

# SAHAG ~ MESROB ARMENIAN CHRISTIAN SCHOOL



*Educating leaders since 1980*

## Student Handbook for 2024~2025

*(Revised July 2024)*

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## INTRODUCTION

The purpose of this handbook is to acquaint parents and students with the policies, procedures and mission of Sahag-Mesrob Armenian Christian School (SMACS). ***It does not cover all the rules and regulations and is subject to change by the school Administration, Education Committee, and Board of Directors.***

### **HISTORY:**

The school was established in 1980 by a small group of concerned Christians who sensed the need for an Armenian Christian school. The first location of the school was in a church basement in Pasadena. Sahag-Mesrob is a non-denominational school. The school is not affiliated with any church or organization.

Sahag-Mesrob has been at its present location since 1983. Mr. John Sheen (Hagop Geuvkalayjian) became the school's generous benefactor by contributing the funds needed to purchase the school property. The new building was constructed in September 1987.

### **MISSION/PURPOSE:**

The mission of the school is to provide our children a Christ-centered education, within the context of the Armenian cultural heritage, wherein each student becomes acquainted with Christian teaching and faith; the Armenian language and history; and excellence in learning under disciplined conditions. The school activities are non-sectarian and non-political. The school does not belong to any organization.

### **ACCREDITATION/AFFILIATION:**

Sahag-Mesrob Armenian Christian School is accredited by the Western Association of Schools and Colleges (WASC), Accrediting Commission for Schools and the Association of Christian Schools International (ACSI).

### **GOVERNING BODY AND AFFILIATES:**

The school is governed by SMACS Association, Inc. The corporation has nine Board members under whose guidance and supervision the school operates. Only Association members may vote or be elected to office.

## Expected School Wide Learning Results (ESLR)

The school wide learning and curriculum is developed having the following key principals in mind:

**S-Spiritual growth:** Introduce each child to Jesus Christ as personal Savior through prayer and the Bible, and to help instill a desire to become a life-long church attendee.

**Evidence:** Bible teaching, chapel services, verse memorization, school spiritual focused programs like Christmas Program, and visual resources throughout the campus

**M- Mental development:** Students will demonstrate the skills necessary to study, think, reason, analyze and communicate in all academic areas within their multiple intelligences, through standards based education.

**Evidence:** Through curriculum and ongoing assessment.

**A- Appreciation for culture:** Students will learn the uniqueness of other cultures as they take pride in their rich Armenian heritage through written and oral language and history.

**Evidence:** Through teaching of language, dramas, singing, literature, and cultural events

**C- Character education:** Motivate students to strive for Christ centered character traits and social skills through the teaching of the fruit of the Spirit.

**Evidence:** community outreach projects, addressing the fruit of the spirit, teaching on the fruit of the spirit

**S- Self worth:** Encourage students to treat their bodies as temples of the Holy Spirit through nutrition and physical fitness.

**Evidence:** Through the teaching of health and nutrition, and provide physical education.

We strongly encourage all parents, faculty, board members, and students to learn and apply the above in their school and personal lives.

## ADMISSION POLICIES & PROCEDURES

Sahag-Mesrob Armenian Christian School is open to all children whose parents endorse its mission, programs and policies. The school reserves the right to dismiss a student, or to refuse admission to an applicant, but not on the basis of discrimination as to race, color, creed, national or ethnic origin.

All students are expected to fully participate in the school's curricular activities including Bible and Armenian related subjects and participate in the school's extracurricular activities.

### **ENTRY REQUIREMENTS:**

**Nursery:** Students must be 2 years old before they begin school in order to be enrolled in the school's Nursery Program. Students must meet all the other preschool requirements stated below.

**Preschool:** Students must be 3 years old by September 1, and be toilet trained to be admitted to school in August of the same year. Parents must submit the following information with regard to their students:

- a. copy of birth certificate
- b. proof of immunization against polio, diphtheria, pertussis (whooping cough), tetanus (lock jaw), rubella (German Measles), varicella (chickenpox) and mumps (California Department of Health Immunization Law 168/80).

The following forms must be filled out:

- a. Consent for Emergency Medical Treatment – LIC 627
- b. Child's Preadmission Health History-Parent's Report – LIC 702
- c. Physician's Report - Day Care Centers – LIC 701
- d. Notification of Parent's Rights – LIC 995
- e. Release of Client/Resident Medical Information – LIC 605 A
- f. Personal Rights – LIC 613A
- g. Identification and Emergency Information – LIC 700

**You can find all applicable forms on our school website at [www.sahagmesrobschool.org](http://www.sahagmesrobschool.org)**

**Kindergarten:** Students must be 5 years of age by September 1 to be admitted to school in August of the same year. All Health requirements mentioned in the preschool list must be completed. Students must have a T.B. test within 1 year of admission and submit a health examination form. Parents must submit evidence of varicella (chickenpox) immunization for their students (SB 741) effective July 1, 2001.

### **Grades 1-8:**

- Must meet all the health requirements mentioned in Preschool and Kindergarten list above.
- Must have evidence of TB examination.
- All Students entering, advancing, or transferring into 7<sup>th</sup> or 8<sup>th</sup> grades will need proof of a Tdap immunization.

### **ENROLLMENT OF STUDENTS:**

**SMACS Students, New Students and Transferring Students:** Early registration for continuing students and new students will begin in February and continue until May. The school will accept new applicants on a first come, first serve basis.

**To register for the following year, all accounts must be current. The Administration will not register any student unless the previous years' account is current.**

**NEW Students:** The following procedure is used in accepting new students at SMACS:

- a. The administrator meets with parents and child to discuss the school's mission, program and policies.
- b. Parents observe/tour school facilities and meet with the prospective teacher for their child.
- c. Parents fill out the Registration Application Form and pay the registration fee.
- d. Parents agree to provide all documents, report cards, test scores, etc. necessary for their child's file.

### **TRANSFERRING Students:**

**Students transferring from other schools:**

- Must be in good academic and behavior standing.
- Must have current Grade Equivalent Scores for the areas designated "Total Reading" and "Total Math" on their standardized tests.
- Must meet all health requirements mentioned above.

### **A STUDENT'S COMPLETE FILE:**

- a. Registration Application Form
- b. Health History Report
- c. Copy of Birth Certificate
- d. Immunization Records
- e. Emergency Card
- f. Authorization To Consent To Treatment of Minor/Authorization for Activities Off the School Grounds
- g. Report cards, test results and letters of recommendation from former school

## REGISTRATION, TUITION, STUDENT FEES and POLICIES

**“EARLY BIRD” REGISTRATION FEE:** **\$495** (If paid by April)

### **REGISTRATION & STUDENT FEES 2022-2023**

**REGISTRATION FEE: \$615 (per student)-Non-Refundable**

(Registration Fee Covers: Yearbook, Calendar, Banquet tickets, administration of standardized testing, student accident insurance, earthquake kit, etc.)

**PK-8th grade TEXTBOOK/SUPPLIES FEE: \$250 (per student)**

**1st-8th grade TECHNOLOGY FEE: \$200 (per student)**

**PK-8<sup>th</sup> grade VOLUNTEER FEE: \$250 (per family; credited when 20 hours are complete)**

### **TUITION FEES**

**KG** (including snacks & lunch)

**5 days a week**

**\$850 per month**

**1<sup>st</sup> to 8th Grades**

**\$800 per month**

### **OTHER FEES: (Pay as you participate)**

- Art Supplies / per student to be decided by the Instructor
- Science Supplies / per student to be decided by the Instructor
- Field Trips / per student to be decided by the Instructor
- Athletic/PE / per student to be decided by the Athletic Director
- Graduation / per student to be decided by the Administration
- Afterschool Enrichment classes/ per student based on activity

### **NOTE:**

1. Registration is payable by end of March of each year.
2. Student Fees are payable by mid May of each year.
3. Tuition is payable Annually, Semi-Annually, Quarterly, or in 10 installments.
4. **Payments are due on the 1st day of each month.** A late charge of \$25 per month will be applied to all delinquent account. Tuition accounts will be considered past due if there is an unpaid balance after the 10th of the month.

5. Payments can be made by Check, Cash , Zelle ([payments@sahagmesrobschool.org](mailto:payments@sahagmesrobschool.org)), or VISA/MC/DISCOVERY/AMEX. A **3% convenience/admin fee will be added to all credit card payments.**
6. \$35 fee will be charged for returned checks.
7. **TUITION, REGISTRATION and STUDENT FEES ARE NON-REFUNDABLE and NON-TRANSFERABLE.**
8. 10% & 20% discount for multiple students. Tuition grants are given to two or more students from the same family. The second student gets 10% grant and the 3<sup>rd</sup> student gets 20% grant. **The grants apply only to the tuition portion.**
9. **Non-Payment of Tuition and Delinquent Accounts:** All payments are to be made as agreed upon and described above. Failure to meet the financial obligations will result in the dismissal of the student unless arrangements have been made with the school. **The school will notify the parents if they are behind in payment. Accounts delinquent for over 45 days or due over \$500 will be notified to redeem the amount due within 2 weeks. Failure to contact Administration to arrange a payment plan and/or redeem the amount due may result in the dismissal of the student. This policy will be strictly enforced.**
10. Report Cards and Transcripts of students will be held if the parents are behind in tuition payments or in any other financial obligations.

**TUITION FEES:** Your School Tuition obligation is for the entire year, and is on an **ANNUAL basis**. We only allow for you to pay month to month basis merely to assist you to manage your finances, but each parent is fully responsible to pay the entire tuition every year. **If a parent decides to leave the school at any time, after the start of the new school year, parents must pay the entire year's tuition, and there will be NO REFUNDS ON REGISTRATION OR TUITION.**



## DISCIPLINE AND CONDUCT

### OVERVIEW:

As a Christian school, Sahag-Mesrob believes in building the character of each child based on biblical principles. Students are taught reverence for God, the importance of obeying rules, respect for self and authority, others, and school property. Responsibility to do whatever is expected of them in a timely manner, cleanliness of self, attire, language, and work areas, is highly encouraged.

The school discipline policies include instruction, positive reinforcement, correction, reward and consequences when necessary. Discipline is intended to build character. It will be fair, firm, consistent and appropriate. It will be tempered with love and with the intent to assist the student to modify his/her behavior.

Students are expected to follow the **General Rules of Conduct** listed below. Parents are expected to cooperate by reviewing and reinforcing these guidelines at home.

1. **Be respectful**
2. **Be punctual and arrive at school and all classes on time**
3. **Be in complete school approved uniform**
4. **Be ready to learn**
5. **Listen carefully and follow directions**
6. **Speak with permission and use proper language**
7. **Clean-up after self**
8. **Play, work, and eat in designated areas**
9. **Do not hurt others physically or verbally**
10. **Do not damage school or personal property**

**Conduct** is graded as follows:

**E = Excellent; S = Satisfactory; N = Needs Improvement; U = Unsatisfactory**

**REWARDS FOR GOOD CONDUCT AND ACHIEVEMENT:** Students who demonstrate good conduct or show improvement in conduct or academic subjects are rewarded as follows:

- a. **Student of the Week** (Grades KG-8): Every week, one student from each class is selected for demonstrating good conduct and/or academic achievement. These students receive an incentive from principal.
- b. **Green All Month Award** (Grades KG-3): Each month, students who demonstrate good behavior and/or academic excellence receive a "Green All Month" certificate.
- c. **Citizenship Award** (Grades KG-8): Citizenship Awards will be given quarterly to students receiving an "Excellent" conduct grade.
- d. **Quarterly Honor Roll** (Grades KG-8): Honor Roll certificates will be awarded quarterly to students who receive a 3.5 GPA or above.

## **GUIDELINES AND CONSEQUENCES FOR MISCONDUCT:**

All students are expected to follow the school rules at all times. Parents are expected to cooperate by reminding and reinforcing these guidelines at home.

**The school discipline policies include instruction, positive reinforcement, correction, and reward. Consequences are used only when it is necessary.**

Discipline is intended to build character. It will be fair, firm, consistent, and appropriate. It will be tempered with love and intent to assist the student to modify his/her behavior.

**Breaking of the following rules will result in appropriate consequences:**

1. Talking without permission
2. Misbehaving when in line
3. Distracting or bothering others
4. Lying, cheating, stealing
5. Not being in complete school uniform
6. Excessive lack of materials and/or musical instruments
7. All electronic devices including cell phones, iPods, and iPads must be turned in to the office in the morning, to be picked up at the end of the school day.
8. Other (discretion of the teacher and administration)

**Consequences for Misconduct in KG to 8<sup>th</sup> grades:** The teacher will modify behavior by using the following card system:

- After several verbal warnings, if student continues to misbehave, a yellow card will be given by the teacher. The yellow card serves as a final warning.
- If misbehavior continues, then the student will receive a red card. A red card will result in a lunch time detention.
- If the unwanted behavior continues, then the student will receive a blue card. The blue card consists of a meeting with the principal.
- If further corrections are needed, a student will receive a pink card. The pink card calls for a parent teacher conference.

**Under serious circumstances a student may be expelled or not allowed to return to SMACS the following year.**

**Cell Phone Policy:** If a student fails to turn in his/her cell phone in the morning, the 1st offense will be detention; 2nd offense detention and the parent must pick up the phone from the office; 3rd offense detention and 1 day phone confiscation.

**Serious Offenses:** Serious offenses such as foul language, fighting, destruction of school or private property, cheating, stealing, and leaving the school without permission is immediately referred to the Principal. These offenses call for an immediate conference with the student, the parents, and the Administration. Upon discussing the seriousness of

the matter, giving proper guidance or counseling, the student may be put on probation or suspended for one day. For a second major offense, the student will be counseled and

suspended for 1-3 days. Parents and the student will meet with the Principal to discuss ways to modify the student's behavior. The student will be put on probation and parents will be notified that a repeated offense may result in the student's expulsion.

**Expulsion:** Under Ed. Code 48900 and 48915 a student may be expelled from school for "good cause" which includes one or more of the following:

1. Damages or steals school or other's property.
2. Attempts or threatens physical injury to another.
3. Possesses dangerous objects (drugs, weapon or alcohol).
4. Commits an obscene act or regularly uses profanity or vulgarity.
5. Disrupts school activities or otherwise defies authority.

**Teachers, after consulting with the Administration, reserve the right to address and correct a situation which they deem inappropriate for school environment. This discretion is applicable to any situation like, inappropriate dress code or behavior, as well as non-compliance with a test or a homework guideline which is not listed here in the handbook.**

## **DRESS CODE**

The school requires all students to adhere to the school's dress code guidelines.

### **KINDERGARTEN:**

#### **Girls:**

Uniform – School plaid skirt with Kristen S. Sarian Pre-school/Kindergarten class shirt

Tights/Leggings – Navy Blue, Black or White (ankle length)

Sweater – Kristen S. Sarian Pre-School/Kindergarten class color sweater

Shoes – Black, Gray, Navy Blue or White with no excessive bright colors

#### **Boys:**

Uniform - Navy Blue pants or shorts with Kristen S. Sarian Pre-school/Kindergarten class shirt

Sweater – Kristen S. Sarian Pre-School/Kindergarten class color sweater

Shoes – Black, Gray, Navy Blue or White with no excessive bright colors

### **ELEMENTARY & JUNIOR HIGH (1<sup>st</sup> – 8<sup>th</sup> Grades):**

#### **Girls:**

Uniform – School plaid skirt (must be no more than 2 inches above knee) and polo with the school logo. Students must wear shorts under their skirts.

Tights or Leggings – Navy Blue, Black or White (ankle length)

Sweater – Hunter Green with school logo-pullover or zip up

Shoes – Black, Gray, Navy Blue, or White with no excessive bright colors

P.E. Uniform – Black shorts/SMACS sweat pants and Hunter Green T-shirt, both with the school logo, and any color athletic shoes. Shoes and socks with non-school color may be worn only on P.E. days.

**Boys:**

Uniform - Navy Blue pants or shorts and polo with the school logo

Sweater – Hunter Green with the school logo-pullover or zip up

Shoes – Black, Gray, Navy Blue, or White with no excessive bright colors

P.E. Uniform –Black shorts/SMACS sweat pants and Hunter Green T-shirt, both with the school logo, and any color athletic shoes. Shoes and socks with non-school color may be worn only on P.E. days.

**GENERAL DRESS GUIDELINES**

- Hats are not allowed
- Bandanas are not allowed
- Hair must be clean and well groomed. Hair must be brushed away from the eyes. Faddish styles are not allowed
- Nails must be kept short. Nail polish is not allowed
- Lipstick and make-up are not allowed
- Black, White, Navy Blue Safety or Athletic Shoes must be worn at all times. No open toes shoes are allowed. Excessive colored shoes on non-PE days are not allowed.
- Toms shoes are not allowed.
- Only solid color white or navy socks (no colorful) are allowed
- Excessive or faddish jewelry is not allowed

**NOTE TO PARENTS:** Please label all your children's uniforms and make sure they follow school guidelines. **Students who do not follow the dress code may be sent to detention by teacher or Administrator; parents are contacted, until the dress code violation is corrected.**

Students not in complete uniform during the first month of school will not receive a warning for the first three violations. However after three chances, students will be given lunch detention.

After the first month, students not in complete uniform will be given immediate detention.

**CASUAL DAYDRESS CODE STANDARDS:**

The school will have casual dress days on the last Friday of each month (subject to change). Students are expected to attend school well groomed. Faddish outfits or

clothes with holes are not permitted. No tank tops, short shorts or mini-skirts, sleeveless undershirts, low-cut or tight skirts, blouses or tops that bare the midriff at any time, bare back, tube tops, mesh tops and see through or sheer clothing are not allowed.

Any clothing, hats, backpacks, or accessories that indicate affiliation with or admiration of negative social influence, such as gangs, substance abuse, inappropriate language, offensive messages, and logos are not permitted.

**Students who do not follow casual dress day standards will not be allowed to attend class and may return home or stay in Administration area until necessary dress code changes are made.**

## **ACADEMIC GUIDELINES**

Sahag-Mesrob School takes pride in its academic standards; students are expected to take their studies seriously. Each teacher will give them guidelines for homework assignments, quizzes, tests, projects, and class participation. A syllabus will be handed out at the beginning of each academic year.

### **CURRICULUM:**

Sahag-Mesrob offers a balanced and rigorous curriculum to achieve its mission statement. The following subjects are offered to promote the spiritual, intellectual and academic, social, physical, and cultural values in each student:

Armenian Studies, Art, Bible, Computer Science, English (reading, writing, spelling, grammar, comprehension), Math, Music, Natural Sciences, Physical Education and Social Studies.

**The school meets all the state curricular requirements in academic subjects.**

### **STRUGGLING STUDENTS:**

Sahag-Mesrob Armenian Christian School diligently strives for the success of all its students. Based on teacher recommendation and observation, the school attempts to provide adequate differentiated instruction for those students who require the additional step to succeed in English or Armenian.

### **ENRICHMENT PROGRAMS:**

The school provides the following services for academic enrichment and growth.

1. **Library** - Each class has a class library full of grade appropriate books and resources.
2. **Computer Program/Lab**—The school has a computer program for KG-8th grades. Students and teachers regularly use the computer lab for instruction, research, and presentations.
3. **Science Lab**— The Elementary school has science discovery mini labs for each grade level. Upper grades participate in regular labs. A Science Fair is held every year.
4. After school enrichment classes are offered to certain age groups.
5. **PE and Athletic Program**
6. **Participate at the ACSI Spelling Bee & Speech Meet, Armenian History Timeline, and other interschool competitions.**

## **TEXTBOOKS, MATERIALS AND SUPPLIES:**

An annual textbooks fee is charged, per child, to cover the cost of workbooks, textbooks, and miscellaneous supplies. Parents are asked to send their child to school on the first day with the appropriate materials and supplies, according to the Classroom Supplies List

provided. Any materials or supplies necessary for art, music, computers, physical education, or other classroom needs will be requested after the school year begins, or as the need arises. There will be a fee for any lost textbooks or materials that are provided by the school.

## **HOMEWORK AND TEST POLICIES:**

Homework is an integral part of education. It reinforces what the students have learned and provides practice to enhance their memory and understanding.

Homework is assigned after a concept is explained and understood by students.

Weekly homework assignments and tests are posted on the school Website. Teachers have discretion to have students carry planners to write weekly assignments. When necessary, changes are made and the students are notified in the classroom or through **E-mails**.

**Students are fully responsible to take notes of any changes.** Teacher Ease is used to log attendance, behavior and academic progress on a regular basis.

Parents are urged to check the school website and Teacher Ease daily for important news, homework assignments, tests, and grades.

**Test Guideline** - a maximum of 2 tests may be assigned for any given day. Corrected tests are sent home for parents' review and signature. This can be varied by age and grade level.

## **GRADING AND REPORT CARDS:**

A grade is a fair estimate of the student's development in relation to prescribed criteria for his/her level. The following factors are used for proper evaluation: **Tests, quizzes, homework, and classroom participation. Parents and Students are encouraged to be proactive and responsible to check academic and behavior progress reports through Teacher Ease, after receiving quarterly Report Cards.**

**Quarterly report cards** are available on TeacherEase at the end of each quarter. Report cards will reflect the academic progress as well as the conduct of each student. Parents are invited to review their child's progress and request conferences with each teacher.

**KG through Fifth grade** students receive report cards **quarterly**.

**Sixth through Eighth graders** are graded quarterly. Also, they are given **mid-terms** and **final exam grades**. These are incorporated in the overall GPA of the student.

**Letter grades have numerical and GPA equivalence as follows:**

<b>A</b>	<b>93-100</b>	<b>4.0</b>	<b>C</b>	<b>73-76</b>	<b>2.0</b>
<b>A-</b>	<b>90-92</b>	<b>3.7</b>	<b>C-</b>	<b>70-72</b>	<b>1.7</b>
<b>B+</b>	<b>87-89</b>	<b>3.3</b>	<b>D+</b>	<b>67-69</b>	<b>1.3</b>
<b>B</b>	<b>83-86</b>	<b>3.0</b>	<b>D</b>	<b>63-66</b>	<b>1.0</b>
<b>B-</b>	<b>80-82</b>	<b>2.7</b>	<b>D-</b>	<b>60-62</b>	<b>0.7</b>
<b>C+</b>	<b>77-79</b>	<b>2.3</b>	<b>F</b>	<b>59 or below</b>	<b>0</b>

#### **GPA CALCULATIONS:**

Our school works with, "Teacher Ease", a company which makes a web based grade book available. "Teacher Ease" calculates students' G.P.A.s based on a weight of each subject. The weight of each subject is determined by the number of periods that subject is taught per week. Each week, 35 teaching periods are taught (5 days x 7 periods per day). There may be differences when comparing Elementary and Middle School levels of instruction with regard to number of teaching periods of a given subject per week. See example below.

#### **Junior High**

Bible - 2  
 Armenian - 5  
 Arm. History - 1  
 English - 7  
 Math - 5  
 Science - 5  
 Social Studies - 5  
 Computers - 1  
 Music - 1  
 Art - 1  
 P.E. - 2  
**TOTAL: 35 Periods/weight**

#### **Elementary**

Bible - 2  
 Armenian - 6  
 Arm. History - 1  
 Reading - 4  
 Spelling - 2  
 Grammar - 4  
 Math - 5  
 Science - 3  
 Social Studies - 3  
 Computers - 1  
 Music - 1  
 Art - 1  
 P.E. - 2  
**TOTAL: 35 Periods/weight**

#### **GPA Calculations for Junior High:**

Middle School G.P.A.s are calculated each quarter. The First and Second Quarter G.P.A.s along with the Mid Term Exam grades are tallied together with a 40%, 40%, and 20% G.P.A. to reveal the overall semester G.P.A.

The same process holds true for the Third and Fourth Quarter G.P.A.s along with the Final Exam to reveal the overall Second Semester G.P.A.

These two Semester based G.P.A.s are then considered toward calculation of yearly honors. Students will not qualify for Honor Roll status with any grade less than a C-.

#### **Valedictorian and Salutatorian Awards:**

- Valedictorian Award** is presented to the 8th grade graduating student who has scored the highest cumulative GPA in 6th, 7th, and 8th grades at Sahag-Mesrob School.
- Salutatorian Award** is presented to the 8th grade graduating student who has scored the second highest cumulative GPA in 6th, 7th, and 8th grades at Sahag-Mesrob School.



To qualify for Valedictorian and Salutatorian awards a student must have "E" or "S" in conduct grade. Any student who has earned a "U" conduct grade in any year (6,7,8) grades is disqualified for the award.

### **GPA Calculations for Elementary:**

Elementary School yearly G.P.As are calculated by adding all four quarter G.P.A.s and dividing them by four.

Students will not qualify for Honor Roll status with any grade less than a C-.

### **HONOR ROLL:**

Quarterly Honor Roll awards will be presented to students who maintained a 3.5-4.0 GPA.

### **PROMOTION AND RETENTION:**

Every effort is made to help each child do the best according to his/her ability. Parent-teacher conferences and private tutoring are means to help a student overcome a difficult subject matter. However, under certain circumstances, in consultation with parents, and at the discretion of the administration, a student is retained in the same grade.

To be promoted to the next grade level, a student must have a 2.0 Grade Point Average at the end of the school year, and not fail in more than 2 core subjects. The student must attend summer school to review the failed courses. Retention is intended as a means to improve the student's long-range success in learning and not as a punitive measure.

### **TESTING FOR SPECIAL NEEDS:**

We believe every student is uniquely created by God. In the event that students demonstrate actions which do not align with their grade level expectations, parents will be called for a meeting and asked to sign a Consent Form to authorize an observation from the school therapist. Upon observation, the therapist will report the findings and future plans with the principal and parents.

### **OTHER:**

**Standardized Testing:** The school administers the **IOWA** in the spring of each year. The IOWA Test measures achievement in seven major areas: **Reading, Math, Language, Listening, Science, and Social Studies**. It also measures the **comprehension and critical thinking abilities of each child**. Test results are reviewed each year by teachers and the administration to evaluate student learning. A copy will be sent home at the end of the school year.

**Official Transcript or other Required Documents Requests:** Students or Parents may request official transcripts from our Administration Offices. Please allow between 3 to 5 days to process your required forms, recommendations, and transcripts to be prepared.

**No transcripts will be processed if the parents are behind in their child's tuition payments or in any other financial obligation to the school.**



## SCHOOL AWARDS

The school makes every effort to recognize, appreciate and reward students who demonstrate good conduct and excel academically.

**Monthly Awards:** Green all Month Award (KG-4th grade)

**Quarterly Awards:** Honor Roll Awards. Students receive this award when they earn a 3.5 or higher GPA during a specific quarter.

**Annual Awards:** A student may qualify for one or more of the Annual Awards for excellent conduct, perfect attendance, progress in academics, or any achievements they achieved during the current school year.

### **8th grade Graduation Awards:**

1. **Honor Roll Trophy:** Presented to 8th grade students who have earned an E or a S in conduct along with a cumulative GPA of 3.8 or higher in 6th, 7th, and 8th grades.
2. **Armenian and Armenian History (Khrimian) Award** is presented to 8th grade students who receive the highest grade in these subjects.
3. **Norayr Karakashian Award** is presented to the 8th grade Valedictorian and, **Dr. Ardavast Karakashian Award** is presented to 8th grade Salutatorian.
4. Mrs. Connie Rudy Award is presented to students who excel in Creative Writing and Speech.
5. **Middle School Salutatorian Award** is presented to the 8th grade student whose conduct is E or S and has the second highest cumulative GPA in 6th, 7th, and 8th grades at Sahag-Mesrob Armenian Christian School.
6. **Middle School Valedictorian Award** is presented to the 8th grade student whose conduct is E or S and has the highest cumulative GPA in 6th, 7th, and 8th grades at Sahag-Mesrob Armenian Christian School.

## **ATTENDANCE, ABSENCE & ILLNESS POLICIES**

### **Attendance and Absence Policies:**

It is important that students arrive to school on time. This is part of the students' education in promptness, self-discipline and responsibility. The school day begins at 7:50am for KG-8th grades and at 8:30am for Pre-School.

### **SCHOOL HOURS for Nursery to 8<sup>th</sup> grades:**

7:30AM – School gates open

7:50AM – Best time to arrive to school

8:00AM – Bell rings, students line up and go to class

8:01AM - Student is considered tardy

### **TARDY–PARENTS PLEASE HELP YOUR CHILDREN TO ARRIVE ON TIME!**

8:00-8:15 AM – Homeroom / Roll Call and Collect Lunch Tickets

8:15AM – 1<sup>st</sup> period begins

2:30PM – Kristen S. Sarian student dismissal. All preschool students without older siblings must be picked up by 2:45pm

3:15PM – KG to 8<sup>th</sup> grade dismissal. Parents must pick up their children no later than 3:30PM

3:20-4:20PM - After school activities

3:30-5:00PM – After school care

5:30PM - School gates close

### **ARRIVING TO SCHOOL FOR NURSERY TO 8<sup>TH</sup> GRADE STUDENTS:**

Please come to school from Altadena Drive, turning Left/Right on Maiden Lane and Right to school campus. Use all 3 driveway lanes at all times. For emergency reasons, parents are asked not to park in the middle lane. When driving North on Maiden Lane, please **DO NOT TURN LEFT** to enter the school. **Please follow all strict traffic rules as depicted as part of your orientation package.**

### **TRAFFIC GUIDELINES – Please follow all SMACS Traffic Guidelines.**

**SAFETY IS EVERYONE'S RESPONSIBILITY.** Parking inside school campus is not allowed at any time.

### **ATTENDANCE PROCEDURES:**

When it is necessary for a student to be absent, please follow the procedures below:

1. Student **MUST** have a note from the parent or guardian stating the dates and reason for the absence in order for the student to be re-admitted to school. An absence beyond 5 days must have a re-admittance note from a doctor. These notes will become part of the student's permanent folder.
2. Parents must call the school office after 8:30 AM on the morning of the absence and **EACH DAY** the child is absent. This prevents truancy. An official written note will still be required from parents on the day the student returns to school.
3. Communicable diseases (e.g. chicken pox, louse infestation, mumps, etc.) are to be reported to the school office by telephone as soon as diagnosed. Thereafter the school will inform the parents of other students of the possibility of exposure.

4. TARDIES: Students must be at school by 8:00AM. A student is marked tardy for arriving after 8:00AM. Five tardies in one quarter will result in a detention.

Note: Detentions for tardiness do not result in suspension.

### **MAKE UP WORK RELATED TO ABSENCE:**

1. If the child is ill with an extended illness, disability or family situation (more than 3 days), please contact the office and make arrangements for homework.
2. When parents request make up work, the teacher is notified. The teacher will try to have the assignments ready by 3:30pm on the day requested or by the following morning.
3. When a child returns to school, he/she is responsible to make up assignments missed. The teacher will give deadlines for missed work and/or tests.

### **AFTER SCHOOL DAY CARE:**

Day Care hours for Preschool are from 2:45-5:00pm; Day Care hours for Kindergarten-8<sup>th</sup> grade students are from 3:30-5:00pm. The fees are as follows:

- a. \$150.00 per child per month till 5:00pm
- b. \$100.00 per child per month till 4:30pm
- c. \$75.00 per child per month till 4:00pm
- d. \$15.00 per hour if student picked up after 2:45pm for Preschool or 3:30pm for KG-8th

Students should be picked up and signed out by the Day Care supervisor. Parents and only those authorized by parents may pick up children.

Those who attend Day Care regularly are required to pay in advance with their tuition payment. Students who are picked up after 3:30pm habitually will be sent to day care and parents will be charged day care fees. **Those students who are not picked up by 2:45 or 3:30pm will automatically go to day care and parents will be charged a day care fee.**

### **SCHOOL CALENDAR:**

A school calendar is prepared for each school year and mailed to parents before school starts. The dates on the calendar are subject to change at any time. Parents will be notified of all changes via email.

## **HEALTH AND SAFETY ISSUES**

The school makes great effort to ensure the health and safety of each student and faculty member. Parents are required to adhere to the guidelines set forth to help us achieve this goal.

**Medical Records:** The following records must be provided and updated regularly:

- a. Health History report
- b. Immunization
- c. Emergency cards and phone numbers
- d. Authorization to Consent To Treatment of Minor/Authorization For Activities Off the School Grounds.

### **ILLNESS & COMMUNICABLE DISEASES:**

Students who show symptoms of illness should stay home for their own best interest and for the well-being of others. Specially, during cold and flu season, children who experience any of these cold and/or flu symptoms like cough, fever, sore throat, watery

eyes, weakness, runny nose, and stomach flu must stay home, have plenty of rest, drink lots of fluid, and if necessary seek doctor's advice. Children must not be sent to school unless they feel better, and avoid exposure to cold/flu virus or bug to adults and children at the school.

Students returning to school following an illness or an absence must submit a written excuse, stating dates of absence, reason for absence, and parent's signature, to the classroom teacher. (California State Health Code).

A child returning from an absence due to a **Communicable Disease** must present a written release form from the doctor prior to admittance to class. The school has the final authority whether or not to admit a child to class. Please refer to the **Communicable Disease** chart for guidelines.

## **COMMUNICABLE DISEASES**

(Please take note of when a child may return to school)

<b>DISEASE</b>	<b>INCUBATION</b>	<b>CHILD MAY RETURN TO SCHOOL</b>
<b>Chicken Pox</b>	13-17 days	All lesions must be dried up
<b>Common Cold</b>	1-3 days	Normal temperature for 24 hours
<b>German Measles</b>	14-21 days	When recovered-short duration permit in school in under treatment.
<b>Head Lice</b>	7-14 days	Return next day after first shampoo treatment
<b>Impetigo</b>	4-10 days	May remain in school if sores are treated/covered.
<b>Influenza</b>	1-3 days	Normal temperatures for 24 hours.
<b>Measles</b> (Rubeola)	9-11 days	Must remain home 7 days after rash appears.
<b>Mononucleosis</b>	12-26 days	When swelling is gone: 10 days: written permission of physician mandatory.

<b>Mumps</b>	19 days	Exclude from school until swelling has completely subsided and temperature has been normal for 48 hours.
<b>Pink Eye</b>		Exclude from school during the acute stage, or treated and released by doctor.
<b>Ringworm</b>	10-14 days	May return to school with a short hair cut and hair covering.
<b>Scabies</b>	4-6 weeks	Must be excluded from school until adequately treated.
<b>Scarlet Fever</b>	1-3 days	Must remain home 7 days from onset. Re-admittance by note from physician.
<b>Streptococcal</b>	1-10 days	Can return to school after taking an antibiotic for 48 hours. Antibiotic must be taken for 10 days.
<b>Whooping Cough</b>	7-10 days	On recovery and at least 21 days after appearance of cough.
<b>COVID 19</b>		Negative test result or after 10 days of initial positive test
<b>Hand, Foot, Mouth Disease</b>		Clearance from the doctor

#### **ADMINISTERING OF MEDICATION:**

The school office will assist in administering medication to students under the following guidelines:

- The medicine is in its original prescription container.
- There are specific directions on dosage and time given.
- Parents must sign an **Authorization to Administer Medication** form. Education Code 49423

**Note:** Do not send any medication, including non-prescribed over the counter medicine to school with your child.

#### **FIRST AID TREATMENT:**

Injured students are given appropriate first-aid, depending on their type of injury. Treatment by the school staff includes:

- Ice packs
- Washing injured area with soap and water
- Applying antiseptic to wounds
- Providing Band-Aids
- Splinting an injured limb

### **ILLNESS AT SCHOOL:**

Students who get sick at school must receive permission from the classroom teacher before going to the school office. Parents will be contacted to pick up their child as soon as possible in the event of an illness. The school is not equipped to provide extended care for sick children. In the event that parents cannot be reached by phone, persons authorized on the emergency card will be contacted to pick the child up. (Working parents should make arrangements in advance for the care of children when they are sick).

### **STUDENT INJURY AT SCHOOL:**

In the event that a student is seriously injured at school, **parents will be contacted immediately**. In the event that parents cannot be contacted and the student's condition merits, paramedics will be called. The school office will continue to make attempts to reach the parents and/or other emergency card contacts, even after the paramedics have been called. **An accident report will be completed by the teacher or staff member who was on duty when the accident occurred.**

### **CHILD ABUSE REPORTS:**

The school will abide with penal code, sec. 11166, which requires that private school personnel report any observed or suspected instances of child abuse, both by telephone and in writing to the appropriate public authorities. Teachers are required to a Child Abuse Training session and submit a certificate of completion to the office.

### **STUDENT ACCIDENT INSURANCE:**

SMACS students are covered for medical expenses due to injury while at school or at school sponsored events. This is a deductible policy and excludes any covered medical expenses payable under any other valid and collectible insurance or service medical plan.

### **LUNCH AND SNACK:**

Students must come to school after having a nutritious breakfast.

Nutritious snacks are sold during morning recess.

Students must bring a balanced nutritious lunch to school.

Lunch is also provided by the school. The school makes every effort to provide a nutritious diet for the students. The cost is \$7.00/day. Lunch Ticket Booklets of 10 tickets are sold for \$70 per booklet. Students need to bring in lunch tickets if lunch will be purchased from the school. **NO CASH, OR IOUs WILL BE ACCEPTED FROM THE HOMEROOM TEACHERS OR THE OFFICE.**

### **DISASTER PREPAREDNESS:**

The school has taken several measures toward the safety of students and faculty in the event of a disaster during the school day. Students and faculty are taught basic disaster training, and frequent fire and earthquake drills are conducted during the school year.

All SMACS faculty and staff are First Aid and CPR certified.

### **IN THE CASE OF A FIRE AT SCHOOL:**

- all students will be evacuated to a designated area.
- parents will be notified to pick-up their children, if necessary.

**IN THE EVENT OF A SEVERE EARTHQUAKE:**

- students will be instructed to take cover under their school desks until the shaking stops.
- once the movement has stopped, students will be evacuated to a safe area in the courtyard or designated area.
- students will remain outside under the supervision of a teacher if the building is not safe.
- students will be signed out by having the parent or designated emergency contact fill out a release form.

**EARTHQUAKE PREPAREDNESS:** The school has taken certain measures for earthquake preparedness. The faculty and staff are instructed to follow certain procedures.

**Use of School Telephone by students:** The use of school telephone for students will be allowed only for urgent and/or emergency situations, for students to contact parents/guardians.

## **EMERGENCY~FIRE, EARTHQUAKE GUIDELINES**

Follow Fire and Earthquake procedures as instructed by the teachers.

**SPECIAL INSTRUCTIONS:**

- All faculty and staff are familiar with the school's preparedness plans.
- Drills will be carried out regularly to teach and remind students and faculty to follow specific procedures.
- Students must follow strict guidelines to keep quiet, follow directions given by teachers, line up as instructed and congregate in designated areas.
- Teachers must be the last to leave the classrooms taking emergency folders with them.
- During all drills and actual emergencies the final destination of all students and teachers will be at the basketball court in their designated areas unless otherwise instructed by administration.
- Students will return to classrooms only after they are instructed to do so by Administration.

**Evacuation Plans:**

The School has made arrangements with local Churches and transportation agencies to evacuate our students and staff to a safe location, should evacuation become mandatory by local and state officials. The two locations are: ABBC and ABEC Churches in Pasadena, CA.

## USE OF SCHOOL FACILITIES

Great care should be applied in using all school facilities and equipment. **REMEMBER, THIS IS YOUR SECOND HOME.**

**Also, if you damage or break something, you pay for it.**

**Bathrooms:** There are designated bathrooms at school premises. Students may use these bathrooms at lunch and recess time only.

**Chapel:** Sheen Chapel will be used for chapel services, and other events. Students will have designated seating for chapel days.

**Classrooms:** The classrooms are equipped with desks and chairs. A computer and an ELMO are utilized for teaching purposes.

**Computer Lab:** Teachers and students are encouraged to allocate time for all grades to use the computers for research and projects. The computers are numbered. Each student in each grade will be assigned a specific computer. **Improper use of computers will be cause for disciplinary action up to suspension and expulsion. Each student and parent MUST sign the Electronic and Use of Internet Policy at the beginning of each school year.**

**Chromebooks/Music Supplies:** Must be taken care of when being used.

**Basketball Court:** The basketball court is designated for all P.E. classes and after school sports activities.

**Lost and Found:** All school articles, lunch boxes, backpacks and uniforms should be clearly labeled with the child's full name and grade level to ensure identification. Lost articles without identification will be placed in a lost and found located in the school office. Parents are encouraged to check the lost and found frequently for missing articles. Unclaimed items will be given to charity during Christmas vacation and at the end of the school year.



## SCHOOL ACTIVITIES AND SPECIAL EVENTS

Sahag-Mesrob has a vast program of extra-curricular activities to encourage parent participation, community involvement, and promote learning and sharing by students. Some of these activities are planned to raise money to meet the school's financial obligations. Registration and tuition fees cover about 70% of the school's budget. The balance is generated from donations and fund raising activities.

### **ANNUAL SCHOOL ACTIVITIES FOR THE SCHOOL AND FAMILY INCLUDE:**

Grandparents' Day; Harvest Day; Armenian Cultural Month; Thanksgiving programs; Christmas programs; Christmas Bazaar; Musical Programs; Vartanantz; Annual Banquet; Easter Program; Armenian Martyrs' Day; School Picnic; Chocolate Sale; Mother's Day Luncheon; Fool Breakfast; Spring Concert; PTF luncheons; Science Fair and Art Day.

### **STUDENT ACTIVITIES:**

**Athletics:** Qualified students, those who have achieved C or better in all subjects and "S" or better in conduct, participate Kaham games.

**Music/Band/Choir/Drama:** Qualified students, those who have achieved C or better in all subjects and "S" or better in conduct, spend extra time to plan and prepare for performances in choir, band and drama. They are required to attend all extra-curricular practices and programs planned by the school.

**Speech Meets, Spelling Bee, Piano and Band Festivals:** Students who demonstrate a desire and demonstrate potential are selected to participate in ACSI sponsored contests held annually.

**Art Fair and Science Fair:** Held once a year.

**Fund Raising Activities:** Occasionally each grade will plan an activity to raise funds for their class for a special project. These activities include bake sales, luncheons, car wash, etc. All such activities must be pre-approved by the Administration.

### **BIRTHDAY PARTIES:**

**May be planned for students from KG to 8th grades.** Planning must be done in advance with the homeroom teacher. Parents are allowed to bring Cupcakes only to celebrate their child's birthday.

**Note:** Parents who wish to host a Birthday party outside the school are asked to consider inviting the whole class, only boys, or only girls and not to exclude or single out any student.

### **FIELD TRIPS:**

Field trips are an integral part of the learning experience. Teachers arrange approximately **three to four** field trips each year to enrich the curriculum in Science, Math, Art, Social Studies and fun activities. These activities are scheduled, parents are notified, permission slips signed in advance, fees charged (**non refundable**), and volunteers required for carpooling. The homeroom teacher, in consultation with the Administration, selects parents for carpooling and supervision. Only parents who have

been selected and agree to follow school policies and guidelines given by the teacher may go to the field trip. Siblings, relatives or grandparents are **NOT ALLOWED** to go to the field trip. This is in accordance to the school's insurance policy guidelines. Occasionally, parents will be asked to use their cars for transportation to and from a field trip. These parents will be required to present the office proof of proper car insurance and fill out a Release of Liability Form.

**ON SITE PARENT VISITATION and VIDEO TAPING:**

Parents or relatives are not allowed to video tape school premises unless it's authorized by the Administration. **Parents are not permitted to visit classrooms without first getting a clearance from the Administration Office.**

**PHOTO/VIDEO PARENTAL CONSENT:** Parents will be asked to sign a permission slip in the beginning of each school year to give consent for their child's photo/image to be used in school related publications, school website or other internet sites established by the school.

## **PARENT-SCHOOL COMMUNICATION**

The school believes that constant and proper means of communication between the school and the family are essential for the overall progress of each student. We also believe that home and school should be consistent in their rules and regulations to build sound character.

**SCHOOL-PARENT COMMUNICATION:**

**The school will communicate with parents through the following means:**

**SCHOOL WEBSITE ([www.sahagmesrobschool.org](http://www.sahagmesrobschool.org)):** The school communicates with the parents and students through the school website and E-mails. This includes weekly homework assignments, test dates, project due dates, special events, grades on homework, tests and special projects.

**TEXTS:** In case of emergencies or important announcements, the school will contact parents through a text message.

**PHONE CALLS AND CONFERENCES:** A teacher may call home to praise your child for an outstanding achievement, convey a behavioral problem, an accident, or to schedule a conference to discuss a concern.

**REPORT CARDS:** Report cards are sent home as follows:

**Pre-school** monthly "test" results are sent home

**KG to 8<sup>th</sup> grade** report cards are sent home 4 times per year.

**BACK TO SCHOOL NIGHT/OPEN HOUSE:** These meetings are scheduled for parents to visit the school, gather information about the school's goals and activities, meet the homeroom teachers and, if necessary, schedule a conference to discuss their child(ren)'s progress.

**YEARBOOK:** The Yearbook reflects school student activities and creative writing abilities.

**PARENT-SCHOOL COMMUNICATION/CONFERENCES:**

**Parents are encouraged to communicate with the school through the following means:**

**SCHOOL/CLASSROOM VISITATIONS:**

Parents may want to visit and observe their child's classroom with an advance appointment made directly through the teacher. Parents **MUST** first receive a **visitor's pass** from the office prior to attending a class. Parents are asked not to visit classrooms in September or in June. Any other visits to the school also require parents to sign in with the office and acquire a pass first, and sign out before leaving.

**SCHEDULED CONFERENCES:**

Parents and teachers meet to discuss the progress of each child during school-scheduled conferences. The 1<sup>st</sup> scheduling is done after Back to School Night. Other conferences are usually held after quarterly report cards are issued.

**URGENT CONFERENCES:**

May be requested by parents or teachers to share specific concerns.

**PARENT SURVEYS:**

This is another vehicle for parents to express their constructive feedback. The outcome from parent surveys are taken seriously and reviewed by Board members, Administration and Faculty.

**CONFERENCE WITH ADMINISTRATION:**

May be requested by the Principal, a teacher or a parent to discuss pertinent matters. These meetings may be arranged through the school secretary. If the issue involves a teacher and/or classroom-related matters, parents are urged to resolve the matter with the teacher prior to seeking the assistance of the Principal.

**COMMUNICATION WITH EDUCATION COMMITTEE AND BOARD MEMBERS:**

If an issue has not been resolved through teachers and the Administration, the issue may be addressed in writing to the Education Committee.

## **PARENT PARTICIPATION**

Parental participation is one of the most essential ingredients of success for a student and a school. Parents are urged to actively participate in all school activities.

**Parents can participate in the school's success through the following activities:**

- Pray for the school, administration, teachers and students.
- Pay your financial obligations on time.
- Communicate your joys and concerns through proper channels. Praise in public, discuss disputes and concerns in private.
- Volunteer for car pools and field trips.
- Volunteer to help the homeroom teacher through the Parent Volunteer Program.
- Attend and support all school meetings and events.
- Support the school financially by donating books, sponsoring events, attending fund raising banquets, finding generous sponsors for the school.
- Respond to parent survey questionnaires.
- Be punctual in arriving to school and picking up your child from school.
- Cooperate with school policies and be consistent in implementing them at home.
- Join the PTF and help in their activities.

## **PARENT~TEACHER FELLOWSHIP (PTF)**

PTF is a critical and integral part of SMACS life. We strongly encourage all parents to be involved and help for all PTF school activities. Fundraising is a major objective for PTF. All fundraising projects by school parents must first be submitted to the PTF. In turn, with the Principal's approval, the PTF will coordinate and carry out the proposed project. Parents are asked not to conduct fundraising activities without the PTF's involvement. Through parent involvement, students are the beneficiaries.

**SAHAG~MESROB ARMENIAN CHRISTIAN SCHOOL**  
**2024~2025**  
**PARENT and STUDENT**  
**HANDBOOK**  
**SIGNATURE FORM**

*Please sign and return this Form to the School Office by the first week of the new school year.*

**We (Parents and Students) have read SMACS'  
“Student Handbook”(Revised July 2024), and fully concur to comply with  
ALL stated school policies and procedures.**

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Grade*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*PARENT Name*

\_\_\_\_\_  
*PARENT Signature*

\_\_\_\_\_  
*Date*