

# CHARLIE KEYAN ARMENIAN COMMUNITY SCHOOL

Չարլի Քեյեան Համագաղութային Հայ Վարժարան

## PARENT HANDBOOK

TK / K-6th



*The Charlie Keyan Armenian Community School (CKACS) is committed to academic excellence by providing a comprehensive standards based educational program while creating a healthy moral and safe environment where Christian values are nurtured. All students are provided the opportunity to reach their potential as they become productive citizens of the United States and the global community with an understanding and appreciation of Armenian heritage.*

108 N. Villa Clovis, California 93612  
PHONE 559-323-1955 FAX 559-323-1959  
www.ckacs.org info@ckacs.org

**PRINCIPAL**  
**Nora Kassajikian**

**STAFF**

**Ms. Talar Hovagimian**, PreKindergarten  
**Mrs. Yevkene Karoglanian**, Aide  
**Mrs. Shoghik Jierian**, PreKindergarten  
**Mrs. Kristine Ghazaryan**, Aide  
**Mrs. Anahit Salmanyanyan**, TK/Kindergarten  
**Mrs. Haykuhi Hakobyan**, Aide  
**Mrs. Andrea Wheelless**, 1<sup>st</sup> Grade  
**Mrs. Nataly Soghmonian Wairdian**, 2nd Grade  
**Mrs. Kelsey Gunner Prince**, 3rd Grade  
**Mrs. Donna Mahhafey**, 4th Grade  
**Mrs. Erin Watson**, 5<sup>th</sup> Grade  
**Miss. Karla Duarte**, 6<sup>th</sup> Grade  
**Mrs. Margarit Dumanyan**, Eastern Armenian  
**Mrs. Maral Markarian**, Western Armenian  
**Ms. Jane Knar Lanas**, Librarian  
**Mrs. Mary Ekmalian**, Librarian  
**Mr. Danny Mendoza**, Instrumental Music Teacher  
**Mrs. Yevkene Karoglanian**, Extended Day Care  
**Mrs. Vartui Diarian**, Art Teacher  
**Mrs. Kristina Tashchian**, Cook  
**Mr. David Ruiz**, Custodian

**OFFICE STAFF**

**Mrs. Sossy Wairdian**, Administrative Assistant/ Bookkeeper

**Charlie Keyan Armenian Community School Board**

**Marshall D. Moushigian**, Chairman  
**Shaunt Yemenjian**, Vice Chairman  
**Karen DeOrian**, Secretary  
**Kristina Zakarian**, Treasurer  
**Paul Yergat**  
**Marc Days**  
**Sarah Soghomonian**  
**Nyrie Karkazian**

**Parent Teacher Club**

**Astrik Sahakian**, Chairlady  
**Marlyne Dutson**, Vice -Chairlady  
**Sose Avetian Days**, Treasurer

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We welcome you and your child(ren) to the Charlie Keyan Armenian Community School. We look forward to working as a team to have your child work to meet or exceed his/her potential. With our accreditation from the Accreditation Commission of WASC (Western Association of Schools and Colleges) and the National Association of Educators of Young Children (NAEYC), we are committed to serve the community with the highest quality education. The commitment of our Board of Education to continuous improvement of the CKACS teaching staff leads to a well-trained group, ready and willing, to work with our students. We welcome all to visit the school during school hours. Please come by the office to sign in and get a visitor badge before you go to the classroom.

Nora Kassajikian  
CKACS Principal

## **SCHOOL HISTORY**

The Armenian Community School of Fresno was started in September of 1977. A group of community leaders under the leadership of Fr. Kourken Yaralian began the school in the basement classrooms of Holy Trinity Armenian Church. Since then, under the leadership of six principals, the school has grown. Mr. Charlie Keyan generously donated the funds to buy the present school location in Clovis almost 10 years ago. At that time the school's name was changed to Charlie Keyan Armenian Community School.

The Prekindergarten became a licensed facility through the State of California, Department of Social Services in 2011. In 2014 the school was accredited by the committee on accreditation of the Western Association of School and Colleges (WASC). That same year the National Association of Educators of Young Children (NAEYC) awarded the PreK and Kindergarten with accreditation through their organization.

## **SCHOOL VISION**

CKACS staff stays focused on the child and his/her family to fully understand and promote development in a safe and caring environment.

## **SCHOOL CORE VALUES**

Understanding  
Transparency  
Involvement of Stakeholders  
Inclusivity

## **ADMISSION CRITERIA**

Pre-K - 2 years of age by December 2 and able to use the restroom on their own  
Transitional Kindergarten - child will turn 5 between September 1st -December 2nd  
Kindergarten - must have turned 5 years old by September 1 of the year entering school

These requirement are in accordance with the California State Department of Education laws and regulations, which CKACS follows. Shot records must be brought to school to enroll.

## **ADVOCACY**

Parents are encouraged to regularly contribute to decisions about their child's goals and plans for activities and services. Families are encouraged to raise concerns and work collaboratively with staff to find mutually satisfying solutions that staff can then incorporate into classroom practice. Program staff encourages and supports families to make the primary decisions about services that their children need, and they encourage families to advocate to obtain needed services. Program staff use a variety of techniques to negotiate issues that arise in their interactions with family members. Program staff makes arrangements to use these techniques in a language the family can understand.

## **ANTI-BIAS/MULTICULTURAL CURRICULUM**

Through literature books, games, music, foods and art, the respect for, and understanding of, many different cultural and ethnic groups are learned. Curriculum is carefully selected to ensure diversity so that they are free from race, culture or gender bias. Positive and accurate images of all are necessary in what is used. Teachers respond directly to children's questions concerning differences noticed in each other. Teachers will continue to develop skills and knowledge to work effectively with diverse families. A positive self concept is encouraged with many activities. Discriminatory behavior or verbalization is not accepted in the classroom. Teaching staff counter potential bias and discrimination by treating all children with equal respect and consideration. They initiate activities and discussions that build positive self-identity and teach the value of differences. Staff intervenes when children tease or reject others. They provide models and visual images of adult roles, differing abilities and ethnic or cultural backgrounds that counter stereotypical limitations and avoid stereotypes in language references.

## **ASSESSMENTS**

Each child (1st-6th) is given a yearly, nationally-normed, assessment of learning in the areas of reading, math, science, etc. Results are mailed to each family in. In addition, a reading assessment is given at the beginning and end of the school year to measure their reading level. Teachers will administer additional tests in different curricular areas throughout the year. Report cards are sent home four times during the year, at the end of each quarter. A parent conference is held at the end of the first quarter and can be arranged for other times of the year.

## **ATTENDANCE**

CKACS believes that the student's success starts with punctual attendance. Please make sure your child is at school on time. To have the Perfect Attendance Award at the end of the year means no tardies or absences. The loss of class instruction and participation impairs student progress.

- Students are expected to be at school every day before 8:15. Tardiness will be monitored by the teachers.
- Tardy Policy \*\*\*\*1st Tardy - Note sent home to parents; 2nd Tardy - Phone call home to parents; 3rd Tardy - Mandatory meeting with parents; 4th Tardy - 10 Parent Participation Hours will be added to annual hours needed to be completed; 5th Tardy and more - 5 hours per tardy will be added to annual hours needed to be completed.
- Pupils arriving after 8:15 am or morning assembly must go to the office for an admit slip, with their parent, before going to their classrooms. DO NOT HAVE STUDENTS GO TO CLASS IF COMING AFTER 8:15 A.M.
- Parents are required to verify each absence by phoning the office on the morning of absences/have a note/or email. The school telephone number is (559) 323-1955.
- Parents should schedule appointments after school. School should be notified for any prescheduled absence.

## **BIRTHDAY PARTIES**

If you wish to send treats, please contact your child's teacher at least two days prior to the day. Teachers are encouraged to share birthday treats in the afternoon. Treats containing excessive sugar are discouraged.

## **BOARD OF EDUCATION**

The CKACS School Board of Education is a body that identifies and articulates the needs of the school. The Principal, who is its executive officer, keeps the Board informed of the policy needs of the school, establishes administrative regulations to implement policies and keeps the Board informed of such implementation. The Board consists of nine members voted upon at the Annual Meeting. The Principal is an ex-officio member of the Board. The Board meets regularly, at least once a month. Meetings are scheduled at the beginning of the school year and announced via email and the school calendar. Parents are welcome to attend. All meetings of the Board are open meetings unless designated as being "executive". The rights of non-members to address the Board are limited to items on the agenda. All requests to have items placed on the agenda must be provided in writing to the Chairman or Principal no later than one week before the next regular meeting.

## **BULLYING**

All students at the CKACS deserve to be treated with respect and kindness. If at any time a child feels that he or she has been mistreated, they need to report the incident to their teacher or other adult on campus. Bullying is not tolerated on this campus. Bullying may happen by: physical, verbal, and relational or cyber bullying. Reports of such activity will be immediately investigated in a thorough and confidential manner.

## **CHILD ABUSE REQUIREMENTS**

CKACS and its employees comply with the reporting requirements of the California Child Abuse Reporting Law. All staff members are mandated reporters of any suspected child abuse (physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation). The School does not contact parents in advance of making a report to legal authorities, as prescribed by law. School staff will make such reports, with the Principal assisting, in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for investigation and review.

## **CIVILITY**

Maintaining an environment supportive of learning and free of disruptive conduct is important to the success of our children's education. To further this goal, it is the intent of the Board of Education at Charlie Keyan Armenian Community School (CKACS) to promote mutual respect, civility and orderly conduct among CKACS employees, parent/guardians, students, volunteers and other members of the public. It is also the intent to encourage positive communication and discourage disruptive, volatile, hostile or aggressive communication or actions. Furthermore, this policy is intended to maintain, to the extent possible, a safe, harassment-free environment on campus and at school events. It is not our intent to deprive any person of his/her right to freedom of expression. We encourage cooperation with and adherence to this policy.

## **COMMUNICATION**

We feel that open communication is very important. To be in close contact with parents about how the day went with your child builds great rapport. Though morning or afternoon pickup times can be hectic, please stop and speak to us. Email or set up a phone conference or personal conference time with the classroom teachers, if you need more time to share. There is no question that is too 'insignificant' to speak to us about. We can only best understand and assist your child if we are given

information about something that is affecting your child at home. We also communicate through weekly newsletters that the teacher gives to you. The Principal sends out a weekly memo to all parents via email. Notices and letters are sent home to inform parents about meetings, speakers and programs. Yearly parent surveys will allow for input into how the program is functioning and ideas on how to improve the program. Progress reports will be sent home three weeks before reports cards are sent home. Report cards will address your child's grades four times a year. Please remember to check your child's backpack daily for the printed information coming home. If there is nonemergency information that you need to give to your child, please be aware that when you call the school we will give that information to your child at morning recess from 10-10:15 or at lunch recess 12:00-12:45 p.m.

## **COMPUTERS**

Computers are available in each classroom to support student learning and to enhance the educational experience. The computers are tools for students to use for class assignments. The fourth, fifth and sixth grade classes will have a Chromebook for each child to use. They are also used for the Accelerated Reader Program.

### **Rules to Follow:**

- Student is responsible for his or her actions in accessing the Internet or any other files on the computer.
- Student should report any misuse of the computers that they observe.
- Student will follow rules set forth by the teacher in charge.
- Student will not tamper with any files.
- Downloads of games, music, or software are not allowed.

## **CURRICULUM DESIGN**

The complete curriculum is geared to meet or exceed the standards set by the State of California.

**LANGUAGE ARTS** - Houghton Mifflin Harcourt "California Excursions" - This program is a complete reading and language arts program based on these areas: phonics, phonemic awareness, vocabulary, fluency and comprehension (includes writing, language conventions, listening and speaking). It gives teachers tools for struggling and gifted students. It is organized in an explicit, systematic, comprehensive and coherent instructional path for the teacher. It gives teachers access for instruction, practice, application and diagnostic support. K-Third grades build foundational literacy skills. Fourth-Sixth graders become thoughtful, appreciative, independent readers and writers. The curriculum provides technology that engages students in meaningful productive learning and practice.

**MATH** - HM Harcourt "Go Math", incorporates mathematical practices in every lesson so students develop the mathematical thinking they need. It features exploration driven lessons that begin with problem-based situations and build to more abstract problems. It also elevates the depth of understanding so students are ready for the rigor the Smarter Balanced Assessment.

**SCIENCE** - Harcourt "California Science" - Develops and maintains investigation skills that are integral in the scientific inquiry methods, both directed and independent.

**HEALTH** - Second Step/Bullying - This curriculum promotes school success by teaching about school connectedness, a safe and respectful school climate, and directly teaching students the skills to strengthen their ability to: learn, have empathy, manage emotions and solve problems. The Bullying Prevention portion is designed to change the climate of the school and classroom, and reduce the peer rewards that can reinforce behavior of aggressive children. It educates the student in

what bullying is, how to respond to it effectively and who the support staff is to go to when it happens. In addition, units on Good Nutrition, Physical Exercise and the need for plentiful sleep are taught.

**SOCIAL STUDIES** - HM Harcourt “Reflections” - Teaches the core knowledge in history and social science. It encourages the development of related skills that enhance students’ ability to understand core knowledge such as analysis (chronological, spatial thinking skills, research and evidence and point of view skills, and historical interpretation skills), summarization, identification of cause and effect, comparing, making generalizations, etc. It integrates history with math, science, language arts and visual and performing arts.

**CHRISTIAN EDUCATION** - Varies each semester. First-Sixth graders meet for 30 minutes each Friday to learn about the life of Jesus, the parables of Jesus, the Ten Commandments, etc.

**PHYSICAL EDUCATION** - All K-Sixth grade students have PE for 60 - 90 minutes per week. High quality instruction in PE leads to good health, develops fundamentals and advanced motor skills for increased levels of physical fitness that are associated with high academic achievement.

**MUSIC** - Choral and Instrumental instruction is given once a week by a professional music teacher to all K-Sixth grade students. The students learn many genres of songs, to sing, and also musical theory and instruction on how to play a musical instrument.

**ART** - Our art program reflects art history and California state standards. Artists from around the world are studied. Students have an opportunity to create art in many mediums throughout the year. They exhibit their work at least once a year.

**LANGUAGE** - Formal instruction in Armenian is given to students from K-Sixth grade. Families may choose either Eastern or Western Armenian in which to have their children become proficient. Students from K-Third grades have 45 minutes daily, and Fourth-Sixth graders have one hour of daily instruction.

**TESTING** - The IOWA Assessment Test of Basic Skills is given to First-Sixth graders in May.

**COMPUTERS** - Fourth-Sixth graders use Chromebooks. Third graders have laptops for each child to use in the classroom. K-Second grades have a set of four laptops to use in their classroom. Students are given an opportunity to learn keyboarding and use their computers for word processing and research, with teacher guidance.

## **DISCIPLINE POLICY**

Each time a student demonstrates a need to improve in behavior, or uses inappropriate or offensive language, he/she will be disciplined according to the content and context of the misbehavior. Such language includes expletives; obscene gestures; disrespectful comments toward the faculty/adults/other students; racial, sexual, and religious insults; and verbal abuse directed toward another person.

### **CONSEQUENCES**

- a. Verbal warning or caution: name on referral note; behavior anecdote noted.
- b. Counsel with teacher; behavior anecdote noted.
- c. Behavior anecdote noted; child’s loss of portion of lunch recess period. Parent to be notified by telephone call or note.
- d. Contact parent: behavior anecdote noted; parent requested to come in for a conference; possible suspension from one to five days.

## **PROCEDURES**

- a. Students receive a referral for each offense.
- b. The teacher will keep a copy and send duplicates to the principal.
- c. Serious problems are sent to the office immediately.
- d. Yard teachers will send referrals directly to the office

## **CLASSROOM CODE OF CONDUCT**

- a. Students should enter the classroom on time and in an orderly manner and be in their assigned area. They need to be quiet and ready to work.
- b. Students need to be ready for class by bringing required books, supplies, pencils, papers, and equipment to class.
- c. Students are to be respectful towards their teachers and classmates. They are to respect the property of the school and the property of other students.
- d. Teachers are at CKACS to teach, and students have a right to be taught.

## **STUDENT DUTIES AND RESPONSIBILITIES**

- a. Be in class on time and ready to work.
- b. Listen and follow instructions.
- c. Complete assigned work.

## **ADDITIONAL SCHOOL RULES**

- a. Hard baseballs are not allowed on campus.
- b. Students should not bring bicycles, skateboards, rollerblades or roller skates to school to use.
- c. No personal property such as; Walkmans, I Pods, etc. are allowed at school. Cell phones may not be used during the school day.

## **DRESS AND GROOMING**

Any apparel, hair style, or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the wearer, or tends to detract from the educational process, is prohibited. Hair styles which draw undue attention and detract from the educational environment are not acceptable, e.g. unusual designs, colors, mohawks, tails or unusual razor cuts. No tattoos are allowed.

All students are expected to be in uniform. Fridays are free dress days.

- No hats are allowed except for special events.
- One necklace, one bracelet and one ring are allowed.
- During cold weather days, a heavy jacket may be worn over the school sweatshirt.
- Only clear nail polish is allowed. No acrylic, false nails or nail art is allowed.

### **Uniform top:**

A collared white short or long sleeve knit shirt (a collared white blouse is optional for girls).

### **Uniform Bottoms:**

Boys - Navy blue pants or shorts (shorts should be within 4 inches above the knee and not extend below the knee). The navy blue should not be faded. No blue denim pants are allowed. Girls- must wear the plaid skirts, jumper or box pleats which are available at Dennis uniform\*. Shorts may be worn under skirts.

### **Sweater and Sweatshirts:**

Students are to wear the CKACS sweatshirt. Sweaters need to be navy blue.

**Socks and Tights:**

Socks must be worn at all times. Socks must be in white or navy. Girls may wear white or navy tights with no ornamentation with a skirt or jumper over it.

**Shoes:**

Closed toe shoes must be worn. In the spring sandals with a heel strap are acceptable.

\*Uniforms may be purchased at Dennis Uniforms at 5186 N. Blythe Suite 101, Fresno, CA 93722 (559)276-5621

**CONSEQUENCES FOR IMPROPER DRESS CODE**

Students will be given a dress code violation to be sent home to change into the proper attire. In case of an emergency the parent should send a note of explanation with the student.

**ELECTRONIC DEVICES**

Students should not bring electronic devices to school. If they are kept in their backpack for use during Extended Day Care, that is acceptable. Cell phones are not encouraged; if they are brought, it is for after school use only. Students will not be allowed to call home on their cell phones. The office will call home, if necessary.

**EMERGENCY INFORMATION**

It is **imperative** that parents fill **out all necessary information requested** on the **Emergency Card**. Parents should immediately notify the teacher and school office in writing if there is any change of address, telephone number, place of employment, contact persons or other emergency card information throughout the year. It is extremely important to keep this information up to date. It is of utmost importance to list those who have permission to take your child off campus listed on the emergency card.

**EMERGENCY PROCEDURES**

In the event of an emergency on our school grounds, in which students and staff must evacuate, we will have as our primary evacuation site the First Christian Japanese Church next door. Parents will be notified by teachers/school staff by phone as to where to pick children up. Please make sure we have your cell phone number on file. We will have an evacuation practice with prior notice sometime in the fall. Students and staff will also practice safety procedures for fire, earthquake and lockdown practice during the school year.

**ENROLLMENT**

At the time of enrollment a packet will be given to parents that must be completely filled out prior to the student attending. Shot records must be current. All currently enrolled children are guaranteed enrollment for the following school year, provided parents turn in their registration form by the specified deadline. Payment of fees must be current in order to re-enroll a child. For the current-year tuition rates, please check the ckacs.org website or check with the office. You may pay by check, cash or credit card.

**EXPECTED STUDENT LEARNING OUTCOMES****ACADEMIC ACHIEVERS WHO...**

- Strive to meet or exceed California State/Common Core Standards.
- Show mastery of grade level material.

- Appreciate the visual and performing arts.

#### COMMUNICATORS WHO...

- Express academic and creative concepts in a variety of formats.
- Are proficient in oral and written communication.
- Utilize different forms of media to collect, evaluate and disseminate information.

#### CRITICAL THINKERS WHO...

- Understand the interconnectedness of systems and are able to frame, analyze and solve problems.
- Apply knowledge and problem solving skills for lifelong learning opportunities.
- Exhibit healthy choices in nutrition, hygiene and physical fitness.

#### TECHNOLOGICALLY LITERATE STUDENTS WHO...

- Are proficient in information technology.
- Can adapt and apply technological skills.
- Can utilize different forms of media to communicate in a global society.

#### CULTURALLY AWARE AND PRODUCTIVE CITIZENS WHO...

- Know and understand Armenian language and cultural heritage.
- Participate as active members of their community.
- Appreciate cultural diversity through literature, and the visual and performing arts.

#### MOTIVATED SELF DIRECTIVE STUDENTS WHO...

- Can organize and manage time efficiently.
- Learn to use goal setting techniques to achieve their desired goals.
- Develop personal character through accountability, responsibility, diversity and conflict resolution.

### EXTENDED DAY CARE

CKACS offers extended day care for children after school until 5:30 p.m. This program provides care, supervision, recreation and homework completion. A student that is not picked up on time will be sent to Extended Day Care until they are picked up. Monthly fees are billed at the end of the month. Please check with the office for more details.

### FIELD TRIPS

Permission slips are required for all field trips. A verbal consent is not acceptable. All drivers for field trips must have completed a school form which includes insurance information along with a copy of the driver's license and insurance policy. This should be completed the day before the field trip is scheduled.

### HEALTH POLICY

The school endeavors to maintain a healthy environment for the benefit of students and staff. Parents' cooperation is expected.

1. If a child has a fever, he/she is to remain at home. A child must be fever free for at least 24 hours prior to returning to school.
2. A child with a communicable disease cannot attend school. Parents are asked to notify the school promptly after their child is diagnosed as having a communicable disease. The school will notify all parents involved to alert them of their child's possible exposure. The child is permitted back upon authorization from the attending physician. A physician's note is required in these situations.

3. Parents must have authorization from the attending physician for the school to dispense any medication. The school will safely store all prescribed medications. The school will maintain records of all medication prescribed by the physician.

### *AIR QUALITY*

CKACS receives daily updates on air quality the San Joaquin Valley Air Pollution Control District. Once this information is received, if air quality is deemed unhealthy, we will inform teachers to limit afternoon strenuous outdoor activities, including Physical Education.

### *FIRST AID*

CKACS knows that during the year there are student medical emergencies that may arise. CKACS staff members have been trained in CPR and First Aid. We will call parents if the situation warrants it. Make sure the Emergency Card is up to date so that we can get in touch with you. CKACS will determine if we need to call emergency services.

### *FOOD ALLERGY*

CKACS must be notified when a student has been diagnosed with a food allergy, especially those that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which your child is allergic, as well as the nature of the allergic reaction. Please inform your child's teacher, as well as the school office, of the known food allergy or as soon as possible after any diagnosis of a food allergy. When the school receives information that a student has a food allergy that puts a child at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

### *IMMUNIZATION POLICY*

Parents or guardians must provide the dates (month, day and year) of each immunization the child has received prior to registration. If a written record is not provided, or if the child does not comply with the requirements of the Department of Health Services, the child will be excluded from school until a record is provided, or compliance is obtained. An immunization form is available in the office.

**Students entering Kindergarten are required to have the following immunizations:**

5 doses DTaP    4 doses Polio    3 doses Hep B    2 doses MMR    1 dose Varicella

### *LICE*

If lice infestation occurs within a classroom, parents will be notified by mail. If the infestation becomes an epidemic, then a memorandum will be issued to the entire school community. Having head lice does not necessarily mean a person is unclean. Transmission can occur quite easily from one infested individual to another. Children should be instructed not to share combs, brushes, hats, scarves, coats and sweaters. Treatment consists of shampooing with a special medicated shampoo. It is recommended that all members of the family be treated. All bed linen should be washed in hot soapy water and dried in a hot dryer at least 20 minutes.

### *MEDICAL INFORMATION*

Medication must be kept in the office. A written permission note signed and dated by the parent is necessary for all prescription and non-prescription medication. Students are to come to the office to self-administer such medications. All medication must have the students name on it, in a suitable container, and complete instructions for administration. These will be kept in a locked cupboard for safety.

## PHYSICAL EXAM

The California Health and Safety Code Section 124085 requires each child within 90 days of entrance into the first grade to provide a certificate, approved by the Department of Health Services, to the school where the child is to enroll. This certificate/physical exam may be completed within 18 months prior to first grade and documents that the child has received the appropriate health screening and evaluation services.

## HOMEWORK

Homework is an important part of the educational process. Homework will be assigned from Kindergarten through Sixth grade, Monday through Thursday. There will not be any homework over the weekend. Teachers may give long term assignments. There will be homework in many academic areas, as well as in Armenian language. Each area is equally important and must be done. If for some reason assistance is needed to complete the work, please contact the appropriate teacher. If a student misses class work due to illness or tardiness, they will still be required to complete the work and turn it in.

## GUIDELINES FOR PARENT

- Provide time for your child to complete the homework that is given. Sometimes, extracurricular activities leave little time to complete homework. Please consider that homework needs to be done.
- Provide a study area with proper materials, such as paper, pencils, erasers, etc. Distractions should be eliminated until homework is completed.
- Provide a specific time period on a regular basis.
- Teach your child values of homework. Any accomplishment requires work, practice, and consistency. Homework needs to be done by the student.
- Make sure your child understands directions and works carefully. Parents can help by editing or checking over homework papers. They may help in organizing projects with their child. You may guide them if needed, but not do it for them.

## LOST AND FOUND

The school has a lost and found area located in the office. Children who have misplaced personal clothing and other valuables should check the office. Coats, sweaters and other wearing apparel should have the student's name or initials on the label. Items not claimed will be given to a charitable organization at the end of the school year.

## MEDIA

Your child may be photographed in different media at school by members of the school staff, by parents, or others to be used only for school projects. A media consent form is included in this packet to indicate if you wish to have your child's image be used for school purposes.

## MINIMUM DAYS

There are two minimum days identified on our school calendar. Please pick up your child promptly at the time specified on those days.

## MONTHLY CALENDAR

At the end of each month an activity calendar, along with the lunch menu, is sent home with the students. The calendar includes school events, activities, meetings and sometimes community activities. Subsequent notices concerning specific events are also sent home, emailed and are on the school website.

## **NUTRITION**

CKACS provides nutritious hot lunches, made in our kitchen, to students. Monthly menus are sent home at the end of the month for students and parents to review and decide what days the student will eat lunch at school. Contact the school office for current procedures. Student lunches are \$3.50 per day. We ask that healthy snacks be sent to school for morning recess (fruit, crackers, cheese, yogurt, etc.). Chips, soda and candy (foods with lots of sugar) are not considered appropriate foods for snack.

## **OFFERINGS**

CKACS offers its students choral music, instrumental music, religious education, and library visits for story time and book checkout on a weekly basis. There are "After School Activities" scheduled 2 - 3 times a year with numerous class offerings (dance, art, basketball, soccer, tennis, drama, Spanish, 3-D Printing, etc.) for the students, for a nominal charge. Students participate in the Private School Spelling Bee and the CSUF Peach Blossom Festival. We have basketball teams (boys and girls) which compete with other private schools. The Student Council officers are elected in the fall and spring semesters. They plan events and learn how to develop their leadership skills by promoting school spirit and advancing the welfare of the school and the student body. CKACS organizes a Science Fair and a Writing Olympics.

## **PARENT PARTICIPATION**

### ***PARENT PARTICIPATION PROGRAM (PPP)***

Parent participation is welcomed and considered necessary. Through the parent participation programs, parents may offer their services to assist in the classrooms, playground, and cafeteria, field trips or special activities sponsored by the school. Each family must volunteer a minimum of 30 hours per year. For students attending part time, 15 hours of participation is necessary per year. A Parent Participation Program binder is located in the office with a page for each family. This is an important part of our school program and parent assistance is valued. These hours can be accomplished by other family members such as parents, brothers/sisters. **HOURS WORKED BY ONE FAMILY CAN NOT BE GIVEN TO OTHER FAMILIES.** If the hours are not completed by the June 1, 2017, there will be a \$20 per hour charge added to the yearend fees.

### ***PARENT – TEACHER CLUB***

The CKACS Parent-Teacher Club is an organization open to all parents. Every parent is encouraged to join and support the school in its functions. A close feeling of partnership prevails between the school and the families it serves, which relates directly to the enthusiasm and accomplishments of CKACS children. The P.T.C. meetings are held each month at the school. The mission of the P.T.C. is to assist the school through supportive services, activities and funds. All parents are encouraged to support the CKACS Parent-Teacher Club through membership and involvement. There are no membership fees to participate. All event and activity announcements are emailed to parents and put in the school weekly newsletter.

### ***PARENT FORUMS***

Parent forums will be held. At that time the Board and the Principal invite an interchange of ideas about school policies, etc. Everyone is welcome to attend.

### ***BACK TO SCHOOL NIGHT/OPEN HOUSE***

These evenings give parents/guardians an opportunity to see their child's work in their classrooms. It also is a chance to hear about the teacher's objectives, goals and purposes.

## **OTHER ACTIVITIES**

Labels for Education: Cut and count labels for redemption for school equipment.

Carnival: Set-up, tear down, work on and in booths, etc.

Christmas Program: Assist in practices, costumes and sets.

Classroom Aides: Assist teachers in classroom. Assist at home or in the classroom. Contact: classroom teachers.

Field Trips: Drivers are always needed to transport students on various field trips.

Library Assistant: Assistance is always needed to file books, repair and check-out.

Luncheons: Set-up, barbecue, delivery, clean-up, donations etc. Contact: PTC.

PTC: A great way to become involved, find out what is happening at school, meet people and gain parent participation hours. One parent participation hour for each monthly meeting attended. There is no fee for working with the PTC.

Room Parents: Each classroom requires one or more room parents to assist with field trips, class parties and various class activities, Parents serving in this capacity receive 30 volunteer hours. Contact: individual teacher.

Special Events: From time to time the school will need some assistance not listed above. Please read the memos concerning such announcements. Also, if you have ideas on how you might assist the school, please call the office.

S.H.A.R.E.S. Card: used at Savemart/FoodMaxx.

## **PARENT- TEACHER CONFERENCES**

Parent/teacher conference appointments will be scheduled during the fall. All parents are encouraged to keep the appointments. If parents and/or teachers require additional conferences, necessary appointments will be scheduled. It is very important that parent/teacher conferences are two-way conferences. Come prepared to provide information and concerns you may have relating to your child's educational program. The following suggestions are offered for your consideration:

- a. Place emphasis on effort, conduct, and home study as reasons for success or lack of success in school subjects.
- b. Demonstrate a genuine interest in your child's schoolwork.
- c. Avoid comparison of your child's school with those of other students, especially other members of the family.
- d. Avoid the use of the report card as a means of reward or discipline.
- e. Commend improvements in your child's work, and give praise for tasks well done by your child.
- f. Consult with your child's teacher whenever you desire more information concerning your child's work in the classroom.

## **PARKING LOT SAFETY**

Our Parking pattern is one way throughout the campus. Please enter through the Northern gates and exit through the smaller south gate.

The safety of our students is very important to us. Please remember:

The speed limit is 5 mph.

All cars need to enter the parking stalls in the same direction.

Be extremely watchful and careful when parking in the lot.

Be on the lookout for young students who are shorter than the parked cars and who are hard to see.

## **RECOGNITION OF STUDENT ACCOMPLISHMENTS**

Our use of recognition and student incentives is based on the following:

The recognition structure at CKACS must include opportunities for everyone to achieve. Obviously, not everyone will be able to attain every award (Principal's Honor for example). However, recognition

for accomplishment and effort is available in many areas and provides every student with the opportunity to receive his/her share of recognition.

### ***PRINCIPAL'S HONOR AWARD***

The Principal's Honor Award is a means of giving recognition to students based on outstanding scholastic achievement. The requirements reflect not only the student's academic achievement, but also his/her effort and citizenship. Armenian language grades are included when determining if one is eligible for this award.

### ***ANNUAL GRADE TOTALS FOR HONOR ROLL AWARDS***

- 4.0 In all academic areas - Armenian included - Principal's Honor (Certificate)
- 3.5-3.9 High Honor (Certificate)
- 3.0-3.4 Honor Roll (Certificate)

### ***GRADE TOTAL FOR HONOR ROLL AWARDS***

Status is based on a G.P.A. that includes the following curriculum areas only:

- Reading
- Language Arts
- Spelling
- Mathematics
- Social Studies
- Science
- Armenian

### ***PRINCIPAL'S ARMENIAN STUDIES AWARD***

- Armenian Language (oral and/or written)
- Armenian History

Students earning this award receive a special certificate in recognition of achievement, based on Armenian Reading, Armenian History, Armenian Writing, creativity and effort.

It is our hope that all students will actively pursue this award, making it a part of their total school experience. Whether or not the student actually receives the award, striving for it will hopefully enrich and enhance his/her educational foundation.

### ***CITIZENSHIP AWARD***

The purpose of this award is to recognize those well-rounded individuals who have:

- The desire for self improvement.
- Dedication & commitment in reaching for goals.
- Concern for, and service to, others.
- Willingness to be a positive role model for others.
- Respect for self and others.

### ***RECOGNITION FOR IMPROVEMENT***

Recognition of children's effort and improvement is important. We recognize those students who show a significant amount of improvement during the year.

### ***PERFECT ATTENDANCE AWARD***

Students from kindergarten through sixth grade are eligible for this award. The perfect attendance award is presented at the end of the year. To earn this award, a student must be in attendance every school day and have no tardies. Students earning this award receive a special certificate in recognition of this accomplishment.

## **SPECIAL SERVICES**

When staff suspect that a child has a developmental delay or other special need, this possibility is communicated to families in a sensitive, supportive, and confidential manner and is provided with documentation and explanation for the concern, suggested next steps, and information about resources for assessment. If the child has a special care needs plan, please notify our staff with the appropriate documentation and the staff will accommodate to the best of our ability. Some conditions that require a special care plan includes children with allergy, asthma, seizures, orthopedic or sensory problems or other chronic conditions that require regular support. Staff are familiar with family support services and specialized consultants who are able to provide culturally and linguistically appropriate services. They use this knowledge to suggest and guide families to these services as appropriate. This assistance includes support for children with disabilities, behavioral challenges, or other special needs.

## **STUDENT SUPPLIES**

A supply list will be given to your child from their teacher. Please check for items needed and replenish as needed. Teachers may request certain items from the children for special projects.

## **TECHNOLOGY**

We are now current with technological advances with our neighboring larger school districts. The Promethean boards offer our teachers and students interactive learning opportunities on a large screen with access to teacher made lesson and programs. Also current is our Accelerated Reader program which engages students in library reading with Internet access to ready-made comprehension tests. This program has a competitive edge to it for setting and reaching goals of excellence in comprehension. The Fourth – Sixth graders each have a Chromebook to use in the classroom.

## **TUITION**

Tuition (TK-6th) for the 2017-2018 year is \$4,620.00. Tuition is due by the 5<sup>th</sup> of each month, August through May. All outstanding tuition balance, fees, etc. must be paid by the end of the school year. In order to receive tuition assistance the Tuition Packet must be received by July 1<sup>st</sup>. Parents who are in need to tuition assistance must apply each year.

## **VOLUNTEERS/GUESTS**

Parents are encouraged to visit the school at any time. With school safety in mind we require all school personnel to wear an ID badge while on campus. All visitor, parents, volunteers must check in at the office before going to the classroom. They will be given a “visitor’s badge” to wear while on campus. Upon leaving the school they must check out in the office and return the badge. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** Parents are not to open the door of the classroom to see if a student is ready to leave the classroom. Please do NOT wait by the classroom to pick your child up. They will be walked to the gates.

From time to time, we invite guest speakers to enhance our curriculum. Teachers will notify parents in the event parents wish to attend.

Parent volunteers are an integral part of our program. They add a connection to children’s home lives that is vital to the quality of our program. We value their participation and contributions and want to make sure they know they are valued and appreciated. We want to encourage and facilitate parents being comfortable in joining the classroom environment.

We want to ensure that all families, regardless of family structure, socioeconomic, racial, religious and or cultural background, gender; abilities, or preferred language are included in all aspects of the program.

If teaching staff learn that a parent has a special skill or talent, teaching staff should encourage parents to share their special skill or talent in the classroom with the children if appropriate.

Volunteers are given an orientation and information about the volunteer procedures and requirements their first time coming into the classroom.

Volunteers may help out in the classroom, read to children, conduct small group activities, minor cleaning, some prep work and play and interact with the children. The teachers are responsible for providing guidance and supervision of all volunteers. Volunteers are never permitted to be left alone with children (other than their own) indoors or outdoors. Volunteers are never permitted to supervise children (other than their own) who are in the bathroom or to help children change.

Volunteers are expected to follow our guidance and expectations with all children (including their own while at school) as it is important that we be consistent in our dealings with children. It is not their job to make children follow the rules. They may remind a child of the expectations and rules and/or politely ask a child to follow the rules, but they are never to take disciplining into their own hands. If a child does not reply with a parent's request, parents need to be instructed to let the teacher or another staff member know and they will take it from there. In order to avoid confusing children, this applies to disciplining their own child while they are at school.

## **YARD RULES**

TK/Kindergarten - 10:00-10:20 and 12:15-12:45

First – Sixth Graders - 10:00-10:15 and 12:15-12:45

- Students are to conduct themselves in a sportsman-like manner at all times.
- Students are never allowed to play against the walls of buildings or in areas not visible by the yard duty supervisor.
- All play shall stop when the whistle is blown.
- During any recess, children are not to enter any classroom without teacher permission.
- Students are to refrain from going barefoot.
- Decisions regarding yard rules shall be made by the Principal and enforced by the yard duty personnel.
- Students are to refrain from playing, running, and/or yelling near the classrooms or restrooms.
- Equipment taken to and from the play area should be carried in an orderly manner and should not be used until students are in the proper play area.

**PLEASE NOTE.** While this handbook contains many of the policies, and practices of the CKACS, it is not an exhaustive list. Many of them are provided in summary form. If you have a question or concern about the school's policies, rules, regulations, or practices, please call the school office at (559) 323-1955. The school reserves the right to amend its policies, rules, regulations and practices, without notice, during the school year.

# 2017-2018 CKACS SCHOOL YEAR CALENDAR

EACH WEDNESDAY SCHOOL IS DISMISSED AT 2:30 P.M.

Assembly each Monday at 8:15 a.m. in the MPR

## AUGUST

Thursday, 17<sup>th</sup>

Monday, 21<sup>st</sup>

Wednesday, 30<sup>th</sup>

Parent Orientation

First Day of School Assembly 8:15 a.m.

Back to School Night

## SEPTEMBER

Monday, 4<sup>th</sup>

Wednesday, 21<sup>st</sup>

Labor Day Holiday - NO SCHOOL

Armenian Independence Day - NO SCHOOL

## OCTOBER

Friday, 20<sup>th</sup>

Friday, 20<sup>th</sup>

Monday 23<sup>rd</sup> -27<sup>th</sup>

Armenian Cultural Month Assembly

End of first quarter

Parent Conferences

## NOVEMBER

Date TBA

Friday, 10<sup>th</sup>

Monday - Friday 20<sup>st</sup>-24<sup>th</sup>

CKACS Parent Forum

Veteran's Day Holiday - NO SCHOOL

Thanksgiving Holiday

## DECEMBER

Friday, 22<sup>nd</sup>

Date TBA

Monday, 25<sup>th</sup> - Friday, January 5<sup>th</sup>

Minimum Day 8:15-11:30 a.m.

Christmas Hantes

Winter Break - NO SCHOOL

## JANUARY 2016

Monday, 8<sup>th</sup>

Date TBA

Monday, 15<sup>th</sup>

Friday, 19<sup>th</sup>

Return to School

Private School's Spelling Bee

Martin Luther King, Jr. Holiday - NO SCHOOL

End of second quarter

## FEBRUARY

Date TBA

Friday, 16<sup>th</sup>

Monday, 19<sup>th</sup>

CKACS Parent Forum

Vartanants Holiday - NO SCHOOL

President's Day Holiday - NO SCHOOL

**MARCH**

Date TBA

Monday, 26 – Monday, April 2<sup>nd</sup>

Peach Blossom Festival

EASTER HOLIDAY – NO SCHOOL

**APRIL**Wednesday, 4<sup>th</sup>Friday, 6<sup>th</sup>Tuesday, April 24<sup>th</sup>

Open House

Third Quarter Ends

Armenian Genocide Commemoration

NO SCHOOL

**MAY**Tuesday, 1<sup>st</sup>Monday, 28<sup>th</sup>

CKACS Annual School Meeting

Memorial Day/1<sup>st</sup> Armenian Independence Day

NO SCHOOL

**JUNE**

Date TBA

Thursday, 7<sup>th</sup>Friday, 8<sup>th</sup>6<sup>th</sup> grade Graduation and Hantes

End of Fourth Quarter

Awards Assembly

Minimum Day 8:15-11:30 a.m.



## Charlie Keyan Armenian Community School

Չարլի Քեյեան Համագաղութային Հայ Վարժարան

### **PARENTAL CONSENT MEDIA RELEASE FORM**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

I am the parent/guardian of the above named student.

I authorize the Charlie Keyan Armenian Community School (CKACS), or any third party it has approved, to record my child's name, likeness, image, voice and performance through film, photograph, pictures, videotape, digitally or through any other process as part of any school activities. I further agree that any recording may be edited at the sole discretion of CKACS or any third party the school approves, and used in whole or in part by the School, or any third party the school approves, for any and all broadcasting, publication, distribution, training, audio/visual, or exhibition purposes in any manner or media, within or outside of the School.

I understand that I and my child shall have no intellectual property or other legal right or interest in arising from the recording in any way, including, but not limited to any royalty or other economic right or interest that could arise from any publication, broadcast, or reproduction of the recording or the activity or event.

I also agree to release and hold harmless the CKACS from and against all actions, claims, demands, lawsuits, damages, losses, expenses and liabilities of every kind or nature, including but not limited to reasonable attorney's fees, arising out of this activity, or arising out of or any use of the recording.

I understand this Form contains the entire agreement and understanding between the School and me and may not be amended unless mutually agreed to in writing by the School and me. I further understand that the laws of the State of California govern this form.

\_\_\_\_\_ I give; \_\_\_\_\_ I do not give permission for my child to be photographed during the 2017-2018 school year during school activities.

Parent/Guardian Name (Print) \_\_\_\_\_

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



## Charlie Keyan Armenian Community School

Չարլի Քլեյան Համագաղութային Հայ Վարժարան

### **ZERO TOLERANCE**

The Charlie Keyan Armenian Community School Board of Education established policies and standards of behavior in order to promote learning and protect the safety and well-being of students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction. CKACS supports a Zero Tolerance approach to serious offenses in accordance with state and federal law.

The Board of Education hereby declares the Charlie Keyan Armenian Community School to have a Zero Tolerance Policy on:

1. Possession of loaded or unloaded firearms.
2. Possession of other dangerous weapons.
3. Possession of laser and explosive devices.
4. Possession of knives.
5. Possession and/or sale of controlled substances.
6. Causes attempted to cause or threatened to cause serious physical injury to another person, or willfully used force or violence upon person of another, except in self defense.
7. Commission of/or attempted arson.
8. Commits or attempts to commit sexual assault or battery.
9. Criminal threats.

The items and actions listed above will not be tolerated in school buildings, school grounds, at any school-related or school-sponsored activity. This policy shall apply to all students and adults on the school grounds or at school related or sponsored activities. Hereafter, all students who possess and/or commit the actions listed under the Zero Tolerance Policy will be immediately suspended and recommended for expulsion, unless the particular circumstances of the case show that expulsion is inappropriate. No exceptions shall be made in the case of the possession of a loaded or unloaded firearm.

All acts of violence and possession of weapons will be recorded for every pupil on their record, including information on suspensions and expulsions. In every case, students who violate applicable Education and Penal Codes referenced by this policy will be referred to the appropriate law enforcement authorities.

This policy is publicized and each student and parent/guardian is asked to sign a copy of the Zero Tolerance Letter of Notification. If the Letter of Notification is not returned to the school, the policy will still apply to all students.

As a parent/guardian I have read the Zero Tolerance Policy and I have discussed it with my child(ren). He/she understands the intent of the policy, the item/actions covered by the policy and the consequences for violating it. As a parent/guardian, I also support the Zero Tolerance Policy.

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Name of Parent/Guardian

Signature of Parent/Guardian

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Name(s) of Student(s)

Date

**CKACS CONTRACT PAGE FOR 2017 -2018**

Please note that this page must be signed by Parents (or Guardians). The signed page will become part of the student's official file in the office.

The registration of a student to the Charlie Keyan Armenian Community School is deemed to be an agreement of his/her parents or guardians with the school, to fully comply with all the policies, rules, and regulations of the school, as outlined in the Handbook for the current year and as revised or supplemented during the school year.

- **Parent Participation Hours.** Each family must complete a minimum of 30 authorized PPH hours by May 31, 2018. These hours must be posted in the PPH binder located in the school office. Final approval of hours will be made by a designated school official. Billing for hours not completed will commence on June 1, 2018. Parents agree to pay \$20.00 per hour for each hour which is not completed. Any amount due under this provision will be added to tuition. **Initial** \_\_\_\_\_
- **Withdrawal or Dismissal.** If a student is involuntarily dismissed or voluntarily withdraws from the Charlie Keyan Armenian Community School during the course of the school year, then the entire tuition and fees will be immediately due and payable. However, if a student is withdrawn for good cause, such as an unavoidable business transfer, then a tuition adjustment may be requested. Tuition adjustments are granted at the discretion of the designated school official. **Initial** \_\_\_\_\_
- **Accounts payable.** Tuition, lunch money, lost library book fees, parent participation hours, etc. must be paid in full before the beginning of the 2018 - 2019 school year in order to enroll child/children in the next school year. **Initial** \_\_\_\_\_

WE THE PARENTS (GUARDIANS) OF THE FOLLOWING STUDENT(S):

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

HAVE REVIEWED THIS HANDBOOK WITH OUR CHILDREN, AND AGREE TO COMPLY WITH ALL THE POLICIES, RULES, AND REGULATIONS OF THE CHARLIE KEYAN ARMENIAN COMMUNITY SCHOOL.

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Father's Signature

Date \_\_\_\_\_

PLEASE RETURN BY FRIDAY, AUGUST 25th