



AGBU Vatche and Tamar Manoukian High School

Student Handbook

2018-2019

2495 East Mountain Street, Pasadena, CA 91104 T 626. 794. 0363 www.agbumhs.org

TABLE OF CONTENTS

INTRODUCTION FROM THE BOARD OF TRUSTEES AND ADMINISTRATION.....	4
SCHOOL PHILOSOPHY.....	5
History	5
Mission Statement	5
Vision Statement	6
Spartan Way	6
Honor Pledge.....	6
Expected Schoolwide Learning Results.....	7
Non-Discrimination Policy.....	7
SCHOOL AND ATTENDANCE POLICIES.....	8
Promptness	8
Closed Campus	8
Emergency Announcements.....	8
Emergency Procedures and Drills	8
Early Dismissal Requests.....	8
School Hours	9
Appointments.....	9
Bell Schedules.....	9
Tardiness.....	10
Absences	11
Makeup Work	11
Truancy.....	12
Family Trip	12
Communicable Diseases and Student Sickness	12
Early Dismissal	12
School Visitors.....	13
Copier/Printer Policy	13
ACADEMIC POLIES, PROCEDURES, AND GRADUATION REQUIREMENTS.....	14
Grading Scale and Grade Point Average	14
Academic Averages	14
Academic Probation and Eligibility	15
Advanced Placement and Honors Courses	15
Class Rank.....	16
Honor Roll.....	16
Academic Awards Assembly.....	16
Final Exams – Review, Exams and Re-Exams.....	16
Scheduling	17
Grading Policy.....	18
Honor System and Academic Integrity	18
Retention, Promotion, Return.....	20
Student Testing, Learning Disabilities and Accommodations.....	20
Summer School.....	20
Graduation Requirements and Policy	21
STUDENT DISCIPLINE, SCHOOL AND BEHAVIOR POLICIES AND PROCEDURES	22
Conduct of Students	22
Bullying, Harassment and Hazing	23
Drugs, Weapons, Gang, Vaping and Alcohol.....	24

Demerit System	24
Social/Behavioral Probation	25
Conditions of Social/Behavioral Probation	25
Saturday Detention, Suspension and Expulsion	26
Conditions of Suspension	27
Disciplinary Reporting to Colleges and Universities	27
Conditions of Dismissal/Expulsion/Withdrawal	27
Cell phones, Personal Electronic Devices – Usage and Abuse	28
Technology Lab Policy and Computer Usage	28
Driving Privileges	28
Senior Privileges and Senior Pranks	29
Uniform Policy	29
Uniform Guidelines: Standard Dress Monday-Thursday	30
Uniform Guidelines: Friday	31
Uniform Guidelines: Formal Dress	31
Grooming Guidelines	32
STUDENT ACTIVITIES	33
Advisors	33
Senior/Freshmen Mentors	33
Clubs	33
Student Council	33
Community Service	34
Armenia Trip	35
ATHLETIC PROGRAM	36
Sportsmanship Code	36
Academic Probation and Eligibility	36
VISUAL AND PERFORMING ARTS PROGRAM (VPA)	37
BUSINESS AND MISCELLANEOUS POLICIES	38
Smoke Free Campus	38
Areas off Limits	38
Forms	38
Field Trips	38
Re-Enrollment	38
Financial Assistance	38
Financial Obligations	39
EMERGENCY/CRISIS MANAGEMENT	40
Earthquake	40
Fire	40
Active Shooter/Lockdown	41
Certification and Acknowledgement of Student Handbook	43

INTRODUCTION

To the Students and Parents of AGBU Vatche & Tamar Manoukian High School,

This student handbook is designed to provide helpful information to you and your family. The administration and faculty trust that every student can learn and excel at the highest levels given the proper opportunities and guidance. When it comes to a child's future, we believe no door should be closed, and no opportunity left unexplored. AGBU Vatche & Tamar Manoukian High School exists and operates to make a positive difference in the future of students and to prepare them for life and career in a safe, caring and appropriately rigorous environment.

Please read the following handbook and review it with your family. Although we encourage each student to grow as an individual and respect the talents and rights of every student, the school community must set standards for students for behavior and communication for our school to function optimally. Please review the following standards set forth in this Student Handbook. The School assumes that you will read them, understand them, and by signing the acceptance portion on the last page stating you will abide by these rules. The school believes mutual respect, honesty and courtesy are fundamental and the standard for behavior.

Our goal at AGBU Vatche and Tamar Manoukian High School is to create a loving and nurturing environment for all our students, and also teach each student to become independent, well-rounded individuals who can make a difference, realize their potential, and be empowered to always strive to be their best.

We look forward to working together as the AGBU Vatche & Tamar Manoukian Family in creating a wonderful academic and personal experience for each student.

Sincerely,

The AGBU Vatche & Tamar Manoukian Board of Trustees and Administration

SCHOOL PHILOSOPHY

HISTORY

AGBU Vatche & Tamar Manoukian High School is a 9-12 co-educational institution serving the Armenian community of the San Gabriel Valley. In 2007 AGBU Vatche & Tamar Manoukian High School received a full six-year term of accreditation. In its second accreditation cycle, the school received this distinction from the Western Association of Schools and Colleges (WASC) in 2013 and is currently in good standing as an accredited institution.

Since its founding in 2006, the school has developed a comprehensive academic program, planned with the goal of developing fundamental scholastic skills, analytical and critical thinking, study skills, and self-confidence in students to pursue college and career objectives. The school strives to foster student inquiry, creativity, and true love of learning in a supportive and caring school environment. Our rigorous college preparatory academic program, including Honor and Advanced Placement level classes in many subjects, meets and exceeds selective college and university requirements in California and nationally. Armenian studies are an integral part of the curriculum. It is intended to offer each student the opportunity to develop proficiency in the Armenian language and gain valuable knowledge in Armenian history, contemporary issues, culture and traditions.

Mission Statement

AGBU Vatche & Tamar Manoukian High School is steadfastly committed to cultivating the potential of each student in an inclusive and collaborative setting, which promotes academic excellence, cultural appreciation, and ethical conduct. We are committed to graduating students who are creative visionaries, critical thinkers, effective communicators, lifelong learners, and capable leaders, who are intellectually and socially equipped to meet the challenges of their emerging global environment.

Our Goals:

- To immerse our students in rigorous, standard based college-preparatory curriculum in all subjects, fully preparing them for higher education and subsequent professional achievement.
- To instill in our students an appreciation for their Armenian identity, empowering them to promote and preserve the Armenian culture and heritage both locally and globally.
- To inform our students about the fundamental ideals and outstanding accomplishments of Armenian General Benevolent Union (AGBU).
- To provide our students with individualized attention in a nurturing and supportive environment conducive to success.
- To inspire our students to become informed, responsible and socially conscious Armenian-Americans who embrace cultural diversity and make significant leadership contributions to humanity.

Vision Statement

AGBU Vatche & Tamar Manoukian High School is a premier Armenian educational institution of unparalleled excellence. It will continue to be recognized for its outstanding and unprecedented contributions to the edification of successive generations of Armenian-American youth.

Our Goals:

- To establish a 100% acceptance rate of graduating seniors to the world's most prestigious universities.
- To develop an expansive, state of the art, environmentally friendly campus.
- To ensure that exceptional teaching and learning is supported by superior teaching facilities, an exceptional learning and media commons, an impressive visual and performing arts center, and an incomparable sports complex.
- To foster the utilization of the latest technological innovations for instruction, study, information dissemination and security.
- To establish a comprehensive counseling program that expertly serves students' personal as well as pre-professional needs.

Spartan Way

The Spartan Way is the framework of AGBU Vatche & Tamar Manoukian High School. It is something that one feels when coming on campus, changing classes, listening to speakers in assembly, cheering our athletes, applauding our artists, recognizing our scholarship, addressing one another, and engaging in community service. The Spartan Way always maintains respect and pride for our teachers, administration, peers, and community. We as Spartans shall always conduct ourselves in a manner that represents our school and community in the best way. Spartan Pride is taught at AGBU Vatche & Tamar Manoukian High School and should always stay with each individual.

Student Pledge

As a member of AGBU Vatche and Tamar Manoukian School community:

- I will respect and protect the rights of teachers, students, administrators.
- I will practice academic integrity.
- I will express ideas and opinions in a respectful manner, which does not slander or offend others.
- I will abide by the rules and expectations of AGBU Vatche and Tamar Manoukian High School.
- I will be willing to assist in investigation of disciplinary offenses.
- I will follow the guidelines in the AGBU Vatche and Tamar Manoukian High School Uniform Policy.
- I will protect and take care of school property.
- I will represent the School and AGBU appropriately at all School related functions on and off school campus.
- I will strive to meet and exceed the courses of study prescribed by AGBU Vatche and Tamar Manoukian High School.

Expected Schoolwide Learning Results (ESLR)

Students graduating from AGBU Vatche & Tamar Manoukian High School will achieve the following Expected Schoolwide Learning Results (ESLR)

Skilled and Independent Learners & Thinkers

- Analyze and synthesize information from multiple sources.
- Creatively and efficiently apply critical thinking skills and practical problem-solving procedures in academic and real-life situations.
- Demonstrate effective communication skills through different modes of expression.

Academically Proficient Individuals

- Acquire a comprehensive knowledge base in all disciplines offered at school.
- Develop sound study habits and organizational skills.
- Prepare to meet the rigors of higher education and subsequent professional endeavors in a complex and diverse environment.

Armenian Heritage

- Acquire fundamental knowledge of the Armenian language, history literature, and culture.
- Strong sense of identity and pride for Armenian heritage.
- Prepare to participate in the Armenian community according to the core ideals of AGBU.
- Clear sense of responsibility to Armenia.

Effective Utilizers of Technology

- Expertly employ all facets of technology in their education.
- Gather, select, and apply information appropriate to academic and work demands.
- Consistently remain aware of technological innovations and implement them as needed.

Socially Responsible and Productive Global Citizens

- Aware of civic responsibilities and democratic principles.
- Contribute to improve the quality of life for themselves, their families, school, society and the environment through application of moral and ethical values.
- Demonstrate constructive and collaborative work ethics, healthy competitiveness, self-discipline, applied knowledge, and positive character traits in everyday life.
- Understand, respect and appreciate individual and cultural differences.
- Prepare to make significant leadership contributions to humanity.

Non-Discrimination Policy

The AGBU Vatche and Tamar Manoukian High School admits students of any race, color, nation, ethnic origin, sexual orientation and gender to the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, ethnic origin, sexual orientation and gender in administration of its educational policies, admissions policies, scholarship, financial aid, athletic and other school administered programs.

SCHOOL AND ATTENDANCE POLICIES

Promptness

The daily routine at AGBU Vatche and Tamar Manoukian High School encourages students to make responsible decisions about their use of time. Students are expected to arrive on time for all classes, assemblies, school service assignments, class meetings, and individual appointments with faculty. Students must always be in proper uniform and will be sent home with an **unexcused tardy** if they arrive to school not in full uniform.

Closed Campus

AGBU Vatche and Tamar Manoukian High School's campus is a closed campus from 7:30 AM to 3:12 PM. The campus is closed for all students during class time, break, and lunch. Leaving campus during the school day, unless there is a valid note or call from parent/guardian excusing the student is prohibited. Loitering or sitting in vehicles in the parking lot on campus is NOT PERMITTED. Students may not eat lunch in the parking lot.

School hours at AGBU Vatche and Tamar Manoukian High School are from 7:30 AM to 3:12 PM. AGBU Vatche and Tamar Manoukian High 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 quad area.

For all students leaving school before 3:12 PM, a Blue Slip must be obtained by the school office and presented to the Security Guard upon exit of the campus. If students elect to leave campus after 3:12 PM, the school bears no responsibility.

Emergency Announcements

All school or weather-related emergency announcements will be sent out to our school community via text, call or email. The school will inform the school community of any school closures, lock down, or other emergency relating to the school campus.

Emergency Procedures and Drills

AGBU Vatche and Tamar Manoukian High School will regularly participate in the necessary emergency drills such as earthquake, fire and lockdown. Students, faculty and staff are prepared for all emergencies.

In the event of an actual emergency, parents are not allowed to come onto the school campus until it has been cleared and opened per the proper authorities. Parents will receive notification and updates through the text, call and email system notifying and updating them about any situation.

Early Dismissal Requests

All requests for Early Dismissal are **to be brought to the front office before school** in the form of either a signed note or phone call from a parent or legal guardian.

School Hours

School Opens (7:30 AM)	Students are allowed on campus
Building Open (8:00 AM)	Students are allowed in the building and should report to 1 st period
Homeroom/1 st Period (8:10 AM)	Homeroom/First Period
Dismissal (3:12 PM)	Students may leave for the day
Faculty Office hours (3:15-4:00 PM)	Students may visit faculty for clarification or extra help. Appointments are recommended

In addition to all school holidays, the front office of the school will be closed the full week of July 4th, Monday – Friday, depending which day July 4th falls. Summer office hours are the following:

Monday – Thursday: 9:00 AM – 2:00 PM

Friday: 9:00 AM – 1:00 PM

Appointments

We will make every effort to meet with parents to discuss any school related matter. Please make an appointment with the front office. Unannounced appointments are difficult and usually will not be accommodated.

Bell Schedules

Monday (51 Minute Class, 4 Minute Passing Periods)		Tuesday – Friday (56 Minute Class, 4 Minute Passing Periods)	
7:30	End of Early Athletics	7:30	End of Early Athletics
7:50	Notice Bell	7:50	Notice Bell
8:00	Warning Bell	8:00	Warning Bell
8:10-9:11	1 st Period/Homeroom	8:10-9:11	1 st Period/Homeroom
9:15-10:07	2 nd Period	9:15-10:12	2 nd Period
10:07-10:45	Spartan Time/Break	10:12-10:30	Break
10:50-11:41	3 rd Period	10:35-11:31	3 rd Period
11:45-12:45	4 th Period (Sr. 5)	11:35-12:35	4 th Period (Sr. 5)
12:45-1:17	Lunch	12:35-1:07	Lunch
1:35-2:16	5 th Period	1:15-2:11	5 th Period
2:20-3:12	6 th Period	2:15-3:12	6 th Period
3:15-4:00	Office Hours	3:15-4:00	Office Hours

Tardiness

Students are expected to report promptly to all classes, activities, and appointments. The Dean of Students will be notified of students who are routinely tardy to class or to school; such a student will be subject to disciplinary action.

- All students arriving at 8:10 AM or later will be considered tardy
- Students who report to school later than first period, without an excused tardy may not participate in extracurricular activities that day after school (athletic or other)

The following are not considered valid reasons for tardiness and will not be issued an excused tardy under any circumstance:

- Congested traffic/commute and weather conditions
- Finding parking
- Missing ride to school
- Being sent home to return to school in proper uniform
- Any and all Non-Emergency appointments/circumstances

A parent note does not necessitate an excused tardy. It simply allows the school to know where the student has been. The school reserves the right to determine the status of a tardy. All notes must be turned into the front office before going to class.

- A student receiving more than five (5) un-excused tardy notices in one quarter will receive a one-hour after school detention
- 6th – 10th Tardy: One-hour detention after school for **each** tardy
- 11th -15th Tardy: Saturday detention for **each** tardy (9:00 AM -12:00 PM)
- 16th + Tardy notices: Referred to disciplinary committee for further review (including, but not limited to suspension, parental hearing, expulsion, etc.)

A student may not make up any classwork, test, or quiz if they receive an un-excused tardy for that class.

Grade reductions for excessive absences or tardies (excused or unexcused) will be calculated according to the chart below as recommended by the Director of Education.

<i>Number of Absences & Tardies</i>	<i>Grade Reduction</i>
1 over 5 th tardy or 5 th unexcused absence	1/3 letter grade
2 over	2/3 letter grade
3 over	1 letter grade
4 over	1 1/3 letter grades
5 over	1 2/3 letter grades
6 over	2 full letter grades
7 over	2 1/3 letter grades
8 over	2 2/3 letter grades
9 over	3 letter grades
10 over	3 1/3 letter grades
11 over	3 2/3 letter grades
12 or more over	4 letter grades

Absences

Parents or legal guardians must contact the front office no later than 8:30 AM to inform the school that the student will not be attending school. The Front Office will contact all parents/guardians after 8:30 AM if the parent has not called the front office. Students who are absent from school have two (2) school days to clear their absence. A parent or legal guardian must turn in an absentee note explaining the reason for the absence.

Absentee notes must include: Name of student, the present date, the date(s) of absence, the reason for absence, a parent/guardian phone number and signature. **If the reason for absence was due to a medical appointment, a signed doctor's note must be presented instead of a parent written note.**

Absences not cleared after the third day from returning will be marked as unexcused and will not be excused later. Students with three (3) or more unexcused absences are considered truant by the state of California.

Absences are excused for the following reasons:

- Student illness/injury
- Verifiable medical appointments that cannot be scheduled outside of school hours (Doctors note is required)
- Family bereavement
- Family emergency (must provide some information)
- An appearance in court
- College visit/interview
- School related activity (athletics or field trips)

All other absence reasons, including family trips/vacations are not excused – even with a note or prior notice. The school reserves the right to determine the legitimacy of all absences.

Makeup Work

1. It is the student's responsibility to contact the teacher and to obtain the assignments/exams missed during their absence. The minimum number of days allowed for such makeup should be equivalent to the number of days the student has been absent plus one day (teacher can use his/her discretion if more time is needed). Once the absence is excused, a make up slip will be sent to the teacher in order to allow make up work.
2. Student's work missed due to out of school suspension cannot be made up.
3. In providing makeup assignments, a teacher may provide an alternative assignment of equal scope and weight.
4. Credit will not be given for makeup work submitted by a student whose absence was unexcused and/or truant.
5. Students must be present at least 50% of the class time in order to be counted present and be able to do make up work and receive credit.

A student who is absent for ten (10 days or more) during a semester may be assigned failing or incomplete marks for that semester if the Administration deems that the student has not satisfactorily completed the class work. The only exception is for a verified student illness/injury. The Administration and Education Committee will meet to determine the proper recourse for this situation.

Truancy

A student who is absent from school without a valid excuse, or tardy for more than 30 minutes in 1st period or more than 5 minutes in any other period without a valid excuse is classified as truant. Truancy will warrant a disciplinary consequence.

Truancy Penalties:

- 1st offense: One-hour detention after school from 3:15-4:15
- 2nd offense: Saturday detention (9:00 AM – 12:00 PM)
- 3rd offense: Review by Dean of Students and disciplinary committee to determine appropriate consequence.

Family Trip

The school calendar provides a generous vacation schedule. Therefore, we strongly discourage family trips that result in students missing school. Such absences undermine the ethos of commitment and disadvantage to the student whose work is interrupted.

Even if the school has been notified in advance of an absence for a family trip, **the days missed are unexcused**. Teachers are under no obligation to provide the student with makeup work under these circumstances.

Communicable Diseases and Student Sickness

If a student acquires or is exposed to a communicable disease, parents are to notify the school immediately. Before a student returns back to school, the parent is required to provide the school by law a doctor's statement certifying the child's health and well-being.

You are not encouraged to attend school if you are sick. Students must bring a note from home when returning from short term illness, and a doctor's note for illnesses that exceed a week.

School personnel will **NOT** administer any prescription medication to students unless they have a medication form completed and signed by the doctor.

Parents/guardians must pick up any unused medication at the end of the school year. Any medication not picked up by a parent or guardian will be properly discarded.

Early Dismissal

Early student dismissal is only excusable for the following reasons:

- Illness during school
- Injury during school

Early dismissal may not be requested for

- Leaving early on vacation
- Non-emergency appointments or circumstances

If parents or guardians insist on taking student(s) out of class early, the absence will be considered unexcused and the missed work or exam(s) cannot be made up.

School Visitors

AGBU Vatche and Tamar Manoukian does not allow visitors on campus during the school day. However, visitors may attend if their visits have been arranged with the school administration and cleared in advance with the faculty involved. All visitors must sign-in the front office and obtain a visitor's pass. The visitor must wear this pass at all times when on campus. Any strangers on campus should be reported to any faculty or staff immediately.

Copier/Printer Policy

The Director of Technology will approve printing and copying in the Computer Lab. Students are required to print out papers at home, as well as submit assignments through Google drive or electronically. Students will not be allowed to use the printer to print out assignments or papers.

ACADEMIC POLICIES, PROCEDURES AND GRADUATION REQUIREMENTS

The following is a summary of the school's curricular requirements. AGBU Vatche and Tamar Manoukian High School students are expected to maintain a commitment to honor and have a good academic standing.

Grading Scale and Grade Point Average

Grade Point Average

ONLY grades earned at AGBU Vatche and Tamar Manoukian High School will be calculated as a part of a student's grade point average (GPA).

1. **Weighted GPA:** This is the most common GPA used internally, where all AGBU MHS classes are included, and students in honors and Advanced Placement (AP) courses can earn higher point values. A cumulative GPA will include all high school courses while a school-year GPA will only look at one grade level.
2. **Transcript GPAs:** Appearing on the AGBU MHS transcript that is sent to colleges are both school-year GPAs and a cumulative GPA. These GPAs also give more weight to honors and AP courses.

Many colleges calculate GPAs according to their own specific criteria, which may or may not be weighted.

Grading Scale

<i>Letter Grade</i>	<i>Percentage*</i>	<i>Calculation Value for GPA</i>	<i>Weighted value (for Honors and AP Courses)</i>
A+	98%-100%	4.333	5.333
A	93%-97%	4.000	5.000
A-	90%-92%	3.667	4.667
B+	87%-89%	3.333	4.333
B	83%-86%	3.000	4.000
B-	80%-82%	2.667	3.667
C+	77%-79%	2.333	3.333
C	73%-76%	2.000	3.000
C-	70%-72%	1.667	2.667
D+	67%-69%	1.333	1.333
D	63%-66%	1.000	1.000
D-	60%-62%	0.667	0.667
F	0%-59%	0.000	0

Academic Averages

Academic averages must be computed accurately. All grades must be reported in whole numbers.

- Quarter grades count 40% each; semester exams constitute 20% of the semester grades.
- Students who make a D or F for the final grade in a course are required to attend summer school. The highest earned grade will be a 70% and that grade will be the official grade on the transcript.
- Final semester averages due to passing a make up exam will be recorded as 70%.

- Honors courses (H) will be weighted 3 points, and Advanced Placement (AP) courses will be weighted 5 points after the course final average has been tabulated.
- Weighted averages will be used for purposes of class rank, honors, and all other grade related recognitions.

Academic Probation and Eligibility

Students must meet the following academic, behavioral and attendance expectations in order to participate in athletics and performing arts.

Eligibility Criteria and Expectations:

1. A student, who is not in attendance by the beginning of second period without a valid excuse for their tardiness/absence as determined by the school, may not participate in extracurricular activities that day after school.
2. Students must meet promotion requirements for the next grade level in order to play first semester athletics.
3. A student who achieves a 2.0 GPA with no F's is eligible for extra-curricular athletics and performing arts the following semester.
4. If a student on probation does not achieve a 2.0 GPA with no F's at the end of the probationary semester, he/she will lose eligibility for the following semester.
5. If any student has two or more total F's in the grades used to determine eligibility for a particular semester, there will be no probation period, he/she is immediately ineligible for the next semester.
6. A student who has lost eligibility must attain a 2.0 GPA and have no F's in the next grading period in order to regain eligibility. Eligibility cannot be regained by grades earned during summer school from another school.

Advanced Placement and Honors Courses

Advanced Placement (AP) and Honors (H) courses are offered at AGBU Vatche and Tamar Manoukian High School beginning in the freshman year. These courses are available to any student that has earned an overall year end B+ average for the prerequisite course. The teacher must recommend the student be eligible for taking such courses. This recommendation will be reviewed and determined by the Department Chair, teacher and Director of Education. **Taking the AP exam in May is a requirement.** Advanced Placement (AP) courses are college level courses that are very challenging and much of the emphasis is placed on the student's own ability to work without direct instruction.

Prerequisites are offered as a guideline to assist in registering for an AP or Honors course. If you do not meet the prerequisite and wish to take the course, you must speak to the Director of Education who will then consult both the teacher and the Department Chair.

Advanced Placement courses offered at AGBU Vatche and Tamar Manoukian High School are as follows:

- 10th Grade: AP World History
- 11th Grade: AP English Language and Composition, AP Environmental Science, AP US History
- 12th Grade: AP English Literature and Composition, AP Physics I, AP US Government, AP Calculus

It is possible for a student to acquire 27 college credits or more before leaving AGBU Vatche and Tamar Manoukian High School when scores are accepted by the college the student will be attending. Every college has a different policy regarding the accepting and awarding of AP credit.

Student Expectations:

- That you are committed to the coursework, which usually requires a greater workload and time commitment than standard courses.
- That you understand that AP courses require a high level of independence, intrinsic motivation, work ethic, and time management skills.
- That you understand that your choice to pursue AP level coursework is your commitment to the equivalent of college – level study, and your effort and behavior in the class will reflect this.

Class Rank

Valedictorian, Salutatorian, Class Rank, and all subsequent honors associated with grade point average for end of the year graduation considerations are determined after eight semesters. The students with the highest and second highest average will be Valedictorian and Salutatorian, respectively. **Students must be enrolled at AGBU Vatche and Tamar Manoukian High School during their entire high school career beginning in 9th grade in order to be considered for Valedictorian or Salutatorian recognition. This recognition is based solely on a student's cumulative weighted grade point average.**

Honor Roll

High Honors: 4.1 or higher; 94 or higher

Honors: 3.8 – 4.0; 90-93

Academic Awards Assembly

This assembly recognizes the accomplishments of the students of AGBU Vatche and Tamar Manoukian High School. Averages for highest academic average and honor roll will be computed using the annual GPA through Quarter 3. The faculty will recognize Highest Academic Average and a Faculty Award for any extraordinary effort.

Final Exams- Review, Exams and Re-Exams

Final Exam Review: Prior to exams, faculty will provide an overview and guidance to students in preparation for exams. These days are not optional days and students must attend these review days. Teachers are not obligated to send review information to any student who has an unexcused absence or truancy.

Final Exams: Final exams are given at the end of each semester. Final exams are to be designed for 90-120 minutes. Each quarter grade counts 40% and final exams count 20% in determining a semester grade. The year end grade is averaging the two semester grades.

Exams are not rescheduled for a student's or family's convenience. Please do not try to reschedule an exam by asking a teacher. Should extremely unusual circumstances cause a conflict with an exam, students should talk to the Director of Education.

Students must be punctual to exams. During the final exam schedule, students will be permitted to dress according to the normal Friday free dress guidelines. All students must hand in their exams to the proctor by the scheduled ending time; a student who arrives late to a final exam will not receive extra time in which to complete the exam. Students may not be dismissed early from exams, even if everyone is finished.

Any student who misses a final exam will receive a zero on that exam.

Re-Exams: If a student goes into the exam with a passing grade (70%) and as a result of a low final exam grade, fails the semester, the student is eligible for a re-exam. Upon passing the re-exam, the highest grade a student can earn is a 70 on the exam and a 70 for the semester. If a student does not pass the re-exam, the student will receive the highest grade earned.

Final Exams for Seniors:

- At the teacher's discretion, a senior may be excused from taking a final exam if he/she has earned a yearlong average of a 90%.
- A teacher may require a senior no matter the grade to take the final exam.

Scheduling

Students plan their schedules each spring assisted by the Director of Education, Department Heads, College Counselor and teachers. Parents are required to sign off on their child's schedule request form, prior to submission. Schedules are provided electronically to students in July.

Schedule Changes:

The academic schedule for grades 9-12 is built collaboratively utilizing a program that allows the school to optimize student requests while balancing teacher/student load, class size, and classroom availability. Therefore, schedule changes can have a serious effect on a student's ability to take desired classes, as well as affect class size, teacher assignments, and the overall master schedule.

Generally, if logistically possible, schedule changes will be granted under the following circumstances:

1. A clerical error was made in the schedule.
2. A senior needs to make a change in order to meet graduation requirements or college entrance requirements.
3. The teacher or student requests a more appropriate subject level for the student, pending department chair approval.
4. Prolonged illness resulting in excessive absences results in the work required of a full schedule impossible for the student to complete.
5. Successful summer school attendance, as determined by the department chair, requires a course-level change or the replacement of a previously scheduled class.
6. Courses have been incorrectly scheduled without the student having met prerequisites.
7. A selected course has been cancelled.

Add/Drop Period

Students who wish to make any changes in their schedules must do so by the end of the school day on the specified add/drop date.

<i>Schedule Changes for</i>	<i>Add/Drop Period</i>
College Prep and Elective Courses	Ends two weeks after the start of school
AP and Honors Courses	Ends three weeks after the start of school

Students wishing to make a change to their schedule may do so by following this procedure:

- Students may submit the add/drop form located on “Students + Student Forms + Academics” either in person or via email to gstambolyan@agbumhs.org.
- Once school begins, students must submit the add/drop form in person to the Director of Education with all required signatures. No email submissions will be accepted.
- Students must continue attending their classes until they see the change has been made via TeacherEase.
- In instances where a change cannot be made, students will be contacted via email by the Director of Education.

If the Academic Affairs Committee grants a schedule change after the deadline, any class dropped will appear on the student’s transcript with the notation “W” (withdrawn), unless recommended by the teacher. This is done in order to track internally and reflect accurately the student’s academic history and maintain the integrity of the student’s record. The AAC will then review the recommendation and determine the status of the W on the transcript. If the student receives a W, the course would therefore need to be retaken in Summer School, by an approved institution, for a grade of a C or better, prior to start of the next academic year.

Academic Affairs Committee:

The Academic Affairs Committee is an administrative body composed of the Department Heads, the Director of Education and the Head of School. Students with any special requests for modifications to their schedules—including any schedule change desired beyond the add/drop period—must submit these requests in writing. Petitioners to the Academic Affairs Committee must fill out a proposal to submit the Academic Affairs Committee and obtain the required signatures before submitting the completed form to the Director of Education, who convenes the committee to review these requests. The required form can be accessed on the AGBU MHS Website, by clicking “Students + Student Forms + Academics”.

Transfer of Grades for Dropped Classes

Students who are granted approval from the Academic Affairs Committee for the petition, may transfer out of an approved course at the end of an official grading period. The earned grade will transfer in its entirety into the new course. Students who complete a “level-change transfer” during Quarter 1 or Quarter 3 will NOT earn weight for grades earned in an Honors or AP course. Students will forego the weight earned after the transfer is completed, and will be granted an equivalent percentage transfer. The weight of AP or Honors courses will be earned and transferred at the end of Semester 1 and/or Semester 2 only.

Grading Policy

- All work turned in on time pertaining to excused absences will receive full credit
- All work turned in due to an unexcused absence or truancy will not receive any credit
- All late work is subject to the 20/20/20 policy of the school
- All work not turned in later than a week after the original assignment was due will receive a 60% when turned in

Teachers are to post deadlines for all make up and late work.

Honor System and Academic Integrity

In order to promote a school community which pursues academic integrity, fosters a culture of honor and trust, AGBU Vatche and Tamar Manoukian High School will not condone any form of lying, cheating, and stealing as representative of our school environment.

The AGBU Vatche and Tamar Manoukian High School community composed of students, faculty, staff and administrators will support one another to inculcate those values inherent within this preamble.

A community of individuals can live together only where the basic tenets of honor are the foundations of that community. At AGBU Vatche and Tamar Manoukian High School, lying, cheating, stealing, bullying, harassment and plagiarism are not acceptable.

Definitions:

- **Lying**: The intentional misrepresentation of facts to a member of the faculty, administration, or a fellow student. Forgery is a form of misrepresentation, as is improper use of the internet.
- **Stealing**: The taking or borrowing of property without permission of any item that is not rightfully the student's.
- **Cheating**: The giving or receiving of any unauthorized help on any pledges assignment; this includes passing on any information regarding an academic assignment to a student who has not yet written or started the assignment. This also includes homework that is checked or taken for a grade.
- **Plagiarism**: The act of taking the ideas, writing, and works of another and representing them as one's own. This applies to written works and cyber sources off the Internet.
- **Borrowing**: Articles may only be taken from another student with that student's expressed permission. Students may not give each other free and open access to their belongings.

Purpose: The purpose of the Honor System is to create an atmosphere of trust, honesty, and integrity with mutual respect among the administration, faculty and students.

Procedure:

- If a faculty member detects that an alleged violation of the Honor Code has occurred, the faculty member may handle the situation or may bring to the attention of the student, and Dean of Students and Director of Education who will then inform and involve the parent.
- If the faculty member chooses to handle the issue and the student has cheated, the student will receive a zero on the assignment and not be able to make up the assignment; parent will be notified by the teacher.
- If the faculty member wishes to bring the incident to the Administration, the faculty member will write up the incident report and turn it into the Director of Education and the Dean of Students, who will call the parent. The Faculty Honor Board and Education Committee will also receive notification of the incident.
- The Director of Education, Dean of Students and Faculty Honor Board will review the incident and offer their recommendation.
- The Head of School, Director of Education, and Dean of Students will notify the student and parents/guardians of the decision.

In all cases involving academic dishonesty, the involved student has the following rights:

1. Investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity.
2. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by the Faculty Honor Council, Dean of Students, and Director of Education.

Consequences:

All proven cases of dishonesty or act that violates the AGBU Vatche and Tamar Manoukian High School Honor System and Code shall be penalized, but not limited to the following:

- Reduced or Failing Grade
- A defined period of probation. If student is enrolled in an Honors or Advanced Placement course, student can lose eligibility of remaining in the class.
- Detention
- A defined period of suspension
- Expulsion from AGBU Vatche and Tamar Manoukian High School
- Any appropriate combination of the above

Additional consequences may include, but are not limited to, denial of academic honors. It should also be understood that there is no necessary connection between a first-time offense or multiple offenses. Depending on the nature of the offense, a student may be suspended or expelled as a result of a first-time offense.

Retention, Promotion, Return

At the end of the school year, subject level faculty meet with the Head of School, Director of Education, and Department Heads to discuss retention and promotion of students, taking into account their grades and other variables. The final decision rests with the Director of Education, Dean of Students, and Head of School. The decision is always centered on what is in the best interest of the student in order to assist the student in being successful going forward at school. Sometimes promotion may not be in a student's best interest.

The Parents/Guardian will be notified in writing if their child may not be asked to return for academic or behavioral concerns. A student will first be placed on probation and will be reviewed accordingly by the Dean of Students, Director of Education and Head of School.

Student Testing, Learning Disabilities, and Accommodations

Any student who has been tested by a psychologist and has been diagnosed with a learning disability, has the right to extended time and accommodations. The parents must submit the proper testing to the Director of Education for review. Based on the doctor's recommendations for accommodations, the parents, student and Director of Education will meet and formulate an educational plan for the student. This plan will be sent to the student's teachers informing them of the noted accommodations and/or extended time for all exams.

All testing information that is shared with the Director of Education will remain private and follow all standards set forth by the state of California regarding privacy.

Summer School

Many students attend summer school for enrichment, remediation, or advancement at other secondary schools or on college campuses. No course taken in summer school may replace any of the five academic courses required every term or any of the other required courses. The exceptions to this case of the student who has failed one or more of the required five solids (Armenian, English, Math, Science, or History) or wants to take an advanced course that is not offered at AGBU Vatche and Tamar Manoukian High School. The student will be required to repeat the failed work in an approved summer school or summer college program. If the student is a senior, the work must be completed before a diploma or transcript showing graduation is received. Summer school is determined by the end of the year final grade, not semester grade. Students who make a year-end of grade of D or F must attend summer school. Semester grades are formative evaluations and will not determine summer school status.

Graduation Requirements and Policy

Students who do not complete the prescribed graduation requirements in time to participate in graduation exercises **may not walk** at graduation.

Any student that receives a non-passing grade (D or F) on their year end report card MAY NOT WALK during the graduation ceremony. This new policy was adopted and will be implemented for the 2018-2019 school year and forward. There will not be any consideration to reverse this policy, and the Board of Trustees has unanimously agreed and voted on the implementation of this standard. The Education Committee will not hear any cases for appeal.

The following graduation requirements must be on file with the Director of Education prior to the awarding of diplomas:

- Complete all academic requirements, with a “C” grade (70%) or better
- Clear all financial and other responsibilities to the school
- Complete all community service hours (80 hours total)
- Take ACT or SAT

STUDENT DISCIPLINE, SCHOOL AND BEHAVIOR POLICIES AND PROCEDURES

Policies and regulations are essential to the functioning of any organization or community. At AGBU Vatche and Tamar Manoukian High School we have expectations and standards that our students must follow.

Students are responsible for their own conduct and actions and failure to abide by the following rules and expectations will not be seen as cohesive within the school community. We strive to create an environment where students learn to show respect for themselves, others and their surroundings. Rudeness, unkindness, disrespect or malicious behavior, whether physical, verbal, or written will not be tolerated.

The school has the right to impose discipline and penalties for conduct occurring both on and off campus. The violation of certain rules in this handbook may occur in either context. In addition, off campus behavior may be punished when it constitutes a major rules infraction or is a violation of the basic standards of ethics and morality expected by an AGBU Vatche and Tamar Manoukian Student.

Students who break the rules are referred to the Dean of Students. Multiple minor infractions may be subject to all penalties listed in this handbook including detention, loss of privileges, probation, suspension and expulsion.

Conduct of Students

Students are expected to be at school, in class on time, respectful, responsible, and to adhere to the proper dress code for the day.

Student behavior may not disrupt or hinder the teacher's ability to teach, another student's right to learn, or be deemed in any manner inappropriate or disruptive to the school culture.

Classroom Expectations:

- Come to school on time, be prepared, and ready to learn
- Be in your seat and ready to learn when class begins
- Be responsible for your actions, respectful of your teachers, and kind to your classmates
- Be honest in your dealings with others
- Take pride in having good manners
- Be recognized before speaking and leave your seat only with permission
- Demonstrate compassion, integrity, intelligence and determination
- Cooperate with fellow students
- Strive for excellence in an acceptable manner
- Respect other people's property and that of the school
- Meet and follow the standards of the Uniform Policy
- Practice academic honesty

Lockers:

- Do not change lockers without administrative approval
- Students will be issued a lock from the school, this lock is not to be changed, tampered with, or destroyed. Any student who changes their given lock will lose their right to have a locker and may be suspended or expelled.
- **Lockers must be locked at all times.** If a lock is left unlocked it will be locked by the administration or faculty, and the student will receive a detention.
- Sharing of lock combination is strictly prohibited

- School is not liable or responsible for damaged, lost or stolen items from lockers
- The school reserves the right to inspect, search, or open any locker at its discretion.

Bullying, Harassment and Hazing

Any form of bullying or harassment will not be tolerated on or off campus. The school has adopted a no tolerance stance for bullying and harassment. Students will be disciplined which will not be limited to detention, suspension or expulsion. Any form of bullying that violates the rights of another person will be sent to the proper authorities, per the discretion of the school.

All students must be allowed to work and learn in an environment free of harassment and unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior that is not welcome, personally offensive, or undermines or weakens morale. Any form of harassment, including sexual harassment, whether verbal, physical, visual, or electronic is strictly prohibited. This includes:

- Harassing messages communicated by email, the Internet, in person, text, social media or telephone
- Cyber bullying of any kind
- The sending of sexually explicit or nude photos over the Internet
- Offensive, unwanted physical contact such as patting, pinching, or constant brushing against another's body
- Offensive unwanted sex-oriented verbal "kidding," jokes or abuse
- Any racial, gender, or sexual orientation directed comments
- Any other form of intimidation or unsolicited objectional comments

If a student becomes aware of harassment of any kind, whether it be personal or not, or feels that he/she is a victim of harassment, this information should be communicated immediately with the Dean of Students. Any such complaint must be specific and should include all relevant information so that the school may conduct a thorough investigation. The School will investigate the complaint. Upon conclusion of the investigation, the school will take action to remedy the situation. The school will not tolerate any retaliation against a student who files a complaint or participates in an investigation regarding a complaint of harassment or bullying. However, anyone who makes a false claim of harassment or bullying will be subject to discipline, up to and including expulsion.

Hazing activities of any type is prohibited at all times. Hazing is defined as committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to any person in order for the student to be initiated into or affiliated with an organization or for any other purpose. All forms of hazing are strictly prohibited. If a student believes they are a victim of hazing or believe they have seen some type of acts that would be defined as hazing, they must report these incidents to the Dean of Students. If the students have reported this to any faculty or administrative member, it is the responsibility of the school to conduct a thorough investigation. The administration will take appropriate action to remedy the situation. The school will not tolerate any retaliation against a student who files a complaint or participates in an investigation involving hazing.

Students must respect the rights of others. At no time, on or off campus, will the school allow a student's right to be violated. If a student feels their rights have been violated, they need to contact the Dean of Students who will conduct a thorough investigation. The Administration will take appropriate action to remedy the situation.

Drugs, Weapons, Gang, Vaping, and Alcohol

AGBU Vatche and Tamar Manoukian High School is a safe, smoke, drug, vape, and alcohol-free school. The unlawful use or possession of a weapon or the possession or distribution of drugs, alcohol, vape, or direct or indirect association with any gang related activity is strictly prohibited at school and in the association with all school related activities, and traveling to and from school. **The school reserves the right to check lockers, search students, and to use the canine corps when such action is deemed appropriate. We will respond to the fullest extent of the law. Expulsion is automatic.**

The following policies are in full enforcement at AGBU Vatche and Tamar Manoukian High School:

- The use, sale, or possession of drugs, vaping, cigarettes, e-cigarettes, or alcohol on campus or any school function.
- **NO SENIOR IS TO BRING ANY DRUGS, ALCOHOL, CIGARETTES, OR VAPING SUBSTANCES TO VERTCHEEN ZANK. FAILURE TO ABIDE BY THESE RULES WILL NOT ALLOW THAT STUDENT TO WALK AT GRADUATION**
- The use, sale or possession of drugs, vape, cigarettes, alcohol during vacation time or school sponsored trips is prohibited. Students who use any of the above items on a school related activity or Armenia trip will be expelled.
- Smoking and other tobacco use is not permitted on or off campus, on school bus, or when students are representing the school. This includes but is not limited to cigarettes, e-cigarettes, e-hookahs, vapes, Jules, and chewing tobacco.
- The possession of drugs by anyone and the purchase of alcohol or tobacco by minors is against school policy, but more importantly illegal.

Demerit System

The School has implemented a demerit system for disciplinary procedures.

1 Demerit

- Late Notes
- Violation of locker rule

2 Demerits

- Late to class
- Littering, disruptive horseplay/boisterous
- Missed faculty appointment
- Dress code violations (minor)
- Hats and hoodies
- Unprepared for class (materials)
- Excessive talking
- Food, drinks in class (other than plain water)
- Improper beard length (senior boys)
- Improper growth of facial hair (underclassmen)

3 Demerits

- PDA (public display of affection)
- Students are not where they are supposed to be
- Head down on desk (if students are sick, then needs to be sent to office)
- Chewing gum

4 Demerits

- Littering
- Dress code violation (improper dress) – change/detention
- Improper hair cut for boys (above the ears and off the collar), improper parking (nose in, within space allotted)

5 Demerits

- Foul language

10 Demerits in a quarter = Saturday morning detention (9:00 AM – 12:00 PM).

Teachers are the first line of discipline and allowed to give before school, break, lunch/or after school detention when deemed appropriate.

STUDENTS WHO ACCUMULATE TEN (10) DETENTIONS IN THE COURSE OF THE SCHOOL YEAR OR HUNDRED (100) DEMERITS WILL BE EVALUATED BY A FACULTY COMMITTEE.

Social/Behavioral Probation

A student will be placed on social/behavioral probation when the Dean of Students, in conjunction with the Head of School, and the Director of Education, to judge that a change of behavior and attitude is necessary if the student is to continue at AGBU Vatche and Tamar Manoukian High School. A student may be placed on social/behavioral probation if the student has been suspended or involved in other serious misconduct. The student will be allowed to continue at AGBU Vatche and Tamar Manoukian High School on the condition that the student is never again involved in any serious misconduct. Violation of this probation will result in the student being brought before the Head of School and executive administration for review.

Social/behavioral probation may be imposed at any time. The term of social/behavioral probation is at the discretion of the Administration. **Violation of the terms of probation may result, at the discretion of the Administration, in expulsion or denial of re-enrollment contract.**

The most probable, but not the only, causes for probation are:

- A student has been suspended more than once in a year;
- A student's conduct has violated school rules—either one time or repeatedly—but did not warrant expulsion;
- A student has repeatedly exhibited behavior that is disruptive to the learning environment and/or community life;
- A student has exhibited—either one time or repeatedly—behavior that has in any way violated the well-being and safety of other members of the school community.

Conditions of Social/Behavioral Probation

A contract delineating the exact terms of probation will be provided at a mandatory parent conference. This contract must be understood and signed by the student and the student's parents or guardian and filed in the office.

A student on probation must abide by all school rules (no exceptions are made for excessive tardies, uniform/dress code violation, etc.). A student on probation must meet regularly with the Dean of Students. In most instances, a re-enrollment contract will be withheld if the student is on probation.

Saturday Detention, Suspension, and Expulsion

Actions resulting in a Saturday detention, suspension and possible cause for dismissal or expulsion include, but are not limited to, the following:

- Academic dishonesty
- Accumulation of four or more uniform/Friday dress code infractions within a single semester
- Accumulation of twelve or more tardies within a single semester
- Being placed under arrest
- Bringing disrepute to the school name
- Bullying
- Cutting class
- Distributing flyers or selling tickets on campus at any time for any event not sponsored by AGBU Vatche and Tamar Manoukian High School (including but not limited to “before- and after-parties”)
- Engaging in illegal behavior and/or suggesting others do so
- Failing to appear before the Faculty Honor Board
- Failing to complete community service by the specified deadline
- Falsifying school forms or documents
- Hazing or harassment, including sexual harassment
- Highly inappropriate and/or threatening behavior, including but not limited to abusive and/or offensive language and repeated disrespect, on campus, while using the school-sponsored bus service, or at any other school-sponsored event or activity
- Inappropriate use of technology
- Leaving campus without permission
- Lying to a teacher, staff member, or administrator
- More than one citation for dangerous driving on campus
- Physical confrontation, including but not limited to fighting
- Possession, sale, use, or distribution of drug paraphernalia (possibly including vaporizers, e-cigarettes, or similar devices), explosives, weapons, and/or other contraband on campus or during any school-sponsored event, function, trip, or activity and/or on the way to and from campus, school-sponsored events, functions, trips, or activities
- Posting, publication, or sharing of inappropriate pictures or audio or digital recordings taken or made on campus or off campus at school-sponsored events
- Setting off an emergency alarm falsely
- Soliciting, sending, or distributing inappropriate photos or other materials
- Stealing
- Taking inappropriate pictures or making inappropriate audio or digital recordings on campus or off campus at school-sponsored events
- Unauthorized absences
- Use of tobacco and/or other nicotine products
- Use of vaporizers, e-cigarettes, or similar devices
- Vandalism
- Violation of community values
- Violation of the Alcohol and Drug Policy, which strictly prohibits possession, use, sale, distribution, or being under the influence of any illicit drug, alcohol, or other intoxicant on campus or during any school-sponsored event, function, trip, or activity and/or on the way to and from campus, school-sponsored events, functions, trips, or activities

Conditions of Suspension

A student who is suspended may not attend classes, may not attend practices or rehearsals, and may not attend or participate in any school-sponsored activities on the day(s) of the full-day detention or suspension. A suspended student may not come on campus for any reason.

A student who is suspended is responsible for all homework assigned during the student's absence and for all notes and other subject matter given out in class. As with any other planned absence, late penalties may be assessed for work that is not turned in or assessments that are not made up within the allotted time period. A suspended student is, for the time the student is suspended, under the direct responsibility of the student's parents or guardian.

Suspensions are reported to the college counseling office.

Following a suspension, the student's parents and the student are required to meet with the Dean of Students and Head of School to readmit the student to school.

Disciplinary Reporting to Colleges and Universities

It is AGBU Vatche and Tamar Manoukian High School policy to report disciplinary infractions when this information is requested by the college, educational program, or other institutions to which the student has applied. The circumstances under which this reporting occurs includes but are not limited to those listed below.

- When forwarding such information is a part of the normal admissions process of the institution
- In response to a request from that institution, and/or
- When necessary in order to update or clarify information previously supplied

Suspensions

The student must report any instance of suspension to colleges personally when requested to do so on the college application. This reporting must include a reflective statement, a copy of which the student will provide to the college counselor. Ideally, this statement is written while the infraction is still fresh in the student's mind.

AGBU Vatche and Tamar Manoukian High School will report to colleges, universities, and other educational institutions any academic or behavioral infractions by a student when off-campus suspension—*for any length of time*—follows as a consequence for the student's violation of a community standard or policy. The infraction will be noted on the student's Secondary School Report filled out by the college counselor when the institution to which the student is applying requests disciplinary disclosure from AGBU Vatche and Tamar Manoukian High School. The college counselor will also include comments about the circumstances surrounding the disciplinary action in the letter of recommendation. This disclosure will be accompanied by the student's reflective statement.

If the disciplinary action occurs after the college application has been submitted, and the institution has requested this information as a part of the admissions process, the Head of School will report the incident and send the student's reflective statement to the college(s).

A student's disciplinary records do not appear on the student's high school transcript.

Conditions of Dismissal/Expulsion/Withdrawal

A student who has been dismissed or expelled from AGBU Vatche and Tamar Manoukian High School or who has withdrawn from the school may not be present on campus without explicit written permission from the Administration.

Cell Phones, Personal Electronic Devices – Usage and Abuse

Students may have cell phones or personal electronic devices at school but may not use them during the hours of 8:10 AM-3:12 PM on campus without faculty permission/supervision pertinent to class. Usage in secrecy is considered a violation of this policy. All technology devices are to remain off and not visible during the school day. The use of texting is considered a violation of this policy.

- Should you need to get an important message to your child, please contact the school office at (626)794-0363.
- Should your child need to contact you, the school phones will be available to them after acquiring proper permission.

Violations and Consequences:

- 1st Offense: Cell phone or electronic device will be confiscated for one week + after school detention
- 2nd Offense: Cell phone or electronic device will be confiscated for two weeks + Saturday detention
- 3rd Offense: Cell phone will be confiscated for the remainder of the year + possible suspension

Technology Lab Policy and Computer Usage

The computer network is provided for students, faculty and other school employees to conduct research, store data, and communicate with others. All students are expected to follow all technology lab rules and abide and sign the Technology Policy Agreement. Improper usage of the computer network by students is considered a violation and will be handled as a disciplinary matter. Suspension and prohibition from the computer lab and learning commons may be a result of failure to abide by the rules and regulations outlined.

The following are considered improper use of the computer network and may result in detention, suspension, or expulsion. Please read the Technology Policy Agreement for further explanation and details regarding the technology rules at AGBU Vatche and Tamar Manoukian High School.

- Sending or displaying offensive messages, pictures or sounds
- Attempting to access inappropriate sites unrelated to school assignments
- Changing any setting on any computer without permission
- Using obscene language
- Harassing, insulting, bullying or attacking others through social media, the internet, email or any form of technology
- Damaging computers, computer systems, software, or computer networks
- Violating copyright laws
- Copying software to or from school computers
- Using anyone's identity but one's user ID or password
- Gaining unauthorized access to computing or network sources
- Using the school's computers or networks for commercial purposes

Driving Privileges

Driving on campus is a privilege. While on school property, the speed limit is 5 MPH. Reckless driving and horseplay are absolutely forbidden. The school reserves the right to determine what constitutes reckless driving and horseplay, as well as the right to determine the corrective measures, such as losing driving privileges on campus. The school bears no responsibility for any damage, theft or accidents occurring on campus. The responsibility falls on the driver and parents (if minor).

All student vehicles are to be parked properly and the nose of the car is to face in.

Senior Privileges and Senior Pranks

The following are the approved Senior Privileges for the 2018-2019 school year. If the senior class would like to add any senior privileges, they must submit in writing their request. Seniors will submit these privileges to the Administration, who will then bring it to the Board of Trustees. The Board of Trustees will vote to approve or not approve the privileges submitted. AT ANY TIME, the Administration and Board of Trustees can revoke any or all senior privileges.

Approved privileges:

- Order lunch out once a month
- First to dismiss at all assemblies
- Front row seating at all assemblies
- Five-minute early lunch
- Early exams second semester
- Appropriate beard length for boys (1/4 inch)
- Design senior t-shirt
- Senior Ditch Day
- Once a month senior breakfast with Advisor
- Special eating area
- Senior Jackets
- Seniors may wear sweatshirt of college/university attending in 2nd semester

Senior Prank:

Senior Pranks are not tolerated at AGBU Vatche and Tamar Manoukian High School. Any act that is seen as a senior prank will be punished. **Students who participate in any form or type of senior prank will NOT BE ABLE TO WALK at graduation, and risk expulsion before graduation.** The school reserves the right to determine what constitutes a Senior Prank, as well as the right to determine the proper disciplinary measure.

Uniform Policy

All students must purchase approved uniform items from the vendors listed below. All polos must be navy, light gray, or white (with school logo). All bottoms must be charcoal gray or AGBU MHS plaid, in the case of the girls' skirt.

All pants, shorts and skirts must be listed as an approved uniform item.

All clothing – uniform and free dress- must fit properly and be in good condition. The faculty and administration reserve the right to determine whether or not any item of clothing is appropriate. Students will be sent home to return in proper uniform and will not be given an excused tardy. They also will be asked not to attend class if dressed inappropriately and will lose their Friday Club Sweatshirt Privilege, free dress Friday, and receive detention.

Proper dress is important in creating an acceptable academic and social climate at the school.

UNIFORM GUIDELINES: STANDARD DRESS MONDAY-THURSDAY

Pants +Shorts+ Skirts

- Must be an approved AGBU MHS uniform item
- Shorts and Skirts must reach to the fingertip length or lower
- All Pants and Shorts must be charcoal gray (no light gray allowed)
- Under garments must not be visible
- NO Jean material, NO Jeggings, NO Leggings to serve as pants (leggings only allowed under skirts)
- Skirts must be AGBU MHS Plaid from approved vendor

Shirts

- Must be an approved AGBU MHS uniform item
- Must have AGBU MHS Emblem
- Under garments must not be visible
- If you choose to wear an undershirt under your Polo, it must be plain white with no logos, emblems, or patterns.
- Polo Shirts may be white, light gray or navy
- On cold days, students may wear a white, navy or gray thermal under their polo. No black thermals allowed

Please note that as of the 2019-2020 school year, white polo's will no longer be considered uniform. However, since this a transition year, we will allow the white polo for the 2018-2019 school year.

Sweaters, Sweatshirts and Jackets

- Worn over the uniform polo shirt
- Must be approved AGBU MHS (navy or light gray) or Booster Club School Sweatshirt – Club sweatshirts only on Friday
- 2nd Semester only, seniors who have been accepted and plan to attend a specific college or university may wear college sweatshirt
- Approved cardigan with logo
- For Cold Days, students may wear a navy jacket or coat over their uniform and school approved sweatshirt.

Leggings, Yoga Pants, or Tights (optional)

- Only acceptable if worn under AGBU MHS plaid skirt
- No ripped tights or leggings
- No sheer tights or leggings
- Must be solid black – No patterns, No emblems or logos

Shoes and Socks

- Shoes must be closed-toe
- No slippers, moccasins, UGGS, or other footwear intended as loungewear
- Socks must be white

UNIFORM GUIDELINES: FRIDAY

The Standard Uniform and **Club Sweatshirts may be worn instead of School Sweatshirt**

Last Friday of every month – Free Dress

Free Dress Guidelines

Free dress days will be given on the last Friday of each month when it is clear that all students in the community are working to adhere to the uniform guidelines. Free dress and/or theme dress is often granted for special events

- No clothing with graphics or photographs regarding tobacco, alcohol, illegal substances, or inappropriate pictures or language
- Skirts and short length must be fingertip length or lower
- No pajama slippers
- No article of clothing that are low cut or high cut
- No spaghetti straps, strapless, or halter tops
- No clothing that allows under garments to show
- No sheer clothing

UNIFORM GUIDELINES: FORMAL DRESS

No hoodies may be worn AT ANYTIME during formal uniform.

Gentlemen:

- Gray Slacks
- White long-sleeved button-down dress shirt (oxford)
- If you choose to wear an undershirt under your dress shirt, it must be plain white with no logos, emblems, or patterns.
- **NO POLO SHIRTS ALLOWED**
- School Plaid tie
- Black Belt (solid)
- Black Shoes (solid), no tennis shoes with colors, black tennis shoes allowed
- Black Socks
- Navy blue blazer with school logo

Ladies:

- AGBU MHS plaid skirt
- Black, solid, opaque non-sheer, non-ripped, no patterned or logo tights or leggings (optional)
- White long or short sleeved dress button down blouse with sleeves and collar
- **NO POLO SHIRTS ALLOWED**
- Plaid school tie
- Black shoes- heel height not to exceed 1", no tennis shoes with colors, black tennis shoes allowed
- Navy blue blazer with school logo
- No open-toe shoes

GROOMING GUIDELINES:

Students are to be well groomed at all times. Styles are not to be a distraction to teachers, students and administration.

Beards and Facial Hair:

- All Freshman, Sophomores and Juniors are to be clean shaven
- Seniors: facial hair is to be neatly and tightly groomed, cut at ¼ inch length. Seniors who elect to have a beard should have a trimmed and maintained beard as a matter of proper grooming and hygiene.

Hair, Make-up, and Nails: Ladies and Gentlemen

- Hair is to be in good taste. No unusual styles, unnatural looking coloring, or extreme haircuts.
- No dark colored nail polish is allowed during school hours. Nails must be an appropriate length and shape.
- Make-up must be applied tastefully and naturally. Heavy amounts of make-up are not allowed.
- Gentlemen are not to wear buns, ponytails, or braids.

STUDENT ACTIVITIES

Advisors

Each student will be assigned an advisor for that year. Advisors are an immediate contact for students outside of their daily routines with their teachers, coaches and other students. The advisor is a safe place for students to go when they have an issue. Advisor and advisory group lunches will occur once each quarter. Advisory groups will work together for outreach programs, and other special activities occurring on campus.

Senior /Freshmen Mentors

Each Senior will be assigned one or more Freshmen to mentor for the school year. Senior mentors are there to advise and help the freshmen become adjusted to high school. Senior/Freshmen mentors will meet once each quarter for lunch on campus. The relationship between the Senior and Freshman student creates a special, family connection which is in line with the values taught at AGBU Vatche and Tamar Manoukian High School.

Clubs

AGBU Vatche and Tamar Manoukian offers many different clubs. Clubs meet at lunch or after school. Clubs must be approved by the Administration and must have a teacher/advisor. The Dean of Students will oversee all approved clubs.

Student Council

The goal of a Student Council Association (SCA) member is to be a responsible representative and voice of the student body. The SCA assumes much of the responsibility of organizing school activities, functions, and fundraisers and helps create a positive and productive high school environment. Members of SCA are representatives of the school and are viewed as leaders by the teachers, administrators, and other students. It is expected that SCA members serve as role models by remaining respectful to teachers and others in authority, kind and courteous to schoolmates, and maintain exemplary grades and citizenship. Students are also expected to exercise good judgement and self-discipline at all times. The SCA must always represent the school in a positive manner both on and off campus. If a member of SCA is not representing the school in a manner that is appropriate, or is not fulfilling the responsibilities of office, the administration may remove that individual and the runner up will then resume the responsibilities of that position. If a SCA member is not meeting the academic standards, they will be placed on probation and may be asked to resign.

Guidelines

- Rising sophomores, juniors, and seniors can run for any position within Student Council, except President.
- Incoming freshman class will have a representative on SCA
- Graduating seniors are allowed to participate in voting

Positions

- President (Rising Senior)
- Vice President (Rising Senior or Junior)
- Treasurer (Rising Senior, Junior or Sophomore)
- Secretary (Rising Senior, Junior or Sophomore)
- Historian (Rising Senior, Junior or Sophomore)
- Public Relations (Rising Senior, Junior or Sophomore)

Qualifications

- Officers must have a minimum of a 3.5 GPA, members 3.0 GPA
- Must be in good standing for all disciplinary and behavior matters
- Must receive at least 3 current teacher signatures to run for office
- Applications must have at least 20 student signatures
- Candidate must display a minimum of three (3) posters announcing their intent
- Candidate must give a formal speech before the entire student body

Community Service

Definition of Community Service

AGBU Vatche and Tamar Manoukian High School defines community service as

- Delivered directly to constituents of a charitable organization registered with the Internal Revenue Service as a “not for profit” institution or organization or participation in a project sponsored by such an organization
- Provided to at least one person, other than the student and/or the student’s relative, and benefiting the “community at large”
- Performed without compensation to the student
- NOT mandated by a court of law

Each student’s community service must

- Follow the spirit outlined in the definition
- Be voluntary without pay
- Be performed by the individual student
- Be associated with an IRS-registered “not-for-profit” organization (or activity)
- Be performed in the presence of another person (other than a student’s relative)

Requirements

Each AGBU MHS student is required to

- Perform a **minimum of 20 hours of community service per year.** (Service hours above the required amount cannot be counted towards the following year’s requirements, although extra hours will be counted and documented.)
- Complete each year’s 20 community service hours by the last full day of the school year
 - Hours volunteered over the summer will be credited toward the next school year.
- **Complete a minimum of 80 hours over four years of high school (20 hours per year) as a graduation requirement.**
- Submit proposals for new community service opportunities outside of the school community on an AGBU Vatche and Tamar Manoukian High School Community Service Proposal Form to the Dean of Students for an authorized signature, at least 14 days prior to the actual service. The Dean of Students will notify the student of whether the project is approved.
- Submit the number of hours served on a Verification Form to the Dean of Students within 30 days after the service has been completed. Verification forms for community service performed over the summer must be turned in within 30 days from the start of the first day of school. If a student is involved in a long-term project and elects to turn in paperwork at the completion of the hours, he/she should make prior arrangements with the Dean of Students at the beginning of the project.
- Before submitting the Verification Form, all students are asked to keep a copy for their records.

- Maintain the same high level of behavior during community service that is expected at AGBU Vatche and Tamar Manoukian High School.
- Receive only one hour of credit for every hour he/she is physically volunteering.

Policies, Awards, Service-Learning, School Service

- Students may not include travel time in their service hour totals.
- An official from the community service organization (who **must not be a relative** of the student) must be present during the service. Students may not earn credit for unsupervised service at home (e.g., baking cookies or knitting scarves to donate).
- Students who participate in service that involves charity or fundraiser runs/walks may receive only up to four hours of community service per event.
- Students who donate blood or hair may receive only up to four hours of community service per year.
- **Students in grades 9-11 who do not complete the required 20 hours of community service by the required deadline may face disciplinary action, which may include suspension.**
- **Students in grade 12 who do not complete the required 20 hours of community service by the required deadline may face disciplinary action and will not receive a diploma or walk until these hours have been completed and approved.**

Community Service is a graduation requirement. Students must complete a total of 80 service hours. Students must complete 20 service hours per year. If they do not complete their necessary service hours in the allotted time, an additional 20 service hours per year will be added to their total. Students must get the service hour form from the Dean of Students and turn in the completed form by the required date.

Proposal Form: The service must be proposed to the Dean of Students for approval. It must be submitted **BEFORE** the student attempts the service opportunity. This form is designed to ensure that the service opportunity conforms to AGBU Vatche and Tamar Manoukian High School's definition of community service.

Verification Form: This form is submitted to the Dean of Students **AFTER** the student completes his/her service. The form must be completely filled and signed. Once reviewed and approved by the Dean of Students, the student's service hours are officially logged.

Armenia Trip

At the end of the Junior year, students have the opportunity to participate in a two-week trip to Armenia. The purpose of the trip is to bring into focus the previous three years of Armenian study, and to enrich their understanding of the heritage, culture, and language of the country. This is a school-sponsored trip. As such, all rules and guidelines outlined in this handbook will be enforced. Each student, along with their parent/guardian will be required to read and sign the behavior policy to attend the Armenia Trip. Students must be in good academic and behavioral standing in order to participate and attend the Armenia Trip.

Failure to abide by the AGBU Vatche and Tamar Manoukian High School behavior policies and guidelines will result in disciplinary action that includes but is not limited to suspension or expulsion.

ATHLETIC PROGRAM

A well-rounded school experience involves a strong and rigorous academic study, community service and involvement in extracurricular activities. The Athletic Program at AGBU Vatche and Tamar Manoukian is an essential part of creating the “whole student.”

The following programs are offered at AGBU Vatche and Tamar Manoukian High School

Boys Varsity Basketball	Girls Varsity Cheer
Boys JV Basketball	Girls Varsity Basketball
Boys Varsity Soccer	Girls JV Basketball
Boys Varsity Volleyball	Girls Soccer
Boys JV Volleyball	Girls Varsity Volleyball
	Girls JV Volleyball

Sportsmanship Code

Parents, students, friends, players and coaches are to support our athletic teams in accordance, with the following ideals of good sportsmanship, while maintaining the highest standards of courtesy, discipline, deportment, and support for our team by:

- Treating the officials, opposing teams, and spectators from other schools as our guests.
- Respecting the property and reputation of our competitors as well as that of our own school.
- Showing discretion during free throws, penalty kicks and serves by supporting our team rather than pulling against the opponent.
- Refraining from booing or taunting officials, opposing coaches, parents, students and players from other schools.
- Cheering our teams' success, not the opponent's misfortune.
- Establishing a competitive athletic climate where we are known for our class and our competitive energy.

Violating these expectations sets a bad example, damages the reputation of the school and embarrasses others in attendance. You may be asked to leave the event and may be barred from attending other such events. In some cases, disciplinary action may occur which is not limited to detention, suspension or expulsion.

Academic Probation and Eligibility

Students must meet the following academic, deportment and attendance expectations in order to participate in athletics.

- A student, who is not in attendance by the beginning of second period without a valid excuse for their tardiness/absence as determined by the school, may not participate in extracurricular activities that day after school.
- If a student receives a D or F at second grading period or semester grade, the student may practice but not play
- Two grades of D or F, or combination, will place student on athletic probation and the student will be asked to leave the team.

VISUAL AND PERFORMING ARTS PROGRAM (VPA)

The AGBU Vatche and Tamar Manoukian High School believes that visual and performing arts are an essential part of our school and complements the mission of the school to create the “whole student.” The AGBU Vatche and Tamar Performing Arts Center is located on the school property. This state of the art Performing Arts Center is the foundation of what AGBU Vatche and Tamar Manoukian strives to build as the best Visual and Performing Arts Program in the area.

The following classes and programs are offered at AGBU Vatche and Tamar Manoukian High School:

- Art
- Choir
- Dance
- Drama
- Music
- Poetry Reading

BUSINESS AND MISCELLANEOUS POLICIES

Smoke Free Campus

Smoking is not allowed on campus at any time. AGBU Vatche and Tamar Manoukian is a smoke free campus per the laws and conditions of the City of Pasadena.

Areas off Limits

The following areas are off limits to students:

- Students are not allowed behind the gym, in the science laboratories, computer labs or gym lobby without adult supervision.
- Only administrators and maintenance staff are allowed in the mechanical rooms, electric rooms, HVAC systems, server room all mechanical items and other power units.
- Students are not allowed in the faculty lounge. This includes unaccompanied faculty children.

Forms

Parents are required to complete the summer packet before their child starts the new academic school year. Forms will be mailed home and electronically available. These forms include all medication forms, doctor forms, waiver of liability, assumption of risk, general student health forms, technology policy, and photographic release.

Students will not be able to attend the school year unless all forms are submitted to the front office.

Field Trips

In order for a student to participate in any school related field trip, a permission slip signed by the student's parent or guardian must be submitted to the office at least two days before the field trip is to take place. Additionally, in order for a student to participate on school sponsored field trips, they must be in good academic and behavioral standing. If a student is not allowed to attend a field trip, that student must complete an assignment assigned by the teacher for that day **at school**. Students are expected to comply and follow all rules and regulations of AGBU Vatche and Tamar Manoukian High School.

Re-Enrollment

All families will be sent re-enrollment forms with specific return instructions, due date and deposit due. Re-enrollment forms will be sent out in February.

Financial Assistance

AGBU Vatche and Tamar Manoukian has partnered with the National Association of Independent Schools and their financial assistance program, School & Student Services (SSS). No one will be able to receive consideration for financial assistance without completing an application and going through the application process.

Financial Obligations

In order for the school to release final report cards, transcripts, final senior transcripts to colleges, or allow students to graduate, all financial obligations to the school must be current. In addition, any records that need to be sent to other schools to which a student may be transferring, persons responsible for financial actions must be current and up to date.

EMERGENCY/CRISIS MANAGEMENT

AGBU Vatche and Tamar Manoukian High School has developed a plan in order to ensure the safety of its students throughout all potential emergencies.

This information is designed to assist the reader in responding to emergencies while teaching or working on campus. We encourage you to refer to it monthly, and conduct all drills, attend all trainings and increase situational awareness on a daily basis.

During an earthquake, lockdown of mass magnitude, the School community will be notified by our Emergency Text Messaging system.

Earthquake

Earthquakes are a sudden shaking or trembling of the earth and can collapse buildings, destroy streets, roads, and highways, cause landslides and fires, etc.... Earthquakes are caused as slowly accumulating pressure from the movement of the earth's tectonic plates is released suddenly.

Procedure:

- Students will be cared by the Faculty and Staff until they are released to their families.
- Parents should avoid calling the school unless ABSOLUTELY NECESSARY. High volumes of calls will shut down the school's phone system.
- In the event that there is structural damage at School, parents will be contacted through the Emergency Communication System.

At the first sign of an earthquake, all are instructed to "duck, cover and hold" wherever they are, and to get under a table. There are teams to assess buildings, injuries, and general conditions. Sweeps will come through and inform Employees of next steps. All students, faculty, and staff are to remain in their locations, unless there is an immediate danger. For most earthquake scenarios, student and faculty will "hold in place."

The School buildings may be the most secure area in the neighborhood. Evacuations will only take place in the event a building is visibly compromised. In the case of evacuation, bring the emergency bag and class roster with you.

Fire

Combustion of burning, in which substances combine chemically with oxygen from the air and typically give out bright light, heat and smoke.

- Students will be cared by the Faculty and Staff until they are released to their families.
- Parents should avoid calling the school unless ABSOLUTELY NECESSARY. High volumes of calls will shut down the school's phone system.
- In the event that there is structural damage at School, parents will be contacted through the Emergency Communication System.

Teachers should stay with their students and ensure they form lines outside on the lawn in order to take roll. Once roll has been taken, each teacher should inform the Head of School of any absences. Teachers should always bring their emergency kits and roll books to any emergency drill. When given the signal, students and teachers will be allowed to return to their classrooms.

Active Shooter/Lock Down

An armed person who uses deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. A lock down will occur when the School is informed of a possible threat in the neighborhood. If a lockdown is indicated, anyone who is outside must go inside immediately.

- “Lockdown” will be said over the PA system. This announces a lockdown is in effect.
- Close and lock your door.
- Close and lock windows and drop shades/drapes to provide cover for you and anyone in your area.
- Ask students, visitors and anyone in the room to lay down and be entirely silent.
- Wait for instructions.
- Do not open doors once locked for any reason.
- The Executive Director, Head of School or a member of the Police Department are the only individuals who may release the lockdown.

Lockdowns may last for extended periods of time. As such, each classroom or office is equipped with a kit. During a lockdown, it’s vital that parents remain off campus until a message permitting their presence is released by the school. Parents, visitors and others become an increased liability and have a huge potential for becoming excess victims.

DOORS WILL REMAIN CLOSED AND LOCKED, NO ADMITTANCE ONTO CAMPUS WILL BE ALLOWED FOR YOUR SAFETY.

Certification and Acknowledgement of Student Handbook

As a student enrolled at AGBU Vatche and Tamar Manoukian I, _____
(Student's Name) have read the entire AGBU Vatche and Tamar Manoukian Student Handbook and by signing below, I will abide and follow all rules, policies, and regulations stated above. For any reason I do not follow the guidelines set forth in this Student Handbook, I understand that disciplinary measure will be taken which can be but are not limited to detention, suspension or expulsion.

Student Name (Printed)

Student Signature

Date

I/We, the parents/guardians of _____ (Student's Name) have read and understand AGBU Vatche and Tamar Manoukian High School Student Handbook. I have gone through and discussed the entire handbook with my child, _____ (Student's Name) and we as a family will make sure that we will abide by the rules, standards, policies and regulations of the AGBU Vatche and Tamar Manoukian High School Student Handbook. I am aware that if my child does not follow the guidelines set forth, that my child will be subject to disciplinary measures which can be but are not limited to detention, suspension or expulsion.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

(Both Parents/Guardians Must Sign and Return to the Front Office No Later Than August 16, 2018)