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HIGH SCHOOL HANDBOOK
9th-12th GRADES

CODE OF ACADEMIC PERFORMANCE
&
CODE OF CONDUCT

2024 - 2025

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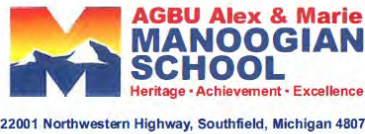
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Mrs. Sonia Kalfayan
Principal,
Elementary & Middle Schools



Ms. Audrey S. Armoudlian
Principal,
High School

FROM THE PRINCIPAL

Dear Parents and Students,

As current members of the AGBU Alex and Marie Manoogian School community, I extend a warm welcome and thank you for your engagement and commitment to our educational partnership. Together, with our students and their families, we strive to provide an exceptional learning experience grounded in academic excellence and rich cultural heritage.

Established in 1969, The Manoogian School is a K-12 public charter school dedicated to providing a comprehensive education that emphasizes the Armenian language, history, and culture, enriched with a robust STEAM curriculum. As we celebrate our 55th anniversary, we remain a cornerstone of the Armenian community in metropolitan Detroit. Our nurturing environment not only fosters good upbringing but also deepens students' understanding and appreciation of their cultural heritage. The curriculum is designed to motivate students across all areas of learning, culminating in a class visit to Armenia or another international location tied to Armenian heritage. This trip, often considered a highlight by many non-Armenian as well as Armenian students, helps forge a lifelong connection to their ancestral roots.

With over 425 students and a dedicated staff of 45, our school prides itself on a tradition of excellence. We boast a high school graduation rate of over 95% and our graduates consistently receive scholarships averaging four million dollars annually, facilitating their continued education at top colleges and universities. The recent addition of a 4,000 sq. ft. STEAM Center underscores our commitment to preparing students for future challenges by enhancing our offerings in Science, Technology, Engineering, the Arts, and Mathematics.

Athletics and extracurricular activities form a vital part of our school's life, providing students diverse opportunities in sports like soccer, basketball, and cross-country, as well as in academic pursuits such as robotics and college-level courses. Through partnerships with Lawrence Tech University, Oakland Community College, and Central Michigan University, qualified juniors and seniors can earn up to 12 college credits before graduation, fully funded by the Manoogian School.

Please take the time to carefully review the attached student handbook to help us continue achieving our educational goals. It is through our collaborative efforts that we create a nurturing and safe environment where every student can thrive. Remember, my office is always open to you.

Thank you for being an integral part of our school community. Here's to another successful year at the Manoogian School!

Sincerely,

Audrey S. Armoudlian
High School Principal

SCHOOL-WIDE GUIDING PRINCIPLES

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

GUIDING PRINCIPLES

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

MISSION STATEMENT

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

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

SCHOOL-WIDE EXPECTATIONS FOR STUDENTS

The AGBU Alex and Marie Manoogian School offers a sound K-12 education based on well-defined educational outcomes:

By the end of the twelfth grade, a student shall:

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

PHILOSOPHY

The AGBU Alex & Marie Manoogian School is an Armenian/American co-educational, nonprofit school chartered under Central Michigan University, which seeks to meet the educational needs of students from kindergarten through 12th grades. The Manoogian School will accept the application of any student regardless of race, creed, or color.

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

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

The AGBU Alex & Marie Manoogian School is flexible to meet the needs of the students.

HUMAN DIGNITY STATEMENT

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

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

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 CONDUCT: PERFORMANCE

CLASS SCHEDULE

8:00 — 9:02	First Hour
9:06 — 10:05	Second Hour
10:09 — 11:08	Third Hour
11:08 — 11:46	Lunch
11:50 — 12:49	Fourth Hour
12:53 — 1:52	Fifth Hour
1:56 — 2:55	Sixth Hour

PARTIAL DAY SCHEDULE

8:00—8:59
9:03—9:59
10:03—10:59
11:03—12:03

HIGH SCHOOL CURRICULUM

Ninth Grade

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

Tenth Grade

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

Eleventh Grade

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

Twelfth Grade

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

Electives

Art
Automotive Engineering Design
Chemistry for Today
Environmental Science 101: Dual Enrollment
with Central Michigan University
Graphic Design
Literature through Film

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

STUDENT GRADE LEVEL STATUS POLICY

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

Grade level status is defined as follows:

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

DEFINITION OF CREDIT

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

MAKING UP FAILED COURSES

1. Any student who has failed a class with a grade lower than a D- will not receive credit for that semester and will need to make up that credit through an authorized program at the student's own expense and time.
Authorized programs (summer courses, correspondence courses, and/or on-line courses) must be successfully completed and preapproved. Students may be required to take a Manoogian placement tests following such courses to insure success in future courses.
2. All work must be completed, and all documentation received at the school before the classification will be changed (this may take several weeks). No student will participate in graduation exercises or receive a Manoogian diploma unless he/she has appropriate documentation for all 24 credits.
3. Students may not have more than six failed courses on their record, regardless of whether they have been made up with correspondence courses, on-line courses, adult ed, or summer school. They will have to repeat a grade if they wish to remain at the AGBU Manoogian School.
4. The administration reserves the right to make alternate arrangements in special circumstances.

REPEATED FAILURES

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

TESTING OUT

A student can receive credit in a course if he/she exhibits a reasonable level of mastery of the subject matter by attaining a grade of not less than C+ (78%) in a final exam, or if there is no final exam, by exhibiting that mastery through the assessment used in the course. Credit earned in this manner is based on a "pass" grade and is not included in a computation of grade point average for any purpose. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence in the same subject area.

PERSONAL CURRICULUM

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

MICHIGAN MERIT CURRICULUM

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

DUAL ENROLLMENT

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

OAKLAND SCHOOLS TECHNICAL CAMPUS

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

COMMUNITY SERVICE

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

It is the student's responsibility to obtain accurate documentation of their community service hours and submit those hours to the school counselor.

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

ATHLETIC COMPETITIONS

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

GRADING SYSTEM AND REPORT CARDS

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

GRADES	
A	93-100%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	63-66.99%
D-	60-62.99%
E	59.99% and below

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

CITIZENSHIP	
1	Excellent
2	Acceptable
3	Needs Improvement
4	Poor

HONOR ROLL/SPECIAL ACHIEVEMENT

The Honor Roll is based on grades in all subjects. Students, who maintain a Grade Point Average (GPA) between 3.5 and 4.0 and have no grade that is a 'C' (2.0) or below, qualify for the Administrator's List and those with a GPA between 3.0 and 3.49 and no grade that is a 'C-' (1.67) or below qualify for the Honor Roll.

ACHIEVEMENT AWARDS

At the end of each school year, special recognition is given to students who have achieved the highest grade-point averages in a given subject area. Other achievement awards may be given.

STEAM CENTER

The STEAM Center contains computers, hand tools, and power tools, and it is used for Elementary through High School Robotics, automotive building, Graphic Design, and as an alternative testing center. Students may use the STEAM Center only when a teacher or designated adult is present. Students are responsible for cleaning and organizing the STEAM Center under adult supervision. Lost or damaged tools and materials must be replaced by the student. Report cards will be held until all fines have been paid.

TECHNOLOGY USE GUIDELINES

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

Responsibilities

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

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

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

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

A student shall not publish works of others. A student shall not publish or disseminate personally identifiable information about 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, the use of technology resources, which precludes or significantly hampers use by others. Students may not access internet-based communication systems from school computers without explicit permission from a teacher or administration.

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

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

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

7. **“Sexting” is prohibited at any time.** Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.
8. **Violations and misuse.** It is the student's responsibility to report any violations or misuse of technology to the supervising teacher or designated individual responsible.
9. **Unauthorized Use of Faculty/Staff Computers.** Any student who uses or attempts to use a faculty/staff member's computer without permission from that faculty/staff member will be suspended from school for 10 days. Any student participating in such unauthorized use, whether actually using the computer or not, may also be suspended for up to 10 days. Any student who witnesses unauthorized use of a computer is required to report it to a faculty member and/or administrator. Failure to do so may result in disciplinary action.
10. **Disciplinary Action:** Violations of these technology guidelines constitute violations of the Student Code of Conduct. Class I violations would include, but not be limited to, guidelines 1 through 3 described above. Class II violations would include, but not be limited to, guidelines 4 through 7 described above.

CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

Cell Phones/Electronic Communication Devices

Students may not use cellular phones or other electronic communication devices during class time including the use of media, headphones, and earbuds *unless a teacher has specifically said a student may use a phone or other electronic device, and unless there is a specific, limited purpose for its use.*

Students may use laptops with the teacher's permission. Headphones and earbuds are not allowed, including during passing period. Students may use them during lunch or during specific preapproved times. The school is not responsible for lost or stolen phones/electronic devices.

Students who are seen using a cell phone or other electronic devices outside of designated times will be given a one day in-school suspension for the first violation and a two-day suspension for any subsequent violations. Cell phones may be used for educational purposes only when allowed by a teacher.

Students who need to use a phone during the day may ask to use the phone in the high school office. Parents, as always, should call the high school office if they need to contact a student during the day. Parents should not call or text their child's phone during school hours.

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

PLAGIARISM

Students will receive a 0 (zero) for any assignment in which plagiarism/copying/cheating are detected. Plagiarism which includes copying/cheating/using Artificial Intelligence (AI) 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 AGBU Manooagian School considers plagiarism/copying/cheating/AI a major problem and follows firm rules when such actions are detected.

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

Plagiarism/Copying/Cheating/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 translates a foreign language into English
- Looking at another person's test, quiz, or assignment
- Letting another student look at a test or quiz
- Using other methods of receiving or giving answers on a test, quiz, or assignment (including Internet, electronic devices, word of mouth, placement of paper, etc.) Working with others on an assignment that is to be done individually
- Taking papers in part or in whole and /or another person's original idea from the Internet, other publications, or other students
- Providing inappropriate assistance – such as sharing answers or ideas on a writing assignment
- Obtaining or attempting to obtain copies of tests, answer keys, etc.
- Using AI to wholly or partially create work

ACCESS TO SCHOOL PRINTER

Students do not have access to a free school printer. Students wishing to save information should use a flash drive, or their school-provided online Cloud space. Papers may be printed at home and brought in or printed for a small fee in the high school office.

GUIDELINES FOR ACADEMIC COMMITTEE

The Academic Committee, composed of three teachers, the school Counselor, and the High School Head Teacher, may be called on to investigate and address serious academic concerns where the student's performance puts them in danger of losing academic status or of failing to meet graduation requirements; the Committee may be notified by the teacher at any time, or by the Counselor at the five-week card marking. The Committee will work with the student and may propose recommendations or create a plan with parents and the principal to recover the student's academic progress.

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 Manogian School

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

NONDISCRIMINATION

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

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

Any person that believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the school principal(s). (LIST NAME, SCHOOL, ADDRESS, CITY, STATE, ZIP, PHONE)

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

HARASSMENT

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

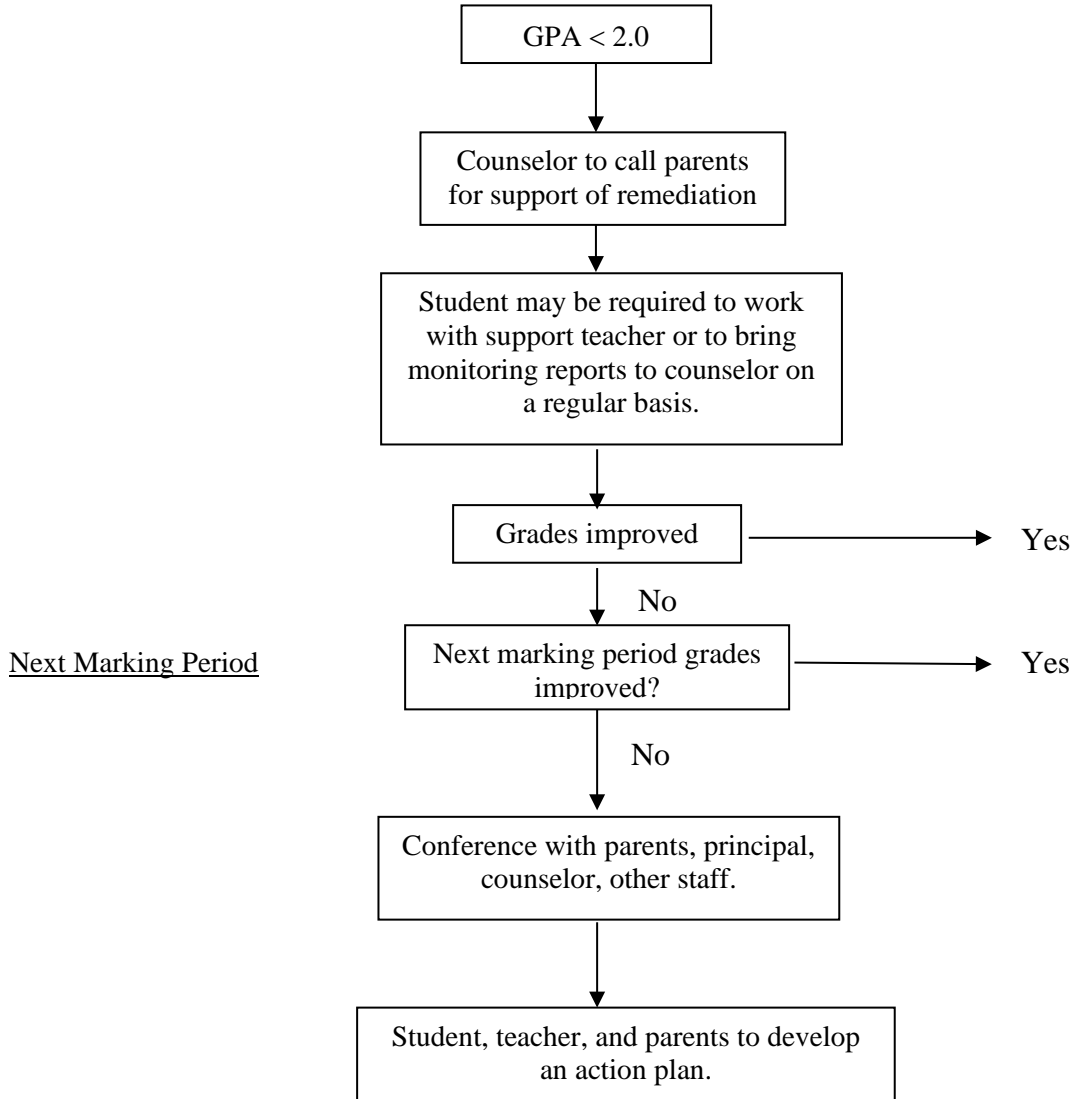
PESTICIDE NOTIFICATION

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

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

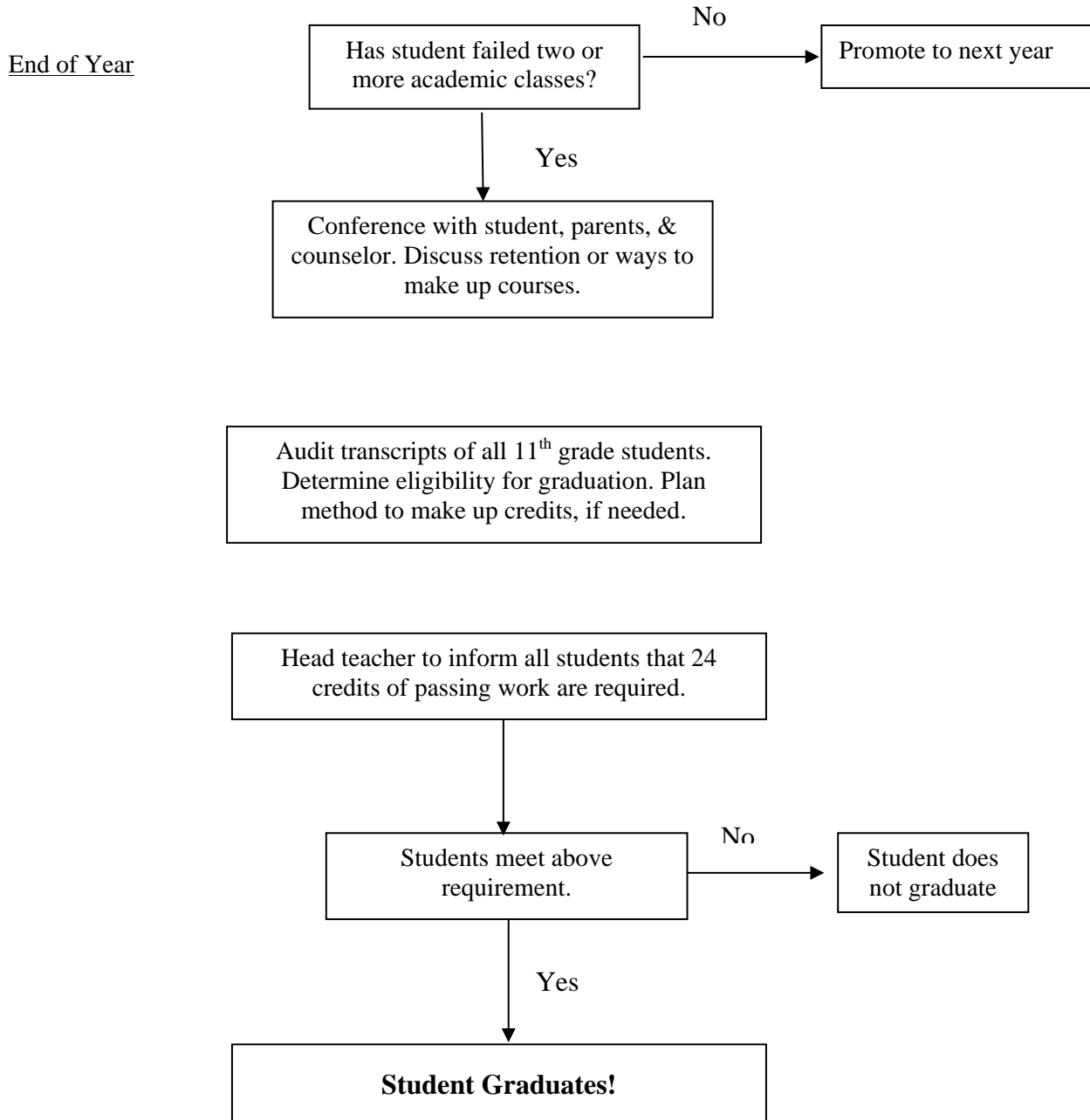
AGBU ALEX & MARIE MANOOGIAN SCHOOL

Academic Monitoring of Student Progress



AGBU ALEX & MARIE MANOOGIAN SCHOOL

Academic Monitoring of Student Progress



PART II CODE OF CONDUCT

PURPOSE AND RESPONSIBILITY FOR CODE OF CONDUCT

The Student Code of Conduct outlines the policies governing students and school functions. These are to be read and discussed by all students and parents. Each student must return to the high school office the signed slip indicating parent and student are aware of the policies.

ALL THE RULES AND REGULATIONS OUTLINED HEREIN APPLY TO STUDENTS AT SCHOOL, ON THE SCHOOL BUS, AND ANY SCHOOL SPONSORED EVENTS.

A. Purpose

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

B. General Conduct and Standards of Behavior

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

C. Parent Responsibility

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

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

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

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

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

D. Staff Responsibilities

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

E. Student Responsibilities

- Students have the responsibility of participating fully in their learning process. Students must report to school and to all scheduled classes regularly and on-time, remain in class until excused, pay attention to instruction, complete assignments to the best of their ability, and request help when needed.
- Students have the responsibility of avoiding any behavior that is detrimental to the achievement of their own or other students' educational goals. Students must cooperate in maintaining reasonable orderliness in the school and in the classroom, take reasonable care of books, technology, and other instructional materials, and encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in behavior that violates the provisions of the Code of Conduct.
- Students have the responsibility of showing respect for the knowledge and the authority of school staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.
- Students have the responsibility of showing respect for the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.

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

F. Expectations of a Safe and Sound Learning Environment

School students may not endanger or threaten to endanger the safety of others, damage property, or impede the orderly conduct of the school program while at school, at a school-sponsored activities, or on a school bus. In all regards under Class Offenses, any disciplinary action should be taken in consideration of the best interest of the child.

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

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

G. Student Rights When Under Interrogation by the Police

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

H. Guidelines for Make-Up Work

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

HIGH SCHOOL DRESS CODE FOR ALL STUDENTS

Shirts

Plain white polo-style shirt.

Slacks

Navy trousers, only.

They must fit properly; no baggy pants or pants worn below hips, no sweatpants, no yoga/athletic pants, no cargo/industrial pants, and no jeans.

Skirts

The school skirt should be hemmed *no more than two (2) inches* above the knee. Underneath skirts, students *must* wear solid color navy or black leggings bearing no print, logos, or imagery, and no sweatpants.

Shoes

White or Black Sneakers only.

Socks

Any visible socks must be solid black, navy, or white.

Hair

Hair should be groomed, clean, and off the face.

T-shirts

Tank-Top shirts are not acceptable attire. Solid-colored T-shirts may be worn under uniform attire. Printed T-shirts are not acceptable.

Sweatshirts

The navy school logo hoodie or quarter-zip sweatshirt, or same attire with no logos, imagery, or words may be worn over the plain white polo-style shirt.

Jewelry, Watches, and Decoration

Watches including Smart watches may be worn but must not make sound during class times. Jewelry must not be distracting. School is not responsible for lost jewelry. Tattoos that are offensive or distracting must be covered at all times, even on free dress days.

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

Modesty must be maintained at all times; undergarments cannot be visible at any point. Personal appearance and grooming that continuously distracts from the learning environment for the individual or other students will be subject to administrative review and approval.

Failure to comply with the dress will result in detention; repeat offenses may incur additional disciplinary action, including in-school suspension and parent conferences. The school reserves the right to immodestly dressed students may be sent home to change clothing, or parents may be asked to bring a change of clothing.

FREE DRESS CODE AND SPECIAL OCCASIONS

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

Shoes

No flip-flops, slides, open-toed sandals without back straps, or slippers.

No shorts or pajamas.

Shirts

Tank Tops, Muscle Shirts, Crop Tops or Spaghetti Strap Tops are not allowed; midriffs must be covered.

Hats and Head Coverings

Hats may be allowed on free dress days; anything deemed offensive, distracting, or immodest will be asked to be removed.

Hoods are not allowed during class times or passing period.

Class Colors, HS Sports, or HS Clubs Day

On Friday students may wear official class color attire; anything that is not official class sweats, official team jerseys, or official club sweaters or T-shirts, must be uniform attire. Substitute colors or attire will be considered out of dress code and subject to disciplinary action.

Modesty must be maintained at all times; undergarments cannot be visible at any point.

Personal appearance and grooming that continuously distracts from the learning environment for the individual or other students will be subject to administrative review and approval.

Students out of dress code will be asked to change their attire and may be issued a detention.

Repeat offenses may incur additional disciplinary action, including in-school suspension and parent conferences.

Men and Women's Gym Clothes

Men may wear *plain black or navy sweats or knee length shorts.

Women may wear *plain black or navy sweats, knee-length shorts, or plain black or navy leggings.

Both men and women must wear rubber-soled tennis shoes and *plain white T-shirts

*Plain means no words, symbols, or images.

GUIDELINES FOR DISCIPLINE COMMITTEE

The Discipline Committee, composed of three teachers with the High School Head Teacher, may be called on at the request of a teacher or the principal to investigate and address behavior concerns. Members of the Committee, along with the school Counselor, will meet with students whose behavior persistently or egregiously violates the Code of Conduct, and will make recommendations to the principal regarding disciplinary action and/or involvement in school activities. In addition, the Committee may consider the criteria for allowing a student to participate in school activities, including fundraising, class activities, field trips, or extended trips.

ATTENDANCE PHILOSOPHY

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

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

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

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

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

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

ATTENDANCE REGULATIONS

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

Parents should not schedule vacations during school days. While sick days and funerals, may be excused, vacations are not excused. School work will be given for unexcused absences only at the teacher's discretion. Unexcused absences can adversely affect grades.

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

1. **Daily Excused Absences**

Daily excused absences will be granted for such reasons as personal illness, family illness, medical, dental, or legal appointments, religious holidays, and funerals. Please note that even though students will be able to make up class work with an excused absence, absences must be kept to a minimum.

2. **Excusing Absences**

Parents must call the office before 8:30 a.m. each day a student is absent. After 3 sick days, documentation or other verification (e.g., doctors note) is required to establish an excused absence. Such documentation should be in writing and should be given to the high school principal. If the high school office is not notified by a parent by 8:30 a.m. on the day of the absence, the absence will not be excused.

3. **Students Leaving School Building During the Day**

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

4. **Prearranged Excused Absences**

The high school principal must approve pre-arranged absences. Parents/students need to obtain an Extended Absence Request form from the high school office and submit it 2 weeks in advance. It is the student's responsibility to meet with each teacher to determine how to manage class work and homework during the absence.

5. **Unacceptable Reasons for Absences and Tardiness**

Absence or tardiness due to vacations, oversleeping, car trouble, skipping, truancy, leaving school without permission, or no specific reason for the absence will be considered unexcused. Extenuating circumstances may be appealed to the respective principal.

6. **Absences for In-School Activities**

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

7. **Make-up Work**

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

Students are not excused from tests or assignments that are due when they return from an absence if such tests and assignments were known **before** the student's absence.

8. **Attendance Alerts**

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

9. **Unexcused Absences – Effect on Grade**

For any unexcused absence, make-up privileges may be denied and missed school work (including quizzes and tests) may be given a failing grade.

10. **Excessive Excused Absences and Truancy**

Students with excessive excused absences, 10 per semester, or with repeated patterns of absences (truancy), will be referred to the counselor. Parents will be contacted and may be asked to come in to discuss ways to address this problem. Even with an excused absence, students may not be able to make up work done in class.

11. **Suspension Absences**

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

12. **First Hour Tardiness**

Parents must notify the office by 8:00 a.m. if a student will be tardy to school. A student who is 20 minutes late to class will be considered absent for that class. Parents will be contacted if there seems to be a pattern of tardiness to first hour.

13. **Automated Attendance System (Robo-calls)**

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

14. **In-School Tardiness, Hours 1– 6**

In hours 1-6, teachers will address with tardiness within their classrooms. Students who arrive to class late will be excused only if there is a pass from an appropriate staff member. Repeated offenses may require the student to serve an in-school detention or spend lunchtime in the classroom. Parents will be contacted for repeated problems. Possible disciplinary action for repeat tardies include:

- 5+ tardies: Detention
- 10+ tardies: Detention + phone call home
- 15+ tardies: Detention + parent meeting

PARENT-TEACHER ORGANIZATION

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

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

LUNCH PROCEDURES

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.

Students must eat lunch at school. Other classes or school organizations also may have sales.

LUNCH REGULATIONS

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

1. All food bought and served must be consumed in designated areas. Students are expected to clear their eating area of all garbage. Lunch areas will be examined each day. No food may be eaten in the classrooms, at lockers, in hallways, on the atrium couches.
2. Outside food delivery is not permitted.
3. The sharing of food between students is prohibited due to allergies.
4. As required by the Board of Education policy, high school students are not allowed to leave school property for lunch except with permission of head teacher or principal.

LOCKS AND LOCKERS

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

Students are required to purchase locks and must keep their lockers locked at all times. Students are not to bring large amounts of money to school or store other valuables in their lockers. The school is not responsible for any lost, stolen, or damaged items, including school property assigned to student use.

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

SEARCH OF PROPERTY

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

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

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

There must be reasonable suspicion to believe that a student is either in possession of an illegal or prohibited article as defined by this policy or applicable laws.

TEXTBOOKS

Students are responsible for textbooks issued to them at the beginning of each course. Teachers record both the textbook number and its condition. Any student damaging or losing a textbook is responsible for paying for repairs or for replacing the textbook. Report cards will be held at the end of the school year until all fines are paid. Some academic resources may be available online; in those cases, students will obtain online access information from their teachers.

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

CLASSROOM MATERIALS AND SUPPLY FEE

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

PARENT INVOLVEMENT PLAN

The AGBU 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.

LOST AND FOUND

Articles found in or around the school should be turned into the high 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. At the end of each academic year, all items left in the lost and found will be donated to charity.

USE OF CLINIC

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

MEDICATION

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

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

EMERGENCY SCHOOL CLOSING

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

FIRE DRILL PROCEDURES

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

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

TORNADO DRILL PROCEDURES

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

LOCK DOWN DRILL PROCEDURES

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

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

TELEPHONE

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

ELEVATOR USE

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

VISITING THE SCHOOL

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

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

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

Parents who wish to meet or speak with any of their children's teachers have the option of emailing the teacher or leaving a voicemail message. If your calling in regard to an emergency, please call the high school office; otherwise, expect a response from the teacher within 24 hours. Teachers should not be contacted on their cell phones during school hours.

ARRIVAL AND DISMISSAL

Students should be at school by 7:55 A.M. First hour begins promptly at 8:00 A.M. High School students should not arrive at school before 7:30 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 high school students not participating in extracurricular activities must leave the campus by 3:30 p.m. If high school students need to remain on campus after 3:30 p.m. and no later than 4:30 p.m., they must remain in a designated high school area with a supervised adult.***

STUDENT DRIVERS

All student drivers in possession of a valid Driver's License must register their cars in the High School office during the first week of the fall semester. New drivers will register their automobile in the High School office prior to, or on the first day they drive to school.

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

PARENTS' PERMISSION FOR TRANSPORTATION CHANGE

Parents must call the high school office to give their permission when their child is to be picked up by someone other than a parent or legal guardian.

FIELD TRIPS

Field trips are planned throughout the school year by the classroom teacher or teachers of specific subjects. Permission slips are sent home to obtain parental approval for the student's participation as well as provide information about transportation and other expenses involved. If a student does not participate in the trip, the student must be in school or receive an unexcused absence. Students with failing grades, serious referral on record, or multiple referrals may not be allowed to go on field trips, including major trips to other cities and to Armenia.

FIELD TRIP TRANSPORTATION REGULATIONS

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

1. No eating or gum chewing is allowed on the bus.
2. No throwing of objects in the bus or out the windows.
3. No obscene language used on the bus.
4. No littering.
5. Keep hands and head inside of the bus at all times. The driver must give permission in order for the windows to be opened.
6. Unusually loud talking or unnecessary noise will not be tolerated. Individuals, or the entire bus, may be told to be silent for a period of time if the bus becomes too noisy for the driver to operate the bus safely.
7. Each child is to remain in the seat assigned to him/her by the bus driver. **NO ONE IS TO MOVE AROUND WHILE THE BUS IS IN MOTION.**
8. No one is to get on or off the bus until it has come to a complete stop.
9. The bus is not to be damaged in any way.
10. All students must respect and obey the driver at all times.

STUDENT DISCIPLINE TERMINOLOGY

The information provided here outlines the administrative actions that will be taken in response to any violations of the Student Code of Conduct. Details of specific infractions and their respective consequences are listed in the Addendum. Please note that disciplinary forms will be sent home for parent signature. All forms must be signed and returned to the high school office by the date specified on the form.

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

REFERRALS: A student receives a referral when his/her behavior disrupts the educational process. For various classes of student violation and referrals, please see Addendum. Each Referral includes a detention, peer mediation, counseling, school service conference or other disciplinary action.

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

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

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

EXPULSION: The total and permanent exclusion of a student from the AGBU Alex & Marie Manoogian School.

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

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

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.

- 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 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.
6. 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).

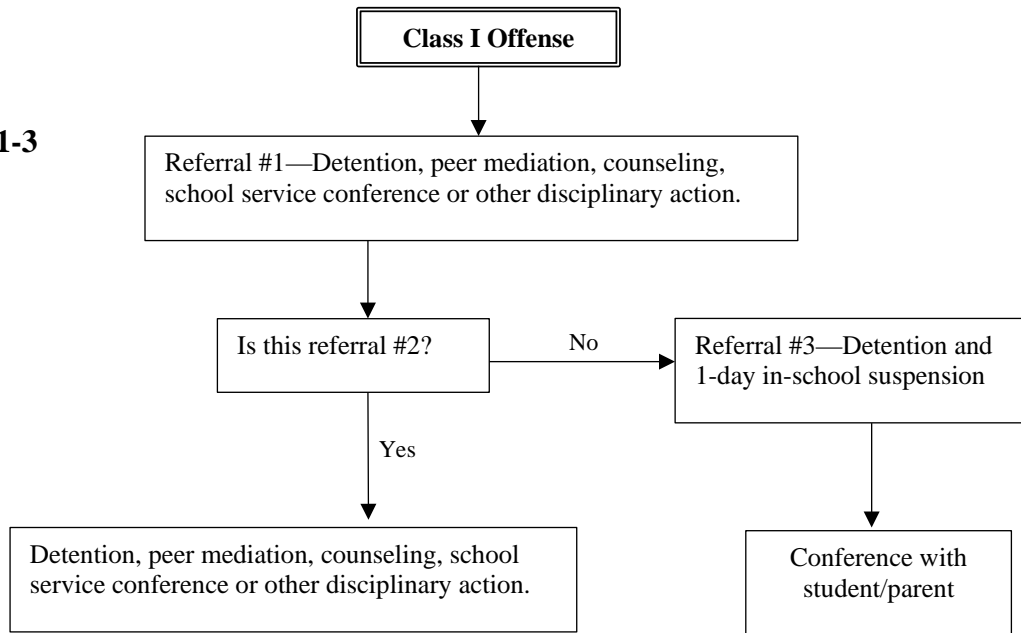
MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

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.

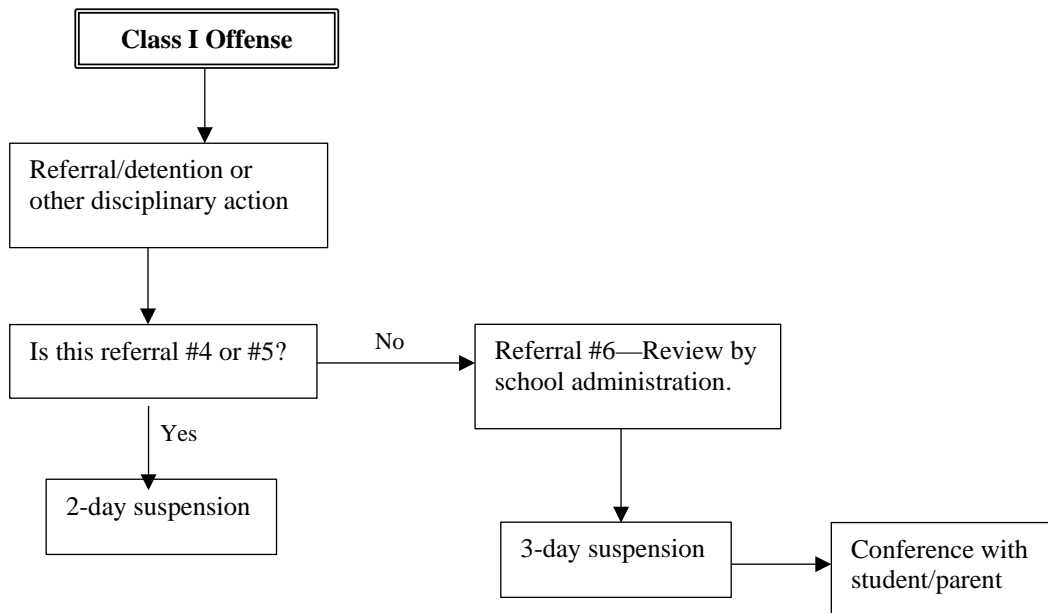
The school is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the school leader or counseling office whenever such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

DISCIPLINE STEPS FOR CLASS I OFFENSES

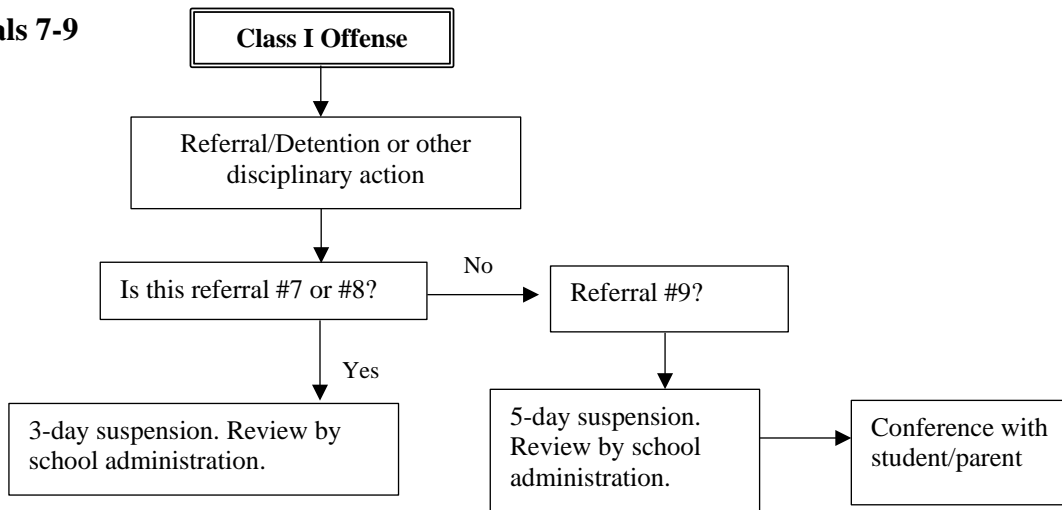
Referrals 1-3



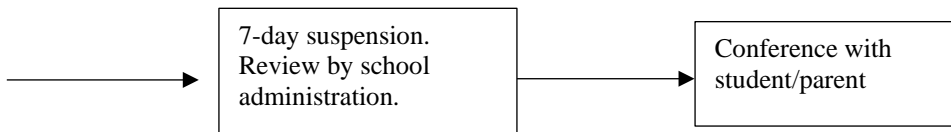
Referrals 4-6



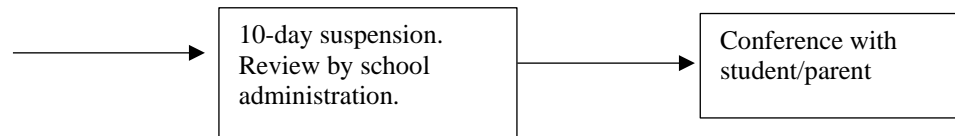
Referrals 7-9



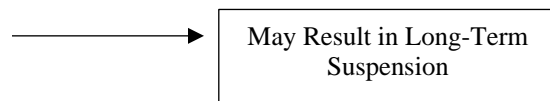
Referrals 10



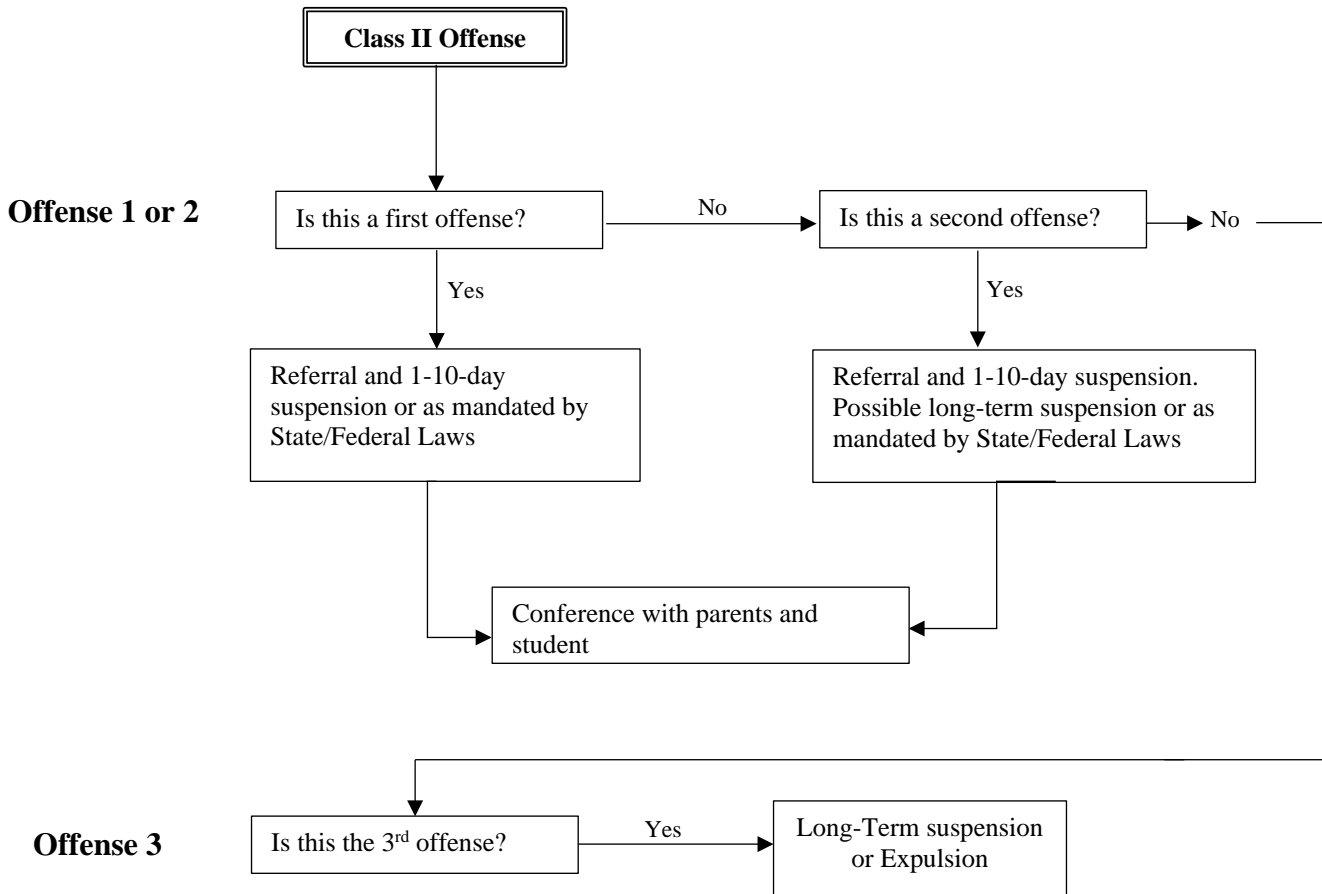
Referrals 11



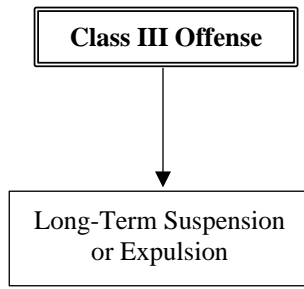
Referrals 12



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

AGBU Alex & Marie Manoogian School

SHORT LIST OF 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.

Outside / Playground Rules

1. Do not return to the school building after you leave, except in an emergency.
2. Keep away from windows during morning and afternoon recesses.
3. No throwing of mud, sand, sticks, stones, snowballs or hard balls.
4. No tackling.
5. Remain within the school boundaries during recess time.
6. No climbing trees or fences.
7. Appropriate clothing must be worn outdoors.
8. Ball playing is allowed only in the designated areas.
9. No ball throwing near or against the building.
10. 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.
11. 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.
12. 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. Show proper respect for lunchroom supervisors.
5. 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, candy, or any paper outside.
7. No chewing of gum in or on school grounds.

AGBU Alex & Marie Manooagian High School Prom Guest Request Form

AGBU Alex & Marie Manooagian High School Prom is for high school aged students. Attendees under 16 or over the age of 20 are prohibited, subject to administrative discretion. Only one outside guest per student. Administration reserves the right to deny any guest for any reason.

Guest Pass Procedures for Dances at AGBU Manooagian High School:

In order to gain admittance to the dance, the guest:

1. Must be accompanied by the current AGBU Manooagian student that sponsored the application.
2. Must show a current PHOTO ID at the door.
3. Must have a pre-purchased ticket.
4. Must produce all of the above at the door on the evening of the dance.
5. Must follow the AGBU Manooagian Student Code of Conduct. **By coming to the event, the guest agrees that at any time, s/he can be breathalyzed.**
6. Will be removed from the dance (along with their AGBU Manooagian student sponsor) if inappropriate behavior is demonstrated and may be subjected to further disciplinary action, including police involvement.

This section to be completed by a Student Sponsor at AGBU Manooagian

As a student at the AGBU Manooagian School, I fully understand that all school rules apply to my guest, and I will take the responsibility of informing my guest of these rules.

Printed Name of Student Signature Grade Date

Guest tickets will not be issued until this Guest Request Form has been received and approved by AGBU Manooagian administration. All administrative decisions are final.

This section to be completed by the Invited Guest

As a guest to the AGBU Alex & Marie Manooagian School, I realize that I am required to abide by all policies and expectations. I also understand that failure to do so could result in my exclusion from this dance and future events and could also include possible prosecution.

Name of Guest Date of Birth Parent/Guardian Name

Complete Address City, State, Zip Guest Phone Number

Driver's License Number (**attach a copy of license**) Guest Signature Parent Signature

Guest's Current / Past High School (circle one) City Grade Level

This section to be completed by an Administrator at the Guest's school

As an administrator of the aforementioned school, I verify that the student applicant in this form is a student in good standing at our school and the information on this form is correct to the best of my knowledge.

Printed Name of Administrator Title Date

Signature of Administrator Email School Contact Phone Number

If the applicant has graduated from high school, s/he may have their former school complete this form or submit information of a reference from his/her current employer or college, including a phone number and a statement of character by the employer. **All applicants must submit a current copy of the applicant's driver's license (if applicable), state ID, or current, valid school ID with this application.**

After completion, the administrator is asked to fax this completed form to 248-569-1346, or email to tshekerdemian@manoogian.org by / / **Do not return this form to the student.**

AGBU ALEX & MARIE MANOOGIAN SCHOOL
22001 Northwestern Highway
Southfield, MI 48075
Telephone: 248-569-2988
Fax: 248-569-1346

High School Detention Notice

Student Name: _____ Grade: _____

Incident Date: _____ Time: _____ Location: _____

Detention to be served on: _____
Date *Time* *Room Number*

Reason for Detention: Code _____

Staff Signature: _____

Student Signature: _____

Parent Signature: _____

Return this notice to high school secretary with parent signature on _____
Date(s)

Cc:Principal
Discipline Committee
T. Blohm
Parent
Student's File

Form HSDISC-DET
Revised: June 20, 2023

AGBU ALEX & MARIE MANOOGIAN SCHOOL
22001 Northwestern Highway
Southfield, MI 48075
Telephone: 248-569-2988
Fax: 248-569-1346

High School Discipline Referral Notice

Student Name: _____ Grade: _____

Incident Date: _____ Time: _____

Location: _____

Reason for Detention: Code _____

Staff Signature: _____

Student Signature: _____

Parent Signature: _____

Return this notice to high school secretary with parent signature on _____
Date(s)

Cc:Principal
Discipline Committee
T. Blohm
Parent
Student's File

Form HSDISC-DET
Revised: June 22, 2023

AGBU ALEX & MARIE MANOOGIAN SCHOOL
22001 Northwestern Highway
Southfield, MI 48075
Telephone: 248-569-2988
Fax: 248-569-1346

High School Suspension Notice

Date: _____ **Grade:** _____

Dear Parent,

Your child _____ **is being put on Suspension.**

In School **At Home** **Infraction Code:** _____

Suspension Dates: _____

Reason for Suspension: _____

Signature _____
High School Principal

Signature of Parent or Guardian

Return this notice to high school secretary with parent signature on: _____
Date

NOTE: If a conference date is filled out below, you must meet with the Principal/Counselor to ensure that your child will resume school. If you have any questions or concerns, please call the school at the number listed above.

Conference Date / Time

Cc: Principal
Parent
Discipline Committee
T. Blohm
Student File

Form HSDISC-SUSP
Revised: June 20, 2023

AGBU ALEX & MARIE MANOOGIAN SCHOOL
22001 Northwestern Highway
Southfield, MI 48075
(248) 569-2988

Student Driver Application for Approval

Date _____

STUDENT NAME _____ Grade _____ BIRTHDATE _____

STUDENT DRIVER'S LICENSE # _____ STUDENT CELL# _____

PARENT NAME _____

STREET ADDRESS _____ CITY _____ ZIP _____

TELEPHONE (Cell) _____ (WORK) _____

AUTOMOBILE:

MAKE _____ MODEL _____ YEAR _____

COLOR _____ LICENSE PLATE _____

OTHER PASSENGERS (list any additional passengers on the back of this form):

NAME _____ GRADE _____

STREET _____ CITY _____ ZIP _____

NAME _____ GRADE _____

STREET _____ CITY _____ ZIP _____

I authorize my son/daughter _____ to drive the above named automobile to and from the AGBU Alex and Marie Manoogian School and any other driving related to or under the pretext of school, school activities, or school business, and I accept all responsibility for any accident, damage, or injury by my son/daughter while driving the aforementioned automobile, and hereby agree that I (we) will hold harmless, defend and indemnify the AGBU Alex and Marie Manoogian School and their respective agents, representatives and employees against all loss or liability which maybe incurred by reason of the operation or use of a motor vehicle by the above listed student.

Further, my son/daughter _____ and I (we) agree to be bound and abide by written school policy regarding student driving, as outlined in the High School Code of Conduct.

I (we) understand this privilege is granted only upon approval by School officials and may be suspended or revoked at any time.

SIGNATURE _____ DATE _____
Parent or Guardian

SIGNATURE _____ DATE _____
Student

SCHOOL OFFICIAL _____ DATE _____
Principal

Copy: Student, Student File (CA60), Principal

Manoogian School STEAM Certificate

Course Requirements: Students must complete one course in each of the following five STEAM fields before graduation in order to qualify for a Manoogian School STEAM Certificate,

- | | |
|--------------------|---|
| Science | <ul style="list-style-type: none">• AP Biology• PLTW Human Body Systems• Organic Chemistry |
| Technology | <ul style="list-style-type: none">• PLTW Computer Science• Robotics |
| Engineering | <ul style="list-style-type: none">• Automotive Engineering• Engineering Design• Other courses approved by the principal. |
| Arts | <ul style="list-style-type: none">• Film• Graphic Design• Yearbook• Speech• Art Elective, 10-12th grades |
| Math | <ul style="list-style-type: none">• Precalculus• Calculus |

Eligibility Criteria: Students who meet these course requirements during their high school years and maintain a cumulative GPA of 3.0 or higher will be awarded the AGBU Manoogian STEAM Certificate upon graduation.

Benefits:

- **Academic Rigor:** Enrolling in these challenging courses, especially the electives, requires significantly more effort compared to less academic or less advanced courses. We aim to acknowledge and reward this dedication.
- **Preparation for the Future:** Many parents feel that their children need to attend a large high school to be well-prepared for their future. We assure that you can graduate with substantial technical skills, ready for both technical training programs and college admission.
- **STEM Employment Demand:** The demand for skilled workers in STEM fields continues to grow exponentially. Our goal is to set you on a path that will prepare you to meet the needs of the future workforce.



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 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.

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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. 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.

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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

Mrs. Sonia Kalfayan
Principal,
Elementary & Middle Schools



Ms. Audrey S. Armoudlian
Principal,
High School

22001 Northwestern Highway, Southfield, Michigan 48075
PHONE: 248-569-2988 • FAX: 248-569-1346

**A.G.B.U ALEX & MARIE MANOOGIAN SCHOOL
STUDENT GUEST SHADOW PROGRAM CONSENT FORM**

Date of Student Guest Shadow _____

Hours Student Will Be at School _____ to _____

Student Guest Name _____

Current Grade _____

Current Home School _____

Parent/Guardian Name /Phone Number _____

Emergency Contact /Phone Number _____
(if parent/guardian is not available)

Manoogian School Student Shadowing _____

Any allergies or other information that Manoogian School staff should be aware of

Student guest must bring his/her own lunch if staying for the entire school day.

I give my permission for my child _____ to visit the Manoogian School to shadow a Manoogian School high school student. I understand that my child will be under the supervision of school staff during the activity and will follow all school rules during this event. I will assume all liability for any accident or illness which might occur during this activity. In case of an emergency, when authorized people noted on this slip cannot be reached, school personnel have my permission to take whatever action is reasonable and appropriate under the circumstances for the welfare of my child.

Date _____

Parent/Guardian Signature _____

**This form must be completed and emailed to the counseling office at
jholsinger@manoogian.org at least two days before the event.**

Mrs. Sonia Kallayan
Principal
Elementary & Middle School



Ms. Audrey S. Arroullian
Principal
High School

22001 Northwestern Highway, Southfield, Michigan 48075

College Visit Form

(To be completed one week prior to absence)

Student Name _____ Grade _____

College/University Visiting _____

Date of visit _____ Time of scheduled college tour/visit _____

Time leaving school _____ School periods missing _____

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, the principal will note on this form. In the case of an unexcused absence, the student will not be allowed to make up work. For local colleges no more than ½ a day will be excused. Homework must be turned in to teachers on the date of return.

Comments:

Principal Signature

Date

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

AGBU ALEX & MARIE MANOOGIAN SCHOOL

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

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.

*Non prescription medications must be labeled with the child's name and correct dosage.

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