



A.G.B.U. ALEX & MARIE MANOOGIAN SCHOOL

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Mrs. Sonia Kalfayan — *Principal of Elementary and Middle Schools*

Dr. Hosesep Torossian — *Principal of High School*

August 23, 2021

Attention Middle School Students and Parents:

As we prepare for the opening of the 2021-2022 academic year, the administrative team is reviewing all the usual paperwork which accompanies the start of a year. The Middle School Handbook with its Code of Academic Performance and Code of Conduct is such a document.

This year, however, we are not just concerned with changing dates and updating rules. The legal requirements of safely opening during the pandemic make some sections of the handbook meaningless while requiring new rules which we hope will be necessary only for this year. For these reasons, we are listing the pages for which each student is still responsible and adding the new safety regulations which will be in place until the pandemic is no longer a threat.

The **Technology Use Guidelines**, pages 6 – 8, are still in force and need to be understood.

The **Cell Phones/Electronic Communication Devices**, p. 9, has permanently changed. Students are to keep their phones in the backpack from the moment they enter the building until they are dismissed into their cars. No cell phone should ever be seen by a teacher.

Also, another permanent change is regarding the use of cell phones to take pictures or audio/video record. Students are not allowed to audio or record/take picture of themselves, or other students, teachers, and staff. This will result in a suspension. Posting any of this on social media will also result in a suspension.

Students who are tardy to class, will find that affecting their participation points.

Students will be using their lockers. A list of needed supplies will be sent home. It is not safe for students to share supplies, so each student needs to prepare a backpack with all required supplies.

There will be no vending machines or water fountains. Students may not share food.

Microsoft Teams will continue to be used as a form of communication.

A separate letter will be sent home detailing drop-off and pick-up procedures.

There will be an area where students who become ill during the day will be sent until they can be picked up. Any student who takes regular medication during school hours must bring a note from a doctor, and the medication must be left with the secretary in the main office.

Discipline and Code of Conduct

The guiding principles of our discipline and code of conduct have always been our overarching need to ensure student safety and to provide an environment which promotes academic achievement. **These principles have never been as important as they are today.**

All the material from p. 25 to the end of the handbook still applies. Those rules are valid.

In the days leading up to the start of school and in the first days of school, we will be reviewing all the changes we have made in procedure to ensure safety. Students will be told when they can use the bathrooms. Halls will be marked as far as which direction students walk when in that hall. We cannot observe social distancing if students are coming and going freely in the halls. Once these rules are in place, students will receive instruction.

Parents should keep their child at home if he/she is not feeling well. Sending a sick child to school jeopardizes the health and safety of other students and teachers.

Sincerely,

School Administration

A.G.B.U. ALEX & MARIE MANOOGIAN SCHOOL

22001 Northwestern Highway

Southfield, Michigan 48075

Tel: (248) 569-2988

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www.manoogian.org



MIDDLE SCHOOL HANDBOOK

CODE OF ACADEMIC PERFORMANCE

&

CODE OF CONDUCT

2021 - 2022

A.G.B.U. ALEX & MARIE MANOOGIAN SCHOOL
22001 Northwestern Highway
Southfield, MI 48075

Dear Parents,

Please read over the entire School Handbook and discuss the appropriate information with your child. It is important that both parents and students know the rules and regulations of the A.G.B.U. Alex & Marie Manoogian School.

Please sign the form at the bottom of the page to indicate that you have read the School Handbook and that you are aware of the school's Academic Performance and Requirements and the disciplinary code of conduct. Please have your child return the bottom portion of this page to his/her homeroom teacher by **Friday, September 17, 2021.**

If you have any questions, please feel free to call the school office.

Sincerely,

Mrs. Sonia Kalfayan
Principal

Date _____

Student Name _____ Grade _____
(Please Print)

I, _____, have read the Student Handbook, and have
(Student's Name)

discussed the contents with my parents.

(Signature of Parent or Guardian)

A.G.B.U. ALEX & MARIE MANOOGIAN SCHOOL

PUBLICATIONS

During the course of the school year, the School Administrators may wish to feature certain student activities or achievements in various publications including Erepouni, The Manoogian Voice, local newspapers, facebook and Armenian publications.

The school is allowed to release the following information about students to such publications: Name, Grade, G.P.A. Age, Previous awards/honors, Years at Manoogian School.

Parents or Guardians who do not want such information released need to sign below and return this form to the School Office.

I **DO NOT** want any directory information about my child released.

Print Name of student

Grade

Signature of Parent

Date

Federal Law states that a school must turn over directory information to any branch of the Armed Forces, which asks for such information UNLESS the Parent/Guardian has signed a form specifically refusing to release this information.

Parents or Guardians who do not want a students' name, address and phone number released to an authorized representative of the Armed Forces must sign below and return this form to the School Office.

I **DO NOT** want directory information about my child released to the Armed Forces.

Print Name of student

Grade

Signature of Parent

Date

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FROM THE PRINCIPAL

Dear Parents,

As current or prospective parents and students of the A.G.B.U. Alex and Marie Manoogian School, we would like to thank you for your interest and welcome you to our school.

Our school has a vital function in the Armenian community of metropolitan Detroit. The friendly atmosphere not only enhances the good upbringing of our students, but it also provides them with an understanding and appreciation of their cultural heritage. At the same time, our program increases motivation for achievement in all aspects of learning.

We are looking forward to working with you in order to help your child/children have excellent educational experiences at the A.G.B.U. Alex and Marie Manoogian School.

Sincerely,

Mrs. Sonia Kalfayan
Principal

SCHOOL-WIDE GUIDING PRINCIPLES

The AGBU Alex and Marie Manoogian School supports the following **Guiding Principles** to help accomplish its **Mission** and achieve its **Expectations for Students**:

GUIDING PRINCIPLES

A quality education requires a safe, secure and supportive learning environment to stimulate independent and divergent thinking through instructional methods that keep pace with the changing demands of society.

We recognize the uniqueness of every student, challenging each to fulfill his or her potential.

Our Armenian curriculum promotes the development of the language, understanding of the history and the appreciation of the arts.

The School Board of Directors, together with the faculty and parents, will provide the foundation for student fulfillment and success.

MISSION STATEMENT

The AGBU Alex and Marie Manoogian School will successfully educate all students in a safe, dignified and supportive setting, and in a unique partnership with the community will preserve the Armenian language and culture.

We will prepare students to develop intellectually, morally and physically to become productive leaders in a global society.

SCHOOL-WIDE EXPECTATIONS FOR STUDENTS

The A.G.B.U. Alex and Marie Manoogian School offers a sound K-12 education based on well-defined educational outcomes:

By the end of the twelfth grade a student shall:

- Be able to use the language arts for effective communication.
- Be proficient in Armenian Language, History, Literature, and Culture.
- Be proficient in mathematics.
- Be able to think analytically and logically and be able to solve problems.
- Understand the fundamentals of money and property management and other resources.
- Have developed lifetime learning skills.
- Be concerned, caring and sensitive to others with a sense of community, civic and environmental responsibility, and sense of loyalty to the democratic principles of America.
- Have an appreciation of the cultural riches of art, music, and literature.
- Have developed skills for the enhancement of a healthy body accompanied with a feeling of self-worth, security and self-confidence.
- Be able to make good value judgments and decisions.
- Understand the responsibilities and skills involved in family living.

PHILOSOPHY

The A.G.B.U. Alex & Marie Manoogian School is an Armenian/American co-educational, nonprofit school chartered under Central Michigan University, which seeks to meet the educational needs of students from Kindergarten through 12th grades.

The Manoogian School will accept the application of any student regardless of race, creed, or color. The students are drawn primarily from the Armenian community of metropolitan Detroit.

By combining both Armenian and American cultures, the Manoogian School provides a unique educational program. A curriculum in language arts, mathematics, science, social studies, computers, art, music library/media skills and physical education is offered. Studies in Armenian language and history are emphasized to develop the awareness, understanding and pride of Armenians.

The school provides small class sizes and a low teacher-pupil ratio. Within this structure, students, under faculty direction, can become more independent, seek new challenges and think creatively and critically.

The A.G.B.U. Alex & Marie Manoogian School is flexible to meet the needs of the students. Tutoring services in English and Armenian as a second language are available to provide additional help to those students who need it.

HUMAN DIGNITY STATEMENT

The Board of Education, recognizing that this is a multi-cultural, multi-ethnic school district, believes it is a part of our mission to provide a positive, harmonious environment in which respect for the diverse make-up of our school community is promoted. A major aim of education in the Manoogian School is the development of a reasoned commitment to the core values of a democratic society.

In accordance with this aim, the school will not tolerate behavior by students, which insults, degrades, or stereotypes any race, gender, handicap, physical condition, sexual orientation, marital status, ethnic group, or religion. Appropriate consequences for offending this policy shall be specified in the Student Code of Conduct guidelines.

HARASSMENT

It is the policy of the Board of Directors to maintain an education and work environment which is free from all forms of unlawful harassment including sexual harassment. This applies to all school operations, programs, and activities at any school/Board sponsored activity whether on school property or elsewhere. All students, administrators, teachers, staff, and other school personnel are responsible to avoid, discourage, and report any form of harassment. The Board will investigate all allegations of harassment and, when substantiated, will take immediate steps to end the harassment and take disciplinary action against offenders.

PART I CODE OF ACADEMIC PERFORMANCE

CLASS SCHEDULE

8:03 – 8:12	HOME ROOM
8:12 – 9:11	FIRST HOUR
9:15 – 10:14	SECOND HOUR
10:18 – 11:17	THIRD HOUR
11:21 – 11:56	LUNCH
12:00 – 12:59	FOURTH HOUR
1:03 – 2:02	FIFTH HOUR
2:06 – 3:05	SIXTH HOUR

HALF DAY SCHEDULE

- 8:03–8:59
- 9:03–9:59
- 10:03–10:59
- 11:03–12:03

**MIDDLE SCHOOL SUBJECT AREAS
Sixth through Eighth Grades**

Science	English
Mathematics	Language Arts
Armenian	Writing Skills
Conversation	Reading
Literature	Composition
Grammar	Physical Education
History	Life Skills
Dance	Computers
Social Studies	Study Skills
Art	Current Events

GRADING SYSTEM AND REPORT CARDS

Progress reports and report cards are posted on Skyward at the middle of each quarter. Parent conferences will be held in November and March.

GRADES		CITIZENSHIP
A	4.00	1 – Excellent
A-	3.67	2 – Acceptable
B+	3.33	3 – Needs Improvement
B	3.00	4 – Poor
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
D-	.67	
E	0.00	

HONOR ROLL/SPECIAL ACHIEVEMENT

The honor roll is based on grades in all subjects. Students, who maintain a GPA (Grade Point Average) between 3.5 and 4.0 and have no grade lower than a “C,” qualify for the Administrator’s List and those with a GPA between 3.0 and 3.49 and no grade lower than a “C-” qualify for the Honor Roll. Honor roll students will receive certificates and students achieving at superior levels during a quarter will be awarded incentives.

ACHIEVEMENT AWARDS

At the end of each school year, achievement awards are given to students in middle school who have achieved the highest grade-point averages in their grades, who excel in Armenian Studies, English, Art, Mathematics, Science, Social Studies, and in other subject areas.

CAUGHT-YA CARDS

Students’ who are caught doing something good, are given caught-ya cards. A drawing is held at the end of each week to honor one student of the week.

REPEATED FAILURES

A student who has failed two or more of his/her academic classes for a year will be retained. If the student repeats the grade and again fails to pass his/her classes, the student, parents, counselor, and principal will meet to consider other programs which may better meet that student's needs.

MEDIA CENTER

The Media Center contains more than 10,000 books and magazines in both Armenian and English on a variety of subjects and at various reading levels.

Students may use the Media Center for leisure or academic reading, but at all times they must abide by the following rules:

Guidelines for checking out books and magazines:

1. Books may be checked out for one week. Magazines and reference books may be checked out overnight. Materials may be renewed for an additional week.
2. There is a fine for overdue materials. An absence will excuse a fine for a book due on that day.
3. The student is responsible for returning his/her books before or between classes or when his/her class goes to the Center.
4. LOST BOOKS MUST BE PAID FOR BY THE STUDENT.
5. All books must be returned at the end of the school year.
6. Report cards will be held until all fines have been paid.

TECHNOLOGY USE GUIDELINES

Opportunities

Every student has the opportunity to use available technology resources designated for student access for the purpose of educational growth. The trust that defines the Manoogian School requires that technology resources be used for educational purposes consistent with the mission of the district, unselfishly, with good manners, responsible behavior and for the good of the community as a whole. These guidelines apply to all technology resources.

Responsibilities

1. **Authorized usage.** Students using technology as an educational resource shall also accept the responsibility for the preservation and care of that technology. Only those students with appropriate and explicit authorization may use any technology.
2. **School/Departmental policies and procedures.** It is the student's responsibility to follow policies and procedures established for the use of any technology. It is the student's responsibility to follow the directions of the teacher or designated individual in the use/access of all technology.

It is a student's responsibility to keep food, drink, and other harmful objects away from technological systems as directed by the school.

3. **Use of copyrighted intellectual property.** It is the student's responsibility to follow all copyright laws regarding the use, duplication, application, distribution, and/or repurposing of intellectual property (e.g. software, text, video, music, clipart and commercial images). It is the student's responsibility to make certain no copyrighted material is used without explicit permission of the copyright holder (e.g. author, programmer, producer, developer, publisher, artist, and company). This includes, but is not limited to, importing and exporting of graphics, text, audio and visual images on the web.

4. **Privacy of individuals and/or the district.** It is the student's responsibility to respect the privacy of others, and to maintain his/her own privacy, regarding electronic resources and passwords.

Students shall not access, copy or modify passwords, files, e-mail voicemail or other materials belonging to other users without explicit authorization of the supervising teacher or designated individual. In the case of suspected misuse or threat to electronic system, system administrators have the responsibility to review passwords, files, e-mail, voicemail or other materials stored on any district system by users.

A student shall not publish works of others. A student shall not publish or disseminate personally identifiable information of a student. Personally identifiable information includes, but is not limited to: the student's name; the name of the student's parent or other family member; the address of the student or student's family; a personal identifier, such as the student's social security number or student number; a list of personal characteristics that would make the student's identity easily traceable; or other information that would make the student's identity easily traceable, including visual images.

5. **Appropriate use.** It is a student's responsibility to keep material inappropriate for school use from being used or created on the school's technology systems (including electronic resources and textual, video, visual images, and/or audio materials, and web pages.)

It is a student's responsibility not to use any technology in a manner which conveys an offensive, profane, or sexually suggestive message, nor to use technology to harass, disturb by pestering or tormenting, including, but not limited to intimidation because of a person's race, color, gender or ethnicity. This includes, but is not limited to, use of technology resources which precludes or significantly hampers use by others. Students may not access chat rooms or instant messenger sites on school computers.

6. **Damage, vandalism or destruction of technological systems.** Students using technology shall respect the integrity of technological systems and information. It is the student's responsibility to make sure no technology is destroyed, modified, relocated, or abused in any way.

It is a student's responsibility not to use or develop programs that infiltrate, harm or damage components of a computer or computing system/network. It is a student's responsibility to keep programs containing a virus off the school's computers and networks.

Virus-checking procedures will be made available for student use.

7. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.
8. **Violations and misuse.** It is the student's responsibility to report any violations or misuse of technology to the supervising teacher or designated individual responsible.

Disciplinary Action

Violations of these technology guidelines constitute violations of the Student Code of Conduct. Class I violations would include, but not be limited to, guidelines 1 through 3 described above. Class II violations would include, but not be limited to, guidelines 4 through 7 described above.

UNAUTHORIZED USE OF FACULTY/STAFF COMPUTER

Any student who uses or attempts to use a faculty/staff member's computer without permission from that faculty/staff member will be suspended from school for 10 days. Any student participating in such unauthorized use, whether actually using the computer or not, may also be suspended for up to 10 days. Any student who witnesses unauthorized use of a computer is required to report it to a faculty member and/or administrator. Failure to do so may result in disciplinary action.

PLAGIARISM/COPYING/CHEATING

Plagiarism/copying/cheating are serious offenses which violate the basic concept of helping students learn to take responsibility for their academic results. In addition to indicating that the student has not learned certain material, attempting to cheat his/her way through an assignment is very poor preparation for a successful future. The A.G.B.U. Manoogian School considers plagiarism/copying/cheating a major problem and follows firm rules when such actions are detected.

Students will receive a O for any assignment in which plagiarism/copying/cheating are detected. Students who are members of NJHS may be made inactive members. Further violations will be dealt with by the principal.

Plagiarism/Copying/Cheating consists of, but is not limited to, the following :

- Direct quoting without giving credit to the source
- Omitting quotation marks to indicate quoted material
- Copying the work of other students (giving work to another student and copying work from another student are both offenses)
- Paraphrasing the ideas of others without giving credit
- Submitting work which has already been given credit
- Using any source which automatically translates English into a foreign language or which translates a foreign language into English
- Looking at another person's test, quiz, or assignment
- Letting another student look at a test or quiz
- Using other methods of receiving or giving answers on a test, quiz, or assignment, (including Internet, electronic devices, word of mouth, placement of paper, etc.)
- Working with others on an assignment that is to be done individually
- Taking papers in part or in whole and /or another person's original idea from the Internet, other publications, or other students
- Providing inappropriate assistance – such as sharing answers or ideas on a writing assignment

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Middle school students may not use cellular phones or other electronic communication devices during the school day.

If cellular phones or other electronic communication devices are brought into the school, they must be turned off and left in their individual locker. **Unless a teacher has given permission for a specific class activity, students may not have the phone or communication device from the time they enter the building until they are picked up each school day.** Using phones to record in school, as well as, posting recordings on social media will result in a suspension.

Students may keep their cell phones in their lockers during the school day. Students must have a lock on their locker. The school is not responsible for lost or stolen Phones / Electronic devices as stated in the waiver signed by parents. Phones / Electronic devices used or out of their locker during the school day at any time, will be confiscated. Phones / Electronic devices will be returned only to the student's parent or legal guardian.

Students who need to use a phone during the day may ask to use the phone in either the high school or elementary/middle school office.

Parents, as always, should call the school if they need to contact a student during the day.

Parents should not call or text their child's phone during school hours.

Headphones, CD players, IPODS, IPADS, MP3 players, etc. are not allowed at dismissal time or in school during the day.

PRIVACY ACT

Parents or students who believe their rights under FERPA have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA occurred. For additional information or technical assistance parents may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
(202) 260-3887

NOTIFICATION TO PUBLIC REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS

The principal(s) are responsible for coordinating inspections of instructional materials at the school.

Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, teacher's manuals, films, tapes and any other supplementary materials used as part of the educational curriculum.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

The principal(s) are Custodians of Records and are responsible for the supervision of student records at the school.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen years of age or older), and those authorized by Federal law and state and district regulations.

A parent has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- B. Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. Challenge district noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- E. File a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.
- F. Obtain a copy of the District's policy and administrative guideline on student records (#8330).

The District has established the following information about each student as "directory information":

Name
Grade
GPA
Age
Previous Awards
Years at Manoogian School

**NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES
(INCLUDING TITLE II, TITLE VI, AND TITLE IX, SECTION 504, AND ADA)**

NONDISCRIMINATION

The Board of Directors does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of the Manoogian School to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Manoogian School, or social or economic background, to learn through the curriculum offered in the Manoogian School.

Any person that believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the school principal(s). Sonia Kalfayan, A.G.B.U. Manoogian School, 22001 Northwestern hwy., Southfield, MI 48075, 248-569-2988

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

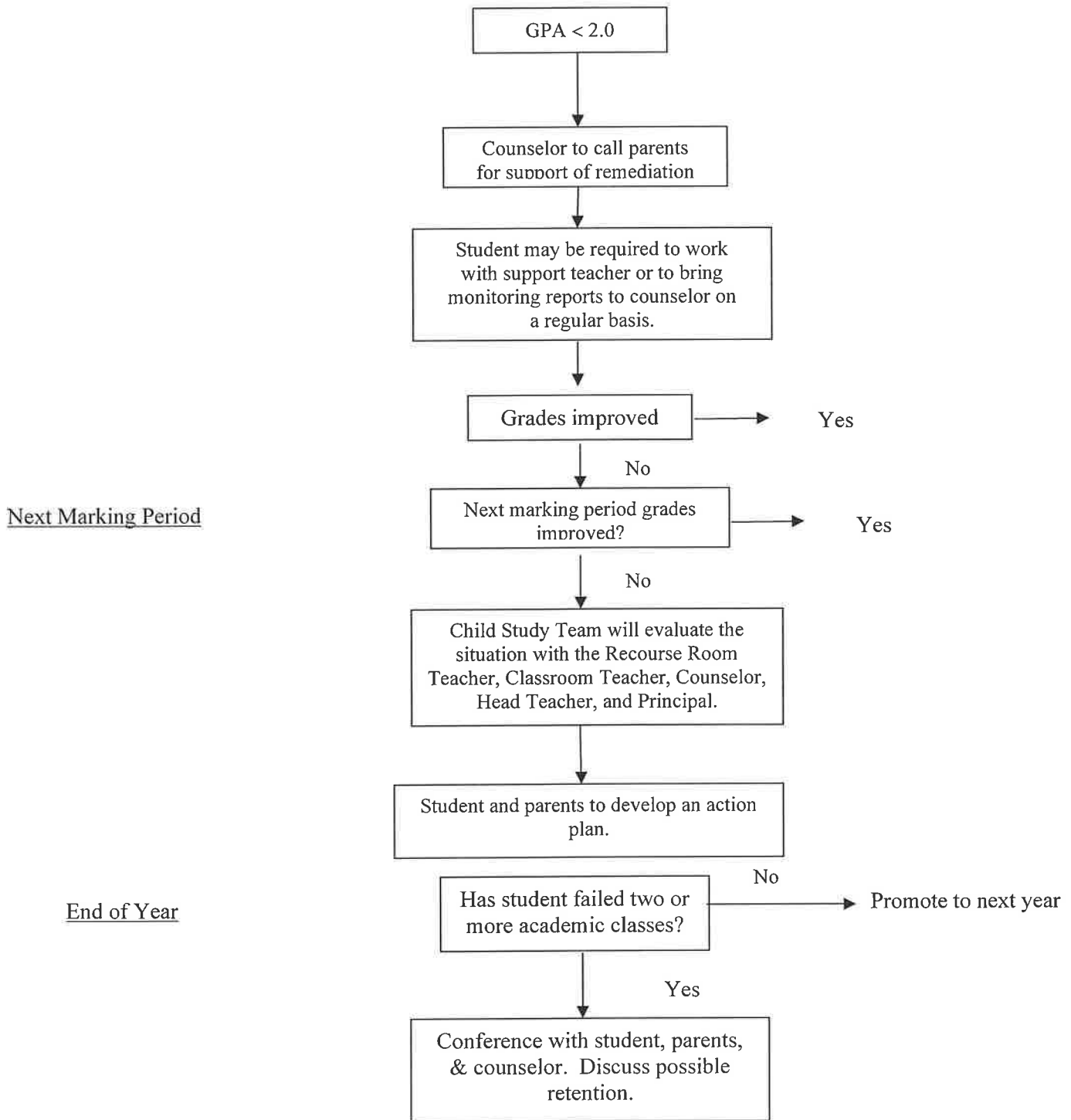
PESTICIDE NOTIFICATION

The Manoogian School utilizes an Integrated Pest Management (IPM) approach to control pests. All treatments are done after school hours or during vacations. If you wish prior notification to any application, please notify the school office (248) 569-2988.

Pesticide Management Company applies monthly applications to the Manoogian School the last week of each month.

A.G.B.U. ALEX & MARIE MANOOGIAN SCHOOL

Academic Monitoring Of Student Progress



PART II CODE OF CONDUCT

Middle School Dress Code

Men's Dress Code

Shirts

White polo-style shirt.

Slacks

Navy blue trousers. No corduroys. Baggy pants are not allowed. No shorts, no athletic pants or sweat pants.

Shoes

Only plain black or white gym shoes with white or black soft soles. Colorful shoes or decorations are not permitted.

Socks

Black, navy or white

Hair

No longer than the collar, groomed and off the face, no highlights and/or coloring of hair. No ponytails, braids, manbuns, etc. are allowed. Razor cuts / designs into the hair are not acceptable.

Optional Accessories

T-shirts

Plain white T-shirts may be worn under the polo shirts
Colored or printed T-shirts are not acceptable

Jewelry

Watches may be worn as long as they do not beep/ring during class times. No smart watches are allowed. Earrings are not permitted.
Necklaces must be tucked inside shirt

Sweaters, Vests, Blazers

Solid navy blue knit sweaters, vests or the navy blue school-logo sweatshirt
Plain blue sweatshirts or navy sweaters with any kind of print are not acceptable

FAILURE TO COMPLY WITH THE DRESS CODE will result in an unexcused absence from the class until the student has proper attire. The student will be sent to the office to call parents and must remain in the lobby until proper clothing is obtained.

MIDDLE SCHOOL

Middle School Dress Code

Women's Dress Code

Shirts

White polo-style shirt.

Skirts

School skirt hemmed to fall just above the knee or longer.
Slacks are not allowed for the girls in middle school.

Shoes

Only plain black or white gym shoes are allowed with black and white soles. Colorful shoes or decorations are not permitted.

Leggings

Plain black leggings are allowed.

Socks

Black, navy or white.

Hair

Black, white, or navy blue headbands, elastic bands, hair ties and barrettes may be worn.

T-Shirts

Plain white T-shirts may be worn under the polo shirt
Colored or printed T-shirts are not acceptable

Jewelry

Watches may be worn as long as they do not beep/ring during class times. No smart watches allowed. Also dangle earring are not allowed. Necklaces must be tucked inside shirt.

Make-Up / Nails

Make-up should be minimal. Nail length must be appropriate and should not interfere with school work.

Sweaters, Vests, Blazers, Sweatshirts

Solid navy blue knit sweaters, vests, or navy blue school logo sweatshirt.
Plain blue sweatshirts or navy sweaters with any kind of print are not acceptable

FAILURE TO COMPLY WITH THE DRESS CODE will result in an unexcused absence from the class until the student has proper attire. The student will be sent to the office to call parents and must remain in the lobby until proper clothing is obtained.

MIDDLE SCHOOL

Middle School Dress Code

Free Dress Code

Free Dress

On those days where students are permitted free dress, the following rules must be followed:

Shoes: No sliders, flip flops, or open toed sandals without back straps.

Girls and boys are permitted to wear shorts that come down to the knees.

Girls may wear leggings with long length tops. Crop tops, or spaghetti strap tops are not allowed. Modesty must be maintained at all times.

FAILURE TO COMPLY WITH THE DRESS CODE will result in an unexcused absence from the class until the student has proper attire. The student will be sent to the office to call parents and must remain in the lobby until proper clothing is obtained.

ATTENDANCE PHILOSOPHY

Regular school attendance is vital to successful academic growth and demonstrates caring and respect for self and others. It is the intent of the A.G.B.U. Manoogian School to provide opportunities for all students to achieve their fullest potential. Each student is an irreplaceable resource, necessary for the interaction that forms an essential part of classroom learning. When absences occur, the educational experience of all students in the class is diminished.

In order to enhance this educational experience, the following expectations and responsibilities should be emphasized. The major responsibility for acceptable attendance lies with the individual student. However, parents, teachers, counselors, and administrators have the responsibility to assist the student in meeting the goal of acceptable attendance.

Students are expected to be in school and in class every day. They should be fully aware that the interactions that go on in the classroom cannot be duplicated and constitute a valid and critical part of the course work. They should be on time, attentive, and prepared with the proper materials to be actively involved in the class. If a class has to be missed for school activities, the student should give prior notification to the teacher and request assignments.

Parents are expected to notify the school promptly of any absence or circumstances regarding illness or personal and family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the holidays outlined on the school calendar. Parents should discuss the importance of good attendance with their student and avoid supporting any abuse of the attendance policy.

Teachers are expected to maintain accurate daily attendance records and report them properly to the office. A teacher has the professional responsibility to begin class on time and provide a consistent classroom environment that is a challenging, rewarding, and stimulating experience.

To promote this philosophy and to assist students in developing lifelong responsible attendance patterns, the following regulations will be implemented:

ATTENDANCE REGULATIONS

Parents and students have a responsibility for attendance and are encouraged to schedule medical and dental appointments, personal business, and vacations outside of regular school hours.

Parents should not schedule vacations during school days. While sick days, funerals, weddings, other special circumstances are excused, vacations are not excused. School work might not be given for unexcused absences until their return, and will result in a loss of points which can adversely affect grades.

Parents who come to pick up a student before regular dismissal MUST come to the school office. The student will then be excused by school personnel. Under no circumstances should a student leave the school building or property during the school day unless first receiving permission from a school authority. Students in violation of this rule are considered truant.

1. Daily Excused Absences

Daily excused absences will be granted for such reasons as personal illness, family illness, medical, dental, or legal appointments, religious holidays, and funerals.

2. Excusing Absences

Parents must call the office before 8:30 a.m. each day a student is absent. Documentation or other verification may be required to establish an excused absence. Such documentation should be in writing and should be given to the respective principal.

3. Students Leaving School Building During the Day

Students leaving the building during the school day must check in and out with the main office. The respective principal will deal with all emergency circumstances or unique situations.

4. Prearranged Excused Absences

The respective principal must approve prearranged absences such as family emergencies and college trips. These prearranged absences must be arranged at least two weeks in advance.

5. Unacceptable Reasons for Absences and Tardiness

Absences and tardies due to vacations, oversleeping, car trouble, skipping, truancy, leaving school without permission, or no specific reason for the absence will be considered unexcused. Extenuating circumstances may be appealed to the respective principal. Three unexcused tardies will result in one unexcused absence.

6. Absences for In-School Activities

Absences due to approved participation in school activities, detainment by another teacher or administrator, and approved clinic visits will be considered excused absences.

7. Make-up Work

It is the middle school student's responsibility to approach the teacher to ask for make-up work for excused absences. This must be done a week in advance in cases of prearranged absences. For other excused absences, the student must approach the teacher on the first day the student returns to class. The time allowed for make up will vary depending on the amount of work to be done and the circumstances of the absence. Make-up work must be done in a timely manner.

Teachers will provide the student with missing work and necessary instruction. Students are not excused from tests or assignments that are due when they return from an absence if such tests and assignments were known before the student's absence. Teachers will not provide work for unexcused absences.

8. Attendance Alerts

The school office will notify parents via telephone if a student is absent and the parent has not notified the school about the absence. The school will notify parents in writing after two unexcused absences from an individual semester class. A conference may be required.

9. Unexcused Absences – Effect on Grade

For any unexcused absence, make-up privileges are denied and missed tests and quizzes are given a failing grade.

10. Excessive Excused Absences

Students with excessive excused absences, 10 per semester, or with repeated patterns of absences, will be referred to a committee for review. Parents will be contacted and may be asked to come in to discuss ways to address this problem.

11. Suspension Absences

Students are allowed to make up all work or tests for credit missed as a result of an in-or out-of-school suspension. It is the student's responsibility to take the initiative in arranging for make-up work and tests and completing them in a timely manner.

12. First Hour Tardiness

Parents must notify the office by 8:00 a.m. if a student will be tardy to school. A student who is half an hour late to class will be considered absent for that class. Parents will be contacted if there seems to be a pattern of tardiness to first hour. Notifying the office of a tardy does not automatically make it unexcused.

13. In-School Tardiness, Hours 2 – 6

In hours 2-6, teachers will attempt to deal with tardiness within their classrooms. Repeated offenses may require the student to serve a detention or spend lunchtime in the classroom. Parents will be contacted for repeated problems.

TO BE DETERMINED - PARENT TEACHER ORGANIZATION

The cost of operating a good educational institution is very high. The income provided by public funds does not cover the expenses. The school encourages and appreciates donations from parents, businesses and other organizations. In order to supplement the income of the school budget, the Parent-Teacher Organization (PTO) of the A.G.B.U. Alex and Marie Manoogian School initiates and carries out various fund-raisers throughout the academic year. Every parent is expected to participate in and support these activities to make the fund-raisers successful.

LUNCH PROCEDURES

Students are to bring a lunch from home to be eaten at school during lunch time. Milk is provided by the school.

LUNCH REGULATIONS

The appearance of our school is a reflection of how much we, the students and staff, care about AGBU Alex and Marie Manoogian School. A clean, bright, and well-kept school indicates the pride taken in our school. Garbage and litter in and around the school will not be tolerated. The following regulations are to be followed:

1. All food bought and served must be consumed in the designated areas. Students are expected to clear their eating area of all refuse. Lunch areas will be examined each day. The consumption of any food at lockers or in hallways is not permitted.
2. Rooms for club meeting will be assigned. Food may be taken only to those designated meeting rooms.
3. The delivery of fast food for lunches is not permitted.
4. The sharing of food between students is prohibited due to allergies.

LOCKS AND LOCKERS

Middle school students are assigned lockers in which they may keep their lunch, coats, boots, and school materials. They are responsible for maintaining clean lockers and may not, under any circumstances, keep food in them for more than one day. Damage caused by misuse is charged to the student.

Students must purchase combination locks and must keep their lockers locked at all times. Students are not to bring large amounts of money to school or store other valuables in their lockers. Combinations should be turned in to head teacher for record keeping.

Property assigned to students by the school district remains the property and under the joint control of the school district. Lockers, desks, and other spaces assigned to students are subject to search if the school administration has a reasonable suspicion that the locker, desk, or other space contains materials that are illegal or violate school rules.

Searches of students' school assigned spaces shall be conducted with at least two school staff members present. The school district retains the right to search regardless of whether the student has given consent or is present for the search.

Except in the case of an emergency as described below, students will be permitted to be present when school assigned spaces are searched by school personnel.

The school district retains the right to search in emergency situations, such as a bomb threat or a reasonable suspicion that a weapon or dangerous materials are on the premises. In the event of such a clearly defined emergency, the principal or designee has the right to enter school property assigned to the student. The student should be notified of such action as soon thereafter as possible.

There must be reasonable suspicion to believe that a student is either in possession of an illegal or prohibited article as defined by this policy or applicable laws; or using the locker, desk or other property in violation of school policy or regulation.

TEXTBOOKS

Students are responsible for textbooks issued to them at the beginning of each course. Teachers record both the textbook number and its condition. Any student damaging or losing a textbook is responsible for paying for repairs or for replacing the textbook. Report cards will be held at the end of the school year until all fines are paid.

LOST AND FOUND

Articles found in or around the school should be turned into the school office where students and parents may claim their property by identifying the items. Upon request, parents and students are welcome to check for lost items.

ARRIVAL AND DISMISSAL

A separate paper will go home detailing arrival and dismissal procedures.

USE OF CLINIC

Students who are ill must be kept at home. Parents will be contacted if their child becomes ill at school and will wait in the clinic until their parent arrives.

MEDICATION

Under no circumstances will the school assume the responsibility of administering medication to students. According to the Oakland County Department of Health Regulations, medication for students must be registered with the school. If your son or daughter must take any medication during school hours, please obtain a copy of the medication form from the school office, have it filled out by the attending physician and return it to the school with the medication. It is also useful to have a form signed by the parent who approves of his/her child taking an occasional aspirin if the need arises.

EMERGENCY SCHOOL CLOSING

In case of inclement weather, school closings will be announced on local television and radio stations. Families will also be contacted through the school's telephone network. This information will also be on the web page at <http://www.manoogian.org> or at <http://freep.com/closings>. Additionally, Skylert notification will be added to your email and phone.

FIRE DRILL PROCEDURES

Whenever fire drills are conducted, the students must obey these rules:

- A. Students leave the classroom in a quiet, orderly manner under the direction of the homeroom teacher.
- B. Teachers take roll at a designated place and bring the classes back in when the all-clear signal has been given.

TORNADO DRILL PROCEDURES

Whenever Southfield area tornado alarms are sounded, students should quietly follow the tornado drill locations posted in their rooms. Classroom teachers take attendance at the designated areas and supervise students during the period of stay. When the all-clear signals are given, students return to their classrooms in an orderly manner.

TELEPHONE

Students **MAY** use the office phone for personal calls with a pass from their homeroom teacher and permission of the office staff. Students are not to use their personal cell phones to contact parents.

VISITING THE SCHOOL

All visitors to the school must sign in at the office.

PARENTS: Parents who would like to visit the school are welcome to do so provided that they make arrangements with the school office. Then they may proceed to have a tour of the facilities, observe their child's classroom or pick up the child for personal reasons. Parents are otherwise **NOT** permitted beyond the lobby's double doors or in middle school hallways during school hours.

Parents who wish to meet or speak with their child's teacher have the options of:

1. Emailing the teacher
2. Leaving a voice mail message.

If your concern is regarding an emergency, please call the office; otherwise, expect a response from the teacher within 24 hours. Teachers should not be contacted on their cell phones during school hours.

FRIENDS/RELATIVES: Friends and relatives will not be permitted to visit the school during regular school hours.

FIELD TRIPS

Field trips, which are part of the curriculum and required, are planned throughout the school year by the classroom teacher or teachers of specific subjects. Permission slips are sent home to obtain parental approval for the student's participation as well as to pay for transportation and other expenses involved.

A.G.B.U. TRANSPORTATION REGULATIONS

PARENTS:

1. Please have your child ready ten minutes before the usual pickup time, so he/she is ready to board the bus immediately upon arrival. The bus will not wait for him/her if he/she is not ready.

2. Watch for the bus to arrive. Occasionally, it will be a few minutes early if some children on the route are absent. If you have more than one child riding the bus, please send them out to board the bus at the same time. The driver will not wait for a second child, once the first child is aboard.
3. Please have your child eat breakfast at home, not on the bus. No eating or gum chewing is allowed on the bus.
4. If you pick up your child early at school, or if your child is not returning home after school, please see that the secretary has his/her name.
5. Because our buses are completely filled, we are able to accommodate only those children that are assigned to a particular bus.
6. The time of arrival will vary due to traffic, weather, etc. Please have someone at home ten minutes after dismissal time. This applies particularly to primary and lower-grade students.
7. The driver will not wait for anyone who does not board the bus immediately following school dismissal.
8. Any misbehavior on the bus will be reported directly to parents. The second offense will result in suspension of transportation for several days. Bus fare will not be refunded for that period of time.
9. Any child damaging a bus will be held responsible for repair costs.

STUDENTS:

All students are expected to obey the following rules in order to insure the safety of everyone on the bus.

1. No eating or gum chewing is allowed on the bus.
2. No throwing of objects in the bus or out the windows.
3. No obscene language used on the bus.
4. No littering.
5. Keep hands and head inside of the bus at all times. The driver must give permission in order for the windows to be opened.
6. Unusually loud talking or unnecessary noise will not be tolerated. Individuals, or the entire bus, may be told to be silent for a period of time if the bus becomes too noisy for the driver to operate the bus safely.

7. Each child is to remain in the seat assigned to him/her by the bus driver. NO ONE IS TO MOVE AROUND WHILE THE BUS IS IN MOTION.
8. No one is to get on or off the bus until it has come to a complete stop.
9. Students are not to get on a bus in the afternoon until the bus driver is aboard.
10. Every student should go directly to his/her home upon arrival in the afternoon.
11. The bus is not to be damaged in any way.
12. All students must respect and obey the driver at all times.

FAILURE TO COMPLY WITH THE ABOVE REGULATIONS WILL RESULT IN THE LOSS OF TRANSPORTATION PRIVILEGES

PARENTS' PERMISSION FOR TRANSPORTATION CHANGE

Please send a note to the office letting us know that your permission has been given if your child is to be picked up by someone other than yourself. If the drop-off point is anyplace other than your home address, permission must be given to the office by the parents in writing. A phone call is appropriate only in an emergency situation.

STUDENT DISCIPLINE

Student Code of Conduct follows the policy given to each student. These are to be read and discussed by student and parent. Each student must return to the homeroom teacher the signed slip indicating parent and student are aware of the policy.

ALL THE RULES AND REGULATIONS APPLY TO STUDENTS AT SCHOOL, ON THE WAY TO/FROM SCHOOL, ON THE SCHOOL BUS AND ANY SCHOOL EVENT AT HOME OR AWAY.

To help students understand the school's expectations regarding behavior, the following information is presented to inform and advise students of administrative action that will be taken due to unacceptable behavior, disruptive conduct or any violations of the Student Code of Conduct.

REFERRALS: A student receives a referral when his/her behavior disrupts the educational process. The referral is sent home for a parent's signature and must be returned to the office within three days of receiving the referral. For various classes of student violation and referrals, please see Addendum.

DETENTION: A student may be assigned detention during lunch, which can be a school improvement activity. Students may be issued a detention after three tardies, gum chewing, dress code violations, and other minor infractions. A student who skips detention may be required to serve a longer detention the following week or may receive a one-day, in-school suspension.

EXCESSIVE DETENTIONS: Students who receive excessive detentions, skip detentions, receive repeated referrals or suspensions may be denied the privilege of going on class trips or participating in class/school activities.

IN-SCHOOL SUSPENSION: Student must remain in the in-school suspension area for the day. Student will do school work and eat lunch in the area by him or her self.

SHORT-TERM SUSPENSION: Students may not attend school or participate in a selected activity or class, be present on school grounds or attend any school function for a period not to exceed ten (10) school days.

LONG-TERM SUSPENSION: Students may not attend school, be present on school grounds, or attend any school function for a period in excess of ten (10) school days, not to exceed ninety (90) school days.

EXPULSION: The total and permanent exclusion of a student from the A.G.B.U. Alex & Marie Manoogian School.

STUDENT AND/OR PARENT CONFERENCES: Held to modify student behavior.

SEARCH AND SEIZURE: Searches of school property, individual persons and/or personal property, lockers, and seizure of any illegal items may occur as deemed necessary by the school administration.

A.G.B.U. ALEX & MARIE MANOOGIAN SCHOOL

PURPOSE AND RESPONSIBILITY FOR STUDENT DISCIPLINE

MIDDLE SCHOOL

A. Purpose

It is the purpose of the "Discipline Code" to help provide an atmosphere that is conducive to an orderly process of education in an environment which provides for the welfare and safety of all who attend. Our primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, corrective action is indicated, both for the benefit of the individual and the school as a whole.

B. General Conduct and Standards of Behavior

Students of the A.G.B.U. Alex & Marie Manoogian School (hereafter Manoogian School) are expected to be good citizens. Appropriate dress code and standards of behavior reflecting good citizenship are expected, and all Board policies, administrative procedures, and school rules are established to insure such standards. All policies, procedures, and rules are applicable in the school, on the grounds, at school activities, both at and from school (e.g., field trips), at the bus stop, on the way to and from school, and on school vehicles. Students and parents will be supplied with copies of the Discipline Code and are expected to read, understand, and comply with the requirements of the Code.

C. Parent Responsibility

Parents are responsible to see that all regularly enrolled students are present at all assigned classes unless illness or family emergency prevents such attendance. Parents should contact the school for prior approval of absence having to do with family travel, appointments or other urgent matters. Parents are requested to notify the school according to building procedures on days when it is necessary for their children to be absent for illness or family emergency.

Parents are requested to provide the school with pertinent information regarding health disorder, which could affect the student during the school day, influence, his/her behavior, or have a long-range effect on the student's educational progress.

The Board expects the parents will work with the school to bring about changes in the behavior of students who violate standards of normal conduct. Parents are expected to cooperate fully with the staff and to discuss the student's disciplinary problem in an appropriate manner.

Parents will be held accountable for financial loss suffered by the Manoogian School and their employees when their children, through malicious or careless conduct, cause damage to the school building, equipment or personal property.

To insure student success, parents should, at regular intervals, discuss with their children the importance of obtaining a good education and the necessity for good citizenship. Students with a positive attitude are more likely to have a successful and rewarding school experience.

D. Staff Responsibilities

1. The Board of Directors directs and authorizes the principal or designee to take appropriate action to assure the establishment and administration of procedures necessary to effectively provide for pupil control and discipline within the framework of the Board policies as set forth by state law.
2. The principal or designee shall have the overall responsibility and authority for the orderly administration of discipline policies and procedures in the school within the framework of the Board Policies, administrative procedures, and state law.
3. The teacher's primary responsibility and authority shall be to educate and maintain order and control within the classroom, and to take general responsibility and authority for maintaining order on school property.
4. All referrals for disciplinary action shall go to the administrative personnel designated by the principal.
5. The principal, or administrative personnel designated by the principal, shall contact parents once the facts have been collected.

E. Student Responsibilities

Students in the school are expected to fulfill the following responsibilities:

1. Participation

Students have the responsibility of participating fully in the learning process. Students must report to school and to all scheduled classes regularly, on time, remain in class until excused, pay attention to instruction, complete assignments to the best of their ability and request help when it is needed.

2. Behavior

Students have the responsibility of avoiding any behavior that is detrimental to the achievement of their own or other students' educational goals. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books and other instructional materials, and encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in behavior that violates the provisions of the Code of Conduct.

3. Respect for Staff

Students have the responsibility of showing respect for the knowledge and the authority of school staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.

4. Respect for Other Students

Students have the responsibility of showing respect for the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling or engaging in deliberate attempts to embarrass or harm another student.

While all students are expected to fulfill these responsibilities, some may occasionally need guidance and correction. Some students will need more help than others in learning to behave in a responsible, mature manner. It is expected that persistent misbehavior, even when each single instance is a minor infraction of the rules, will be dealt with appropriately in order to help students avoid establishing a pattern of unacceptable habits.

- F. Students may not endanger or threaten to endanger the safety of others, damage property, or impede the orderly conduct of the school program while at school, at a school-related activity, on a school bus, or en route to or from school. In all regards under Class Offenses, any disciplinary action should be taken in consideration of the best interest of the child.

Although every effort has been made to provide a comprehensive student Code of Conduct, some unanticipated events will occur. Depending on the circumstances and the severity of a violation, whether covered in this manual or not, the administration may omit any of the intermediary steps and administer an appropriate level of punishment.

If a student is suspended or absent from school, he/she may not attend any school-related activity or function that day. Based on the number of infractions, a student may be barred from participating in extra-curricular and school activities. Students who are on long-term suspension will have the opportunity to receive homework and return it for evaluation.

G. Peer Mediation

Every other year, a group of faculty and students will be trained in peer mediation techniques by experts from the Oakland County Intermediate School District. Peer mediation will be used to attempt to defuse potential problems before they reach the stage of requiring action. Students and faculty may request peer mediation following the guidelines established by the staff under the guidance of the training team.

H. Student Rights When Under Interrogation by the Police

Principals are authorized to permit police officers and identified representatives from the court to interview pupils on official business. Students may be searched or arrested when such action is authorized by a warrant or otherwise permitted by law. When considered appropriate, such interviewed shall be conducted in the presence of the principal or a designee. The principal or designee will inform parents of this questioning and, whenever possible, they may be present.

I. Guidelines for Make-Up Work

1. A student will be given the opportunity to make up those academic course work assignments missed during a short-term suspension. A student who remains out of school past the 1-10 days of short-term suspension WILL NOT be allowed to make up work beyond the actual suspension dates. All make-up work must be completed in a timely manner.
2. A student charged with an offense which may result in long-term suspension is entitled to make up work until a decision is reached by the principal, (after the school-level suspension hearing) that the student will be recommended for long-term suspension.
3. A student charged with a violent act is entitled to make up work until a decision is reached by the principal, (after the school-level suspension hearing) that the student is guilty of a violent act and should be placed in the expulsion track.
4. Students are not entitled to make up academic course work missed during absences due to truancy.

ADDENDUM

CLASS I OFFENSES

Prohibited Behavior

- A01 Card Playing/Dice/Gambling
- A02 Disruptive Conduct
- A03 Dress Code and Appearance
- A04 Food/Beverages
- A05 Human Dignity Policy
- A06 In The Hall Without a Pass
- A07 Insubordination
- A08 Leaving Class without Permission
- A09 Loitering or Trespassing
- A10 Possession of Electronic Devices, Beepers, Cellular Phones/Radios, Tape Machines, CD Players and Headphones
- A11 Profanity or Verbal Abuse
- A12 Refusal to Identify Self
- A13 Smoking or Use of Smokeless Tobacco, E-Cigarettes/Vapes
- A14 Student Demonstrations
- A15 Truancy
- A16 Unauthorized Use of Materials/Equipment
- A17 Wrestling or "Horseplay"
- A18 Excessive Tardies
- A19 Recording on an electronic device

CLASS II OFFENSES

Illegal Behavior

- B01 Driving and/or Parking Violations
- B02 Extortion
- B03 False Fire Alarms
- B04 Fighting/Physical Violence/Battery
- B05 Fireworks or Other Explosive Material
- B06 Forgery
- B07 Gang Insignia/Activity
- B08 Habitual Persistent Misconduct
- B09 Harassment/Bullying
- B10 Interference with/or Intimidation of School Personnel
- B11 Intimidation or Threats of Violence
- B12 Theft or Possession of Stolen Property
- B13 Vandalism or Defacement of School/Private Property
- B14 Leaving School without Permission or Skipping School

CLASS III OFFENSES

Most Severe Violations

- C01 Arson
- C02 Destruction of Property
- C03 Other Violent Conduct
- C04 Physical Violence/Battery Against Staff
- C05 Threats – Bomb/Telephone
- C06 Weapons or Facsimile of a Dangerous Weapon
- C07 Controlled Substance/Alcoholic Beverages

DEFINITIONS

CLASS I OFFENSES – Prohibited Behavior

A01 CARD PLAYING/DICE/GAMBLING

Card playing/dice/gambling are strictly prohibited. Possession of playing cards and dice is not allowed in school.

A02 DISRUPTIVE CONDUCT

A student shall not engage in any type of conduct that causes or has the potential for causing disruption or obstruction of any function, process or activity of the school. This applies to conduct at athletic events and other school activities, whether home or away, and will be enforced accordingly.

A03 DRESS CODE AND APPEARANCE

All students are expected to dress in a manner appropriate to a school setting. Uniforms must be worn every school day; hair must be clean and neat. Coats and jackets are to be kept in the student's locker and are not to be worn in class or carried around the building. Coats and jackets are defined as outerwear specifically designed to be worn outdoors. Students who show up to class with a coat or jacket will be sent back to their lockers.

Students may not wear hats, hoodies up, and/or other headgear during the school day. (8:00 a.m. – 3:15 p.m.).

A04 FOOD/BEVERAGES

All food/beverages must be consumed in the lunchroom. Glass containers are not acceptable. Gum chewing is **not** permitted.

A05 HUMAN DIGNITY POLICY

Behavior by students which insults, degrades, or stereotypes any race, gender, handicap, physical condition, sexual orientation, marital status, ethnic group, or religion; conduct detrimental to the normal functioning of school activities including by not limited to the following:

1. Spoken or written racial or ethnic slurs.
2. Racial, ethnic or religious intimidation.
3. Authorship, publication, and circulation of unauthorized material.
4. Possession of pornographic or obscene material.
5. Hazing or initiation.

Repeated violations may result in a Class II harassment offense (B09)

A06 IN THE HALL WITHOUT A PASS

All students must carry an official classroom pass while in the halls during regularly scheduled class time.

A07 INSUBORDINATION

Failure to follow reasonable and lawful directions given by a staff member is not tolerated.

A08 LEAVING CLASS WITHOUT PERMISSION

Students may not leave their classroom without the teacher's permission.

A09 LOITERING OR TRESPASSING

Being in the hall, building, on school grounds, or at the parking lot without permission or purpose prior to or after regular hours may result in disciplinary action.

A10 POSSESSION OF ELECTRONIC DEVICES, BEEPERS/CELLULAR PHONES/RADIOS, TAPE MACHINES/CD PLAYERS AND HEADPHONES

These listed items may not be in student's possession while on school property. Students are prohibited from possessing a phone pager device (beeper), telephone or other electronic equipment while on school property.

A11 PROFANITY OR VERBAL ABUSE

Profane language (swearing) or obscene language/actions on school property is prohibited. As a no tolerance policy, students will receive a referral.

A12 REFUSAL TO IDENTIFY SELF

Refusing to give correct name or show identification card when requested to do so by school personnel, or the use of another person's name or identity, will result in disciplinary action.

A13 SMOKING OR USE OF SMOKELESS TOBACCO, E-CIGARETTES/VAPES

Use of tobacco, (i.e., smoking or chewing), is prohibited on school property.

First Offense-	1-day suspension
Second Offense-	3-day suspension
Third Offense-	5-day suspension

A14 STUDENT DEMONSTRATIONS

Any form of protest or demonstration that disrupts the normal educational process, or that is conducted in a manner that violates legal restraints is prohibited.

A15 TRUANCY

Unexcused absences for classes, lunchroom, homeroom, etc., will result in disciplinary action.

A16 UNAUTHORIZED USE OF MATERIALS/EQUIPMENT

Using at school, without the prior approval of an administrator or teacher, any equipment or materials that interfere with the instructional program. Unauthorized use of radios, cassette players or other electronic equipment, unless prior approval is obtained.

A17 WRESTLING OR "HORSEPLAY"

Wrestling or "horseplay" is not tolerated on school property and will be dealt with by school personnel.

A18 EXCESSIVE TARDIES

Students with 5 tardies in one class will receive a detention.

A19 RECORDING ON AN ELECTRONIC DEVICE

Using cell phones to record his or herself or other students, faculty, or staff will result in a suspension.

CLASS II OFFENSES – Illegal Behavior

B01 DRIVING AND/OR PARKING VIOLATIONS

At no time may middle school students ride with a high school driver without expressed written consent by the middle school student's parents or guardian.

B02 EXTORTION

Obtaining goods or services by threat of violence will be dealt with severely.

B03 FALSE FIRE ALARMS

Students may not pull false fire alarms or conspire with others to create a false fire alarm.

B04 FIGHTING/PHYSICAL VIOLENCE/BATTERY

- 1) A physical confrontation involving two people that may or may not result in physical injury and does not include the use of weapons.
- 2) An unprovoked use of force on another person that may or may not cause injury. Anyone engaged in violence will be suspended.

B05 FIREWORKS OR OTHER EXPLOSIVE MATERIAL

Student may not possess or ignite fireworks or explosives, including smoke and stink bombs.

B06 FORGERY

Unauthorized use of another person's signature or alteration of school forms is prohibited.

B07 GANG INSIGNIA/ACTIVITY

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived as evidence of membership in or affiliation with a gang.

B08 HABITUAL PERSISTENT MISCONDUCT

Behavior that continues to be disruptive regardless of previous action taken by school officials is prohibited. Five Class I referrals also constitute a Class II Habitual Persistent Misconduct.

B09 HARASSMENT/BULLYING

Any behavior used to intimidate, bully, incite or offend another individual by use of verbal, non-verbal, social media, or physical contact is strictly prohibited. Sexual harassment includes, but is not limited to, sexual advances, sexual slurs and innuendos, vulgar language, obscene posters, notes, or graffiti, unwelcome "touching" and suggestive comments. Sexual harassment is a violation of Title VI of 1991 of the Civil Rights Act.

B10 INTERFERENCE WITH/OR INTIMIDATION OF SCHOOL PERSONNEL

Preventing or attempting to prevent school personnel from engaging in their lawful duties via threats, violence, harassment or verbal intimidation is prohibited.

B11 INTIMIDATION OR THREATS OF VIOLENCE

Words or actions that may threaten to do injury or bodily harm to another person, or that may intimidate another person through fear for his/her safety. No actual bodily contact is necessary. Such incidents will be taken seriously. This includes social media as well.

B12 THEFT OR POSSESSION OF STOLEN PROPERTY

Students may not engage in theft or possession of stolen property.

B13 VANDALISM OR DEFACEMENT OF SCHOOL/PRIVATE PROPERTY

Destruction and/or defacement of school/private property is prohibited.

B14 LEAVING SCHOOL WITHOUT PERMISSION OR SKIPPING SCHOOL

Students do not have permission to leave the school or skip school without the consent of their parent or guardian.

CLASS III OFFENSES – Most Severe Violations

C01 ARSON

The setting of fires or the use of open flames for improper purpose is prohibited. Consequence: Automatic expulsion. Referred to Southfield Police Department.

C02 DESTRUCTION OF PROPERTY

Acts, which result in a substantial threat to or actual destruction of property, that necessitate significantly altering a school's operation and activities. Specifically included are acts which result in:

- Significant damage to the physical plant or property.
- Conditions necessitating evacuation of pupils and staff from the building.
- The inability of a school to perform its functions. Specifically included herein are acts of arson, use of smoke bombs or incendiary devices, or reporting fire or activating fire alarms without a reasonable belief that a fire or bomb is present. Disciplinary action will be taken and may be referred for legal action.

C03 OTHER VIOLENT CONDUCT

Any act of violence is prohibited.

C04 PHYSICAL VIOLENCE/BATTERY AGAINST STAFF

A physical confrontation or battery of school staff that may or may not result in injury, will result in disciplinary action and possible legal action.

C05 THREATS – BOMB/TELEPHONE

Students shall not make any telephone/social media or bomb threat.

C06 WEAPONS OR FACSIMILE OF A DANGEROUS WEAPON

(Possession/Sale/Use):

Possession and/or use of a weapon (see definition below) on school property are strictly prohibited.

Consequence: Suspension and recommendation for expulsion. Referred to Southfield Police Department

DEFINITION: A weapon shall include firearms, pellet gun, air pistol, starter pistol, stun gun, whether operable or whether loaded or unloaded, a reasonable facsimile of a firearm, a bomb, Molotov cocktail, slingshot, billy bludgeon, blackjack, sand club, metallic knuckles, gas-ejecting container or device which will either temporarily or permanently incapacitate, knife, dagger, dirk, stiletto, pocket knife opened by a mechanical device, iron bar, any form of ammunition, fireworks, karate sticks, stars, numb-chucks or similar martial arts weapons or other objects or instruments a principle application of which is to inflict injury or physical harm upon the person of another. A weapon shall also include an object or instrument, which is not in and of itself a weapon as above defined, but where the possession or use of same is coupled with intent by the student to inflict injury or physical harm upon the person of another.

C07 CONTROLLED SUBSTANCE/ALCOHOLIC BEVERAGES

Use possession, distribution, or being under the influence of an illegal substance, drug or alcoholic beverages on all school property or at school-sponsored activities is prohibited. Possession of drug paraphernalia is prohibited.

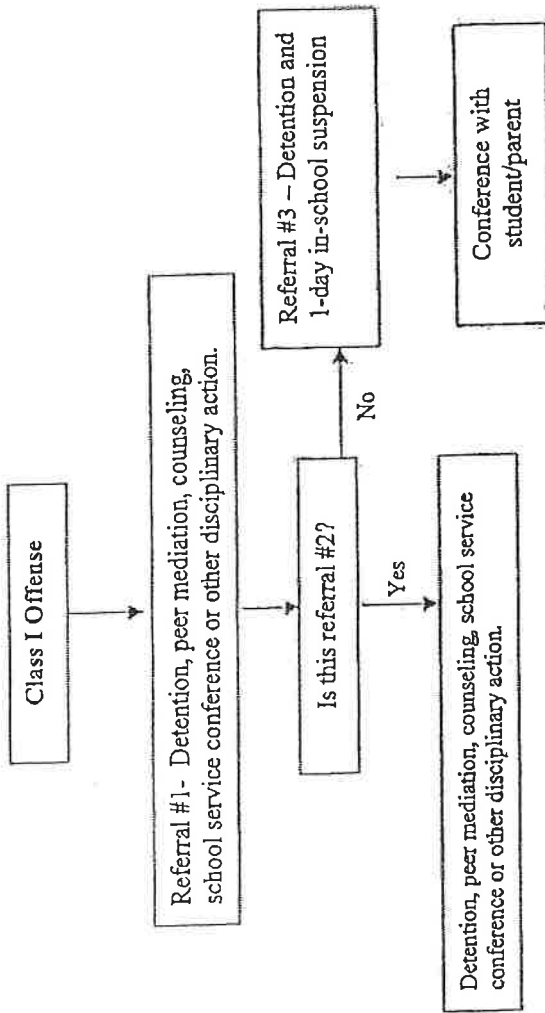
MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Directors prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the school will also notify law enforcement officials.

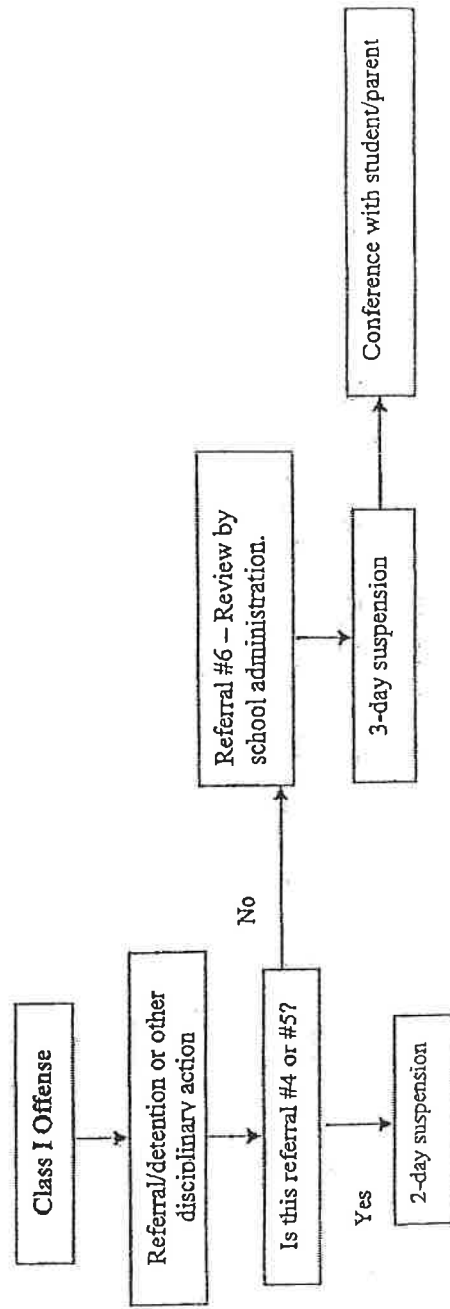
The school is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the school leader or counseling office whenever such help is needed.

DISCIPLINE STEPS FOR CLASS I OFFENSES

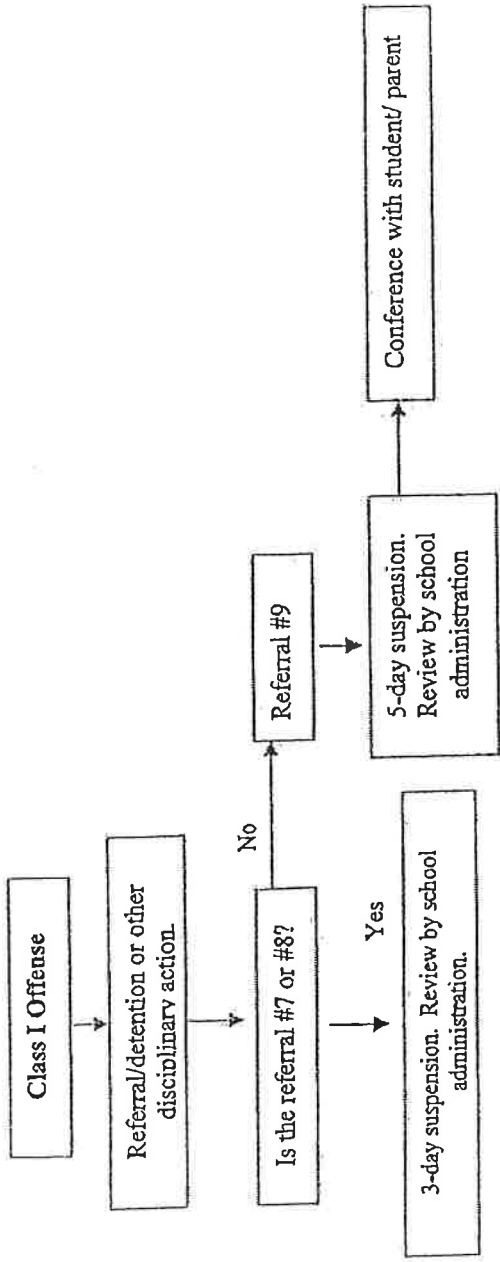
REFERRALS 1-3



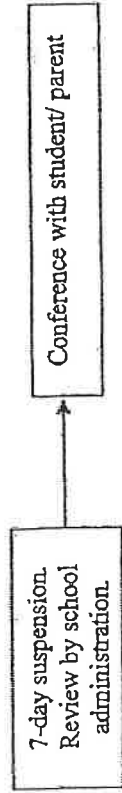
REFERRALS 4-6



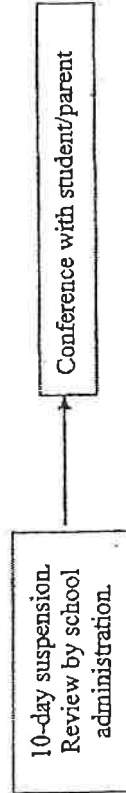
REFERRALS 7-9



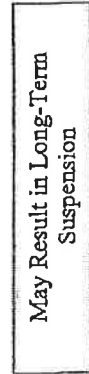
REFERRAL 10



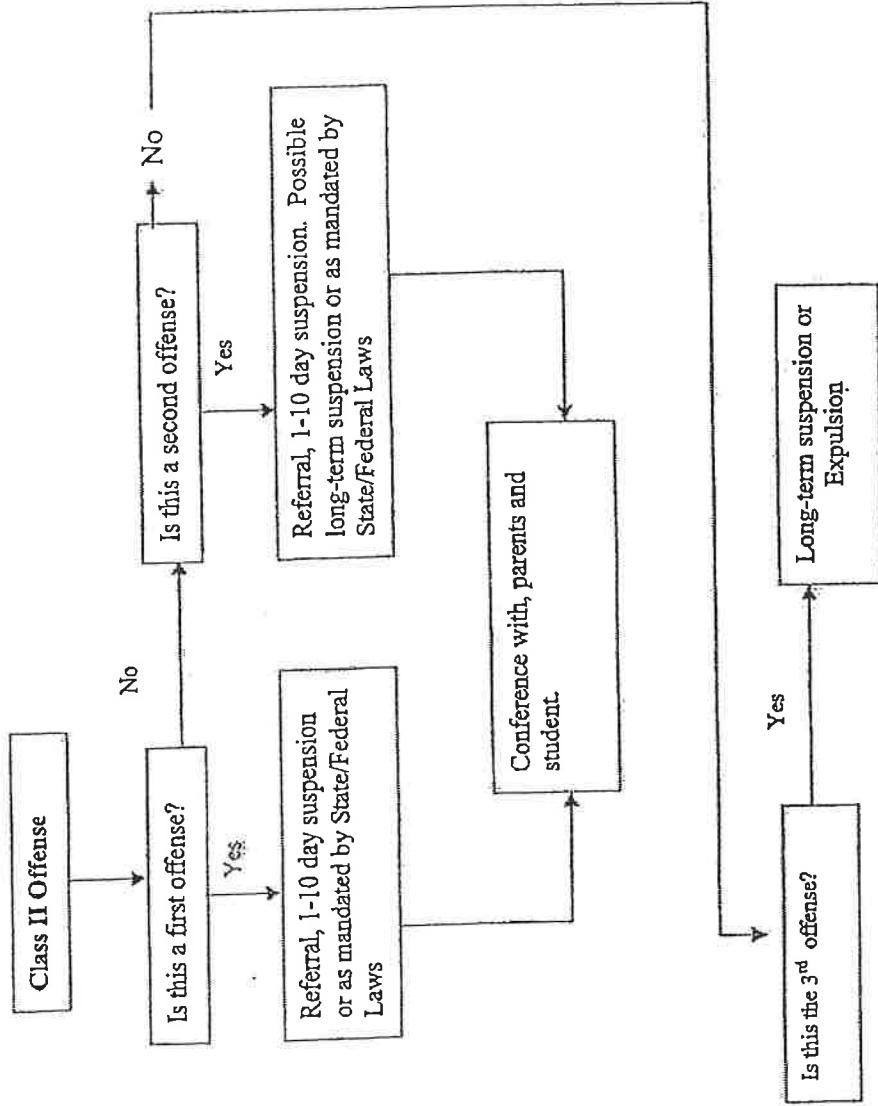
REFERRAL 11



REFERRAL 12



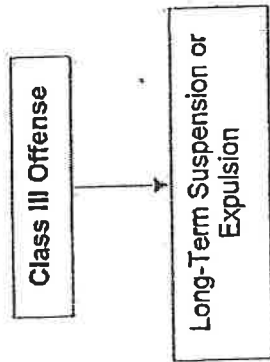
DISCIPLINE STEPS FOR CLASS II OFFENSES
(All Class II Violations must be reviewed by School Administration)



OFFENSE 1 OR 2

OFFENSE 3

DISCIPLINE STEPS FOR CLASS III OFFENSES *
(All Class III Violations must be reviewed by School Administration)



* It will take only one Class III Offense to result in Expulsion.

**STUDENT/PARENT APPEAL PROCESS
SUMMARY OF APPEALS PROCESS**

<u>Step</u>	<u>To/With Whom</u>	<u>By Whom</u>	<u>Timeline</u>
1. Conference between involved individuals	Staff member(s)	Involved student/parent	Preferably as soon as arranged
2. Contact with Administration	Principal or designee	Student or parent(s)	Prior to further appeal action
3. Arrange information conference at school level	Board Representative	Parent(s) and student	Optional
4. File written copy of REQUEST FOR A FORMAL HEARING	Principal	Parent(s) and student	Necessary prior to further appeal action
5. Set hearing date	Involved persons – those appealing/involved staff	Board Representative	Within 5 school days of #4
6. Hearing is held	Same as above		As arranged in #5
7. Decision is delivered	Parents and students	Board Representative	Within 5 school days of #6
8. Request for review of appeal in writing	Board Chair	Parents/students	
9. Rendering of review opinion in writing	Parents	Board Chair	Within 5 school days
10. Request for formal Board hearing	Board of Education	Parents/Student	
11. Scheduling of Board hearing	All involved: (student, parent, witnesses, staff)	Board Chair or designee	Within 10 school days of #10
12. RENDERING OF BOARD OPINION			Within 5 school days of #11

NOTE: Number of days represents school business days and excludes school vacations and holidays.

MIDDLE SCHOOL POLICY FOR CREDIT/PROMOTION

Middle School students are expected to pass all their classes.

A Middle School student who fails two core courses (English, math, social studies, and science) will have to repeat the grade.

A Middle School student who fails the Armenian class must complete the work on a summer packet and pass the Armenian final before the next year begins.

ENFORCEMENT AUTHORITIES

- A. Law enforcement authorities will be notified in cases of all Class II and Class III Offenses.
- B. Procedures for notifying law enforcement agencies
 - 1. Law enforcement agencies shall be notified of all cases of student misconduct listed above. In addition, they may be contacted when deemed advisable by the principal or designee for protection of the student, other persons, or private property.
 - 2. Law enforcement authorities may be initially notified by telephone; however, such notification shall subsequently be reported in writing, with a copy of the notification distributed to the school liaison officers and placed in the student's file.
 - 3. The parents shall be advised immediately of notification of law enforcement authorities.

C. Definitions

Class II and Class III Offenses are criminal offenses in Michigan Law. Basically, there are two categories of offenses: misdemeanors and felonies.

- 1. A misdemeanor is defined as an offense with the prescribed maximum penalty of up to one year in the county jail and/or up to a \$100 fine.
 - 2. A felony is defined as an offense with the prescribed penalty being a minimum one-year sentence to a maximum of life to be served in a state prison facility and/or fines as prescribed by law.
- D. Reporting of criminal offenses to law enforcement authorities is required under the School Safety Act (Public Act 102 of 1999).

A.G.B.U. Alex & Marie Manoogian School

Request for Extended Absence
(To be completed two weeks prior to absence)

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Dates of Absence _____

Reason for Absence:

Parent Signature Date

Office Use Only

Absence Excused _____

Not Excused _____

Students must see classroom teachers BEFORE absence to arrange for making up missed work. If absence is unexcused, principal will note on this form. In the case of an unexcused absence, student will not be allowed to make up work. Homework must be turned in within four days after return.

Student leaving for the rest of the semester, homework not required _____

Comments:

Principal Signature Date