

# **AGBU Manoogian-Demirdjian School**



## **Middle and High School Parent and Student Handbook 2018-2019**

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## About the School

AGBU Manoogian-Demirdjian School is located in the heart of the San Fernando Valley. It was established in 1976 as St. Peter-AGBU School, with an enrollment of 19 students and a staff of three teachers. In 1986, a closed public school in Canoga Park was bought by AGBU and became the school's permanent campus.

Presently, the school plant consists of a 6.5-acre plot with 11 buildings, which house 54 classrooms, a library, an administration building, an auditorium, two computer labs, three science labs, a cafeteria, and a gymnasium. The school is a preK-12<sup>th</sup> grade college-preparatory institution with a student population of over 740. A separate licensed Preschool center is also housed within the same setting with 145 students, including 351 toddlers. The Preschool acts as a feeder to the school's elementary section.

The school is part of an international network of schools owned and operated by a worldwide philanthropic organization called the Armenian General Benevolent Union (AGBU), headquartered in New York. AGBU is a non-political and non-sectarian educational and cultural organization.

The school has its own governing Board of Trustees, appointed by the AGBU Central Board, which sets policies and oversees school operations. All policy-related matters must be approved by the governing board before implementation. The school administration and faculty are accountable to the school's Board of Trustees for the performance of their job duties.

AGBU Manoogian-Demirdjian School is committed to developing academically well-prepared, value-oriented, well-balanced, and technologically proficient graduates who will function properly and successfully in a changing world. School programs intend to educate the whole person and meet all students' needs in a caring environment where they can use multiple facets of their intelligence and talents.

The school is committed to imparting a progressive curriculum beginning in Kindergarten and an enriched college-preparatory course of studies in middle school and high school. Effective learning habits, working cooperatively, and goal-setting abilities are stressed in all subject areas. The curriculum is in line with CA Content Standards, meeting the requirements of a college-preparatory high school and accommodating the varying needs of all students. The school's educational program fosters understanding, articulation, and application of all acquired knowledge and skills, to ensure student success in higher education and in lifelong careers.

Teachers, support staff, administrators, governing bodies, and parents work cooperatively, facilitating the learning and maturing process of all students and providing them with the support and encouragement needed to become successful learners. It is the school community's expectation that all graduates pursue higher education at the conclusion of their schooling at AGBU Manoogian-Demirdjian School. The school believes that an emphasis on high academic expectations, ethical and social responsibility, caring for one's physical well-being, and respect for our resources and environment will prepare well-rounded and successful community members in the future.

Technology and its application in student learning is an integral part of school programs throughout the grade levels. The development of computer skills and use of the Internet provides students with the means to function in today's and tomorrow's society. It also equips students with communication and researching skills, giving them the capability to gather information independently and expand their knowledge base in any subject area.

The Armenian program enables students to learn the Armenian language and history, as well as to appreciate cultural traditions and rich heritage. The enrichment derived from the Armenian program is intended to make students more aware of the uniqueness of others living in our community, and to instill respect for different cultures and traditions in our world.

The visual and performing arts program allows students to develop their creative talents and cooperative interaction with classmates as they work towards major performances. We believe students can achieve a genuine sense of accomplishment and self-worth through involvement in a variety of elective classes and organized extra-curricular activities, including sports and athletic competitions, clubs, student government, and community service.

The great majority of students at AGBU Manoogian-Demirdjian School come from the San Fernando Valley. Most parents are professionals, small business owners, craftsmen, and salaried employees who meet their financial obligations to the school with some degree of sacrifice. They make the additional effort and expense to send their children to a private school, and they expect in return a demanding, college preparatory education that will give their sons and daughters the skills necessary to compete at the university level and in the work place.

The school recognizes that although the Armenian community is comprised of families from all over the world, Armenians share the same cultural traditions and Christian heritage. Therefore, the Armenian culture is celebrated in several ways across the curriculum and in the daily life of a student. Students recite a prayer and pledge in Armenian, as well as the United States Pledge of Allegiance. Several cultural assemblies are held throughout the year featuring presentations in the Armenian and English languages, as well as dance performances and musical concerts. There are also several Armenian holidays celebrated throughout the year with the school closing for those specific days. Refer to the Master Calendar issued to all teachers at the start of each school year for a specific listing of these dates and events.

AGBU Manoogian-Demirdjian School was accredited by the Western Association of Schools and Colleges (WASC) for the full six-year term in the 2000-2001, 2006-2007, and 2012-2013 school years.

## **Mission Statement**

*AGBU Manoogian-Demirdjian School is a preschool through 12<sup>th</sup> grade college-preparatory educational community dedicated to academic excellence and Armenian cultural awareness within a safe and supportive learning environment. Students learn through responsive teaching that honors the needs of all learners and emphasizes academic, athletics, visual and performing arts, and technology. Each student is encouraged to become a caring and responsible global citizen who values collaboration, innovation, and critical thinking in order to impact the world around them.*

## **AGBU MDS Schoolwide Learner Outcomes (SLOs)**

It is the expectation of AGBU Manoogian-Demirdjian School administrators and personnel that students...

### **I. Become academically skilled learners and independent thinkers who:**

- Acquire a strong interdisciplinary knowledge base;
- Develop collaboration skills, effective study habits, and self-discipline;
- Solve problems critically and analytically;
- Demonstrate effective communication through verbal, written, artistic, and technological modes of expression.

### **II. Become individuals aware of their Armenian cultural heritage who:**

- Acquire knowledge of Armenian language, literature, and history;
- Develop an appreciation for Armenian culture;
- Contribute to the Armenian community and its homeland;

- Value their Armenian American identity.

### **III. Become socially developed and productive future citizens who:**

- Understand civic responsibilities and democratic principles;
- Embrace individual and cultural differences;
- Exhibit positive character in everyday life;
- Contribute time, skills, and talents to improve the community at large.

## **General Information**

### **Admission Requirements**

New students will be enrolled based on the following admission procedures:

Step 1—Complete application form; submit transcript of last two years (GPA 2.5 or better); submit any IEP agreements and disciplinary records.

Step 2—Take entrance examination; interview with the administration.

Step 3—Submit birth certificate and medical records; pay registration fee; sign financial agreement.

The school has a scholarship program for new students, which is both need-based and merit-based.

### **Parent Communication**

Monthly circulars are emailed regularly at the beginning of every month. Each package contains a detailed and informative letter about upcoming school activities and events, student accomplishments, PTO and Booster Club functions, and other matters pertaining to school life. The statement of accounts, cafeteria menu, activities calendar and special announcements are also included in the package. Parents are urged to consider the monthly mailer as a very important medium of communication with the school.

The school encourages ongoing communication with parents to meet student needs. Back-to-School Nights, personal conferences with teachers by appointment, and grade-level meetings are regular communication channels available to parents. Since 2009, AGBU Manoogian-Demirdjian School has been using the school website and a web-based program (NetClassroom) to give parents and students continuous access to grades and school news and information. Teachers communicate with parents and other staff members by use of email on a daily basis.

If there are issues to be resolved, parents should contact:

1. Teachers for matters related to a specific class
2. Department chairs for matters that cannot be attended to by a teacher in a given class or subject area
3. Counselors for personal/social or college/career related matters
4. Dean of Students for matters related to discipline and conduct
5. The attendance officer for reporting attendance and attendance-related issues
6. The Vice Principal if an issue requires more guidance than can be provided by the school staff mentioned above

Parents are expected to work courteously and cooperatively with the school to assist students in meeting academic and behavioral expectations. Parents may respectfully express concerns about school operation and personnel. However, they should not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, hostile, threatening, or divisive. Any parent who insults or abuses faculty and staff members on school premises, adjacent to school premises, or some other location in connection with school activities, risks the enrollment of his/her child in the school. The school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

Additionally, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of a parent, as described above, might diminish the effectiveness of the education process to such a degree that the continuation of the child in the school may be impossible.

## **School Library**

The school library serves the educational needs of students in support of the curriculum as well as for general enrichment. The library is a vital component of the school. Students can become familiar with a variety of resources to conduct research, engage in independent study, and promote their personal development. The librarian, in consultation with the faculty, selects books and other publications that can assist teachers in developing appropriate curricula. The library has a media center equipped with computers with Internet access. The resources within the library combined with online services provide students with a vast selection of materials to complete various assignments, projects, and research papers.

## **School Nurse and Student Health**

The school has a full-time nurse on staff. A student may not visit the nurse without a valid medical concern. Depending on the situation, the school nurse will take the student's temperature, and if he/she has a temperature of 100 degrees Fahrenheit or higher, the parent will be called to take him/her home. The nurse cannot give a student any medication, including common ones, such as Tylenol, without a doctor's or parent's permission. Medication from home that is to be taken during school hours must be brought to school by an adult, include written instructions from the doctor or parent, and it must be in the original container.

The nurse will check and clean all wounds. Parents will be notified of serious injuries. If necessary, the child will be taken to the nearest emergency hospital. Periodically, the school nurse will also check the students' hair for lice.

Prior to admission, students shall be immunized against diseases, as required by the California Administrative Code Title 17, section 6020, and current health records must be provided. In special cases in which a student is under-immunized because of a medical condition (documented by a physician) or the family's beliefs, the parent is asked to sign a form in the nurse's office.

All students' health is a matter of major importance. A student must stay home if he/she has any of the following symptoms:

- Fever over 100 degrees Fahrenheit
- Red throat or earache
- Runny nose, watery eyes, or constant cough
- Vomiting, diarrhea
- Unexplained rash or skin eruption
- Contagious diseases
- If the student acts listless, drowsy, has a headache, flushed face, lack of appetite, or shows any behavior that is out of the ordinary

The school's policy regarding students who are ill is as follows:

- A student with a contagious illness will be excluded from the school until no longer contagious, as to not expose other students.
- A physician's note or the school nurse's approval is needed for a student with a contagious illness to return to school.
- A student on prescription medication must stay home until symptoms are gone.

- Only the school nurse will dispense medication in case of need to finish the prescribed medication. The parent must sign a consent form.
- A student with symptoms of possible illness will be sent to the nurse's office. The parent will be contacted and asked to pick up the student.
- If a student contracts a contagious illness, the parent should notify the school in order for others to be informed.

## **Cafeteria (Café Charles)**

The school cafeteria (a 250 seat facility) serves breakfast, snacks, and hot lunch every day. The cafeteria crew prepares health-conscious meals based on a menu that changes every month. Students are expected to demonstrate proper lunch room manners, clean up after eating, and show consideration for supervising adults and cafeteria staff. Many shaded outdoor eating areas are also available for student use. Students will be required to have an account set up with the school cafeteria to make food purchases, as cash payments will not be accepted. Parents must fill the account with funds as the school year goes on.

## **Food Deliveries**

Food (i.e. meals, beverages) deliveries are strictly prohibited from being ordered & delivered to campus prior to 5pm on a school day. Items delivered from such transactions will not be permitted on campus.

## **Birthdays and Parties**

If a DHS student is going to bring invitations to school for a birthday or other party, he/she needs to make sure that all students in the class are invited. Otherwise, parents are asked to make alternate arrangements to distribute invitations.

Additionally, the school is very concerned about student behavior and consequences during parties outside of school even though, ultimately, parents are responsible for what takes place in their own home.

The following are some important reminders and suggestions for parents:

- Parental approval of a party does not automatically make it safe.
- Ensure that there is parental supervision at all parties your child is attending by speaking directly to the responsible adults.
- Make sure you have both the cell phone number of responsible adults and the residence phone number.
- Visit the party if possible.
- Encourage your child to call a trusted adult or parent if a party gets out of hand.
- Establish an "I will pick you up at any time, anywhere, no questions asked" agreement with your child, just in case.
- When hosting a party, to the extent possible, stay visible to students.

## **Counseling**

### **Academic/Behavioral/Social/Emotional Counseling**

The purpose of academic/behavioral/social/emotional counseling is to facilitate student development in academic, behavioral, developmental, and social/emotional areas. The school counselor plans, implements, and evaluates developmentally appropriate guidance programs that address the needs and priorities of the school and each individual student. Students are referred to the school counselor by teachers and/or parents, or they may seek counseling on their own. Students see the counselor for concerns over academic achievement, behavior issues, support services, potential crisis, and/or any other matters that may impede their academic progress.



Services are offered on an individual, group, or classroom level depending on the needs of the student/class. Individual counseling sessions are held with students who need further intervention. Support groups are offered to students throughout the year to support and enhance the development of personal skills and to promote educational success. Student support groups provide students with opportunities to learn about their abilities and interests, develop positive relationships, take responsibility for their behavior, make effective decisions, and express feelings in healthy ways. School-based interventions are also implemented where the school counselor conducts classroom guidance lessons aligned with social development competencies based on students' needs, teacher concerns, and related data. To assist students who struggle academically, behaviorally, developmentally, socially, and/or emotionally, the counselor works with the student and his/her teachers and parents to provide support using a variety of techniques. The school counselor and teachers reassure all students that issues discussed in the counselor's office are confidential, unless the counselor sees a need to inform other school personnel or the appropriate authorities in cases of potential harm to self or others.

Counseling services are available to all students through a formal three-tiered system for intervention. Initial referrals result in a formal observation, consultation (teacher & parent), and a meeting with the student. Based on the information obtained during the initial evaluation, a plan is formatted to best support the student, utilizing a tier-based system.

*TIER 1:* All intervention will include a data collection component to monitor the student's progress. All intervention will begin on the Tier 1 level within the classroom, unless otherwise specified, and move up the hierarchy depending on student progress and need.

*TIER 2:* Once a student requires additional intervention outside the classroom environment, Tier 2 interventions will be implemented.

*TIER 3:* In the event that a student requires further support/intervention after Tier 2, then Tier 3 interventions will be implemented. At the Tier 3 level, a formal referral for comprehensive assessment will be offered to assist in identifying the student's strengths/weaknesses and area(s) of need. Once identified, a formal Academic Support Plan (ASP), a Behavioral Support Plan (BSP), an Individualized Education Plan (IEP), and/or a 504 will be implemented to best support the student within his/her academic environment.

## **Learning Diverse Students**

In the event that a student requires accommodation(s)/modification(s) to the curriculum, a professional diagnosis is warranted. AGBU Manoogian-Demirdjian School does not discriminate against students with diverse learning needs and/or other disabilities and will provide accommodations and supports to students so long as the resources, programs, facilities, personnel, and expertise required to meet the student's current needs are within the scope of the institution.

Parents who believe their child's needs warrant academic and/or behavioral accommodations may contact the counseling office. The counselor will assist parents in obtaining the appropriate documentation/assessment needed to justify the requested accommodation(s) through a formal IEP and/or 504 Plan.

## **College Counseling**

DHS students move on to college as a natural continuation of their studies. To meet this goal, the school provides a comprehensive college counseling program beginning in the 9<sup>th</sup> grade. Students and parents are advised about curriculum plans that will affect future college and career options. Juniors and seniors, both individually and in small groups, meet with the college counselor to discuss and plan the various aspects of the

university/college application and admission process, as well as to learn about financial aid opportunities. Parents and students attend information and planning sessions organized by the college counseling office to facilitate the smooth transition of our students from high school to college.

The college counseling office provides resources needed for the college search and application process. Reference books, college catalogues, publications, computer software programs, and Internet access are available for use by students. The college counselor also schedules guided campus tours, college representative visitations, guest speakers, and workshops throughout the year. All students in grades 9-12 receive a personal college planner that guides them through the preparation and admissions process one step at a time, under the supervision of the college counselor and Vice Principal.

## **Academics**

AGBU Manoogian-Demirdjian School offers a challenging and enriched academic program for all grade levels. In the elementary section, classroom teaching and student effort aim to develop fundamental skills in all subject areas to prepare students for the rigorous college-preparatory program in middle and high school. Parents should realize that the school's academic programs are demanding and require sustained levels of student concentration, effort, and motivation, as well as daily home support.

### **Academic Standards and Academic Probation**

DHS students are expected to report to school on time and well-prepared, be ready for instruction at the bell, participate in class work and discussions, complete all homework assignments as per the one-week-schedule (OWS), and attend after-school tutoring sessions as needed. The school requires rigorous and consistent effort from all students. DHS scholars should demonstrate academic integrity in their work habits and schoolwork.

If a student receives a first semester grade point average (GPA) below 2.0, he/she will be placed on academic probation. If a student does not achieve a cumulative GPA of 2.0 or higher by the end of the academic year, he/she will jeopardize registration for the following school year.

A semester grade of D or F in core subjects (Math, English, Science, History, and Armenian) should be addressed before the next academic year begins. At times, the school may offer the necessary summer school classes. But in the event that a necessary class is not offered, students may enroll in the appropriate classes at other educational institutions, including those that provide coursework in an online format.

### **Homework**

Daily homework is a requirement for all students. It aims to reinforce the content of subjects taught in the classroom and to sharpen newly acquired skills. It helps develop sound home study habits and fosters the valuable practice of independent work. Middle and high school students are provided one-week-schedules (OWS) of assignments, quizzes, and tests, which can be accessed on the school website by parents.

### **Testing**

Students are tested at regular intervals, depending on the subject and at the teacher's discretion. A teacher may quiz students at any time, whether it is planned or unannounced. Students are encouraged to keep a portfolio of all tests for review purposes. In case of an absence, it is the student's responsibility to meet with the teacher and schedule a make-up quiz or test.

Each year a series of standardized tests are taken by students in elementary and middle school to assist teachers and parents in assessing the progress, strengths, and needs of students in different academic areas. Freshmen, sophomores, and juniors take the PSAT/NMSQT and Aspire test. Juniors and seniors take the SAT Reasoning and SAT Subject Tests, as well as the ACT. Our school is a registered SAT test site.

Students who are enrolled in Advanced Placement (AP) courses are required to take the AP exam; testing takes place in May of each year.

## **Evaluation**

The school evaluates each student on a broad assessment basis, which includes the outcomes of tests and quizzes, projects, performances, presentations, homework, classroom participation, effort/improvement, and other applicable factors. Classroom participation amounts to 10% of a student's grade in each class. Absences and tardiness from class impact the class participation grade; this is an aspect of grading that cannot be made up by other means. There is a "no extra credit" policy in all classes; students cannot raise their grades by arranging with teachers to do additional assignments for extra credit. It is a recommended practice for teachers and students to maintain portfolios of all work done throughout the school year.

## **Reporting Student Academic Progress**

Reporting student academic progress to parents is done continuously. In middle school and high school, grading is done on a semester system with interim grade-reporting every five weeks. The semester coursework accounts for 80% of the semester grade, with the semester final exam accounting for 20% of the semester grade. This is the case for both Semester 1 and Semester 2.

Teachers communicate with families primarily via email and regularly post grades online. Using a login and password, parents and students can use the school's web-based program (NetClassroom) to check grades and progress in classes on an ongoing basis at any time. Transcripts are issued to graduating seniors and transferring students at no charge.

## **Parent-Teacher Conferences**

The purpose of these meetings is to discuss and inform parents about student performance, involving parents in the academic progress and classroom behavior of their child early on in the school year. In addition, parents are encouraged to participate in their children's education on a daily basis. Appointments with teachers can be made by phone or email. In general, teachers are available for meetings after school.

## **Academic Eligibility**

The eligibility to participate in team sports, extra-curricular, and school-sponsored activities (such as major field trips) is determined by each student's academic performance (minimum 2.0 GPA per grading period) and/or attendance record. Each individual student case is reviewed throughout the school year.

## **Athletic Policies and Procedures**

Athletics at AGBU Manoogian-Demirdjian School utilize Physical Education and after-school sports to teach students positive habits in exercise, teamwork, sportsmanship, and discipline. The Physical Education curriculum spans from Kindergarten to 10<sup>th</sup> grade and develops abilities in motor skills, teamwork, rules of sports, sportsmanship, and the importance of staying active and exercising. Activities such as stretching, running, bowling, team sports, and fitness tests help demonstrate these lessons.

All male and female students can try out for and participate in after-school sports teams which compete in basketball, soccer, volleyball, track and field, table tennis, flag football, tennis, basketball, softball, golf, cross-country, and cheer squad. These teams compete in three distinct leagues. First, an Armenian school league called *KAHAM* unites Armenian schools in Southern California to strengthen wider community ties through athletic competition. This league is available to student athletes in Kindergarten through 8<sup>th</sup> grade. Student athletes also compete against local schools in the San Fernando Valley Private School League and across the state in the California Interscholastic Federation.

Student athletes should only try out for teams they are ready to make a season-long commitment to. Quitting during any point in the season will hurt the team and prompt evaluation by the Principal and Athletic Director to review a student athlete's eligibility for future involvement in school athletics.

On game day, students must be present at school for the majority of the day to be eligible for participation. Student athletes excused via early dismissal must remind their teacher of their departure, make up missed assignments, notes, work, quizzes, or tests, and exit the classroom in a respectful manner.

At the beginning of the season, parents should receive a Consent Form that 1) permits their children to ride in school-approved transportation, 2) releases emergency contact information in the event of emergency, and 3) allows for the utilization of first aid and/or medical care and/or surgical procedures -- hospitalization included -- in case of a medical emergency.

Please review the "Disciplinary Policies and Procedures" section of the handbook for protocol in the event of a student athlete receiving any type of infraction (behavioral, policy, tardy, and beyond) on game day.

Student athletes, parents, and coaches are expected to conduct themselves as ambassadors of AGBU Manoogian-Demirdjian School and representatives of the core values and mission guiding the school community. Student athletes and supporters of student athletes (fans, family members, coaches, etc.) are expected to exercise the highest level of sportsmanship and integrity during all practices and games, refraining from the use of profanity, engaging in arguments, fights, or the taunting of opponents, officials, fans, or anyone else present. It is expected that visiting teams are treated with esteem, equipment and property is handled appropriately, and athletic uniforms are used in all competitions.

## **Major Field Trips**

The designation "major field trips" refers to optional overnight educational travel, including but not limited to the 8<sup>th</sup> grade trips to Washington, DC and New York City, and an overnight local camping trip, the 10<sup>th</sup> grade trip to Armenia, the 11<sup>th</sup> grade internship trip to Armenia, and the high school student exchange program with AGBU Marie Manoogian Institute in Buenos Aires. Cost, travel dates, flights, accommodations, itinerary (i.e. daily stops), bus transportation, tour guides, meals, and other trip particulars will be tentatively established with a travel company before the start of each school year. After an initial meeting during the first month of the school year with the appropriate group of parents, an interest form will be collected to ascertain group size and chaperone need. The ratio of one chaperone to no more than ten students will be maintained for all major field trips.

Only students who are currently enrolled at AGBU Manoogian-Demirdjian School and whose account status in terms of tuition and fees is current can participate in major field trips. Trip payments will be made to the school's accounting office in two major installments: a deposit of approximately twenty percent of the total trip cost and a final balance payment. Deposits will be due before Christmas break when it pertains to the 10<sup>th</sup> grade Armenia trip and high school trip to Argentina. Deposits for the 8<sup>th</sup> grade Washington, DC and New York City trip will be collected before the Thanksgiving weekend. All deposits are non-refundable after Christmas break. Trip balances will be due, at the latest, one month before departure. All deposit and balance amounts as well as payment deadlines will be communicated to parents via email at the appropriate stage throughout the trip-planning process. Please note that a student who is either on Academic or Disciplinary Probation will not be allowed to participate in major field trips. If a student has already paid a trip deposit and/or balance and is placed on probation, the payment(s) will not be refunded.

All major trips will include basic travel insurance. Parents may add more extensive coverage (including trip cancellation coverage) by request. Deviations in travel (i.e. prolonging a stay, flying to a different destination at the conclusion of the major field trip, etc.) will be allowed only in the case of the 10<sup>th</sup> grade trip to Armenia. Deviations will not be allowed for the 8<sup>th</sup> grade Washington, DC and New York City trip, as well as the high school trip to Buenos Aires. Deviation arrangements are to be made directly between the family and the travel

company used by the school. Families are personally responsible for paying any additional fees and expenses that may be incurred as a result of the changes. Only parents who are also school faculty/staff members are allowed to join a major field trip in the role of chaperone.

While chaperones will lead and supervise students throughout each travel/trip day, it is impossible to monitor the actions of every student at every moment. We expect that students will be on their best behavior throughout the duration of the trip. They will attend/participate in all aspects of the itinerary. Inappropriate conduct on the part of any student will not be tolerated. Should there be any case of unacceptable conduct of any kind, the subject student(s) will be held accountable, and consequences will be imposed both on location during the trip and upon return. As is the case when students are in school, policies contained in this handbook will be enforceable throughout the trip, to the degree applicable. Depending on the severity of the behavioral infraction, a student may be asked to return home before completing the trip program, with the student's parents being responsible for any extra costs associated with the student's abrupt departure. During a pre-trip meeting with parents and students, separately, travel guidelines and a code of conduct will be reviewed and signed.

Although students' input/preferences will be taken into consideration when finalizing rooming arrangements, the school cannot guarantee that a student's choices for roommate(s) will be implemented. Every effort will be made to implement at least one of a student's roommate selections. Therefore, students may have to share a room with others they did not select as roommates.

### **Add/Drop Course Procedures**

In high school, adding/dropping courses applies only to Honors and Advanced Placement (AP) classes. A student may drop an Honors or AP course and instead enroll in another class during the first five weeks of the course, after completing and submitting a form that requires teacher, parent, college counselor, and Vice Principal signatures. The Request for Course Change form needs to be approved by all the individuals in the order specified on the document before the form is submitted to the school registrar and changes are made to the student database. Students cannot add Honors and AP courses after the start of the course, unless there is a recommendation by the teacher.

### **High School Graduation Requirements**

Successful completion of school graduation requirements requires that all semester grades of D or F in core subjects have been made up. Also, a total of 80 hours of community service must be accumulated during a student's four years of high school. Furthermore, seniors cannot have an F as a semester grade during senior year if they are to receive a diploma. Seniors are held to the cumulative 2.0 GPA minimum requirement. Failure to achieve this average during the first semester will place a senior on academic probation, and failure to achieve that cumulative GPA at the end of the year will prevent a senior from receiving a diploma.

For a senior to graduate with honors, he/she must achieve either a senior year or cumulative high school GPA in the range of 3.60 to 3.99. For a senior to graduate with high honors, he/she must achieve either a senior year or cumulative high school GPA of 4.0 and higher.

Successful completion of school graduation requirements requires that all semester grades of F in core subjects have been made up.

Students who have a grade of Incomplete "I" must resolve the grade within the time limit set by the teacher and approved by the administration in writing. Failure to resolve an "I" will result in its conversion to a final grade of "F" on the student's permanent record, which will make them ineligible for graduation.

# Disciplinary Policies and Procedures

## Behavior/Personal Conduct

Students are expected to follow these guidelines:

- Respect school authorities, personnel, visitors, school property, and the rights and property of fellow students.
- Demonstrate self-control while on campus and while attending school-related activities off campus and show respect for the neighboring community.
- Be seated and prepared for class when the second bell sounds. Furthermore, students are prohibited from leaving the classroom without first obtaining permission and a hall pass from their teacher. The hall pass should not be used during the first or last ten minutes of class.
- Be prepared with homework, assignments, presentations, and the necessary materials (textbooks, notebooks, writing utensils, etc.) to participate thoroughly in daily academics.
- Conform to the school's Dress Code Policy during school hours and at times during school-sponsored events and activities (see Standards of Physical Appearance section).
- While in the classroom, refrain from talking without permission and avoid any action that is considered distracting to the learning environment.
- Participate and be attentive and fully engaged with the learning process.
- Under no circumstances are students to quarrel with or display acts of defiance towards teachers or any authority figure.
- "Horseplay" is prohibited.
- Chewing gum on campus is considered a *policy violation* and will result in consequences outlined in the "Disciplinary Policies and Procedures" section of this handbook.
- Store lunch and/or snacks in lockers or book bags, but not overnight. Students are prohibited from consuming food or beverages inside the DHS building, except for drinking water from water fountains or water bottles (in classrooms only) with the teacher's discretion.
- During lunch, students should follow the instructions of adult monitors managing lines, maintain a tidy space, clean up after themselves, and consume food/drink in approved eating areas only.
- During assemblies, students should demonstrate respect and courtesy by remaining quiet as they enter and exit, pay attention to the speaker(s)/performer(s), show appreciation through applause, and follow all instructions.
- Please refrain from bringing large quantities of baked items to school for the purpose of a student's birthday. The Dean's Office, or any room in the building, is not to be used as a storage area for such items.
- Rolling backpacks are prohibited. Students are encouraged to utilize their locker space, as well as their passing period time, to plan for materials they may need to bring to their classes. Any student who brings a rolling backpack to school will have it confiscated and impounded in the Dean's Office. A parent must accompany the student to retrieve it.
- Storage racks on the 1<sup>st</sup> and 2<sup>nd</sup> floors are to be used specifically for gym/athletic bags and gear only. Materials such as textbooks, binders, notebooks, clothing, projects, lunch bags, food, and the like are prohibited from being placed on the storage racks. Any items other than gym/athletic bags and gear are subject to disposal (notebooks/binders), and/or temporary storage in the school library (textbooks/reading books) or Dean's Office (depending on the item). Please note that the school library may charge students a buy-back fee for books. Students may be subject to disciplinary action for repeat offenses.

## **Disciplinary Policies and Procedures**

To address incidences of misconduct in 6<sup>th</sup>-12<sup>th</sup> grade, AGBU Manoogian-Demirdjian School will implement a Proactive Student-Oriented Disciplinary Framework. This policy will utilize the following Level-Based Discipline Procedure through a formal numerically oriented infractions hierarchy.

Every student will come into the school year with 100 points. The 100-point designation places students on the "Citizenship Dean's List," making them eligible for incidences of reinforcement for non-occurrence of policy violations. In the event that a student acquires infractions throughout the course of the academic year, the following hierarchy will apply.

### *POINT STRUCTURE*

#### **DEAN'S LIST: 100-96 POINTS**

- Access to reinforcement throughout the year.

#### **LEVEL 1: 95-75 POINTS**

Per infraction incident, the following hierarchy below will be implemented.

Policy (gum, uniform, cell phone, etc.):

- First 3 incidents = Lunch Detention for 2 school days.
- Second 3 incidents = Lunch Detention for 5 school days.
- Every subsequent incident thereafter will constitute a Saturday Detention, incurring a \$50 fine.

Behavior:

- First Behavioral Referral = Lunch detention for 2 school days.
- Second Behavioral Referral = Lunch Detention for 5 school days.
- Third Behavioral Referral = Saturday Detention, incurring a \$50 fine.

*(10 school days of non-incident will result in half-point restitution.)*

#### **LEVEL 2: 74-60 POINTS**

- Assigned to Tier 1 Counseling Services.
- Assigned seating in cafeteria during Lunch.
- Assigned lunch duties for the remainder of the lunch period.

*(15 school days of non-incident will result in returning to Level 1 with the designation of 85 points.)*

#### **LEVEL 3: 59-50 POINTS**

- Assigned to Tier 2 Counseling Services; behavioral management.
- Designated seating at lunch in an alternative environment.
- Revocable Privileges:
  - Field Trips
  - Winter Formal

- Senior Sweaters
- Parking
- Grad Night
- Fashion Show
- Washington, DC Trip
- Armenia Trip
- Argentina Trip
- Clubs
- Student Council
- Focus Group Participation
- Academic Decathlon
- Performances, Shows, and Sports
  - Once entered, a minimum of one game/performance is revoked.

(20-school days of non-incident will result in returning to Level 2 with the designation of 70 points.)

### **BEHAVIORAL PROBATION: BELOW 50 POINTS**

- Referral to Disciplinary Committee.
- Assigned to Tier 3 Counseling Services.

(Picking up level will be on a case-by-case basis.)

### *INFRACTION CATEGORIES & RESTITUTION*

**POLICY:** 3-point deduction per incident

**BEHAVIOR:** 5-point deduction per incident

*\* Severe violations may incur more points greater than the above-mentioned numerical hierarchy at the discretion of the Disciplinary Committee.*

If a student refrains from obtaining any form of additional policy OR behavioral infractions for a period of 10 school days, then they may earn back half of the deducted points per incident. In the event that a student acquires another infraction at any point in the 10-school-day period, they will have lost their opportunity to earn back half of the points lost and a new 10-day cycle will begin for their most recent infraction.

*Restitution After Level Drop:*

Level 2 back to Level 1 = 0 policy or behavior infractions accrued for a 15-school-day-period.

Level 3 back to Level 2 = 0 policy or behavior infractions accrued for a 20-school-day-period.

Probation = Student behavior throughout the probationary period will determine eligibility for restitution on a case-by-case basis.

- Each incident of policy violation will result in an email sent home to parents, and may result (depending on frequency) in a formal parent meeting with administration.
- Once a student drops below 96 points, they cannot reclaim their position on the “Citizenship Dean’s List”. The maximum number of points they will be able to earn will be 95.
- Each time a student drops a level, parents will be called in for a formal meeting with administration.
- Once a student drops below level 3, the disciplinary committee will receive a formal referral.
- If a student continues to demonstrate an up/down pattern of behavior across levels, the student will be referred to the disciplinary committee, despite not having dropped below level 3 or ever having entered level 3. Frequent fluctuations warrant a parent meeting.
- Students who pick up level and maintain level will also be reinforced for positive behavior(s).



## Attendance/Absences

The educational process within the classroom environment demands daily attendance so as to receive maximum benefits. Therefore, the school insists upon and expects the cooperation of both parents and students to see to it that classes are attended on a regular and continuous basis, as is mandated by California statute law (Educational Code 46010-16014/48200-48204). Our school is a closed campus with a security guard at the main gated entrance to monitor all who enter and leave.

For students in 6<sup>th</sup>-12<sup>th</sup> grade, course credit is based on both academic achievement and regular class attendance. Class participation is 10% of grading/assessment in all classes. Therefore, student absences and tardiness will negatively impact that grading category. This is an aspect of a course grade that cannot be made up. In the updated tier system, a student's grade in a given course will be lowered by one letter (10%) **on the 10th absence for that course**, and a student will receive a grade of an 'F' **on the 15th absence** per course, per semester. To ascertain or confirm the number of absences in a given class, students and parents may at any time approach teachers for the course in question. Only absences resulting from a school-sponsored activity (i.e. field trip, athletic event, etc.) will be recorded as 'excused' and will not affect a student's attendance record.

Parents and/or students should make sure to provide the attendance officer with documentation of hospital stays, doctor's visits, DMV appointments, traffic court appearances, and the like.

## Before and After School Regulations

School hours at AGBU Manoogian-Demirdjian School are from 7:45 am to 3:25 pm. AGBU Manoogian-Demirdjian School assures the safety and wellbeing of all students during school hours but cannot do so before or after school hours unless the student participates in a formal school-related activity.

Students waiting for after school pick-up must remain on campus and have the opportunity to join community members at a school-related activity, such as a performance or sports game. Students can also elect to spend their time waiting for a ride after school in the library. Library hours are Monday through Friday from 8:00 am to 4:30 pm. If a student stays in the library beyond 4:30 pm, a small fee may be incurred.

## Tardy Policy

The DHS school day begins promptly at 8:00 am. Any student not seated at the bell at the start of each class will be considered tardy. Such tardiness is noted on the student's record and also appears on the report card. If a student is tardy more than halfway through a class period (regardless of reason), that student will be counted as absent. Students are expected to be punctual to every class throughout the school day.

In the event that students accrue a total of 10 or more tardies per semester, the following will apply:

- 10th incident = After-school Friday detention (2 hours). This will be with a \$25 penalty.
- 15th incident = A Saturday 2-hour detention, with a \$50 fine.
- Every 5 tardies thereafter will result in the same consequence, including the \$50 fine.

In scenarios involving excessive tardiness, a case will be opened by the DHS Disciplinary Committee and further disciplinary action will be discussed. To the extent possible, parents and students should schedule appointments in such a manner that they do not occur during school hours.

Parents have an obligation to report an absence on the morning of each day that it occurs. This can be done via phone or email. If a student is tardy to a class, he/she will report to the Dean's Office for a Class Admission Slip.

## **Truancy**

Truancy is defined as the act or condition of being absent without permission. Students who are away from school without parental consent or valid excuse are considered to be truant. Upon arriving on campus, students who purposefully miss classes without a valid excuse are considered truant. If a student arrives at school late, he/she is required to check in with the Dean of Students prior to entering any class. In such cases, it is up to the teacher's discretion whether classwork, quizzes, and/or tests will be allowed to be submitted or retaken. All truant students will be subjected to a Saturday detention.

## **School Investigation Policy**

During the course of investigations by school officials of situations which potentially endanger the safety and/or orderly operation of the school, students may be questioned about their activities and those of other students and/or persons. These conversations are considered to be conditionally privileged communications and will be deemed confidential as allowable by law. Students are expected to be cooperative and truthful when questioned as part of such investigations. Typically, parents are not present for or informed of such questioning before it occurs.

## **Academic Dishonesty/Plagiarism**

Plagiarism is defined as the wrongful appropriation or close imitation of another's work. Academic dishonesty is considered to be a serious violation. The act of academic dishonesty/plagiarism warrants punitive recourse. Examples of such violations include:

- copying another student's classwork, homework, or major assignments
- copying from a textbook verbatim
- asking another student questions during a test or copying another student's answers during a test
- allowing a student to copy one's own homework or giving another student test answers
- using unauthorized materials/cheat notes during exams and quizzes
- using the Teacher's Edition Guide without permission in order to ascertain answers
- submitting any material claimed as one's own but sourcing it from publications, websites, or other media without accreditation

Students who are considered guilty of academic dishonesty/plagiarism will receive a zero for their work, their parents will be notified, records will be kept in their file, and a Saturday detention will be assigned.

## **Cell Phones, Smartwatches, and Other Electronic Devices**

It is recommended that all students leave their cell phones and other valuable electronic devices, such as smartwatches, iPods, and handheld video game systems at home. Any student who chooses to bring such items to school may choose to deposit them in the Dean's Office prior to the start of Period 1 (7:55 am) for safekeeping throughout the day. The device may then be retrieved - penalty-free - by the student upon the conclusion of the school day.

Whenever on campus before, during, or after school hours, or at an off-campus school function, students cannot use their devices to capture a video, photograph, or audio recording of any member of the Titan community (students, faculty, staff, administration, parents, alumni, visitors, etc.) unless they have obtained written consent.

Devices such as smartphones, e-readers, electronic tablets, and laptops may be used only in the classroom for academic reasons at the discretion of and under the supervision of that specific classroom teacher.

If smartwatches, cell phones or other electronic devices are seen or heard during school hours, they will be confiscated. Any student who maintains possession of electronic devices must keep them turned off and may not have them visible or in use anywhere on campus during school hours (7:55 am-3:25 pm). A cell phone, smartwatch, or other unauthorized electronic device displayed, heard, or being used during school hours will be confiscated and impounded in the Dean's Office, and can only be retrieved by the student (in the presence of the student's parent) at the end of the school day. Students who violate the cell phone policy will have their cell phone confiscated for the day, **with a warning on the first offense, a \$25 fine on the second offense, a \$50 fine on the third offense, a \$75 on the fourth offense, a \$100 on the fifth and each subsequent violation.** Violations of this policy will also result in detentions as described in the "Disciplinary Policies and Procedures" section of this handbook.

The school is not responsible for the loss/theft of any such item, whether confiscated or otherwise.

## Internet Usage

Parents and students should be aware that AGBU Manoogian-Demirdjian School regularly uses photos/images of students on the school website ([www.agbumds.org](http://www.agbumds.org)) and its social media pages (Facebook and Twitter). Student names may or may not be used as well, depending on the situation. If a parent and/or student does not want the student's image/name used on the school website or social media pages, they should inform school administration in writing and opt-out.

In the spirit of respect for the AGBU Manoogian-Demirdjian School community, student use of technology on or off campus should in no way embarrass, threaten, or defame another member of the community or the reputation of the school itself. Posting inappropriate material to social networking/media or other websites may lead to disciplinary action. AGBU Manoogian-Demirdjian School reserves the right to take action in response to this type of behavior.

Unacceptable use of the school computer network and/or the Internet includes:

- Accessing, transmitting, or downloading obscene depictions, harmful materials, or materials that encourage others to violate the law
- Selling or purchasing any illegal substance
- Transmitting or downloading confidential information or copyrighted material
- Use that causes harm to others or damage their property
- Use that involves obtaining and/or using an anonymous email site, disguising one's identity, impersonating other users, or sending anonymous email messages
- Threatening, harassing, or making defamatory or false statements about others
- Using profane, abusive, or impolite language
- Accessing, transmitting, or downloading offensive, harassing, or disparaging material
- Commercial uses of the school network
- Damaging computer equipment, files, data, or the network
- Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting the performance of any computer system
- Using any school computer to pursue hacking, internal or external to the school network, or attempting to access information that is protected by privacy laws
- Use that jeopardizes access or leads to unauthorized access into personal accounts or other computer networks
- Deleting, copying, modifying, or forging another user's emails, files or data
- Accessing another user's email or online accounts without their permission

Students who violate the Internet policy may be subjected to a Disciplinary Committee review. The Disciplinary Committee will consider each case accordingly, based on the egregiousness of the violation. Violations that are serious in nature could mandate an indefinite suspension, disciplinary probation, and possible expulsion.

## **Standards Regarding Physical Appearance (Dress Code Policy)**

The purpose of the DHS dress code policy is to develop and maintain a sense of school identity and unity among students. It is also an attempt to simplify the students' wardrobe needs. This policy will be enforced by DHS administrators and teachers from 7:55 am–3:25 pm on a consistent daily basis.

1. All DHS students are required to wear the following school uniform throughout the entire school day.
  - 6<sup>th</sup>-12<sup>th</sup> grade boys: gray pants or shorts, white or maroon polo shirts with school logo, maroon hoodie/crewneck sweatshirt with school logo.
  - 6<sup>th</sup>-12<sup>th</sup> grade girls: new plaid skirts, bike shorts MUST be worn underneath, white or maroon polo shirts with school logo, maroon hoodie/crewneck sweatshirt with school logo, gray or black leggings (solid colored, no patterns or logos) underneath skirt on cold days.
  - Boys and girls (9<sup>th</sup>-12<sup>th</sup> grade): maroon blazer to be worn on formal days.
  - Polo shirts, P.E. uniforms, and sweatshirts, are to be purchased in the Main Office, which is open Monday through Thursday from 9:00 am to 3:30 pm.
  - 6<sup>th</sup>-12<sup>th</sup> grade boys gray pants can be purchased from Dennis Uniforms at 6459 DeSoto Avenue, Woodland Hills, CA 91367 (818-703-7493).
  - Our primary uniform to be worn is the white DHS polo shirt and school-approved pants, shorts, or skirts (this is the required uniform for picture day or field trips). Alternative school-approved options are limited to: the burgundy DHS polo shirt, the white Focus Group polo shirt, senior hooded sweatshirt, Focus Group letterman jacket, and Titans sports letterman jacket.
  - Sweats or sweat-style pants, pedal pushers, skinny pants, cargo pants, or pants with designs, fancy stitching, or cargo pockets are prohibited.
  - PE clothes must be worn during PE instruction. Students are prohibited from wearing their PE clothes while attending class in the DHS building.
  - Outerwear (e.g. sweatshirts, sweaters, coats, or jackets) is not permitted in the DHS building. On days of extreme cold, wind, and/or rain, students are permitted to wear jackets, coats, and sweaters for protection and warmth when outside the building. Such clothing must not feature logos, graphics, messages, or advertisements. Minor product symbols are acceptable.
  - Any clothing worn beneath the DHS polo shirt must be solid white (no lace) with no visible colors, lettering, numbers, pictures, patterns, or other ornamentation and may not protrude from beneath the polo shirt. Long-sleeved, plain white shirts, including turtlenecks, are acceptable.
  - Shoes must be matching, closed-toe, and primarily solid in color (white, black, gray, dark brown, or maroon only). Footwear including, but not limited to, sandals, slippers, flip-flops, moccasins, and those that feature artwork, patterns (e.g. stripes, checkerboards, or polka dots), excessive ornamentation or lettering, high heels/wedges, or bright color(s) in excess may not be worn. Shoelaces must match and be solid in color (white, black, gray, dark brown, or maroon only) with no artwork, patterns, or lettering.
  - Socks must primarily be white, black, maroon or gray with no lettering, numbers, pictures, patterns, or other ornamentation. Minor product symbols are acceptable.
  - Hair must be neatly groomed and worn off the face. Extreme hair styles, coloring, dyeing, streaking, glitter, or ostentatious use of hair products are not allowed.
  - Hats, caps, and bandanas are prohibited.
  - Belts are optional, but if worn must be within the belt loops, remain buckled at all times, and be of appropriate length. Belts are required to be solid black or brown with no lettering, numbers, colors,

pictures, patterns, or other ornamentation. Belt buckles of a size or design that causes distraction are prohibited.

- Lanyards are prohibited from being worn as necklaces or dangled from shorts/pants pockets.
- Tattoos (real or imitation) are prohibited.

### ***GUIDELINES THAT WILL NOT BE PHASED OUT***

#### 2. Additional physical appearance standards for girls:

- No visible jewelry, with the exception of watches and one pair of small, nondescript stud earrings is permitted. Simple hair clips are allowed for the purpose of keeping hair out of the face. Girls may not wear excessive ribbons or other showy hair accessories.
- Mascara, lipstick, eyeliner, blush, or other decorative forms of makeup are prohibited.
- Nail polishes, including French manicures and hand-painted nails, and/or acrylic nails are prohibited. Senior girls may have light-colored nail polish.

#### 3. Additional physical appearance standards for boys:

- Hair must be kept at an appropriate length, may not be worn below the collar, eyebrows, or ears and may not be cut so short so as to display the scalp.
- No facial hair is allowed. Senior boys may have light facial hair.
- Sideburns may not be grown below the ears.
- No visible jewelry, with the exception of watches, is allowed. Boys are not permitted to wear earrings or studs.

#### 4. Student appearance that does not comply with the DHS dress code policy will result in referral to the Dean of Students and parent notification.

- Dress code policy infractions will be appropriately addressed and/or corrected while the student is detained by the Dean of Students. Detained students will receive no credit for any class work or formal assessment material missed while out of the classroom. A detained student's parent(s) may be required to furnish proper attire in the event of an extreme dress code violation or repeated offense.
- Any item of clothing that can be acceptably removed must be taken off and turned over to the Dean of Students. The student must be accompanied by a parent to retrieve the confiscated article(s) of clothing after school in the Dean's Office.
- A student wearing visible jewelry may be required to remove it. Jewelry will be deposited in the Dean's Office. Student must be accompanied by a parent to retrieve the confiscated item(s) after school in the Dean's Office.
- As a reminder, a uniform violation is considered a policy violation.
- Additional consequences will be implemented under the consideration of the DHS Disciplinary Committee for students who further violate the DHS dress code policy.

#### 5. Guidelines for "free dress" days:

- Only flat, closed-toe types of footwear are acceptable. Footwear including but not limited to sandals, slippers, flip-flops, and those that feature high heels/wedges may not be worn.
- Beyond the items of clothing mentioned above, no other alteration to the official DHS uniform, including but not limited to hair dyeing or streaking, extreme hairstyles, wigs, makeup, face paint, facial hair, nail polish, temporary tattoos, or inappropriate/unapproved clothing such as hats, caps, scarves, tank tops, and sleeveless shirts, is permissible. Students who fail to heed this condition are subject to referral to the Dean

of Students. Such clothing may be confiscated and returned to the students after school in the presence of the student's parent(s).

- Students who sport clothing containing graphics, logos, symbols, or language deemed inappropriate or in poor taste, including but not limited to those that represent or suggest illegal drugs, alcohol, tobacco, cigarettes, weapons, or gangs are subject to referral to the Dean of Students. Such clothing may be confiscated and returned to the student after school in the presence of the student's parent(s). Further attention from the DHS Disciplinary Committee may be warranted.
- DHS faculty members reserve the right to ask students to remove such articles of clothing that cause disruptions or otherwise prevent a student from satisfactorily participating in class.

## **Parking**

Only seniors may park on campus. Students who drive to school daily must obtain a parking permit in order to park on campus in the designated student parking areas. Parking applications are available in the Dean's Office. In order to receive a parking permit, a student must have a completed application form, valid driver's license, current insurance, current registration, and proof of payment from the school's main office. If the student does not have a parking permit on file in the Dean's Office, he/she is not allowed to park on campus during school hours. Students who park on school campus during school hours without a parking permit are subject to citation.

- 1<sup>st</sup> offense—warning
- 2<sup>nd</sup> offense—\$30 citation
- 3<sup>rd</sup> offense—\$60 citation

As a reminder, parents are not to park in students' parking spots.

## **Bullying Policy**

*To honor our selves, our community, and our country,  
we must honor each other. We reject bullying in all of its forms – physical, cyber,  
psychological, academic, and emotional – because we believe in the fundamental integrity of  
the human spirit manifested in our lives on and off campus.*

At AGBU Manoogian-Demirdjian School, we believe that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. Our school community is full of exceptional students, parents, teachers, staff, and administration who want to continue working and learning in a safe and welcoming school environment. In an effort to maintain a positive and safe environment, we will be implementing preventative strategies that support our anti-bullying efforts.

### ***What is Bullying?***

Bullying is generally defined as an unwanted aggressive behavior among students that involves a real or perceived power imbalance. It may involve verbal or non-verbal threats, physical assault, or other methods of coercion such as blackmail, manipulation, or extortion. It is an imbalance of power or a perceived imbalance of power where an aggressor and a victim are involved.

### **The Different Forms of Bullying**

Emotional, Psychological, Relational or Social Bullying: The act of blackmailing, defaming, extorting, humiliating, intimidating, isolating, manipulating friendships, ostracizing, rating or ranking personal characteristics, rejecting, terrorizing, or using peer pressure.

**Indirect Bullying:** The use of intimidation to cause physical or psychological harm on a third party. A person who engages in indirect bullying is sometimes referred to as the instigator or shot caller.

**Nonverbal Bullying:** The use of gestures, leering, posting threatening graffiti or graphic images, posturing, stalking, staring, or property destruction to demean, distress, or frighten.

**Physical Bullying:** The intentional act of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting, or tripping to cause or attempt to cause physical discomfort, injury, or pain.

**Verbal Bullying:** Hurtful gossiping, making rude noises, making threats, name-calling, spreading rumors, or teasing to cause emotional or psychological harm.

**Racial/Ethnic/Religious Bullying:** Bias based on ancestry, culture, ethnicity, language, nationality, race, religion, or skin color. Intergroup conflict may occur within or between socially constructed subgroups, such as between first and second generations of the same ethnic group. Bullying that targets ancestry, culture, ethnicity, language, nationality, race, religion, or skin color may be symptomatic of a larger problem of intergroup conflict, requiring systemic interventions.

**Sexualized Bullying:** Unwanted or demeaning conduct or comments directed at or about an individual on the basis of actual or perceived gender, sex, sexual behavior, sexual orientation, or other related personal characteristics, with the intention to humiliate. Examples of sexualized bullying include:

- Unwanted propositions or advances
- Using sexually degrading words to describe an individual or an individual's body
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes
- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

### ***What is Cyber Bullying?***

Cyber bullying is defined as the use of technology to harass, threaten, embarrass, or target by means of written, verbal, or visual messages/images. This may be done through email, instant messaging, chat room exchange, social media posts (Facebook, Twitter, Instagram, Vine, Snapchat, YouTube, etc.), or digital messages/images sent to a cell phone or personal computer, laptop, electronic tablet, etc. Cyber bullying, like traditional bullying, involves an imbalance of power, aggression, and a negative action that is often repeated.

### **Cyber-Bullying includes, but is not limited to:**

- Pretending to be someone else online to trick others or create false personal accounts in place of others
- Spreading lies and rumors about victims
- Tricking people into revealing personal information and using that information against that person
- Sending or forwarding hurtful messages through the use of technology
- Posting pictures of victims without their consent
- Purposefully humiliating another person to cause harm

AGBU Manoogian-Demirdjian School expects students and/or staff to immediately report incidents of bullying to the administration. Staff is expected to immediately intervene when they see a bullying incident occur. Each

complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school for a school-sponsored activity, and during the lunch/recess period.

*To ensure bullying does not occur on school campuses, this school will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.*

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to administration. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact administration. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

**The procedures for intervening in bullying behavior include, but are not limited to the following:**

- The school will make reasonable efforts to keep reports of bullying and the results of investigation confidential.
- People witnessing or experiencing bullying are obligated to report the incident. Such reporting will not reflect on the victim or witnesses in any way.
- The school will take appropriate actions (on a case-by-case basis) which may be, but are not limited to the following: counseling, creating an individual intervention program, meeting with parents, signing a behavior contract, meeting with the Disciplinary Committee, detention, and expulsion.
- Students who engage in bullying behaviors, bystanders, and victims of bullying will receive school counseling services when needed to help victims feel empowered and safe to help those who bully reduce their inappropriate behaviors, and to teach and reinforce socially appropriate behaviors.

All cases of bullying, which are reported, will have the appropriate follow-up. Members of the school community are encouraged to report bullying and can do so through the following parties: parents, teachers, administration, and school counselor.

Reported cases can be dealt with in several ways. It is recognized, however, that each case is different and may require a special approach. In all cases it is important to ensure:

- That victims are believed and made safe.
- That the principles of natural justice and due process are followed in regard to students reported for bullying.
- Individual students receive school counseling services provided by the school counselor, in addition to interventions designed to reduce problem behaviors and increase appropriate behaviors.

**To report a bullying incident**, the first step is to meet with our school-based behavioral health counselor to discuss the incident.

**Consequences for Bullying Behaviors**

For any violation of the anti-bullying policy, the following consequences will be applied in sequential order as each violation occurs. The school administration may apply more than one disciplinary action or skip a step, depending on the severity and nature of the violation.



### **Step 1: Reported Incidence of Bullying**

**School Response** - There will be an initial meeting with a school administrator to discuss the problem and possible solutions and to reinforce the fact that bullying will not be tolerated. A meeting with the parents of both parties is recommended, at which time the student who displayed the bullying behaviors will make a formal apology. The student that is responsible for the bullying will receive after-school detention.

### **Step 2: Second Reported Incidence of Bullying**

#### **School Response - Formal meeting with Parents**

Parents of the student who displayed bullying behaviors will be asked to meet with the school administrator, at which point previous documentation will be reviewed. A Behavior Contract or an Anti-Bullying Contract will be signed by both the student and the parent. Both students involved will be referred to the school counselor, and the student who displayed the bullying behaviors will receive after-school detention.

### **Step 3: Third Reported Incidence of Bullying**

#### **School Response - Disciplinary Committee Meeting**

In cases of severe or repeated bullying, the student and parent will be required to meet with the Disciplinary Committee, and the student will receive an alternate-to-suspension detention, which is a four-hour Saturday detention.

### **Step 4: Fourth Incidence of Bullying**

#### **School Response - Candidate for Expulsion**

In the event of dangerous bullying (such as serious violence or threat), or where repeated efforts to address the problem have failed, the Disciplinary Committee will determine whether the student will be a candidate for expulsion.

## **Search and Seizure Policy**

AGBU Manoogian-Demirdjian School is obligated to ensure a safe and orderly environment, and therefore, a school free from the presence of drugs, alcohol, weapons, gangs, gang-related activity, or any other potentially harmful disruptive material, and/or activity. The school considers it in the common interest of all members of the school community to cooperate with this endeavor.

In order to obtain a safe/orderly environment, the school may conduct searches of students, their book bags, lockers, vehicles, personal possessions, and their clothing when there is reasonable suspicion as determined by school officials, of the presence, use, and/or transfer of illegal or dangerous drugs, alcohol, weapons, and/or other potentially harmful, disruptive materials on school campus, the immediate area surrounding the school campus, or at any school-sponsored function.

AGBU Manoogian-Demirdjian School contracts the services of Interquest Canine Detection Agency in our efforts to provide the safest learning environment. Their canines are trained and certified to detect the odors from a multitude of illegal substances/material including marijuana, cocaine, methamphetamines, alcohol, gunpowder, and over-the-counter prescription drugs. When the canine is in detection mode, the dogs and their handlers are always accompanied by a school official. Detection by a dog constitutes reasonable suspicion for the school to conduct a search of the student's possessions.

When a canine alerts to the aforementioned, the student is informed of the canine's detection, is asked what the dog may be alerting to, and then is informed that his/her possessions will be searched. If the situation warrants "frisking" of the student or a further level of search, the student's parents/guardian will be contacted before the search unless pressing safety issues warrant an immediate search.

When a canine detects an odor on a child's possessions, parents are informed that a search was conducted as well as the results of the search. Searches that do not uncover prohibited materials are not recorded. All prohibited materials found in a search may be turned over to the police.

If a student refuses to permit a search of his/her possessions, a parent/guardian will be contacted for permission. Failure of the parent/guardian to give permission may result in the police being called to conduct the search. In addition, the student will be referred to the Disciplinary Committee for possible dismissal from AGBU Manoogian-Demirdjian School for failing to abide by the policies and procedures set forth in this Student Handbook as signed and agreed to on the AGBU Manoogian-Demirdjian School Acknowledgement Form.

## **Drug and Alcohol Policy**

AGBU Manoogian-Demirdjian School observes a zero tolerance policy pertaining to drugs and alcohol. It is our mission to provide a secure, alcohol and drug-free learning environment in which there is no such illicit activity.

Using, possessing, soliciting, or serving as an accessory to the transfer of any of the following is strictly prohibited:

- Illegal drugs
- Alcohol
- Tobacco
- Paraphernalia
- Contraband
- Any type of illegal substance or the misuse of prescription drugs

Students are strictly prohibited from attending school or school-related activities on or off campus under the influence of drugs or alcohol. Students may be subject to a drug and alcohol test and/or Breathalyzer if suspected to be under the influence. Those who violate this provision will be suspended pending investigation. The Disciplinary Committee will review the case, and in all likelihood the involved persons will be subject to expulsion. Moreover, additional steps may be taken with law enforcement if deemed necessary.

## **Weapons**

AGBU Manoogian-Demirdjian School is devoted to a climate of safety. In order to maintain a safe school environment, students are strictly prohibited from carrying, brandishing, using, or possessing weapons of any kind. They include but are not limited to:

- Guns/firearms
- Knives
- Razors
- Munitions
- Air/spring projectile guns (BB, paint, pellet, or dart)
- TASER guns
- Pepper spray
- Bats
- Batons
- Any object that can be used maliciously to inflict bodily harm

Any student caught utilizing and/or possessing any weapons will be suspended. The Disciplinary Committee will review the case and that student may face expulsion. Additional steps may be taken with law enforcement if deemed necessary.

## **Fighting**

A fight is defined as a physical altercation characterized by violent/aggressive behavior between/among two or more individuals with the intent of inflicting physical harm upon one another. The physical nature of a fight could be, but is not limited to: hitting, punching, slapping, grabbing, wrestling, grappling, pulling, tripping, kicking, and use of inanimate object as a weapon.

Students promoting, instigating, or contributing to a fight verbally or through other behaviors may be declared as a participant in the fight and incur the same consequences.

Students who violate the fighting policy will immediately receive detention, and will likely be subjected to a Disciplinary Committee review. The Disciplinary Committee will consider each case accordingly, based on the egregiousness of the violation. In all likelihood, a detention and a school service will be assigned. Violations that are more serious in nature could mandate an indefinite suspension, disciplinary probation, and possible expulsion.

## **Gangs and Gang-Related Activity**

The California Attorney General's office has defined a youth gang as follows: "A loose-knit organization of individuals usually between the ages of 14-24. The group has a name, is usually territorial, or claims a territory as under its exclusive influence, and may be involved in criminal acts. Its members associate together and may commit crimes against other youth gangs or against the general population."

AGBU Manoogian-Demirdjian School uses the following criteria in determining gang membership or affiliation:

- The individual freely admits membership. The individual has tattoos or other gang-identifying personal appearance.
- The individual readily associates with known gang members.
- The individual wears gang colors or clothing.
- The individual "tags" or marks his/her personal property, school property, or other property with gang names or symbols.
- The individual uses a special name that identifies him/her as a gang member.
- Official documentation from the police, probation, court records, or school records identifying the individual as a gang member.

AGBU Manoogian-Demirdjian School believes that gangs and gang activity is absolutely detrimental to the safety and learning environment established on our campus. Such criminal activity will not be tolerated. Any student who is suspected of a gang-related act will automatically be suspended pending investigation. Their case will be brought before the Disciplinary Committee for review and determination of consequences.

## **Theft**

Theft is defined as an act or instance of stealing or larceny. Thievery in itself is a dishonorable act which corrupts the integrity of our institution. Students who are caught with stolen property and/or the unexplained possession of missing property, or in the act of participating in such reprehensible behavior may be liable for monetary compensation and may be referred to the Disciplinary Committee and be subject to appropriate disciplinary action, up to and including dismissal from school. In addition, a police report may be filed.

AGBU Manoogian-Demirdjian School is not responsible for the loss of any personal property. Students are to be accountable for their own possessions and should store them in a safe, secure location. Backpacks and other personal belongings should never be left unattended.

## **Vandalism**

Vandalism is defined as deliberate or malicious destruction, defacement, or damage of property.

Students are strictly prohibited from committing acts of vandalism on, but not limited to: the school campus, school property, teacher's property, other student's property, neighboring properties, other school campuses, or any school-related, off-campus activity. Students who commit acts of vandalism may be liable for damages and will likely be assigned detention and community service. In addition, a police report may be filed.

## **Vulgarity/Obscenity**

Students are not to engage in vulgar, obscene, suggestive, or insulting expressions at any time. In addition, students are to refrain from disrespectful mannerisms, belligerence, and overt demonstrations or gestures which are intended to degrade, defame, or disgrace other individuals. Those who engage in such behavior, whether the content is general conversation or directed towards someone specific, will automatically receive parental notification and detention.

## **Detention and Saturday Detention**

Detention is a disciplinary measure imposed upon students who have violated the policies of the Student Handbook. A minimum of one hour of detention will be imposed for infractions and violations. Saturday detention hours may be imposed depending upon the circumstances and nature of the violation(s). Parents will be notified in all cases of detention.

In cases where a student has served more than one detention for similar reasons, he/she is subject to either Saturday detention or further disciplinary action as deemed appropriate by the Disciplinary Committee.

## **School Service**

School Service is defined as a service conducted by students as an alternative consequence to disciplinary action. The school reserves the right to implement a School Service in certain cases when it is determined to be an appropriate and adequate deterrent that will yield positive reformation. School officials will be present throughout the duration of such duties to supervise the service activity.

## **Disciplinary Probation**

A student will be placed on disciplinary probation if he/she has continually violated the general procedures and guidelines of the school or has been involved in particularly serious misconduct. Any student placed on disciplinary probation will be permitted to continue as a student at AGBU Manoogian-Demirdjian School on the condition that he/she shall not be involved in any of the following:

- school events, field trips, clubs, sports, and extra-curricular activities
- repeated violations of the general procedures and guidelines
- serious misconduct
- violation(s) of the specific terms of the probation

Notification of the conditions regarding disciplinary probation shall be discussed with parents.

## **Expulsion from School**

Whenever a student's behavior deteriorates to the point where school order is disrupted, or the moral, well-being, or good reputation of the students, faculty, staff, and school are jeopardized, the student forfeits the privilege of continuing his or her education at the school. In exceptional cases, it may become necessary to expel students after a single major violation of a school rule.

## **Amending Policies**

AGBU Manoogian-Demirdjian School reserves the right to amend, from time-to-time and as it deems necessary, any of the aforementioned policies and procedures. The intent of all policies is to enrich the students' learning environment in addition to maximizing their safety and well-being.

## **Concluding Remarks**

This handbook is intended to provide an extensive framework of policies and procedures ensuring that the school's values and mission are realized in the numerous environments where community members engage in academic, cultural, athletic, and artistic endeavors. However, the school recognizes the possibility of unique circumstances not addressed in these pages. In such an event, the Principal retains the right to exercise judgment in any and all matters related, but not limited to matters outlined in this handbook.