



Southfield, Michigan 48075

Tel: (248) 569-2988

Fax: (248) 569-1346

[www.manoogian.org](http://www.manoogian.org)

# **ELEMENTARY SCHOOL HANDBOOK**

**CODE OF ACADEMIC PERFORMANCE**

**&**

**CODE OF CONDUCT**

**2024 - 2025**

## TABLE OF CONTENTS

|  |    |
|--|----|
| FROM THE PRINCIPAL   |    |
| SCHOOL-WIDE GUIDING PRINCIPLES .....   | 2  |
| GUIDING PRINCIPLES .....   | 2  |
| MISSION STATEMENT .....  | 2  |
| VISION STATEMENT .....   | 2  |
| SCHOOL-WIDE EXPECTATIONS FOR STUDENTS.....                                     | 3  |
| PHILOSOPHY .....   | 4  |
| HUMAN DIGNITY STATEMENT .....  | 4  |
| HARASSMENT .....   | 4  |
| <br>   |    |
| <b><u>PART I - CODE OF ACADEMIC PERFORMANCE</u></b> .....                      | 5  |
| DAILY SCHEDULE .....   | 5  |
| ELEMENTARY SCHOOL SUBJECT AREAS .....  | 5  |
| GRADING SYSTEM AND REPORT CARDS .....  | 5  |
| MEDIA CENTER.....  | 6  |
| TECHNOLOGY USE GUIDELINES.....   | 7  |
| UNAUTHORIZED USE OF FACULTY/STAFF COMPUTER.....                                | 8  |
| CELL PHONE/ELECTRONIC COMMUNICATON DEVICES.....                                | 9  |
| PLAGIARISM/COPYING/CHEATING.....   | 9  |
| NOTIFICATION TO PUBLIC REGARDING INSPECTION OF<br>INSTRUCTIONAL MATERIALS..... | 10 |
| PRIVACY ACT .....  | 10 |
| NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS .....                        | 11 |
| NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES .....                     | 12 |
| NONDISCRIMINATION.....   | 12 |
| PESTICIDE NOTIFICATION .....   | 12 |
| ACADEMIC MONITORING OF STUDENT PROGRESS .....                                  | 13 |
| <br>   |    |
| <b><u>PART II - CODE OF CONDUCT</u></b> .....                                  | 14 |
| ELEMENTARY DRESS CODE (BOYS).....  | 14 |
| ELEMENTARY DRESS CODE (GIRLS).....   | 15 |
| FREE DRESS .....   | 16 |
| ATTENDANCE.....  | 17 |
| PARENT TEACHER ORGANIZATION .....  | 17 |
| CLASSROOM MATERIAL AND SUPPLY FEE.....   | 17 |
| PARENT INVOLVEMENT PLAN .....  | 18 |
| LUNCH PROCEDURES.....  | 19 |

|   |    |
|---|----|
| RECESS.....   | 19 |
| LOST AND FOUND .....  | 19 |
| ARRIVAL AND DISMISSAL .....   | 19 |
| PARENT PERMISSION FOR TRANSPORTATION CHANGE.....                                  | 19 |
| USE OF THE CLINIC.....  | 20 |
| MEDICATION .....  | 20 |
| EMERGENCY SCHOOL CLOSING .....  | 20 |
| FIRE DRILL PROCEDURES .....   | 20 |
| TORNADO DRILL PROCEDURES .....  | 20 |
| LOCKDOWN DRILL PROCEDURES .....   | 21 |
| TELEPHONE .....   | 21 |
| VISITING THE SCHOOL .....   | 21 |
| FIELD TRIPS .....   | 21 |
| FIELD TRIP TRANSPORTATION REGULATIONS.....  | 22 |
| DISCIPLINE.....   | 22 |
| CODE OF CONDUCT .....   | 22 |
| WEAPONS .....   | 23 |
| <br>  |    |
| <b><u>ADDENDUM</u></b> .....  | 24 |
| CLASS I OFFENSES .....  | 26 |
| CLASS II OFFENSES.....  | 28 |
| CLASS III OFFENSES.....   | 30 |
| <br>  |    |
| NOTIFICATION TO LAW ENFORCEMENT AUTHORITIES.....                                  | 31 |
| <br>  |    |
| MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY<br>ON DRUG-FREE SCHOOLS ..... | 32 |
| <br>  |    |
| DISCIPLINE STEPS FOR CLASS I OFFENSES .....                                       | 33 |
| DISCIPLINE STEPS FOR CLASS II OFFENSES.....                                       | 35 |
| DISCIPLINE STEPS FOR CLASS III OFFENSES .....                                     | 36 |
| STUDENT/PARENT APPEAL PROCESS SUMMARY OF APPEALS PROCESS.....                     | 37 |
| <br>  |    |
| REQUEST FOR EXTENDED ABSENCE .....  | 38 |
| STUDENT/ TEACHER/ PARENT COMPACT .....  | 39 |
| STUDENT CONDUCT POLICIES .....  | 40 |
| PERMISSION TO DISPENSE MEDICATION FORM .....                                      | 42 |
| PARENT SKYWARD INSTRUCTIONS.....  | 43 |

Mrs. Sonia Kalfayan  
*Principal,  
Elementary & Middle Schools*



Ms. Audrey S. Armodlian  
*Principal,  
High School*

22001 Northwestern Highway, Southfield, Michigan 48075

## 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.

**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 Manoojian 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.

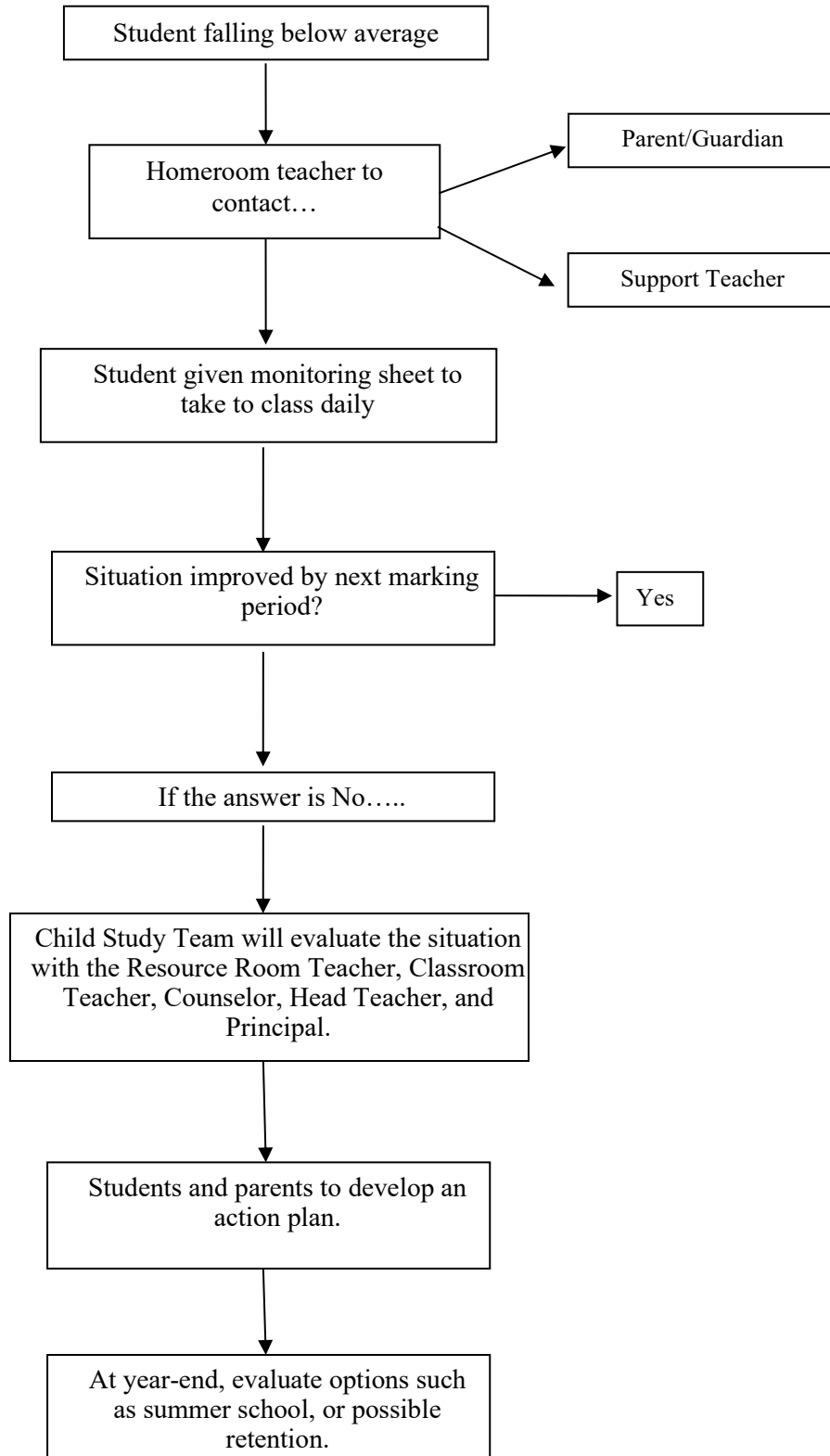
**PESTICIDE NOTIFICATION**

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.

A pesticide management company conducts monthly applications at the Manoogian School.

# 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 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:**

1<sup>st</sup> and 2<sup>nd</sup> Referrals – Will meet with Principal of Elementary

3<sup>rd</sup> Referrals – Principal/Parent/Teacher Conference

4<sup>th</sup> 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

- 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
- A29 Parking Violations

### CLASS II OFFENSES

### Illegal Behavior

- B01 Driving 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.

**A29 PARKING VIOLATIONS**

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.

## CLASS II OFFENSES – Illegal Behavior

### **B01 DRIVING 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.

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 DEFACEMENT 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 but 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.

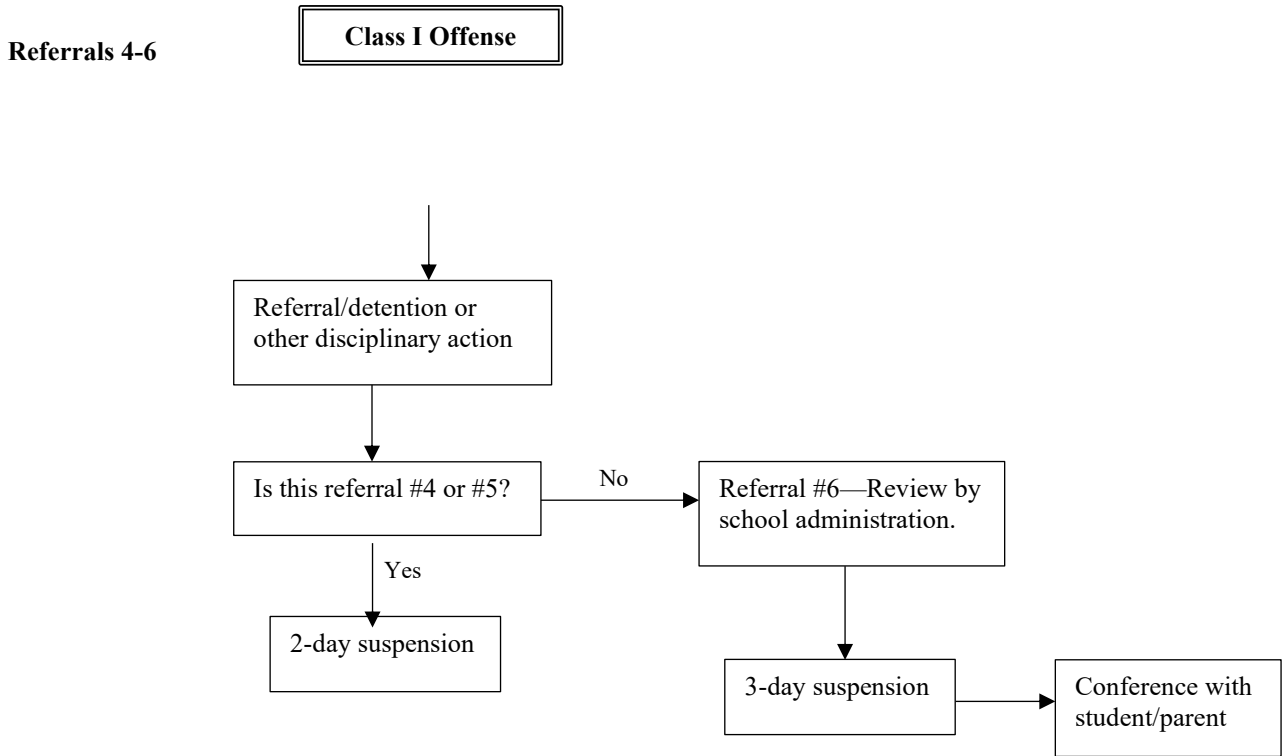
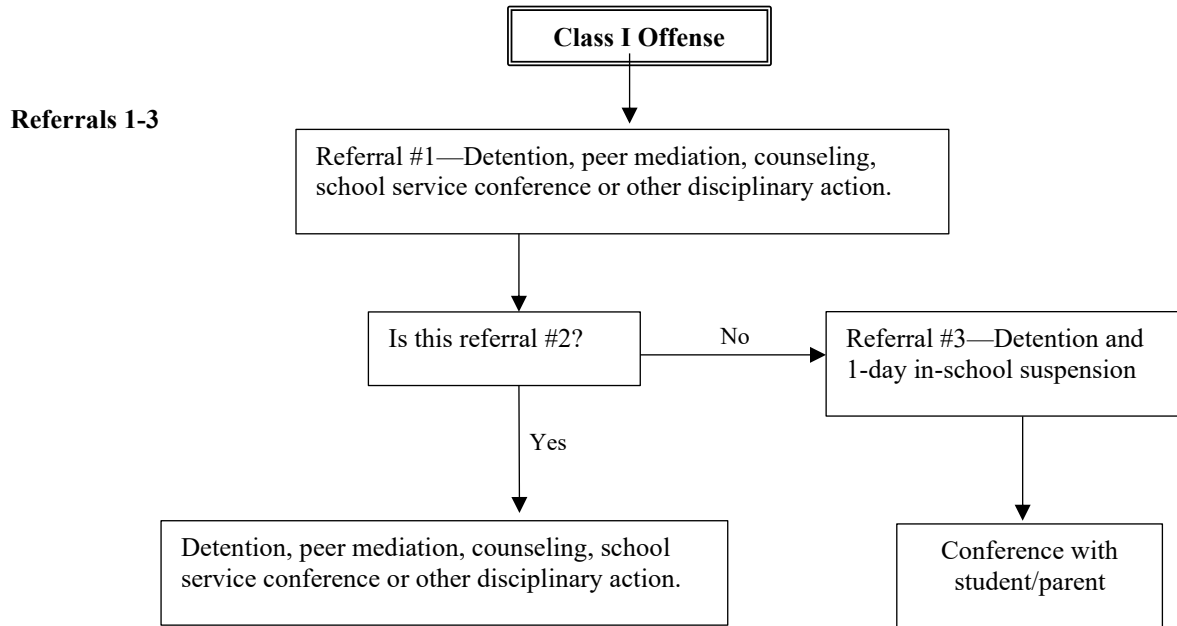
D. Reporting of criminal offenses to law enforcement authorities is required under the School Safety Act (Public Act 102 of 1999).

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

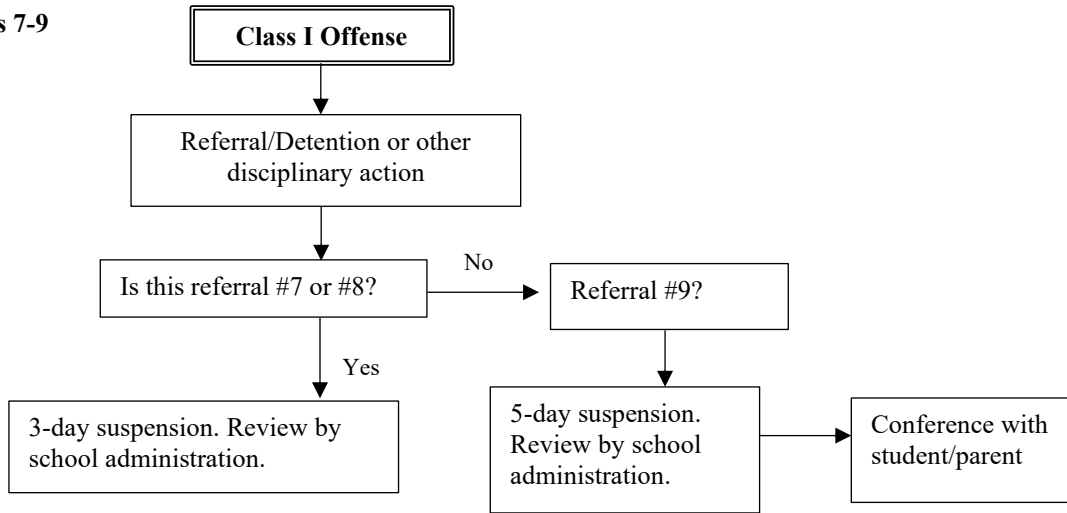
In accordance with Federal Law, the Board of Directors prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled 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.

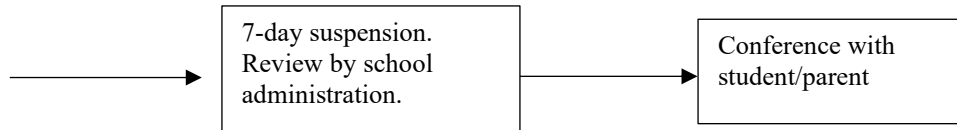
**DISCIPLINE STEPS FOR CLASS I OFFENSES**



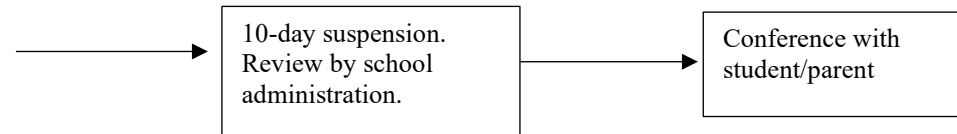
**Referrals 7-9**



**Referrals 10**



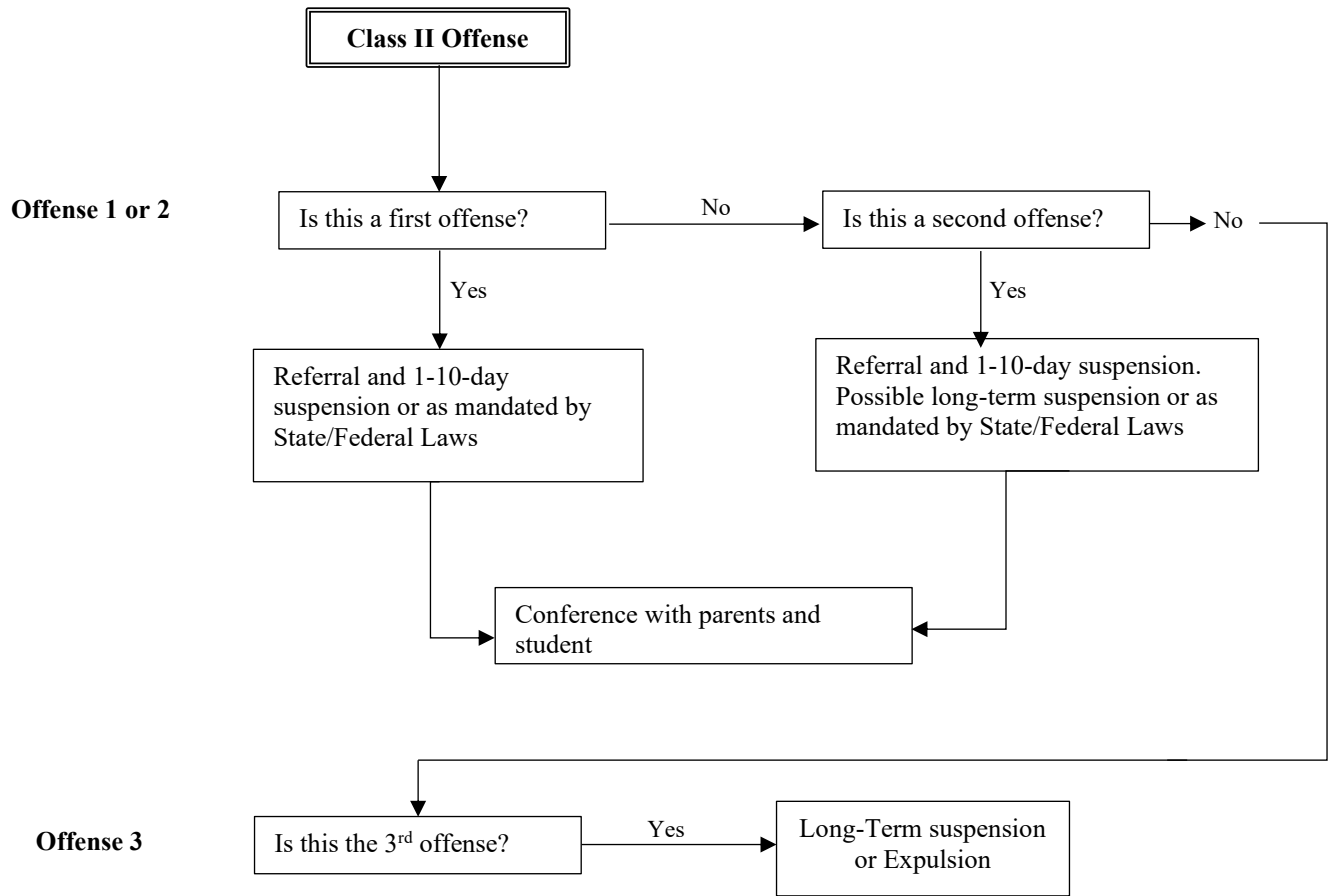
**Referrals 11**



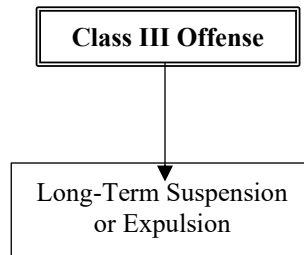
**Referrals 12**



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



**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                              | Parents and student     | Optional                                 |
| 4. File written copy of REQUEST FOR A FORMAL HEARING | Principal   | Parents 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                                   | Involved persons — those appealing/involved staff | Board Representative    | 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

**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

Published: 8-10-16

**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

## **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.

**AGBU ALEX & MARIE MANOOGIAN SCHOOL**

*All medication will be stored in the front office and administered by the front office staff.*

**Permission to Administer Medication**

**I give permission for my child to be given the following medication:**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Dosage: \_\_\_\_\_  Refrigerate

Dates to be Given: \_\_\_\_\_

Times to be Given: ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

Special Instructions: \_\_\_\_\_

Possible Reactions: \_\_\_\_\_

Parent's Signature and Date: \_\_\_\_\_

Parent cell phone: \_\_\_\_\_

\*All medications must be in the original container.

\*Prescription medications must have the child's name and prescription on the pharmacy printed label.

\*Nonprescription medications must be labeled with the child's name and correct dosage.

**\*\*\* RETURN MEDICATION TO PARENT UPON COMPLETION \*\*\***



## **SKYWARD PARENT INSTRUCTIONS**

2/9/2024

**SKYWARD** is a secure internet-based website that will allow you to easily keep track of your student's progress in school. You will be able to view your student's grades, attendance, schedule, assignments, school notifications, and communicate with teachers via email.

### **LOGIN INFORMATION:**

You can access SKYWARD through the school website [www.manoogian.org](http://www.manoogian.org). On the HOME page, click on STUDENTS then **SKYWARD PORTAL**. Enter your login name and password. If you do not know this information or do not remember your password, please contact the school office at 248-569-2988.

**HOME:** Messages from teachers or general school information to all parents & students will be posted here.

**CALENDAR:** The school calendar such as school breaks, teacher assignment due dates and test dates can be found here. The calendar is also a great tool to use when planning your child's appointments and vacations.

**GRADEBOOK:** In this tab, you will see all assignments/grades posted by your child's teacher. You can click on Display Options to view the year so far or just the current grades. There is also a tab to view your child's current GPA.

**ATTENDANCE:** Attendance is taken at the beginning of each class, each hour. Here you will see how many absences or tardies your child has accumulated. Please call our office to report any absences or tardies at 248-569-2988 before 8:00 am.

**STUDENT INFO:** Student personal information is located here. If you are moving or need to update any information from here, please contact our office.

**SCHEDULE:** Your student's class schedule is here along with the course name and teacher's name. You may email the teacher from here by clicking on their name.

**DISCIPLINE:** Any disciplinary forms that your child has received may be viewed here.

**PORTFOLIO:** Report cards and progress reports can be viewed here. Just click on the date you would like to view. There is also an option to print the report card as well.

**SKYLERT:** SKYLERT enables you to receive notifications concerning your child. For example, in the past we have used it to quickly notify parents if there is a snow day or an early dismissal.

**LOGIN HISTORY:** A detailed report of your login history into SKYWARD with time and date can be found here.

=====

***If you need any assistance, please feel free to contact our school office at 248-569-2988.***



## **SKYWARD STUDENT INSTRUCTIONS**

Welcome to SKYWARD ACCESS. SKYWARD is a secure internet-based website that will allow you to easily keep track of your progress in school. You will be able to view your grades, attendance, schedule, assignments, school notifications, and communicate with teachers via email.

### **LOGIN INFORMATION:**

You can access SKYWARD through the school website [www.manoogian.org](http://www.manoogian.org). On the home page, click on STUDENTS > SKYWARD PORTAL. Enter your login name and password. If you do not know this information or do not remember your password, contact the school office.

**HOME:** Messages from teachers or general school information to all parents & students will be posted here.

**CALENDAR:** The school calendar such as school breaks, teacher assignment due dates and test dates can be found here. The calendar is also a great tool to use when planning appointments and vacations.

**GRADEBOOK:** In this tab, you will see all assignments/grades posted by your teacher. You can click on Display Options to view the year so far or just the current grades. There is also a tab to view your current GPA.

**ATTENDANCE:** Attendance is taken at the beginning of each class, each hour. Here you will see how many absences or tardies you have accumulated. Parents must call the school office to report any absences or tardies at 248-569-2988 before 8:00 a.m.

**STUDENT INFO:** Student personal information is located here. If you are moving or need to update any information from here, please contact our office.

**SCHEDULE:** Your class schedule is here along with the course name and teacher's name. You may email the teacher from here by clicking on their name.

**DISCIPLINE:** Any disciplinary forms that you have received may be viewed here.

**PORTFOLIO:** Report cards and progress reports can be viewed here. Just click on the date you would like to view. There is also an option to print the report card as well.

**LOGIN HISTORY:** A detailed report of your login history into SKYWARD with time and date can be found here.

SKYWARD will keep you informed about your progress and provide easy access to communicate with your teachers. If you have any questions, please contact the school 248-569-2988.

2.9.2024