

Mar Narsai Malpana Assyrian Language School

Assyrian Church of the East - Mar Yosip Parish, San Jose

Dear parents, guardians and students:

Please join us in this effort as we work together to provide a safe and healthy environment for our students. The school is also a community of parents, students, teachers and volunteers. We invite your involvement.

Please read carefully the following Rules and Regulations:

SECTION ONE: BEHAVIORS AND CONSEQUENCES:

- a. School hours are from 7:00 pm. to 10:00 pm.
- b. No one is allowed to remain in the school premises after 10.00 pm.
- c. For the safety of students, parents are NOT to drop off their children at the parking lot and leave them unattended.
- d. Students are NOT allowed to stay outside the school premises at the recess time or after the end of the classes.
- e. Certain behaviors will result in disciplinary actions. These include, but not limited to : Behavior that endangers the safety of other student and staff members ; disrupting the class ; refusal to follow the rules ; use of profanity language ; bullying of a person ; kicking ; name calling ; intentional aggressive behavior ; theft ; intentional damage to the school properties or another student's belongings ; leaving the class or school premises without permission.
- f. Cellular phone must be turned off during the class session.
- g. If a student is known to disrupt the class by talking without permission, then the student will be given a warning by the teacher (first) and if the student does NOT refrain from such acts, then the student will be turned in to the school " MAIN POINT / PERSON OF CONTACT ".
- h. All of the above behaviors will be reported to the "Main point / person of contact "of the school.
- i. Disciplinary action will be taken accordingly; SUSPENSION OR EXPULSION from the school.
- j. In the event of a suspension or expulsion from the school, the student will NOT be allowed to be present at the school's premises during the schooling hours.
- k. Any violation of the policy shall be recorded in the student's records.

SECTION TWO: INSURANCE AND STUDENT INJURIES:

- a. The school does NOT carry any medical or accident insurance for individual student. Parents are responsible for any emergency medical costs.
- b. The school is NOT responsible for charges incurred as a result of 911 calls or ambulance transfers.
- c. While a student is accountable for his / her willful acts of misconducts, parents are financially responsible for any damage and injury caused by their respective children misconduct or inappropriate behavior. Parents are liable for restitution.
- d. In the event of an incident or the student develops a symptom during the school hours, parents will be contacted immediately to make arrangements to pick up their respective students.

SECTION THREE: APPEARANCE AND DRESS CODE:

- a. Student must dress appropriately during school hours.
- b. Male is NOT permitted to wear baggy, saggy pants that slide past hips and or expose one's undergarments.
- c. Female must wear skirts below her knees and appropriate tops with sleeves below her shoulders. Female is strictly prohibited from wearing flips flops and shorts.

SECTION FOUR: STUDENT ATTENDANCE:

- a. A student must attend 23 sessions out of 30 sessions of the school year and pass the final exam in order to graduate or to move to a higher Grade in the following school year.
- b. If a student is absent five (5) sessions during the first half of the semester and fail the mid-term exam, will NOT graduate or move to a higher Grade. Such student shall repeat his / her class in the following school year.
- c. Each time a student is late fifteen (15) minutes period from the class, will be accumulated until reaching ONE hour and will be considered as absent of ONE session.
- d. Any absence from class due to suspension and tardiness will be accumulated and counted and applied to items a, b, c above.
- e. In the event of a student is absent for three (3) consecutive sessions for any reason, parents or guardians and adult students as well must contact the teacher of the class.

SECTION FIVE: STUDENT HOMEWORK:

- a. Homework is part of student's learning. The purpose of homework is to reinforce and extend the concepts taught in the class.
- b. Students of each class will be given a written homework on each session related to the lesson. The homework will be reviewed, corrected and given a Grade by the teacher.
- c. If a student fails to submit the written homework, he / she will be given an "F" Grade for that specific written homework.
- d. Grade will be given to the student for each reading from the lesson in the class.
- e. If a student receives Ten (10) times "F" Grades for reading and writing, he / she will NOT graduate. Such student shall repeat his / her class in the following school year.
- f. If a student does NOT pass the final exam in reading and writing, he / she will NOT graduate. Such student shall repeat that class in the following school year.

SECTION SIX: PARENTS RESPONSIBILITIES:

- a. It is the responsibility of the parents to oversee the completion and review the homework of their respective children.
 - b. It is the responsibility of the parents to verify with their children and make sure of bringing their books and writing pad.
 - c. It is the responsibility of the parents to verify with their children and make sure NOT to bring valuable items to school or leave behind any item at school before they leave.
 - d. If a student has a complaint towards a teacher, parents should notify and address the issue with the "main point / person of contact "of the school and with the teacher.
 - e. Parents or guardians have the right to review the records of their respective children (students) the same for adult students. A log shall be maintained for each student's records. Request to access the log should be directed to the school Principal.
 - f. PARENTS ARE URGED TO INSTRUCT THEIR RESPECTIVE CHILDREN (STUDENTS) TO RESPECT THE TEACHERS AND TO BEHAVE IN GOOD MANNER IN THE CLASS AND DURING THE RECESS.
 - g. THE SCHOOL PRINCIPAL MAY CALL A JOINT MEETING WITH PARENTS OR GUARDIAN, TEACHERS AND THE MAIN POINT / PERSON OF CONTACT TO DISCUSS THEIR CONCERNS AS DEEMED NECESSARY.
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I, the undersigned, acknowledge that I have received a copy and read the above Rules and Regulations of the “Mar Narsai Malpana Assyrian Language School”, and that I understand them completely and willingly hereby agree to comply with them and understand that any violation of the above Rules could lead to suspension and even expulsion from the school as are described.

Full name of Parent / Guardian:

Student's name: 1.....

2.....

3.....

Signature: Date:
