



Parent - Student Handbook

The Academy is an affiliate member of the
AMERICAN MONTESSORI SOCIETY

**PENNSYLVANIA ASSOCIATION OF INDEPENDENT SCHOOLS
(PAIS)**

and is accredited by the
MIDDLE STATES ASSOCIATION OF ELEMENTARY SCHOOLS

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This Handbook has been prepared to acquaint you with the policies and procedures of the Armenian Sisters Academy. It contains the guidelines which are necessary for an organized school community and provides the tool for an effective communication between the school and the parents of children attending the Armenian Sisters Academy.

Working together, we can create a school community which strives for Christian and academic growth in our children.

HISTORY

In 1963, at the request of Msgr. Stephen Stepanian, then Pastor of St. Mark's Armenian Catholic Church in Philadelphia, The Congregation of the Armenian Sisters of the Immaculate Conception sent three energetic nuns, Sister Valentine, Sister Hripsime and Sister Arousiag, to establish an Armenian day school...a dream of the Philadelphia community for more than 50 years.

After four intensive years of preparation, the first Armenian day school on the East Coast was started in a two-room facility with an initial enrollment of 12 preschool/kindergarten children.

The greater Philadelphia community now had a school where the rich Armenian language, history and culture could be passed on from generation to generation. It is the primary mission of the Armenian Sisters Academy to preserve that heritage, while providing a quality educational program in the required American curriculum.

An ecumenical Board of Directors was formed in 1968 which brought together area Armenians of various persuasions in overwhelming support of a school organized to serve them all. Generous financial and moral support of the Armenian community assisted the Board and the Sisters in their efforts to establish this school. Between 1967 and 1975 a grade was added each year, and the enrollment grew to 165. The school was relocated three times to accommodate its growing needs.

In October 1975, after eight years of moving from one facility to another, the first students of the new school building eagerly crossed the threshold of a magnificent structure in Radnor, Pennsylvania that was now the permanent home of the **ARMENIAN SISTERS ACADEMY** a tribute to the selfless dedication, hard work and perseverance of the Armenian Sisters of the Immaculate Conception. The Academy is also a tribute to the Armenian community without whose financial and moral generosity the dream could not have come true.



The emblem of the Armenian Sisters Academy is representative of the school's mission and purpose. The triangle, which outlines the emblem, represents the close union of students, faculty, and parents. The white figure of Mount Ararat is the symbol of Armenia – a reminder of the Armenian heritage and purpose of the Academy. The Academy, like a soaring eagle, strives for higher knowledge in pursuit of academic excellence and encourages its students to reach their full potential. The three Armenian letters (A.S.A.) complete the seal. These letters embody the education endeavor of developing an Armenian-American community founded on the principles of our Christian faith and ethnic values.

MISSION STATEMENT

The Armenian Sisters Academy, an Independent Armenian Day School for students in Pre Kindergarten through eighth grade, offers a comprehensive and rigorous accredited academic program which includes the study of the Armenian language, history and culture.

The Academy utilizes the Montessori Method in Pre-K and Kindergarten and incorporates Montessori philosophies in grades one through eight. The school aims at providing a safe, caring and enriching environment based on Christian values where each child is empowered to reach his/her full potential.

PHILOSOPHY OF EDUCATION

With Jesus as the Master Teacher, we, the Administration, the Faculty and the Staff of the Armenian Sisters Academy, dedicate ourselves to the overall education of the students trusted to our care. We recognize that each student is a unique person created to the image and likeness of God. This fundamental truth is at the core of the school's mission. In a nurturing, spiritual, disciplined and well- prepared environment, the faculty helps each child to reach his/her full potential according to the Montessori philosophy (or guidelines).

The Academy is also dedicated to perpetuating the Armenian identity, its language, history and cultural heritage. The school endeavors to shape an Armenian-American community founded on the principles of our Christian faith.

We believe that education is intended to foster Christian values. With Jesus as their model, the children learn to treat others with respect, dignity and integrity.

We believe that education is intended to encourage students to become lifetime learners, accomplished professionals, fulfilled individuals dedicated to the service of their family, church and community. The school prepares its students to face the challenges of our society, accept leadership responsibilities and become contributing members of the global community, respectful of its environment and resources.

We believe that as a faculty, we have the responsibility to provide for the education of the whole child as he/she grows intellectually, spiritually, physically, socially and emotionally. Based on gospel values of faith and prayer, in an environment of respect, love and exploration, the school provides the students the intuitive skills and resources they need to flourish in their chosen pursuits.

Parents as primary teachers and the faculty work in partnership to support and enhance the values mutually accepted and agreed upon.

ADMISSIONS

The Armenian Sisters Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. Similar policies apply to the school staff.

The Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its education policies, its admission policies or in any school administered program. The Armenian Sisters Academy gives preference in admission to children of Armenian descent.

Before a child is accepted for registration, an interview with the parents and child is required and the following information must be presented:

- A state certificate of birth as evidence of age.
- A record of compliance with local and state of Pennsylvania health regulations.

In accordance with Pennsylvania State Law, all school children are required to be immunized against serious communicable diseases and to show proof of immunization before attending school in the Commonwealth of Pennsylvania. The intent of the regulations is to keep healthy children in school and to minimize the chance of disease outbreaks which can interfere with a child's health and education.

The following immunizations are required for all students entering school for the first time at the kindergarten or first grade level:

1. Diphtheria and Tetanus – 4 or more properly spaced doses of DTP, DtaP, Td or DT, or any combination of the three with one dose administered on or after the fourth birthday.
2. Polio – 3 or more properly spaced doses of polio vaccine (IPV or OPV)
3. Measles (Rubeola), German measles (Rubella), and Mumps – one dose of each, preferably given as MMR, on or after the first birthday.
4. Measles (Rubeola) – a 2nd properly spaced dose, preferably given as MMR
5. Hepatitis B – 3 properly spaced doses of Hepatitis B vaccine
6. Varivax vaccine or proof of chicken pox disease - 2 doses of vaccine are strongly recommended for school age students.

Children entering pre-kindergarten must have all age-appropriate immunizations and maintain a schedule to have all of the above immunizations completed before entering kindergarten. We strongly recommend that all preschool children be immunized with the Hepatitis B vaccine before entering any program.

Additional requirements for grade 7:

- a) Varivax vaccine or proof of chicken pox disease (2 doses of Varivax are required if a student begins immunization at age 12 or older)
- b) Hepatitis B - (3 properly spaced doses of Hepatitis B vaccine)

PARENTAL ROLE

The home is the primary school of values essential to a well-ordered society. Parents have an obligation to continuously educate their children in an atmosphere of love and respect for God and man.

The partnership of parents and school is reinforced by:

- Setting a good example.
- Sending children to school physically fit with sufficient sleep, clean, properly dressed, and with a good breakfast and a nutritional lunch.
- Assisting the child's academic development by examining report cards carefully, supervising home studies, and cooperating with the school in matters pertaining to activities, recreation and discipline.
- Identifying and encouraging the child's special interests and talents.
- Supporting and adhering to the school's guidelines and policies.
- Taking an active role in the PARENTS-TEACHERS ORGANIZATION (PTC).
- Respecting the decisions of the faculty and administration.

ARRIVAL / DEPARTURE

Children may arrive between 7:30 and 8:20 a.m. at the Activity Center entrance. Doors will be locked at 8:25 a.m. sharp. Children arriving late must report to the school lobby.

Parents are required to leave their child (ren) at the Activity Center entrance. Please do not accompany your child (ren) into the building. If your child needs help getting out of the car you must park in a parking spot and help your child out. The drop off line is for those students who do not need assistance getting in or out of the car. Please come for your child (ren) promptly at the close of the school session or at the end of any after school activity. **Notify the school office immediately if you will be unexpectedly delayed.**

Half-day students should be picked up from the school lobby promptly at 12:30 p.m. In case of an emergency when the half-day student must remain all day, a fee of \$15.00 will be charged.

Children will be dismissed from the Activity Center entrance. Township buses have priority due to their schedules. Parents are asked to arrive at 3:00 p.m. and wait outside until their child is called. Parents are asked to arrive at 12:00 p.m. when there is a noon dismissal.

Kindly obey the one-way traffic signs in the driveway and observe a 10-mile per hour speed limit at all times. Fire regulations prohibit parking in front of the school building AT ANY TIME. All cars must be parked in designated parking areas.

Children are not permitted to cross the driveway. Parents picking up their children should drive to the school entrance to meet their children. Do not leave your car unattended at the entrance AT ANY TIME.

When coming for a sick child or in an emergency, park the car and come to the school lobby.

If there is a change in your child's departure you must send in a note or call the school, no later than 2:00 p.m.

ATTENDANCE / ABSENCE

Regular daily attendance is essential for the academic development of the student. Excessive absences cause the preschool child a readjustment process and the elementary child to fall behind in his/her class work.

Family vacations should be planned during the school's Christmas, Easter and summer vacations. A vacation taken during school time is disruptive to the child's education.

School Hours: 8:20 a.m. – 3:00 p.m.

Please make dental and doctor appointments after school hours if possible. A written request from a parent is required for an early dismissal one day prior to the appointment.

TARDINESS

Students will be listed tardy if they are not in school by 8:25 a.m. Tardiness is discouraged because the instructional day is too important to allow for interruption and the need to repeat a lesson being taught.

Children arriving late must report to the receptionist before entering the classroom.

Parents should make an earnest effort to bring their child (ren) to school because of a missed bus. The bus driver has a schedule to follow and cannot wait for late children.

ABSENCE

Parents are required to call or email the school office between 9:00 a.m. and 10:00 a.m. if the child will not be in school. This is to be done on each day of the absence unless indicated that the child will be out for an extended period of time. Failure to do so will result in a call from the school receptionist to assure the safety of the child. A written, dated note explaining the reason for the absence must be sent with the child when he/she returns to school. A physician's certificate of good health is required if the absence was due to a serious illness or infectious disease. Children who are absent for any reason are required to make up the work they have missed.

EMERGENCY CLOSINGS

When inclement weather is expected (NO SCHOOL, LATE OPENINGS, EARLY DISMISSALS):

- The school will send out “**blast emails**” through Mail Chimp, and text messages and recorded phone calls through Option C regarding no school, late openings, and early dismissals.
- Check the school website periodically for inclement weather information. The most up-to-date information will be posted.

Getting the children home SAFELY is our main priority. In the event that we are notified that a township is picking up early, we will send your child (ren) home on the bus unless we hear from you otherwise. That is why it is so important that you know what your township is doing. Also, it is a good idea that you have a plan with your child (ren) in the event that they get home and there is no one there to greet them.

The fewer phone calls that we receive with questions regarding your township’s status will allow us to more efficiently arrange for a smooth dismissal.

COMMUNICATION / CONFERENCES

PARENT-TEACHER CONFERENCES

Conferences are scheduled through Option C. You will receive notification when scheduling opens, and instructions how to sign up for your child’s conference. Progress reports will be sent through Option C to make parents aware of their child’s progress before report cards are given out. Montessori level conferences are held in early December after the classroom observation period. Conferences for Primary, Intermediate and Junior levels are scheduled after the first report card period. Both parents are encouraged to attend. Additional conferences may be scheduled when deemed necessary by either the parent or the teacher.

APPOINTMENTS WITH TEACHERS

Parents are encouraged to initiate a conference with a teacher any time you feel it is necessary. All conferences with teachers should be scheduled so as not to interrupt classes, conflict with other meetings, or keep the teacher from his/her class. Parents may leave a message by phone for a teacher, email or send a note and the teacher may return the call or schedule an appointment at a mutually convenient time. Please refrain from calling teachers at home.

Parents are advised first to bring matters pertaining to discipline, grades, classroom procedures, etc. to the direct attention of the teacher involved before involving the administrator.

INFORMATION

Announcements from the school will be sent home via email. Our activity calendar is posted on our website.

SPECIAL REPORTS are sent home as necessary.

DISCIPLINE

The Armenian Sisters Academy exists to provide a quality Christian education for each student. Discipline is essential for the achievement of this goal. Discipline standards are meant to be a positive help toward the attainment of SELF-discipline. A discipline from within a person that builds self-confidence and pride is the intended outcome of the school-wide discipline expectations at Armenian Sisters Academy. A child's growth in learning responsible freedom is directly related to his/her choices of considerate and cooperative behavior.

All students are made aware of the expected norms of behavior and general school rules by their teachers. Children who fail to comply with the standards are guided to acceptable behavior by their teachers and, in more serious cases, by the Principal. It is the parents' responsibility to support and reaffirm with their child the rules and policies of the school.

A child's continued attendance at the school is conditioned on the parents' and child's adherence to the school's rules and policies.

DISCIPLINARY ACTION

The school's faculty and Administration are tasked with administering the school's rules and policies. The Administration takes all violations of those rules and policies seriously and reserves the right to take appropriate disciplinary action as it deems necessary. For serious offenses or for consistent misbehavior, it may become necessary to:

- Meet with parents, student, teacher and principal.
- In-School Suspension.
- Out-of-School Suspension.
- Expulsion

The use of PHYSICAL/VERBAL ABUSE, FIGHTING, BULLYING, SEXUAL ACTS/CONTACT AND/OR HARRASSMENT, whether committed on or against other students, faculty, Administration, parents or any other individuals during school, or before or after school hours, will not be tolerated. **This includes the use of electronic means, including social media and networking (including blogs, personal website, Facebook and Twitter), e-mail, texts, instant messaging or phone calls to commit any of the foregoing actions.** In this era of information technology, actions of children before or after school and off school property can have an impact on students and the school. The school's policies therefore apply in all locations and at all times. It is the parents' responsibility to monitor the actions of their children, and to assist the Administration in enforcing disciplinary actions during non-school hours. DRUGS/ALCOHOL/SMOKING and WEAPONS are forbidden on school property.

Students who fail to comply with these rules will be immediately suspended, or expelled from the Academy at the sole discretion of the Administration.

For purpose of these rules, “bullying” shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students, faculty member, anyone in the Administration, or parents of students
2. that is severe, persistent or pervasive and that has the effect of doing any of the following:
 - a. substantially interfering with a student’s education
 - b. creating a threatening, harmful or hurtful environment
 - c. substantially disrupting the orderly operation of the school

In addition to the foregoing, the following are considered major disciplinary infractions. However, the list is not limited to:

Repeated violation of the moral law (e.g. bullying, foul language, cheating, stealing, vandalism, etc.)

Repeated insolence or disrespect for the faculty, Administration, school, other students or parents

Chronic failure to conform to the rules and regulations of the Academy.

Truancy from school or class.

Possession and/or use of weapons.

Possession and/or distribution of illegal substances.

The Administration reserves the right to decide the course of action to be followed in all cases of disciplinary infractions. The Administration also reserves the right to suspend or expel a child if his parent violates any of the foregoing rules.

If a parent becomes aware of any violation of the foregoing rules, they must bring it to the attention of the Administration immediately.

FAMILY AND GENERAL INFORMATION

CHANGE OF VITAL INFORMATION

Parents should notify the school office of any change in address, telephone number, employment, or emergency card information.

EMERGENCY CARDS

An Emergency Information Card is kept on file for each student. This information is necessary for immediate use in the event of an accident or illness. Please obtain permission from the person you want to act in your behalf if you are unavailable. The information on the card must be updated whenever changes take place. The school must know where to reach parents or the designated person at all times in case of an emergency.

IDENTIFICATION OF BELONGINGS

All wearing apparel and personal belongings (including gym clothes, mittens, gloves, boots, sweaters, schoolbags, lunch boxes, etc.) must be clearly marked with the child's full name. INITIALS ARE NOT ENOUGH. Both items in a pair must be marked. The Academy is not responsible and cannot take the time to look for unmarked items which are lost. All unidentified clothing and other unclaimed items will be sent to a local charity.

Care and respect for school equipment and materials are the responsibility of each student. If a child brings home materials which do not belong to him/her, parents are asked to have the item returned to school. Respect for the property of others is an important moral value to be reinforced.

DAILY NEEDS / CLASS PREPARATION

We ask that the students check their needs each morning – books, lunch, art equipment, gym clothes, homework, music requirements, etc. It is the joint obligation of the parents and faculty to teach a sense of responsibility; remembering daily needs is one of them. Items brought in during the school day for your child are to be left with the receptionist.

TOYS AND GAMES

Occasionally, a student may bring a game or toy to school with the teacher's permission for show-and-tell. The game or toy must be clearly identified with the child's name. The school assumes no responsibility if the game is lost or damaged. Electronic games should not be brought to school at any time. Recess is a time for exercise and socializing. The school provides board games for student use when it is necessary to have indoor recess.

CELL PHONES

Students may not use their cell phones in school and they must be turned off and kept in the Principal's office during the school day.

It is mandatory that parents sign a form stating their child's cell phone number. When necessary, students may ask the office to call home in an emergency. Cell phones will be confiscated if this policy is violated. Parents may call the school office to have a message relayed to their child (ren).

STUDENT FUNDRAISER (DRESS-UP DAY)

Students pay two dollars (\$2.00) for the privilege of not wearing their uniform to school. Information regarding these days and acceptable dress code policy is sent home in early September. To avoid any confusion on these days only the following is permitted. Any child that consistently breaks these rules will not be able to participate in any other dress down day events.

Rules for Montessori through Junior level.

Dress Down Day during the school year:

Jeans or pants (not torn, tight or dragging on the floor)
Long sleeve shirts or sleeves to the elbow (no messages besides brand names)
Sweat suit
Dresses or skirts to the knees
Capris (only past the knees)
Gym uniform
Sneakers
Dress shoes (no open toe sandals)

Hantes Practice:

Shorts to the knees (not torn or tight)
Jeans or pants (not torn, tight, or dragging on the floor)
Capris (only past the knees)
Long sleeve shirts or sleeves to the elbow (no messages besides brand names)
Dresses or skirts to the knees
Gym uniform

School shoes only

LUNCH

Students shall bring lunch and a beverage from home. Two napkins should be included with the lunch daily.

Parents should provide a nutritional lunch for the child (ren). Junk food should be replaced by a piece of fruit, veggie sticks, graham crackers, etc.

Metal lunch boxes are not permitted. Lunch boxes must be clearly marked, both inside and out, with the child's name. If using paper bags, the child's name must be written in large letters on the bag.

Students may not discard uneaten lunches nor trade food with other students. Unfinished lunches must be taken home.

ADDITIONAL LUNCH PROGRAMS

From time to time, volunteer mothers serve a hot lunch. Also, the graduating class has several fundraisers throughout the year; a weekly snack/dessert sale, or a “pop up” hot lunch. All information regarding these programs will be emailed to parents and posted on the school’s social media sites.

PARTIES / INVITATIONS

First through Eighth Grade – To celebrate a birthday in school, children may bring in cookies or cupcakes to serve to their classmates at lunch time.

Birthday invitations MUST BE GIVEN TO EVERY CLASSMATE when distributed in school. Invitations and or cards should be sent by parents through the mail / emailed if it does not include the entire class. Consider how your child would feel if he/she were excluded.

SPECIAL HOLIDAY PROGRAMS

Montessori students come to school dress-up in their Halloween costumes and parade around the activity center. Homeroom teachers may decide to have a class party to celebrate other special days; e.g. Christmas, Valentines Day, etc. Children will be asked to bring treats for the party.

SNACK POLICY

DUE TO SEVERE ALLERGIC REACTIONS TO PEANUTS OR ANY TYPES OF NUTS IN SOME CHILDREN, WE HIGHLY DISCOURAGE PEANUT BUTTER PRODUCTS AND ANY KINDS OF NUTS FOR SNACK.

PRIMARY AND LOWER INTERMEDIATE LEVELS:

Primary and Lower Intermediate Levels have a mid-morning snack period. Snacks should be kept in the backpack, not in their lunch box. Recommended snacks are:

Granola bars, pretzels, graham crackers, cheese sticks, etc. (no beverages, please).

IMPORTANT MONTESSORI INFORMATION:

Morning Snack – Snack should be sent to school every day. Please label your child’s snack and pack it in their backpack (not lunch box). This helps streamline the process of the children unpacking their belongings every morning. All snacks must be peanut free.

Afternoon Snack – Each family is responsible for providing afternoon snacks for their child’s class during their scheduled week(s). Snack may be dropped off on the first school day of the assigned week. A letter with snack details will be sent home the week prior to your assigned week. All snacks must be peanut free.

Birthday Policy (Montessori) – Please send in \$8 for Montessori birthday treats. All children will be recognized on their actual birthday. Birthdays are celebrated monthly on the last Friday of the month. The Montessori teachers provide birthday treats for all children.

Backpacks- All children should have a standard size backpack. The smaller pre-school backpacks are too small to hold a standard the folder used for communications.

Monthly Calendar – is sent home at the beginning of each month. All Montessori events are marked on that calendar.

Communications – to Montessori parents will be through our homeroom email groups.

Daily Communication Folder – should be sent back to school every day. Please send any notes or forms to teachers in that folder.

Progress Reports – Fall - All Montessori Students
February- Nappers

Report Cards- November - Bridges & Kindergarten
March - Bridges & Kindergarten
June - All Montessori Students

Show and Tell – takes place on the third Friday of the month. The theme will correlate with the Montessori class’s theme of the month.

Montessori Events – Halloween, Pajama Day, Chocolates with Dad, Muffins with Mom, Field Day (Details will be provided as the event nears).

Nap Blankets – will be sent home on Friday. They should be washed and sent back to school on Monday.

Change of clothing – should be replenished in their spare clothing box the next day if your child should have an accident. Please label all of your child’s belongings (clothing, shoes, lunch boxes, backpacks, water bottles, jackets/coats, etc.)

Please pack napkins, utensils and water bottle/drink in your child’s lunch box every day. Please pack lunchbox so that all food fits inside lunch box (refrain from multiple containers that do not fit inside lunch box).

FIELD TRIPS

Field trips are planned to compliment or enrich the school curriculum. One of the school uniforms will be required dress for the activity or performance. A parent request form must also be in the office prior to the planned trip. Because of safety concerns, transportation for most trips will be by bus.

Parents are responsible for the costs incurred (transportation, admission, and etc. for the particular activity.)

SAMPLE REQUEST FORM

I request that my child _____, be permitted to accompany his/her
(Name)

class on the field trip to _____ on _____.
Destination Date

Signed _____ Date _____

HEALTH CONCERNS

Please refer to the HEALTH SERVICES HANDBOOK for information regarding mandated immunizations and dental and physical examinations.

It is IMPERATIVE that Emergency Information Cards be kept current.

WHEN TO KEEP A CHILD AT HOME

When a student presents any of the following symptoms in the morning, he/she should be kept at home:

- Rash or skin eruptions anywhere on the body
- Diarrhea
- Severe headache
- Excessive coughing
- Fever
- Vomiting
- Sneezing and runny nose

The above are indicators of an illness. You should keep your sick child home for his/her comfort. After three days' absence, a Doctor's note is required.

COMMUNICABLE DISEASES

A student may return to school after having a communicable disease under the following circumstances:

CHICKEN POX – When fully recovered and when all scales present on the skin are dry (usually 7 days)

CONJUNCTIVITIS – ACUTE (Pinkeye) - Upon receipt of a certificate of recovery from a physician.

IMPETIGO – Upon receipt of a certificate of recovery from a physician.

PEDICULOSIS (Head Lice) – When treated with appropriate pediculocide and admitted with a note from Lice Control stating child was treated and cleared. Any child having lice will be sent home. If a parent does not pick their child up from school, the child will remain in the lobby until a parent or guardian picks them up.

RING WORM – If under treatment and the area is covered.

SCARLET FEVER, RESPIRATORY SYMPTOMS, STREP INFECTION, AND STREP THROAT – Seven days from onset or sooner if adequate antibiotic therapy is maintained under medical supervision.

Please notify the school office whenever there is a diagnosis of a contagious disease or lice. There is a better chance of controlling the spread of disease if we are alerted to its presence in the school. Any student in school suffering from a fever, skin eruption, or unusual swelling will be removed from the classroom until a diagnosis is made or the child is fully recovered.

MEDICATION

State law forbids school personnel to administer any type of medication to students. Except in extraordinary circumstances the principal or the school secretary as designee, will maintain, supervise the taking of, or administer medication. **STUDENTS ARE NOT ALLOWED TO HAVE MEDICATION IN THEIR POSSESSION AT SCHOOL.**

REQUEST TO DISPENSE MEDICATION

I, _____, request that a designated member of the Armenian Sisters Academy gives my child, _____

The following medication at the following scheduled times:

MEDICATION DOSAGE TIMES TO BE ADMINISTERED

Parent or Guardian Signature _____ Date _____

Address _____

Work Phone No. _____

Home Phone No. _____

REMINDER: All medication must be in its original container. The container must be marked with the child's name.

HOMEWORK POLICY

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. Parents are asked to check and sign their child's work according to the request of a teacher. Teachers are permitted to assign homework on the weekends if deemed necessary.

Suggested time allotments are:

Grade K	10	Minutes
Grades, 1, 2	20	Minutes
Grades, 3, 4	30 - 45	Minutes
Grades, 5, 6	50 - 75	Minutes
Grades 7, 8	120	Minutes

Since each child is a unique individual, the time needed on homework may vary with each student.

Homework is given for the following reasons:

- Drill and additional practice to strengthen new skills.
- Completion of unfinished classroom assignments.
- Work on projects of a short-term or long-term nature.
- Participation in research activities.
- Extended reading for pleasure and enjoyment.
- Completion of work given during a period of absence.

Parents can help students develop positive work habits and complete assignments by using the following suggestions.

- Check with your child on a daily basis to see if homework has been assigned.
- Homework assignments are posted daily on Option C.
- Provide a suitable place for your child to study without distractions.
- Help your child establish a specific time each day for doing homework.
- Provide help when requested. Do not do the work for your child, but help when necessary.
- Show an interest in your child's work. Ask to see assignments and completed papers.
- Praise your child for finished work and encourage your child to do his/her best.
- Sign the assignment book after checking the assignments.

If problems develop with homework, please contact your child's teacher. It is important that teachers and parents work together to meet the needs of each child.

LIBRARY

Students may borrow books from the school library during their weekly visit. Books will be signed out for one week. Remind the children of their responsibility when they bring a library book home. Overdue books have a fine attached. Replacement charges will be made for lost books. Research and reference materials are available and are not to be taken home.

TEXTBOOK POLICY

All textbooks and workbooks must be covered. The title of the book and the student's name is to appear on the cover. Additional school supplies including required notebooks and folders are the student's/parent's responsibility (a supply list is posted on our website).

Lost or damaged books are the student's responsibility, and reimbursement is to be made to the school.

POLICY FOR ACADEMIC RECOGNITION

Primary through Junior Levels

Students receiving a 3.90 average will have the distinction of receiving Academic Excellence. Students with a 3.75 average will receive Academic Honors. Calculations will be based on the cumulative grades for three trimesters. The grade point averages will be calculated based on the following letter grade correlations:

A+	4.5		A+	96%	Superior
A	4.0		A	93%	Superior
A-	3.75		A-	90%	Superior
B+	3.5		B+	86%	Above Average
B	3.0		B	83%	Above Average
B-	2.75		B-	80%	Above Average
C+	2.5		C+	76%	Average
C	2.0		C	73%	Average
C-	1.75		C-	70%	Average
D+	1.5		D+	66%	Below Average
D	1.0		D	62%	Below Average
			E	0%	Failure

STUDENT DRESS CODE

1. Students must wear complete uniforms at all times. Clothing should be clean and presentable and shoes must be polished. All clothing must be labeled with the child's full name.

2. Montessori (ages 3 – 6)

Boys – Light blue polo shirt with embroidered emblem, short sleeves for summer, long sleeves for winter
Navy blue pants for winter, navy blue shorts for summer.
Navy blue socks
Shoe options: Black slip on Merrells, Keds navy/white or black/white saddle shoes (they are available at Flynn O'Hara, however you do not need to purchase them from there)

Girls - Light blue jumper with embroidered emblem (available at Flynn O'Hara)
White or navy shirt, t-shirt, blouse, turtleneck is all acceptable.
White or navy leggings, tights, knee socks, ankle socks are all acceptable.
Shoe options: Navy blue Maryjanes, Keds navy/white or black/white saddle shoes (available at Flynn O'Hara, however you do not need to purchase them from there) PINK IS NOT ACCEPTABLE FOR SHIRTS OR TIGHTS/LEGGINGS

3. Primary, Intermediate and Junior Levels

Boys - (Primary and Intermediate Levels) Prescott red, sleeveless sweater vest; school emblem, navy blue tie. (Junior Level) Navy blue sleeveless sweater vest, school emblem, red tie. (All levels) Navy blue dress pants with belt; light blue shirt, navy blue socks; black shoes **with a heel no higher than 1 inch including the sole.**

Girls - (Primary and Intermediate Levels) Plaid school jumper; school emblem, navy blue leotards or knee socks. (All levels) light blue blouse; red cross tie; navy blue or black shoes **with a heel no higher than 1 inch including the sole;** navy blue briefs.

During extremely cold weather, girls may wear navy blue slacks under their jumpers. Students wishing to wear sweaters in the classroom are required to wear navy blue cardigans or the Academy hooded sweatshirt.

Summer Uniforms (optional) – September through October 31 and first Monday in May through the end of the school year.

Boys – (Primary, Intermediate and Jr. Levels) light blue polo shirt with Armenian Sisters Academy embroidered, navy blue pants with belt.

Girls – Primary, Intermediate and Jr. Levels) blue kilt with light blue polo shirt with Armenian Sisters Academy embroidered, navy blue bloomers/shorts. Skirts can be no shorter than 1 ½ inches above the knee.

All required clothing can be purchased from Flynn & O’Hara Uniforms in Broomall.

Spirit wear/Gym Uniforms required for Physical Education classes (except Montessori) is as follows:

Navy blue shorts; navy blue sweatpants; white t-shirt and white sweatshirt, all with school emblem (available from PTC Spirit Wear Website); white sneakers and white crew socks.

Children should not wear excessive jewelry to school. A simple watch, a fine chain necklace and small post earrings are permitted. If these items are lost, the school cannot be responsible for them.

Shoulder length hair for girls is preferred, and hair must be off the face. Long or non-traditional hairstyles for boys are not permitted.

The use of makeup, nail polish or acrylic nails is discouraged because it causes distraction to the student.

FINANCE

TUITION

Tuition payments can be made in full, bi-annually, or monthly. Full tuition is due by the 1st of August. Bi-annual payments are due by the 1st of August and the 1st of January. Monthly payments are due the 1st of each month between August and May, inclusive. Parents paying monthly and bi-annual must enroll with Smart Tuition at <https://parent.smarttuition.com/>. There is a \$50.00 Smart Tuition service charge per year for the monthly and bi-annual plans. Payment can be made by check or credit card (3% processing fee added for all credit card payments). Tuition obligations that are not fulfilled by August 1 and/or January 1 will incur a **5% monthly late fee**. Students whose annual or bi-annual tuition is delinquent on September 1 and or January 1 will not be allowed into school until all outstanding balances, including late fees, are satisfied. Students who miss two consecutive monthly payments will not be allowed entrance into school until all outstanding balances, including late fees, are satisfied. Chronic delinquencies may result in permanent expulsion, at the complete discretion of the school

Students are enrolled for the entire school year. Tuition refunds will not be made for early withdrawals, suspensions, or expulsions. The Academy will not forward transcripts, release report cards, or grant diplomas unless all financial obligations are satisfied by the month prior to graduation, without exception.

Fees

Book bills must be paid by August 1 or the student will not be allowed to begin the school year. Other applicable fees include:

- Application Fee (non-refundable one-time fee): \$100.00
- Graduation Fee (include ONE student transcript): \$100.00
- Student Accident Insurance: \$50.00
- Release of Transcript: \$50.00
- Smart Tuition: \$50.00

Financial Aid

Financial Aid is available to those in need, and all tuition-related questions should be directed to the Financial Aid Committee or the Main Office (610-687-4100). Applications can be done online at www.online.factsmgmt.com.

Insurance

School accident insurance is required for all students at a nominal cost (\$50.00 annually). Insurance covers students during school hours and during school related activities. Claims must be processed through the school office within 30 days.

TRANSPORTATION

Bus transportation is provided by the Township School District in which you reside and according to the school district policy. The driver of the school bus is in a position of great trust and responsibility. His/her sole responsibility is the safe transport of children to and from school and to special activities and programs. He represents the school authority from the time the children board the bus until their departure. Directions given by the bus driver pertaining to the operation or safety of the passengers must be obeyed.

Students may not carry on unnecessary conversations with the bus driver. Distraction of the bus driver's attention could jeopardize the safety of the students.

WAITING FOR THE BUS

- Arrive at your bus stop on time or at least five minutes before the scheduled time.
- Wait for your bus in a safe, visible area off the road
- Be considerate of others.

BOARDING THE BUS

- Wait for your bus to come to a complete stop
- Board the bus in an orderly manner
- Go directly to a seat and sit down.
- Changing or leaving your seat is not permitted.

WHILE ON THE BUS

- Remain seated while bus is moving.
- Follow school bus driver's instructions at all times.
- Keep aisles clear at all times.
- Talk quietly.
- Keep hands and head inside bus at all times.
- Do not throw objects in bus or out of the window.
- Do not damage or litter bus in any way.
- Eating, drinking or chewing gum is not permitted.
- Writing while in the bus is prohibited; use of a pen or pencil could be hazardous.
- Only the bus driver may open windows.
- Place your book bag and lunch box on the floor in front of you. They should never be placed in the aisles.

LEAVING THE BUS

- Remain seated until the bus comes to a complete stop
- Leave the bus in an orderly manner.
- Watch carefully for traffic before crossing in front of the bus. Be sure to look both ways before crossing.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The Principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

This Hand book has been prepared to acquaint you with many of the policies and procedures of the Armenian Sisters Academy. It contains the policies and rules which are necessary for an organized school community and provide the tool for an effective communication between the school and the parents of children attending the Armenian Sisters Academy. Your child's attendance at the Armenian Sisters Academy is preconditioned on you and your child abiding by the rules and policies of the Armenian Sisters Academy.

Working together, we can create a school community which strives for Christian and academic growth in our children.

November 14, 2018