



**CHARLIE KEYAN
ARMENIAN COMMUNITY SCHOOL**

ՉԱՐԼԻ ՔԷՅԵԱՆ ՀԱՄԱԳԱՂՈՒԹԱՅԻՆ ՀԱՅ ՎԱՐԺԱՐԱՆ



PARENT-STUDENT
HANDBOOK
2023-2024

DIRECTORY

INTERIM PRINCIPAL

Nyree Shishmanian
shishmanian@ckacs.org

OFFICE MANAGER

Srbui Fereshetyan
s.fereshetyan@ckacs.org

PRE-K POTTY TRAINING TEACHER

Lilit Vardanyan
lilit.vardanyan@ckacs.org

PRE-K POTTY TRAINING TEACHER AIDE

Marine Tumasyan
mtumasyan@ckacs.org

PRE-K EARLY TEACHER

Manoush Barbarian
sarkis@ckacs.org

PRE-K EARLY TEACHER AIDE

Irina Tadevosyan
irinat@ckacs.org

PRE-K ADVANCED TEACHER

Shoghik Jierian
jierian@ckacs.org

PRE-K ADVANCED AIDE

Kristine Tarakjian
tarakjian@ckacs.org

TK/KINDERGARTEN TEACHER

Talar Hovagimian
hovagimian@ckacs.org

TK/KINDERGARTEN AIDE

Kristine Hambardzumyan
khambardzumyan@ckacs.org

TK/KINDERGARTEN TEACHER

Cassandra Gillette
c.gillette@ckacs.org

TK/KINDERGARTEN TEACHER AIDE

Naira Ghazaryan
nairag@ckacs.org

TEACHER AIDE

Vera Agopian
vera.agopian@ckacs.org

1ST GRADE TEACHER

Haykuhi Hakobyan
hakobyan@ckacs.org

2ND GRADE TEACHER

Tamar Gostanian
t.gostanian@ckacs.org

3RD GRADE TEACHER

Diane Bohan
dbohan@ckacs.org

4TH / 5TH GRADE TEACHER

Holly Weber
h.weber@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.

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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 2023-2024 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 Friday, September 8, 2023.

WELCOME

Dear CKACS Students and Families,

Welcome to another inspiring year at the Charlie Keyan Armenian Community School! As we step into the new academic year, we are thrilled to share with you the remarkable changes and exciting developments that lie ahead.

NEW LEADERSHIP AND VISION:

With immense pride, we introduce our new Interim Principal, Ms. Nyree Shishmanian. Ms. Shishmanian brings a wealth of expertise and a passion for transformative education. Her leadership will steer us towards even greater heights, building upon our rich history while embracing innovation and enrichment programs.

ENRICHED SCIENCE PROGRAM:

We are delighted to announce the launch of our innovative science program: Mystery Science. Designed to ignite curiosity and deepen understanding, this program will empower our students to explore the wonders of science through hands-on experiences, interactive projects, and real-world applications.

OPTIMIZED SCHOOL SCHEDULE FOR ENHANCED LEARNING:

Embracing our dedication to providing the highest quality education, we are introducing a revamped school schedule. This innovative schedule not only increases the overall educational hours within the school day but also fosters enriched learning experiences. With dedicated time for personalized instruction, collaborative projects, and skill-building activities, this new structure ensures a well-rounded education.

As a board, we continue to focus on open communication as a cornerstone of our leadership approach. Our enhanced website, complete with an event calendar, serves as a hub for updates and information. Our commitment to transparency extends to our monthly board meetings, held on the second Tuesday of each month and your participation in these meetings is vital as we navigate the ever-evolving landscape of education.

With each step we take, we honor our past while embracing the opportunities of the future. Our school's legacy is a reflection of the sacrifices of those who came before us, and it is our duty to ensure its growth and prosperity. We envision a future where our tree of education stands tall, its roots grounded in tradition, and its branches reach toward innovation and progress. Together, we will shape the future of the Charlie Keyan Armenian Community School in our pursuit of providing an exceptional education that nurtures lifelong success.

Thank you for your unwavering commitment, dedication, and support. Here's to another year of growth, discovery, and achievement. Go lions!



Christopher V. Shamlian, 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.

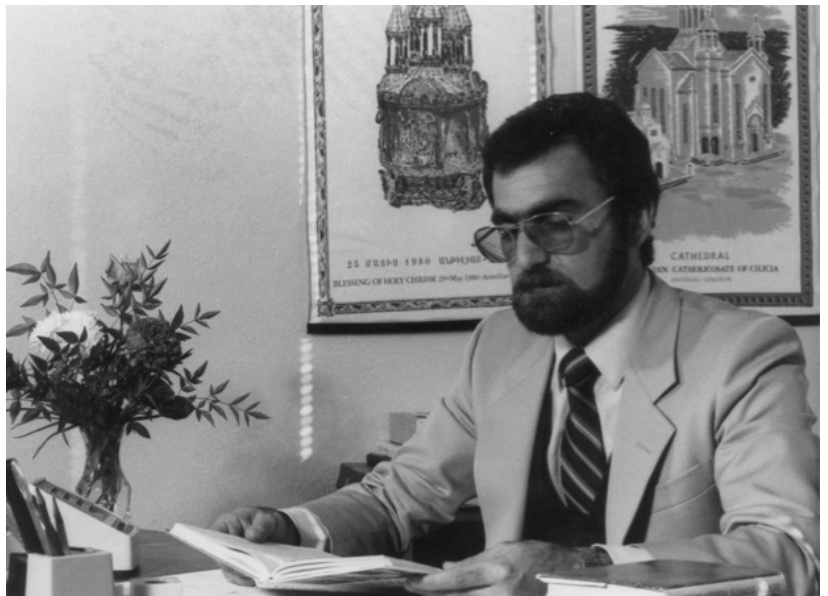
CIVILITY POLICY

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

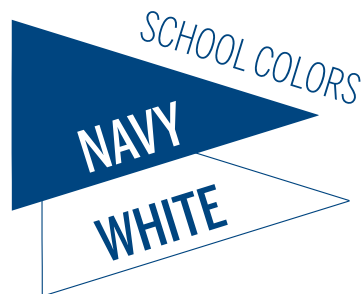


GRADES
PRE-K-6

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

 SCHOOL IN SESSION
 NO SCHOOL
 MINIMUM DAY
 EARLY RELEASE

AUGUST 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		

- 16 – Teacher In-Service
- 17 – Teacher In-Service
- 18 – Meet & Greet/Orientation 6-8pm
- 21 – First Day of School

SEPTEMBER 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

- 4 – Labor Day, No School
- 13 – Back-to-School Night
- 21 – Armenian Independence
- 23 – Prpoor Armenian Cultural Night
- 27 – Minimum Day

OCTOBER 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				

- 20 – End of Quarter
- 25 – Minimum Day

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		

- 2 – Early Release
Parent/Teacher Conferences
- 10 – Veterans Day
- 18 – Early Release
- 20-24 – Thanksgiving Break
- 29 – Minimum Day

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						

- 22 – Early Release
- 25-29 – Christmas Break

JANUARY 2024						
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			

- 1-8 – Christmas Break, No School
- 15 – Martin Luther King Day, No School
- 19 – End of Quarter
- 31 – Minimum Day

FEBRUARY 2024						
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		

- 8 – Vartanantz Recognition
- 19 – President's Day, No School
- 28 – Minimum Day

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						

- 15 – End of Quarter
- 22 – Early Release
- 25-29 – Easter Break

APRIL 2024						
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				

- 1 – Easter Break
- 24 – Genocide Remembrance, No School

MAY 2024						
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	

- 27 – Memorial Day
- 31 – Last Day of School! Early Release

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: \$945/month/student

Pre-Kindergarten Early: \$735/month/student

Pre-Kindergarten Advanced: \$735/month/student

Kindergarten-6th Grade: \$6,720/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/

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

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 7:45 a.m.)

Classroom Hours: 8:15 a.m. – 3:15p.m.

Extended Day Care: 3:15 p.m. – 5:30p.m. (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, DROP-OFF & PICK-UP

VISITOR POLICY

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.

DROP OFF & PICK UP PROCEDURES

For the safety of your children, there will be NO PARKING allowed on campus during pickup or drop off. The Japanese Church parking lot is where all families who plan on walking their students to class will need to park. There will be no exceptions (except for those with a handicap and who can display a valid handicap placard). Our new security officer and parking lot attendants will ensure a smooth pick-up and drop-off experience. If you are “driving through” campus to drop off, we ask that you drive slowly and carefully as our lot attendants will be assisting our students out of their vehicles and across the parking lot towards their classrooms. Your cooperation is appreciated.

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, by emailing board@ckacs.org, to receive the high-high-resolution logo file and permission for use.



**CHARLIE KEYAN
ARMENIAN COMMUNITY SCHOOL**

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**CHARLIE KEYAN
ARMENIAN COMMUNITY SCHOOL**

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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 or navy polos with plaid or navy blue skirts or pleated jumpers. Navy shorts or tights must be worn under skirts. Athletic shorts, sweatpants, and denim are not allowed.

Students may wear a CKACS spirit sweatshirt or navy sweatshirt.

Non-school related writings, images, or other ornamentations are not allowed on any clothing.

FREE DRESS FRIDAY

See detailed dress code parameters below.

SCHOOL PERFORMANCE DAYS

Boys must wear white polos.

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

SPIRIT DAYS

On designated Spirit Days, students may choose to wear school approved CKACS T-Shirts, but must otherwise be in full uniform.

THEMED DRESS DAYS

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

PURCHASING UNIFORMS AND SPIRIT SHIRTS

Dennis School Uniform Co. (online only)

www.dennisuniform.com

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.
10. One necklace, one bracelet and one ring are allowed. Girls may wear stud earrings. Excessive/large jewelry is not allowed.

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

CELL PHONES

There are no cellphones allowed during school hours. If you send your child(ren) to school with a cellphone it must be kept in their backpack until the school day is over. If a student needs to contact their family during the school day, they may ask their teacher to use the school phone. This policy applies for iPADS/tablets/watches and other devices that are not used for in-school learning purposes.

FUNDRAISERS

ALL fundraisers must receive prior approval by school administration.

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 24 hours 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 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

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. CKACS teachers actively monitor student progress through regular i-Ready Diagnostic assessments.

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.

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.

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 PERCUSSION

Meets weekly for an additional fee of \$30 per session.

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.

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

MEET-AND-GREET/ORIENTATION

The Meet-and-Greet/Orientation is held prior to the first week of the new academic year for all pre-k and elementary grades. This is an opportunity to meet school staff, tour the classrooms and get excited for the school year ahead.

BACK-TO-SCHOOL NIGHT

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 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 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 held in the evening and families and community members are welcome to attend.

CRAB FEED

Crab Feed is an annual fundraiser 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 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 takes place in the spring during school hours and is open to the community.

INTERNATIONAL NIGHT

International night is held on a Saturday in the spring on campus (usually the month of May.) Each class represents a different country by serving traditional food. Students perform a dance representing the country their class has chosen. Parents typically volunteer to set up booths and prepare the food. This event is paid entry and 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.