

Erebuni Armenian School



Policies & Procedures Handbook 2025–2026 Academic Year

School Information

 **Address:** 97 Waterhouse Rd, Belmont, MA 02478

  **Principal:** Arminé Manukyan

 **Email:** erebuniarmenianschool@gmail.com

 **Website:** erebuniarmenianschool.org

 **Facebook & Instagram:** Erebuni Armenian School

Our Mission

Erebuni Armenian School is committed to creating a welcoming Armenian-speaking environment where students develop a strong connection to Armenian language, history, culture, and identity. Through engaging, student-centered learning experiences, we aim to foster curiosity, responsibility, respect, and lifelong learning.

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School Hours

🕒 **Saturdays | 10:00 AM – 1:00 PM** (School starts on 1st Saturday right after Labor Day)

Students are expected to arrive on time and remain in school during instructional hours unless approved otherwise by the administration.

Admission Procedures

Before admission, new families may schedule a meeting or phone consultation with the Principal to discuss:

- ✧ School curriculum and programs
- ✧ Tuition and payment expectations
- ✧ Volunteer and fundraising responsibilities
- ✧ Student behavior expectations
- ✧ School policies and procedures

We value strong communication and partnership with families throughout the school year.

Attendance Policy

Regular attendance is essential for student success and for maintaining a positive learning environment.

Why Attendance Matters

Students who attend consistently:

- ✓ Perform better academically
- ✓ Build stronger friendships and social skills
- ✓ Develop responsibility and healthy habits
- ✓ Stay engaged with classroom learning and activities

Frequent absences, even excused ones, can negatively affect academic progress.

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Attendance Expectations

- Students are expected to attend school every scheduled Saturday.
 - Students should arrive on time and remain through instructional hours.
 - Students are encouraged to participate in school events and activities.
 - Parents should notify the teacher or administration regarding absences or late arrivals.
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Tuition & Payments

Tuition Payment Guidelines

Full tuition payment is preferred on the first day of school.

Families may choose an installment plan; however, the full balance must be paid by **March 1st**.

A **\$30 late fee** will apply to balances remaining after March 1st.

Important Payment Policies

- Missed classes due to personal commitments are not reimbursed.
 - Tuition payments may be made online.
 - No refunds will be issued after the first two weeks of classes.
 - If a student withdraws during the academic year, the remaining tuition balance remains due in full. Withdrawal from the program does not eliminate financial obligations.
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Code of Conduct

Students are expected to demonstrate respectful and responsible behavior at all times.

Student Expectations

Students will:

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- ✓ Respect teachers, staff, volunteers, and classmates
- ✓ Follow classroom rules and school expectations
- ✓ Treat school and church property with care
- ✓ Use only materials provided by teachers unless given permission otherwise
- ✓ Refrain from disruptive, disrespectful, or unsafe behavior

Cell Phone Policy

Cell phone use is not permitted during school hours unless authorized by the teacher for educational purposes.

Property Damage

Destruction of school property, vandalism, or intentional misuse of materials may result in disciplinary action, including possible suspension or dismissal. Families may also be financially responsible for damages.

Parental support and cooperation are essential in reinforcing positive student behavior.

Volunteer & Fundraising Policy

Erebuni School values active family involvement and community support. Parents participation is mandatory.

All families are expected to participate in school fundraising events and volunteer opportunities, which may include:

- School events and fundraisers
 - Field trips
 - Classroom assistance and activities
 - Serving as classroom liaisons
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Anti-Bullying Policy

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Erebuni Armenian School is committed to maintaining a safe and respectful environment for all students, staff, parents, volunteers, and community members.

⊘ Bullying, harassment, intimidation, or discrimination of any kind will not be tolerated.

Bullying May Include:

Physical

- Hitting
- Pushing
- Damaging property

Verbal

- Name-calling
- Teasing
- Threatening

Social

- Excluding others intentionally
- Spreading rumors
- Damaging friendships

Cyberbullying

- Using phones, social media, or digital platforms to harass or mock others

Any behavior that threatens the emotional or physical safety of another individual may result in disciplinary action.

Excused Absences & Make-Up Work

Students are responsible for completing work missed due to excused absences.

Expectations

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- 🔑 Students or parents should contact the teacher for make-up assignments.
- 🔑 Make-up work should be completed within one week of returning to school.
- 🔑 Teachers will make reasonable efforts to support students in catching up on missed work.
- 🔑 Parents are encouraged to communicate with teachers regarding attendance concerns.

☒ **Withdrawal from Classes or Activities**

Families wishing to withdraw from classes or after-school activities after January must provide a **two-week written notice**.

📷 **Photos, Videos & Social Media**

To protect the privacy of students and staff:

- ◆ Photos, videos, or social media posts featuring students, teachers, staff names, or the school logo must receive prior approval from the Principal before public posting.
 - ◆ Students may not post photos or videos of classmates or teachers without consent.
 - ◆ School or staff names may not be used publicly without administrative permission.
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🚑 **Emergency Procedures**

In the event of an emergency:

- 📞 Parents or emergency contacts will be contacted immediately.
- 🏥 If emergency contacts cannot be reached, the school may call emergency medical services and arrange transportation to the nearest hospital if necessary.

Parents are responsible for keeping emergency contact information current.

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Classroom Liaisons

Classroom Liaisons play an important role in strengthening communication between families, teachers, and the school community.

Parents serving as Classroom Liaisons are encouraged to:

- ✧ Support classroom teachers and school activities
- ✧ Help coordinate class communication and reminders
- ✧ Assist with school events and fundraising efforts

★ **Five Golden Rules for Students** ★

- 1 Pay attention in class and always do your best.
- 2 Respect your teachers and classmates.
- 3 Use kind words, not hands or feet.
- 4 Take care of school property and materials.
- 5 Be honest and truthful.

Student Behavior & Disciplinary Process

Erebuni School believes in addressing behavioral concerns fairly, respectfully, and collaboratively.

Parent Notification

The teacher will contact the parent to discuss the concern and work together toward improvement.

Formal Meeting

If behavior continues, a meeting will be scheduled with the Principal, parents, and relevant staff members. Expectations and possible solutions will be reviewed, and a final warning may be issued.

Dismissal

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If the behavior persists after the final warning, the student's enrollment may be terminated. Tuition refunds will not be issued in such cases.

! Termination Policy

Erebuni Armenian School reserves the right to terminate enrollment when a student's behavior significantly disrupts the learning environment or compromises the safety and well-being of others.

Reasons for dismissal may include:

- ◆ Repeated refusal to follow school rules
- ◆ Violent or aggressive behavior
- ◆ Causing harm to students, staff, or property
- ◆ Ongoing disrespect toward teachers, classmates, or administration

The school will make reasonable efforts to work collaboratively with families before dismissal becomes necessary.

Weather & Emergency Closures

In the event of weather-related closures or emergencies, families should check:

- ✉ Email communications
- 🌐 The school website
- 📱 The school Facebook page

Announcements will be communicated as early as possible.

Thank You

Thank you for being part of the Erebuni Armenian School community.

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Together, we can create a respectful, safe, and enriching educational environment where our children thrive academically, socially, and culturally.