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HIGH SCHOOL HANDBOOK
8th-12th GRADES

CODE OF ACADEMIC PERFORMANCE
&
CODE OF CONDUCT

2022 - 2023

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 (available online at www.manoogian.org) and that you are aware of the school's academic performance and requirements and the disciplinary code of conduct. This must be returned by **Monday, September 12, 2022.**

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

Sincerely,

Dr. Hosep Torossian,
High School Principal

Date _____

Student Name _____ Grade _____
(Please Print)

I have read the Student handbook and have discussed the contents with my parents.

Signature of Parent or Guardian

Signature of Student

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

MANOOGIAN SCHOOL STUDENT MEDIA CONSENT AND RELEASE FORM

PLEASE FILL OUT THIS FORM AND RETURN IT TO THE SCHOOL

Throughout the school year, Manoogian students may be highlighted in efforts to promote Manoogian School activities and achievements. For example, students may be featured in materials to increase public awareness of our schools through newspapers, radio, TV, the school website, social media, displays, brochures, and other types of media.

Please select one of the options below to allow the Manoogian School and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital, and printed media for a period ending June 30, 2023.

- a. This is with the understanding that neither Manoogian School nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child's participation.

- b. I further release and relieve Manoogian, its Board of Directors, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.

I GIVE PERMISSION to release information about my child for publication

I DO NOT want to release any information about my child for publication

Print Parent/Guardian Name

Date

Print Student Name

Grade

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

PUBLICATIONS FOR ARMED FORCES

PLEASE FILL OUT THIS FORM AND RETURN IT TO THE SCHOOL

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 or do not** want a students' name, address and phone number released to an authorized representative of the Armed Forces must check the box below of your option and sign. Return this form to the school office.

I GIVE PERMISSION to release information about my child to the Armed Forces

I DO NOT want to release any information about my child to the Armed Forces

Print Parent/Guardian Name

Date

Print Student Name

Grade

TABLE OF CONTENTS

From the Principal	
School-Wide Guiding Principles	1
Guiding Principles	1
Mission Statement	1
School-Wide Expectations for Students	2
Philosophy	3
Human Dignity Statement	3
Harassment	3

PART I – CODE OF ACADEMIC PERFORMANCE

Partial Day Schedule.....	4
Curriculum.....	4
Class Schedule and Curriculum and Partial Day Schedule	4
Student Grade Level Status Policy	5
Definition of Credit.....	5
Making Up Failed Courses	5
Repeated Failures.....	6
Dual Enrollment.....	6
Michigan Merit Curriculum.....	6
Oakland Technical Center	7
Community Service	7
Athletic Competitions.....	7
Grading System and Report Cards	7
Honor Roll/Special Achievement.....	8
Achievement Awards.....	8
Caught-Ya-Card.....	8
Repeated Failures.....	8
Media Center	8
Technology Use Guidelines.....	9
Cell Phone Electronics Devices.....	11
Electronics	12
Plagiarism.....	13
Access to School Printer	13
Notification to Public Regarding Inspection of Instructional Materials.....	14
Privacy Act	14
Notification to Parents Regarding Student Records	15
Notice of Nondiscrimination and Grievance Procedures	16
Harassment	16
Pesticide Notification.....	16
Academic Monitoring Of Student Progress.....	17

PART II - CODE OF CONDUCT

Men's Dress Code	19
Women's Dress Code.....	20
Free Dress Code.....	21
Attendance Philosophy	22

Attendance Regulations	23
Parent Teacher Organization.....	25
Lunch Procedures.....	25
Lunch Regulations	25
Locks and Lockers	25
Textbooks.....	26
Classroom Fees	26
Lost and Found	26
Arrival and Dismissal	26
Parents Permission for Transportation Change.....	26
Use of Clinic	27
Medication	27
Emergency School Closing.....	27
Fire Drill Procedures	27
Tornado Drill Procedures.....	27
Telephone.....	27
Elevator Use.....	27
Visiting the School.....	28
Field Trips.....	28
A.G.B.U. Transportation Regulations.....	29
Student Discipline.....	29
Weapons.....	30
Purpose and Responsibility for Student Discipline	31

ADDENDUM – CLASS I, II, AND III OFFENSES

List Of Class I, II, and III Offenses	35
Definitions of Class I Offenses	36
Definitions of Class II Offenses.....	38
Definitions of Class III Offenses	40
Memorandum to Parents Regarding School Board Policy on Drug-Free Schools.....	41
Discipline Steps for Class I Offenses.....	42
Discipline Steps for Class II Offenses	44
Discipline Steps for Class III Offenses	45
Student/Parent Appeal Process	46
Notification to Law Enforcement Authorities	47

MISCELLANEOUS

Request for Extended Absence	48
Testing Out.....	49
Personal Curriculum	49

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.

The A.G.B.U. Alex & Marie Manoogian School was founded in 1969 and is the only Armenian school in the Midwest. 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 a public charter school whose focus is teaching the Armenian language, history, and culture to its students. The Manoogian students not only learn the Armenian language, history, and culture, but also develop a deep understanding and appreciation for the Armenian Culture. This culminates in a class visit to Armenia, which forges a lifelong bond to their ancestral homeland. Many non-Armenian students participate in this trip and consider it a highlight of their school years.

The Manoogian School is a K–12 school with a student population of 400 and a staff of 40. From its humble beginnings in 1969, the Manoogian School has grown into a highly accredited, state-of-the-art college preparatory academy, boasting a track record of alumni attending the finest colleges and universities in Michigan.

Over the past three years, Manoogian School graduates have been awarded four-year college and university scholarships exceeding five million dollars. With the addition of the new 35,000 sq. ft. High School building in 2010, the Manoogian School offers a myriad of honors level courses with an integrated curriculum authorized by Central Michigan University. The school boasts a high school graduation rate of over 95% and takes pride in providing a safe haven to its students in a nurturing and welcoming environment. The Manoogian School has been ranked by *U.S. News & World Report* as a high-performing tuition-free charter STEAM-focused and college-prep school.

Students interested in sports have an opportunity to participate in a variety of sports including soccer, basketball, volleyball, and cross-country. We also provide several extra-curricular activities such as robotics to students with a keen interest in science, technology, engineering, and math (STEM).

Through its partnership with Lawrence Tech University and Oakland Community College, the Manoogian School offers college-level courses to 11th and 12th grade students with a GPA above 3.5. These dually enrolled students can earn up to 12 credits (four college courses) before graduating from high school. Dual enrollment courses are fully funded by the Manoogian School. Students also have the opportunity to attend Oakland Schools Technical Campus every day to earn high school credit in various hands-on programs.

The school administration remains committed to ensure that all students are given an opportunity to flourish and excel in a caring and safe environment.

Sincerely,

Dr. Hosep Torossian
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

- Quality education requires a safe, secure, and supportive learning environment.
- To stimulate independent and divergent thinking through instructional methods that keep pace with society's changing demands.
- To recognize and value the uniqueness of every student, challenging each to fulfill their potential.
- To promote the appreciation of lifelong learning within an environment of excellence.
- The curriculum promotes the development of the Armenian language and the understanding and appreciation of Armenian history and art.
- Together with the faculty and parents, the School Board of Directors will provide the foundation for students' fulfillment and success.

MISSION STATEMENT

The A.G.B.U. Alex & Marie Manoogian School will successfully educate all students in a safe, dignified, and supportive setting, partnering with the community to 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 AGBU 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 functional in Armenian language, history, literature, and culture.
- Be proficient in mathematics, science, and technology.
- 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.
- Be prepared for college, career, and life!

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.

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, 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.

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 High 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.

**CODE OF ACADEMIC PERFORMANCE
CLASS SCHEDULE**

8:03 – 9:02	FIRST HOUR
9:06 – 10:05	SECOND HOUR
10:09 – 11:08	THIRD HOUR
11:08 – 11:46	LUNCH
11:50 – 12:49	FOURTH HOUR
12:53 – 1:52	FIFTH HOUR
1:56 – 2:55	SIXTH HOUR

PARTIAL DAY SCHEDULE

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

HIGH SCHOOL CURRICULUM

Ninth Grade

Algebra,

Armenian Studies
Art
English Literature & Composition I/
Honors English Literature & Composition I
Health/PE
Integrated Science/Honors Biology
US History/Geography

Geometry

Eleventh Grade

Algebra II/ Pre-Calc
American Literature & Composition/
Honors American Lit. & Composition/
AP English Language and Composition
Armenian Studies
Chemistry/ Microbiology/AP Biology
Civics/Economics
Electives

Twelfth Grade

Armenian Studies
Electives
British Literature & Composition/
Honors British Literature & Composition
Calculus/Statistics/Consumer Math
Organic Chemistry/ Engineering Design Principles
World History II/ Current Events

Tenth Grade

Armenian Studies
Biology/ Honors Chemistry
English Literature & Composition
Honors English Lit. & Composition II
Electives
Geometry & Algebra II
World History

Electives

Art
Automotive Engineering
Chemistry Today
Global Studies
Literature Through Film

Physical Education
Project Lead the Way: Computer Science Principles
Project Lead the Way: Human Body Systems
Robotics
Yearbook

8th GRADE CURRICULUM

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

STUDENT GRADE LEVEL STATUS POLICY, Grades 9-12 only

Student progress through the high school program is based on the satisfactory completion of courses and the earning of units of credit. Accordingly, grade level designation is based on units of credit earned and not on semesters or years of attendance.

Grade level status is defined as follows:

1. A student is considered a freshman after successfully completing the eighth grade.
2. A student is considered a sophomore after earning six units of credit.
3. A student is considered a junior after earning twelve units of credit.
4. A student is considered a senior after earning eighteen units of credit.
5. A graduate of the A.G.B.U. Manoogian School must have earned twenty-four units of credit.

DEFINITION OF CREDIT

One-half credit is awarded for each semester of course work completed with a grade of D- or better.

Any student who has not earned the required number of credits to be moved to the next level at the end of the school year will not be classified at the higher level until the student has:

1. Completed approved summer course(s), and/or
2. Completed approved correspondence course(s).
3. Completed approved on-line course(s).

All work must be completed and all documentation received at the school before the classification will be changed. No student will participate in graduation exercises unless he/she has appropriate documentation for all 24 credits.

Administration reserves the right to make alternate arrangements in special circumstances.

MAKING UP FAILED COURSES

A student who fails a high school course has the following options:

1. If student has failed courses, and if that student remains at the A.G.B.U. Manoogian School, he/she will have to repeat the year unless the courses have been made up through approved means. Our schedule does not allow students to be in part of one year's classes and part of another year's.
2. The student can make up the failed course(s) during summer school or with evening adult education classes. The school must send grades to our office before we can adjust our records.
3. The student may take accredited on-line or correspondence courses if the head teacher or the counselor approves. The work must be completed before the student will be enrolled in the next grade.

4. Students may not have more than six failed courses on their record, regardless of whether they have been made up with correspondence courses, on-line courses, adult ed, or summer school. They will have to repeat a grade if they wish to remain at the A.G.B.U. Manoogian School.
5. Administration reserves the right to make alternate arrangements in special circumstances.

REPEATED FAILURES

A student who has failed half or more of his/her academic work for a year will be retained as stated above. 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 students' needs.

DUAL ENROLLMENT

Students having a cumulative 3.5 grade-point average at the end of their sophomore year may be eligible to participate in the Dual Enrollment program at Oakland Community College and / or Lawrence Technological University in their junior and senior years. This program for academically successful high school students gives students the opportunity to be dually enrolled in high school and college.

MICHIGAN MERIT CURRICULUM

The Manoogian School's courses are designed to meet the Michigan Merit Curriculum. Parents have the right to request a personal curriculum for their child. The parent must contact the counselor who will explain the procedure.

OAKLAND SCHOOLS TECHNICAL CAMPUS

Students in grades 11 and 12 have the opportunity to attend vocational education courses at the Oakland Technical Center. Students can earn 1.5 credits a semester at the center taking courses in several vocational fields while using state-of-the-art equipment. Students take their core courses here in the morning and attend the Oakland Schools Technical Campus in the afternoon for their vocational training. Most programs are two years long. Transportation from the A.G.B.U. Manoogian School to the Oakland Technical Center is the student's responsibility.

COMMUNITY SERVICE

All High School students must complete community service hours as a condition of graduation. Students must complete 10 hours of community service every school year. Examples of community service include church organizations, non-profit organizations, schools, libraries, nursing homes or hospitals.

Upon High School graduation, the student who has completed the most community service hours in their class will receive a special recognition.

ATHLETIC COMPETITIONS

Students competing on a school-sponsored team must meet the eligibility requirements of the Michigan High School Athletic Association.

GRADING SYSTEM AND REPORT CARDS, Grades 8-12

Parents and students need to obtain a password from the high school office which will allow them to check grades on the Skyward grading system. Progress reports are available on Skyward halfway through each quarter, and report cards are posted at the end of each quarter. Please check your child's progress regularly.

GRADES

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
E	0.00

CITIZENSHIP

1	– Excellent
2	– Acceptable
3	– Needs Improvement
4	– Poor

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 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, 8th grade only

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, 8th grade only

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 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, viewing, listening, or accessing the Internet, 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 their 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 from 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. Damage caused by misuse is charged to the students.

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.** 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.
9. **Unauthorized Use of Faculty/Staff Computers.** 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.
10. **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.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

Cell Phones/Electronic Communication Devices, 8th grade

8th grade students are to keep their phones in their backpack from the moment they enter the building until they are dismissed into their cars. No cell phone should ever be seen by the teacher. **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.

If cellular phones or other electronic communication devices are brought into the school, they must be turned off. 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.

Students are not allowed to audio or video record, take pictures of themselves or other students, teachers, and staff while at school, at a school-sponsored activities, or on a school bus. In the State of Michigan, it is illegal to knowingly disseminate materials obtained in violation of Michigan's audio and video recording laws. Therefore, the use of cell phones to take pictures or audio/video recordings will result in a suspension. Posting of any of these on social media will also result in a suspension.

Cell Phones/Electronic Communication Devices, 9-12 grades

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 the student's locker. **Students may not have the phone or communication device with them between 8:03 and 2:55 each school day.** Students are responsible for purchasing a good lock and for keeping the combination of the lock private.

Unless a teacher has specifically said a student may use a phone or other electronic device, and unless there is a specific, limited purpose for its use, students may not use such devices in the classroom.

Students who are seen using a cell phone during class hours will be given a one day in-school suspension for the first violation and a two-day suspension for any subsequent violations. Cell phones may be used for educational purposes only when allowed by a teacher.

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.

Students are not allowed to audio or video record, take pictures of themselves or other students, teachers, and staff while at school, at a school-sponsored activities, or on a school bus. In the State of Michigan, it is illegal to knowingly disseminate materials obtained in violation of Michigan's audio and video recording laws. Therefore, the use of cell phones to take pictures or audio/video recordings will result in a suspension. Posting of any of these on social media will also result in a suspension.

ELECTRONICS

Students may use laptops with teacher permission. Headphones are not allowed. Students are not to "wear" headphones or earbuds while in class or while walking between classes. Students may use them during lunch, but at other times, headphones belong in the locker. If laptops are used without permission or headphones are out during school hours, students will receive a referral. The school is not responsible for lost or stolen phones/electronic devices.

PLAGIARISM

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.

Any attempt to receive credit for work which is not the student's own, regardless of what percentage of the material has been wrongfully claimed, will result in an E for the assignment. This rule will be followed in all high school classes in all disciplines. If a student commits the same offense in the same class a second time, the student will receive an E quarter grade on the next card marking. At the time of the offense, parents will be called for a conference. In addition, if the student is a member of the National Honor Society, he/she will become an inactive member. A student who holds a class office or team position may lose that position.

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
- Obtaining or attempting to obtain copies of tests, answer keys, etc.

Access to School Printer

Students will no longer have access to a printer in the computer lab. Students wishing to save information will need to have a flash drive. Papers may be printed at home and brought in, or they may be submitted electronically to the instructor's email address. It is the student's responsibility to know the correct email address and to be sure it is entered correctly. The papers must be sent before class on the day due in order to be considered on time. Students may use the printer provided for their use in the high school office. There is a charge for each sheet.

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.

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 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 or adult student 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 Manooagian 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). (LIST NAME, SCHOOL, ADDRESS, CITY, STATE, ZIP, PHONE)

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.

HARASSMENT

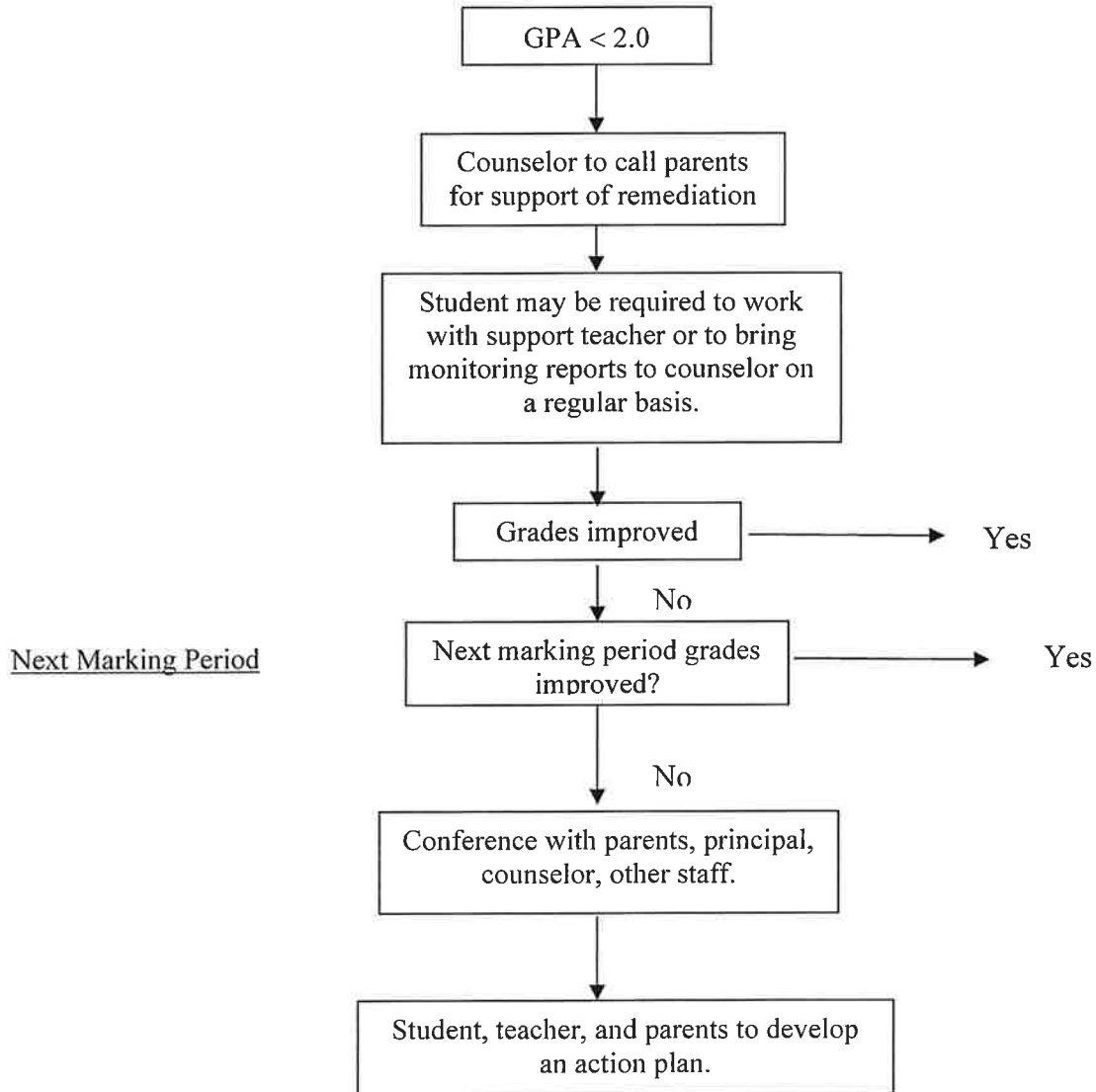
It is the policy of the Board of Directors to maintain an education and work environment which is free from all forms of unlawful harassment including sexual harassment. This applies to all school operations, programs, and activities at any school/Board sponsored activity whether on school property or 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.

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.

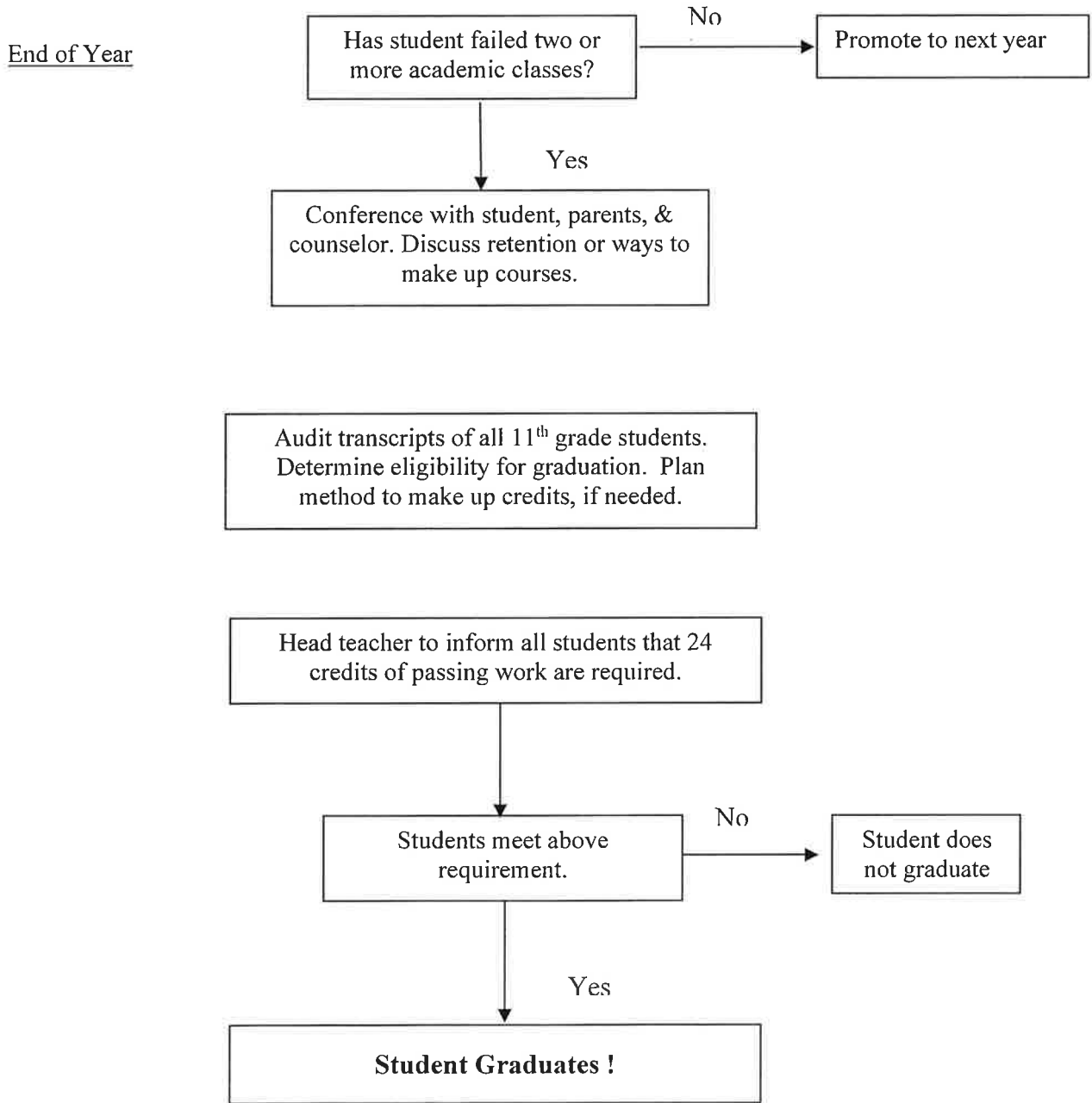
A.G.B.U. ALEX & MARIE MANOOGIAN SCHOOL

Academic Monitoring Of Student Progress



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

Academic Monitoring Of Student Progress



PART II CODE OF CONDUCT

High School Dress Code Men's Dress Code

Shirts

Plain white polo-style shirt.

Slacks

Navy blue trousers. Must fit properly: no baggy pants or pants worn below hips, no sweatpants, no jeans.

Belts

Navy or black –

Shoes

Plain black or white gym shoes with black or white soft soles. No colorful logos or decorations.
No flip-flops, slides, or sandals.

Socks

Black, navy or white

Hair

Hair should be groomed, and off the face

Optional Accessories

T-shirts

Plain white T-shirts may be worn under the uniform shirts – must be tucked in
Colored or printed T-shirts are not acceptable

Jewelry

Watches may be worn but must not beep/ring during class times. Necklaces must be tucked inside shirt.
Jewelry is not part of appropriate dress code. School is not responsible for lost jewelry.

Sweatshirts

Solid navy blue knit sweaters, vests or the navy-blue school logo hoodie or quarter-zip sweatshirt may be worn over the white polo.

Plain blue sweatshirts or navy sweaters with any kind of print are not acceptable

Students must wear their uniform each day unless a “free dress” or “school colors” day has been designated by the principal.

FAILURE TO COMPLY WITH THE DRESS CODE will result in an in-school detention.

HIGH SCHOOL

High School Dress Code

Women's Dress Code

Shirts

Plain white polo-style shirt.

Skirts

School skirt hemmed to fall just above the knee or longer.

Slacks tailored, navy blue uniform slacks no stretch, jeans, etc. Pants must fit properly; no jeans, no stretch, no leggings.

Shoes

Plain black or white gym shoes with black or white soft soles. No colorful logos or decorations.

No flip-flops, slides, or sandals.

Socks

Black, navy blue, or white knee-high socks/black, navy, or nude tights

Hair

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

Optional Accessories

Plain white T-shirts may be worn under the school shirt – must be tucked in

Colored or printed T-shirts are not acceptable

Jewelry

Watches may be worn but must not beep/ring during class times. Dangle earrings are not allowed.

Necklaces must be tucked inside shirt Bracelets, necklaces, earrings are not part of appropriate dress code.

The school is not responsible for lost jewelry.

Make-up

Minimal

Sweatshirts

Solid navy blue knit sweaters, vests, the Manoogian hoodie or the quarter zip Manoogian sweater may be worn over the polo shirt..

Plain blue sweatshirts or navy sweaters with any kind of print/logo are not acceptable..

Students must wear their uniform each day unless a “free dress” or “school colors” day has been designated by the principal.

FAILURE TO COMPLY WITH THE DRESS CODE will result in an in-school detention.

HIGH SCHOOL

8th through 12th Grade Free Dress

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

Shoes: No flip-flops, slides, 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 in-school detention.

A.G.B.U. Manoogian School

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, 8-12 grades

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 may be 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. Please note that students will be able to make up class work with an excused absence. Absences must be kept to a minimum.

2. Excusing Absences

Parents must call the office before 8:00 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. If the office is not notified by a parent on the day of the absence, the absence is unexcused.

3. Students Leaving School Building During the Day

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

4. Prearranged Excused Absences

The principal must approve pre-arranged absences. Parents/students need to obtain an Extended Absence Request form from the office and submit it in advance. It is the student's responsibility to meet with each teacher to determine how to manage class work and homework during the absence.

5. Unacceptable Reasons for Absences and Tardiness

Absences or tardiness 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.

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 high 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 pre-arranged 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, the circumstances of the absence, and the teacher's discretion. Make-up work must be done in a timely manner.

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.

8. Attendance Alerts

The school office will notify parents if there is a pattern of unexcused absences or if there is reason to believe a student is deliberately skipping class.

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 the counselor. Parents will be contacted and may be asked to come in to discuss ways to address this problem. Even with an excused absence, students may not be able to make up work done in class.

11. Suspension Absences

Students are allowed to make up work or tests for credit missed as a result of an in-or out-of-school suspension. It is the high school 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 30-minutes 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.

13. Automated Attendance System (Robo-calls)

Any unexcused tardies or absences will trigger a robo-call. Parents must call the school by 8:00am to prevent such a call.

14. In-School Tardiness, Hours 2 – 6

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

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 AGBU 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.

All parents should attend the first general meeting in September. Each family will sign up for at least two activities from the PTO activity list for the school year. Parents will participate in committees, which will plan and execute school activities. With the cooperation and good will of all, much can be accomplished.

LUNCH PROCEDURES

Students are to bring a lunch from home and must eat lunch at school. Milk is provided by the school. Other classes or school organizations also may have hot lunch or bake sale days.

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. No food may be eaten in the classrooms, at lockers, or in hallways.
2. Delivery of fast-food or lunches is not permitted.
3. The sharing of food between students is prohibited due to allergies.
4. As required by the Board of Education policy, high school students are not allowed to leave school property for lunch except with permission of head teacher or principal.

LOCKS AND LOCKERS

High 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 are advised to 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. The school is not responsible for any lost, stolen, or damaged personal items.

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.

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.

English Literature texts can be accessed online. Students will receive their access codes from their classroom teachers. Some math, science, and social studies texts may also be available online.

CLASSROOM FEES

Families pay classroom fees through PTO at the beginning of the school year.

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

Students should be at school by 7:55 A.M.. First hour begins promptly at 8:03AM. Students should not arrive at school before 7:50 A.M. Students are dismissed at 2:55 P.M. Parents arriving before that time to pick up their child should remain in their cars in the parking lot until the students are dismissed from their last hour classes. *All students not participating in extracurricular activities must have left the premises by 3:30 p.m.*

PARENTS' PERMISSION FOR TRANSPORTATION CHANGE

Please call to the office to give your permission when your child is to be picked up by someone other than yourself.

USE OF CLINIC

Students who are ill should be kept at home. However, students who become ill at school may use the clinic for a period no longer than 30 minutes. If the student is not feeling better after 30 minutes, parents are contacted and must pick up their child.

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>.

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 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 signal is given, students return to their classrooms in an orderly manner.

LOCK DOWN DRILL PROCEDURES

As mandated by the state, whenever lockdown drills are conducted, students must obey these rules:

- Follow all adult directions that will keep all students safe.
- Classes will resume when the all-clear signal has been given.

TELEPHONE

Students **MAY** use the office phone for personal calls with a pass from their teacher and permission of the office staff.

ELEVATOR USE

Students may not use the elevators in high school unless they have a pass with specific permission to use them.

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 prior 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 during school hours.

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

Parents who wish to meet or speak with any of their children's teachers have the option of emailing the teacher or leaving a voicemail 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.

FIELD TRIPS

Field trips 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 provide information about transportation and other expenses involved. If a student does not participate in the trip, the student must be in school or receive an unexcused absence. Students with failing grades or multiple referrals may not be allowed to go on field trips, including major trips to other cities and to Armenia.

A.G.B.U. TRANSPORTATION REGULATIONS

Field Trip Transportation:

All students are expected to obey the following rules in order to ensure 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. The bus is not to be damaged in any way.
10. All students must respect and obey the driver at all times.

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 SCHOOL BUS, AND ANY SCHOOL SPONSORED EVENTS.

The following information is to inform and advise students and parents of administrative action that will be taken due to any violations of the Student Code of Conduct.

DETENTION: Students may be issued a detention for tardies, gum chewing, dress code violations, and other minor infractions. Detentions occur during lunch. Students who receive excessive detentions may be denied the privilege of going on class trips or participating in class/school activities. A student who skips detentions may receive a one-day suspension.

WEAPONS

Possession and/or use of a weapon (see definition below) on school property is strictly prohibited. A long-term suspension or recommendation for expulsion will result. The student will be referred to the Southfield Police Department.

Definitions:

- *A “weapon” is generally defined as something used to inflict injury, defeat, or destroy or cause physical harm. 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 an intent by the student to inflict injury or physical harm upon the person or another.*
- *The term “dangerous weapon” may cover many types of instruments such as a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles.*
- *A “firearm” is defined as any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device.*

REFERRALS: A student receives a referral when his/her behavior disrupts the educational process. For various classes of student violation and referrals, please see Addendum.

IN-SCHOOL SUSPENSION: Students remain apart from classmates in the in-school suspension area for the day. In some cases, if the class is having a test on that day, the student may join his/her class for the test. It is the student's responsibility to obtain any missed work from the classroom teachers and to submit all work the day after the suspension.

SHORT-TERM SUSPENSION: Students may not attend school, be present on school grounds, or attend any school-sponsored events for a period not to exceed ten (10) school days. It is the student's responsibility to obtain any missed work from the classroom teachers and to submit all work in a timely manner.

LONG-TERM SUSPENSION: Students may not attend school, be present on school grounds, or attend any school-sponsored events for a period in excess of ten (10) school days, not to exceed ninety (90) school days. It is the student's responsibility to obtain any missed work from the classroom teachers and to submit all work in a timely manner.

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

HIGH SCHOOL, 8-12 grades

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 school grounds, at school sponsored activities, both at and from school (e.g., field trips), at the bus stop or on the school bus. 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 disorders 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 ensure 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, at school sponsored events, to take general responsibility and authority for maintaining order on school property.
4. All disciplinary action shall go to the administrative personnel designated by the principal.

E. Student Responsibilities

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

1. Participation

Students have the responsibility of participating fully in their learning process. Students must report to school and to all scheduled classes regularly and on-time, remain in class until excused, pay attention to instruction, complete assignments to the best of their ability, and request help when 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, technology, 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. School 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-sponsored activities, or on a school bus. 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 consequence.

If a student is suspended or absent from school, they may not attend any school-sponsored activities or function that day. Based on the number of infractions, a student may be barred from participating in extra-curricular and school activities. Suspended students will have the opportunity to receive homework and return it for evaluation.

- G. Peer Mediation

A group of faculty and students are 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 formal Discipline Committee action. Students and faculty may request peer mediation following the guidelines that will be 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 court official to interview pupils. Students may be searched or arrested when such action is authorized by a warrant or otherwise permitted by law. When considered appropriate, the interview 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 academic course work assignments missed during a 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 who is charged with an offense which could result in long-term suspension, is entitled to make up work until a decision is reached. After the school-level suspension hearing, that the student may 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 and 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 the official pass (the handbook) 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 and field trips.

First Offense-	3-day suspension
Second 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. Students who skip a class will receive a one-day at-home suspension.
- 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

Students who have a valid driver’s license from the state of Michigan and who have their parent’s written approval to drive cars to and from school may apply to the school office to get listed as a student driver. Forms are available at the school office, to be submitted for approval prior to student driving. Parking is authorized only during school hours and times of school-related activities only in the third row facing the entrance. Medical coverage must be included in insurance if passengers will be carried. Reckless driving, excessive vehicle noise, loss or suspension of driver’s license, loss of insurance coverage and unauthorized parking on school property or at school-sponsored activities are prohibited.

Violators will be ticketed and driving and/or parking privileges may be suspended:

1 st offense	=	warning
2 nd offense	=	driving privilege suspended for 1 week
3 rd offense	=	driving privilege suspended for 4 weeks

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, 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.

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/SKIPPING SCHOOL

Leaving school without permission is prohibited. Parents will be notified.
Student will be suspended.

First offense: 3-day suspension Repeat offense: 5-day suspension

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/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.

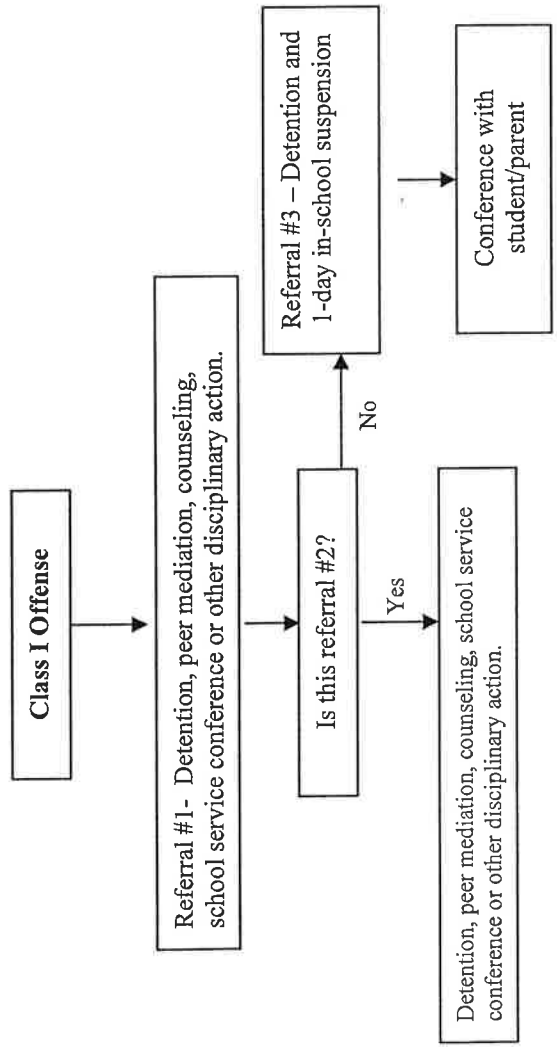
MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

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.

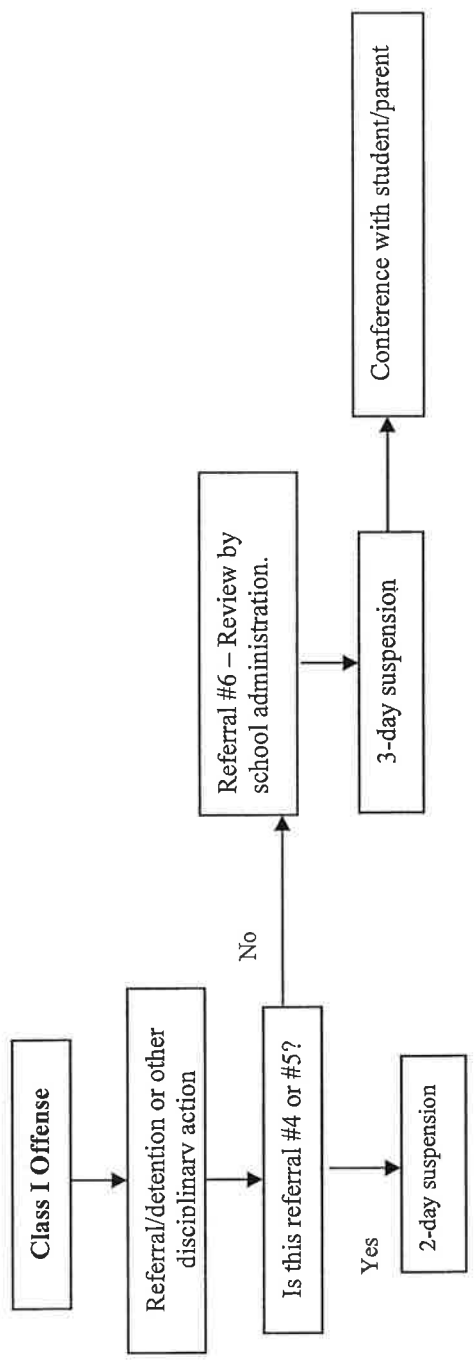
The school is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the school leader or counseling office whenever such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

DISCIPLINE STEPS FOR CLASS I OFFENSES

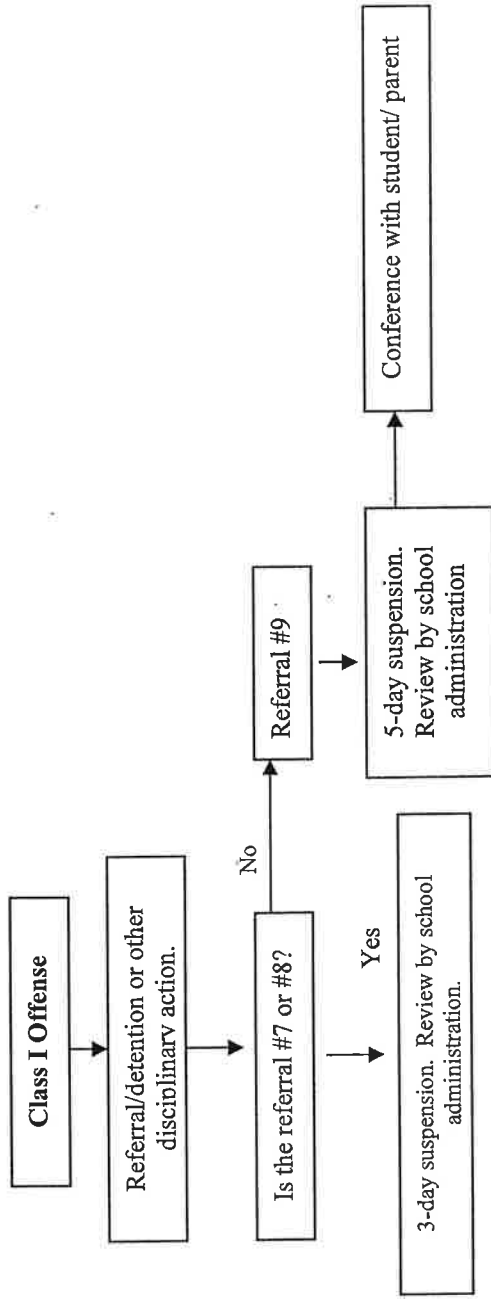
REFERRALS 1-3



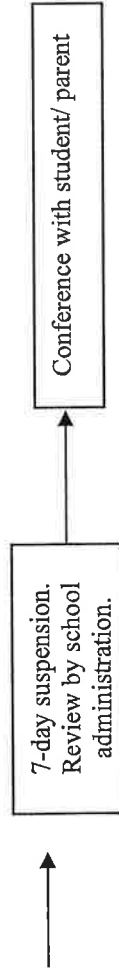
REFERRALS 4-6



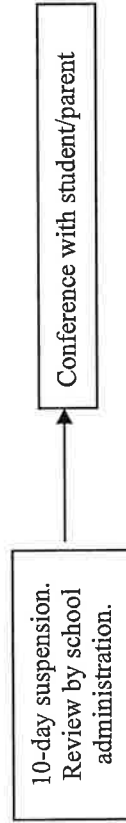
REFERRALS 7-9



REFERRAL 10



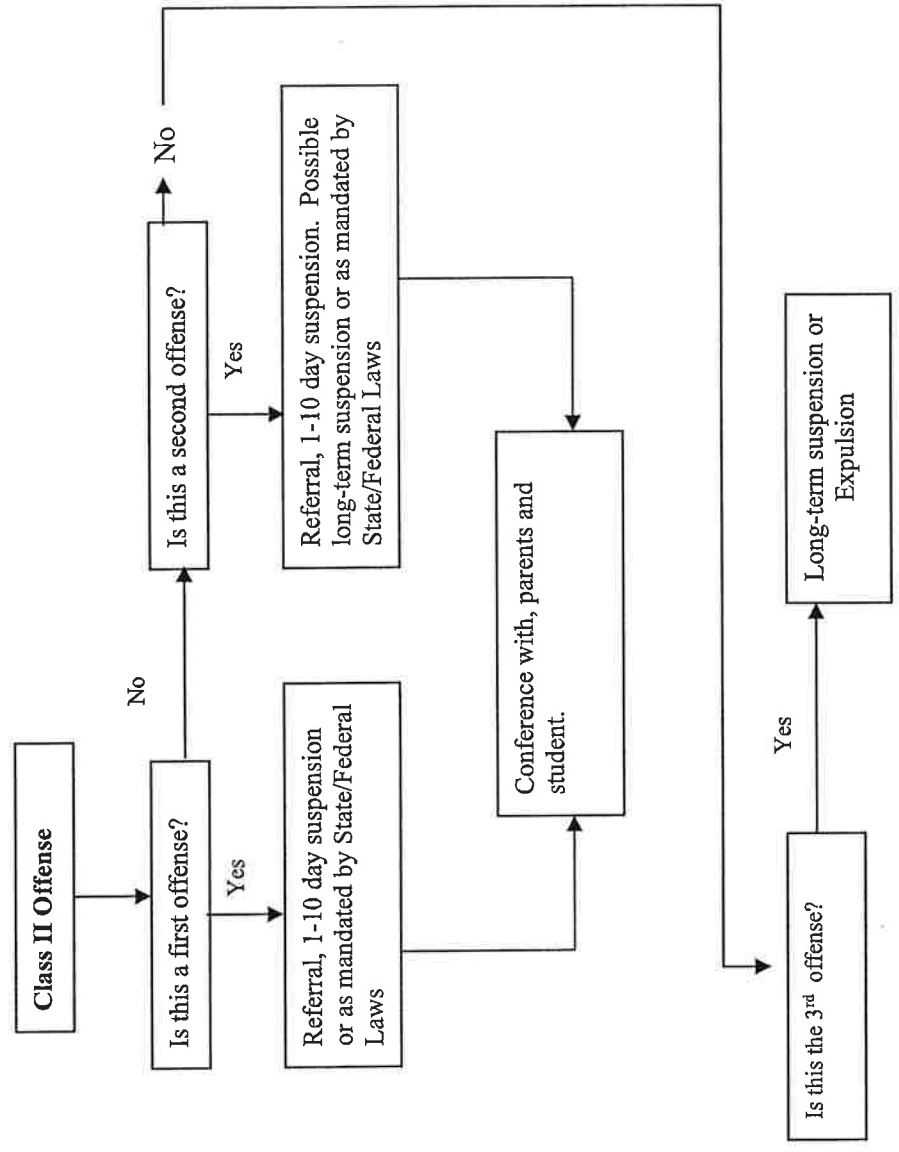
REFERRAL 11



REFERRAL 12



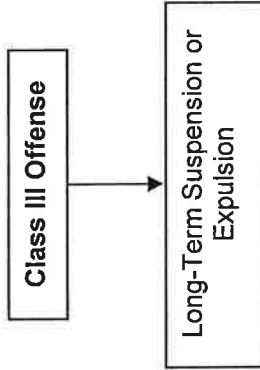
DISCIPLINE STEPS FOR CLASS II OFFENSES
(All Class II Violations must be reviewed by School Administration)



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.

NOTIFICATION TO LAW 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
2022-2023

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

Testing Out

A student can receive credit in a course if he/she exhibits a reasonable level of mastery of the subject matter by attaining a grade of not less than C+ in a final exam, or if there is no final exam, by exhibiting that mastery through the assessment used in the course. Credit earned in this manner is based on a “pass” grade and is not included in a computation of grade point average for any purpose. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence in the same subject area.

Personal Curriculum

In some cases, students may be able to waive certain courses which are a part of the standard curriculum and replace those courses with others. Please make an appointment to speak with the counselor if you want further information about developing a personal curriculum for a student.