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**AGBU STUDENT/PARENT HANDBOOK  
K-12<sup>th</sup> GRADES  
CODE OF ACADEMIC PERFORMANCE  
&  
CODE OF CONDUCT**

**2025 - 2026**

## TABLE OF CONTENTS

### **BUILDING WIDE POLICIES AND PROCEDURES**

From the Principals	
School-Wide Guiding Principles .....	1
Guiding Principles .....	2
Mission/Vision Statement.....	2
School-Wide Expectations for Students .....	3
Philosophy .....	4
Human Dignity Statement .....	4
Harassment .....	4

### **PART I – CODE OF ACADEMIC PERFORMANCE**

Technology Use Guidelines .....	5
Plagiarism .....	7
Notification to Public Regarding Inspection of Instructional Materials .....	8
Privacy Act .....	8
Search of Property .....	8
Notification to Parents Regarding Student Records .....	9
Notice of Nondiscrimination and Grievance Procedures .....	10
Harassment .....	10
Pesticide Notification .....	10
Asbestos Management Plan.....	10

### **PART II - CODE OF CONDUCT**

Parent-Teacher Organization .....	11
Classroom Materials and Supply Fee .....	11
Parent Involvement Plan.....	11
Lost and Found .....	11
Use of Clinic .....	12
Medication.....	12
Emergency School Closing.....	12
Fire Drill Procedures .....	12
Tornado Drill Procedures .....	13
Lockdown Drill Procedures.....	13
Telephone .....	13
Elevator Use .....	13
Visiting the School .....	13
Field Trip Transportation Regulations.....	14
Student Discipline Terminology.....	15
Behavior Codes Addendum.....	16
Class I Offense Definitions.....	18
Class II Offense Definitions .....	20
Class III Offense Definitions .....	22
Notification of Law Enforcement Authorities .....	23
Memorandum to Parents Regarding Drug-Free Schools .....	24
Discipline Steps for Behavior Violations .....	25
Short List of Student Conduct Policies.....	29
Student/Parent Appeal Process .....	31
Student/Teacher/Parent Compact .....	32
Permission to Administer Medication .....	33
Request for Extended Absence.....	34
Skyward Parent Instructions .....	35
Skyward Student Instructions .....	36

**ELEMENTARY SCHOOL POLICIES AND PROCEDURES**

**PART I – CODE OF ACADEMIC PERFORMANCE**

Daily Schedule .....	39
Elementary School Subject Areas.....	39
Grading System and Report Cards .....	39
Media Center .....	40
Cell Phone/Electronic Communication Devices.....	40
Academic Monitoring of Student Progress.....	41

**PART II - CODE OF CONDUCT**

K-5 Boy’s Dress Code .....	42
K-5 Girl’s Dress Code .....	43
K-5 Free Dress Code .....	44
Attendance.....	45
Recess .....	45
Arrival and Dismissal .....	45
Parent Permission for Transportation Change .....	46
Field Trips .....	46
Discipline.....	46
Code of Conduct.....	46

**MIDDLE SCHOOL POLICIES AND PROCEDURES**

**PART I – CODE OF ACADEMIC PERFORMANCE**

Daily & Half Day Schedule .....	50
Middle School Subject Areas .....	50
Grading System and Report Cards .....	51
Honor Roll/Special Achievement .....	51
Achievement Awards .....	51
Caught-Ya Cards .....	51
Policy for Credit/Promotion .....	51
Repeated Failures .....	52
Media Center .....	52
Restrooms .....	52
National Junior Honors Society.....	52
Cellphone/Electronic Communication Devices.....	53
Academic Monitoring of Student Progress.....	54

**PART II - CODE OF CONDUCT**

Purpose and Responsibility for Code of Conduct.....	55
Lunch Regulations.....	58
Middle School Boy’s Dress Code.....	59
Middle School Girl’s Dress Code.....	60
Middle School Free Dress Code .....	61
Attendance Philosophy .....	61
Attendance Regulations.....	62
Locks and Lockers.....	64
Textbooks .....	64
Arrival and Dismissal .....	65
Parent Permission for Transportation Change .....	65
Field Trips .....	65
Special School Events .....	65
Cellphone/Communication Device Use.....	65
Discipline Guidelines for Class I Infractions.....	66
Discipline Guidelines for Class II & III Infractions .....	67
Discipline Guidelines for 8 <sup>th</sup> Grade Class I Infractions .....	67

Discipline for Cellphone Offenses.....	67
Middle School Detention Form .....	68
Middle School Suspension Form.....	69

**HIGH SCHOOL POLICIES AND PROCEDURES**

**PART I – CODE OF ACADEMIC PERFORMANCE**

Daily & Half Day Schedule .....	72
High School Curriculum & Electives .....	72
Student Grade Level Status Policy .....	75
Definition of Credit .....	75
Making Up Failed Courses .....	75
Repeated Failures .....	75
Testing Out .....	75
Personal Curriculum .....	76
Michigan Merit Curriculum.....	76
Dual Enrollment .....	76
AP/Honors Level Courses .....	76
Oakland Schools Technical Campus .....	76
Community Service .....	76
Athletic Competitions.....	77
Backpacks, Bags and Purses.....	77
Restrooms .....	77
Grading System and Report Cards .....	77
Administrator’s List and Honor Roll.....	78
Achievement Awards .....	78
STEAM Center.....	78
Cell Phones and Electronic Communication Devices.....	79
Access to School Printer.....	79
Guidelines for Academic Committee .....	79
Academic Monitoring of Student Progress.....	80

**PART II - CODE OF CONDUCT**

Purpose and Responsibility for Student Discipline .....	82
High School Dress Code.....	85
Free Dress Code.....	86
Guidelines for Discipline Committee .....	87
Attendance Philosophy.....	87
Attendance Regulations .....	88
Lunch Regulations.....	90
Locks and Lockers.....	90
Textbooks .....	90
Arrival and Dismissal .....	91
Student Drivers.....	91
Parent Permission for Transportation Change .....	91
Field Trips .....	91
Special School Events .....	91
High School Detention Form.....	92
High School Referral Form .....	93
High School Suspension Form .....	94
Student Driver Application.....	95
STEAM Certificate Criteria.....	96
Student Guest Shadowing Program Consent.....	97
College Visit.....	98
High School Electronic Device Violation Form.....	99

Mrs. Sonia Kalfayan  
Principal,  
Elementary & Middle Schools



Ms. Audrey S. Armoudlian  
Principal,  
High School

22001 Northwestern Highway, Southfield, Michigan 48075

Dear Parents and Students,

As members of the AGBU Alex and Marie Manoogian School community, we 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.

Founded in 1969, the AGBU Alex & Marie Manoogian School is the only Armenian public charter school in the Midwest. Guided by a mission to preserve the Armenian language and culture, we are committed to educating all students in a safe, dignified, and supportive environment. Our success is made possible through strong partnerships with families, community organizations, and supporters like you—ensuring that our diverse students are empowered to thrive academically, embrace their heritage, and become compassionate leaders in a global society.

Our school has grown from ten students to a highly acclaimed K–12 academy recognized by *U.S. News & World Report* and accredited by Cognia. The forty-four graduates of the Class of 2025 earned over \$3 million in scholarships, with 100% of graduates securing post-secondary plans. Seven students were admitted to the University of Michigan–Ann Arbor—including two to the prestigious Ross School of Business—and one valedictorian was accepted to Cornell University.

Manoogian students benefit from a robust STEAM curriculum, including graphic design, automotive engineering, and robotics. Our K–12 STEAM Center opened in Fall 2022 and serves as the hub for innovation, creativity, and real-world application. Our award-winning robotics and electric car teams have claimed top honors across Michigan, including the 2023 OCCRA Grand Championship.

We proudly offer dual enrollment partnerships with Central Michigan University, Lawrence Tech, and Oakland Community College. Tuition is fully covered by the school, and students can earn up to 15 college credits before graduation. In addition, we are proud to offer the Michigan Department of Education’s Seal of Biliteracy—this year recognizing 32 seniors for proficiency in languages such as Armenian, Arabic, Russian, Spanish, and Ukrainian.

In the middle school, our Future City team consistently excels in this prestigious, nationally recognized competition sponsored by the Engineering Society of Detroit. Each year, students tackle a futuristic engineering challenge, developing innovative solutions that integrate science, technology, engineering, and math with creativity and teamwork. Manoogian’s teams have earned a minimum of four awards annually for outstanding achievements in design, presentation, and model building.

At the elementary level, our students experience hands-on learning that connects them deeply with Armenian heritage and global awareness. A highlight of the year was a special “trip” to Armenia, where students explored the country’s rich history and landmarks through an immersive on-campus experience, complete with interactive activities, cultural presentations, and a simulated travel adventure.

In Fall 2025, we will resume our international Armenia trip—the first since 2018—giving high school students a powerful opportunity to connect with their heritage firsthand. Our commitment to cultural pride, academic excellence, and personal growth is the hallmark of a Manoogian education.

We are grateful for your support in helping us continue this mission.

Mrs. Sonia Kalfayan  
Principal  
Elementary and Middle School

Audrey S. Armoudlian  
Principal  
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.

### **VISION STATEMENT**

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

## **SCHOOL-WIDE EXPECTATIONS FOR STUDENTS**

The 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 12<sup>th</sup> 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. The 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 ACADEMIC PERFORMANCE

### 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. These guidelines apply to all technological 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 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.

## 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 Manoogian 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.

## **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 to 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

## **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 that a student is either in possession of an illegal or prohibited article as defined by this policy or applicable laws.**

## **NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

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

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

A parent or adult student has the right to:

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

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

Name  
 Grade  
 GPA  
 Age  
 Previous Awards  
 Years at Manoogian School

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

### **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).

(Audrey Armoudlian, [aarmoudlian@manoogian.org](mailto:aarmoudlian@manoogian.org), Sonia Kalfayan, [skalfayan@manoogian.org](mailto:skalfayan@manoogian.org) )

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.

### **ASBESTOS MANAGEMENT PLAN**

In compliance with the EPA's AHERA Regulation (40 CFR Part 763, Section 763.92), AGBU Alex and Marie Manoogian School maintains a comprehensive Asbestos Management Plan for the safe handling and monitoring of Asbestos-Containing Materials (ACM) on school property.

The Designated Asbestos Coordinator for the school is Audrey Armoudlian. If you would like to review a copy of the Asbestos Management Plan, please contact her at [aarmoudlian@manoogian.org](mailto:aarmoudlian@manoogian.org).

## **PART II CODE OF CONDUCT**

### **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 cooperation and goodwill of all, much can be accomplished. One Friday each month the PTO provides a hot lunch that may be purchased by students and faculty.

### **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 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 of 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. **Students will not take any medication without school supervision, nor share with other students.**

## 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 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 main office or 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 you're calling regarding an emergency, please call the relevant office; otherwise, expect a response from the teacher within 24 hours. Teachers should not be contacted on their cell phones during school hours.

## **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

<b>CLASS I OFFENSES</b>	<b>Prohibited Behavior</b>
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- A01 Card Playing/Dice/Gambling
- A02 Disruptive Conduct
- A03 Dress Code and Appearance
- A04 Food/Beverages
- A07 Insubordination
- A08 Leaving Class without Permission
- A09 Loitering or Trespassing
- A10 Possession of Electronic Devices, and Headphones
- A11 Profanity or Verbal Abuse
- A12 Refusal to Identify Self
- A14 Student Demonstrations
- A15 Truancy
- A16 Unauthorized Use of Materials/Equipment
- A17 Wrestling or “Horseplay”
- A18 Excessive Tardies
- A20 Excessive Referrals
- A21 Skipping Detention
- A22 Repeated Detentions
- A25 Skipping Class
- A26 Copying a Test
- A27 Cheating on a Test
- A28 Recording on an electronic device
- A29 Parking Violations

<b>CLASS II OFFENSES</b>	<b>Illegal Behavior</b>
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- 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 the 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 *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, AI or physical contact is strictly prohibited while on school property during school hours and at school sponsored events. Sexual harassment includes, but is not limited to, sexual advances, sexual slurs and innuendos, vulgar language, obscene posters, notes, or graffiti, unwelcome "touching" and suggestive comments. Sexual harassment is a violation of Title VI of 1991 of the Civil Rights Act.

**B10 INTERFERENCE WITH/OR INTIMIDATION OF SCHOOL PERSONNEL**

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

**B11 INTIMIDATION OR THREATS OF VIOLENCE**

Words, actions, or social media that may threaten to do injury or bodily harm to another person, or that may intimidate another person through fear for his/her safety is not permitted. No actual bodily contact is necessary. Such incidents will be taken seriously.

**B12 THEFT OR POSSESSION OF STOLEN PROPERTY**

Students may not engage in theft or possess stolen property on campus.

**B13 VANDALISM OR DEFACEMENT OF SCHOOL/PRIVATE PROPERTY**

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

**B14 LEAVING SCHOOL WITHOUT PERMISSION**

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

**B15 SKIPPING SCHOOL**

Skipping school is prohibited. Parents will be notified. Students will be suspended.

**B16 SEXTING**

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

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

**B17 HUMAN DIGNITY POLICY**

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

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

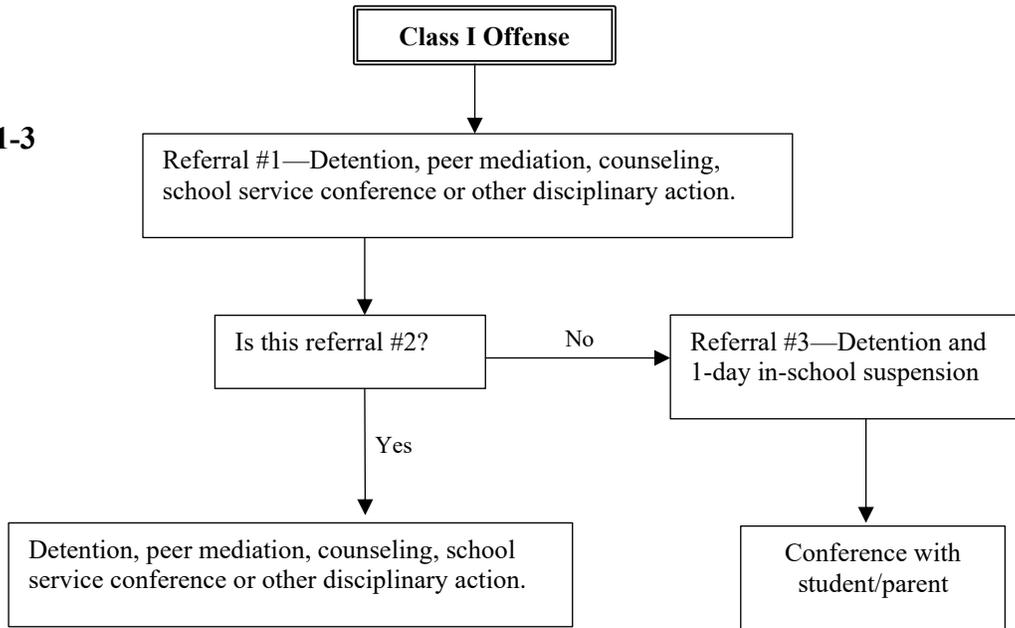
## **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

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.

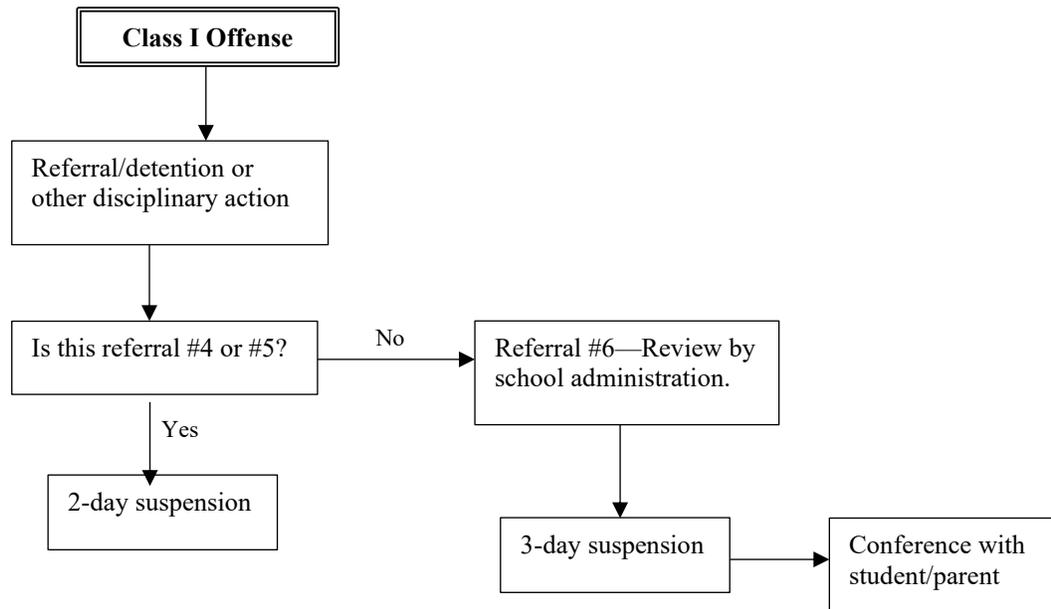
The school is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the school leader or counseling office whenever such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

### DISCIPLINE STEPS FOR CLASS I OFFENSES

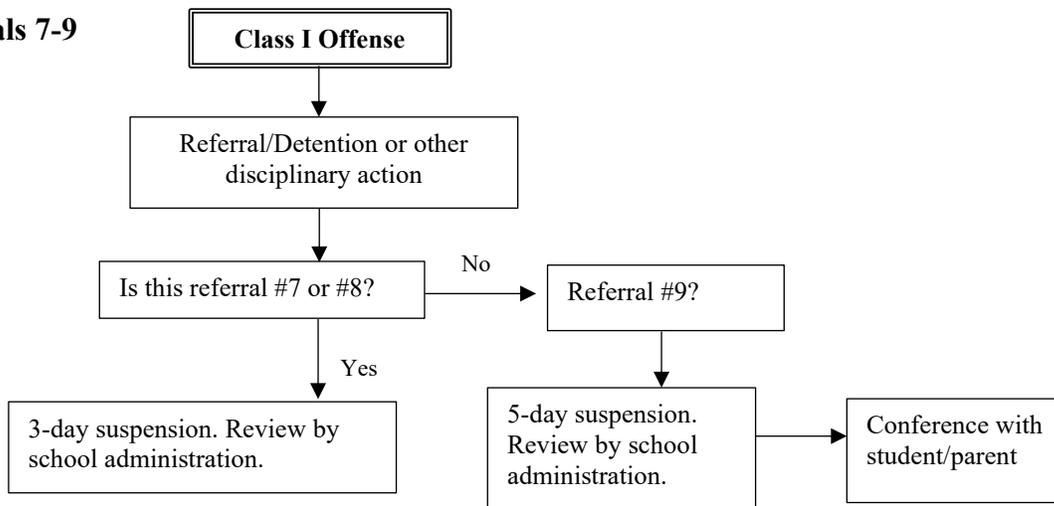
#### Referrals 1-3



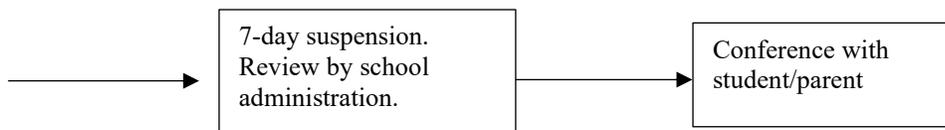
#### Referrals 4-6



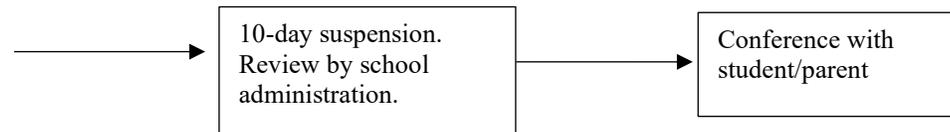
**Referrals 7-9**



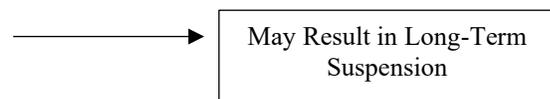
**Referrals 10**



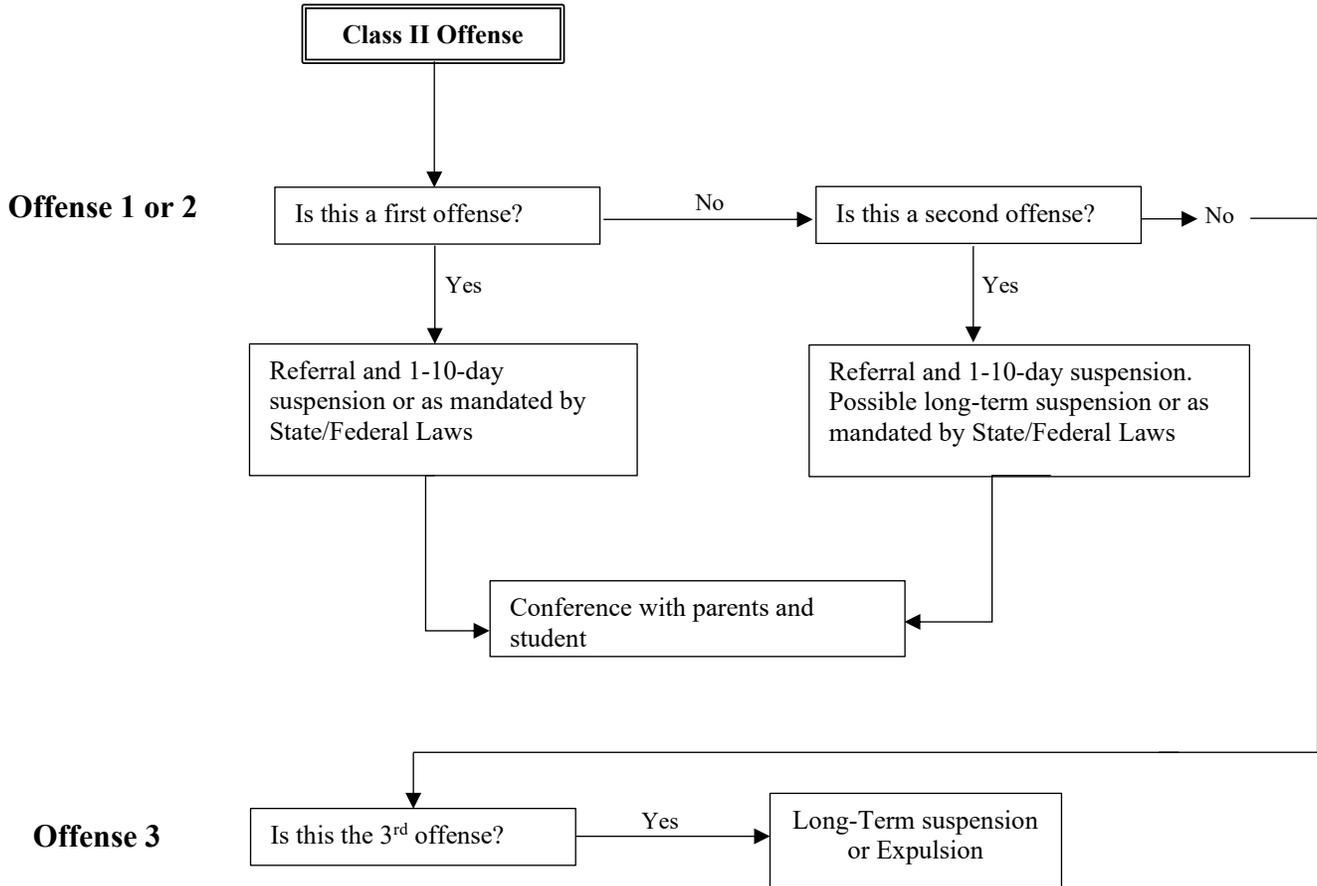
**Referrals 11**



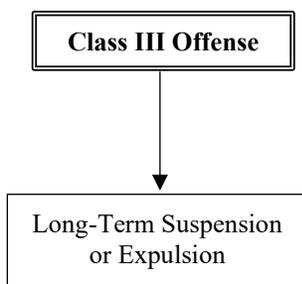
**Referrals 12**



**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.*

## **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 when 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 is 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 gum in or on school grounds.

**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**

## **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 staff.*

**Permission to Administer Medication**

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

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

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

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

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

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

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

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

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

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

\*All medications must be in the original container.

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

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

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

AGBU Alex & Marie Manoogian School  
2025-2026

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

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

**Absence Start Date** \_\_\_\_\_ **Return to School Date** \_\_\_\_\_

**Reason for Absence:**

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
Office Use Only

Absence Excused \_\_\_\_\_ Not Excused \_\_\_\_\_

- Students must communicate with their teachers before the absence to obtain assignments and instructions.
- Extended absences may impact academic progress and course credit.
- Please refer to Student Handbook for specific grading criteria related to attendance and make-up work.

Comments:

\_\_\_\_\_  
Middle School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
High School Principal Signature \_\_\_\_\_ Date \_\_\_\_\_



## **SKYWARD PARENT INSTRUCTIONS** 2/9/2024

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

### **LOGIN INFORMATION:**

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

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

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

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

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

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

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

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

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

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

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

=====

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



## SKYWARD STUDENT INSTRUCTIONS

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

### **LOGIN INFORMATION:**

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

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

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

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

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

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

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

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

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

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

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



**ELEMENTARY SCHOOL HANDBOOK**

**CODE OF ACADEMIC PERFORMANCE**  
**&**  
**CODE OF CONDUCT**

## **PART I CODE OF ACADEMIC PERFORMANCE**

### **DAILY SCHEDULE**

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

### **ELEMENTARY SCHOOL SUBJECT AREAS:**

#### **Kindergarten**

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

#### **First through Fifth Grades**

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

### **GRADING SYSTEM AND REPORT CARDS**

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

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

Grades are reported by the school on the following scale:

Kindergarten through Second Grades

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

Third Grade through Fifth Grade on SKYWARD

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

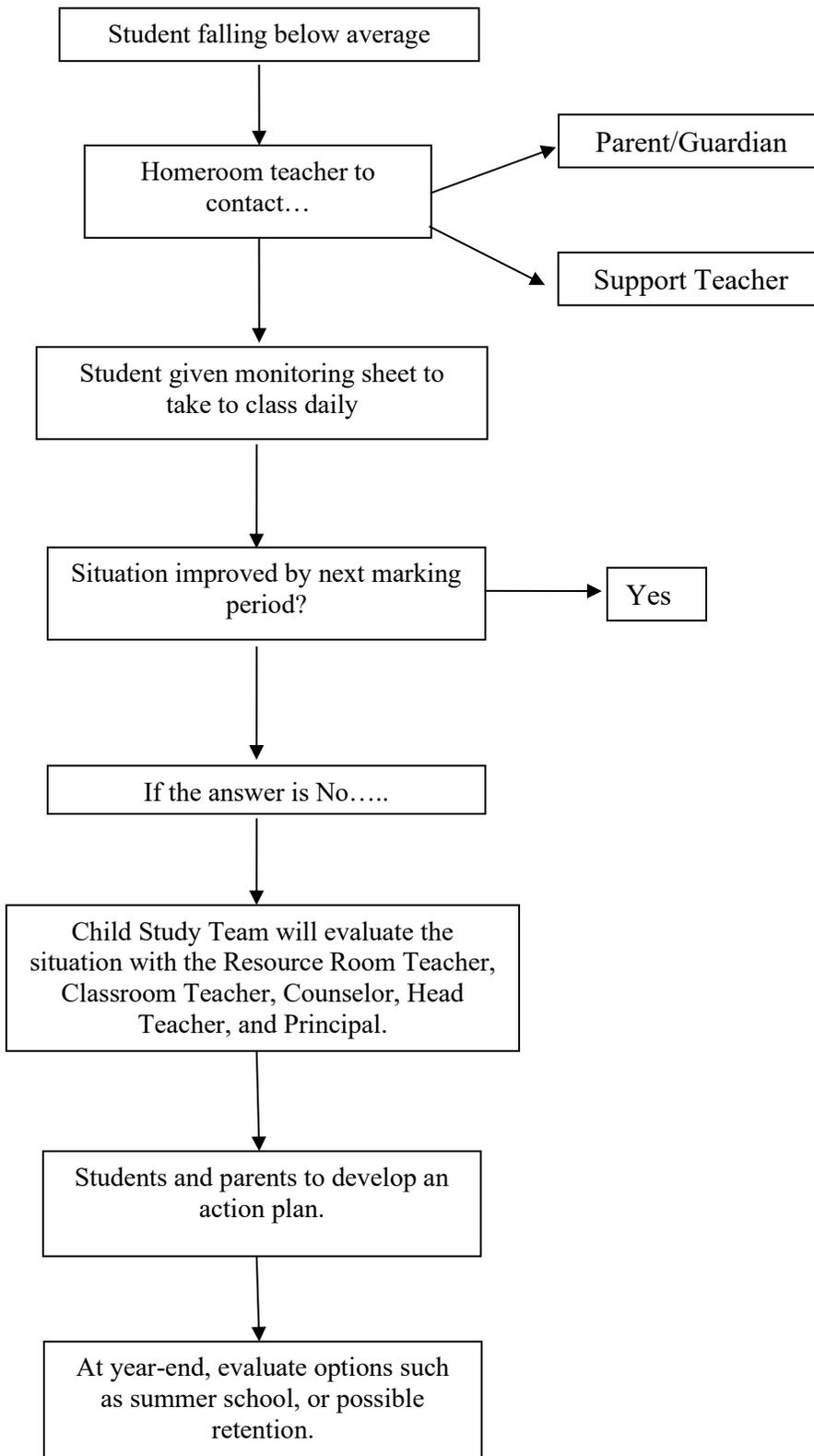
Grades 3 through 5 parents should go online to Skyward to view their child's current assignments and grades.

### **MEDIA CENTER**

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

### **CELL PHONE/ELECTRONIC COMMUNICATION DEVICES**

Cell phones, smart watches or comparable technology are NOT allowed in grades K-5.

**AGBU ALEX & MARIE MANOOGIAN SCHOOL****Academic Monitoring of Student Progress**

## PART II CODE OF CONDUCT

### ELEMENTARY DRESS CODE GRADES K – 5 Boys' Dress Code

#### Shirts

Plain white polo style shirt with school-logo.

#### Slacks

Navy trousers. No sweats, elastic cuffs or athletic pants.

#### Shorts

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

#### Belts

Navy or black – no suspenders.

#### Shoes

**Plain white or black gym shoes.**

#### Socks

Black, navy or white.

#### Hair

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

#### Optional Accessories

##### **T-shirts**

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

*Colored or printed T-shirts are not acceptable*

##### **Jewelry**

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

*Necklaces, bracelets and rings may not be worn*

##### **Sweaters, Vests, Sweatshirts**

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

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

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

## ELEMENTARY DRESS CODE GRADES K – 5 Girls' Dress Code

### **Shirts**

Plain white polo style shirt with school-logo.

### **Skirts**

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

### **Shoes**

**Plain white or black gym shoes.**

### **Socks**

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

### **Hair**

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

*Headbands, elastic bands, hair ties and barrettes in primary colors may be worn. Small decorations or balls on elastic bands are acceptable*

### **Nails/Makeup**

No nail polish or makeup may be worn.

### **Optional Accessories**

#### **T-shirts**

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

*Colored or printed T-shirts are not acceptable*

#### **Jewelry**

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

*Necklaces, bracelets and rings may not be worn*

#### **Sweaters, Vests, Sweatshirts**

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

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

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

**ELEMENTARY DRESS CODE**  
**GRADES K – 5**  
**Free Dress Code**

**FREE DRESS**

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

**Shoes**

No sliders, flip flops, or sandals.

**Boys**

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

**Girls**

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

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

## ATTENDANCE

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

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

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

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

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

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

## RECESS

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

## ARRIVAL AND DISMISSAL

A separate paper will be sent home detailing arrival and dismissal procedures. Students should not arrive at school before 7:50 a.m. Students are dismissed at 2:55 p.m. Parents arriving before that time to pick up their child should remain in their cars in the parking lot until the students are dismissed from their last hour classes. *All students must have left the premises by 3:30 p.m. Any student that is in the building after 3:30 p.m. will go to Latchkey.*

## **PARENT PERMISSION FOR TRANSPORTATION CHANGE**

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

## **FIELD TRIPS**

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

## **DISCIPLINE**

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

## **CODE OF CONDUCT**

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

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

**Referrals** will be given to students for the following behaviors:

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

**Results:**

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

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

4<sup>th</sup> Referrals – One-day suspension or detention

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

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



**MIDDLE SCHOOL HANDBOOK**  
**6<sup>th</sup> – 8<sup>th</sup> GRADES**

**CODE OF ACADEMIC PERFORMANCE**  
**&**  
**CODE OF CONDUCT**

## **PART I CODE OF ACADEMIC PERFORMANCE**

### **CLASS SCHEDULE**

7:50 – 8:00	ENTER CLASSROOM
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

### **HALF DAY SCHEDULE**

8:00–8:59

9:03–9:59

10:03–10:59

11:03–12:03

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

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

## GRADING SYSTEM AND REPORT CARDS

Progress reports and report cards are posted on Skyward at the middle of each quarter. Parent conferences will be held in November and April. Parents can go on-line to Skyward at any time to access their child's current assignments and grades.

GRADES	
A+	98-100%
A	93-97.99%
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	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. 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. All students who are recognized will receive award incentives.

## ACHIEVEMENT AWARDS

At the end of each school year, achievement awards are given to students in middle school. Each grade recognizes those who excel in Armenian Studies, English, Art, Mathematics, Science, Social Studies, and other subject areas.

## CAUGHT-YA CARDS

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

## MIDDLE SCHOOL POLICY FOR CREDIT/PROMOTION

Middle School students are expected to pass all their classes.

A Middle School student who fails two core courses (English, math, social studies, and science) will have to repeat the grade. A Middle School student who fails the Armenian class must complete the work on a summer packet and pass the Armenian final before the next year begins.

## **REPEATED FAILURES**

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

## **MEDIA CENTER**

The Media Center contains books and magazines in both Armenian and English on a variety of subjects and at various reading levels. Students may use the Media Center for academic purposes. Lost or damaged material must be replaced by the student; report cards will be held until all fines have been paid.

## **RESTROOMS**

Middle School students are expected to use the Middle School restroom, or STEAM center restroom when in there for class. **They should never use the High School restroom.**

## **NATIONAL JUNIOR HONOR SOCIETY**

Qualifications and requirements for the National Honor Society (NJHS) at the AGBU Alex & Marie Manoogian high school include:

1. **Academic Excellence:** A minimum GPA requirement of 3.5 on a 4.0 scale.
2. **Character:** Students should demonstrate good character, which often involves avoiding disciplinary issues, exhibiting respect for others, and showing responsibility.
3. **Leadership:** Leadership qualities can be demonstrated through participation in clubs, organizations, or community activities where you take on leadership roles.
4. **Service:** Volunteering and community service are essential. NJHS members should have a history of actively contributing to their community or school.
5. **Application:** Applications are required to thoroughly complete a formal application. Information on the application includes how you meet the NJHS criteria and how you will contribute to the organization.
6. **Interview:** Applicants will be required to undergo an interview process during which a selection committee will assess their qualifications and commitment.

## CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Middle school students are to keep their phones in their backpack from the moment they enter the building until they are dismissed into their cars. No cell phone should ever be seen by the teacher. **Unless a teacher has given permission for a specific class activity, students may not have the phone or communication device from the time they enter the building until they are picked up each school day.** Using phones or other electronic communication devices to record in school, as well as posting recordings on social media will result in a suspension.

If cellular phones or other electronic communication devices are brought into the school, they must be turned off. Students must have a lock on their locker. The school is not responsible for lost or stolen phones/electronic devices. Phones/electronic devices used or out of their locker during the school day at any time, will be confiscated. Phones/electronic devices will be returned only to the student's parents or legal guardian at the end of the day.

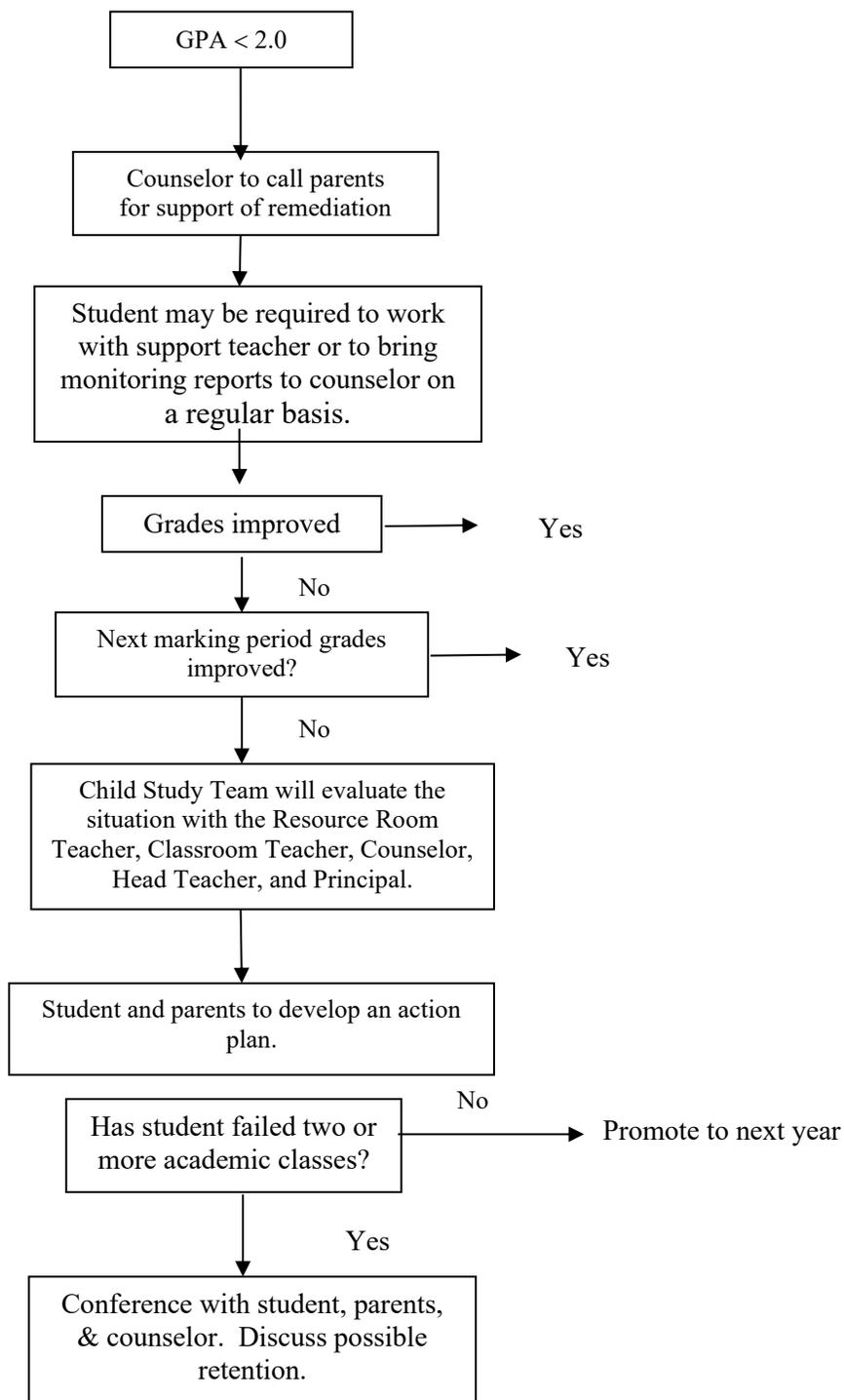
Students who need to use a phone during the day may ask to use the phone in either the high school or elementary/middle school office.

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

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

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

### Academic Monitoring of Student Progress



Next Marking Period

End of Year

## **PART II CODE OF CONDUCT**

### **PURPOSE AND RESPONSIBILITY FOR CODE OF CONDUCT**

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

### **ALL THE RULES AND REGULATIONS APPLY TO STUDENTS AT SCHOOL, ON THE SCHOOL BUS, AND AT ANY SCHOOL EVENT.**

#### **A. Purpose**

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

#### **B. General Conduct and Standards of Behavior**

Students of the 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 ensure such standards. All policies, procedures, and rules are applicable in the school, on the school grounds, at school activities, both at and from school (e.g., field trips), at the bus stop, or the school bus. Students and parents will be supplied with copies of the Discipline Code and are expected to read, understand, and comply with the requirements of the Code.

#### **C. Parent Responsibility**

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

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

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

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

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

#### D. Staff Responsibilities

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

#### E. Student Responsibilities

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

##### 1. Participation

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

##### 2. Behavior

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

### 3. Respect for Staff

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

### 4. Respect for Other Students

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

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

- F. 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 activity, or on a school bus. In all regards, under Class Offenses, any disciplinary action should take into consideration 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 activity. Based on the number of infractions, a student may be barred from participating in extra-curricular and school activities. Suspended students will have the opportunity to receive homework and return it for evaluation.

### G. Peer Mediation

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

## H. Student Rights When Under Interrogation by the Police

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

## I. Guidelines for Make-Up Work

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

## LUNCH REGULATIONS

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

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

**AGBU ALEX & MARIE MANOOGIAN SCHOOL**  
**Middle School**  
**Dress Code**

**Men's Dress Code**

**Shirts**

Plain, white polo shirt with school-logo.

**Slacks**

**Navy trousers.** No baggy pants, elastic cuffs, athletic pants, or sweatpants.

Boys are permitted to wear shorts purchased through Outfitters. They should be dress shorts that come down to their knees.

**Shoes**

**Only** plain black or white gym shoes. Colorful shoes or decorations are not permitted. No sliders, flip flops, or slippers allowed.

**Socks**

Black, navy, or white

**Hair**

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

**Gym Class Uniform**

Dark blue athletic shorts to the knees.

White gym shirt with Manoogian School logo

Long hair should be tied back.

**Optional Accessories**

**T-shirts**

Plain white T-shirts may be worn under the polo shirts

Colored or printed T-shirts are not acceptable.

**Jewelry**

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

Necklaces must be tucked inside shirt.

**Sweatshirts**

ONLY the navy school-logo sweatshirt or hoodies are allowed.

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

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

**AGBU ALEX & MARIE MANOOGIAN SCHOOL****Middle School  
Dress Code****Women's Dress Code****Shirts**

Plain white polo shirt with school-logo.

**Skirts**

School skirt hemmed to fall just above the knee or longer.  
Uniform navy slacks are allowed for girls in middle school.

**Shoes**

Only plain black or white gym shoes are allowed. Colorful shoes or decorations are not permitted. No sliders, flip flops, sandals, or slippers allowed.

**Leggings**

Plain black leggings **MUST** be worn under the skirt **ALL YEAR, NO EXCEPTIONS.**

**Gym Class Uniform**

Dark blue athletic shorts to the knees.  
White gym shirt with Manoogian School logo  
Long hair should be tied back.

**Hair**

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

**T-Shirts**

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

**Jewelry**

Watches may be worn if they do not beep/ring during class times. No smart watches allowed. Also dangle earrings are not allowed. Necklaces must be tucked inside shirts.

**Make-Up / Nails**

Make-up should be minimal. Nail length must be appropriate and should not interfere with schoolwork.  
Nail color should be muted.

**Sweatshirts**

**ONLY** the navy school-logo sweatshirt or hoodies are allowed.  
Plain blue sweatshirts or navy sweaters with any kind of print are not acceptable.

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

## AGBU ALEX & MARIE MANOOGIAN SCHOOL

### Middle School Dress Code

#### Free Dress Code

#### **Free Dress**

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

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

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

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

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

### ATTENDANCE PHILOSOPHY

Regular school attendance is vital to successful academic growth and demonstrates caring and respect for self and others. It is the intent of the 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.

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

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

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

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

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

## ATTENDANCE REGULATIONS

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

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

Parents who come to pick up a student before regular dismissal **MUST** come to the school office. The student will then be excused by school personnel. Under no circumstances should a student leave the school building or property during the school day unless first receiving permission from a school authority. Students in violation of this rule are considered truant. Siblings may not excuse siblings on their own; only the office may do this.

### 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.

For sporting activities, students are expected to be in school the **ENTIRE** game day to participate in the game scheduled for that day.

### 2. Excusing Absences

Parents must call the office before 8:00 a.m. each day a student is absent. Documentation or other verification may be required to establish an excused absence. Such documentation should be in writing and should be given to the respective principal. Students who are absent for more than three days due to illness may be required to have a doctor's note to return to school.

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

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

### 4. Prearranged Excused Absences

The respective principal must approve prearranged absences. Parents need to obtain an Extended Absence Request form from the office and submit it in advance. It is the student's responsibility to meet with each teacher to determine how to manage classwork and homework during the absences.

### 5. Unacceptable Reasons for Absences and Tardiness

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

## 6. Absences for In-School Activities

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

## 7. Make-up Work

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

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

## 8. Attendance Alerts

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

## 9. Unexcused Absences – Effect on Grade

For any unexcused absence, make-up privileges are denied and missed tests and quizzes are given a failing grade. If permission is given by an individual teacher to make-up unexcused absent work, the work must be completed within one week of return. If there are incomplete assignments when report cards are due, the grade remains a zero. Ten or more excused or unexcused absences per semester may result in a failing grade for the course and possible retention.

## 10. Excessive Excused Absences

Students with excessive excused absences, 10 per semester, or with repeated patterns of absences, will be referred to a committee for review. Parents will be contacted and may be asked to come in to discuss ways to address this problem. Ten or more excused or unexcused absences per semester may result in a failing grade for the course and possible retention.

## 11. Suspension Absences

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

## 12. First Hour Tardiness

Parents must notify the office by 8:00 a.m. if a student will be tardy to school. Parents will be contacted if there seems to be a pattern of tardiness to first hour. Notifying the office of a tardy does not automatically make it excused. Every three tardies will result in an unexcused absence. Students arriving after 8:30 a.m. will not be allowed in class, will remain in the lobby, and will be marked absent for that hour.

### 13. Automated Attendance System (Robo Calls)

Any unexcused tardies or absences will trigger a robocall. Parents must call the school by 8 a.m. to prevent such a call.

### 14. In-School Tardiness, Hours 2 – 6

In hours 2-6, teachers will attempt to deal with tardiness within their classrooms. Repeated offenses may require the student to serve an in-school detention or spend lunchtime in the classroom. Parents will be contacted about repeated problems. Every five tardies will result in detention.

## **LOCKS AND LOCKERS**

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

Students **must** purchase combination locks (not key locks) and must always keep their lockers locked. Students are not to bring large amounts of money to school or store other valuables in their lockers. Combinations should be turned into the head teacher for record keeping. The school is not responsible for lost, stolen, or damaged items.

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

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

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

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

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

## **TEXTBOOKS**

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

## ARRIVAL AND DISMISSAL

A separate paper will be sent home detailing arrival and dismissal procedures. Students should not arrive at school before 7:50 a.m. Students are dismissed at 2:55 p.m. Parents arriving before that time to pick up their child should remain in their cars in the parking lot until the students are dismissed from their last hour classes. *All students must have left the premises by 3:30 p.m. Any student that is in the building after 3:30 p.m. will go to Latchkey.*

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

## PARENT PERMISSION FOR TRANSPORTATION CHANGE

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

## FIELD TRIPS

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

## SPECIAL SCHOOL EVENTS

In instances of special school events, like a dance, students may be allowed to bring an outside guest. The enrolled and guest students must complete the provided Guest Request Form provided by the office. It **must** be submitted back to the office by the designated due date.

## CELL PHONE/COMMUNICATION DEVICE USE

Cell phones, as outlined in the Student Handbook, should NOT be seen from the moment a student leaves their car until the student enters their car at the end of the day. Parents should NOT call their child directly but call the front office instead.

**A teacher should NEVER see a cell phone in the hallways or on the front porch at any time.**

The following is the consequences when a student fails to follow this rule:

First Offense: The phone is confiscated and turned into the office for safe keeping. The phone is returned to the student when name is called for dismissal.

Second Offense: The phone is confiscated and turned into the office for safe keeping. The phone is returned directly to the parent.

Third Offense: The student may NO LONGER BRING A CELL PHONE INTO THE BUILDING. Failure to follow this rule will result in an In-School or At-Home suspension.

## DISCIPLINE GUIDELINES

### CLASS I INFRACTIONS

Class 1 Infractions are considered minor offenses. These include, but is not limited to:

1. Minor class disturbances
2. Pass misuse
3. Lateness to class
4. Littering
5. Carelessness in following class rules or school rules
6. Carelessness in following adult directions
7. Pushing, running
8. Inappropriate dress
9. Violation of general classroom rules
10. Minor lunchroom/recess misbehavior

The administration reserves the right to override any Class 1 Infraction to a different Class Infraction depending on the severity of the offense.

The accumulated number of offenses are based on the student's behavior, not in an individual classroom.

#### **Consequence Process for 6<sup>th</sup> and 7<sup>th</sup> Grades**

Teacher has given student ample opportunities to change behavior within classroom through reminders and one-on-one conversation.

**Offenses 1 & 2:** Parents are emailed regarding the continuous misbehavior.

**Offenses 3 & 4:** Student receives a **Detention**. Student will meet with principal, school counselor and/or head teacher to discuss behavior. Parental notification is made outlining future consequences.

**Offenses 5:** Detention

The next write up will result in a Detention. Students will be notified of the date of detention which will take place during lunch/recess period.

**Offenses 6:** Next offense results in either an In-School Suspension or At-Home Suspension.

The above sequence is a general outline of consequences. Depending on the circumstances, the principal has the right to modify the offense level, class level, or the consequence sequence.

At any time, a student might be excluded from field trips or school activity based on his/her behavior.

### Consequence Process for 8<sup>th</sup> Grade

Teacher has given student ample opportunities to change behavior within classroom through reminders and one-on-one conversation. Continual misbehavior will result in a detention. Student and Parent will be notified of the date of the lunch-recess detention.

Some misbehavior may result in a referral. A meeting with the school counselor, principal, or head teacher may be required. Referrals are handled as follows:

**Referrals 1 & 2:** Detention

**Referral 3:** Depending on circumstances, an in-school suspension **or** a detention will be issued.

**Referrals 4 & 5:** Two-day suspension

**Referral 6, 7 & 8:** Three-day suspension

**Referral 9:** Five-day suspension

**Referral 10:** Seven-day suspension

**Referral 11:** Ten-day suspension

**Referral 12:** long-term suspension

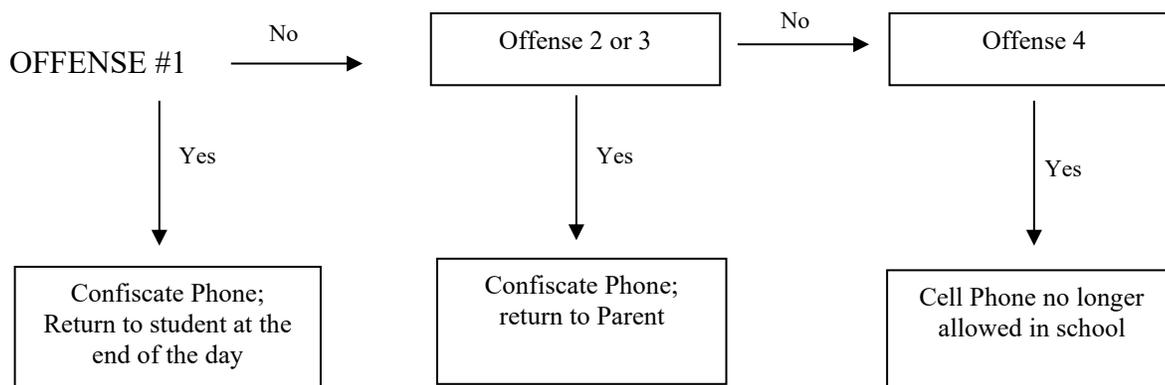
### CLASS II and CLASS III INFRACTIONS

Please see Middle School Handbook, Addendum section.

### EIGHTH GRADE DISCIPLINE GUIDELINES CLASS I INFRACTIONS

Eight grade students are held to a standard that more closely reflects high school expectations and is based on guidance received in sixth and seventh grade. The following information informs and advises students and parents of administrative action that will be taken due to any violations.

### DISCIPLINE STEPS FOR CELL PHONE OFFENSES



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

## **MIDDLE SCHOOL DETENTION**

**Today's Date:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Class Hour and Time:** \_\_\_\_\_

**Detention to be served on:** \_\_\_\_\_

**Reason for Detention Code:** \_\_\_\_\_

**Dear Parent,**

Your child \_\_\_\_\_ has received a detention, which will be served during his/her lunch hour on the date listed above.

**The reason your child is being put on detention is as follows:**

\_\_\_\_\_  
 \_\_\_\_\_

**Teacher's Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

*Sonia Kalfayan*  
Principal

*or*

*Marlene Pupa*  
Middle School Head Teacher

**Please sign and have your child return this form to the school office.**

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

Cc:Principal  
 Main Office  
 M. Pupa

**If you have any questions or concerns, please call the school at the number listed above.**

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

**MIDDLE SCHOOL SUSPENSION**

**Today's Date:** \_\_\_\_\_ **Grade Level:** \_\_\_\_\_

**Class Hour and Time:** \_\_\_\_\_

**Reason for Suspension Code:** \_\_\_\_\_

**Dear Parent,**

**Your child** \_\_\_\_\_ **is being put on Suspension**

**In School**  **At Home**

**Suspension Dates:** \_\_\_\_\_

**The reason your child is being put on suspension is as follows:**

\_\_\_\_\_  
 \_\_\_\_\_

**Teacher's Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_

*Sonia Kalfayan*  
Principal

*or*

*Marlene Pupa*  
Middle School Head Teacher

**Please sign and have your child return this form to the school office.**

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

Cc:Principal  
 Main Office  
 Pupa

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

\_\_\_\_\_  
*Conference Date / Time*



**HIGH SCHOOL HANDBOOK**  
**9<sup>th</sup>-12<sup>th</sup> GRADES**

**CODE OF ACADEMIC PERFORMANCE**  
**&**  
**CODE OF CONDUCT**

## PART I CODE OF ACADEMIC 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

### HALF 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 ensure 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 student's 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, Macomb 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. Students are encouraged to take courses outside normal school hours. Typically, students enroll in an OCC course before taking a course at Lawrence Tech. **Students are responsible for keeping up with all AGBU course work and transportation to and from their Dual Enrollment course.**

## AP/HONORS LEVEL COURSES

Students enrolled in AP/Honors courses may be removed from these courses if their grade falls below a C-. This is out of concern for the student's long term academic success ensuring a timely graduation.

## OAKLAND SCHOOLS TECHNICAL CAMPUS

Students in grades 11 and 12 may attend vocational education courses at the Oakland Technical Center. Students can earn 1.5 credits a semester 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. 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 for every year enrolled at AGBU. 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 special recognition.

## ATHLETIC COMPETITIONS

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

## BACKPACKS, BAGS AND PURSES

Students are expected to store all backpacks, bags and purses in their locker during class. They can retrieve any required materials for class during passing time.

## RESTROOMS

High school students are expected to use the bathrooms in High School. **They cannot use the Middle School restroom.**

## 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	Good/Very Good
3	Needs Improvement
4	Poor

\*Citizenship scores will be assigned at the end of each semester.

**Citizenship Scores:** Citizenship in the classroom means being respectful, responsible and an active member of the school community, someone who follows classroom and school rules, contributes positively and shows care for the well-being of others. Students are considered at a “2” to start each semester. This score is adjusted based on the student demonstrating the above traits throughout the semester.

## **ADMINISTRATOR'S LIST AND HONOR ROLL**

These Academic Achievements are 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. Academic Achievement awards will be determined at the end of each semester. Cumulative GPA is used during Senior year.

## **ACHIEVEMENT AWARDS**

At the end of each school year, special recognition may be given to students by individual teachers for specific and unique classroom achievements. 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.

## CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

### Cell Phones/Electronic Communication Devices

Students **must** store cellular phones, smart watches, headphones, and earbuds or other electronic communication devices in their locker during class time. **Students may use phones during lunchtime.**

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.

High School Electronic Device Storage Policy Violation Form details progression of consequences for violating this policy for students who are seen using a cell phone or other electronic devices outside of designated times. See attached form at the end of the handbook.

**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.

### ACCESS TO SCHOOL PRINTER

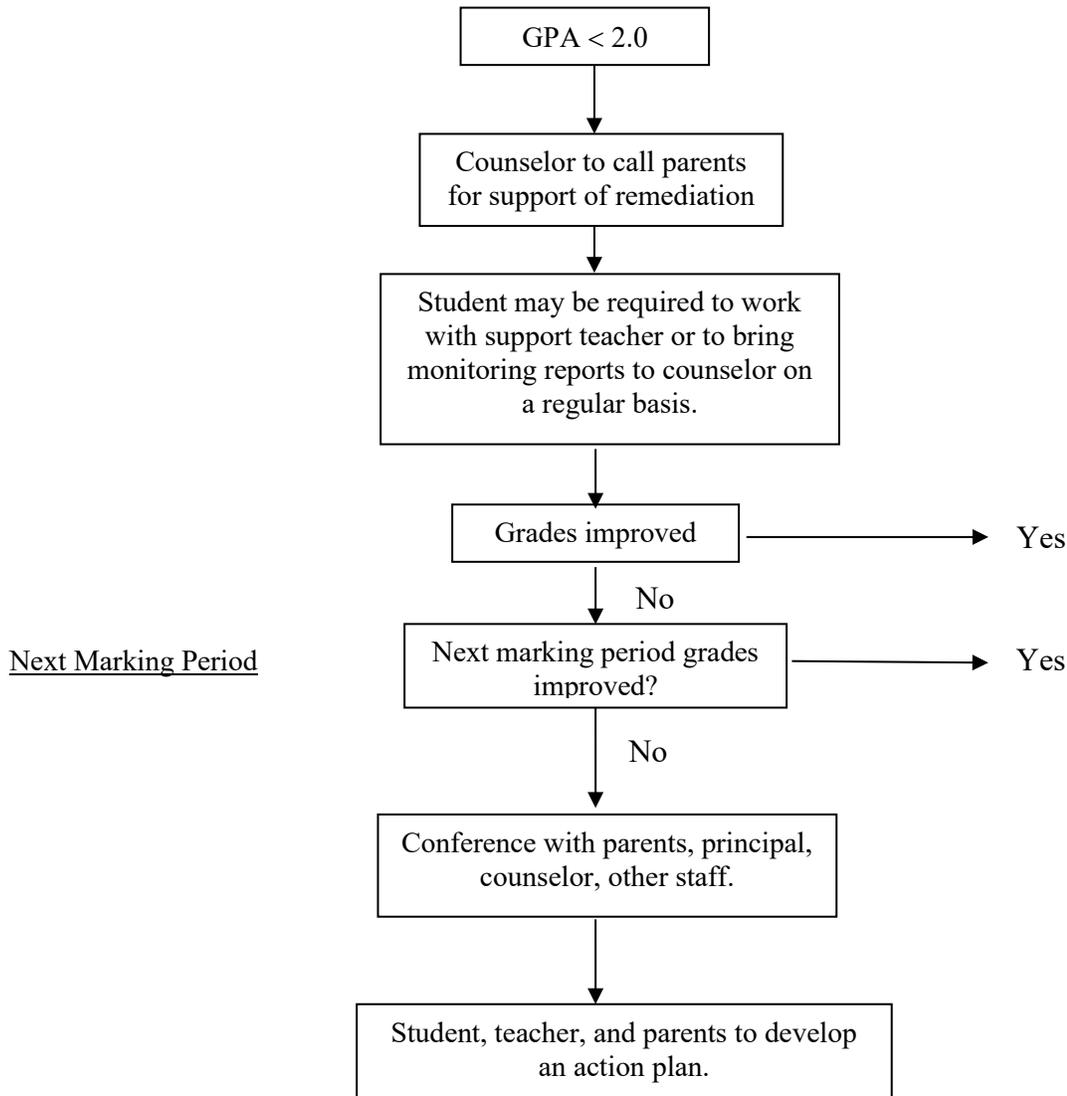
Students do not have access to a free school printer. Students wishing to save information should use a flash drive, or their school-provided online Cloud space. Papers may be printed at home and brought in or printed for a small fee in the high school office.

### 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 students and may propose recommendations or create a plan with parents and the principal to recover the students' academic progress.

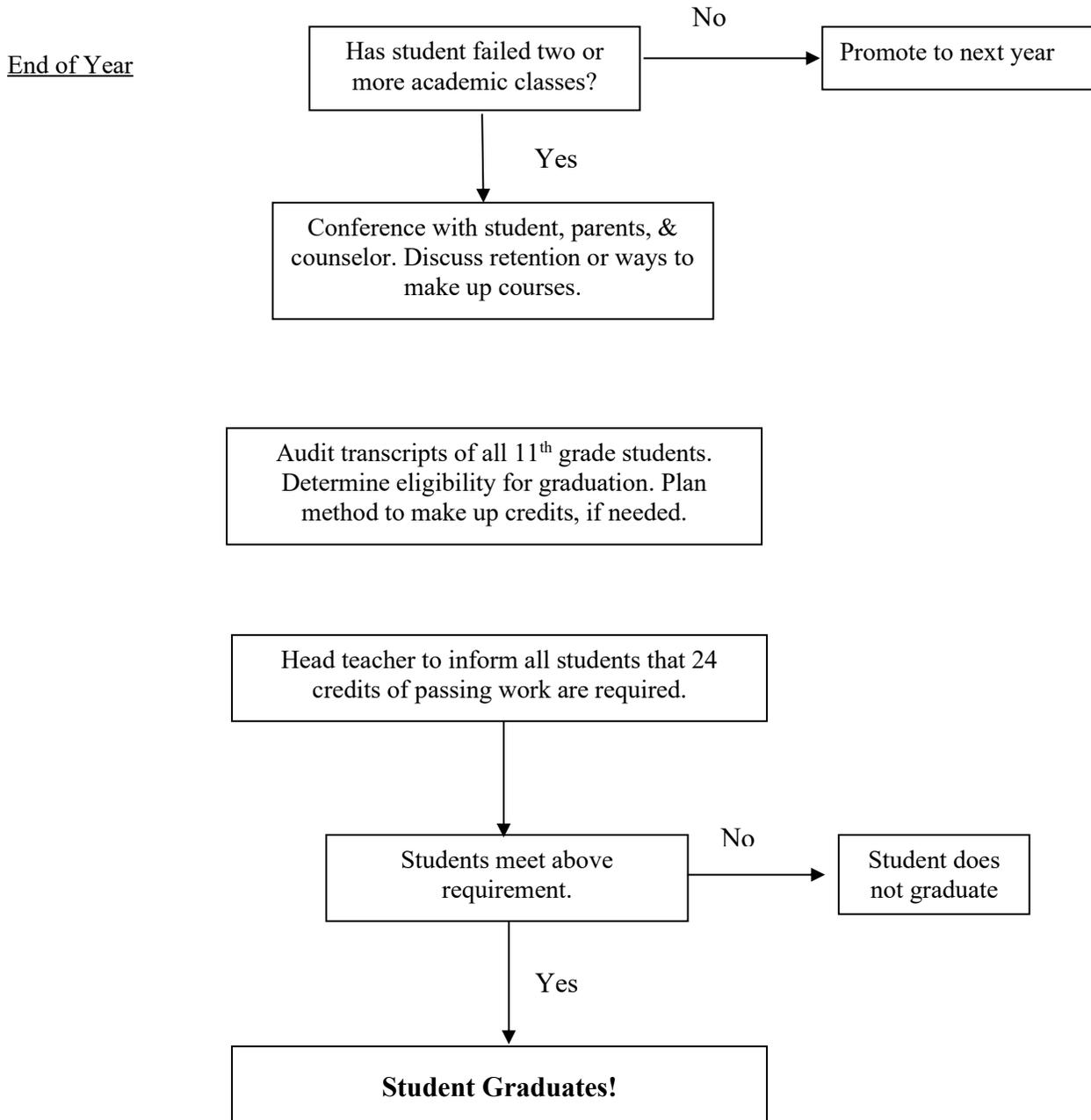
**AGBU ALEX & MARIE MANOOGIAN SCHOOL**

**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 whole school.

#### **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 ensure 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 shirt with the school-logo.

### 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, joggers, 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 white 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 white polo shirt with school logo. **Hoods must be worn down.**

### Jewelry, Watches, and Decoration

Watches including Smart watches must be stored in the student's locker. 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 always maintained; 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.**

**Parents will be contacted to come correct the violation.** 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, students may receive a maximum of 75% on completed academic work occurring during the absence.

### 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 marked unexcused absent for that class and wait by high school office till 2<sup>nd</sup> hour. Students are responsible for missing work.

### 13. **Automated Attendance/Academic 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. Also, parents will receive a daily automatic notification for missing work and low grades.

### 14. **In-School Tardiness, Hours 2– 6**

In hours 2-6, 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

## 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 backpack, bag, purse, cell phone, smart watch, 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.

## 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.

## **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 students' 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.

## **SPECIAL SCHOOL EVENTS**

In instances of special school events, like a dance, students may be allowed to bring an outside guest. The enrolled and guest students must complete the provided Guest Request Form provided by the office. It **must** be submitted back to the office by the designated due date.

**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  
Main Office  
Parent  
Student's File

**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
- Main Office
- Parent
- Student's File

**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  
Main Office  
Student File

Form HSDISC-SUSP  
Revised: June 25, 2025

**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 the Manoogian School STEAM Certificate.

### Science (full year)

- AP Biology
- PLTW Human Body Systems
- Advanced Chemistry with Organics

### Technology (full year)

- PLTW Computer Science
- Robotics (or after school 2-3 days a week for the year, including all competitions)

### Engineering (full year)

- Automotive Engineering
- Engineering Design (CAD)
- Other courses approved by the principal

### Arts

- Literature thru Film
- Graphic Design
- Yearbook
- Speech
- Animation
- Art Elective, 10<sup>th</sup>-12<sup>th</sup> grade

### Math (full year)

- 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.
- **STEAM Employment Demand:** The demand for skilled workers in STEAM 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.

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 Kalfayan  
Principal,  
Elementary & Middle Schools



Ms. Audrey S. Armodlian  
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 \_\_\_\_\_

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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

**AGBU Alex & Marie Manoogian School  
High School Electronic Device Policy Violation Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_  
Location/Classroom: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Type of Violation (*select all that apply*):

- Cell phone in classroom during instructional time
- Smartwatch use in classroom
- Other unauthorized electronic device (please specify): \_\_\_\_\_
- Refused to comply with policy and teacher direction.  
Referral code: Insubordination (A07)

Brief Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken (*select all that apply*):

- Verbal reminder given
- Student immediately sent to disciplinary committee member to secure the device.  
1<sup>st</sup> floor Mr. Avedikian, 2<sup>nd</sup> floor Mr. Maxwell
- Other (please specify): \_\_\_\_\_

Additional Notes (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

- First Occurrence** – Disciplinary Committee member immediately takes phone. At the end of the period, the student returns their phone to their locker under the supervision of the Disciplinary Committee/Head Teacher.
- Second Occurrence** – Disciplinary Committee member immediately takes phone. The phone is later taken to HS office where it remains until the end of the school day.
- Third Occurrence** – Disciplinary Committee member immediately takes phone. The phone is later taken to HS office where it remains until the parent comes to retrieve.
- Fourth Occurrence** – Administrative intervention

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_