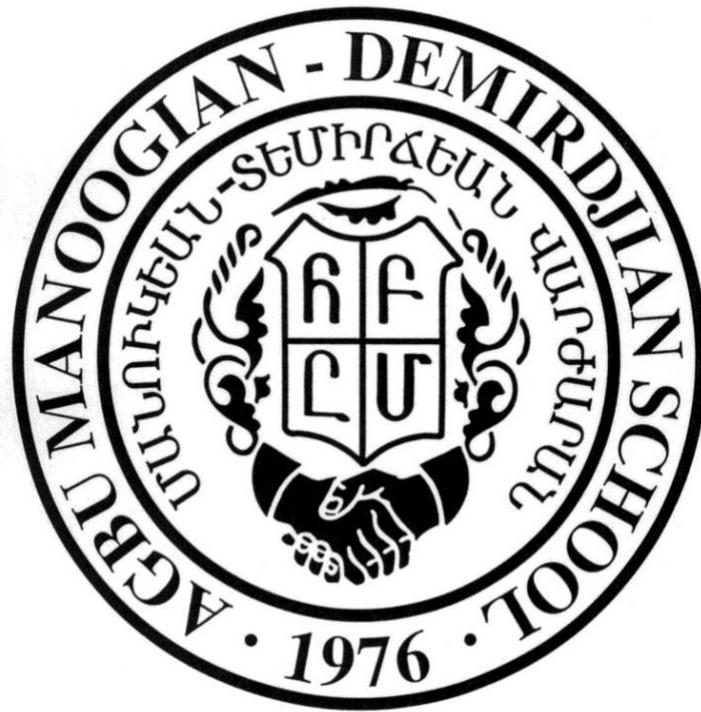


AGBU Manoogian-Demirdjian School



Elementary Parent and Student Handbook 2018-2019

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About the School

AGBU Manoogian-Demirdjian School (AGBU MDS) 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 3 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-12th 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 Common Core Standards for English language arts and math, and the CA Content Standards for science and social studies, 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 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 for the future.

Technology and its application to student learning is an integral part of school programs throughout the grade levels. The development of computer skills and the 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 MDS 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 12th 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)

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; 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.

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. The school website, Back-to-School Nights, personal conferences with teachers by appointment, and grade-level meetings are regular communication channels available to parents. Teachers of 3rd-5th grade utilize a web-based program (NetClassroom) to give parents and students continuous access to academic grades. Teachers communicate with parents and other staff members through the use of email on a daily basis.

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

1. The homeroom teacher or the specialist teacher for matters related to a specific class;
2. Counselors for academic/social/emotional/personal or college/career related matters;
3. The school 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 or staff members online (in social media or any online forum), on the school premises, adjacent to the 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 and disruptive attitude of a parent, as described above, might diminish the effectiveness of the education process to such a degree that continuation of the child in the school may be impossible.

School Day Schedule

K-3rd grade

8:00 am	Academic day begins
11:25 am - 12:06 pm	Lunchtime
3:25 pm	Dismissal

Parking Procedures/Drop-off and Pick-up

In order to ensure safety and orderliness, parents should follow the staggered drop-off and pick-up procedures:

Morning

- Morning parking is restricted to Preschool parents all year and Kindergarten parents until October 31st.
- Parents of 1st grade through high school students are expected to drop-off students in the designated drop-off areas and continue driving off campus using the Oakdale Avenue exit.
- Parents allowed parking privileges in the morning are expected to complete the drop-off process in five minutes, return to their cars, and leave campus, vacating parking space for parents arriving later.
- It is imperative that all parents driving on campus follow the directions of parking attendants on duty.
- All parents have the option of parking wherever legal parking is available on streets adjacent to the school while walking their student to class or conducting business in the school office or cafeteria.

Afternoon

- The gates on Hatillo Street open at 3:00 pm for Preschool parents only to pick up their children at 3:05 pm. Parents who do not have an older child (K-12) are expected to return to their car within five minutes and leave campus to open parking space for parents arriving later.
- If you have an older child, plan on arriving at the later dismissal time.
- Dismissal time for grades K- 5th is at 3:25 pm. Parents should pick up their students and leave campus in five minutes to make parking space available for parents arriving later.
- All cars must use the Oakdale Avenue exit in the morning and in the afternoon.
- All cars must be cleared from the blacktop by 3:50 pm to make way for after school student sports activities.

Student Sign-Out Procedure

All elementary students must be picked up by a parent/guardian and signed out from their homeroom classes during dismissal time. Students who haven't been picked up and signed out by 3:35 pm will be escorted by their teachers to the Chess classroom (Room 5-6) for extended day care. On Thursdays, day care is held in the Music classroom (Room 5-7).

If a child hasn't been picked up by 3:35 pm, they will be taken to extended day care.

Extended Day Care

For the convenience of working parents, extended day care is provided from 3:35 pm-5:30 pm, in the Chess classroom (Room 5-6), for an additional fee. On Thursdays, day care is held in the Music classroom (Room 5-7).

After-School Enrichment Programs

Students are offered a wide array of after-school activities such as sports and fitness, which vary each semester. Enrichment programs offered for our elementary students range from sports, cheerleading, dance, karate, science, robotics, cooking, etc.

Different sessions are offered in the spring and fall. An informative flyer is emailed to parents prior to the start of each session.

Health Policies and Procedures

The school has a full-time nurse on staff. A student may not visit the nurse without a valid medical concern. The nurse can take a student's temperature, and if he/she has a temperature of 100 degrees or higher, parents will be called to take him/her home. The nurse cannot give a student any medication, including 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, with written instructions by 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 all serious injuries. If necessary, the student will be taken to the nearest emergency hospital.

The nurse will also periodically check the students' hair for lice.

Parents should notify the nurse and administration about any allergies and provide a doctor's note. The nurse will document the student's allergies and any medications the student may require, including the administration of an Epi-pen. The documentation will be kept in the nurse's office and the student's teachers will be notified in order to take all precautionary measures

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 due to a medical condition (documented by a physician), the parent is asked to sign a form in the nurse's office. All medical records and immunization forms must be submitted to the health office by September 28, 2018. On the November tuition, a fine of \$100 will be assessed if the documents are not received by the deadline.

Every student's 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 F
- 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. Parents 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 your student contracts a contagious illness, please notify the school in order to inform the other parents.

Cafeteria (Café Charles)

The school cafeteria (a 250 seat facility) serves 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. Students will be required to use the online *LunchTime*® system to make food purchases, as cash payments will not be accepted.

Disaster Preparedness

The school has an emergency plan and the procedures are to be followed at the time of an earthquake or other emergency. Fire and earthquake drills are practiced periodically.

“No Candy” Policy

One of our goals is to improve the well-being of the entire community by teaching students ways to establish and maintain lifelong health through better eating habits and physical activity. In keeping with this goal, candy is restricted for students. Candy (or any processed food made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients) includes hard candy, jellies, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn. *The only time candy will be allowed is on Halloween day.* Staff may not provide candy to students under any circumstances as a reward, but candy may be used occasionally as an educational tool (e.g. sorting M&Ms). Parents should follow this policy when packing lunches and snacks for their children and when bringing treats for their child's class.

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.

Birthdays and Parties

A birthday is a special day in a child's life. The school is happy to share in the day. For class birthday celebrations, parents may make arrangements with their child's homeroom teacher. As a reminder, we are a Nut Safe school. If a 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. **AGBU MDS STRONGLY ENCOURAGES FULL-CLASSROOM INCLUSION** whenever possible for out-of-school birthday celebrations.

Social Media Opt-Out Policy

Parents and students should be aware that AGBU Manoogian-Demirdjian School regularly uses photos/images of students on the school website (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 would not like the student's image/name used on the school website or social media pages, they should inform school administration in writing and opt-out.

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, motivation, as well as daily home support.

Academic Standards

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. Students should demonstrate academic integrity in their work habits and schoolwork. If a student receives a C- or below in two core subjects (math, English, science, social studies, and Armenian), he/she will be placed on academic monitoring. When a student is placed on academic monitoring, an Academic Support Plan will be created with the collaboration of the student, parent, homeroom teacher, counselor, and vice-principal. The purpose of the support plan is to implement practices to improve the student's grades and work habits. Despite the implementation of an academic support plan, if the student continues to present with academic difficulty, a referral for formal, comprehensive assessment will be offered in order to identify contributing variables that may be impeding the student's progress, and assist in developing further supports.

A trimester grade of D or F in core subjects (math, English, science, social studies, 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.

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 cumulative file, and an after-school detention will be assigned.

Class Size and Placement

Each grade level has two sections of approximately 20-25 students. Students are grouped heterogeneously based on academic and social needs. The placement of students in each class reflects the professional judgment of both teachers and administrators. With the exception of special circumstances, students will not be switched from

their homeroom class throughout the course of the academic year. Changes will be considered on a case-by-case basis.

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. Teachers will email the one-week-schedules (OWS) of assignments, quizzes, and tests to parents on a weekly basis and post it on their class website.

Below are the guidelines of time allotments regarding homework, per grade level:

- K-1st – A minimum of 15 minutes to a maximum of 30 minutes per night
- 2nd – A minimum of 30 minutes to a maximum of 45 minutes per night
- 3rd-5th – A minimum of 10 minutes to a maximum of 20 minutes *per subject* each night

Teachers, parents, and students all play an integral role in the success of homework. Teachers provide the foundation in developing positive study habits. Homework assigned must be a review of the skills and lessons taught in the classroom. Teachers will provide appropriate feedback, as necessary, on each assignment. Parents should show an active interest in assignments, but limit their assistance. Parents should also provide encouragement and support to their child. Students need to complete all homework assigned and return it to their teacher on time. They must be accountable for the completion of their homework. Books and materials taken home must be returned as required. Work turned in must reflect the **student's best effort**.

Testing

Students are tested at regular intervals depending on the subject, 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, standardized tests are taken by students in elementary school to assist teachers and parents in assessing the progress, strengths, and needs of students in different academic areas.

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. 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. At the elementary level, grading is done on a trimester system. A trimester consists of 60 school days (13 weeks). At the end of each trimester, students will receive their report cards. During the middle of the trimester, students who are receiving C- or below in any subject will receive a mid-trimester progress report.

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.

Student Success Team (SST)

Teachers track student academic progress for all students throughout the course of the school-year. In the event that a student presents with difficulties accessing grade-level curriculum, parents will be notified by their child's teacher. The teacher and parent will meet to discuss the noted academic challenges, and discuss the steps to be taken to support the student in academic success. Students who continue to present with academic difficulty in one or more subject areas will be referred to the Student Success Team in order to facilitate a comprehensive approach to academic intervention.

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 be impeding their academic progress.

Services are offered on an individual, small group, and/or classroom basis, 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, and/or social/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 the 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 and 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 student 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 post-Tier 2, then Tier 3 intervention will be implemented. At the Tier 3 level, a formal referral for comprehensive assessment will be offered to assist in identifying a student's strengths/weaknesses and area(s) of need. Once identified, a formal Academic Support Plan (ASP), Behavioral Support Plan (BSP) and/or an Individualized Education Plan (IEP) will be put into place to best support the student within his/her academic environment.

Disciplinary Policies and Procedures

Standards of Conduct

The following student standards of conduct will apply at all times:

- Students will accept and respect directions from their teachers and all school employees.
- Students will respect the rights and property of other students.
- Students will demonstrate self-control while on campus and while attending school-related activities off campus, and show respect for the neighboring community.
- Students will keep their hands, feet, and objects away from others.
- Students will respect and care for all school property and equipment.
- Students will conduct themselves in an orderly manner while at school.
- Students will be on time and prepared for class.
- Student will refrain from disruptive/inappropriate behaviors.
- Students will follow the Dress Code Policy.
- Students will follow the Cell Phone and Electronic Devices Policy.

Grade Level Disciplinary Procedures

In grades K-3rd, disciplinary action will be taken within the context of the student's classroom. Students' teachers will hold student-led meetings and document incidences of problem behaviors. Should the intensity, frequency and/or nature of problem behavior(s) escalate, the teacher will request additional consultation and/or support from parents, the school counselor and the Student Success Team (SST).

Students in grades 4th-5th will follow the Disciplinary Hierarchy outlined below:

- **First Incident:** Student's teacher will document the incident on a Behavior Referral Form, noting the date and notes from the student-led meeting.
- **Second Incident:** Student's teacher will continue to document the incident on the Behavior Referral Form, noting the date of parent contact.
- **Third Incident:** Student's teacher will sign the Behavior Referral Form and submit to the counseling department. The counselor will contact the parent and develop a Student Support Plan to address the problem behavior(s).

Attendance/Absences

The educational process within the classroom environment demands daily attendance so students will be able to receive maximum benefits. Compulsory attendance is required by California Education Code 46010-16014/48200-48204 which mandates that all students ages six through eighteen attend school regularly. A student will three or more unexcused absences or tardies in excess of 30 minutes violates this code. If students miss 6 or more absences in a trimester, administration will schedule a meeting with the parents.

Our school is a closed campus with a security guard at the main gated entrance to monitor all who enter and leave.

Class participation is part of the grading in all classes. Therefore, student absences and tardiness can negatively impact a student's grades.

To the extent possible, parents and students should schedule appointments in such a manner that they do not occur within school hours. Parents have an obligation to report an absence on the morning of each day that it occurs, via phone or email. Also, parents should provide the homeroom teacher or administration with documentation regarding any circumstances that would lead to an extended period of absence. In the event that extended absences are warranted, the school must be informed so that a student support plan may be implemented during the student's absence and upon their return.

Truancy/Tardy Policy

Truancy is defined as the act or condition of being absent without permission. Students who are away from school without parental consent or a 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 go directly to their classroom and the tardy will be recorded. 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.

When a student is tardy to school or to a class, it creates difficulties for teachers, office staff, school administration, parents, and especially students, including the tardy student.

It is unfair to the **tardy student**. The tardy student misses important instruction that usually cannot be duplicated. By missing this instruction, the student's basic skill level may drop and even lead to failure in a particular class or classes.

It is unfair to the **parents**. When a student is tardy, some schools will notify the parents that day. However, most schools allow students to accumulate several tardies before they contact the parents. This can cause a disruption in the parents' daily routine. If the tardiness continues, a parent will be required to attend one or more meetings (e.g. parent/student, administrator, and teacher conference at school). Combination of excessive tardies and unexcused absences may result in a referral to the School Attendance Review Board.

It is unfair to the **students** who were on time and prepared for class. Their instruction is interrupted. Tardy students cause instructional time to be taken away from these responsible students.

It is unfair to the **teacher**. The teacher must stop instruction of students in order to allow the tardy student to enter. This creates a class disturbance for the teacher and the students who were on time and prepared for class. The teacher must correct the class attendance record. The teacher will attempt to "catch the late student up" with the class, and then will attempt to return all the students to the point in the instruction where the class was when it was interrupted by the late student. Continuity of instruction is extremely important for students. It can, and usually does, take several minutes to "get the class back on track." Important instructional time is lost.

For K- 5th grade, the school day begins promptly at 8:00 am. Students who are not in class by the start of the school day will be considered tardy. Such tardiness is noted on the student's record and also appears on the report card. Students are expected to be punctual to every class throughout the school day.

Tardiness

Tardy for 1st Period: Students are expected to arrive to school on time each day. If a student is late to school in excess of five times per trimester, a fee of \$25 (twenty-five dollars) will be assigned per incident. In the event of an emergency situation causing tardiness, we ask that parents email the school administration.

Tardy for All Other Periods: If a student demonstrates a pattern of truancy and/or frequent tardiness during school hours, teachers will follow the Disciplinary Hierarchy to address the problem behavior.

Cellular Phones and Other Electronic Devices

Students may bring cell phones to school. However, they must be turned off and kept in the student's backpack (and NOT in lockers for fourth and fifth-grade students) throughout the course of the entire school day. Students are permitted to utilize their cell phones on campus after 3:45, solely for the purposes of contact with his/her parent/guardian. Students may not use their phones on campus at any time for social media (children under the age of 14 are not permitted to utilize social media), games, apps, music, etc.

Cell Phone Policy: A cellular phone or other unauthorized electronic device displayed or being used during school hours will be confiscated and the following consequences will be incurred:

- **First Incident:** One-day penalty—Student must be accompanied by a parent to retrieve confiscated device from administration at the end of the school day after the confiscation.
- **Second Incident:** One-week penalty—Student must be accompanied by a parent to retrieve confiscated device from administration after the course of one school week.
- **Third Incident:** One-month penalty—Student will not be permitted to bring his/her cell phone to school for one month.
- **Fourth Incident:** Student will not be permitted to bring his/her cell phone to school for the remainder of the school year.

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

Internet Usage Policy

Parents and students should be aware that AGBU Manoogian-Demirdjian School regularly uses photos/images of students on the school website (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

The purpose of the 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 administrators and teachers from on a daily and consistent basis.

1. All students are required to wear the following school uniform throughout the entire school day:

- **Boys:** White polo shirt or maroon polo shirt with school logo, grey trousers/pants, (grey shorts to the knee on warm/hot days, NO CARGO PANTS), white cotton socks, and athletic shoes or rubber-soled walking shoes.
- **Girls:** Plaid skirt or plaid jumper, white polo shirt or maroon polo shirt with school logo, black leggings, white socks, and athletic shoes or rubber-soled walking shoes. Jersey-type shorts or shorts that hang under the uniform are not allowed.

ALL STUDENTS:

- Only school approved maroon sweatshirts /crewnecks are allowed.
- PE uniforms and athletic shoes on PE days and school approved days.
- On cold days, students are allowed to wear additional coats over the school approved sweatshirt/crewneck.
- Spirit shirts with PE shorts can only be worn on school-assigned days.
- Students can only wear "free dress" on school-assigned days.
- Shoes with inappropriate designs (for example: skull and bones), open toed shoes, and/or sandals are not permitted.
- Hats are not allowed on campus. Girls may wear solid color headbands or those that match the uniform only.
- Temporary tattoos are prohibited.
- Haircuts are to be appropriate, well-kept, and away from the eyes.

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.
- All forms of makeup are prohibited.
- Nail polishes are prohibited.

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 visible jewelry, with the exception of watches, is allowed. Boys are not permitted to wear earrings or studs.

Dress Code Violations

Upon arrival each day, homeroom teachers check students' attire. If a student is found to be out of dress code, he or she will be asked to rectify the problem immediately. If necessary, the student may be asked to wait in the main office until the parent brings the appropriate uniform attire, OR (if available) the school will provide the student with the appropriate attire at the parent's expense.

If a student demonstrates a pattern of violating the dress code, the following consequences will be incurred:

- **First Incident:** The homeroom teacher will notify the parents via email.
- **Second Incident:** Administration will notify the parents via email.
- **Third Incident:** A fee of \$25 will be incurred.

IMPORTANT: THE ADMINISTRATION MAY MODIFY THE DRESS CODE AS NEEDED IN ALL CASES. THE ADMINISTRATION MAKES THE FINAL DETERMINATION AS TO WHETHER OR NOT AN OUTFIT MEETS THE DRESS CODE STANDARDS.

Bullying Policy

At AGBU Manoogian-Demirdjian School, we believe that all students have a right to a safe and healthy school environment. The school community has 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 proactive 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.

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.

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 system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Bullying Intervention

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 any related 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 an 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.

Theft

Theft is defined as an act or instance of stealing or larceny. Thievery in itself is a dishonorable act which corrupts the certitude and 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, to, or during, but not limited to: the school campus, school property, a teacher's property, another 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 be referred to the Disciplinary Committee. 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 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 referred to the Disciplinary Committee.

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 learning environment for students in addition to maximizing their safety and well-being.

Acknowledgement Page

This handbook may be amended by the school at any time and any such amendment shall be binding upon all AGBU MDS students and families.

We acknowledge that we have received and read the 2018-2019 school year AGBU MDS Elementary Parent and Student Handbook/Contract and will abide by its policies and procedures.

Student Name

Signature

Date

Parent Name

Signature

Date

Parent Name

Signature

Date

School Bullying Prevention Contract

I have read the AGBU Manoogian-Demirdjian School Bullying Prevention Contract. I understand and agree to follow and abide by all rules listed. I also understand that additional rules and regulations may be added from time to time and they become a part of this agreement, and that this agreement remains in effect while I am a student of AGBU Manoogian-Demirdjian School.

Student Signature

Homeroom

Print Name

Date

I have read the AGBU Manoogian-Demirdjian School Bullying Prevention Contract. I have reviewed this information with my child and we both understand, and agree by the rules and consequences contained in this contract.

Parent Signature

Date

Print Name

Parent Signature

Date

Print Name