

Rules & Regulations

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DISCIPLINE POLICY

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 Armenian Elementary & Ferrahian High School are in place to insure a safe and orderly environment conducive to educating students 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 student's positive behavior 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 and or loss of privileges
- Behavior Referral and Detention
- Poor grade in cooperation

Further disciplinary actions by the administration will be

- Suspension
- Probation
- Decline enrollment
- Expulsion

Corporal punishment is not allowed at Ferrahian. 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 supervisors are the authorities around the school. However, all students are required to follow the directives and instructions of any school employee.

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.

DISCIPLINARY MEASURES

Adherence to school rules is mandatory. Those who do not comply with school standards will face consequences. The following are the disciplinary measures employed at Holy Martyrs Armenian Elementary & Ferrahian High 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:

- Field trips, dances, plays, student council/leadership activities, etc.
- Interscholastic athletic teams including practice 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).

Detentions must be served on Saturdays 10:00 a.m. to noon. Serving detention is mandatory. If a student fails to appear on a Saturday to serve detention, then student's Citizenship grade will be lowered by 10 points (one whole grade) for each detention not served..

Detention supersedes all other school programs and activities.

Suspension

Students will be suspended from school when it has been determined that their presence at school causes disruption to the learning process or jeopardizes the operation of the school. For every one-day suspension the Citizenship grade will be deducted by 20 points (two whole grade).

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.

Administration will resort to suspension only after all other corrective measures have exhausted. However, a student may be suspended upon a first offense if the Principal or his/her designee determines that the student's presence in school may endanger persons or property or threatens to disrupt the instructional process.

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 given out to the parents that include the suspension date(s) and the date the student is allowed back to school.
- 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, student may 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 placed on behavioral probation for the rest of the year. If a student received an "F" grade in citizenship in 4th quarter will be placed on probation during the first semester of the following academic year. These students are excluded from all cocurricular and extracurricular activities. If the behavior of a student has not improved, the student will be denied enrollment the next academic year.

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, 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 at Ferrahian 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; and 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. For more information on this subject, please check the "Unlawful or Violent Acts" section of this Handbook

SCHOOL-WIDE RULES

All students have the right to a safe and functional school. Therefore, the students must aim toward self-discipline; respect the rights of others and seek to maintain a safe environment.

Hence, students must:

1. Respect authority and all rules set by the school.
2. Be polite and restrain from using abusive language.
3. Abstain from all acts of disruptive nature and committing truancy.
4. Stay away from immoral activities such as cheating, forging, gambling, stealing.
5. Avoid inappropriate physical contact.
6. Keep appropriate physical appearance
7. Take utmost care in the use and upkeep of school property and structures
8. Be attentive to safety issues.
9. Abstain from bringing to school unauthorized equipment and literature.

Students are accountable for their own actions. Students should understand that the following list of infractions does not include every violation for which a student may receive disciplinary consequences. Other forms of behavior may also result in disciplinary action. California State Law states that a student may be punished, suspended, or expelled for “good cause”.

The following charts describe offenses and corresponding disciplinary actions:

Authority and Defiance		
	1 st Violation	2 nd Violation
Willfully defying school rules and regulations	Suspension	Expulsion
Willfully defying the valid authority of supervisors, teachers, administrators, or other school personnel	Suspension	Expulsion
Meddle with teacher's desk, bookshelf and file cabinets that are regarded as personal property	Suspension	Expulsion
Swearing, insulting, and using profanities toward teachers and other school officials	Expulsion	
Intentionally throwing objects at faculty/staff members	Expulsion	

Behavior		
	1 st Violation	2 nd Violation
Chewing gum, littering	Detention	Suspension
Spreading false information and rumors about the school	Detention	Suspension
Habitual profanity and vulgarity	Suspension	Expulsion

Bullying - Harassment		
	1 st Violation	2 nd Violation
Abusive language, name-calling	Detention	Suspension
Insults and swearing at fellow students	Detention	Suspension
Gossiping and spreading rumors	Detention	Suspension
Threatening gesture and teasing	Detention	Suspension
Stalking and making signs	Detention	Suspension
Defaming of other students	Detention	Suspension
Harrasment of others, because of ethnicity, race, color, religion, ancestry, national origin, and/or disability	Detention	Suspension
Harassment by e-mail, internet postings, phone calls and letters	Suspension	Expulsion

Disruption and Truancy		
	1 st Violation	2 nd Violation
Taking to or eating food in unauthorized areas or littering	Detention	Suspension
Cutting classes or leaving classrooms without permission	Suspension	Suspension
Visiting cafeteria during class hours	Suspension	Suspension
Disruption of school activities and the learning process	Suspension	Expulsion
During school hours, students cannot communicate with others outside of the school grounds.	Suspension	Expulsion
Truancy and leaving campus without obtaining permission from the Administrative Office	Suspension	Expulsion
Ditching classes/school	Suspension	Expulsion
Tampering with the school paging system	Suspension	Expulsion
Tampering with the school fire alarm system	Suspension	Expulsion
Tampering with the school security cameras	Suspension	Expulsion
Tampering with the school phone and e-mail systems	Suspension	Expulsion
Calling 911 in non-emergency situations	Suspension & \$100 penalty	Expulsion & \$100 penalty

Immoral Acts		
	1 st Violation	2 nd Violation
Plagiarism or cheating	Suspension	Expulsion
Forging parents' signature, using forged notes	Suspension	Expulsion
Knowingly receive stolen school or private property	Suspension	Expulsion
Steal or attempt to steal school property or private property	Suspension	Expulsion
Sell or attempt to sell stolen school or private property	Suspension	Expulsion
Playing cards in classrooms or on campus	Suspension	Expulsion
Betting and gambling on school premises	Suspension	Expulsion
Stealing from fellow students	Suspension	Expulsion
Forging legal documents and school official documents	Expulsion	
Damaging or stealing teacher's possessions	Expulsion	

Physical Appearance		
	1 st Violation	2 nd Violation
Male students wearing earrings	Detention	Suspension
Pant accessories such as pocket chains	Detention	Suspension
Female students wearing more than modest make-up	Detention	Suspension
Female students wearing more than one pair of earrings	Detention	Suspension
Artificial nail and nail polish	Detention	Suspension
Rings worn on body parts such as nose, tongue, eyebrows	Detention	Suspension
No visible underwear, pants must be fitted to the waist	Suspension	Suspension

Physical Contact		
	1 st Violation	2 nd Violation
Inappropriate touch of fellow students	Detention	Suspension
Physical contact and forced hugging of others	Suspension	Expulsion
Verbal, visual and physical conduct of a sexual nature	Suspension	Expulsion
Touching the private parts of others	Expulsion	

Property Damage		
	1 st Violation	2 nd Violation
Misuse of lockers	Detention	Suspension
Cause or attempt to cause damage to school property	Suspension	Expulsion
Throwing objects in classrooms or throwing objects out of the classroom windows	Suspension (1 day)	Suspension (2-3 days)
Throwing objects in the courtyard and over the fences	Suspension	Expulsion
Tagging school property; marking or writing on walls, desks, tables, chairs, or any other furniture	Suspension	Expulsion
Spray-painting trash bins and other school property	Suspension	Expulsion
Vandalism	Suspension	Expulsion
Substantial vandalism to school property	Expulsion	
Forced breaking and entering	Expulsion	

Safety		
	1 st Violation	2 nd Violation
Using/riding skateboards, roller blades or bicycles	Detention	Suspension
Pushing, hitting and kicking	Detention	Suspension
Scuffling and wrestling	Suspension	Expulsion
Possession and use of laser pointers	Suspension	Expulsion
Possession, use, sale or furnishing of knives, scissors and other sharp objects, that may cause bodily injury	Suspension	Expulsion
Possession or use of lighters, matches, fire crackers	Suspension	Expulsion

Electronic Equipment		
	1 st Violation	2 nd Violation

Possession of telephone beepers, radios, IPODs, CDs, earphones, audio/video equipments, cameras, etc.	Detention & one week confiscation	Suspension & one month confiscation
Middle school students absolutely are not allowed to bring cell phones to school. Students may not carry cell phones in their backpacks and may not store them in their lockers.	Confiscation of the item for the entire year. Students may retrieve the confiscated cell phone after one week, by donating \$50 to school Hai Tahd activities.	
High school students are not allowed to carry or use cell phones during school hours. Cell phones must be stored in off position in lockers or cars for after school hours use.		

Unauthorized Literature		
	1 st Violation	2 nd Violation
Sale and solicitation of any nature	Detention	Suspension
Posting/distributing unauthorized flyers & printed matter	Detention	Suspension
Possession of books & magazines not authorized by school	Detention	Suspension
Possession of adult magazines of sexual content	Suspension	Expulsion

ILLEGAL ACTS

Based on the severity of the violation committed the Administration has the full authority *to report to the police or fire department* about the incident and request their immediate intervention to restrain all kinds of unlawful and/or violent acts. The following violations are serious enough to require the involvement of the police or fire departments.

	1 st Violation	2 nd Violation
Alcohol and Tobacco		
Possession/use of alcoholic and tobacco products	Expulsion	
Possession/use of any product containing nicotine	Expulsion	
Drugs		
Possess, offer, arrange and negotiate to sell or furnish any drug paraphernalia	Expulsion	
Unlawfully possess, use or be under the influence of any controlled substance or intoxicant of any kind	Expulsion	
Unlawfully offer, negotiate to sell, deliver/furnish and sell any controlled substance to others	Expulsion	
Gangs		
Using signs, logos, symbols, graffiti and apparel that display disruptive pictures, messages and slogans, or any other marks associated with gangs and clandestine groups	Suspension	Expulsion
Association with gang members	Expulsion	
Direct association with and/or membership in gangs	Expulsion	
Safety		
Setting fire	Expulsion	
Committing or attempting to commit robbery and extortion	Expulsion	
Possession, use, sale or furnishing of explosive devices, fire arms, or other dangerous/hazardous objects that may cause bodily injury	Expulsion	
Possession of imitation fire arms and any type of air gun	Expulsion	
Causing, attempting to cause, or threatening to cause physical injury and or property damage to another person	Expulsion	
Making terrorist remarks and threats against students, school officials and school property	Expulsion	
Any comment or reference to killing or using fire arms	Expulsion	
Any comment/reference to self-inflicted injury or suicide	Expulsion	
Fighting and other aggressive behavior	Expulsion	
Sexual Abuse		
All kind of sexual advances, assaults, and inappropriate physical touch.	Expulsion	

CLASSROOM RULES

Students have the right to a positive learning environment without any disturbance or interference from fellow students. Therefore, strict adherence to the following classroom rules assures the right atmosphere for the learning process.

- Students must follow all “School-Wide Rules” applicable to the classroom environment
- Students must follow all classroom regulations set by the teacher
- Students must have orderly conduct in classroom as follows:
 - Students must be in classroom and seated at their desks when the bell rings
 - Students must remain in seats at all times except when given permission to leave
 - Students must not sit on top of the desks
 - Students must work quietly in a low tone during group activities
 - Students must avoid sleeping in classroom
 - Students must avoid grooming in the classroom
 - Students must not chew gum, eat, or drink in classrooms
- Students must be cordial in their relationship with the teachers
 - Students must follow teachers' directives without challenge and at all times
 - Students must address and refer to school personnel as Dr., Mr. (Baron), Mrs. (Digin), Ms., Miss (Oryort).
 - Students must raise a hand to take permission to talk or to ask questions.
 - Students must be highly attentive to class instructions
 - Students are not allowed to invite parents, friends, and alumni to classrooms
- Students must respect the following supervision regulations
 - A student must be under supervision at all times
 - Students may not be in a classroom without the presence of a teacher
 - Students must obtain written permission from the teacher before leaving the classroom
 - Restroom visits must be done at recesses only, except in emergency situations.
 - Students cannot visit other classrooms.
 - Students cannot leave the classroom before the bell rings.
- Students must be prepared for classroom work and will be penalized for frequently committing the following academic infractions:
 - missing homework assignments
 - having incomplete homework assignments
 - being unprepared for classroom work
 - failure to bring the required workbooks and textbooks to classroom
 - missing parental signatures in assignment book (grades K-8 only)
 - missing parental signatures on tests (grades K-8 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 the above-mentioned Classroom Rules. The teacher will document all violations and accordingly assign the cooperation grade for each course.

If a student frequently violates the above-mentioned Classroom Rules, the teacher must submit a “Referral Form” to the Vice Principal for proper action. Teachers are responsible in dealing with the above-mentioned classroom infractions as follows:

Classroom Infractions & Cooperation Grade			
E	Excellent	Exemplary conduct and no infractions	
G	Good	Good behavior and no infractions	
N	Needs Improvement	1-5 infractions	Warning or Detention
U	Unsatisfactory	6-10 infractions	Detention or Suspension

At the end of each quarter, two and more “Us” in Cooperation Grades will lead the Administration to issue the student a probation contract. If the performance of the student has not improved the next quarter, then the student will be denied registration the ensuing year. If the performance of the student has remained unsatisfactory, then the expulsion process will take place.

ATTENDANCE RULES

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 180 days. Students must be on campus everyday during school hours unless excused by the Administration. The school day at the Encino Campus begins at 8:00 a.m. and ends at 3:30 p.m. and at North Hills Campus begins at 8:10 a.m. and ends at 3:15 p.m.(grades K-2) and 3:25 p.m. (grades 3-5).

Students must be on time for all classes. In the mornings attendance is taken by homeroom teachers and submitted to the Administrative Office at the beginning of the first period. Attendance is also taken by individual teachers throughout the day, for every period they are assigned to and submitted to the Administrative Office at the end of the day.

Attendance records (tardies and absences) are reported on students' report cards on quarterly basis. Since student attendance and students achievement are closely intertwined, the Administration has established attendance rules that will improve students attendance.

Tardiness

Students should proceed to classrooms at 7:55 a.m. and must be in classrooms at 8:00 a.m.

1. Students who arrive to school between 8:00 a.m. and 8:10 a.m., are tardy and must proceed directly to their classroom. The homeroom teacher will record the tardiness and turn over the tardy list to the Administration at 8:10 a.m. sharp.
2. Students who arrive to school after 8:10 a.m. must report to the Administrative Office and will be recorded as partially absent (for details refer to "Partial Absence" section).
3. At the end of each quarter the Citizenship grade will be deducted according to the number of tardy occurrences (see table below).

Consequences of Tardiness	
Tardiness	Tardy
4	Citizenship grade deducted by 10 points
5	Citizenship grade deducted by 15 points
6	Citizenship grade deducted by 20 points
7	Citizenship grade deducted by 25 points
8	Citizenship grade deducted by 30 points
9	Citizenship grade deducted by 30 points & exclusion from extracurricular activities for the rest of the year including field trips, athletic events, games, practices, etc.

Absence

Regardless of the nature of the absence 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. In case of an absence over two days due to illness, a student must bring a note from a licensed physician.

Unexcused absences: If the Administration has not received a signed note from a parent/guardian or a licensed physician on the first day of student's return to school, the absence will be considered unexcused.

At the end of each quarter the Citizenship grade will be deducted according to the number of unexcused absenteeism recorded (see table below).

Absences/Quarter	
Absences	Behavior Detentions
2 unexcused	Citizenship grade deducted by 10 points
3 unexcused	Citizenship grade deducted by 20 points
4 unexcused	Citizenship grade deducted by 30 points
5 unexcused	Citizenship grade deducted by 30 points & exclusion from extracurricular activities for the rest of the year including athletic events, field trips, etc.

It is the responsibility of the student to clear all absences, make up class work and assignments, and arrange with the teacher to take any missed quizzes and tests. In the case of unexcused absences, it is within the individual teacher's right to allow for quiz or test make ups. However, this should have been exclusively included in the teacher's classroom regulations distributed to the students in the beginning of the year.

The teacher of any class from which a pupil is absent shall determine the tests and assignments reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Any student absent from school on the day of a school event or athletic contest, dance, etc., may not attend or participate without the explicit permission of the Principal. This policy is in keeping with the requirements of the California Interscholastic Federation.

Partial Absence

Students who arrive after 8:10 a.m. must get “Classroom Admission Slip” from the Administration and will be recorded as partially absent. All such absences will add up on the student's attendance record. Students arriving late after the 2nd period will be excluded from all school co-curricular, extracurricular, and athletic activities for that day.

Students arriving to school after 8:10 a.m., will be recorded partially absent as follows:

Middle School	High School	Absence
1 st period (after 8:10 a.m.)	1 st period (after 8:10 a.m.)	20%
2 nd period	2 nd period	30
3 rd period	3 rd period	40
4 th period	4 th period	50
Lunch	5 th period	60
5 th period	Lunch	70
6 th period	6 th period	80
7 th period	7 th period	90

Habitual Absenteeism Throughout of the Year

If the total absenteeism incurred from the beginning of the academic year reaches 10 unexcused absences, the student will be on probation and will be disqualified for academic and monetary awards.

If the total absenteeism incurred from the beginning of the academic year reaches 15 unexcused absences, the student will be subject for class retention for insufficient academic instruction acquired.

If the total absenteeism incurred from the beginning of the academic year reaches 20 unexcused absences, the student's enrollement will be subject for immediate termination.

Absences/Year	
10-14 unexcused	Probation
15-19 unexcused	Class Retention
20 and above	Immediate Termination

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 clearing 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.

Late To Class

Students are expected to attend all classes on time. Coming into class late interrupts the normal classroom activity and will result in less instruction acquired. It will also adversely effect the student's class participation negatively. According to school grading policy, participation portion of the grade is at least 10%. Accordingly, the teacher will deduct one point for each late occurrence.

Therefore, teachers must admit late students to class and assign them as "late" and deduct one point (1%) of the overall grade (see table below).

Consequences of Arriving Late to Class	
1 occurrence	1 point deducted
2 occurrences	2 points deducted
3 occurrences	3 points deducted
4 occurrences	4 points deducted
5 occurrences	5 points deducted
additional occurrences	1 point for each occurrence

PRIVACY AND 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-Wide 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:

1. 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.
2. Lockers should be kept locked at all times (unauthorized locks will be cutoff).
3. The school is not responsible for personal property kept inside the lockers.
4. The Administration may inspect lockers periodically and at random:
 - a. To prevent waste accumulation
 - b. To promote safety, health and fire protection
 - c. To recover missing property
 - d. To prevent the storage of unauthorized, illegal and dangerous items
5. Students are responsible for keeping their lockers clean inside and out.
6. Students cannot affix posters, pictures of any kind inside the lockers.
7. Students are not allowed in the Gymnasium or near lockers after school hours.
8. 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 must 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.

Personal Belongings

Students must be attentive to their books, clothing, and other belongings. Student must not bring to school telephone beepers, cellular phones, radios, earphones, audio/video equipments, cameras, IPODs, etc. These items will be confiscated by the teacher and turned over to the Vice Principal's office (see School-Wide Rules for details). The school is not responsible for loss or damage to such equipment.

Students who violate the above mentioned regulations will be penalized according to Scholl Wide Rules Electronic Equipment section.

UNIFORM CODE

Students are expected to be in clean and neat school uniform during school days or at school-organized activities, including field trips and official competitions as necessary. 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 (please refer to Miscellaneous Expenses section.) The following are the uniform components and must be strictly enforced:

Shirts, Sweaters, and Jackets:

- White, short-sleeved, or long-sleeved polo shirt with the school logo.
- Gray pullover sweatshirt with the school logo.
- Plain white T-shirts, tank tops, or long-sleeve shirts can be worn under the official polo shirts and grey pullover sweatshirts.
- Gray hooded, zippered sweat-jacket with school logo.
- Navy blue windbreaker with the school logo.
- Only official polo shirt can be worn underneath the zippered sweat-jacket and navy blue windbreaker.

Pants:

- Navy blue shorts for boys K-5.
- Navy blue pants for boys and girls (corduroy pants allowed). Length not to exceed two inches below the ankle and worn at or above the hip area. Side pockets not allowed.

Skirts for Girls:

- Jumpers for grades K-5.
- Navy blue pleated skirts grades 6-12.
The length of the skirt/jumper not to exceed 1 inch below the knee or 4 inches above the knee.
Navy blue bike shorts or navy blue ankle-long leggings may be worn under the skirt/jumper.

Socks, Stocking, Tights:

- White, black, or navy blue ankle-length socks
- Peds are permitted
- White, navy blue, or neutral-colored knee-high stockings
- White, navy blue, or natural plain tights
- Lace not allowed for all socks, stockings, or tights
- Patterns, except for subtle designs, are not allowed

Scarves

- White, gray, navy blue scarves may be worn around the neck on cold days

Shoes, Sneakers, Boots:

- Shoes and sneakers in any color with conservative markings, and height below the shin area.
- Boots, including "Ugg-type" are allowed, provided that pants are not tucked in.
- 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
- Gray sweat pants with the school logo for grades K-5

Note: Students must be in PE uniforms during PE classes

Parents are advised to make sure that their children are dressed in accordance with the school Uniform Code. Homeroom teachers will not allow students in classrooms if their attire does not meet the school regulations. Throughout a day, all teachers and supervisors will refer violators to the Administrative Offices and the student will be penalized as follows:

Uniform Code Violation	
1st Violation	Detention
2nd Violation	Suspension

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 must not cover the eyes
- Hair must not extend over the ears
- Hair must not be shorter than half an inch.
- Hair length should not extend over the shirt collar
- Side-burns must not exceed the earlobes
- Grown up boys must be cleanly shaven

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 by the homeroom teachers and will be penalized as follows:

Physical Appearance Code Violations	
1 st violation	Behavior Detention
2 nd violation	Suspension

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 lots 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.

Violation of Common Area Policies	
1 st violation	Detention
2 nd violation	Suspension

Besides verbal warnings, detentions, and suspensions violation of parking/traffic rules by students and parents may result in loss of parking privileges for one week and subsequent loss of parking privileges for the entire school year, depending on the circumstance.

COMMON AREA POLICIES

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. Talking, whistling, stamping of feet, booing are discourteous manners. Therefore, students must:

- 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 eat quietly and courteously,
- 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 Quarters: Faculty quarters are for faculty use only. Therefore,

- students are not allowed to enter the faculty quarters,
- students are not allowed to use the copiers and computers of the faculty quarters.

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

Library: The Library is a resource center that meets the academic and intellectual 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.

Swimming Pool (North Hills Campus):

- Students wearing swimsuits must remain in the pool area.
- Jumping and running is forbidden in the pool area.
- Food consumption is not allowed in the pool area.

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.

Playgrounds: Students can be playful on the school playgrounds. However, activities such as leapfrog, tagging, reckless running, water splashing, or similar games are forbidden.

Students who violate the above listed regulations will be penalized as follows:

Violation of Common Area Policies	
1 st violation	Detention
2 nd violation	Suspension