



Southfield, Michigan 48075

Tel: (248) 569-2988

Fax: (248) 569-1346

www.manoogian.org

ELEMENTARY SCHOOL HANDBOOK

CODE OF ACADEMIC PERFORMANCE

&

CODE OF CONDUCT

2023 - 2024

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

Dear Parents,

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

Please sign the form at the bottom of the page to indicate that you have read the School Handbook and that you are aware of the school's Academic Performance and Requirements and the disciplinary code of conduct. Please have your child return the bottom portion of this page to his/her homeroom teacher by **Monday, September 11, 2023.**

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

Sincerely,

Mrs. Sonia Kalfayan
Principal

Date _____

Students First and Last Name _____ Grade _____
(Please Print)

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

discussed the contents with my parents.

(Signature of Parent or Guardian)

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, 2024.

- 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 Students First and Last 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 Students First and Last Name

Grade

FROM THE PRINCIPAL

Dear Parents,

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

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

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

Sincerely,

Mrs. Sonia Kalfayan
Principal

SCHOOL-WIDE GUIDING PRINCIPLES

The A.G.B.U. Alex and Marie Manoogian School supports the following **Guiding Principles** to help accomplish its **Mission** and achieve the **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.

VISION STATEMENT

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

SCHOOL-WIDE EXPECTATIONS FOR STUDENTS

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

By the end of twelfth grade, a student shall:

- Be able to use the Language Arts for effective communication.
- Be proficient in Armenian language, history, literature & 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 a sense of loyalty to the democratic principles of America.
- Have an appreciation of the cultural riches of art, music, and literature.
- Have developed skills for the enhancement of a healthy body accompanied with a feeling of self-worth, security, and self-confidence.
- Be able to make good value judgments and decisions.
- Understand the responsibilities and skills involved in family living.

PHILOSOPHY

The A.G.B.U. Alex and Marie Manoogian School is an Armenian/American coeducational, 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, history, and dance are emphasized to develop the awareness, understanding and pride of Armenians.

The school provides small class size combined with 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 Manoogian School strives to maintain the individuality of each student in the Elementary School (Kindergarten through Grade 5.)

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 community is promoted. A major aim of education in the Manoogian School is the development of a reasoned commitment to the core values of a democratic society.

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

HARASSMENT

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

PART I CODE OF ACADEMIC PERFORMANCE

DAILY SCHEDULE

7:50 - 8:00 Enter classroom
8:00 - 12:05 Morning Session
12:05 - 12:55 Lunch/Recess
12:55 - 2:55 Afternoon Session

ELEMENTARY SCHOOL SUBJECT AREAS:

Kindergarten

Primary emphasis is placed on the fundamentals of language arts, mathematics and Armenian while incorporating science, social studies, art, music, computers and physical education.

First through Fifth Grades

Language Arts	Science	STEAM
Reading	Social Studies	
Writing	Armenian	
Spelling	Language	
Grammar	History	
Creative Writing	Composition	
	Culture	
Mathematics	Dance	
	Art	
	Physical Education	
	Computers	

GRADING SYSTEM AND REPORT CARDS

Student performance, achievements and citizenship are evaluated and reported periodically. There are two semesters in the academic year and two quarters in each semester. Report cards are posted on Skyward Data Base for the parents or guardians three times during the year.

Formal parent-teacher conferences are scheduled following the first and the third quarters. First report card will be given to parents at the November Parent/Teacher Conferences. It is imperative that all parents meet the teachers of their children and together plan a course of action so that the benefits of education can be maximized. In addition, conferences may be arranged at times mutually agreeable to those concerned.

Grades are reported by the school on the following scale:

Kindergarten through Second Grades

- O – Outstanding
- S – Satisfactory
- U – Unsatisfactory

Third Grade through Fifth Grade on SKYWARD

<u>Grades</u>	<u>Citizenship</u>
A - Excellent	1 - Excellent
B - Above Average	2 - Acceptable
C - Average	3 - Needs Improvement
D - Below Average	4 - Poor
E - Failure	
I - Incomplete	

Grades 3 through 5 parents may go online to Skyward to view their child’s current assignments and grades.

STUDENT OF THE WEEK PROGRAM

Students in grades kindergarten through second are recognized as Student of the Week.

MONTHLY SHINING STARS

Each month, recognition and encouragement are extended to students in grades three through five who have shown remarkable achievements in Armenian and English Studies. Students' pictures will be displayed on the Shining Star bulletin board located in the Multi-Purpose Room.

STUDENT RECOGNITION

Students “caught” showing exemplary behavior are rewarded with a “gold slip” in lower elementary. Each month a drawing is held from the Gold Slip box and a student is rewarded with a special award.

MEDIA CENTER

The Media Center contains more than 10,000 books in both Armenian and English on a variety of subjects and at various reading levels. Students can choose from over 35 titles of magazines to read. An abundance of audiovisual materials as well as Internet access provide learners other methods of retrieving information. Students may use the Media Center for leisure or academic reading, viewing, or listening.

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. 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 on school computers.

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

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. **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.

Sexting

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

Disciplinary Action

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

UNAUTHORIZED USE OF FACULTY/STAFF COMPUTER

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

CELL PHONE/ELECTRONIC COMMUNICATION DEVICES

Cell phones are NOT allowed in grades K-5.

PLAGIARISM/COPYING/CHEATING/ USING ARTIFICIAL INTELLIGENCE (AI)

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. Manoojian School considers plagiarism/copying/cheating a major problem and follows firm rules when such actions are detected.

Students will receive a 0 (zero) for any assignment in which plagiarism/copying/cheating are detected. Students who are members of NJHS may be made inactive members. Further violations will be dealt with by the principal.

Plagiarism/Copying/Cheating/Using AI 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
- AI generated work will not be accepted and result in a failing grade.

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 Manoogian School

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

NON-DISCRIMINATION

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

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

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

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

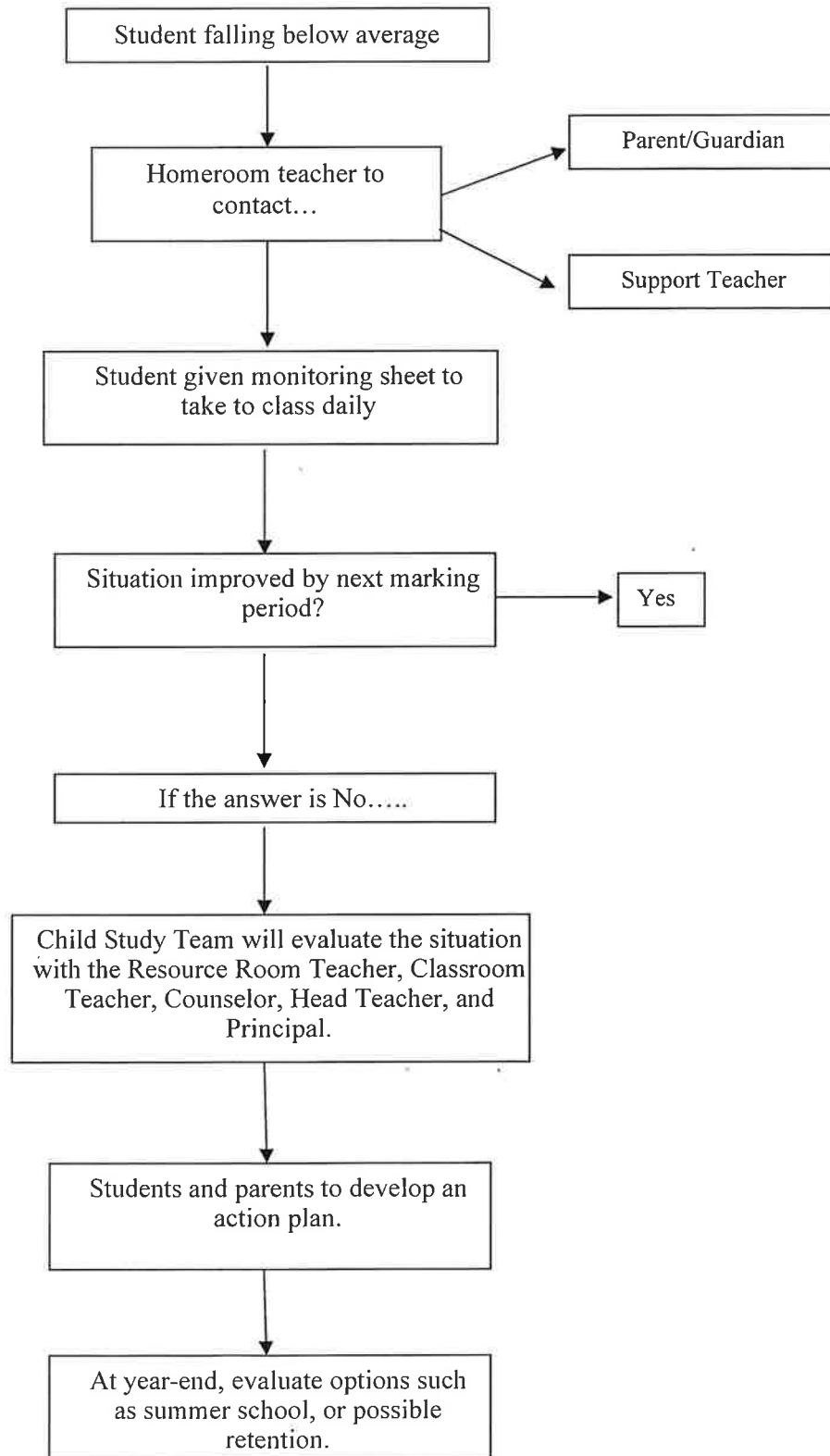
PESTICIDE NOTIFICATION

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

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

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

Academic Monitoring of Student Progress



PART II CODE OF CONDUCT

ELEMENTARY DRESS CODE GRADES K – 5

Boys' Dress Code

Shirts

Plain white polo style shirt.

Slacks

Navy trousers. No sweats or athletic pants.

Shorts

Only navy **uniform shorts** purchased at Educational Outfitters or other stores which carry **uniform shorts** may be worn.

Belts

Navy or black – no suspenders.

Shoes

Plain white or black gym shoes.

Socks

Black, navy or white.

Hair

No longer than the collar, groomed and off the face, no highlights and/or coloring of hair.

Optional Accessories

T-shirts

Plain white T-shirts may be worn under the school shirt.

Colored or printed T-shirts are not acceptable

Jewelry

Watches may be worn if they do not beep/ring during class times. No smart watches are allowed.

Necklaces, bracelets and rings may not be worn

Sweaters, Vests, Sweatshirts

Solid navy knit sweaters, vests, or navy school-logo sweatshirt.

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

FAILURE TO COMPLY WITH THE DRESS CODE will result in (1) a note sent home with the student advising the parents of improper dress; (2) a parent call will be made requesting a parent to immediately bring proper school attire to his/her child.

ELEMENTARY DRESS CODE

GRADES K – 5

Girls' Dress Code

Shirts

Plain white polo style shirt.

Skirts

Plaid jumper, for warmth, plain black leggings may be worn under the jumper.

Shoes

Plain white or black gym shoes.

Socks

Black, navy or white socks. Tights must be plain.

Hair

Hair longer than shoulders **must** be pulled back, no highlights or coloring.

Headbands, elastic bands, hair ties and barrettes in primary colors may be worn.

Small decorations or balls on elastic bands are acceptable

Nails/Makeup

No nail polish or makeup may be worn.

Optional Accessories

T-shirts

Plain white T-shirts may be worn under the school shirt.

Colored or printed T-shirts are not acceptable

Jewelry

Watches may be worn if they do not beep/ring during class times. No smart watches are allowed. Post earrings that do not dangle may be worn.

Necklaces, bracelets and rings may not be worn

Sweaters, Vests, Sweatshirts

Solid navy knit sweaters, vests, or navy school-logo sweatshirt.

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

FAILURE TO COMPLY WITH THE DRESS CODE will result in (1) a note sent home with the student advising the parents of improper dress; (2) a parent call will be made requesting a parent to immediately bring proper school attire to his/her child.

ELEMENTARY DRESS CODE

GRADES K – 5

Free Dress Code

FREE DRESS

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

Shoes

No sliders, flip flops, or sandals.

Boys

Boys are permitted to wear shorts that come down to knees.

Girls

Girls may wear leggings with long length tops. Crop tops, or spaghetti strap tops are not allowed.

Modesty must be always maintained. Girls are permitted to wear shorts that come down to the knees. No short shorts are allowed.

ATTENDANCE

Attendance and punctuality are vital for success. ***Parents are reminded to call the school office before 8:00 a.m. if their son/daughter will be absent from school.*** A robo call is an automated attendance system. Any unexcused tardies or absences will trigger a robo call. Parents must call the school by 8:00 a.m. to prevent such a call. Kindergarten and elementary students are marked tardy if they arrive in homeroom after 8:00 a.m. **STUDENTS MUST BE IN CLASS NO LATER THAN 8:00 A.M.**

Students who are absent for ten days (10) per semester, whether excused or unexcused, place themselves in danger of being retained. **Students who are tardy three times will result in one unexcused absence.** These students and their parents will meet with the committee.

Students are required to bring a note from home when returning from an absence. The note will be given to the school secretary.

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

Parents should not schedule vacations during school days. While sick days, funerals, weddings, other special circumstances are excused, vacations are not excused. School work will not be given for unexcused absences.

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.

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. Monetary contributions from parents, and other private or organizational donations are encouraged and much appreciated. In order to supplement the income of the school budget, the Parent-Teacher Organization (PTO) of the A.G.B.U. Alex and Marie Manoogian School initiates and carries out various fund-raisers throughout the academic year. Every parent is expected to participate in these activities and to try to support them as much as possible. It is important to provide the people, energy, and talents necessary to make these fund-raisers successful.

The PTO presents a list of activities planned for the entire school year. Each parent chooses at least 1 activity and signs up for that activity. Parents are later contacted to join committees. Every member in the committee can do something constructive which is not too time consuming or difficult. With the cooperation and good will of all, much can be accomplished.

CLASSROOM MATERIAL AND SUPPLY FEE

Families are expected to pay the classroom material and supply fee through PTO at the beginning of the school year.

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

Parent Involvement Plan

The A.G.B.U. Manoogian School agrees with the research supporting the value of parent involvement in the school. Such involvement contributes greatly to the success of the students whose parents are part of the school, and it enriches the curriculum for the benefit of all students.

1. Parents fill out an annual survey evaluating their school experience.
2. Parents are asked at the beginning of each school year to list any activities they are interested in supporting and any special expertise they have which may be used to enrich the curriculum.
3. Parents are encouraged to read the handbook and discuss the contents with the student. The handbook contains a page, which must be signed by the student and parent indicating that the individual has read and understood the material.
4. Parents are consulted whenever a teacher or administrator feels that a student needs extra help if he/she is to benefit fully from the program.
5. The counselor notifies parents and initiates dialogue when a student is tested, counseled, or placed in a special program.
6. A calendar listing all events including Board meetings are found on the school's website.
7. Parents are needed as chaperones, and to serve on various committees.

LUNCH PROCEDURES

Ordo is a new lunch program with delicious food and online ordering. Parents order online on ordo.com. Orders are due each Friday by midnight for delivery the following week. Simply login to view the menu each week. Ordo will be available Monday thru Thursday. The school is providing this service to the parents who independently order online. The school is not involved in the ordering process and cannot add or change the orders created by parents. One Friday each month is reserved for PTO hot lunch. Students who do not order a lunch should bring lunch from home. Milk is provided. No sharing of food or beverages between students due to allergies.

RECESS

Recess time is provided during the school day for all students. Kindergarten and lower grade school students usually participate in outdoor recess activities as the weather permits. Parents should dress their children accordingly. Parents should provide their children with warm jackets, hats, gloves and boots during cold months. A doctor's written excuse is needed for all students needing to remain indoors for more than one day.

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. The school is not responsible for any lost, stolen, or damaged personal items.

ARRIVAL AND DISMISSAL

A separate paper will be sent home detailing arrival and dismissal procedures. 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 must have left the premises by 3:30 p.m. Any student that is in the building after 3:30 p.m. will go to Latchkey.*

PARENT PERMISSION FOR TRANSPORTATION CHANGE

Please call the office to give your permission when your child is to be picked up by someone else with someone other than yourself. If the drop off point is any place other than your home address, permission must be given to the office by the parents.

USE OF THE CLINIC

Students who are ill must be kept at home. However, students who become ill at school may use the clinic. Often a little rest improves the condition of the student who later decides to return to class. If, however, the condition is more serious, parents are contacted to come and 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.

EMERGENCY SCHOOL CLOSING

In case of inclement weather, school closings will be announced on all television and radio stations. This information will also be on the web page at <http://www.manoogian.org> or at <http://freep.com/closings>.

*Additionally, SKYLERT notification will be sent to your email and phone.

FIRE DRILL PROCEDURES

Whenever fire drills are conducted, the students should know the following rules:

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

TORNADO DRILL PROCEDURES

All elementary students will proceed to their designated area and take cover. Homeroom 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.

LOCKDOWN 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 homeroom teacher and permission of the office staff.

VISITING THE SCHOOL

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

Parents who wish to meet or speak with their child's teacher have the options of writing a message in the student's planner, emailing the teacher, or leaving a voice mail message.

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

FIELD TRIPS

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

FIELD TRIP TRANSPORTATION REGULATIONS

STUDENTS:

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

1. Absolutely no eating or gum chewing is allowed on the bus.
2. Objects are not to be thrown in the bus or out of the windows.
3. There will be no obscene language used on the bus.
4. There will be no littering.
5. Always keep hands and head inside of bus. The driver must give permission for the windows to be opened.
6. Unusually loud talking or undue noise will not be tolerated. Individuals, or the entire bus, may be told to be silent for a period 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 always respect and obey the driver.

DISCIPLINE

School discipline is an extension of discipline, which begins in the home. The concept of "discipline" at the Manoogian School does not mean verbal or physical punishment. Rather it means organization, planning, and scheduling of activities and learning experiences; developing a sense of responsibility as well as the self-discipline to carry out the expected behaviors. The purpose of all discipline is to guide children toward acceptable behavior and to teach them to make wise and responsible decisions. Cooperation of parents, teachers, and administrators is essential in this process.

CODE OF CONDUCT

By submitting to the authority of home, school, and society, students learn to take charge of their behavior and prepare for their adult roles as mature and responsible members of the community to which they belong. The Manoogian School expects students to:

1. Respect themselves and others.
2. Respect the rules and regulations established by the school administration and by the faculty and staff.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and conform to the routine of school schedules.
5. Use proper language in both Armenian and English.
6. Observe the school's dress code.
7. Help maintain and improve the school environment by respecting school property.
8. Show responsible behavior and good manners. Students who destroy or vandalize school property, lose or damage library or textbooks are required to pay for losses or damages. If a student damages something by accident, he/she should report it to a teacher or to the Administrative office immediately.

Referrals will be given to students for the following behaviors:

1. Insubordination – failure to respond to a reasonable request, failure to respond in an appropriate voice, not using proper intonation.
2. Swearing and unacceptable language.
3. All unacceptable behavior – Ex.: persistent bullying, pinching, biting, name-calling (grade levels will be considered).

Results:

1st and 2nd Referrals – Will meet with Principal of Elementary

3rd Referrals – Principal/Parent/Teacher Conference

4th Referrals – One-day suspension or detention

Students who receive more than four (4) referrals will be subject to the rules and consequences listed in the school-wide Discipline Code. Every student and parent must read this code and return to the homeroom teacher the signed sheet showing the code has been read and discussed.

****Each referral will be sent home with the student to be signed by the parent and returned to the homeroom teacher.***

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.*

ADDENDUM

CLASS I OFFENSES	Prohibited Behavior
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- | | |
|-----|--|
| A01 | Card Playing/Dice/Gambling |
| A02 | Disruptive Conduct |
| A03 | Dress Code and Appearance |
| A04 | Food/Beverages |
| A07 | Insubordination |
| A08 | Leaving Class without Permission |
| A09 | Loitering or Trespassing |
| A10 | Possession of Electronic Devices, and Headphones |
| A11 | Profanity or Verbal Abuse |
| A12 | Refusal to Identify Self |
| A14 | Student Demonstrations |
| A15 | Truancy |
| A16 | Unauthorized Use of Materials/Equipment |
| A17 | Wrestling or "Horseplay" |
| A18 | Excessive Tardies |
| A20 | Excessive Referrals |
| A21 | Skipping Detention |
| A22 | Repeated Detentions |
| A25 | Skipping Class |
| A26 | Copying a Test |
| A27 | Cheating on a Test |
| A28 | Recording on an electronic device |

CLASS II OFFENSES	Illegal Behavior
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- | | |
|-----|---|
| 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 |
| B15 | Skipping School |
| B16 | Sexting |
| B17 | Human Dignity Policy |
| B18 | Smoking or Use of Smokeless Tobacco, E-Cigarettes/Vapes |

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. Playing cards and dice are not to be brought to school.

A02 DISRUPTIVE CONDUCT

A student shall not engage in any type of conduct that causes or has the potential to cause 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 the school dress code. 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 or hoods during the school day (8:00 a.m.– 3:15 p.m.).

A04 FOOD/BEVERAGES

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

A07 INSUBORDINATION

Failure to follow reasonable and lawful directions given by a staff member is not tolerated. Repeated violations may result in a Class II offense (B08)

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 in the parking lot without permission or purpose, prior to or after regular hours, may result in disciplinary action.

A10 POSSESSION OF ELECTRONIC DEVICES AND HEADPHONES

Electronic devices including cell phones, smart watches, Bluetooth devices, or headphones must be used in accordance with the student handbook.

A11 PROFANITY OR VERBAL ABUSE

Profane language (swearing) or obscene language/actions on school property is prohibited. Repeated violations may result in a Class II offense (B08)

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.

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 from classes, lunchroom, homeroom, etc., will result in disciplinary action.
- A16 UNAUTHORIZED USE OF MATERIALS/EQUIPMENT**
Using at school, without the prior approval of an administrator or teacher, any equipment or materials that interfere with the instructional program, is prohibited 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. Repeated violations may result in a Class II harassment offense (B08)
- A18 EXCESSIVE TARDIES**
Three or more tardies in one class is considered excessive.
- A20 EXCESSIVE REFERRALS**
Repeated referrals can be considered excessive. Repeated violations may result in a Class II offense (B08)
- A21 SKIPPING DETENTIONS**
Students who do not appear for a scheduled detention will receive further consequences.
- A22 REPEATED DETENTIONS**
Students who have continual detentions may result in a Class II offense (B08)
- A25 SKIPPING CLASS**
All students must have staff permission to be in the halls during regularly scheduled class time. Students found without permission may be marked as “skipping class.” Repeated violations may result in a Class II offense (B08).
- A26 COPYING A TEST**
Copying a test without a teacher’s permission is prohibited.
- A27 CHEATING ON A TEST**
Cheating, as defined in the handbook, is prohibited.
- A28 RECORDING ON AN ELECTRONIC DEVICE**
Using cell phones or other electronic devices to record his or herself or other students, faculty, or staff is prohibited.

CLASS II OFFENSES – Illegal Behavior

B01 DRIVING AND/OR PARKING VIOLATIONS

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

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 high school office to get listed as a student driver. Forms are available at the high school office to be submitted for approval prior to student driving. Medical coverage must be included in insurance if passengers are carried.

Parking is authorized only during school hours and times of school-related activities; the front row nearest the building is reserved for pick-up and drop-off transportation, and no parking is allowed. The parking spaces nearest the playground are designated for Seniors.

Reckless driving, excessive vehicle noise, loss or suspension of driver's license, loss of insurance coverage, parking outside of designated spaces, and unauthorized parking on school property or at school-sponsored activities are prohibited.

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

Students 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, possess, or display any clothing, jewelry, symbol, or other object that may reasonably be perceived as evidence of membership in or affiliation with a gang.

B08 HABITUAL PERSISTENT MISCONDUCT

Behavior that continues to be disruptive regardless of previous action taken by school officials is prohibited.

Five Class I referrals also constitute a Class II Habitual Persistent Misconduct.

B09 HARASSMENT/BULLYING

Any behavior used to intimidate, bully, incite, or offend another individual by use of verbal, non-verbal, social media, or physical contact is strictly prohibited while on school property during school hours and at school sponsored events. 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, actions, or social media that may threaten to do injury or bodily harm to another person, or that may intimidate another person through fear for his/her safety is not permitted. 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 possess stolen property on campus.

B13 VANDALISM OR DEFAACEMENT OF SCHOOL/PRIVATE PROPERTY
Destruction and/or defacement of school/private property is prohibited.

B14 LEAVING SCHOOL WITHOUT PERMISSION
Leaving school without permission is prohibited. Parents will be notified. Students will be suspended.

B15 SKIPPING SCHOOL
Skipping school is prohibited. Parents will be notified. Students will be suspended.

B16 SEXTING
Sexting is the act of sending sexually explicit photos of minors, primarily between electronic devices. In Michigan, "sexting" includes the creation, possession, or the distribution of such photographs.

A conviction for any of these types of offenses has serious consequences, including registering as a sex offender on the Michigan Sexual Offenders Registry (SOR). MCL 28.721et seq.

B17 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)

B18 SMOKING OR USE OF SMOKELESS TOBACCO, E-CIGARETTES/VAPES
Use of tobacco, e-cigarettes or vapes is prohibited on school property.

First Offense-	3-day suspension
Second 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

Destruction of property are 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/ SOCIAL MEDIA

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.

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).

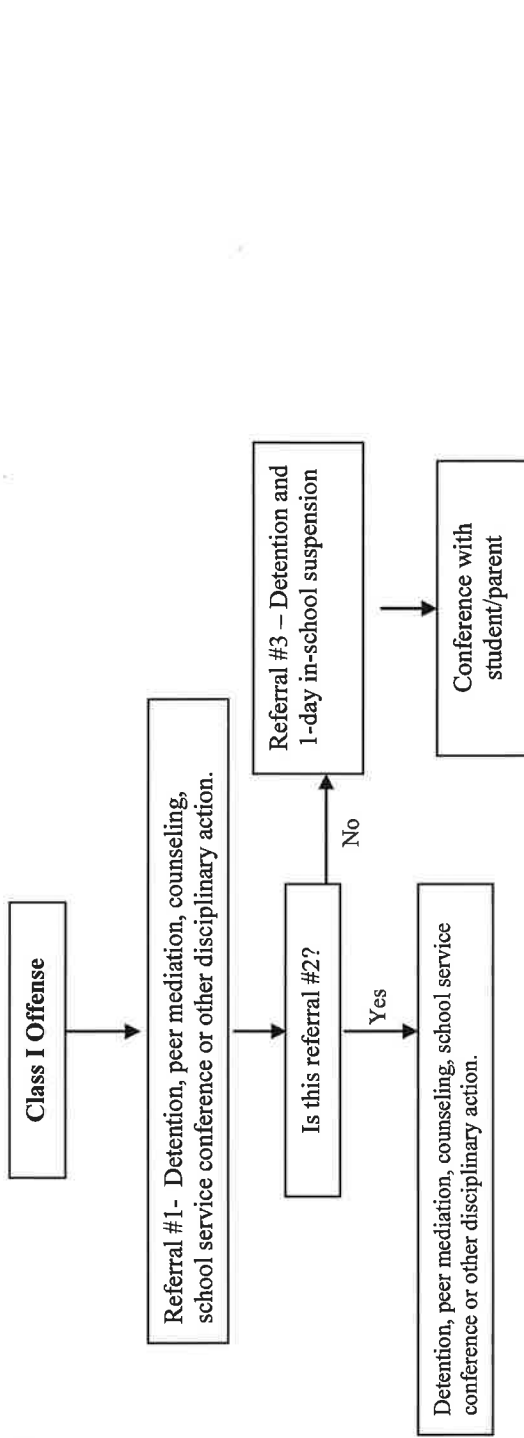
MEMORANDUM TO PARENTS REGARDING
SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

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.

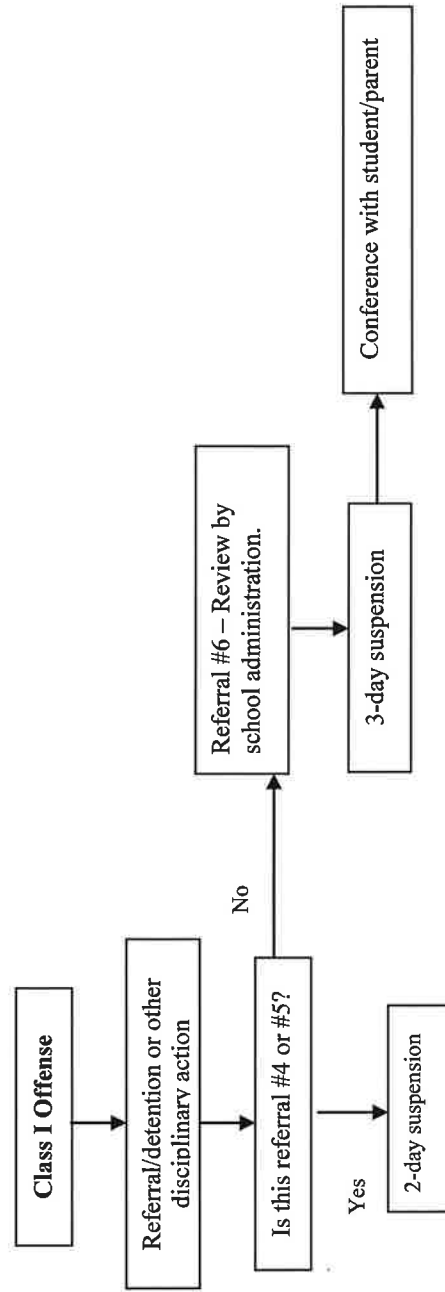
The school is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she receives help through programs and services available in the community. Students and their parents should contact the school leader or counseling office whenever such help is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

DISCIPLINE STEPS FOR CLASS I OFFENSES

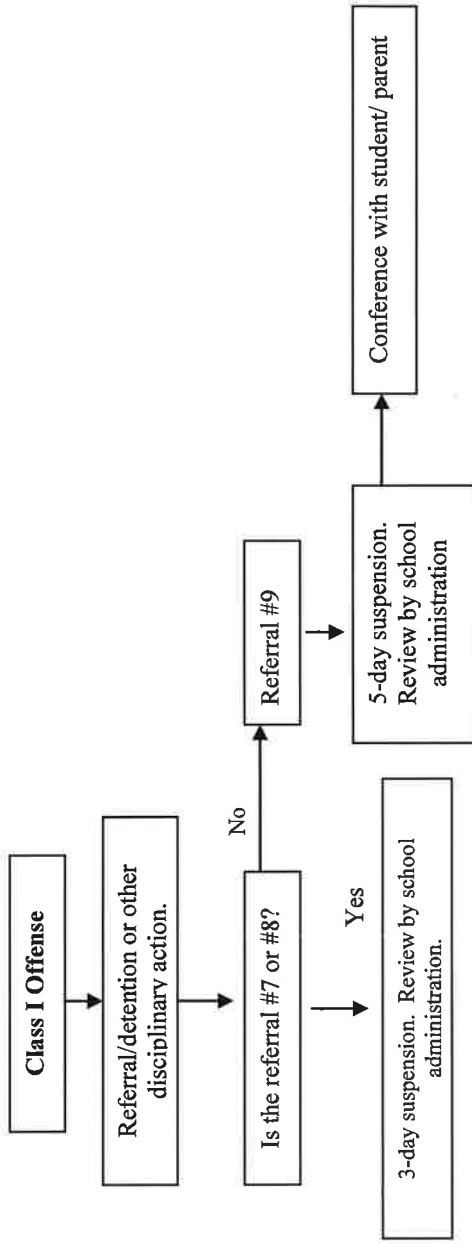
REFERRALS 1-3



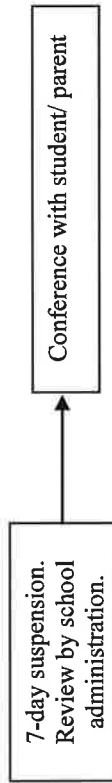
REFERRALS 4-6



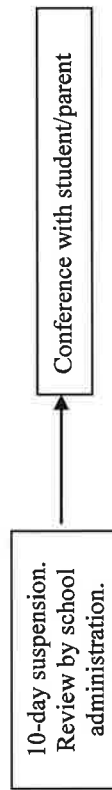
REFERRALS 7-9



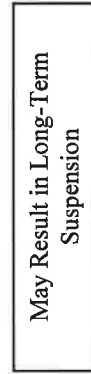
REFERRAL 10



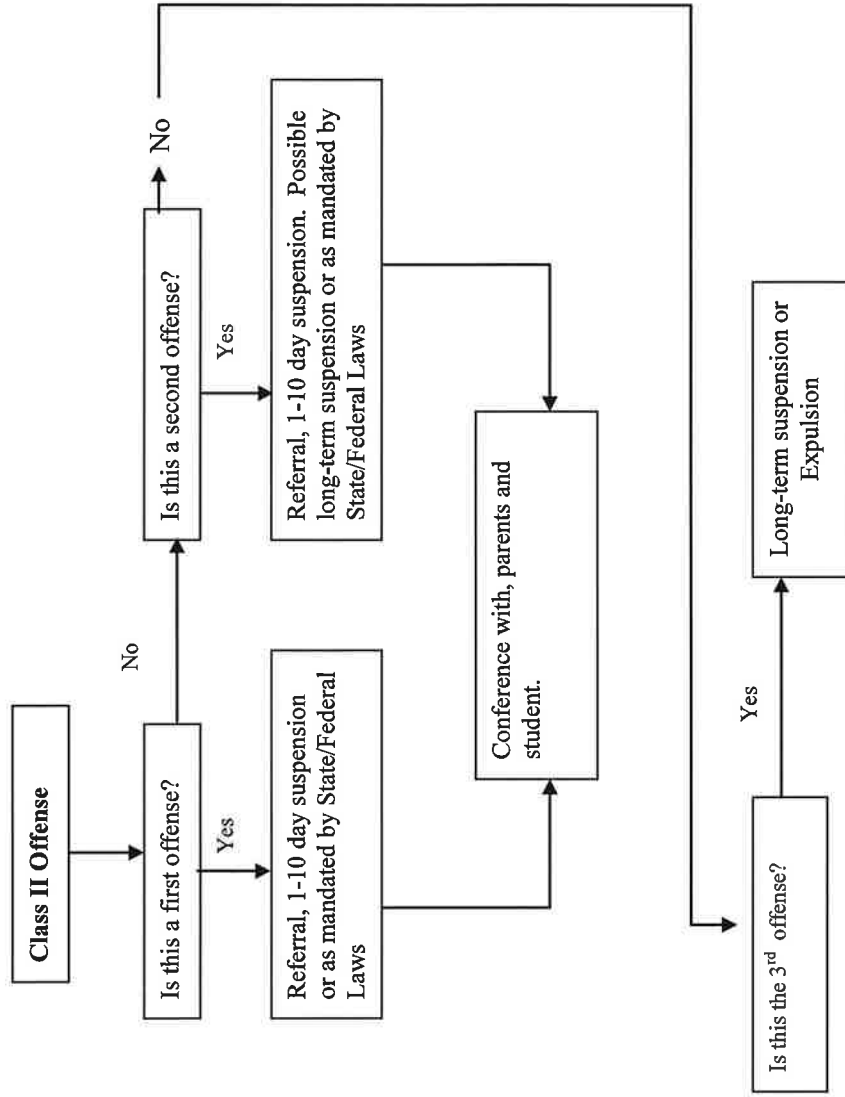
REFERRAL 11



REFERRAL 12



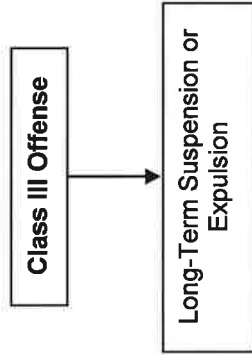
DISCIPLINE STEPS FOR CLASS II OFFENSES
(All Class II Violations must be reviewed by School Administration)



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.

A.G.B.U. Alex & Marie Manoogian School
2023-2024

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

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

STUDENT CONDUCT POLICIES

Hallway Rules

1. No drinks without permission.
2. No running in the hallway.
3. Be careful opening and closing doors.
4. Do not knock on or kick doors as you pass.
5. Keep to the right and in single file.
6. No pushing or shoving.
7. No talking in the hallways.
8. Hands off walls, clocks, and displays.
9. No loitering in hallways.
10. Teacher's permission required whenever a student is in the hallways during school hours.

Playground Rules

1. Do not return to the school building after you leave, except in an emergency.
2. Doctor's excuses are required for children to remain in school during recess – 2 days.
3. Keep away from windows during morning and afternoon recesses.
4. No throwing of mud, sand, sticks, stones, snowballs or hard balls.
5. No tackling.
6. Remain within the school boundaries during recess time.
7. No climbing trees or fences.
8. Appropriate clothing must be worn outdoors.
9. Ball playing is allowed only in the designated areas.
10. The bell means: "Line up immediately, and quietly".
11. No ball throwing near or against the building.
12. Playground Slide Rules:
 - a. Feet inside
 - b. No standing
 - c. Face the front
 - d. One at a time – don't play at the top
 - e. Don't crawl up the slide
 - f. Don't play at the bottom of the slide.
 - g. Don't climb or slide down the poles.
 - h. Don't throw sand or dirt on the slide.
13. Swing Rules:
 - a. Always sit
 - b. No sideways sitting or swinging.
 - c. Don't jump off swing.
 - d. Don't twist the swing.
 - e. Only one on a swing.
 - f. Don't climb the swing poles.
 - g. Take turns.

14. Parallel Bars and Monkey Bars Rules:
 - a. Don't jump from the top.
 - b. Watch out for others.
 - c. Don't step on others' fingers.

Lunchroom Conduct

1. Do not share food or drinks. Eat your own food (do not trade).
2. Indoor voices must be used.
3. No throwing of any articles.
4. Line up in an orderly fashion.
5. Quiet in line.
6. Show proper respect for lunchroom supervisors.
7. Throw the waste materials in the proper containers and clean up your eating area.

General Conduct

1. Respect and obey all adults in this school.
2. Be courteous and obedient.
3. Use these magic words often. Thank you, you're welcome, please, and excuse me.
4. Be fair and courteous to your own school mates.
5. Hands off other people.
6. Don't take food or candy or any paper outside.
7. No chewing of gum in or on school grounds.

Alex & Marie Manoogian School

STUDENT/TEACHER/PARENT COMPACT

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, in addition to adhering to the Code of Conduct, I will as a student:

- Get proper rest and nourishment so I can function well in school.
- Attend school regularly and be punctual.
- Have my homework completed and turned in on time.
- Participate constructively in the classroom.
- Show respect for myself: my school, and others.
- Do my part in keeping my school clean and safe and I will speak up if I have a problem.

_____ Student's Signature

TEACHER AGREEMENT

It is important that I encourage all students to follow the AGBU Alex & Marie Manoogian School Code of Conduct. In addition, I will:

- Provide an environment conducive to learning and problem solving.
- Have high expectations for my students and myself by using methods and techniques that work for my classroom.
- Provide appropriate and meaningful assignments for my students.
- Maintain open lines of effective communication with my students and their parents, in order to support student learning. - Respect the students, their parents, and the diverse cultures of the school - Serve as a role model
- Encourage students to ask questions.
- Provide opportunities for cooperative learning.

_____ Teacher's Signature

PARENT/GUARDIAN AGREEMENT

As a parent, I/we understand my responsibility to read and follow and encourage my child to follow the Manoogian School Code of Conduct. In addition, I want to do his/her best in school. Therefore, I will help him/her by doing the following:

- Recognize that what I do at home and towards the school affects my child's success or failure. - Send a well-nourished, well-rested, well-loved child to school each day.
- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Attend parent-teacher conferences and other school functions.
- Read with my child and let my child see me read.
- Monitor my child's media exposure (Internet access, TV and movie viewing, magazines, books, etc.).
- Set aside a time each evening for schoolwork and supervise the completion of the work.
- Model respect by going to the teacher first about any concerns, trying to keep lines of communication open and understand that there are two sides to every issue.
- Volunteer in PTO and school activities.
- Recognize and respect the faculty and administration as partners in the development of my child.

_____ Parent's Signature

Alex & Marie Manoogian School

ДОГОВІР МІЖ УЧНЕМ/ВЧИТЕЛЕМ/БАТЬКАМИ

СТУДЕНТСЬКА УГОДА

Важливо, щоб я працював/ла з максимальною віддачею. Тому, окрім дотримання Кодексу поведінки, як учень, я буду

- Повноцінно відпочивати і харчуватися, щоб добре працювати в школі.
- Регулярно відвідувати школу і бути пунктуальним.
- Вчасно виконувати та здавати домашні завдання. Брати участь у роботі в класі.
- Виявляти повагу до себе, школи та інших.
- Підтримувати чистоту та безпеку в школі, і я буду говоритиму якщо у мене виникнуть проблеми.

_____ Підпис учня

УГОДА УЧИТЕЛЯ

Важливо, що я заохочую всіх учнів дотримуватися Кодексу поведінки в школі AGBU Алекса та Марі Манукян. Крім того, я буду

- Забезпечувати середовище, сприятливе для навчання та вирішення проблем.
- Матиму високі очікування щодо моїх учнів та себе, використовуючи методи та прийоми, які працюють у моєму класі.
- Надавати відповідні та змістовні завдання для моїх учнів.
- Підтримувати відкриті лінії ефективного спілкування з учнями та їхніми батьками, для того, щоб підтримувати навчання учнів.
- Поважати учнів, їхніх батьків і різноманітні культури школи
- Бути прикладом для учнів.
- Заохочувати учнів ставити запитання.
- Надавати можливості для спільного навчання.

_____ Підпис вчителя

УГОДА БАТЬКІВ/ОПКУНІВ

Як батько/мати, я/ми усвідомлюємо свою відповідальність за ознайомлення з Кодексом поведінки в школі Манугіан та заохочуємо свою дитину дотримуватися його положень. Крім того, я хочу, щоб він/вона досягав/ла найкращих результатів у навчанні. Тому я допомагатиму їй/йому, роблячи наступне:

- Усвідомлювати, що те що я роблю вдома і по відношенню до школи, впливає на успіхи чи невдачі моєї дитини. - Щодня відправляти до школи нагудованну, відпочилу, люблену дитину.
- Стежити за тим, щоб моя дитина була пунктуальною і регулярно відвідувала школу.
- Підтримувати школу в її зусиллях щодо підтримання належної дисципліни.
- Відвідувати батьківські збори та інші шкільні заходи.
- Читати з моєю дитиною і дозволяти їй бачити, як я читаю.
- Стежити за тим, як моя дитина користується засобами масової інформації (доступ до Інтернету, перегляд телепередач, фільмів, журналів, книг тощо).
- Щовечора виділяти час для виконання шкільних завдань і контролювати їхнє виконання.
- Демонструйте повагу, звертаючись до вчителя з будь-якими проблемами, намагаючись тримати лінії зв'язку відкритими і розуміючи, що у кожного питання є дві сторони.
- Брати участь у роботі батьківського комітету та шкільних заходах.
- Визнавати і поважати викладачів та адміністрацію як партнерів у розвитку моєї дитини.

_____ Підпис батьків