

**AGBU MANOOGIAN-DEMIRDJIAN SCHOOL**  
**ՀԲԸՄ Մանուկեան-Տեմիրճեան Վարժարան**



**Middle and High School**  
**Parent and Student Handbook**  
**2023-2024**

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## **About AGBU Manoogian-Demirdjian School**

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

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

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

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

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

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

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

The Armenian program enables students to learn the language and history, as well as to gain appreciation for our cultural traditions and rich heritage. The enrichment derived from the Armenian program is intended to make students more aware of their identities and gain deeper understanding of their own uniqueness to help develop their solid understanding of who they are and where they come from to be able to appreciate the various cultures and traditions of our community and the world, effectively developing into global citizens who appreciate their identity and others’ identities living in our community, instilling respect and appreciation of different cultures and traditions in our world.

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

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

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

AGBU Manoogian-Demirdjian School was accredited by the Western Association of Schools and Colleges (WASC) for the full six-year term in the 2000-2001, 2006-2007, 2012-2013 and 2019-2020 school years.

## **Demirdjian Middle & High School**

The policies and procedures set forth in this Parent Student Handbook (“Handbook”) apply to parents and students of the Sarkis & Seta Demirdjian High School – i.e., AGBU’s middle and high school division, which encompasses 6<sup>th</sup> through 12<sup>th</sup> grade. For purposes of this Handbook, the Sarkis & Seta Demirdjian Middle & High School will be referred to as “the school” or “AGBU DHS.”

At AGBU DHS, young Armenian leaders are encouraged to pursue their passions, challenge themselves academically, and create bonds that last a lifetime. Our teachers and programs are dedicated to equipping students with critical thinking skills, and preparing them for success far beyond their high school career.

## **Amendments/Modifications**

This Parent and Student Handbook (“Handbook”) is intended to serve only as a guide to the school’s general policies and procedures. AGBU DHS reserves the right to interpret, amend, modify, change, cancel, or withdraw any or all sections or provisions of this Handbook at any time. Any change shall become effective upon re-issue of this Handbook. No person (including, but not limited to any employee, board member, officer, or Director of the school) is authorized to make oral modifications to this Handbook.

## **Definitions**

For purposes of this Handbook:

1. “Parent” refers to a child’s parent(s) or authorized representative(s). An “authorized representative” means any person or entity authorized by law to act on behalf of any child. This may include a legal guardian, a

conservator, or a public placement agency.

2. “School Personnel” refers to all employees including staff (including custodial, nursing, and counseling staff), faculty/teachers, and administration.

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

It is the expectation of AGBU DHS school administrators and personnel that students:

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

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

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

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

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

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

## **General Information**

### **Admission Requirements**

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

Step 1 — submit an Inquiry Form via AGBU MDS website’s Admissions Page

Step 2—Complete and submit application form, birth certificate, transcripts of the last two years (GPA 2.5 or better), standardized test results (if applicable), recommendation questionnaires, submit any Individualized Educational Program (“IEP”) agreements and disciplinary records;

Step 3—Take entrance examination;

Step 4 — Participate in an interview with the Admissions Committee; and

Step 5 — Submit medical records, sign the financial agreement, and pay the enrollment fee

The school has both scholarship and financial aid programs for new students which are both need-based and merit-based.

## **Parent Communication**

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

The school values ongoing communication with parents to meet student needs. To encourage open communication, teachers communicate with parents through the use of email on a daily basis. Parents may also obtain information about their child's progress and other school issues through a variety of communication channels including the school website, Back-to-School Nights, personal conferences with teachers by appointment, and grade-level meetings. The school also utilizes a web-based program (Blackbaud) to give parents and student's continuous access to grades, and school news and other information.

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

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

## **Parent Conduct Policy**

Parents are expected to work courteously and cooperatively with the school to assist students in meeting academic and behavioral expectations. Parents may respectfully express concerns about school operation and personnel. However, they should not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, hostile, threatening, or divisive. Any parent who insults or abuses any employee of the school, volunteers of the school, another parent, guest speakers, presenters, or any contractor associated with the school, on school premises, adjacent to school premises, or some other location in connection with school activities, risks the enrollment of his/her child in the school.

In the event that any parent engages in any type of unacceptable conduct towards school employees, volunteers, parents, or any other contractor associated with the school, the school will apply some or all of the following measures as appropriate:

- Prohibit personal contact with school personnel (including employees, volunteers, other parents, etc.);
- Report threats of bodily harm, actual bodily harm, or any other illegal activity to the appropriate local, state or federal authorities;
- Withdraw their child's enrollment from the school; and/or
- Take any other action deemed appropriate under the circumstances.

For purposes of this policy, "unacceptable conduct" includes, but is not limited to any of the following:

- Insulting, abusive, or unprofessional conduct towards school employees, volunteers, parents, or any other contractor associated with the school. This applies whether the insulting, abusive, and/or unprofessional

communication is telephonically, online (e-mail, social media, or any online forum), on the school premises, adjacent to the school premises, or some other location in connection with school activities;

- Threats or actual bodily harm or illegal activity against school employees, volunteers, parents, or any other contractor associated with the school;
- Any type of harassment, including: harassment based on age, sexual orientation, race; sexual harassment (including but not limited to inappropriate touching, sexual flirtations, advances or propositions, displaying sexually suggestive objects or pictures; verbal abuse; fighting, kicking, or other physical harm or attempted harm; making false, vicious, or malicious statements about another school employee, volunteer, parent, or any other contractor associated with the school; abusive, vulgar language; yelling or speaking in an aggressive raised voice; uncivil conduct or failure to maintain satisfactory working relationships with another school employee, volunteer, parent, or any other contractor associated with the school; immoral conduct or indecency; making unsubstantiated, malicious, embarrassing or false claims against another school employee, volunteer, parent, or any other contractor associated with the school;
- Deliberate or repeated violations of security procedures or safety rules;
- Deliberate or repeated violations of policies and procedures in this Handbook;
- Conducting or attempting to conduct or engage in any fraudulent, dishonest or deceptive activity of any kind;
- Any other act which endangers the safety, health or well-being of another.

**The school does not have a progressive warning policy.** Accordingly, the school reserves the right to determine, at its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and without an intermediate step. For example, a parent may be required to withdraw their child's enrollment immediately if their uncooperative and disruptive behavior diminishes the effectiveness of the education process to such a degree that continuation of the child in the school is impossible.

## **Health Policies and Procedures**

### **General**

The school has a full-time nurse on staff to address students' medical concerns. Any questions, concerns, or developments you have regarding your child's health should be directed to the school nurse.

The school's health policies below provide information about the protocols the school will implement to address a student's health concerns, depending on the student's individual circumstance.

### **Insurance**

*Primary Insurance:* All students must be covered by a verifiable health insurance plan through their parent(s). The Preschool reserves the right to request proof of coverage.

*Secondary Insurance:* The Preschool also has insurance which assists in the medical expenses incurred for accidental bodily injury sustained by students while attending school, while traveling to and from school, or while participating solely in school-sponsored and supervised activities. This is a secondary insurance policy after the parent(s)' primary insurance.

### **Sick Policies**

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

- Fever over 100.4 degrees Fahrenheit
- Red throat or earache
- Runny nose, watery eyes, or constant cough



- Vomiting
- Diarrhea
- Nausea or severe stomach cramps;
- Unusual yellow color to skin or eyes;
- Mucous of yellow or green;
- Draining eye (pink eye or sinus infection);
- Difficulty breathing or wheezing;
- Unexplained rash or skin eruption
- Contagious diseases
- If the student acts listless, drowsy, has a headache, flushed face, lack of appetite, or shows any behavior that is out of the ordinary

The following protocols will be followed if a student presents symptoms of illness:

- A student with symptoms of possible illness will be sent to the school nurse's office. If the nurse deems it appropriate, the student's parent will be called to take him/her home.
- If the nurse takes the student's temperature, and if he/she has a temperature of 100 degrees Fahrenheit or higher, the parent will be called to take him/her home.
- If required, the school nurse will administer medication, provided the nurse has received written authorization from the student's parent and/or a physician.
- A student with a contagious illness will be excluded from the school until no longer contagious, as to not expose other students. A physician's note or the school nurse's approval is needed for a student with a contagious illness to return to school.
- A student on prescription medication must stay home until symptoms are gone.

If your child contracts a contagious illness, please notify the school so that the school can inform the other parents.

#### Accident or Emergency Procedures

If your child suffers a minor injury at the school, the nurse will administer simple first aid, such as washing the injury, applying ice, and bandaging.

In the event of a more serious injury that may require medical services, the following procedure will be followed:

1. Call parent or guardian.
2. If a parent or guardian cannot be reached, the school will call one of the persons listed on the Emergency Contact Form.
3. In the case that the above two fail, the school will call an ambulance or paramedic team and have the child taken to the emergency room. A staff person will accompany the child in the paramedics van or ambulance.
4. If an injury is severe, the school will call 911 first and then attempt to reach you and/or your emergency contacts. If necessary, the student will be taken to the nearest emergency hospital.
5. All serious injuries will be recorded on the school's Injury Report form.

Please note any and all expenses incurred as to #3 and #4 will first be borne by the child's family and their insurance policy. Any additional expenses will be covered by the School's insurance policy.

#### Medication

If your child requires medication while in school:

Prescription medication: the medication must be brought to school by the parent, clearly marked in its original container, with the child's name, dosage, and time to be administered and given to the school nurse.

Over the counter medication: the school nurse will administer over-the-counter medication, with parent's written or verbal authorization. Students should not be in the possession of any medication while on campus.

### Lice

The nurse will also periodically check the students' hair for lice. If lice is found, the nurse will notify the student's parents.

You must notify us if your child has lice. If your child is sent home with nits and lice, he/she will NOT be allowed back to school until all nits and lice have been removed. Students who have had lice or nits must be checked and cleared through the school nurse prior to returning to their classroom.

### Allergies

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

### Immunizations

California law requires that students be immunized against certain diseases based on their age group and provide health records prior to admission.

Pursuant to SB 277 signed by Governor Jerry Brown, California no longer recognizes "personal beliefs" as an exemption for immunizations. In special cases in which a child is under-immunized because of a medical condition, a written statement is required from the child's physician (medical exemption). The physician's statement must provide the duration of the medical exemption and the reason for the medical exemption. All parents must submit a physician's statement for this medical exemption the school nurse, and prior to admission. The School will review the exemption and communicate its decision to the parent. Students who do not have immunization records on file and/or an authorized medical exemption will not be allowed to attend the school unless he or she receives the required immunizations.

### **Cafeteria (Café Charles)**

The school cafeteria serves fresh breakfast, snacks, and hot lunch every day. The cafeteria crew prepares health-conscious meals based on a menu that changes every month. Students are expected to demonstrate proper lunch room manners, clean up after eating, and show consideration for supervising adults and cafeteria staff. Littering is prohibited and students are expected to pick up after themselves.

Students may use shaded outdoor eating areas to eat their meal.

To make food purchases, students will be required to have an account set up with the school's online *LunchTime*® system. Parents must ensure there are sufficient funds available for the student to use. Cash payments will not be accepted. Parents will be notified of any outstanding balance on their child's *LunchTime*® account and must promptly pay the balance.

## **Food Deliveries**

Food (i.e. meals, beverages) deliveries are strictly prohibited from being ordered & delivered to campus prior to 3:30 p.m. on a school day. Such deliveries will not be permitted on campus.

## **Birthdays and Parties**

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

The School is not liable for student behavior during non-school related parties. Parents are ultimately responsible for what goes on in their home.

## **Counseling**

AGBU MDS provides academic/behavioral/social/emotional counseling for students to facilitate student development in academic, behavioral, developmental, and social/emotional areas through the school counselor. Students may be referred to counseling services by a student and/or parent. A student may also refer themselves to counseling services. The school counselor plans, implements, and evaluates developmentally appropriate guidance programs that address the needs and priorities of the school and each student. Students are referred to the school counselor by teachers and/or parents, or they may seek counseling on their own. Students see the counselor for a variety of concerns, including but not limited to, academic achievement, behavior issues, support services, potential crisis, and/or any other matters that may be impeding their progress in the school.

Services may be offered on an individual, small group, and/or classroom basis, depending on the needs of the student/class. Individual counseling sessions may be appropriate for students who need further intervention. Support groups are offered to students throughout the year to support and enhance the development of personal skills and to promote educational success. Student support groups provide students with opportunities to learn about their abilities and interests, develop positive relationships, take responsibility for their behavior, make effective decisions, and express feelings in healthy ways. School-based interventions are also implemented where the school counselor conducts classroom guidance lessons aligned with social development competencies, based on students' needs, teacher concerns, and related data.

The school counselor and teachers reassure all students that issues discussed in the counselor's office are confidential, unless the counselor sees a need to inform school personnel, or the appropriate authorities, in cases of potential harm to self or others.

Counseling services are available to all students through a three-tiered system for intervention, as set forth below.

**TIER 1:** Tier 1 interventions occur within the classroom. Students who refer themselves to counseling or who are referred by a teacher and/or parent are subject to an initial evaluation. The evaluation encompasses a meeting between the teacher and parent, a meeting with the student, and a formal observation by the counselor. During this formal observation, the counselor assesses and monitors the student.

If a student requires additional intervention outside the classroom environment, the school will implement Tier 2 interventions, as set forth below.

**TIER 2:** Based on information obtained during the initial evaluation in Tier 1, all or some of the following steps may be taken, depending on the nature and extent of the student's behavior:

- A. Additional monitoring by the counselor, which may include additional visits to the classroom and hands on intervention by the counselor;
- B. Referral to a student support group; and/or
- C. Referral to an individual session (or sessions) with the counselor;

If the school determines that additional counseling services are needed due to the nature and extent of the student's behavior, the school will implement Tier 3 interventions, as set forth below.

**TIER 3:** At the Tier 3 level, a formal referral for comprehensive assessment will be offered to assist in identifying the student's strengths/weaknesses and area(s) of need. Once identified, a formal Academic Support Plan (ASP), Behavioral Support Plan (BSP) and/or an Individualized Education Plan (IEP) will be put into place, depending on the student's needs.

Please note the school does not have a progressive counseling policy. The nature of services provided will depend on the needs of the student and/or the student's progress in earlier interventions. For example, a student may need Tier 2 or Tier 3 interventions immediately, depending on his/her needs. The counselor will use his/her discretion to determine the most appropriate steps to assess the student's, teacher's, and or parent's concern.

## **Learning Diverse Students**

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

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

## **College Counseling**

AGBU DHS students move on to college as a natural continuation of their studies. To meet this goal, the School provides a comprehensive college counseling program beginning in the 9<sup>th</sup> grade. Students and parents are advised about curriculum plans that will affect future college and career options. Juniors and seniors, both individually and in small groups, meet with the college counselor to discuss and plan the various aspects of the university/college application and admission process, as well as to learn about financial aid opportunities. Parents and students attend informational and planning sessions organized by the college counseling office to facilitate the smooth transition of our students from high school to college.

The college counseling office provides resources needed for the college search and application process. Reference books, college catalogues, publications, computer software programs, and Internet access are available for use by students. The college counselor also schedules guided campus tours, college representative visitations, guest speakers, and workshops throughout the year.

## **Academics**

AGBU DHS offers a challenging and enriched academic program for all grade levels. Parents should realize that the school's academic programs are demanding and require sustained levels of student concentration, effort, and motivation, as well as daily home support.

## **Academic Standards and Academic Probation**

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

If a student receives a first semester grade point average (GPA) below 2.0, he/she will be placed on academic probation. During this probationary period, the school will make every effort to ensure student success with regards to academic improvement, which may include routine check-ups with the school counselor and weekly reports by the school counselor. If a student does not achieve a cumulative GPA of 2.0 or higher by the end of the academic year, he/she will jeopardize registration for the following school year. The school will take several factors into consideration when determining whether a student can enroll for the following school year, including disciplinary record, improvement of GPA since the student was notified of academic probation, and the student's overall commitment to improvement.

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

## **Homework**

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

## **Testing**

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

Each year a series of standardized tests are taken by students at AGBU DHS to assist teachers and parents in assessing the progress, strengths, and needs of students in different academic areas. Freshmen, sophomores, and juniors take the PSAT/NMSQT. Juniors and seniors take the SAT as well as the ACT.

Students who are enrolled in Advanced Placement (AP) courses are required to take the AP exam. Students who do not take the AP exam will not receive college credit for the AP course. Testing takes place in May of each year.

## **Evaluation**

The school evaluates each student on a broad assessment basis, which includes the outcomes of tests and quizzes, projects, performances, presentations, homework, classwork, effort/improvement, and other applicable factors. Absences and tardiness from class impact the student's grades. This aspect of grading cannot be made up by other means. To ensure fairness across the board, all classrooms have a "no extra credit" policy. Accordingly, students cannot raise their grades by arranging with teachers to do additional assignments for extra credit.

The School recommends that all students maintain portfolios of all work done throughout the school year.

## **Reporting Student Academic Progress**

Grading is done on a semester system with interim grade-reporting every five weeks for AGBU DHS students. The semester coursework generally accounts for 80% of the semester grade, with the semester final exam accounting for 20% of the semester grade. This is the case for both Semester one and Semester two.

The school provides parents with different resources so that they are kept apprised of their child's academic progress. Teachers communicate with families primarily via email and regularly post grades online. Using a login and password, parents and students can use the school's web-based program (BlackBaud) to check grades and progress in classes on an ongoing basis at any time.

Transcripts are issued to graduating seniors and transferring students at no charge.

## **Parent-Teacher Conferences**

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

## **Academic Eligibility**

The eligibility to participate in team sports, extra-curricular, and school-sponsored activities (such as major field trips) is determined by each student's academic performance and/or attendance record. Students must have a 2.0 grade point average (GPA) per semester to participate in team sports, extra-curricular, and school-sponsored activities. Students who are excessively absent may not be able to participate in such activities. For additional eligibility requirements to participate in team sports, see the "Athletic Policies and Procedures" policy in this Handbook.

## **Athletic Policies and Procedures**

Athletics at AGBU DHS utilize Physical Education and after-school sports to teach students positive habits in exercise, teamwork, sportsmanship, and discipline. The Physical Education curriculum helps student develop abilities in motor skills, teamwork, rules of sports, sportsmanship, and the importance of staying active and exercising. Activities such as stretching, running, bowling, team sports, and fitness tests help demonstrate these lessons.

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

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

Student athletes who provide a valid excuse for early dismissal must remind their teacher of their departure, make up missed assignments, notes, work, quizzes, or tests, and exit the classroom in a respectful manner.

Prior to beginning the season, and as a condition of involvement in sports, parents of students must sign a Consent Form that 1) permits their children to ride in school-approved transportation; 2) releases emergency contact information in the event of emergency; and 3) allows for the utilization of first aid and/or medical care and/or surgical procedures -- hospitalization included -- in case of a medical emergency.

Student athletes who receive any type of Infraction (regardless of the reason) on game day are subject to the School's "Disciplinary Policies and Procedures." Please review the "Disciplinary Policies and Procedures" section of the handbook for more information.

Students must be at school for at least three periods to practice or play a game. Students who are absent on game day or on a practice day cannot practice or play in that game for that day.

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

## **Major Field Trips**

The designation "major field trips" refers to optional overnight educational travel, including but not limited to the 8<sup>th</sup> grade trips to Washington, DC and New York City, an overnight local camping trip, the 10<sup>th</sup> grade trip to Armenia, the 11<sup>th</sup> grade internship trip to Armenia, and the 12<sup>th</sup> grade retreat and the high school student exchange program with AGBU Marie Manoogian Institute in Buenos Aires. Cost, travel dates, flights, accommodations, itinerary (i.e. daily stops), bus transportation, tour guides, meals, and other trip particulars will be tentatively established before the start of each school year. The ratio of one chaperone to no more than ten students will be maintained for all major field trips.

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

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

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

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

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

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

### **High School Graduation Requirements**

Successful completion of school graduation requirements mandates the following:

- (1) All semester grades of D or F in core subjects have been made up;
- (2) A high school student has accumulated a total of 80 hours of community service during their four years of high school.
- (3) Seniors cannot have a D or F as a semester grade during senior year if they are to receive a diploma.
- (4) Seniors must have a cumulative 2.0 GPA minimum. Failure to achieve this average during the first semester will place a senior on academic probation, and failure to achieve that cumulative GPA at the end of the year will prevent a senior from receiving a diploma.
- (5) For a senior to graduate with honors, he/she must achieve either a senior year or cumulative high school GPA in the range of 3.60 to 3.99. For a senior to graduate with high honors, he/she must achieve either a senior year or cumulative high school GPA of 4.0 and higher.
- (6) Students who have a grade of Incomplete "I" must resolve the grade within the time limit set by the teacher and approved by the administration in writing. Failure to resolve an "I" will result in its conversion to a final grade of "F" on the student's permanent record, which will make them ineligible for graduation.

### **Standards of Conduct**

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

- Respect school authorities, personnel, visitors, school property, and the rights and property of fellow



students.

- Demonstrate self-control while on campus and while attending school-related activities off campus and show respect for the neighboring community.
  - Be seated and prepared for class when the second bell sounds. Furthermore, students are prohibited from leaving the classroom without first obtaining permission from their teacher.
  - Be prepared with homework, assignments, presentations, and the necessary materials (textbooks, notebooks, writing utensils, etc.) to participate thoroughly in daily academics.
  - Conform to the school's Dress Code Policy during school hours and at times during school-sponsored events and activities (see Dress Code Policy section).
  - While in the classroom, refrain from talking without permission and avoid any action that is considered distracting to the learning environment.
  - Participate and be attentive and fully engaged with the learning process.
  - Do not quarrel with or display acts of defiance towards teachers or any authority figure under any circumstances.
  - Do not engage in "horseplay."
  - Chewing gum is not allowed on campus.
- 
- Students are prohibited from consuming food or beverages inside the AGBU DHS building, except for drinking water from water fountains or water bottles (in classrooms only) at the teacher's discretion.
  - During lunch, students should follow the instructions of adult monitors managing lines, maintain a tidy space, clean up after themselves, and consume food/drink in approved eating areas only.
  - During assemblies, students should demonstrate respect and courtesy by remaining quiet as they enter and exit, pay attention to the speaker(s)/performer(s), show appreciation through applause, and follow all instructions.
  - Refrain from bringing large quantities of baked items to school for the purpose of a student's birthday. The Dean's Office, or any room in the building, is not to be used as a storage area for such items.
  - Rolling backpacks are prohibited, except for valid medical reasons (the school reserves the right to request medical documentation for this purpose). Any student who brings a rolling backpack to school will have it confiscated and impounded in the Dean's Office. A parent must accompany the student to retrieve it.
  - Storage racks on the 1<sup>st</sup> and 2<sup>nd</sup> floors are to be used specifically for lunch bags, gym/athletic bags and gear only. Materials such as textbooks, binders, notebooks, clothing, projects, lunch bags, food, and the like are prohibited from being placed on the storage racks. Any items other than lunch bags, gym/athletic bags and gear are subject to disposal. Students may be subject to disciplinary action for repeat offenses.

## **Disciplinary Policies and Procedures**

A student is an AGBU DHS student at all times. A student who engages in conduct, whether on campus or off-campus, during school hours or outside school hours, that is found to be inconsistent with the values of or harmful to the reputation of AGBU DHS may be subject to discipline.

### **Unacceptable Conduct**

While not intended to be an all-inclusive list, the examples below represent behavior that is unacceptable and warrants discipline:

- Any conduct, in the judgment of School Personnel, that is:

- o Inconsistent with the values or harmful to the reputation of the school; and/or
- o Undermines the authority of school personnel; and/or
- o Is disruptive, disrespectful, insubordinate or defiant of school personnel.
- Any conduct that violates the Standards of Conduct set forth in the Handbook’s “Standards of Conduct” Policy;
- Assault and Battery. This includes any caused, attempts to cause, or threats (including written and verbal) to cause physical injury to another person;
- Insubordination;
- Bullying;
- Harassment;
- Destruction of school property;
- Failure to be prepared for class;
- Fighting;
- Causing a disruption in the classroom;
- Indecent exposure or exhibitionism;
- Leaving school premises or class without authorization;
- Littering;
- Profanity, pornography or obscene gestures or drawings. This includes the drawing of any objects or figures that are offensive, inappropriate, obscene, or pornographic;
- Threats against School Personnel, students, other parents, or anyone affiliated with the school. This includes statements of any kind that threaten, describe, or hope for violence, or create an intimidating or threatening environment at the school;
- Theft or robbery;
- Campus disturbance and inappropriate assembly;
- Failure to be prepared for class;
- Horseplay;
- Truancy;
- Food fights/throwing (ex. Food, bottles or cans) objects;
- Possession and/or use of weapons and dangerous instruments, real or fake. This includes possession of weapons (real or fake) or dangerous instruments on school grounds, in the school parking lot, to or from school, or at any school-related or sponsored activity or event. Weapons (real or fake) and dangerous instruments include, but are not limited to, firearms, air guns, paint-ball guns and stunt guns; cutting or puncturing devices like dirks, daggers, knives, or folding knives with locking blades; and/or
- Violation of any policy set forth in this Handbook, including but not limited to the school’s Attendance/Absences policy, Dress Code policy, Cell phones, Smartwatches, and other Electronic Devices policy, Tardiness policy, and/or Truancy policy.

## General Guidelines

When school policies, guidelines, or rules are violated, different disciplinary measures may be taken, at the discretion of the school administration. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include: (1) the seriousness of the violation; (2) the student’s disciplinary history; (3) the student’s potential for success at the school; (4) the student’s attitude; and, (5) any other factors the administration desires to consider. It is possible that two students violating the same guidelines or rules at the same time may receive different disciplinary consequences.

*Final Determination in Disciplinary Issues.* The AGBU DHS administration reserves the right to make the final determination with regard to student disciplinary issues and consequences. The Principal is generally the final

authority with regards to disciplinary issues.

*Modifications.* The AGBU DHS administration retains the right to modify any part of this policy at any time, if it believes modification is in the best interest of the school. Written notification will be provided to parents.

*Right to End Relationship.* The school reserves the right to end its relationship with a student and/or family at any time and for any reason if the administration believes that AGBU DHS is best served by ending the relationship. At the discretion of the administration, the student may be given the opportunity to voluntarily withdraw or be disenrolled.

*No Progressive Discipline Policy.* **The school does not have a progressive discipline policy.** Accordingly, the school at its discretion may choose any disciplinary consequence it deems fit, depending on the nature and extent of the student's behavior. For example, depending on the egregiousness of the conduct, the student may be immediately referred to the Disciplinary Committee and subject to removal, without receiving Infractions prior to the incident.

### Types of Disciplinary Consequences:

Violations of the school's rules or policies may result in disciplinary action, including but not limited to, one or more of the consequences listed below:

- (1) Minor disciplinary problems may be handled by a teacher or staff member. The teacher or staff member will, at their discretion, determine to impose some, or all, of the following consequences:
  - a) Teacher student informal conference: This is generally a conference where the teacher will inform the student of the misbehavior and guide them to making better choices.
  - b) Parent notification: The student's parent will be informed of the incident.
- (2) If behavior persists, or if the conduct is serious enough that it warrants harsher discipline, the student will be referred to the Dean of Students or Principal (or the Principal's designee) and may be subject to the following consequences:
  - a) Behavioral Monitoring/Disciplinary Review: Students who consistently exhibit behavioral problems will be subject to Behavioral Monitoring/Disciplinary Review. The student will be monitored by teachers and staff and will be provided feedback regarding his/her behavior. In conjunction with this monitoring, the student will be referred to counseling services. Students who are on Behavioral Monitoring/Disciplinary Review will have a hold on their account and will not be allowed to register for the upcoming school year until they demonstrate improvement in their behavior and the hold is removed.
  - b) Infraction: Infractions are disciplinary write-ups that are issued as a consequence of disciplinary problems. The consequences of an Infraction are as follows:
    - Loss of privileges: For example, the student may be restricted from participation in school activities, athletics, and/or events at the discretion of the Principal.
    - Reflection Form: This form is completed by the student and explains the incident, the student's role and responsibility in the incident, and the student's plan for improvement. This form must be signed by the student and the student's parent.
    - Parent Meeting: A meeting between the student, parent, and teacher who witnessed the incident.
  - c) Detention: Detentions may be assigned as a consequence for disciplinary problems. Detentions must be served in a timely manner, unless the student has made prior arrangements with the Dean. Detention assignments are held before or after school and/or Saturday mornings. Additionally, Saturday morning detentions will incur a \$25 penalty.

- d) **Suspension:** The parents of suspended students will be notified of the suspension by phone or email. In- school suspension only: students are responsible for making up all schoolwork and assignments missed while on suspension. Virtual access will not be permitted for both types of suspensions. There are two types of suspensions:
1. In-school suspension: The student serves the suspension at AGBU DHS under the direction of the Dean. The student will not be permitted to attend school, activities, or athletic events while on suspension.
  2. Out-of-School Suspension: The student is not permitted on campus or at any AGBU DHS activities or events during the suspension period.
- e) **Disciplinary Probation:** A student will be placed on disciplinary probation if he/she has continually violated the general procedures and guidelines of the school or has been involved in particularly serious misconduct. Any student placed on disciplinary probation will be permitted to continue as a student at AGBU DHS, but cannot participate in any school events, field trips, clubs, sports, and extra-curricular activities.

A student may be placed on probation for as long as the Dean of Students and/or Principal deems necessary. The student and parents may be required to sign a written contract outlining the terms, conditions, sanctions and/or restrictions of the probation. A student on disciplinary probation may only continue as a student of AGBU DHS on the condition that he/she refrains from: (1) repeated violations of the policies and procedures in this Handbook; (2) serious misconduct; and (3) violation(s) of the specific terms of the probation. Students who are on Disciplinary Probation will have a hold on their account and will not be allowed to register for the upcoming school year until they demonstrate improvement in their behavior and the hold is removed.

- f) **Referral to Counseling Services.** Students who are referred to counseling services will be subject to the Counseling Policy in this Handbook.
- g) **Referral to Disciplinary committee:** The Disciplinary Committee is an advisory body to the Principal that may be convened to address disciplinary issues and provide recommendations for appropriate consequences. The Disciplinary Committee is advisory only. The Principal retains the authority to determine the disposition of disciplinary issues. The Disciplinary Committee may consist of administrators, counselors, teachers, and/or other school personnel. Students may be referred to the Disciplinary Committee by the Principal or Dean of Students.

The Disciplinary Committee may make one of the following recommendations to the Principal:

***Continued Enrollment:*** Student continues to be enrolled at the school. Continued enrollment may have other disciplinary consequences such as, but not limited to, suspension from athletic programs, extracurricular activities, school trips/field trips and referral for counseling/corrective behavior.

***Parent Withdrawal:*** This designation provides a student and his/her family the opportunity to voluntarily withdraw from the school. Upon withdrawal or disenrollment, the student's attendance at AGBU DHS is terminated by the school.

***Withdrawal for Disciplinary Purposes:*** Upon withdrawal for disciplinary purposes, a student's attendance at AGBU DHS is terminated by the school. The student's record will be marked as a withdrawal for disciplinary purposes.

***Expulsion:*** Upon expulsion, a student's attendance at the school is terminated by the school. The student's record will be marked as an expulsion.

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

## **Attendance/Absences**

The educational process within the classroom environment demands daily attendance so as to receive maximum benefits. Therefore, the school insists upon and expects the cooperation of both parents and students to see to it that classes are attended on a regular and continuous basis. Our school is a closed campus with a security guard at the main gated entrance to monitor all who enter and leave. For students at AGBU DHS, course credit is based on both academic achievement and regular class attendance. Therefore, student unexcused absences and tardiness will negatively impact student grades. This aspect of a course grade cannot be made up.

Excessive, unexcused absences will lead to the following consequences:

1. Students who are absent more than ten (10) days during the school year will be subject to a one letter grade drop in every class.
2. Students who are absent more than sixteen (16) days during the school year will be subject to a two letter grade drop in every class.
3. Students who are absent more than twenty (20) days during the school year will be subject to a three letter grade drop in every class.

Excused absences may not count towards a student's total number of absences for the school year. The school will evaluate whether an absence is excused on a case-by-case basis. An absence may be excused if it is due to:

- Illness, extensive medical procedures, chronic illnesses, and/or serious injuries. To be excused, the student must present a doctor's note;
- Mandated court appearance (with verifiable proof of appearance);
- School excused absences or game excused absences (athletic events, field trips, or other school extracurricular activities); and/or
- Death/funeral of an immediate family member.

Vacations and personal activities are not excused and will count towards a student's total number of absences for the school year.

Parents have an obligation to report an absence before the first period on the day the absence occurs. This can be done via phone (818-883-2428) or email the Dean of Students. Parents must provide the following information:

1. Student's name;
2. Grade level;
3. Reason for the absence;

Parents and/or students should make sure to provide the Dean's office with documentation of hospital stays, doctor's visits, DMV appointments, traffic court appearances, and the like. Students with a 504 plan on file with the counseling department will have absences excused accordingly and will be permitted to make up work. Forged notes will result in disciplinary action, up to and including disenrollment.

## **Before and After School Regulations**

School hours at AGBU DHS are **from 8:00 am to 2:55 pm**. AGBU DHS 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 attending homework lab/tutoring or meet with their teachers during office hours until 3:45 pm.

## **Tardy Policy**

The AGBU DHS school day begins promptly at **8:00 am**. Any student not seated at the bell at the start of each class will be considered tardy. Such tardiness is noted on the student's record and also appears on the report card.

Students are expected to be punctual to every class throughout the school day. All students are subject to the following rules regarding tardiness:

1. If a student is tardy more than 10 minutes to their 1<sup>st</sup> period class, that student will be marked as Unexcused Tardy (UT).
2. If a student is tardy past 10 minutes to their 1<sup>st</sup> period class, they must report to the Dean's office prior to attending class.
3. If a student is tardy past 5 minutes to periods 2-7, they must report to the Dean's office.

The school will use its discretion to determine whether a tardy is excused or unexcused. Tardiness may be excused for the following reasons:

1. Medical reasons;
2. Family emergency;
3. Medical or dental appointment;
4. Verifiable traffic conditions;
5. Order to appear in court.

The school reserves the right to verify the student's reason for the tardy, including requesting documentation.

Parents have an obligation to report a tardy if the tardy occurs in the morning, before the student's first period. This can be done via phone (818-883-2428) or email ([dhsattendance@agbumds.org](mailto:dhsattendance@agbumds.org)). Parents must provide the following information:

1. Student's name;
2. Grade level;
3. Reason for the tardy.

## **Truancy**

A truancy occurs when a student is absent without parent/guardian permission or when a student leaves campus without permission. Upon arriving on campus, students who purposefully miss classes without a valid excuse are considered truant.

A student who is truant will not be given make-up work, assignments, or tests, and will receive a zero grade on all assignments and assessments due on the day of the truancy.

## **School Investigation Policy**

The school will investigate violations of this Handbook's policies and procedures and any other inappropriate conduct, including student complaints regarding the same, when appropriate. In the course of this investigation, the school reserves the right to question student(s) at the subject of the investigation, and relevant witnesses.

While the school cannot promise absolute confidentiality, it will keep the investigation confidential to the extent possible and consistent with the school's need to conduct a fair timely, and thorough investigation that affords all parties appropriate due process and that reaches reasonable conclusions based on the evidence collected.

Based on its investigation the school will take appropriate corrective action when warranted.

The school prohibits individuals from hindering or interfering with our own internal investigations. Students who hinder or interfere may be subject to disciplinary action.

## **Academic Dishonesty/Plagiarism**

This Academic Dishonesty Policy provides students with guidelines and rules for appropriate and inappropriate academic behavior. Academic honesty means that each student does his or her own work on assignments, homework and examinations (tests/quizzes), and accurately recognizes/cites the work of others when appropriate.

Plagiarism is one form of Academic Dishonesty. Plagiarism is defined as the wrongful appropriation or close imitation of another's work.

Other examples of Academic Dishonesty include, but are not limited to:

- Copying another student's classwork, homework, or assignment
- Copying from a textbook verbatim
- Asking another student questions during a test or copying another student's answers during a test
- Allowing another student to view your personal work during a test
- Allowing a student to copy one's homework or giving another student test answers
- Preparing homework for another student or giving/lending assigned work to a student who copies the work or represents it as his or her own
- Taking work from a teacher's room without permission
- Taking a picture of a test
- Removing a test from a testing situation without the teacher's permission
- Providing information about a test to any student who will be taking it at a later time
- Receiving information about a test from a student who has already completed it
- Using unauthorized materials/cheat notes during exams and quizzes
- Using the Teacher's Edition Guide without permission to ascertain answers
- Submitting any material claimed as one's own but sourcing it from publications, websites, or other media without accreditation
- Attempting to change or changing a grade in a teacher's grade book, online grade book, or in student records

Academic Dishonesty is considered to be a serious violation and warrants punitive recourse. Students who are considered guilty of Academic Dishonesty will receive a zero for their work, their parents will be notified, records will be kept in their cumulative file, and Saturday detention will be assigned. Students who receive multiple Saturday detentions may face suspension. The school reserves the right to impose additional disciplinary actions if warranted.

# Policy for Student Removal from Classroom for Tuition Delinquency

## Purpose:

In an effort to ensure that student tuition is paid per the Enrollment Policy, this policy details the consequences of delinquent tuition and outlines the procedure for removing a student from the classroom if there is a failure to pay tuition or pay it timely.

## Procedure:

- Parents or guardians will automatically receive communication from Tuition Management about their delinquent accounts.
- If a tuition payment remains past due twenty (20) days after the due date, the parents or guardians will receive a Notice for Removal of Student.
- If a tuition payment remains past due thirty (30) days after the due date, the student will be automatically removed from school without further notice.
- Once a student is suspended for delinquent tuition, the student will be escorted to the main office by the Principal, who will wait with them until a parent or guardian arrives to pick them up.
- The entire balance of unpaid tuition plus one month's tuition will immediately become due and payable upon suspension.
- The student will remain suspended until the entire balance of unpaid tuition, plus one month's tuition, is paid.
- If a student is removed from the classroom multiple times due to tuition delinquency, the CFO or Principal may consider further disciplinary action, including suspension or expulsion.

# Cell Phones, Smartwatches, and Other Electronic Devices

## Possession of Cellphones, Smartwatches, and other Electronic Devices During School Hours:

It is recommended that all students leave their cell phones and other valuable electronic devices, such as smartwatches, iPods, and handheld video game systems at home. Any student who nonetheless chooses to bring such items to school must place these items in designated pockets provided by the school upon entry. The pockets will be available in each classroom. Students will not have access to these pockets until the end of the class period. This rule applies to all class periods throughout the school day. In the event a student needs to make an emergency call, they can do so at the school office. Parents who need to make an emergency call can call the school office to reach their child.

Cell phones, smart watches, and/or other electronic devices cannot be used during school hours at any time. If smartwatches, cell phones or other electronic devices are seen or heard during school hours, they will be confiscated. Any student who maintains possession of electronic devices (such as during recess or lunch) must keep them turned off and may not have them visible or in use anywhere on campus during school hours (8:00 am - 2:55 pm).

Any student who violates this policy will be subject to the following warnings: **a warning on the first offense; a \$25 fine on the second offense; a \$50 fine and detention for any subsequent offense.**

The school is not responsible for the loss/theft of any such cell phones, smartwatches, or other electronic devices, whether confiscated or otherwise.



## Use of Cellphone, Smartwatch, or Other Electronic Device:

All students must comply with the Digital Citizenship User Policy set forth in Appendix A when transmitting information through their cell phone, smartwatch, or other electronic device. All parents and students are required to participate in a Digital Citizenship seminar in the beginning of the school year.

## **Education Technology**

Technology is vital for student learning. AGBU DHS is a 1:1 school, which means that every student is assigned a Chromebook to support academic work for school and home use. AGBU MDS has an online learning environment (including Google Workspace for Education and other resources) through which students access their grades, assignments, activities, resources, and various learning materials that are necessary to complete their schoolwork. It is expected that students will have Chromebooks charged and with them during academic classes, and they can take their Chromebooks home to complete assignments. Students must return their Chromebooks at the end of the school year.

Chromebooks are issued to students on a lease. Thus, the device is considered the property of AGBU DHS. All AGBU DHS policies and procedures that relate to the use and possession of electronic devices apply to school-issued Chromebooks, both on and off-campus. There is no expectation of privacy as it relates to the Chromebooks. Accordingly, Chromebooks and school accounts may be checked at any time by school staff to ensure compliance with the school's policies and procedures.

### Using Chromebooks at School

- The Chromebooks come with a charging cable. Student Chromebooks are expected to be charged nightly at home so that “plugging in” during the school day can be avoided. Every student needs to have a fully charged Chromebook each day for school.
  - If a student is not prepared, he/she will not be able to participate in the class and will not receive credit for any work that was performed on the Chromebook during the class.
- Chromebooks should not be loaned to or used by any person, including family members, other than the assigned student.
- Students are responsible for securing Chromebooks when not in use.
- The AGBU MDS asset tag and the barcode should not be damaged, removed, or covered.
- Personal stickers are not to be placed on Chromebooks.
- Chromebooks should NOT be left in the car for extended periods of time. This applies during both hot and cold weather. Aside from temperature concerns, a Chromebook is an easy target for theft.
- The Chromebook screens must be cleaned with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Clorox-type wipes cannot be used on Chromebook screens. The keyboard and outside of the Chromebook may be cleaned by a rag with a little disinfectant sprayed on it.
- Chromebooks must be kept in good condition at all times. Any lost or damaged Chromebooks must be replaced at the borrower's expense.

### Acceptable Use of Chromebooks

Chromebook usage is a privilege, not a right. All students must comply with the Digital Citizenship User Policy set forth in Appendix A when using their Chromebooks.

Inappropriate use of Chromebooks subjects the student to disciplinary action. AGBU DHS reserves the right to

monitor and inspect the devices consistent with the policies and procedures outlined in this Handbook. Any inspection of graphics, videos, written content, or the like shall be reviewed by AGBU DHS administrators. A student's noncompliance with the expectations outlined herein will result in AGBU DHS reclaiming the device from the student. In such a case, the offending individual would face disciplinary measures consistent with the policies and procedures outlined in this Handbook. Use will be terminated if inappropriate, defamatory, abusive, obscene, profane, or illegal material is found on the school-issued Chromebook. Teachers, upon approval from the principal, may set additional requirements for Chromebooks.

## **Internet and Electronic Communications Policy**

The parents/guardians of each student are responsible for encouraging the positive and ethical use of technology, and for learning and monitoring the standards of behavior their student(s) should follow when using media or online informational sources. **Students and parents are also responsible for ensuring that the student complies with the Digital Citizenship User Policy set forth in Appendix A, which sets forth guidelines and procedures regarding the use of the school's electronic communication systems.**

In the spirit of respect for the AGBU DHS community, student use of technology on or off campus should in no way embarrass, threaten, or defame another member of the community or the reputation of the school itself.

Unacceptable use of the school's electronic and information communications systems (including the computer network and/or the Internet) includes, but is not limited to:

- Accessing, transmitting, or downloading obscene depictions, harmful materials, or materials that encourage others to violate the law;
- Posting inappropriate material to social networking/media or other websites;
- Selling or purchasing any illegal substance;
- Transmitting or downloading confidential information or copyrighted material;
- Use of any trademarks, logos, or symbols associated with the school without the permission of the school and/or in a matter that brings discredit to, or damages the reputation of, the school or a person associated with the school;
- Use that causes harm to others or damage to their property;
- Use that involves obtaining and/or using an anonymous email site, disguising one's identity, impersonating other users, or sending anonymous email messages;
- Threatening, harassing, or making defamatory or false statements about others;
- Using profane, abusive, or impolite language;
- Accessing, transmitting, or downloading offensive, harassing, or disparaging material;
- Commercial uses of the school network;
- Damaging computer equipment, files, data, or the network;
- Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting the performance of any computer system;
- Using any school computer to pursue hacking, internal or external to the school network, or attempting to access information that is protected by privacy laws;
- Compromising another user's social media account;
- Introducing USB drives or other portable media into the network without having them checked for viruses;
- Use that jeopardizes access or leads to unauthorized access into personal accounts or other computer networks;
- Deleting, copying, modifying, or forging another user's emails, files or data; and/or

- Accessing another user's email or online accounts without their permission.

Parents and students should be particularly mindful of the content used for:

- Creating web pages on websites or other social networking sites (such as Twitter, Facebook, etc.)
- Social media postings, entries or other communications
- Email
- Digital photographs
- File sharing or hosting sites
- Phone calls
- Voicemail messages
- Picture messages
- Text messages
- Chat or instant messaging sessions
- Video messages
- Websites and web pages
- Blog entries

The school restricts access to material that is inappropriate in the school environment. It is possible that your child may find material on the Internet that you would consider objectionable. To help avoid this we have installed an Internet blocking program to limit access to inappropriate material. However, the software is not entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

***Students have no expectation of privacy whatsoever in any message, file, data, document, telephone conversation, social media post, conversation, or any other form of information or communication transmitted to, received, or printed from, or stored or recorded on the school's electronic information and communications systems. The school reserves the right to monitor, intercept, and review, without further notice, every student's activity while using the school's information or communication systems.***

Students who violate the Internet and Electronic Communications policy, or the Digital Citizenship User Policy set forth in Appendix A, will be subject to disciplinary action. Depending on the conduct, the student may be subjected to a Disciplinary Committee review. The Disciplinary Committee will consider each case accordingly, based on the egregiousness of the violation. Violations that are serious in nature could mandate an indefinite suspension, disciplinary probation, and possible expulsion.

## **School Use of Photos/Images Policy**

Parents and students should be aware that AGBU DHS regularly uses photos/images of students on the school website (www.agbumds.org) and its social media pages (Facebook and Instagram). Student names may or may not be used as well, depending on the situation. If a parent and/or student does not want the student's image/name used on the school website or social media pages, they must opt out by executing the form attached hereto as Appendix B (School Use of Photos/Images/Videos Opt-Out Form) and submitting it to Soleil Barros, Marketing and Communications Specialist.

## Dress Code Policy

The purpose of the Dress Code Policy is to develop and maintain a sense of school identity and unity among students. It is also an attempt to simplify the students' wardrobe needs. This policy will be enforced by AGBU DHS administrators and teachers from 8:00 am–2:55pm on a consistent daily basis.

1. All students must follow the guidelines below regarding the school uniform. Students are required to wear the uniform throughout the entire school day:

- 6<sup>th</sup>-12<sup>th</sup> grade boys: gray pants or shorts, white or maroon polo shirts with school logo, maroon hoodie/crewneck sweatshirt with school logo.
  - Gray pants can be purchased from Dennis Uniforms at 6459 DeSoto Avenue, Woodland Hills, CA 91367 (818-703-7493).
- 6<sup>th</sup>-12<sup>th</sup> grade girls: plaid skirts with biker shorts underneath (biker shorts MUST be worn underneath), white or maroon polo shirts with school logo, maroon hoodie/crewneck sweatshirt with school logo, gray or black leggings (solid colored, no patterns or logos) underneath skirt.
- Polo shirts, P.E. uniforms, and sweatshirts, are to be purchased in the Main Office.
- Our primary uniform to be worn is the white AGBU DHS polo shirt and school-approved pants, shorts, or skirts (this is the required uniform for picture day or field trips). Alternative school-approved options are limited to the maroon AGBU DHS polo shirt, senior hooded sweatshirt, and Titans sports letterman jacket.
- Skinny pants, cargo pants, or pants with designs, fancy stitching, or cargo pockets are prohibited.
- PE clothes must be worn during PE instruction only.
- On days of extreme cold, wind, and/or rain, students are permitted to wear jackets, coats, over their school uniform for protection and warmth when outside the building. Such clothing must not feature logos, graphics, messages, or advertisements. Minor product symbols are acceptable.
- Any clothing worn beneath the AGBU DHS polo shirt must be solid white (no lace) with no visible colors, lettering, numbers, pictures, patterns, or other ornamentation and may not protrude from beneath the polo shirt. Long-sleeved, plain white shirts, including turtlenecks, are acceptable.
- Shoes must be matching, closed-toe, and primarily solid in color (white, black, gray, or maroon only). Footwear including, but not limited to, sandals, slippers, flip-flops, moccasins, and those that feature artwork, patterns (e.g. stripes, checkerboards, or polka dots), excessive ornamentation or lettering, high heels/wedges, or bright color(s) in excess may not be worn. Shoelaces must match and be solid in color (white, black, gray, or maroon only) with no artwork, patterns, or lettering.
- Socks must primarily be white, black, maroon, or gray with no lettering, numbers, pictures, patterns, or other ornamentation. Minor product symbols are acceptable.

2. Rules and Regulations Regarding Accessories and Hair:

- Hair must be neatly groomed and worn off the face. Extreme hair styles, coloring, dyeing, streaking, glitter, or ostentatious use of hair products are not allowed.
- Hats, caps, and bandanas are prohibited.
- Belts are optional, but if worn, must be within the belt loops, remain buckled at all times, and be of appropriate length. Belts are required to be solid black or brown with no lettering, numbers, colors, pictures, patterns, or other ornamentation. Belt buckles of a size or design that causes distraction are prohibited.
- Lanyards are prohibited from being worn as necklaces or dangled from shorts/pants pockets.
- Tattoos (real or imitation) are prohibited.

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

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

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

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

### 5. Violations of this Policy: Student appearance that does not comply with the AGBU DHS dress code policy will result in referral to the Dean of Students and parent notification.

- Dress code policy infractions will be appropriately addressed and/or corrected while the student is detained by the Dean of Students. Detained students will receive no credit for any class work or formal assessment material missed while out of the classroom. A detained student's parent(s) may be required to furnish proper attire in the event of an extreme dress code violation or repeated offense.
- Any item of clothing that can be acceptably removed must be taken off and turned over to the Dean of Students.
- A student wearing visible jewelry may be required to remove it. Jewelry will be deposited in the Dean's Office. However, the School is not responsible for any lost or stolen items of the student.
- Additional consequences will be implemented under the consideration of the AGBU DHS Disciplinary Committee for students who further violate the AGBU DHS dress code policy.

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

- Only flat, closed-toe types of footwear are acceptable. Footwear including but not limited to sandals, slippers, flip-flops, and those that feature high heels/wedges may not be worn.
- Beyond the items of clothing mentioned above, NO other alteration to the official AGBU DHS uniform is permissible, including but not limited to hair dyeing or streaking, extreme hairstyles, wigs, makeup, face paint, facial hair, nail polish, temporary tattoos, or inappropriate/unapproved clothing such as hats, caps, scarves, tank tops, and sleeveless shirts. Students who fail to heed this condition are subject to referral to the Dean of Students. Such clothing may be confiscated and returned to the students after school in the presence of the student's parent(s).
- Students who sport clothing containing graphics, logos, symbols, or language deemed inappropriate or in poor taste, including but not limited to those that represent or suggest illegal drugs, alcohol, tobacco, cigarettes, weapons, or gangs are subject to referral to the Dean of Students. Such clothing may be confiscated and returned to the student after school in the presence of the student's parent(s). Further attention from the AGBU DHS Disciplinary Committee may be warranted.
- AGBU DHS faculty members reserve the right to ask students to remove such articles of clothing that cause disruptions or otherwise prevent a student from satisfactorily participating in class.

## **Parking**

Only seniors may park on campus. Students who drive to school daily must obtain a parking permit in order to park on campus in the designated student parking areas. Parking applications are available in the Dean's Office. In order to receive a parking permit, a student must have a completed application form, valid driver's license, current insurance, current registration, and proof of payment \$30, from the school's main office. If the student does not have a parking permit on file in the Dean's Office, he/she is not allowed to park on campus during school hours. Students who park on school campus during school hours without a parking permit are subject to the following warnings/citations:

- 1<sup>st</sup> offense—warning
- 2<sup>nd</sup> offense—\$30 citation
- 3<sup>rd</sup> offense—\$60 citation
- Any subsequent offense - \$90 citation

## **Bullying and Harassment Policy**

*To honor ourselves, our community, and our country,*

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

### ***General***

At AGBU DHS, we believe that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance. Our school community is full of exceptional students, parents, teachers, staff, and administration who want to continue working and learning in a safe and welcoming school environment. In an effort to maintain a positive and safe environment, the School has implemented proactive and preventative strategies that support our anti-bullying and anti-harassment efforts, as set forth below.

### ***What is Harassment?***

All behaviors that constitute harassment, whether in person or online, are strictly prohibited.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

Sexual Harassment: Unwelcome sexual advances, request for sexual factors, and other verbal or physical conduct of a sexual nature.

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

All behaviors that constitute bullying, whether in person or online, are strictly prohibited. Bullying is generally defined as unwanted aggressive behavior towards another individual that involves a real or perceived power imbalance. The imbalance is created between the aggressor and the victim. Bullying may include verbal or

non-verbal threats, physical assault, or other methods of coercion such as blackmail, manipulation, or extortion.

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

Examples of bullying include, but are not limited to:

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

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

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

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

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

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

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

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

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

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

Cyber-Bullying includes, but is not limited to:

- Pretending to be someone else online to trick others or create false personal accounts in place of others;
- Spreading lies and rumors about victims;
- Tricking people into revealing personal information and using that information against that person;
- Sending or forwarding hurtful messages through the use of technology;

- Posting pictures of victims without their consent; and/or
- Purposefully humiliating another person to cause harm.

### ***Reporting Obligations and Disciplinary Action***

Prompt notification of bullying and/or harassment is essential to providing a safe school environment and allowing the school to properly respond. The school cannot resolve an issue of which it is unaware of. Accordingly, AGBU DHS students need to immediately report any incidents of harassment and/or bullying they experience and/or observe and/or harassment and/or bullying of which they are aware to the administration (including Dean of Students), staff, a teacher, and/or the school counselor. Students may make their report orally or in writing. Staff, administrators, and other school personnel are also required to report any conduct prohibited under this policy that they either witness or become aware of to the administration. They are further expected to immediately intervene when they see a bullying and/or harassment incident occur. Moreover, members of the school community are encouraged to report bullying and/or harassment and can do so through the following parties: parents, teachers, administration, and school counselor.

This policy applies to students on school grounds, while traveling to and from school for a school-sponsored activity, and during the lunch/recess period.

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

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

All complaints which are reported to the school administration or which the administration becomes aware of will be investigated. While the school cannot promise absolute confidentiality, it will keep complaints confidential to the extent possible and consistent with the school's need to conduct a fair, timely, and thorough investigation that affords all parties appropriate due process and that reaches reasonable conclusions based on the evidence collected.

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

### ***Bullying and Harassment Intervention***

The school has a zero tolerance policy for harassment and/or bullying by any student.

In all cases, it is important to ensure:

- That victims are believed and made safe.
- That the principles of due process are followed in regard to students reported for bullying and/or harassment; and
- Students who engage in harassment and/or bullying behaviors, bystanders, and victims of harassment and/or bullying receive school counseling services provided by the school counselor, when appropriate, in addition to interventions designed to reduce problem behaviors and increase appropriate behaviors.



Students who violate this Bullying and Harassment Policy will be subject to disciplinary action. In general, the school will take the steps below upon receiving and substantiating a report of bullying and/or harassment. However, the school does not have a progressive discipline policy. Accordingly, the school, at its sole discretion, may apply more than one disciplinary action or skip a step, depending on the severity and nature of the violation.

Step 1: First Incidence of Harassment and/or Bullying

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

Step 2: Second Incidence of Harassment and/or Bullying

**School Response - Formal meeting with Parents**

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

Step 3: Third Incidence of Harassment and/or Bullying

**School Response - Disciplinary Committee Meeting**

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

Step 4: Fourth Incidence of Harassment and/or Bullying

**School Response - Candidate for Expulsion**

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

## Search and Seizure Policy

AGBU DHS is obligated to ensure a safe and orderly environment. Students' legitimate expectations of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of AGBU DHS to maintain discipline and to provide a safe environment for the school community.

AGBU DHS is committed to providing an environment free from the presence of drugs, alcohol, weapons, gangs, gang-related activity, or any other potentially harmful disruptive material, and/or activity. The school considers it, in the common interest, of all members of the school community to cooperate with this endeavor.

In order to obtain a safe/orderly environment, the school may conduct searches of students, which may include, but are not limited to, their person, their book bags, lockers, vehicles, personal possessions, and their clothing when there is reasonable suspicion as determined by school officials that the search will disclose evidence that the student is violating or has violated the law or a school rule. This includes, but is not limited to, evidence of the presence, use, and/or transfer of illegal or dangerous drugs, alcohol, weapons, and/or other potentially harmful, disruptive materials on school campus, the immediate area surrounding the school campus, or at any school-sponsored function.

AGBU DHS contracts the services of Interquest Canine Detection Agency in our efforts to provide the safest learning environment. Their canines are trained and certified to detect the odors from a multitude of illegal substances/material including marijuana, cocaine, methamphetamines, alcohol, gunpowder, and over-the-counter prescription drugs. When the canine is in detection mode, the dogs and their handlers are always accompanied by a school official. Detection by a dog constitutes reasonable suspicion for the school to conduct a search of the student's possessions. When a canine alerts to the aforementioned, the student is informed of the canine's detection, is asked what the dog may be alerting to, and then is informed that his/her possessions will be searched.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. However, if the situation warrants "frisking" of the student or a further level of search, the student's parents/guardian will be contacted before the search unless pressing safety issues warrant an immediate search. When a school official conducts a search of a student's person or personal effects, an adult witness will be present.

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

If a student refuses to permit a search, a parent/guardian will be contacted for permission and/or local law enforcement may be called for assistance or referral. In addition, the student will be referred to the Disciplinary Committee for possible dismissal from AGBU DHS for failing to abide by the policies and procedures set forth in this Handbook.

## **Drug and Alcohol Policy**

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

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

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

Students are strictly prohibited from attending school or school-related activities on or off campus under the influence of drugs or alcohol. To support students in the establishment and maintenance of a substance abuse-free environment, AGBU DHS may conduct random and unannounced drug and/or alcohol testing of any student, if school personnel have reasonable suspicion of the student's use or abuse.

Students who violate this provision will be suspended pending investigation. The Disciplinary Committee will review the case, and determine whether the involved students are subject to expulsion or any other disciplinary action. Moreover, additional steps may be taken with law enforcement if deemed necessary.

## **Weapons**

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

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

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

## **Fighting**

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

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

Students who violate the fighting policy will immediately receive detention and may be subjected to a Disciplinary Committee review. The Disciplinary Committee will consider each case accordingly. Based on the egregiousness of the violation, the involved student(s) may be subjected to detention and/or school service. Violations that are more serious in nature could mandate an indefinite suspension, disciplinary probation, and possible expulsion.

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

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

AGBU DHS uses the following criteria in determining gang membership or affiliation:

- The individual freely admits membership. The individual has tattoos or other gang-identifying personal appearance.
- The individual readily associates with known gang members.
- The individual wears gang colors or clothing.

- The individual “tags” or marks his/her personal property, school property, or other property with gang names or symbols.
- The individual uses a special name that identifies him/her as a gang member.
- Official documentation from the police, probation, court records, or school records identify the individual as a gang member.

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

## **Theft**

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

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

## **Vandalism**

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

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

## **Vulgarity/Obscenity**

Students are not to engage in vulgar, obscene, suggestive, or insulting expressions at any time. In addition, students are to refrain from disrespectful mannerisms, belligerence, and overt demonstrations or gestures which are intended to degrade, defame, or disgrace other individuals. Parents of students who engage in such behavior, whether the content is general conversation or directed towards someone specific, will be immediately notified. Students who violate this policy will also be referred to the Disciplinary Committee.

## **Concluding Remarks**

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

## **VIRTUAL LEARNING ADDENDUM: 2023-2024** **(To be observed in the event of school closure)**

Google Classroom is a virtual classroom; therefore, all school rules apply as noted in the Parent-Student Handbook, in addition to the classroom specific rules set forth by the teacher.

In the event of a school closure caused by the COVID-19 pandemic or otherwise, AGBU DHS school will remain closed, until further notice. If any student/parent needs to visit campus during remote learning, they must adhere to the guidelines set forth by the school, complete a Daily Health Screening Form (on our website) and sign in at the security gate before entering.

### **Student Code of Conduct for Google Classroom Sessions**

#### **Attendance on Google Classroom Platform:**

All students are required to attend their scheduled class sessions daily. Teachers will take attendance regularly and will record absences utilizing Blackbaud on a daily basis.

If a student is going to be absent, please notify your student's teacher immediately via email, as well as [dhsattendance@agbumds.org](mailto:dhsattendance@agbumds.org).

#### **Google Classroom Sessions:**

The Google sessions are an important component of Virtual Learning. Through a comprehensive program, all core subjects including Armenian, English, Math, Science, and Social Studies will be delivered live. All classes will meet daily for 45 minutes.

### **All participants in the Google sessions are expected to adhere to the following guidelines:**

#### **Preparation**

Students must report to virtual classes groomed and dressed properly, AGBU MDS polos must be worn at all times while class is in session. They will be asked to leave and return with their appropriate uniform before resuming class. This will result in possible loss of participation points, at the discretion of the teacher.

Students will be allowed to enter their Google session/classroom once their full name has been verified by the teacher.

Students will only be allowed to enter their assigned/scheduled session.

IDs and passwords are intended for students to keep confidential. Sharing IDs and passwords will not be permitted.

Virtual backgrounds are not permitted during live sessions, cameras must be facing forward and ON during class. The profile picture must be a current photo of the student, they can also use their school ID. You may NOT take screenshots, photos, or videos of other students or the teacher during class time, group meetings, or individual tutorials/meetings.

## **Participation**

Students must arrive on time for their respective Google class sessions, you must enter class at your scheduled time, or you will be marked tardy. If you miss a portion of your class due to tardy/absence, you will be deducted participation points, at teacher's discretion.

You must be in class, with a working camera and microphone ON to be marked present, if not, you will be marked absent.

If you enter class after 20 mins, or leave class without permission, at any time, you will be marked absent.

Eating/chewing gum is not allowed during class time.

As expected of any class interaction, participants are to treat each other with courtesy and respect.

Offensive or inappropriate language is not to be used in any form of communication. This extends to emails, discussion postings, group projects, and submitted assignments which may be part of or an extension of the live interaction.

## **Consequences for Non-Adherence to Virtual Learning Guidelines**

Disruptions to virtual learning sessions may lead to the removal of the student from the session for part or entire session. Removal from class may lead to loss of points from any or all assessments being administered during that class.

Parents will be notified as needed.

Repeated disruption will be reported and will be handled at the discretion of the administration.

## **Students may face immediate disciplinary actions for any of the following major infractions:**

Entering a meeting fraudulently.

Creating any images of meetings using screenshots or screen recordings of any fellow students or members of faculty, staff, or administration.

Using inappropriate language.

Bullying, intimidation, harassment, or threatening language directed toward the teacher, fellow students, or administrative staff.

**Appendix A**  
**DEMIRDJIAN HIGH SCHOOL DIGITAL CITIZENSHIP**  
**User Policy/Acknowledgment Form**  
**2023-2024**

**Student Responsibility:**

By initialing and signing this policy, you acknowledge that you understand the following:

\_\_\_\_\_ **I am responsible for practicing positive digital citizenship.**

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communications.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

\_\_\_\_\_ **I am responsible for keeping personal information private.**

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of privacy settings on websites that I visit.
- I will abide by Demirdjian High School's ("the school") policies and procedures, including those set forth in this Parent & Student Handbook.

\_\_\_\_\_ **I am responsible for my passwords and my actions on school accounts.**

- I will not share any school usernames and passwords with anyone or directly or indirectly allow another person to use them.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

\_\_\_\_\_ **I am responsible for my verbal, written, and artistic expression.**

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works. I am responsible for treating others with respect and dignity.
- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in inappropriate texting.
- I understand that bullying or harassment in any form, including cyberbullying, is unacceptable.
- I am responsible for accessing only educational content when using AGBU DHS school technology.
- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent, unless it is approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the school network for illegal, political, or commercial purposes is strictly forbidden.
- I will NOT take screenshots, photos, or videos of other students or the teacher during class time, group meetings, or individual tutorials/meetings.

\_\_\_\_\_ **I am responsible for respecting and maintaining the security of the school's electronic resources and networks.**

- I will only use software and hardware that has been authorized by the school.
- I will not try to get around security settings and filters, including using proxy servers to access websites blocked by the school.

- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any school computers, tablets, smartphones, or other new technologies.
- I will not use the School network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

**\_\_\_\_\_ I am responsible for taking all reasonable care when handling school equipment, including assigned Chromebook.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to school equipment. I am responsible for respecting the works of others.
- I will follow all copyright guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

Students who violate this Digital Citizenship User Policy and Acknowledgment Form will be subject to disciplinary action including, but not limited to: restricted access, legal action against students, suspension, expulsion, and/or criminal prosecution by government authorities.

**Summary:** All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What AGBU DHS community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security.

**Instructions:**

Read and initial each section above and sign below. Be sure to review each section with a parent or guardian and get their signature below. Return to your teacher or other designated school site personnel.

**I have read, understand, and agree to abide by the provisions of the Digital Citizenship/User Policy of Demirdjian High School.**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_ Parent/Legal Guardian Signature: \_\_\_\_\_



**Appendix B**  
**School Use of Photos/Images/Videos Policy**  
**Opt-Out Form**

A parent may withhold permission to have their child’s photos, images, name, or videos of the child used on the AGBU Manoogian-Demirdjian School (“School”) website or social media pages (Instagram and Facebook).

As the parent or guardian of \_\_\_\_\_[student name], I understand that if I opt-out, my child’s images, photos, names, and/or any videos of my child will not be included on the School’s website or social media pages. Note: This does not include videotaping by security cameras in school.

By signing below, I agree that I do not allow my child’s images, photos, names, and/or any videos of my child to be included on the School website or social media pages.

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

## Acknowledgment Page

I acknowledge accessing my copy of the Demirdjian High School (“School”) Student and Parent Handbook – Middle and High School (“Handbook”) on the school website at the following link: <https://agbumds.org/Handbooks>.

I understand and agree it is my responsibility to read and comply with the policies and procedures contained in the Handbook. I further understand my failure to comply with the policies and procedures contained in the Handbook can result in termination of services with the School.

I understand that this Handbook replaces and supersedes all previous handbooks, memoranda, and oral descriptions of the School’s policies, practices, and procedures. I understand that the School may amend this Handbook at any time, and any such amendment shall be binding upon all AGBU DHS students and parents.

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Student Name

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Signature

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Date

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Parent Name

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Signature

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Date

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Parent Name

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Signature

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Date