Loss of Privilege and Referral to the Office
- 5) Loss of Privilege, Referral and Detention

Lost or Damaged Book

If a student loses or damages a book, he/she will be charged \$20 for a replacement. A book will be determined as lost if it over 1 week overdue.

Book Selections

The school Library Committee, Library Specialist, Administration, Grade Level Chairs and Teachers all contributed to the selection of literature available in the school library. Great consideration is taken to ensure that the selections support and enrich the school's curriculum, is age appropriate, aligns with the standards and addresses the various interests of our student population. Students may check out books based on their individual reading level and their grade level. If a parent would like to receive additional information about the available selections and/or place restrictions on the books that their child is able to access, he/she should contact the Library Specialist. The email address is available on the school website.

Please follow the following positive behavior expectation guidelines in the Literacy & Resource Center below:

Location	Respect	Integrity	Safety	Responsibility
Computer Lab and Literacy & Resource Center	1. Treat equipment and books with care. 2. Use your inside voice. 3. Listen quietly	1. Use age appropriate resources (websites, books, databases, etc.). 2. Be	1. Walk quietly. 2. Sit in your assigned seat or section. 3. Return all items to designated	1. Keep area clean. 2. Use equipments and materials with care. 3. Remember log-ins.

	during read-alouds	productive. 3. Cite others' work	location. 4. Push in chairs when leaving. 5. Enter/Exit in orderly manner.	4. Checkout / Return items on time. 5. Return books to their rightful place. 6. Bring a permission slip to use the Center.
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PROPERTY DAMAGE

Damage to school property will require reimbursement for repair or replacement by the student/family.

SCHOOL OFFICE TELEPHONE

The school telephone in the office may be used for emergencies only. Students may access the phone after obtaining permission from the Office Clerk.

PHOTOGRAPHING, VIDEOTAPING, AND RECORDING

Cellular phones and electronic recording devices are not permitted on campus, or during our school sponsored events or field trips. Individuals on campus may not participate in concealed, undercover, clandestine photography, videotaping or recording at any time on campus and especially may not post it on the Internet. Pictures may not be obtained from school's website to be used for purposes not approved by the school. This includes any photography, videotaping, and recording of the school or an individual related to the school, including but not limited to: faculty, staff, student or guest. Distributing these items through other means and/or posting of this type of material on the Internet or in any other form of mass media may lead to school disciplinary measures as well as legal action.

STUDENT BEHAVIOR, CONDUCT DISCIPLINE

Chamlian Armenian School seeks to develop within each child a love of learning, a sense of responsibility, self discipline, positive self image and a respect for others. Students are expected

to make positive behavior choices that promote their safety, the safety of others and a productive learning environment.

There are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior.

CLASSROOM BEHAVIOR

Students are expected to listen and follow all teacher directions. All teachers have their own classroom management guidelines, which are shared with parents and students with a letter at the beginning of the school year.

Consequences: warning, counsel student, phone call home, classroom intervention, teacher assigned detention, conference, office referral.

OFFICE REFERRALS

When individual classroom discipline procedures have all been followed and exhausted, teachers may refer students to the office. In addition, students may be referred to the office for immediate action for violating a school rule in regards to a serious student infraction. Once referrals are received regarding a student, the school counselor will determine if the student will benefit from counseling or will direct the student to the Vice Principal who is in charge of student discipline. **The school, administration, and support personnel reserve the right to meet with students in the office to collect information to help resolve issues stated in the referral.**

Behavior in Restrooms

Students are expected to respect the rights of others and act responsibly in restrooms. Any misuse of towels, toilet paper, soap, defacing of restroom facilities, and the like, constitutes destruction of property.

Consequences: Staff/student conference, referral to the Vice Principal, fines for damages, parent contact, parent meeting, detention, suspension.

Behavior in Lunchroom

The lunchroom should be a safe, comfortable, inviting, and clean environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must keep voices low while enjoying their lunch, remain seated until yard play time, keep their eating space clean, and practice good manners. For health reasons, children are not allowed to share food of any kind with others.

Consequences: 1. Verbal warning 2. Move to an assigned seat 3. Exclusion from the lunchroom 4. Reflection Time Out 5. Referral to the office 6. Detention

Behavior on Playgrounds/Recess

The playground should be a safe, pleasant, friendly environment where all interactions between students and adults are respectful. Students are expected to follow directions the first time they are given. They must walk in an orderly fashion to the playground, use the equipment responsibly, show respect for others by using appropriate language and leave the playground clean and return all borrowed equipments.

Consequences: 1. Verbal warning 2. Reflection Time Out 3. Recess privileges contained to an assigned area 4. Staff/student conference 5. Parent notification on MMS, 6. Referral to the office 7. Loss of recess privileges, 8. Detention 9. Suspension.

Behavior During School Sponsored Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs and field trips. Behavioral expectations are consistent with school policies.

Consequences: 1. Staff/student conference 2. Removal from activity/parent notification 3. Referral to the office upon return with possible consequences 4. Detention 5. In-school suspension 6. Exclusion from future activities 7. Suspension

Fighting/Physical Aggression

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting or throwing harmful objects, etc. involving two or more people. It is any form of physical confrontation.

Consequences: Staff/student conference, removal from situation, referral to the Vice Principal, parent notification, parent/guardian meeting, detention, loss of privileges, suspension

Threats and/or Verbal Abuse

This includes any overt or implied verbal or physical threat. Examples include, but are not limited to, telling someone that you will hurt them whether in jest or as a serious suggestion, any conversation or discussion where you suggest action that will cause physical harm to someone, suggesting property destruction, and the like.

Consequences: Staff/student conference, referral to the office, parent notification, parent meeting, loss of privileges, detention, suspension, recommendation for expulsion, and possible report to authorities.

Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or school sponsored activities on and off campus. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures.

Consequences: Staff/student conference, referral to the office, parent notification, parent meeting, loss of privileges, detention, suspension, recommendation for expulsion.

Theft

Theft is an act of attempting to secure money, property, or favors through a threat or implied threat of physical or psychological harm.

Consequences: Staff/student conference, referral to the office, parent notification, parent/guardian meeting, loss of privileges, detention, replace or return the value of the item taken, suspension, recommendation for expulsion

Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g., principal, teacher, staff, bus driver, etc.). This includes chewing gum when not allowed, bringing inappropriate items to school (all cell phones, toys and games, to be returned only to an adult).

Consequences: Staff/student conference, referral to the office, parent notification, parent meeting, detention, suspension, recommendation for expulsion, compensation for the replacement of the damaged property.

Destruction of Property/Vandalism

This includes breaking, damaging or defacing school or private property, including graffiti. This also includes misuse of materials or equipment that results in damage to school or personal property.

Consequences: Staff/student conference, referral to Vice-Principal, parent notification, parent meeting, suspension, recommendation for expulsion

False Fire Alarm

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Falsely reporting a fire endangers the safety of all.

Consequence: Administration/student/parent/fire marshal conference, detention, suspension, parent notification, log of incident on MMS.

Possession and/or Trading/Selling of Non- School Related Items

This includes students having personal toys, trading cards, dolls, IPODs, and other electronic gaming devices. The school is not responsible for the loss of these items. These items are not allowed in school and are best left at home.

Consequences: Staff/student conference, parent notification, parent meeting, referral to the Vice Principal, confiscation of the item

Bullying

Bullying is intentional harmful behavior initiated by one or more students and directed towards another student continuously. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying is unjustified and typically repeated.

Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

Forms of Bullying:

Physical: Physical bullying involves harmful actions against another person's body.

Verbal: Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way.

Emotional: Emotional bullying involves behaviors that upset, exclude, or embarrass a person.

Consequences: Staff/student conference, parent notification, parent meeting, referral to the Counselor, Referral to the Vice-Principal, detention, suspension, recommendation for expulsion

Electronic Devices:

Students are not permitted to bring cellular phone, Smart devices, and other electronic devices from home. A cellular phone or other unauthorized electronic device and attachments displayed or being used during school hours will be confiscated and kept in the office.

The following consequences will be incurred.

First Violation: Referral to Vice Principal, Detention

Student must be accompanied by a parent to retrieve confiscated device from the office after school.

Second Violation: Referral to Vice Principal, Detention, One Week Penalty – Confiscated item can be picked up when student is accompanied by parent to retrieve confiscated device from the office, one week after the confiscation.

Third Violation: Referral to Vice Principal, Suspension, One Month Penalty – Confiscated item can be picked up when student is accompanied by parent to retrieve confiscated device from the office, one month after the confiscation.

Chewing Gum:

Chewing gum is not permitted at Chamlian Armenian School during school hours and school

sponsored activities and field trips.

Consequences: 1. Warning 2. Staff/student conference 3. Office referral 4. Gum scraping 5. Detention

Slander and Use of Official School Material on the Internet:

If it is found that a student has used the school's official logo and/or name in connection with slanderous remarks about the school, other students or teachers/staff, the school will take prompt action to address the situation, including, but not limited to, disciplinary consequences and a parent conference. The student will be required to take the information off the Internet. Moreover, additional steps may be taken with law enforcement in certain situations. You may also refer to the Chamlian Acceptable Use Policy (CAUP).

Consequences: Referral to the Vice Principal, parent conference, suspension, expulsion

Yearbook:

Students must not write inappropriate comments or damage another student's yearbook.

Consequences:- Referral to office, purchase another yearbook to replace the yearbook that has inappropriate comments or that has been damaged.

DISCIPLINARY CONSEQUENCES

All discipline incidents and consequences will be logged into our student information system, MMS Portal, and will be part of a student's permanent record and transcripts.

Detentions: There are three types of detentions that students may be assigned: Teacher Assigned Detention, Academic Detention and Office Assigned Detention

Detention No Show: Students who have a detention are required to be on campus at the time specified or run the risk of "detention no show" and may receive additional consequences, including, but not limited to, a doubled detention, and/or suspension. A student missing an already doubled detention is suspended from class until a parent conference can be held

Loss of Privilege: Students who demonstrate a lack of concern for the expectations and rules of the school may have their privileges restricted or revoked. Loss of privileges include but are not limited to: inability to participate in field trips, clubs, overnight trips, athletics, and class activities.

Alternative To Suspension(ATS)/ Saturday Detention: Students who receive Saturday Detention must report to school at a designated time on a Saturday. Students will be assigned work that they must complete by the end of the detention. Students who fail to report to Saturday Detention will automatically be suspended from school.

In House Suspension: Students who receive an all-day detention must spend the day removed from the school community in a designated area on campus. During this time, the student is expected to do school work and may not communicate with teachers or peers. Work missed during an in house suspension must be made up without outside assistance from the teacher. Students who serve an in house suspension receive an “F” for any test, quiz or presentation missed on that particular day.

Suspension: Students who are suspended from school may not attend class or school events. Work missed during suspension must be made up without outside assistance from the teacher. Suspended students receive an “F” for any test, quiz or presentation missed on suspended day.

Expulsion: Whenever a student’s behavior deteriorates to a point at which the order of the school is jeopardized, the health and safety of the community are put at risk; the student no longer has the privilege of attending this institution. In some exceptional cases it might be necessary to expel a student after one major offense.

Please note that expulsions become a part of the student’s permanent record.

POSITIVE SCHOOL CULTURE

The Positive Behavior Expectations Committee composed of members of the faculty, staff, and administration seeks to create an overall positive environment on campus where students have a clear understanding of behavior expectations of different locations on campus. The list of expectations per location is listed below:

LOCATION	RESPECT	INTEGRITY	SAFETY	RESPONSIBILITY
ASSEMBLY	<ol style="list-style-type: none"> 1. Listen quietly during presentations. 2. Applaud appropriately. 3. Stand when called on. 	<ol style="list-style-type: none"> 1. Take ownership of your presence. 	<ol style="list-style-type: none"> 1. Walk quietly. 2. Keep hands/feet to yourself. 3. Remain seated. 	<ol style="list-style-type: none"> 1. Enter quietly in a straight line. 2. Follow seating instructions. 3. Sit in "girl/boy" pattern.
WALKWAY	<ol style="list-style-type: none"> 1. Walk quietly. 2. Keep personal space. 3. Be considerate of classes in session (no waving, screaming, etc...). 	<ol style="list-style-type: none"> 1. Get to destination on time. 2. Be polite to others. 3. Use proper language. 	<ol style="list-style-type: none"> 1. Walk quietly. 2. Keep hands/feet to yourself. 3. Line up personal belongings against the wall. 4. Keep distance from classroom doors. 	<ol style="list-style-type: none"> 1. Keep walkways clean. 2. Keep distance from fire alarms. 3. Take direct route to destination.

DISMISSAL	<ol style="list-style-type: none"> 1. Remain seated in designated area. 2. Be ready to leave. 3. Be courteous of belongings. 4. Treat school property with care. 5. Listen to school personnel. 	<ol style="list-style-type: none"> 1. Take ownership of your presence. 	<ol style="list-style-type: none"> 1. Walk cautiously. 2. Place backpacks in designated areas. 3. Follow security guards' directions and procedures. 4. Be aware of driveway traffic. 5. Use crosswalks. 	<ol style="list-style-type: none"> 1. Walk to designated area upon class dismissal. 2. Remain seated in designated area. 3. Keep area clean. 4. Ask permission to leave assigned area. 5. Immediately exit from Marzadasht gate when name is called.
COMPUTER LAB/LITERACY & RESOURCE CENTER	<ol style="list-style-type: none"> 1. Treat equipment and books with care. 2. Use your inside voice. 3. Listen quietly during read-alouds 	<ol style="list-style-type: none"> 1. Use age appropriate resources (websites, books, databases, etc.). 2. Be productive. 3. Cite others' work. 	<ol style="list-style-type: none"> 1. Walk quietly. 2. Sit in your assigned seat or section. 3. Return all items to designated location. 4. Push in chairs when leaving. 5. Enter / Exit in orderly manner. 	<ol style="list-style-type: none"> 1. Keep area clean. 2. Use equipments and materials with care. 3. Remember log-ins. 4. Checkout / Return items on time. 5. Return books to their rightful place. 6. Bring a permission slip to use the Center.
CLASSROOM	<ol style="list-style-type: none"> 1. Raise your hand to speak. 2. Be open to other opinions. 3. Follow directions. 4. Stand to greet adults. 	<ol style="list-style-type: none"> 1. Do your own work. 2. Maintain high standards. 3. Use supplies conscientiously. 	<ol style="list-style-type: none"> 1. Walk. 2. Keep hands/feet to yourself. 3. Keep chairs/desks still. 	<ol style="list-style-type: none"> 1. Come prepared. 2. Stay on task. 3. Be on time. 4. Listen attentively. 5. Participate.
CAFETERIA	<ol style="list-style-type: none"> 1. Keep personal space. 2. Use your inside voices. 3. Say "please" and "thank you". 4. Clean up trash 	<ol style="list-style-type: none"> 1. Use proper eating manners. 2. Take only what you need. 	<ol style="list-style-type: none"> 1. Walk quietly. 2. Remain seated. 3. Keep hands/feet to yourself. 4. Wait for dismissal. 5. Calmly use designated doors to enter and exit. 	<ol style="list-style-type: none"> 1. Wait your turn. 2. Follow line procedures. 3. Clean up.
PLAYGROUND	<ol style="list-style-type: none"> 1. Be kind. 2. Follow directions. 3. Be aware of others' activities. 	<ol style="list-style-type: none"> 1. Care for others. 2. Take ownership of your playground. 	<ol style="list-style-type: none"> 1. Move carefully. 2. Keep items where they belong. 3. Stay in supervised areas. 4. Use play equipment properly. 	<ol style="list-style-type: none"> 1. Eat in assigned areas. 2. Finish food before playing. 3. Clean up playground. 4. Care for play equipment.
GYM	<ol style="list-style-type: none"> 1. Show good sportsmanship. 2. Be kind and encouraging. 	<ol style="list-style-type: none"> 1. Accept everyone's athletic capabilities. 2. Be a cooperative team member. 	<ol style="list-style-type: none"> 1. Be aware of personal space of the players. 2. Practice patience during game activities. 3. Use stairways for walking and bleachers for sitting. 4. Follow sport and game rules. 	<ol style="list-style-type: none"> 1. Return / Organize gym equipment. 2. Take care of facilities and equipment. 3. Keep food and drinks outside.

RESTROOMS	<ol style="list-style-type: none"> 1. Have regard for others' privacy. 2. Keep area clean. 3. Dispose trash in bins. 4. Use bathroom equipment and resources conscientiously. 	<ol style="list-style-type: none"> 1. Wait your turn. 2. Be considerate of others. 3. Handle restroom equipment with care. 4. Use assigned restroom. 	<ol style="list-style-type: none"> 1. Keep main door open at all times. 2. Walk carefully. 3. Toilets are for sitting. 4. Wash hands. 5. Report vandalism and/or issues with equipment. 	<ol style="list-style-type: none"> 1. Keep area clean. 2. Dispose only flushable materials in toilets. 3. Take personal belongings when finished. 4. Report vandalism and/or issues with equipment.
OFFICE	<ol style="list-style-type: none"> 1. Greet receptionist and staff. 2. Wait your turn in waiting area. 3. Use your inside voices. 4. Be kind. 	<ol style="list-style-type: none"> 1. Speak politely. 2. Have good manners. 3. Hold door open for others. 	<ol style="list-style-type: none"> 1. Enter / Exit calmly. 2. Keep personal items outside and clear of doorway. 3. Open door slowly. 	<ol style="list-style-type: none"> 1. Enter office with slip during classtime. 2. Enter the office individually with an appropriate, school related purpose. 3. Use office phone only with permission. 4. Return any borrowed items in a timely manner.
LOCKERS	<ol style="list-style-type: none"> 1. Keep personal space. 2. Be considerate of others' time and access. 3. Speak in a low voice. 	<ol style="list-style-type: none"> 1. Only use your designated locker and lock. 2. Have regard for others' privacy. 	<ol style="list-style-type: none"> 1. Walk quietly. 2. Open / Close your locker gently. 3. Be cautious of peers. 4. Stay in supervised areas. 5. Keep area clear at all times. 	<ol style="list-style-type: none"> 1. Keep area clean. 2. Keep your locker locked. 3. Keep all items in assigned locker at all times.

CLUBS & ATHLETICS

The school hosts a number of clubs to cultivate the interests and talents of students. Clubs have a range of activities, including fundraisers, school spirit events, participation in contests, competitions, etc. Some examples of clubs on campus include: Student Council, Armenian Club, Booster Club, Character Counts Crew, etc.

Eligibility for Clubs

- Current junior high student at Chamlian Armenian School
- Meet academic requirement of 3.0 and above grade point average
- No disciplinary infractions

Chamlian Tiger Athletics Department Mission Statement

Chamlian Tiger Athletics Department is committed to providing a positive, challenging, competitive and fair athletic experience that emphasizes the Tiger Spirit. We strive to make

athletic participation an environment that promotes skill development, fosters teamwork and teaches important life skills necessary to becoming a valued member of the community.

Philosophy

The Chamlian Tigers Athletic Department embraces sports as an integral part of its educational mission. We provide an environment for student-athletes to achieve academic and athletic excellence.

The program:

- Begins in the classroom. All students from grades 1-8 participate in physical education classes that emphasize team sports, health and physical fitness.
- Is all inclusive. Every student has the opportunity to participate in one or more athletic activities.
- Includes an after school sports program where students have the opportunity to participate in competitive interscholastic teams that strive for achievement and excellence with an emphasis on player development.
- Emphasizes the importance of keeping priorities in order: Family, Academics & Athletics.
- Enjoys a CHAMPIONSHIP TRADITION!

Tigers Traits

Chamlian Athletic Department emphasizes the importance of good character, sportsmanship and citizenship. Chamlian Armenian School TIGERS are expected to uphold the five traits that proudly spell out TIGERS:

T= Trustworthy, I = Integrity, G = Generosity, E = Enthusiasm, R = Responsibility, S = Sportsmanship

PARTICIPATION - Everyone plays

- Students will have the opportunity to play all sports offered at Chamlian.
- Everyone who signs up for the Afterschool Athletic Program is assigned to a team.
 - The coach gives all players equal attention.
- Any student who has less than a 2.0 grade point average at the end of any semester grading will not be able to participate in after-school athletics. Student will have to maintain a 2.0 grade point average or higher.
- Students' behavior in the classroom/campus has a strong impact on an athlete's participation in after-school athletics.

- At season's end, everyone receives an award/medal for participation in the after school athletic program during the year end Chamlian Tigers Awards Night.

SPORTSMANSHIP- We play sports to have fun & learn

In addition to having fun on the court, players, coaches, parents, & Athletic Director are urged to follow “Tiger House Rules” including:

- Maintain highest level of sportsmanship and conduct at all times.
 - Respect players, coaches and officials at all times.
- Always play fair, with honesty and integrity.

FITNESS- Regular cardiovascular exercise is important for a lifetime

- Encouraging fitness and good health means developing the whole person: body, mind, and spirit.
 - Warm-up and conditioning exercises are included in practice sessions and before games.
 - Healthy lifestyle habits are covered in team discussions and encouraged in family activities.
 - Physical exercises, routine cardiovascular drills, are done during practices to enhance motor skills.

TEAMWORK- Focus on cooperation, not competition

Players have the opportunity to play a variety of positions and are encouraged to help one another with skill(s) development. Team discussions often focus on the importance of TEAMWORK.

Team unity is critical to Chamlian Tiger Athletics as we will work together to build strong student athletes in the classroom and in athletics.

FAMILY INVOLVEMENT- All Chamlian Parents should participate

At Chamlian we want to encourage all parents to be **INVOLVED**.

We have various opportunities to become involved, including coaching, being a team parent or being part of our Chamlian Tiger Athletics Parent Group. Most importantly, you can join us at games to cheer on our athletes!

Please contact the Athletic Director for more information about how you can help.

SAFETY -Protect players from harm

Coaches and team parents are responsible to see that the players are safe from harm and injury at

their practices and games.

Playing areas are to be inspected before play to prevent hazardous conditions.

A safe playing condition for everyone is important to all. Practice and games are all supervised by Chamlian Tigers Athletic Department staff.

PROFESSIONAL APPEARANCE -Uniforms

Players in our Chamlian Athletic Program wear the best quality uniforms available: our school jerseys and shorts adorn the unique Tigers logo with durable numbers on the front and back. Each athlete is responsible for uniforms or equipment issued to him/her. If the athlete fails to return any items, he/she must pay the replacement cost.

COACHING CERTIFICATION

Our coaches participate in a training process to equip them to be the best coach possible. They are educated and held accountable to uphold the values the school exemplifies. All coaches have knowledge of the sport they will be coaching.

Coaches receive CPR & First Aid training.

Sports Seasons

Season	Months	Sports
Fall	Sept-Nov	Bball, Table Tennis, Track & Field, & Volleyball
Winter	Dec-March	Bball, Soccer, and Table Tennis
Spring	March-June	Bball, Soccer, Flag Football, and Walking Club

Tournaments & Games

KAHAM is a yearly tournament where all the surrounding local Armenian Schools gather and take part in team sports/individual sports competitions organized by Homenetmen Western Region. This is an important aspect in developing our student athletes to learn sportsmanship and a great way to build friendships through sports.

Chamlian Athletics will be competing in local Friendly Games/Scrimmages and Private School Leagues as we prepare our students to compete in more school games.

Below is a List of Sports & Projected Months for KAHAM Games.

Sports	Grade Level	Month(s)
Track & Field	1st-8th Grade Boys/Girls	October
Volleyball	5th-8th Grade Boys/Girls	November/December
Table Tennis	3rd-8th Grade Boys/Girls	January
Soccer	1st-8th Grade Boys/Girls	February/March
Basketball	1st-8th Grade Boys/Girls	February/March
Closing Ceremony	Everyone must ATTEND	March

** Please note all “projected month” are estimated months Homenetmen Western Region has provided us for games. We will inform you of all scheduled games on the school Athletics web-site, and the Athletic Director will email or pass out information during scheduled practices.

Team Placement

- Each student will be eligible to register and participate in Chamlian Tigers Athletics.
- Teams will be assembled by grade level and sorted by number of registered participants.
- TEAM PLACEMENT EVALUATION period will be the first two weeks of practice to form teams.
- If a grade level has a team of more than 10 student-athletes registered, the Athletic Director will form 2 teams, a BLUE team & White team for the particular grade level.
- Why BLUE or WHITE team? We believe Chamlian students should be given the opportunity to participate in athletics. Whether athletes participate in the Blue Team or White team, our students will have the equal opportunity to develop skills necessary to improve in each area of the sport. Teams will be formed based on skill level, participation
- and overall commitment the first two weeks of practice.
- The Athletic Director & coaching staff will decide the assignments to the Blue Team and White Team.

UNIFORMS AND APPEARANCE GUIDELINES

The purpose of school uniforms is to develop and maintain a sense of school identity and unity among students. It is also an attempt to simplify the students' wardrobe needs. School uniforms are mandatory. Students must wear complete and proper uniforms each school day from the first to the last day of the school year. Appropriate measures will be taken regarding students who do not adhere to the uniform policy. All school uniforms must be purchased from our authorized school vendor: American School Uniform. At any time that students are wearing the school uniform or logo, they are representing the school and/or expected to adhere to the guidelines set forth by this Student Handbook.

Elementary

Jumper

- Girls must wear Chamlian School plaid jumper daily (length: right above the knee or long).

Pants for Boys

- Navy blue, traditional uniform style pants or shorts, purchased from our authorized school uniforms vendor.
- No jeans, sweats, designer labels, stirrup pants, cargo pants, cut-offs, short-shorts, or color other than navy blue.

Shirts

- White standard front button, or white Polo style, 3 buttons with **school logo**
- Shirts must be always tucked in for boys and under jumper for girls.

Socks

- White, red, navy blue (no other colors)
- Socks must be traditional style, well-above the bone of the ankle
- Leg warmers will not be permitted.

Tights

- Optional for girls: white, red or navy blue leggings, or opaque pull-on style tights with feet (same color)
- No stirrups or sweatpants
- No other colors or patterns are permissible

Sweatshirt

- Obligatory, dark blue, long-sleeved sweatshirt with school emblem imprinted on front to be worn over, not in place of uniform shirt (boys), shirt and jumper (girls)
- No other sweatshirt or sweater of any style or color are permissible
- Tigers Athletics or Chamlian Spirit sweatshirts cannot be worn unless on announced designated days.

Jacket

- Obligatory, red or navy windbreaker with school logo
- No other color, style, fabrics, or designer labels.

T-shirt/Turtlenecks

- Plain white with no printing, designs, or logos; or light blue school style with emblem imprinted to be worn for P. E. and/or under uniform shirt on cold days.

PE Uniforms

- Students may come to school in official school PE uniforms on **PE days ONLY**.
- All uniform items must be purchased from school online store
- PE Uniform items include: PE Shirts, PE Short with logo, PE Sweatpants, PE Shorts, and on cold days students should wear Chamlian Spirit Day sweater or regular school sweater ONLY (No other sweater will be allowed, including athletic sweater).

Spirit Day

- Spirit Day sweater and long blue jeans ONLY. On cold days students should wear Chamlian Spirit Day sweater or regular school sweater ONLY (No other sweater will be allowed, including athletic sweater).

Junior High

Pants (for boys)

- Navy blue, traditional uniform style pants or shorts.
- No jeans, sweats, designer labels, stirrup pants, cargo pants, cut-offs, short-shorts, or color other than navy blue.

Vests

- Vest with school logo: gray for boys, red for girls.
- **Must** be worn daily.

Skirts only, no pants for girls

- Navy blue, school style for girls. Length no shorter than above the knee.
- Girls must have and wear skirts during school days.
- Skirts must be purchased from authorized school vendor.

Shirts

- White 3 button Polo style with school logo.
- To be tucked in at all times.

Socks

- White, red, navy blue (no other colors).
- Traditional style, well-above the bone of the ankle
- Leg warmers will not be permitted.

Tights

- Optional for girls: white, red or navy blue leggings, or opaque pull-on style tights with feet (same color).
- No stirrups or sweatpants.
- No other colors or patterns.

Sweatshirt

- Obligatory, light blue, long sleeved sweatshirt with school emblem imprinted on front.
- 8th grade students may wear their school designed and prepared 8th grade sweatshirts.
- No other sweatshirt or sweater of any style or color, to be worn over, not in place of school shirts and vests.
- Tigers Athletics or Chamlian Spirit sweatshirts cannot be worn unless on announced designated days.
- Vests must still be worn underneath sweatshirts.

Jacket

- Obligatory, red or navy windbreaker with school logo.
- No other color, style, fabrics, or designer labels.

T-shirts

- Plain white with no printing, designs, or logos

PE Uniforms

- Students may come to school in official school PE uniforms on PE days only.
- All uniform items must be purchased from school online store
- PE Uniform items include: PE, Shirts, PE Short with logo, PE Sweatpants, PE Shorts

General Appearance Guidelines

All uniform items must be purchased from authorized vendor.

School uniforms are available at:

American School Uniform

Holly Norm Plaza

5065 Hollywood Blvd, #202 Hollywood, CA 90027

Tel: (323) 666- 9337 Hollywood

General Appearance Guidelines:

- All uniform items must be purchased from authorized vendor.
- Piercings other than earrings, are not allowed on school premises during regular instructional days and school sponsored activities.
- Students may not dye their hair.
- Students may not wear open toe shoes, house shoes or slippers.
- Students may not wear colorful t-shirts beneath their polos. The only acceptable color underneath the polo is a solid white shirt, PE shirt or white turtleneck.
- No hats, beanies, or bandanas are permitted in school.
- Students may not pull up their socks above their knee or wear leg warmers.
- Knee high tennis shoes are not permissible.
- No accessories may not be larger than 3 inches to avoid classroom distractions.
- Nail polish, makeup, jewelry and decorative scarves are not permitted.
- Torn clothing is not permissible.
- Students may not shave their heads, shave in designs, keep mohawks, and other extreme styles, such as very short on sides, and very long on top. Hair is expected to be out of student's face and eyes. Hair is expected to be neat and well-groomed.
- Students may not dye their hair.

Dress Code for Free Dress Days and School Activities

The last Friday of every month is Free Dress Day.

Students may come to school out of uniform, but must follow the Free Dress Day Dress Code:

- Neat, clean, and modest clothing
- No clothing that is too tight or revealing: no spaghetti strap tank tops, halter tops, tube tops or plunging necklines.
- No obscene, offensive, drug-or alcohol-related logos or symbols. Nothing overly baggy
- No punk, grunge, gothic, or gang style clothing. Nothing torn, frayed or patched
- No low rise pants
- No open toe shoes
- No shorts above the knee
- All students must follow GENERAL APPEARANCE GUIDELINES
- Dresses or skirts must be at most 2 inches above the knee.
- No socks above the knee
- No torn clothing

Uniform/Appearance Consequences

The School uniform is mandatory. Appropriate measures will be taken regarding students who do not adhere to the uniform policy. No exceptions to the dress code.

- 1st time = Verbal Warning
- 2nd time =Uniform slip
- 3rd time = Uniform slip and no free dress for that month
- 4th time = Uniform slip and referral to Vice Principal and detention. Referral to Vice Principal, the student will not be allowed to enter classroom for inappropriate appearance and parents will be contacted to bring appropriate attire. Student will have to wait in the library until the proper uniform is delivered to school.

*Students who violate appearance guidelines may be sent home to address the violation.

PICK UP & DROP OFF PROCEDURES

In order to ensure the safety and orderliness, parents and student should follow the staggered drop off and pick up procedures:

Drop off Procedures: 7:40am-8:25am

- School gates open at 7:40am
- Two lanes are coned for student drop off.
- We kindly ask that parents do not leave their car to assist their student to the gate. For your convenience and child's safety, our security guards will assist your child into the campus.
- If you would like to walk your child into school, you may park your car on adjacent streets. When crossing the street, ensure that you follow safety precautions, use the available cross walks, and follow city ordinances.
- You are not allowed to park in the "no parking zones" and any space that is coned off for our school bus and vanpool.
- Students and parents have to walk only through gates as designated at the time of drop off.
- If parents choose to walk their child into school, we kindly ask that you drop them off at the designated gate and not follow them to class. Please follow the Closed Campus guidelines at all times if you have additional appointments and/or business on campus.
- For safety purposes, when entering the driveway, please pass the "Student Drop Off" sign before you let your child out of the car.
- The security guards have been hired for safe and speedy morning and after school drop off process. Please adhere to their directions the driveway to ensure a smooth process.

- Do not ever leave your car unattended in the driveway.
- Our morning drop off concludes at 8:25am promptly. Any student drop off after 8:05am for 3rd-8th and after 8:25am for K-2nd grade will be considered tardy.

After School Pick Up

K - 2nd Grades

- The Bell rings at 2:50 pm and gates open at that time for the upper playground
- Do not ring the gate bell before 2:50 pm at the front gate to come in to pick up students. The bell is for those who have appointments and emergencies only.
- Please allow your child 10 minutes to pack, leave the class and come to the designated waiting area.
- If you are in the driveway, please do not leave your car unattended.
- The security guards and the “Name Calling Teacher” will direct you as you wait.
- If your child’s name has been called for the third time and he/she is still not out, you will be asked to exit the driveway and re-enter the que line. Please remain courteous to security guards.
- You may park your car on the street, and enter the school at 2:50pm to pick up your child from the designated entrance **only**. Do not wait in front of your child’s class or ramps, as this is very distracting for the classes still in session.
- Please refrain from blocking the neighbor’s driveways while waiting in line for pick up.

3rd – 8th Grades

- Please allow your child 10 minutes to pack, leave the class, go to their lockers and walk up to their designated pick up area.
- If you are in the driveway, please do not leave your car unattended.
- We advise you to come for pick up at 3:30pm to assure a smooth and orderly procedure both in the driveway and pick-up waiting area.
- The security guards and the “Name Calling Teacher” will direct you as you wait.
- If you child’s name has been called for the third time and he/she is still not out, you will be asked to exit the driveway and re-enter the que line. Please remain courteous to security guards.
- You may park your car on the street or at Albertsons, and enter the school at 3:15pm to pick up your child from the **designated pick-up area**. Do not wait in front of your child’s class or ramps, as this is very distracting for the classes still in session.
- Please do not walk to the locker area to assist your child. Observe the “Closed Campus” rules.
- Parents will not be allowed to wait in the driveway for their child’s release time. Parents with multiple children must arrive at the latest release time.

Additional Pick Up/Drop Off Guidelines and Reminders:

- Our driveway has one entrance and exit as designated.

- Our gated parking area is for faculty and staff only.
- Please follow the city ordinances outlined on posted signs for parking and traffic regulations.

Guidelines for Students:

- After dismissal, please report directly to the your designated pick up waiting area.
- Students are asked not to play or leave the waiting area to wander around campus, rather sit patiently to wait for their name to be called for pick up.
- Students are asked not to play or leave the waiting area to wander around campus, rather sit patiently to wait for their name to be called for pick up.
- Always utilize safety precautions when walking to and from your parent's car in the school driveway.
- Students are asked not to play or leave the waiting area to wander around campus, rather sit patiently to wait for their name to be called for pick up.
- Always utilize safety precautions when walking to and from your parent's car on the school driveway.