



# **Holy Martyrs Armenian Ferrahian High School**

**Middle & High School**

## **Student/Parent Handbook 2016-2017**

# EXPECTED SCHOOLWIDE LEARNING RESULTS

(Revised February 2012)

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

**1) EFFECTIVE COMMUNICATORS WHO**

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

**2) INDIVIDUALS EMPOWERED IN THE ARMENIAN CULTURE WHO**

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

**3) CRITICAL THINKERS AND LIFE-LONG LEARNERS WHO**

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

**4) RESPONSIBLE INDIVIDUALS WHO**

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

**5) GLOBAL CITIZENS WHO**

- Demonstrate awareness of worldwide issues.
- Respect the cultural diversity of the United States of America and the world.
- Appreciate and contribute to the well-being of the overall environment

# Table of Contents

|                                     |         |   |         |
|-------------------------------------|---------|---|---------|
| ESLRS.....                          | page 2  | Service Learning.....                                   | page 17 |
| Daily Schedule.....                 | page 4  | <b>School Rules</b>                                     |         |
| School Hours.....                   | page 5  | Academic Integrity.....                                 | page 18 |
| The Cancellation of School.....     | page 5  | Electronics/ Cell Phone Policy.....                     | page 18 |
| <b>Attendance</b>                   |         | Privacy & Safety.....                                   | page 19 |
| Absences.....                       | page 5  | Parking Regulations.....                                | page 20 |
| Tardy Policy.....                   | page 6  | Common Area Policy.....                                 | Page 20 |
| Dismissal.....                      | page 6  | Illness & Injuries.....                                 | page 21 |
| Senior Privileges.....              | page 7  | Physical Displays of Affection & Inappropriate<br>Lang. | page 22 |
| <b>Academics</b>                    |         | Alcohol, Drugs and Smoking.....                         | page 22 |
| Middle School.....                  | page 7  | Uniform Code.....                                       | page 23 |
| High School.....                    | page 7  | Hairstyle Code.....                                     | page 24 |
| Academic Probation.....             | page 7  | <b>Discipline Policy</b>                                |         |
| Graduation Policy.....              | page 8  | Disciplinary Measures.....                              | page 24 |
| Subject Area & Required Credit..... | page 9  | Corrective Warnings.....                                | page 25 |
| College Admission Requirements..... | page 10 | Loss of Privileges.....                                 | page 25 |
| Grading Policy.....                 | page 10 | Detention.....  | page 26 |
| Report Card Scale.....              | page 11 | Suspension.....   | page 26 |
| Grade Point Average.....            | page 11 | Probation.....  | page 26 |
| Class Ranking.....                  | page 11 | Enrollment Restrictions.....                            | Page 27 |
| Citizenship.....                    | page 12 | Expulsion.....  | page 27 |
| Assessments.....                    | page 12 | Financial Liability.....                                | page 28 |
| Academic Awards.....                | page 14 | Police Intervention.....                                | page 28 |
| <b>Support Services</b>             |         | Consequence Chart.....                                  | page 28 |
| Counseling.....                     | page 17 |   |         |

Bell Schedule

6<sup>th</sup> – 8<sup>th</sup> Grade Bell Schedule

|                        |                      |
|------------------------|----------------------|
|                        | 8:00-8:10 Meditation |
| 1 <sup>st</sup> Period | 8:10 – 9:00          |
| 2 <sup>nd</sup> Period | 9:05 – 9:55          |
| <i>Recess</i>          | <i>9:55 - 10:15</i>  |
| 3 <sup>rd</sup> Period | 10:20 – 11:10        |
| 4 <sup>th</sup> Period | 11:15 – 12:05        |
| <i>Lunch</i>           | <i>12:05 – 12:45</i> |
| 5 <sup>th</sup> Period | 12:50 – 1:40         |
| 6 <sup>th</sup> Period | 1:45 – 2:35          |
| 7 <sup>th</sup> Period | 2:40 – 3:30          |

9<sup>th</sup> – 12<sup>th</sup> Grade Bell Schedule

|                        |                        |
|------------------------|------------------------|
|                        | 8:00 – 8:10 Meditation |
| 1 <sup>st</sup> Period | 8:10 – 9:00            |
| 2 <sup>nd</sup> Period | 9:05 – 9:55            |
| 3 <sup>rd</sup> Period | 10:00 – 10:50          |
| <i>Recess</i>          | <i>10:50 – 11:10</i>   |
| 4 <sup>th</sup> Period | 11:15 – 12:05          |
| 5 <sup>th</sup> Period | 12:10 – 1:00           |
| <i>Lunch</i>           | <i>1:00 – 1:40</i>     |
| 6 <sup>th</sup> Period | 1:45 – 2:35            |
| 7 <sup>th</sup> Period | 2:40 – 3:30            |

## School Hours

Students should arrive at school no earlier than 7:30 a.m. unless given explicit permission to do otherwise. Students are expected to be on campus from 7:55 a.m. until the end of the last period of the day. After school, students may remain on campus so long as they are engaged in a supervised activity or in a designated study area. Students may not remain on campus after the last remaining adult has departed.

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

## Cancellation of School

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

## Attendance

### ABSENCES

Every child between the ages of 6 and 18 has the right and the obligation to attend school. The parents or guardians of each student have the responsibility to enroll their children in school and to send them to school on a daily basis on time. The academic year at Ferrahian School is 182 days. Students must be on campus every day during school hours unless excused by the Administration.

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

**Excused absences:** Absences due to illness or emergencies are excused absences provided a student brings a note signed by the parent/guardian explaining the exact nature and the date(s) of the absence or the parent calls the school. A student must bring a note from a licensed physician, if the absence is due to illness and is over three days.

**Unexcused absences:** If the Administration has not received a signed note or a call from a parent/guardian or a licensed physician on the first day of student's return to school, the absence will be considered unexcused. The number of absences will be reported in the student's report card. There are severe consequences for habitual absenteeism occurring throughout the academic year:

1. If the total excused and unexcused absenteeism incurred from the beginning of the academic year reaches 15 absences, the student will be on academic and behavioral probation and will be disqualified for academic and monetary awards.
2. If the total excused and unexcused absenteeism incurred from the beginning of the academic year reaches 20 absences, the student's enrollment will be subject for termination.

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

### **TARDINESS**

In the mornings, students should proceed to classrooms at 7:55 a.m. and must be in classrooms at 8:00 a.m. Attendance is taken by homeroom teachers and is recorded on MMS on a daily basis. Students who arrive to school after 8:00 a.m., are TARDY and must proceed directly to their classroom. Students are expected to attend all remaining classes on time as well. Coming into class late interrupts the normal classroom activity and will adversely affect the student's class participation. According to school grading policy, participation portion of the grade is at least 10%. Therefore, teachers must admit late students to class and assign them as "late" and deduct one point (1%) of the participation grade for the day. The number of tardy cases will be reported in the student's report card.

**Late arrival to school after first period:** Students who arrive to school late after the first period must obtain a "Classroom Admission Slip" from the Administration before they proceed to their classroom. Late arrivals are recorded as excused or unexcused partial absenteeism and will be added to the overall absenteeism record.

| <b>Arrival Time</b>    | <b>Absence</b> | <b>Arrival Time</b>    | <b>Absence</b> |
|------------------------|----------------|------------------------|----------------|
| 2 <sup>nd</sup> period | 20%            | Lunch                  | 50%            |
| 3 <sup>rd</sup> period | 30%            | 6 <sup>th</sup> period | 70%            |
| 4 <sup>th</sup> period | 40%            |                        |                |
| 5 <sup>th</sup> period | 60%            |                        |                |

### **DISMISSAL**

Early dismissal will be allowed only in case of an illness that has occurred during school hours. Under such circumstances a student will be released only to an authorized adult. A student should never leave the school without first reporting with the Administrative Office.

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

Upon return from an appointment, a student must first report to the Administrative Office, obtain a readmission slip and proceed to his/her classroom.

## **SENIOR PRIVILEGE**

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

## **Academics**

### **MIDDLE SCHOOL (6-8 grades)**

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

- Achieve an overall GPA of “C” or better by the end of the academic year.
- Have no “F” grades in any course at the end of the academic year.
- Attend at least 85% of school days, except in special circumstances.
- Good Citizenship

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

### **HIGH SCHOOL (9 – 12 grades):**

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

- Achieve an overall GPA of “C” (2.0) or better by the end of the academic year.
- Have no “F” grades at the end of each semester in any course.
- Attend at least 85% of school days regularly, except in special circumstances.
- Good Citizenship.

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

## **ACADEMIC PROBATION**

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

Academic Probation initiates the process, which aims to identify problems and offer solutions. A student who receives any grade below C- on a semester transcript, or who earns below a 2.0

grade point average in the core academic classes, will be placed on Academic Probation. The student and his or her parents will meet with the Middle or High School Academic Advisor at the start of the next semester in order to address the problems and establish a plan. The Middle or High School Advisor will work closely with the student and his or her parents in order to ensure positive change. To return to academic good standing, the student needs to receive no semester grades below a C- and must earn a semester average of at least a 2.0.

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

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

### **GRADUATION POLICY**

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

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



## SUBJECT AREA & REQUIRED UNIT CREDIT

### History/Social Studies – 30 units (3 years)

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

### English Language & Literature – 40 units (4 years)

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

### Mathematics – 40 units (4 years)

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

### Laboratory Science - 30 units (3 years)

- General Science\* 10
- Biology 10
- Biology AP 10
- Physical Science\* 10
- Chemistry or Chemistry Adv. 10

- Statistics 10
- Chemistry AP 10
- Physics 10

### Armenian Language and Literature – 40 units (4 years)

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

### Visual and Performing Arts – 10 units (1 year)

- Art History (Visual Arts Intro) 10
- Visual Arts (Visual Arts Intro) 10

### Electives – Misc. 10 units (1 year)

- Journalism 10
- English Grammar and composition 115-10
- Computer Science\* 10
- Health\* 5
- Economics 5
- Psychology or Psychology AP 10

### Armenian Studies – 20 units (2 years)

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

### Physical Education – 20 units (2 years)

- PE 4 semesters or participation in sports20

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

## COLLEGE ADMISSION REQUIREMENTS

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

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

## GRADING POLICY

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

The cooperation grade reflects a student's behavior and work habits in the classroom. Therefore, the Cooperation Grade is assigned based on the number of violations committed relative to "Classroom Rules" set by the teacher.

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

## REPORT CARD SCALE (6-12<sup>th</sup> grades)

| 1 <sup>st</sup> Semester Grade |     | 2 <sup>nd</sup> Semester Grade |     |
|--------------------------------|-----|--------------------------------|-----|
| 1 <sup>st</sup> Quarter Grade  | 40% | 3 <sup>rd</sup> Quarter Grade  | 40% |
| 2 <sup>nd</sup> Quarter Grade  | 40% | 4 <sup>th</sup> Quarter Grade  | 40% |
| Mid-year Exam Grade            | 20% | Final Exam Grade               | 20% |

### GRADE POINT AVERAGE

The Grade Point Average (GPA) is calculated for grades 6-12 at the end of each quarter and semester on a 4.00 scale computed to two decimal places, rounded up to the nearest thousandths. The GPA reflects grades of all courses. Students in AP, Honors or school designated Advanced courses, earn one whole additional grade point. The additional weight given to school designated Advanced courses are not honored by UC/CSU systems. Only Honors and AP courses are given additional weight by UC/CSU systems.

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

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

### CLASS RANKING

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

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

## **CITIZENSHIP GRADES**

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

The Citizenship Grade is assigned as follows:

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

## **ASSESSMENTS**

### **Test/Quiz Make-Up**

- Students receive a minimum of 4 assessments per semi-quarter. Two to four quizzes may be counted as one test. It is up to the individual teacher to adopt a policy to drop the lowest test grade of a student in calculating the quarter grade.
- No more than two tests are scheduled on the same day. The test scheduled last will be automatically dropped.
- Students with excused absences shall have the opportunity to complete missed class work and make up all tests to receive full credit. The student is responsible to arrange for the make-up.
- Students who miss a test/quiz because of an unexcused absence will receive a failing grade on that test/quiz, at the discretion of the teacher.
- If a student misses a test/quiz while on suspension, he/she will not have the opportunity to make up the test/quiz and will receive an “F”.

### **Cheating**

- Acts of cheating or plagiarism will result in suspension and the student will receive an “F” on the test or the assigned work.

### **Grade Adjustment**

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

### **Standardized Testing**

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

### **UCLA Mathematics Diagnostics**

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

### **ACT and SAT-I**

Besides being a measurement of academic performance for Junior- and Senior-class students, high school level standardized tests are also requirements for four-year college admissions process. The ACT and SAT are two such tests. While four-year universities do not have a preference between ACT with Writing or SAT with Writing, our school has adopted the AT with Writing as a tool for comparison. Our students take the exam in the spring of their junior year. This a graduation requirement.

### **Exam Regulations**

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

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

Failure to follow the policy will result in penalties as described in the school General Handbook.

11. Students are not allowed in the balcony areas during the exam sessions. Students must be in the cafeteria.
12. All school disciplinary policies and regulations will be strictly enforced during the exams.

## **ACADEMIC AWARDS**

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

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

**Honor Roll:** Granted to students, grades 6-12, who have maintained a GPA of 3.5 to 3.75 and have demonstrated good citizenship.

**Principal's Award:** Granted to students Grades 6-12 who have maintained a GPA of 3.75 or above and who have demonstrated good citizenship.

**President's Award for Educational Excellence:** Granted to students 6-12 who have maintained a G.P.A. of 3.5 or above and have obtained 85% on a standardized test in total Reading or Math.

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

**Life Principal's Award:** Granted to senior grade students who have been on the Principal's list 5 out of the last 6 semesters.

**Valedictorian:** The valedictorian title is given to those graduates who earn a weighted GPA of 4.00 or better in the first seven semesters of high school and who have maintained a minimum 'B' in Citizenship grade. If none have met these requirements, the student with the highest GPA will receive this honor.

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

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

## **Monetary Awards**

To recognize the efforts of qualifying graduating students, the school has established the following monetary awards. The size of the award may vary each year.

#### **Achievement and Merit Awards – Senior Class**

- **Mateos Ferrahian Award**

Overall Best Student – Highest GPA in Seven Semesters

- **Dr. Suren Saroyan Scholarship**

Highest G.P.A. in Senior Year

- **Zareh Zarkoun Scholarship**

High Academic Performance and Highest Grade in Armenian Literature

- **Kaspar and Siroun Hovannisian Scholarship**

High Academic Performance in Armenian History

- **Dikranouhi Kizirian Scholarship**

Highest Grade in all Armenian Classes in Grades 10-12

- **Mardiros Mouchmouchian Scholarship**

High Academic Performance and Highest Grade in Armenian Language

- **Suzan Amroyan Scholarship**

High Academic Performance in Math

- **Parsegh Ananian Scholarship**

High Academic Performance in Science

- **Hagop and Khatoun Kossakian Scholarship**

High Academic Performance and Special Interest in Armenia

- **Shant Nakkashian Scholarship**

Best Athlete and/or Basketball Player

- **Prelacy Alex and Maro Iskenderian Scholarship**

Exemplary Student both in Armenian and in Physical Education

- **Prelacy / Harout and Araxi Kousehyan Scholarship**

High Academic Performance and Good Character

- **Kessab Educational Association Scholarship**

Good Academic Standing

- **Dr. Vatche & Mrs. Sandra Halajian Writing Scholarship**

Best English Essay Writer from Senior Class Essay Competition

- **A.E.F. / Khachik Shatikian Memorial Scholarship**

Contribution to the Community/School Through Volunteer Work

- **A.E.F. / Nora Sahagian Scholarship**

Contribution to the Community/School Through Volunteer Work

- **Manoushag Violet Khatcherian Art Scholarship**

Special Interest in Visual and Performing Arts

- **Vicky Astourian Educational Scholarship**

High Academic Standing, in Pursuit of Business Degree, at a 4-Year College

- **A.R.S. / Abraham and Verjine Koujakian Scholarship**

Significant Contribution to the Community and School

- **Armand Keosian & Theresa Melkonian**

- **Arshavir and Hermine Hovsepien Scholarship**

High Academic Achievement and Active Involvement in Armenian Issues

- **A.R.S. Maro Chapter Ani Karamardian Memorial Scholarship**

Female Student with High Academic Achievement and School Spirit

#### **Special Recognition Scholarships – 12<sup>th</sup> Grade Students**

- **Ferrahian Alumni Gabriel Injejikian Scholarship Fund**

Graduating Children of Ferrahian Alumni Parents

- **School Administration Scholarship**

Students Admitted to THREE Universities or more

- **School Administration Scholarship:**

Students Admitted to TWO Universities

- **A.R.F. Rosdom Gomideh Hai Tahd Scholarship**

Good Character and Involvement in Hai Tahd and/or AYF Activities

- **A.R.S. Lori Chapter Award**

Outstanding Student Demonstrating the ARS Humanitarian Spirit

#### **Special Recognition Scholarships – Grades 9-11**

- **Dr. & Mrs. Hagop and Varsenig Der Megerdichian Scholarship**

High Academic Achievement

- **Haig Hovsepian Scholarship**

High Academic Achievement and Involvement in School Activities

- **Holy Martyrs Apostolic Church Scholarship**

In Recognition of Volunteer Work Done for the Church

- **A.R.S. Lori Chapter Award**

Volunteer Service at ARS Lori Chapter Saturday School

- **Edwin Isaghoulian Award**

Demonstration of Special Interest in Armenia

#### **Special Achievement and Merit Scholarships – 8<sup>th</sup> Grade**

- **Ferrahian Scholarship**

Highest Overall Academic Performance

- **Armenian Compatriotic Union of Mother Kesaria Scholarship**

High Academic Performance in Armenian Language

- **Ferrahian Scholarship**

High Academic Performance in English Language

- **Ferrahian Scholarship**

High Academic Performance in Math and Science

- **Vicky Astourian Educational Scholarship**

Highest Academic Performance in Math

- **Varty Yaghlian Scholarship**

Major Improvement in All Subjects

- **Varty Yaghlian Scholarship**

Major Improvement in Armenian Subjects

- **Arshavir and Hermine Hovsepian Scholarship**

High Academic Performance and an Exemplary Armenian Spirit

- **Prelacy Alex and Maro Iskenderian Scholarship**

Excellence in Armenian and Physical Education



# Support Services

## COUNSELING

### **The Academic Guidance Office:**

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

students to find proper outside counseling.

## SERVICE LEARNING

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

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

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

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

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

# School Rules

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

## ACADEMIC INTEGRITY

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

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

### 1. Cheating

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

### 2. Plagiarism:

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

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

## ELECTRONICS/CELL PHONE POLICY

Access to electronics is a privilege, not a right. The electronics and cell phone policy applies to all students in 6-12<sup>th</sup> grades. All electronics and cell phones must be on silent mode at all times

during school hours. The devices cannot be visible to any staff or faculty member while classes are in session. The School will not accept responsibility for the loss or theft of a student's electronic device, and students are encouraged to take extra precaution. Students are allowed to use their devices during morning recess and lunch time only. However, during the times allowed, it is absolutely prohibited for students to take pictures and post them on social media. Violation of this policy will result in the confiscation of the device. (See the consequence chart)

## **PRIVACY & SAFETY CONSIDERATIONS**

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

### **Security Cameras**

For the security of our students and employees, security cameras have been installed around the school premises.

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

### **Lockers**

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

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

### **Backpacks**

Backpacks should be used for books and related stationary only.

- School bags are subject to search.

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

### **Pockets**

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

### **Cars**

Student vehicles parked on the school premises may be subject to search by the Administration. Students may not go to their cars during school hours unless they obtain permission from the Administration. Students may lose their privilege to park on campus if they do not follow school parking and traffic regulations.

### **PARKING REGULATIONS**

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

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

### **COMMON AREA POLICY**

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

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

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

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

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

**Faculty Lounge:** Faculty lounge are for faculty use only.

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

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

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

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

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

**Bus:**

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

## **ILLNESS & INJURIES**

Any illness or injury occurring at school during school hours must be referred to the Administrative Office. When further emergency care is needed, parents will be contacted. If a parent cannot be located, emergency medical treatment will be given to the student by a

registered nurse or a licensed physician at the nearest emergency facility. During such emergencies, the school may inform the individuals listed as emergency contacts on the “Emergency/Medical Data Sheet” about the health condition of the child.

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

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

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

### **PHYSICAL DISPLAYS OF AFFECTION AND INAPPROPRIATE LANGUAGE**

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

### **ALCOHOL, DRUGS AND SMOKING**

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

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

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

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

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

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

## **UNIFORM CODE**

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

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

### **Shirts:**

- White, short-sleeved, or long-sleeved polo shirt with the school logo
- Plain white T-shirts, tank tops, or long-sleeve shirts can be worn under the official white polo shirts.

### **Sweaters:**

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

### **Sweat-Jackets:**

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

### **Pants:**

- Navy blue shorts for boys
- Navy blue pants for boys and girls (corduroy pants allowed).

### **Skirts for Girls:**

- Navy blue pleated skirts grades 6-12.
- Navy blue bike shorts or navy blue ankle-long leggings may be worn under skirt/jumper.

### **Socks and Stocking:**

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

### **Shoes, Sneakers, Boots:**

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

### **Team Uniforms:**

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

### **PE Outfits:**

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

## **Jewelry**

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

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

## **HAIRSTYLE CODE**

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

- Outlandish hairstyle, such as jelled, oiled, greased, spiked,
- Bleached, dyed or colored hair with multiple highlights

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

- Hair length should not extend over the shirt collar
- Side-burns must not exceed the earlobes
- Grown up boys must be cleanly groomed; no beards are allowed

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

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

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

# **Discipline Policy**

## **DISCIPLINARY MEASURES**

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

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

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

- Extending praise



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

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

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

**Further disciplinary actions by the administration will be:**

- Suspension
- Probation
- Decline of enrollment
- Expulsion

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

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

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

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

### **CORRECTIVE WARNINGS**

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

### **LOSS OF PRIVILEGES**

Students will lose their privilege to participate in extra-curricular activities:

- Field trips, school dances, student council activities, etc.

- Interscholastic athletic games, practices and tryouts
- End of the year or graduation activities

## **DETENTION**

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

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

## **SUSPENSION**

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

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

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

## **PROBATION**

The school resorts to behavioral probation when a student has violated the school rules excessively. Students are placed on behavioral probation for a designated period of time determined by the Administration. Based on the terms of the probation, the student could be barred from attending school functions, or may not participate in school athletic activities or

student council organized events. Any violation of school rules or the terms of the probation may be cause for expulsion.

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

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

### **ENROLLMENT RESTRICTIONS**

Depending upon a student’s behavior and conduct, the Administration may decide to deny a student the privilege to enroll the next academic year.

### **EXPULSION**

An expulsion is the permanent removal of a student from the school. Expelled students are not welcome to attend any other Prelacy schools for the duration of the expulsion. An expulsion may last one full academic year. Depending upon circumstances, a student may be allowed to return to school before the specified expulsion date, if for example, a student receives outside counseling enhancing his/her conduct or behavior, or if a student successfully performs at a non-Prelacy school.

- The procedure to expel a student from the school system follows the steps below:
- The student will be suspended pending his/her expulsion and notification of the parent/guardian regarding the offenses committed by the student.
- The Principal will prepare the expulsion report, providing the reason(s) for the expulsion along with documentation of the student’s discipline history.
- The Principal will forward a copy of the expulsion documents to the Board of Regents for action; a copy will be sent to the parents/guardians.
- The parent/guardian will be granted due process prior to the implementation of the expulsion. At that time, the parent/guardian shall be provided with information about the appeals process.
- Appeals of an expulsion may be made to the Board of Regents within five (5) school days of the decision. The decision of the Board of Regents shall be final.
- The Principal may extend the suspension period, if necessary, for the purposes of implementing due process. Such extension must be made by written notification to the parent/guardian. The expelled student shall not be admitted to any other Prelacy school for the duration of the expulsion. Expelled students seeking readmission to Prelacy schools must present their records for review before readmission.

## **FINANCIAL LIABILITY**

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

## **POLICE INTERVENTION**

In case of an unlawful or violent act by students, the police will be informed instantly or a police report will be filed immediately after the incident. Based on the severity of the violation committed, the Administration has the full authority to report to the police as well as to Department of Children and Family Services about the incident and request their immediate intervention to restrain all kinds of illegal and/or violent acts.

## **CONSEQUENCE CHART**

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

### **Electronic policy is outlined below:**

Having cell phones during school hours is a luxury not a necessity. Therefore, cell phones and electronics can be used during morning and lunch recesses. However, phones **cannot** be visible during class time. If they are visible to faculty or staff they will be confiscated and turned in to the administration. For first offense, phones will be returned to students in the afternoon of that same day. For recurring violations, phones will be confiscated for 2 days, after which, students will need to donate \$50 fee to school Hye Tahd Activities. For seniors who drive home after school, phones will be returned that afternoon, however, the student must return the phone to the office the following two mornings.

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

| Category I                      | Category II               | Category III                 | Category IV |
|---------------------------------|---------------------------|------------------------------|-------------|
| Verbal Warning<br>(by teacher)  | Referral/Detention        | Suspension                   | Expulsion   |
| Written Warning<br>(by teacher) | 3 X Detention= Suspension | 3 X Suspension=<br>Expulsion |             |
| Contact Parent<br>(by teacher)  | 3 X Suspension= Expulsion |                              |             |
| Referral/Detention              |                           |                              |             |
| 3 X Detention= Suspension       |                           |                              |             |
| 3 X Suspension= Expulsion       |                           |                              |             |

| Category I                                   |  |
|--|--|
| Excessive talking in the classroom           | Visiting cafeteria during class hours          |
| Excessive talking during assemblies          | Taking to or eating food in unauthorized areas |
| Chewing Gum                                  | Using profanity                                |
| Littering                                    | Disruption of school activities                |
| Spreading false information about the school | Out of uniform code, or hairstyle code         |

| Category II  |  |
|--|--|
| Willfully defying school rules and regulations           | Willfully defying the valid authority of school faculty or staff   |
| Meddle with teacher's desk, bookshelf or file cabinets   | Swearing, insulting, and using profanities toward faculty or staff |
| Insults & swearing at fellow students                    | Abusive language, name calling at fellow students                  |
| Gossiping and spreading rumors                           | Stalking and making signs  |
| Defaming of other students                               | Harassment of others   |
| Harassment by email, texting, or on social media         | Throwing objects in classrooms or out of the windows               |
| Tampering with the school paging system                  | Tampering with the school security cameras                         |
| Cutting classes or leaving classrooms without permission | Truancy and leaving campus without permission from school office   |
| Ditching classes/school                                  | Plagiarism or cheating   |
| Forging parents' signature, using forged notes           | Knowingly receive stolen school or private property                |

|  |  |
|--|--|
| Betting and gambling on school premises          | Damage school property                                   |
| Throwing objects in the courtyard or over fences | Misuse of lockers  |
| References of suicide                            | Pushing, hitting and kicking                             |
| Possession & use of laser pointers               | Sale & solicitation of unauthorized literature           |
| Posting/distributing unauthorized flyers         | Possession of books & magazines not authorized by school |
| Excessive Tardies (more than 5 in a quarter)     |  |

|  |   |
|--|---|
| <b>Category III</b>  |   |
| Intentionally throwing objects at faculty/ staff members   | Tampering with the school fire alarm system   |
| Tampering with the school phone & email system   | Tampering with the school online data base  |
| Calling 911 in non-emergency situations  | Steal or attempt to steal school property or private property   |
| Sell or attempt to sell stolen school or private property  | Stealing from fellow students   |
| Damaging or stealing teachers' possessions   | Touching the private parts of others  |
| Tagging school property  | Vandalism   |
| <b>Category IV</b>   |   |
| Possession of knives, scissor, or other sharp objects  | Possession or use of lighters, matches, fire crackers   |
| Forced breaking and entering   | Fighting or aggressive behavior   |
| Possession of adult magazines of sexual content  | Possession/use of alcoholic and tobacco products  |
| Possession /use of any product containing nicotine   | Possess, offer, arrange & negotiate to sell or furnish any drug paraphernalia                               |
| Unlawfully possess, use or be under the influence of any controlled substance                          | Unlawfully offer, negotiate to sell, deliver/furnish and sell any controlled substance to others            |
| Using signs, logos, symbols, graffiti & apparel that displays associates with gangs clandestine groups | dangerous/ hazardous objects that may cause bodily injury   |
| Direct association with & membership in gangs  | Setting fire/ arson   |
| Committing or attempting to commit robbery and extortion   | Possession, use, sale or furnishing of explosive device, fire arms, or other                                |
| Possession of imitation fire arms and any type of air gun  | Causing, attempting t cause, or threatening to cause physical injury & or property damage to another person |
| Making terrorist remarks & threats against students, school officials & school property                | Any comment or referenced to killing or using fire arms   |