



**CHARLIE KEYAN  
ARMENIAN COMMUNITY SCHOOL**

ՉԱՐԼԻ ՔԷՅԵԱՆ ՀԱՄԱԳԱՂՈՒԹԱՅԻՆ ՀԱՅ ՎԱՐԺԱՐԱՆ



PARENT-STUDENT  
**HANDBOOK**  
2022-2023

# DIRECTORY

---

## INTERIM ADMINISTRATORS

Anahit Salmanyany  
salmanyany@ckacs.org

Nyree Shishmanian  
shishmanian@ckacs.org

## OFFICE MANAGER

Srbui Fereshetyan  
s.fereshetyan@ckacs.org

## OPERATIONS MANAGER

Angelena Kirakosian  
akirakosian@ckacs.org

## PRE-K TEACHER (ADVANCED)

Shoghik Jierian  
jjierian@ckacs.org

## PRE-K AIDE (ADVANCED)

Kristine Tarakjian  
E-mail Address needed

## PRE-K TEACHER (POTTY TRAINING)

Manoush Barbarian  
sarkis@ckacs.org

## PRE-K EARLY TEACHER AIDE

Irina Tadevosyan  
irinat@ckacs.org

## PRE-K TEACHER (POTTY TRAINING)

Lilit Vardanyan  
lilit.vardanyan@ckacs.org

## PRE-K TEACHER AIDE (POTTY TRAINING)

Marine Tumasyan  
mtumasyan@ckacs.org

## TK/KINDERGARTEN TEACHER

Talar Hovagimian  
hovagimian@ckacs.org

## TK/KINDERGARTEN AIDE

Vera Agopian  
veraa.agopian@ckacs.org

## TK/KINDERGARTEN TEACHER

Haykuhi Hakobyan  
hakobyan@ckacs.org

## TK/KINDERGARTEN TEACHER AIDE

Naira Ghazaryan  
nairag@ckacs.org

## 1ST GRADE TEACHER

Andrea Wheelless  
wheelless@ckacs.org

## 2ND GRADE TEACHER

Susan Lao  
s.lao@ckacs.org

## 3RD GRADE TEACHER

Diane Bohan  
dbohan@ckacs.org

## 4TH GRADE TEACHER

Diane Bohan  
dbohan@ckacs.org

## 5TH GRADE TEACHER

Phillip Bergen  
phillip.bergen@ckacs.org

## 6TH GRADE TEACHER

Anna Bayburdyan  
anna.bayburdyan@ckacs.org

## EASTERN ARMENIAN TEACHER

Margarit Dumanyan  
dumanyan@ckacs.org

## WESTERN ARMENIAN TEACHER

Maral Markarian  
markarian@ckacs.org

## ART TEACHER

Vartui Diarian  
vartui.diarian@ckacs.org

## INSTRUMENTAL MUSIC TEACHER

Danny Mendoza  
mendoza@ckacs.org

## CHOIR TEACHER

Viktoria Tsolokian  
tsolokian@ckacs.org

## COOK

Lucy Shamilyan  
lucy.shamilyan@ckacs.org

## CUSTODIAN

Debbie Ann Trapel  
debbie.trepal@ckacs.org





# PARENT-STUDENT HANDBOOK

The Charlie Keyan Armenian Community School Parent-Student Handbook is distributed to members of the Charlie Keyan Armenian School community for the purpose of providing information on aspects of student and campus life. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of this handbook, so that each member of the community knows and understands the expectations of students within our community.



# TABLE OF CONTENTS

---

<b>ACKNOWLEDGEMENT</b>	7
------------------------	---

<b>BOARD WELCOME LETTER</b>	8
-----------------------------	---

<b>SCHOOL OVERVIEW</b>	9
------------------------	---

Introduction	10
Mission Statement	10
Objectives	10
Civility Policy	10
School History	10
Quick Facts	11
Morning Assembly	12
Prayer	12
Armenian National Anthem	13
Academic Year Calendar	14

<b>GENERAL PROCEDURAL INFORMATION</b>	15
---------------------------------------	----

Admission and Registration	16
Admission Policy	16
Registration	16
Tuition	17
Financial Aid Policy	18
Attendance and Records	19
Attendance Procedures	19
Educational Records Request	19
Visitors and Pickup	20
Visitor Policy	20
Picking Up Students on Campus	20
School Name and Logo	21
Use of School Name	21
Use of School Logo	21
Lost and Found	22

<b>BEHAVIORAL EXPECTATIONS</b>	23
Dress Code	24
Discipline	26
Anti-Bullying Policy	27
Technology and Electronics	28
Fundraisers	29
 <b>HEALTH</b>	 30
Administering Medication	31
Records and Immunizations	32
Medical Records	32
Immunizations	32
Wellness policy	33
Student Injury at School	34
Lice	35
School Lunches and Snacks	36
School lunches	36
Snacks (Pre-K and K)	36
 <b>SAFETY</b>	 37
Prohibited on Campus	38
Alcohol and Smoking on Campus	38
Weapons on Campus	38
Animals on Campus	38
Safety On and Off Campus	39
Child Abuse Reports	39
Security guard	39
Gate closure	39
Emergency drills	39
Emergency Evacuations	39

<b>INSTRUCTION</b>	40
Gradelink	41
Field Trips	42
Special Needs	43
Curriculum	44
Kindergarten-6th Grade Curriculum	44
Pre-Kindergarted Curriculum	44
Parent-Teacher Conferences	44
Report Cards	44
 <b>ACTIVITIES AND PROGRAMS</b>	45
Extended Care	46
Bricks 4 Kids	46
Steam-to-go	46
Sports	46
Hye Shop	46
 <b>PARENTAL INVOLVEMENT AND COMMITTEES</b>	47
Parent Participation Hours	48
Parent Teacher Committee	48
Contract for Goods and Services	48
Board of Education	48
General Protocol for Conflict Resolution & Filing Complaints	48
 <b>EVENTS AND FUNDRAISERS</b>	49

# ACKNOWLEDGEMENT

---

This form acknowledges that we understand that, as Charlie Keyan Armenian Community School students and parents, we are asked to support the school and its mission and to acquaint ourselves with and abide by the school's policies and procedures.

We understand that this handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including but not limited to, between Charlie Keyan Armenian Community School and any parent, guardian, or student affiliated with or attending the school. We further understand that Charlie Keyan Armenian Community School reserves the right, in its sole discretion, to add, revise, and/or delete school policies before, during, and after the school year.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2022-2023 Charlie Keyan Armenian Community School Handbook and agree to abide by the school's policies and procedures, as outlined in the handbook.

---

PARENT / GUARDIAN SIGNATURE

---

DATE

---

PARENT / GUARDIAN SIGNATURE

---

DATE

---

STUDENT SIGNATURE(S) - ALL STUDENTS MUST SIGN

---

DATE

---

PRINT STUDENT/STUDENT'S FIRST AND LAST NAME

---

DATE

Please sign, date and return to your student's teacher by April 1, 2023.

# WELCOME

---

Welcome to another exciting year at the Charlie Keyan Armenian Community School. Our school has reached the first of many milestones in our desire to create a dynamic and vibrant educational program. As of this moment, our school has registered and enrolled over 170 students for our 2022-2023 school year, making it the highest student population in the history of our school. With strong leadership, committed administration, talented educators, and a supportive community, we have taken great strides towards creating a truly incredible educational program. As an alumnus, my desire has been to see the future of our beloved school assured for future generations. I have been blessed with an incredible board and through well-developed and implemented operational policies, experienced and committed administration and staff, and improved infrastructure and upgraded facilities, we have made tremendous progress towards our one major goal: To provide our students with an unparalleled educational experience that will set them up for a lifetime of success.

Moving forward, we will continue to pursue this goal through improved communication between the board, staff, students, parents, and the community. We have created an all-new website, complete with an event calendar, and hired an additional full-time School Operations Manager to share the front office responsibilities with Sr. Bui. We understand that parents want to know the progress of their students throughout the school year and not just at the end of each quarter so that intersessional measures can be implemented to help the student sooner. Our **Gradelink** portal gives families access to assignments, test results, and grades in real time. We invite anyone who would like to see the inner workings of the board and the process of how the school is run to attend one of our monthly board meetings, held on the first Tuesday of each month. We know and understand that there have been a lot of changes in the educational landscape over the past few years and we know that the only way to overcome any future challenges is through open and honest communication. In my time serving on the board, I have had the opportunity to speak with many individuals regarding our school's past. I have learned that the history of our school has matched the history of our race. A tragic and wounded past that nearly brought us to the point of extinction. The mindset of survival that faithfully preserved our Armenian Community School through our most trying times still exists today, and although it is what got us to this point in time, it has unintentionally become a hindrance to our growth.

The time is now to put off the fear of failure and boldly pursue something greater for our future. It was intentional that when we developed our **Century Legacy Fund** we illustrated it as an image of a tree. The roots of our tree, which are deeply embedded in our rich culture and history, gives us the strength and stability to reach, expand, and grow our canopy towards the future. Our existence today came at a great sacrifice to the generations before, rooted in faith, who would not let our school fade from existence. To them, we are forever grateful. However, without continued growth, our tree will stagnate and fail to survive.

Growth is necessary for survival and we have the responsibility of ensuring our school's continued existence for the next 50 years and beyond. With feedback from the community, our process of growth will be a two-pronged approach. First, **protection** of our existing campus through facilities upgrades and minor expansion will immediately address our delayed maintenance and current space limitations. Second, **growth** of our **Century Legacy Fund** will facilitate pursuit of a future larger campus to cement our existence into perpetuity.

We are excited and motivated to see this process through to completion and implore our churches, businesses, and Armenian Community to support our efforts and be a part of our only Armenian Community School's next chapter. Thank you for your commitment and support and we look forward to another amazing year. Go lions!

**Christopher V. Shamlan, DDS**  
Chairman, Board of Education



# SCHOOL OVERVIEW

---

# INTRODUCTION

## MISSION STATEMENT

Charlie Keyan Armenian Community School is committed to excellence by integrating vigorous academic standards, 21st century learning and Christian Education in the classroom and in extracurricular activities while creating a healthy, moral, safe and nurturing environment for our students to thrive!

## OBJECTIVES

- To provide high quality instruction to our students.
- To develop well-informed citizens, responsible and willing to share in making a better world for tomorrow.
- To provide a safe environment for our students and staff.
- To preserve and enhance the Armenian heritage and culture by emphasizing the Armenian language, history and religion.

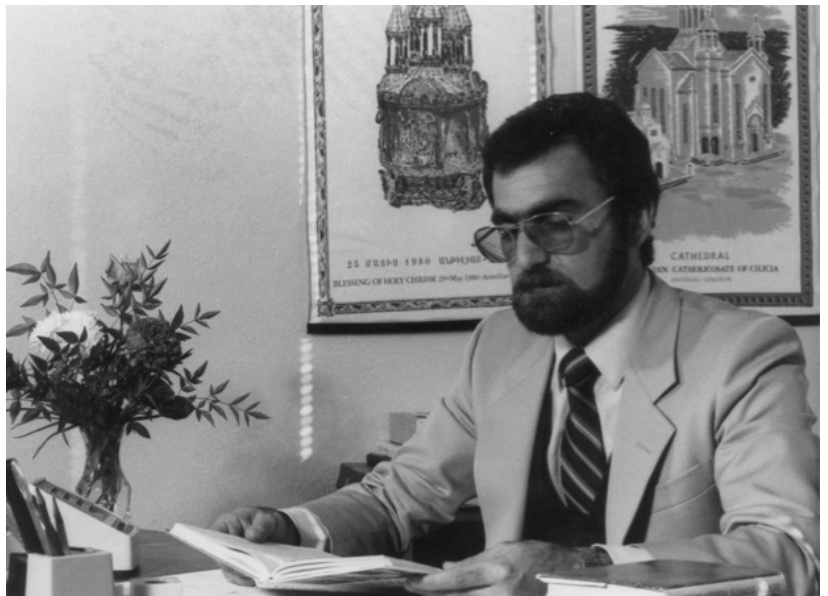
## CIVILITY POLICY

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, parents/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 for teachers, students, administrators, other staff, parents/guardians and the public. It is not our intent to deprive any person of their right to freedom of expression. We encourage cooperation with and adherence to this policy.

## SCHOOL HISTORY

In 1977 a group of motivated business people, professionals, educators and clergy, spearheaded by the late Very Rev. Fr. Kourken Yaralian, established the Armenian Community School of Fresno. Their mission was to provide an exceptional education to valley youth, while teaching Armenian language and culture. Since that time, the school has continued to instill in its students confidence and the foundations of learning to become productive citizens of the United States and the global community.

After its first few years at the Holy Trinity Armenian Apostolic Church, the school had various other locations in Fresno. In 2007, Fresno native Charlie Keyan donated the necessary funds to purchase the land for construction of a new and permanent campus. To honor this unprecedented monetary contribution, the voting members of the school's Annual Assembly voted unanimously to rename the school in his honor. As the only Armenian School Serving the Central San Joaquin Valley, we are unique among private Armenian schools worldwide in that we are truly a community school - independent from any religious denominations, political organizations, cultural organizations, or academic institutions.



# QUICK FACTS

LOCATED IN

**FRESNO**

CALIFORNIA

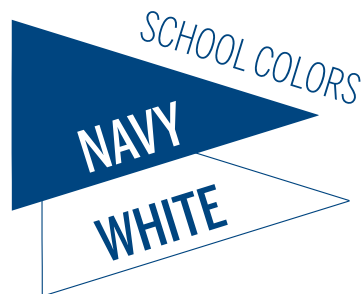


GRADES  
**PRE-K-6**

**1977**

FOUNDED BY A GROUP  
OF CLERGY, EDUCATORS  
AND PROFESSIONALS

**26** FULL-TIME AND PART-TIME  
**ADMINISTRATION,  
FACULTY AND STAFF**



TOTAL ENROLLMENT

**170+**  
STUDENTS



ACCREDITED  
**WASC  
NAEYC**

CHRISTIAN  
**EDUCATION**



**1:20**  
TEACHER  
STUDENT  
RATIO

**U  
q  
F**  
DAILY  
ARMENIAN  
STUDIES

SCHOOL  
**MASCOT**



STRONG  
ART & MUSIC  
**PROGRAM**



# MORNING ASSEMBLY

---

## HAYR MER / Հայր մեր / LORD'S PRAYER

Հայր մեր որ յերկինս ես,  
սուրբ եղիցի անուն Քո:  
Եկեսցէ արքայութիւն Քո:  
Եղիցին կամք Քո  
որպէս յերկինս և յերկրի:  
Զհաց մեր հանապազորդ տուր մեզ այսօր:  
և թող մեզ զպարտիս մեր,  
որպէս և մեք թողումք մերոց պարտապանաց:  
և մի տանիր զմեզ ի փորձութիւն:  
այլ փրկեա զմեզ ի չարէն:  
զի Քո է արքայութիւն և զորութիւն  
և փառք յավիտյանս.  
Ամեն:

Hayr mer, vor hergeens yes,  
Soorp yegheetsee anoon ko  
Yeghetze arkayootyoon ko  
Yegheetsee gamk ko  
Vorbes hergeens ev hergree  
Z Hats mer hanabazor door mez aysor  
Ev togh mez zbardeez mer,  
Vorbes ev menk toghoonk merotz bardabanats  
Ev mee daneer uz mezee portsootyoon  
Ayl prgea zmezee chare  
Zee ko eh arkayootyoon ev zorootyoon  
ev park haveedyants haveedeneets

Our Father, who art in heaven,  
hallowed be Thy name.  
Thy kingdom come.  
Thy will be done,  
on earth as it is in heaven.  
Give us this day our daily bread;  
Forgive us our trespasses,  
as we forgive those who trespass against us;  
and lead us not into temptation,  
but deliver us from evil.  
For the kingdom, the power,  
and the glory forever.

## MER HAYRENİK / Մեր Հայրենիք / ARMENIAN NATIONAL ANTHEM

Մեր Հայրենիք, ազատ անկախ,  
Որ ապրել է դարե դար  
Յուր որդիքը արդ կանչում են  
Ազատ, անկախ Հայաստան:  
Ահա եղբայր քեզ մի դրոշ,  
Որ իմ ձեռքով գործեցի  
Գիշերները ես քուն չեղա,  
Արտասուքով լվացի:  
Նայիր նրան՝ երեք գույնով,  
Նվիրական մեր նշան  
Թող փողփողի թշնամու դեմ  
Թող միշտ պանծա Հայաստան:  
Ամենայն տեղ մահը մի է  
Մարդ մի անգամ պիտ մեռնի,  
Բայց երանի՝ որ յուր ազգի  
Ազատության կզոհվի:

Mer Hayrenik', azat ankakh,  
Vor aprel e dare dar  
Yur vordikuh ard kanch'um e  
Azat, ankakh Hayastan.  
Aha yeghbayr k'ez mi drosh,  
Zor im dzer'k'ov gortssets'i  
Gishernerë yes k'un ch'egha,  
Artasuk'ov Ivats'i  
Nayir nran yerek' guynov,  
Nvirakan ser' nshan  
T'ogh p'oghp'oghi t'shnamu dem  
T'ogh misht pantsa Hayastan.  
Amenayn tegh mahë mi e  
Mard mi angam pit mer'ni,  
Bayts' yerani, vor yur azgi  
Azatut'yan kzohvi.

Our Fatherland, free, independent,  
That has for centuries lived,  
Is now summoning its son  
To the free, independent Armenia.  
Here is a flag for you, my brother,  
That I have sewn  
Over the sleepless nights,  
And bathed in my tears.  
Look at it, tricolored,  
A valuable symbol for us.  
Let it shine against the enemy,  
Let you, Armenia, be glorious forever.  
Death is the same everywhere,  
A man dies but once,  
Blessed is the one that dies  
For the freedom of his nation.

# ACADEMIC CALENDAR

<span style="background-color: yellow; width: 15px; height: 10px; display: inline-block;"></span>	SCHOOL IN SESSION
<span style="background-color: red; width: 15px; height: 10px; display: inline-block;"></span>	NO SCHOOL
<span style="background-color: green; width: 15px; height: 10px; display: inline-block;"></span>	MINIMUM DAY
<span style="background-color: purple; width: 15px; height: 10px; display: inline-block;"></span>	EARLY RELEASE

AUGUST 2022						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 17 – Teacher In-Service
- 19 – Teacher In-Service
- 22 – First Day of School
- 25 – Family Back to School Night

SEPTEMBER 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5 – Labor Day, No School
- 21 – Armenian Independence, No School
- 28 – Minimum Day, out at 2:00pm

OCTOBER 2022						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 7 – Prpoor Armenian Cultural Night
- Field Trip to the Fair
- 21 – End of Quarter
- 26 – Minimum Day, out at 2:00pm

NOVEMBER 2022						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 11 – Veterans Day
- 18 – Early Release, out at 11:30am
- 21-25 – Thanksgiving Break
- 30 – Minimum Day, out at 2pm

DECEMBER 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 15 – Christmas Hantes 6:00pm
- 16 – Early Release, out at 11:30am
- 19-30 – Christmas Break

JANUARY 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2-6 – Christmas Break
- 16 – Martin Luther King Day, No School
- 20 – End of Quarter
- 25 – Minimum Day, out at 2:00pm

FEBRUARY 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 20 – Presidents' Day, No School
- 22 – Minimum Day, out at 2:00pm

MARCH 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 24 – End of Quarter
- 29 – Minimum Day, out at 2:00pm
- 31 – Early Release, out at 11:30am

APRIL 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3-1 – Easter Break
- 24 – Genocide Remembrance, No School
- 26 – Minimum Day, out at 2:00pm

MAY 2023						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 29 – Memorial Day, No School

JUNE 2023						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 – End of Quarter
- 9 – Last Day of School, Early Release 11:30am



# GENERAL PROCEDURAL INFORMATION

---

# ADMISSIONS AND REGISTRATION

---

## ADMISSIONS POLICY

### ADMISSIONS CRITERIA

- Pre-K students must be 2 years of age to attend
- Kindergarteners must be 5 years of age on or before September 1st.
- Transitional Kindergarten (TK) is a 2 year program. Students must be 5 before December 2nd.

Proof of up-to-date Immunization records must be presented to school prior to admission or registration.

This is in accordance with the California State Department of Education Laws and regulations.

### APPLICATION FEE

The application fee is \$100 per student. This fee is not refundable and does not apply towards tuition.

### WAITLIST FEE

There is a \$20 fee to be placed on the waitlist for any class. This fee is non-refundable and does not apply towards tuition.

## REGISTRATION

### NEW STUDENT REGISTRATION

Registration is completed via Gradelink (see page 41 for more information on Gradelink).

Information to be submitted includes:

- Registration Application
- Academic records from previous school (if applicable)
- Emergency/Medical data sheet
- California School Immunization Record as required by law

### CONTINUING STUDENT REGISTRATION

Priority registration is given to returning students provided:

- Student records do not reflect serious behavioral problems
- The student does not have overdue tuition or other delinquent accounts. Balance owed from the previous year must be paid in full before the registration process.

Registration is completed via Gradelink. Information to be submitted includes:

- Registration Application
- Updated emergency/medical data sheet
- Updated California School Immunization Record as required by law

# TUITION

---

## **TUITION BY GRADE LEVEL**

**Pre-Kindergarten Potty Training:** \$900/month/student

**Pre-Kindergarten Early:** \$700/month/student

**Pre-Kindergarten Advanced:** \$700/month/student

**Kindergarten-6th Grade:** \$6,400/year/student

## **ADDITIONAL FEES**

**After School Program:** \$10/hour/student

**Waitlist:** \$20/Student (applied towards application fee)

**Lunch:** \$4/student/day

## **TUITION TERMS**

### **Early Education**

- Early Education monthly tuition is due in full prior by the 22nd of the month.
- A \$30 late fee is assessed on all payments made after the 22nd of the month.
- A (5) five-day grace-period is given, in good faith. If tuition is not paid by the end of the grace-period, the student will be delisted and his/her place will be made available to the next student on the waitlist.
- Student's wishing to return to CKACS after being delisted must await their turn on the waitlist. If the opportunity arises, application, waitlist and registration fees will be have to be paid again.

### **Elementary School**

- Elementary school tuition is due in full upon enrollment.
- As a courtesy monthly payment options, spread over 10 months are available. The first payment is due August 22, 2023. This payment guarantees student's full enrollment into CKACS.
- Families **must enroll in Auto-Pay services** to receive this payment option, a **\$25 processing fee** will be assessed for each Check or Cash payment.
- Monthly tuition payments must be paid by the 22nd of each month.
- A \$30 late fee is assessed on all payments made after the 22nd of the month.
- A (5) five-day grace-period is given, in good faith. If tuition is not paid by the end of the grace-period, the student will be delisted and his/her place will be made available to the next student on the waitlist.
- Student's wishing to return to CKACS after being delisted must await their turn on the waitlist. If the opportunity arises, application, waitlist and registration fees will be have to be paid again.

## **AVAILABLE DISCOUNTS**

**Staff Discount:** 50% per student

**Clergy Discount:** 30% per student

**Multi-Student Discount:** 5% per student

Discounts cannot be stacked for additional savings.



# FINANCIAL AID POLICY

---

Financial Aid Allocation is determined each year by the Board of Education for students entering K-6 grades. Pre-K and Preschool students do not qualify for Financial Aid.

CKACS uses SmartAid by Blackbaud, a third-party source for collecting documents from applicants, for processing and for recommending Financial Aid awards. This service helps parents streamline and submit their financial aid applications via an online portal. SmartAid collects and processes relevant data and documents for review to identify financial aid eligibility. All applications must be submitted through SmartAid and will remain confidential. Eligibility is fully determined by SmartAid and the policies set forth in this document. Prior eligibility does not guarantee future eligibility. Awarded amounts in prior years will vary for future awards based on the Financial Aid Fund and number of eligible applicants.

Financial Aid will not cover full tuition. In many cases, the need is much greater than the Financial Aid Fund. Parents should expect to still pay a majority portion of their child's tuition. Families must have guaranteed class availability for their child, be pre-registered and have paid the non-refundable pre-registration fee prior to the application closing deadline to remain eligible for financial aid. Additional discounts, such as multiple student discounts, are not available to families receiving financial aid, even if the other students are in Pre-K or Preschool. Families approved for financial aid may have their enrollment status moved to the waiting list to allow preference for full-pay tuition students. Eligibility is closed after the application close deadline below. New students enrolling mid-year are not eligible for financial aid in the current school year. Award amounts are final and based on the number of eligible applicants during the open application period. Additional funding will not be created after awards have been finalized. **The deadline for submitting applications for financial aid is July 1st.**

Learn more about Financial Aid and apply online at [ckacs.org/admissions/apply-for-financial-aid/](https://ckacs.org/admissions/apply-for-financial-aid/)

**School ID:** Charlie Keyan Armenian Community School: 91136

**Blackbaud Application Fee:** \$35 – CKACS is not responsible for this fee.

## **CONTACT INFORMATION**

**Phone Support:** (800) 360-8027

**Email Support:** [support@smartaidforparents.com](mailto:support@smartaidforparents.com)

## **NOTIFICATION OF FINANCIAL AID**

Once your application is processed, a financial aid recommendation will be forwarded to Charlie Keyan Armenian Community School. All final financial aid decisions, including notification of an award amount (if any) will be made by Charlie Keyan Armenian Community School. If you have not received notification regarding financial aid, contact the office manager at Charlie Keyan Armenian Community School.

# ATTENDANCE AND RECORDS

---

## ATTENDANCE PROCEDURE

Regular and punctual attendance at school is essential for academic success. Absences interrupt the smooth and complete process of learning. Students are encouraged to develop strong, positive attendance habits. When it is necessary for a child to be absent from school, parents need to inform the school as soon as possible.

**School Opens:** 7:45 a.m. (please do not drop off any earlier than 7:45AM)

**Classroom Hours:** 8:15-3:15

**Extended Day Care:** 3:15-5:30 (additional fee)

Students are expected to be at school before 8:15 a.m. Teachers will monitor attendance and tardiness. After five unexcused late arrivals, the parent will be called in for a parent-teacher conference.

Parents are required to verify each absence by phoning the office on the morning of the absence. The telephone number is (559) 323-1955.

School should be notified for any pre-scheduled absence. If a student is absent for more than 3 days, the teacher will provide an independent study packet.

Parents are encouraged to schedule appointments for their children after school.

## EDUCATIONAL RECORDS REQUEST

Educational records will not be given to parents. In the event of a transfer, the new school of record must make an official request.

# VISITORS AND PICKUP

---

## **VISITOR POLICY**

Parents are encouraged to visit the school at any time.

All visitors must check in at the office before going to the campus. They will be given a visitor badge to wear while on campus.

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

## **PICKING UP STUDENTS ON CAMPUS**

No person shall be allowed to pick up a child without appropriate authorization from a parent or legal guardian.

Other adults allowed to pick up the student must be listed on the emergency card.

There will be no exceptions.



# SCHOOL NAME AND LOGO

---

## USE OF SCHOOL NAME

CKACS name and official acknowledgement of sponsorship for events can be used to promote events, functions, campaigns, etc., with Board permission, when those who are putting on the event have agreed in writing to share 50% of the proceeds of said event with CKACS.

## USE OF SCHOOL LOGO

The CKACS Logo and/or name can be used without any change in color, words, letters, styles, designs, fonts and shapes. The logo and/or name may be made larger or smaller provided that all proportions remain the same.

### OFFICIAL CHARLIE KEYAN ARMENIAN COMMUNITY SCHOOL LOGO

Please contact the Board to receive the high-resolution logo file and permission for use.



**CHARLIE KEYAN  
ARMENIAN COMMUNITY SCHOOL**

ՉԱՐԼԻ ՔԷՅԱՆ ՀԱՄԱԳԱՂՈՒԹԱՅԻՆ ՀԱՅ ՎԱՐԺԱՐԱՆ



**CHARLIE KEYAN  
ARMENIAN COMMUNITY SCHOOL**

ՉԱՐԼԻ ՔԷՅԱՆ ՀԱՄԱԳԱՂՈՒԹԱՅԻՆ ՀԱՅ ՎԱՐԺԱՐԱՆ

# LOST AND FOUND

---

Lost and Found is located on the west side of the office.

We will periodically donate clothes if they have been there for more than 2 weeks.

# BEHAVIORAL EXPECTATIONS

---

# UNIFORM POLICY

---

Uniforms are required for all Early Education and Elementary grade levels.

## **REGULAR SCHOOL DAY (MONDAY THROUGH THURSDAY)**

Boys must wear White OR Navy Polo with Navy pants or shorts

Girls must wear white polos with navy or plaid skirts or Pleated Jumpers. Shorts or tights must be worn under skirts

## **FREE DRESS FRIDAY**

See detailed dresscode parameters below

## **SCHOOL PERFORMANCE DAYS**

Boys must wear white Polos

Girls must wear white polos with navy or plaid skirts or pleated jumpers

## **SPIRIT DAYS**

Designated Spirit Days require school approved CKACS T-Shirts

## **THEMED DRESS DAYS**

Optional themed dress days are seasonal and coordinated by our student council

## **PURCHASING UNIFORMS AND SPIRIT SHIRTS**

### **Dennis School Uniform Co.**

5186 N Blythe Ave # 101

Fresno, CA 93722

Spirit T-shirts are sold via a form that will be sent home with students during the beginning of the year. Extras are available for purchase in the main office.

## **DRESS CODE**

All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school.

1. Articles of clothing which display gang symbols, profanity or products or slogans which promote tobacco, alcohol or drugs; materially interfere with schoolwork; or create disorder or disrupting the educational process is not allowed.
2. Any clothing or apparel that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed.
3. Extreme fashion that draws undue attention to the student will not be allowed. This includes any clothing and extreme make-up that disrupts the learning environment
4. Underwear-type sleeveless shirts, athletic tank tops, beach wear, swimwear, halter-tops, tube tops, and spaghetti straps. Shoulder straps on tops and other clothing must be a minimum of two inches (2") wide.

5. Dresses, shorts and skirts are to be worn no shorter than three inches (3") above the top of the kneecap. Shorts are to be stitched evenly around, and if frayed, must be stitched to avoid further fraying. Holes revealing skin or undergarments are not allowed. Spandex or Lycra shorts are not permissible.
6. Shoes must be worn by all students. Straps on shoes and clothing must be fastened at all times. Students are not allowed to wear flip-flops, shoes, or sandals without a heel strap. No slippers will be allowed.
7. Leggings, jeggings or any form fitting clothing are not permitted, unless worn underneath other clothing. Sleepwear is not permissible.
8. Oversized shirts that present a safety concern or reflect gang style are not acceptable.
9. Students must only have natural colored hair.

#### **VIOLATION OF DRESS CODE**

Parents will be notified of the dress code violation and asked to bring a change of clothes or the student must go home.



# DISCIPLINE

---

Each time a student demonstrates a need to improve behavior OR uses inappropriate or offensive language, he/she will be disciplined according to the content, context, and frequency of the misbehavior.

## **CKACS SCHOOL-WIDE BEHAVIOR PROGRAM**

Classroom teachers will log and handle the following behaviors using a four step approach (Teacher Directed Behaviors)

- Lying, Cheating
- Disruption, Excessive Talking
- Dress Code Warnings
- Inappropriate Language (put-downs)
- Not Prepared For Class
- Minor Classroom Infractions
- Minor Physical Contact (pushing/shoving)

Teacher Directed Behavior Intervention Steps:

**Step 1:** Teacher Student Conference and Warning

**Step 2:** Teacher Student Conference and Teacher Assigned Discipline

**Step 3:** Parent Phone Call

**Step 4:** Office Referral

The following behaviors will be referred to the administration.

- Inappropriate Language (cursing)
- Major Physical Aggression
- Repetitive Harassment or Bullying (physical and/or verbal)
- Major Defiance
- Fighting
- Theft
- Property Damage
- Major Inappropriate Use Of Technology

Parent phone call and possible administrative consequences for behaviors referred to the administration:

- Detention
- Loss of Privileges
- Campus Beautification
- In-House Suspension
- Removal From Campus/School Suspension
- Referral To Outside Services
- Admin/Teacher/Parent Conference
- Behavior Support Plan
- Parent Classroom Observation
- Classroom/Yard Intervention
- Reduction of Time At School (Half Day)
- Permanent Removal From School (last resort)

# ANTI-BULLYING POLICY

---

All students at CKACS deserve to be treated with respect and kindness. Bullying is not tolerated on this campus. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation.

Staff are expected to immediately intervene when they see a bullying incident occur. If at any time a child feels that he or she has been mistreated, the incident should be reported to the principal and it will be promptly investigated.

# TECHNOLOGY /ELECTRONICS

---

## **COMPUTERS**

Computers are available in each classroom to support student learning and to enhance the educational experience.

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 he/she observes
- Student will not tamper with any files
- Student is not allowed to download games, music or software
- Any misuse of technology may result in consequences and/or reimbursement for damages

# FUNDRAISERS

---

ALL fundraisers must receive prior approval by Principal Shamlin.

# HEALTH

---



# ADMINISTERING MEDICATION

---

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. All medications must be administered under the supervision of office staff. All medication must have the student's name on it, in a suitable container, and complete instructions for administration.

# RECORDS AND IMMUNIZATIONS

---

## **MEDICAL RECORDS**

The following records must be provided and updated regularly:

- Health history report Immunization
- Emergency cards and phone numbers
- Authorization to Consent to Treatment of Minor

## **IMMUNIZATIONS**

Parents or guardians must provide the dates (month, day and year) of each immunization the child has received prior to registration.

# WELLNESS POLICY

---

CKACS strives to maintain a safe and healthy environment for the benefit of students and staff. Parents' cooperation is expected. If a child is experiencing symptoms such as fever, fatigue, difficulty in breathing, dry cough, sore throat, congestion, body aches or any other symptoms relating to any communicable disease they will be given a face mask to wear while on campus and sent home to recover. A child must be free of any symptoms for at least 24hours before returning to school.

# STUDENT INJURY AT SCHOOL

---

If a student is injured on school campus, parents will be contacted immediately. In the event that the parents cannot be reached and the student needs immediate medical attention, paramedics will be called unless otherwise instructed on the emergency card. An accident report will be filed.

# LICE

---

If lice infestation occurs within a classroom, parents will be notified by phone. If the infestation becomes an epidemic, then a memorandum will be issued to the entire school community. Transmission can occur 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.

# SCHOOL LUNCHES AND SNACKS

---

## **SCHOOL LUNCHES**

Daily lunches are available for purchase for students.

Menus are available in our office and sent home monthly by the teacher.

**Daily Lunch Fee:** \$4.00 per student

If you are providing a packed lunch for your child, please ensure that it does not require heating. The use of microwaves by students is prohibited.

## **SNACKS (PRE-K AND KINDERGARTEN)**

CKACS will provide snacks for Pre-K and Kindergarten classes.



# SAFETY

---

# PROHIBITED ON CAMPUS

---

## **ALCOHOL AND SMOKING ON CAMPUS**

No alcohol or smoking is permitted on school grounds or in the adjacent First Christian Japanese Church parking lot during school hours.

## **WEAPONS ON CAMPUS**

No guns, knives or other dangerous or potentially dangerous weapons are permitted on campus at any time.

## **ANIMALS ON CAMPUS**

Pets are not allowed on campus on a permanent basis. Pets can be brought on campus on a temporary [daily] basis by students, staff, faculty and/or board members when prior notice has been provided to the school office and parents, guardians and employees have been notified through e-mail or mail.

# SAFETY ON AND OFF CAMPUS

---

## **CHILD ABUSE REPORTS**

The school will abide with penal code section 11166, which requires that private school personnel report any observed or suspected instances of child abuse, both by telephone and in writing to the appropriate public authorities.

## **SECURITY GUARD**

A security guard will be present on the campus grounds during school hours. During periods of gate closure, the guard will check-in visitors requiring name and purpose of visit and will verify if the individual is authorized to pick up a student.

## **GATE CLOSURE**

Gates will be closed from 8:45AM to 2:45PM

## **EMERGENCY DRILLS**

Fire drills will be conducted once a month. Lockdown drills will be conducted once a quarter. Earthquake drills will be conducted at least once a year.

## **EMERGENCY EVACUATION**

In the event of an emergency on our campus, in which students and staff must evacuate, fire drill procedures will be followed; students will exit the back gate on the northwest corner of our campus into the Japanese Church parking lot.

# INSTRUCTION

---

# GRADELINK

---

CKACS uses Gradelink, a student information system with the following features:

- Current Grade in each class
- Current GPA for the term
- Descriptions, Grades, and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Assignment handouts or documents (via attachments)
- Email Alerts you can configure for grades and attendance
- Attendance Information
- Transcript Information, if applicable
- Billing Information, if applicable
- School newsletters
- Teacher newsletters

Access Gradelink at [www.gradelink.com](http://www.gradelink.com) or via a mobile app. Download the app using your device's app store. Contact the front office for individual login credentials.

# FIELD TRIPS

---

Permission slips for students are required for all field trips. All drivers for field trips must have completed a school form, which includes insurance information along with a copy of their driver's license and insurance policy. This must be completed the day before the field trip.



# SPECIAL NEEDS

---

CKACS does not offer special education services. However, special needs students may attend depending on the degree of need for support. If a student is in need of special services outside of CKACS offerings, they will be referred to the school district in which the student resides.

# CURRICULUM

---

Charlie Keyan Armenian Community School students take part in a rigorous curriculum from Kindergarten to 6th grade with ample opportunities for academic, creative, social, and personal growth. Small class sizes allow for personalized teaching, making it a unique learning experience.

## **KINDERGARTEN THROUGH 6TH GRADE**

Committed to providing each student with the highest quality of education, CKACS offers a comprehensive academic curriculum in all core subject areas, in addition to a strong Armenian studies curriculum in language and history. CKACS also offers a wide array of enrichment courses such as music, art, religion, and instrumental music.

Utilizing best practices for teaching and following the guidelines set forth by the Common Core standards, CKACS's highly qualified and experienced educators provide a dynamic learning environment which engages each student in their own learning and personal growth. Accelerated Reader (AR) is another tool used at CKACS to monitor and manage independent reading. Students have unlimited access to all quizzes and personalize their independent reading practice. This helps develop lifelong readers and learners.

## **PRE-KINDERGARTEN CURRICULUM**

CKACS Pre-Kindergarten is licensed by the State of California, Department of Social Services.

The Pre-K curriculum offers each child the opportunity to:

- Explore their natural curiosity and understand the world around them.
- Gain a sense of belonging and identify with his/her Armenian culture and heritage.
- Acquire pre-reading and writing skills in both Armenian and English.
- Acquire concepts in mathematics, science, social studies, and health.
- Learn with hands-on materials both in the classroom and on the playground.
- Develop social skills such as cooperating, helping, and sharing.
- Develop creative skills through art, music, and dramatization.
- Develop gross and fine motor skills.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences can be scheduled by the parent, teacher, and or/administrator as needed. During these conferences, topics of discussion may be students' quarterly benchmark assessments, grades, mastery of standards, behavior, or any other pertinent issues.

## **ASSESSMENT (NEEDS DETAILS ABOUT I-READY)**

Each child is given a yearly nationally normed learning assessment in the areas of reading, math, and science. Results are mailed to each family in August. 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**

Report cards will be distributed at the end of each quarter.

# ACTIVITIES AND PROGRAMS

---

# ACTIVITIES AND PROGRAMS

---

## **EXTRACURRICULAR ACTIVITIES AND AFTER SCHOOL PROGRAMS**

CKACS offers a wide range of extracurricular and after school programs. Below are a some examples:

### **EXTENDED CARE**

CKACS offers extended after school day care for children until 5:30 p.m. During this time, students are assisted with their homework.

### **BRICKS 4 KIDS**

Bricks 4 Kids is a STEM focused supplementary program. Bricks 4 Kids facilitates after-school sessions at CKACS. For more information on this program see [www.bricks4kidz.com](http://www.bricks4kidz.com).

### **STEAM-TO-GO**

Steam-to-go is a STEM focused supplementary program. Steam-to-go facilitates after-school and summer sessions at CKACS. For more information on this program see [www.steam-to-go.com](http://www.steam-to-go.com).

### **SPORTS**

CKACS is a member of the Parochial Athletic League (PAL). Teams include: Boys flag football, girls volleyball, boys and girls basketball, boys and girls soccer.

### **HYE SHOP**

Hye Shop is a snackbar run by student council to raise money for student council activities.

### **ARMENIAN DANCE**

Meets weekly for an additional fee of \$50 per month.

### **ARMENIAN PRECUSSION**

Meets weekly for an additional fee of \$50 per month.

# PARENTAL INVOLVEMENT AND COMMITTEES

---

# PARENTAL INVOLVEMENT

---

## **PARENT PARTICIPATION HOURS**

Each family is required to complete a minimum of 30 hours of authorized service hours by May 31 of the current year. These hours must be submitted through Gradelink and will be approved by the supervisor of the volunteer efforts. A designated staff member will make final approval of hours. Billing for hours not completed will commence on June 1. Parents will be billed \$20 per hour for each hour that is incomplete. Parents of part-time students in Pre-K are obligated to provide 15 hours of service.

## **PARENT TEACHER COMMITTEE**

The CKACS Parent-Teacher Committee (PTC) is an organization open to all parents. Every parent is encouraged to join and support the school. The PTC meetings are held each month at the school. The mission of the PTC is to assist the school through supportive services, activities and funds. All parents are encouraged to support CKACS PTC. through membership and involvement. There are no membership fees to participate. Attending monthly meetings and volunteering for PTC sponsored events counts towards Parent Participation Hours.

## **CONTRACT FOR GOODS AND SERVICES**

The Board of Education shall solicit a minimum of three (3) written proposals for any CKACS project involving the provision of goods, materials, services, or any combination thereof that exceeds \$2,000. Board of Education shall prepare a scope of work to be used for solicitation of written proposals for any CKACS project involving the provision of goods, materials, services, or any combination thereof. Any provision for a parent or guardian to provide goods or services to the school shall be accompanied by a proposal and a cost breakdown of those goods and services and shall have no reference of tie to tuition expenses. Bartering for tuition or any direct exchange of goods and/or services is strictly prohibited.

## **BOARD OF EDUCATION**

The Board, with nine members, is elected according to the By-Laws of the Charlie Keyan Armenian Community School. The officers of the Board are annually elected: Chairman, Vice-Chairman, Secretary and Treasurer. The term of Board members is three years, with a maximum of two consecutive terms.

Board meetings are conducted according to the Robert's Rules of Order on the first Tuesday of each month, unless otherwise noted in the community newsletter.

The Board focuses on matters of policy and strategy, as well as the evaluation of school performance. Policies are either broadly formed at the Board level or recommended to the Board by its various committees.

The Board delegates operational matters and program management to the principal. The principal implements the Board's mission, vision and policies in a manner that achieves the school objectives.

## **GENERAL PROTOCOL FOR CONFLICT RESOLUTION & FILING COMPLAINTS**

1. Secure campus/office safety
2. Assure involved parties that allegations and complaints are taken seriously
3. Investigate
4. Take action to stop behavior

Specific Steps For Conflict Avoidance/Resolution:

1. Discuss complaint with Principal
2. Notify Board of Unresolved Issue
3. Request to Appear at Board Meeting or Request for Second Meeting with Principal and Third-party present.

# EVENTS AND FUNDRAISERS

---

# EVENTS AND FUNDRAISERS

---

## **FAMILY NIGHT**

Family Night is typically held the first week of the new academic year after school hours for all pre-k and elementary grades. Parents are invited to visit their child's classroom and learn about the class goals, assignments, and more.

## **PRPOOR CULTURAL NIGHT**

Prpoor Cultural Night is an annual fundraiser that typically takes place in the fall. The fundraiser is held on a weekend evening and features Armenian cultural activities, including a traditional celebration of the harvest called Prpoor. Fifth and 6th grade students are expected to participate throughout the day to prepare the grape juice that is the centerpiece of the Prpoor celebration.

## **PICTURE DAY**

Students from all pre-k and elementary grade levels take class and individual pictures. Picture day is typically held during school hours in the fall semester.

## **HALLOWEEN**

PTC facilitates a Halloween Carnival after school in October. The carnival is open to students from all grade levels. Students are welcome to wear costumes during the carnival; costumes are not allowed during the school day.

## **FALL LUNCHEON FUNDRAISER**

PTC coordinates a fall fundraiser selling to-go and delivery lunch meals.

## **SANTA VISIT**

Santa visits CKACS during the final weeks of the winter semester for school Christmas celebration.

## **CHRISTMAS HANTES**

Pre-K and elementary students perform at the end of the winter semester. This event is typically held in the evening and families and community members are welcome to attend.

## **CRAB FEED**

Crab Feed is an annual fundraiser typically held late winter or early spring (usually the month of February.) Attendees are welcome to an all-you-can-eat crab feast.

## **VARTANANTZ**

Vartanantz is a commemoration of the Battle of Vartanantz that typically takes place at the end of February. CKACS upper grades typically participate in community commemorations. Students also celebrate Vartanantz at a commemorative event during school hours.

## **JOG A THON**

PTC coordinates a Jog A Thon for Pre-K and elementary students during school hours. Students raise funds by securing sponsors.

## **FATHER/DAUGHTER DANCE**

CKACS hosts an evening father/daughter dance for Pre-K and elementary students.



### **GENOCIDE COMMEMORATION**

CKACS upper grade students participate in community commemorations, including the flag raising at City Hall. Students also commemorate the Armenian Genocide at an annual event on campus during school hours.

### **EASTER EGG HUNT**

Pre-K and Kindergarten classes coordinate an Easter Egg hunt for pre-k and Kindergarten students. The student council also coordinates an Easter egg hunt for 1st-6th grade students. Parents may be asked to provide plastic eggs filled with treats.

### **SPRING LUNCHEON FUNDRAISER**

PTC coordinates to-go and delivery lunch sales at an annual spring luncheon fundraiser.

### **HYE EM YES**

Students 3rd - 6th grade are grouped into three teams: Red, Blue and Orange. Teams compete in areas including Armenian history, dance, and song. This competition typically takes place in the spring during school hours and is open to the community.

### **INTERNATIONAL NIGHT**

International night is typically held on a Saturday in the spring on campus (usually the month of May.) Each class represents a different country. Each class sells food and students perform a dance representing their class's country. Parents typically volunteer to set up booths and prepare and sell food. The event is open to the community.

### **HYE LEADERS RETREAT**

Students grades 3rd- 6th participate in a retreat at Hye Camp in the spring. Activities address Armenian culture, history, and religion and are designed to develop students' skills as leaders in the Armenian diaspora.

### **END OF YEAR HANTES**

Pre-K and elementary students perform at the end of the academic year during an evening event open to the community.

### **GRADUATION (KINDERGARTEN AND 6TH GRADE)**

CKACS hosts graduation for kindergarten and 6th grade classes.