



**CHARLIE KEYAN
ARMENIAN COMMUNITY SCHOOL**

ՉԱՐԼԻ ՔԷՅԵԱՆ ՀԱՄԱԳԱՂՈՒԹԱՅԻՆ ՀԱՅ ՎԱՐԺԱՐԱՆ



PARENT-STUDENT
HANDBOOK
2025-2026

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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.

I will support an environment of learning, free of disruptive conduct. I will promote mutual respect, civility and orderly conduct among CKACS employees, parents/guardians, students, volunteers and other members of the public.

Our signatures below indicate that we, parent(s) and student(s) have read and familiarized ourselves with the contents of the 2025-2026 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 print this page, sign, and return to your student's teacher by August 22, 2025

WELCOME

Welcome to the 2025–2026 School Year at CKACS!

The CKACS Board of Education and Administration warmly welcome all students, families, and staff to a new year of growth, learning, and community. We begin this school year with purpose, energy, and a continued commitment to providing an academically rigorous, culturally affirming, and student-centered experience for all.

This fall, we are proud to welcome our Pre-K through 6th grade students to our campus. To support our growing upper elementary program, we've added two new classrooms, providing dedicated learning spaces for our 5th and 6th grade students.

We're also thrilled to welcome Mrs. Joan Smith and Mrs. Tiffany Converse to our faculty. Mrs. Smith will be our new 4th grade teacher. She is a credentialed educator with a strong background in bilingual and cross-cultural education. She brings a passion for individualized student support and creates a classroom environment that nurtures curiosity and a lifelong love of learning. Mrs. Converse comes to us having taught 6th grade before moving to the area. Mrs. Converse is passionate about creating positive learning environments through innovative strategies. Her teaching philosophy centers on creating a classroom environment, where students feel safe, valued, and seen. Her passion for education goes beyond the classroom evidenced by her experience in coaching and mentoring her students.

We've also created a new Director of Pre-Kindergarten position to strengthen our early childhood program. In this role, Ms. Kimberli Snyder will support curriculum alignment, ensure compliance with early learning standards, and guide professional development, laying a strong foundation for school readiness and success. Ms. Snyder is a licensed preschool director specialized in early childhood education with 10 years as preschool lead teacher and assistant director for one year.

As our school grows, we remain committed to fostering a supportive and inclusive environment for all students. This year, we're piloting Positive Behavioral Interventions and Supports (PBIS) in 2nd grade to promote positive behavior through clear expectations and consistent reinforcement. PBIS helps students feel safe, build stronger relationships, and receive recognition for making good choices. It also strengthens home-school partnerships by aligning behavioral expectations across settings.

On the academic front, our faculty continues to strengthen instruction using the Benchmark curriculum and iREADY assessments, which support personalized, data-driven teaching. We are also expanding project-based learning opportunities to foster critical thinking and problem-solving skills in engaging, hands-on ways.

To improve communication, we've updated the 2025–2026 Parent and Student Handbook with key information on procedures, behavior expectations, and communication protocols. Families are encouraged to review it and connect with any questions. Fundraising remains essential to our growth, supporting technology, resources, and facility upgrades. This year, we're also launching a parent-led subcommittee to assist with small campus improvements—and we welcome your time, skills, or support.

We invite all families to stay engaged through Board meetings, classroom volunteering, and school events. Your involvement is vital to CKACS's continued success. Thank you for your partnership—and here's to a joyful, enriching school year!

CKACS Board of Education and Administration

SCHOOL OVERVIEW

INTRODUCTION

MISSION STATEMENT

Charlie Keyan Armenian Community School is committed to excellence by integrating rigorous 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.

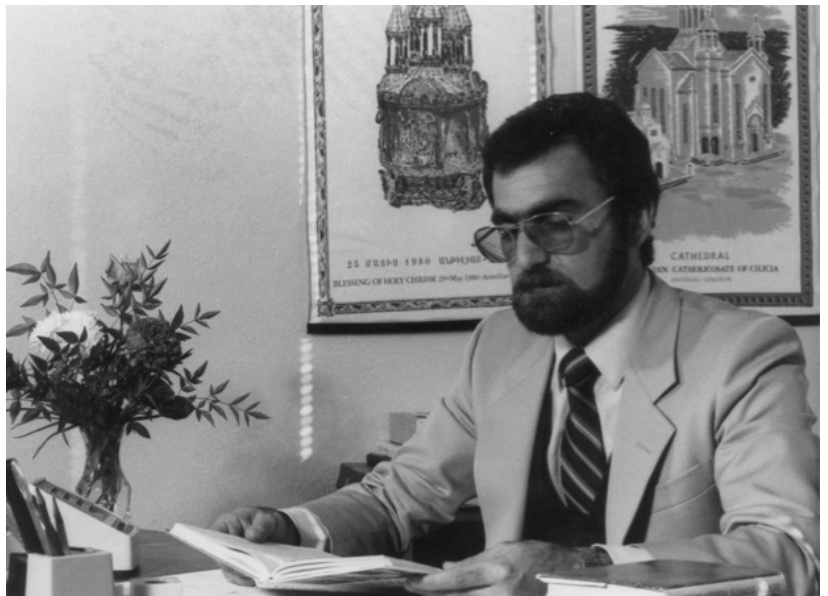
CIVILITY POLICY

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

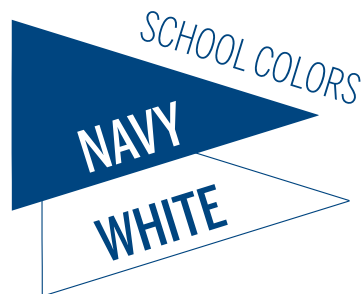


GRADES
PRE-K-6

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

This document outlines the academic calendar dates for 2025-2026. Please refer to the live calendar on our website (www.ckacs.org) for additional PTC events, social activities, and performances

SCHOOL IN SESSION NO SCHOOL MINIMUM DAY EARLY RELEASE

AUGUST 2025						
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						

13-15 – Teacher In-Service
15 – Meet & Greet/Back-to-School Night
iReady Training
18 – First Day of School

JANUARY 2026						
S	M	T	W	TH	F	S
					1	2
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

1-6 – Christmas Break, No School
16 – End of Quarter
19 – Martin Luther King Day, No School
28 – Minimum Day

SEPTEMBER 2025						
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 – Labor Day, No School
20 – Prpoor Armenian Cultural Night
24 – Minimum Day

FEBRUARY 2026						
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

16 – President's Day, No School
25 – Minimum Day
6pm Open House / i-Ready Training

OCTOBER 2025						
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 – Minimum Day

MARCH 2026						
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
27 – Early Release
30-31 – Easter Break

NOVEMBER 2025						
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, No School
21 – Early Release
24-28 – Thanksgiving Break

APRIL 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	13
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-6 – Easter Break
24 – Armenian Genocide Commemoration

DECEMBER 2025						
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			

19 – Early Release
22-31 – Christmas Break, No School

MAY 2026						
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	

25 – Memorial Day, No School
29 – Last Day of School - Early Release
End of Quarter

GENERAL PROCEDURAL INFORMATION

ADMISSIONS AND REGISTRATION

ADMISSIONS CRITERIA

- Pre-K Twos (ծիլ, / sprout) must be 2 years of age on or before September 1st to attend
- Pre-K Threes (բողբոջ, bud) must be 3 years of age on or before September 1st to attend
- Transitional Kindergarten TK (լոկոն, blossom) must be 4 years of age on or before September 1st to attend
- Kindergarteners must be 5 years of age on or before September 1st to attend

Proof of up-to-date immunization records must be submitted on Gradelink during the registration process.

Pre-school families will be required to fill out a hard copy medical history packet.

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

REGISTRATION FEE

The application fee is \$250 per student (\$200 for returning students during the early registration time period). This fee is not refundable and does not apply towards tuition. It includes 2 uniform t-shirts for pre-school students and 1 uniform school sweatshirt for K-6, as well as all basic school supplies.

WAIT LIST FEE

There is a \$100 fee to be placed on the waitlist for any class. This fee is non-refundable and does not apply towards tuition.

REGISTRATION DETAILS

NEW STUDENT REGISTRATION

Registration is completed via Gradelink (see page 47 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 Twos: \$10,343 /year/student

Pre-Kindergarten Threes: \$8,138/year/student

Transitional Kindergarten (TK): \$8,138 /year/student

Kindergarten-6th Grade: \$7,350/year/student

ADDITIONAL FEES

Extended Care: \$15/hour/student

After School Programs: Cost varies based on the activity

Lunch: \$5.50/student/day

Miscellaneous: Yearbook, Field Trips, International Night, Classroom-specific events

TUITION TERMS

- **Tuition is due in full upon enrollment, to be paid by August 22, 2025.**
- As a courtesy monthly payment options, spread over 10 months are available. The first payment is due August 22, 2025 with subsequent payments due on the 22nd of each month. This payment guarantees student's continued enrollment into CKACS.
- Families must enroll in Auto-Pay services to receive this payment option. Exceptions will not be made unless written approval is received by the Board of Education.
- Credit Card payments will incur credit card processing fees
- After missed tuition payment, three (3) attempts will be made by the school to collect payment. This will be done at the 30, 60, and 90 days late mark. After the third attempt, it will be sent to collections and the student will be delisted.
- Students wishing to return to CKACS after being delisted must await their turn on the waitlist. If the opportunity arises, application, waitlist and outstanding tuition and registration fees will have to be paid again

A \$35 late fee is assessed on all outstanding balances, inclusive of tuition, lunch, service hours, extended care, after school programs and field trips.

DISCOUNTS

Staff Child(ren) Student Discount: 50% per student

Staff Grandchild(ren) Student Discount: 50% for the first student, 20% for additional students (limited to 3 total)

Clergy Student Discount (currently working at one of the churches): 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 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. 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 administrator at Charlie Keyan Armenian Community School.

ATTENDANCE AND RECORDS

Attendance means regular, consistent presence at school. Students are expected to arrive before 8:15 AM, ready to begin the day, and to remain on campus until the school day ends at 3:15 PM. Regular and punctual attendance is essential for student learning and academic success.

Absences disrupt the continuity of instruction, and we encourage families to help students build strong, positive attendance habits.

School Opens: 7:45 a.m. (please do not drop students off earlier.)

Classroom Hours: 8:15 a.m. – 3:15p.m.

Extended Day Care: 3:30 p.m. – 5:30p.m. (For an additional fee of \$15 per hour)

REPORTING ABSENCES

When a student will be absent, parents must call the school office at (559) 323-1955 as early as possible that morning. Please include:

- Student's full name and grade
- Reason for absence
- Estimated return date

If your child will be absent for three or more consecutive days, please reach out to their teacher to request independent work, when appropriate.

Pre-scheduled absences should be communicated to the school in advance.

EXCUSED VS UNEXCUSED ABSENCES

EXCUSED ABSENCES INCLUDE:

- Student illness or injury
- Medical, dental, or mental health appointments
- Bereavement or family emergency
- Religious observances

UNEXCUSED ABSENCES INCLUDE:

- Family vacations or out-of-town travel not approved in advance
- Oversleeping
- Transportation issues not communicated
- Other non-approved personal reasons

Excessive unexcused absences may result in a parent-teacher conference, intervention by the administration, disciplinary action will be taken on a case-by-case basis.

ATTENDANCE AND RECORDS

TARDINESS

Students are considered tardy if they are at morning assembly by 8:15 AM. Teachers will monitor and report attendance and tardiness.

After five unexcused tardies, parents will be called in for a conference, and disciplinary action will be taken on a case-by-case basis. All students arriving after 8:30 AM must be signed in at the front office by a parent or guardian.

MAKE-UP WORK

Students with excused absences will be given the opportunity to make up missed work. Generally, students have one day for each day absent to complete assignments. It is the student's or parent's responsibility to follow up with the teacher.

Make-up work for unexcused absences is at the discretion of the teacher and may not be provided.

EDUCATIONAL RECORDS REQUEST

Student educational records are protected and maintained in accordance with FERPA (Family Educational Rights and Privacy Act).

- Records will not be released directly to parents (with the exception of outgoing 6th grade students).
- In the event of a school transfer, the new school of record must submit an official request for student records.

Parents or legal guardians may request to review their child's educational records by submitting a written request to the office. Please allow up to five business days for processing.

VISITORS, DROP-OFF & PICK-UP

VISITOR POLICY

To ensure the safety and security of all students and staff, the following procedures apply to all campus visitors:

- **Check-In Required:** All visitors must report to the front office upon arrival. A self-adhesive visitor sticker will be issued and must be worn in a visible location at all times while on campus. Stickers should be discarded or returned to the office when signing out.
- **Photo Identification:** Visitors may be asked to present a valid photo ID at check-in and will be required to sign in and state the purpose of their visit.
- **Restricted Access:** Visitors are not permitted to enter instructional areas (classrooms, resource rooms, etc.) without prior approval from school administration. Unscheduled visits to classrooms are not allowed in order to minimize disruptions to instruction.
- **Guest Speakers and Classroom Visitors:** From time to time, guest speakers are invited to enhance the curriculum. Teachers may notify parents if they wish to attend. If parents attend, the same Check-In procedures apply. All regular volunteers or individuals working directly with students may be subject to background checks, as required by school policy.
- **Unauthorized Pick-Ups:** No person shall be permitted to pick up a student without proper authorization from a parent or legal guardian. Individuals authorized for pick-up must be listed on the student's emergency card. Any unauthorized pick-up attempts will be addressed immediately, and the parent/guardian will be notified. If last minute arrangements are made for pickup, verbal confirmation from parents must be obtained and documented in Gradelink by a school staff member.

DROP-OFF & PICK-UP PROCEDURES

To support student safety and maintain an orderly flow of traffic, please adhere to the following procedures:

- **No Parking on Campus:** Parking is not allowed in the school parking lot during drop-off or pick-up times. All families who plan to walk students to class must park in the UJCC (Japanese Church) parking lot. Only vehicles displaying a valid handicap placard are exempt from this rule.
- **Drive-Through Drop-Off:** If using the drive-through option, please drive slowly and follow the directions of lot attendants and security staff. Attendants will assist students exiting vehicles and guide them safely across the lot.
- **Pedestrian Drop-Off:** Families choosing to walk students to class must use the UJCC parking lot and escort students across the designated crosswalk.

DROP-OFF & PICK-UP BY GRADE LEVEL

ALL PRE-K CLASSES:

Parents must park in the UJCC lot and walk their child(ren) to the classroom to sign them in. No parking is permitted in the school lot.

KINDERGARTEN – 6TH GRADE:

Use the drive-through zone for a quick drop-off or park in the UJCC lot and walk your child to campus. On-site parking is not permitted during drop-off or pick-up times.

LATE ARRIVALS:

Students arriving after the school day has begun must be signed in at the front office by a parent or guardian.

VISITORS, DROP-OFF & PICK-UP

EARLY PICK-UP PROCEDURES

If a student needs to leave school before 3:15 PM:

- A parent or authorized adult must sign the student out at the front office.
- Office staff will call the student's classroom to have the student come to the office.
- Parents/guardians may not go directly to the classroom to pick up their child.

Only individuals listed on the student's emergency card will be permitted to pick them up. If last minute arrangements are made for pickup, verbal confirmation from parents must be obtained and documented in Gradelink by a school staff member.

REMIND APP

CAMPUS WIDE COMMUNICATION

Stay connected all year with our school app, **Remind!**

Our admin is excited to use the **Remind App** as a key tool for keeping families informed and engaged throughout the school year. From important announcements, and event reminders to updates and emergency alerts, This app makes it easy to stay in the loop. Be sure to download it so you do not miss out on important information.

It is **MANDATORY** that 1 parent in each household is signed up on Remind. To sign up:

Send a text to 81010

Text this message: @noor2526

Follow the in-app instructions to register.

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.

PRE-K - TK REGULAR SCHOOL DAY (MONDAY-THURSDAY)

Pre-K Students will wear a uniform shirt (designed by the school and assigned by color to each class) with solid navy bottoms.

K-6 REGULAR SCHOOL DAY (MONDAY-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 or solid navy sweatshirt. Non school related writings, images, or other ornamentations are not allowed on any clothing.

FREE DRESS FRIDAYS

See detailed dress code parameters below.

SCHOOL PERFORMANCE DAYS/EVENINGS

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 WEAR

SCHOOL UNIFORM BY TOMMY HILFIGER (ONLINE ONLY)

www.globalschoolwear.com

CKACS SPIRIT SHOP

School uniform sweatshirt, spirit t-shirts and other school swag are sold via our online spirit shop:

www.ckacs.myshopify.com

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, fake nails, and extreme makeup that may disrupt the learning environment.
4. Underwear-type sleeveless shirts, athletic tank tops, beach wear, swimwear, halter-tops, tube tops, and spaghetti straps will not be allowed. 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 3" above the bend on the back of the knee. 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 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

CKACS SCHOOL-WIDE BEHAVIORAL PROGRAM

At CKACS, we are committed to maintaining a safe, respectful, and productive learning environment. At the beginning of each school year, classroom teachers will review behavioral expectations with students. All staff members work together to reinforce positive behavior and address conduct that disrupts the learning environment or compromises safety.

BEHAVIOR INTERVENTION STEPS

TEACHER-DIRECTED INTERVENTIONS

Classroom teachers are responsible for managing day-to-day behavioral issues and will take the following progressive steps:

- Student Conference – Teacher discusses behavior and assigns appropriate consequences.
- Parent Contact – If behavior continues, the teacher contacts the parent/guardian.
- Office Referral – Ongoing issues are referred to administration for further action.

EXAMPLES OF TEACHER-MANAGED BEHAVIORS:

- Lying or cheating
- Classroom disruption or excessive talking
- Dress code violations
- Inappropriate language (casual swearing, put-downs)
- Coming to class unprepared
- Minor infractions or physical contact (e.g., pushing)

ADMINISTRATOR-REFERRED BEHAVIORS

Serious or repeated behaviors require immediate administrative attention:

- Repeated or targeted inappropriate language (e.g., hate speech, harassment)
- Physical aggression (e.g., hitting, kicking)
- Harassment or bullying (including cyberbullying)
- Major defiance or insubordination
- Fighting, theft, or property damage
- Inappropriate use of technology (e.g., accessing restricted content)

INCIDENT REVIEW AND INVESTIGATION

These incidents are investigated thoroughly, and parents are promptly notified. Disciplinary actions are based on severity and frequency.

CONSEQUENCES FOR ADMINISTRATIVE REFERRALS

Depending on the situation, students may face one or more of the following consequences:

- After-school detention (child care expenses will apply and be charged to the family)
- Loss of privileges (e.g., recess, school events, field trips)
- Campus beautification (age-appropriate community service)
- In-school or out-of-school suspension
- Expulsion (following due process procedures)

DISCIPLINE

DUE PROCESS & STUDENT RIGHTS

Before suspension or expulsion, students have the opportunity to share their perspective. Parents receive written notification of serious disciplinary actions. Suspended students must participate in a reentry meeting with their parent/guardian and an administrator to review expectations and support a successful return.

EXPULSION GUIDELINES

Expulsion is considered only in cases of serious misconduct or repeated violations. Examples include:

- Repeated physical violence
- Threats of harm toward others
- Ongoing harassment, bullying, or hate-based behavior

A formal hearing process will be followed. Expulsion decisions are made in accordance with school policy.

RECORDKEEPING

All behavioral incidents are documented in Gradelink and may be reviewed as part of scheduled parent-teacher meeting(s). In all cases, the goal is to support the student's personal growth and long-term success at CKACS.

INCIDENT REVIEW AND INVESTIGATION

These incidents are investigated thoroughly, and parents are promptly notified. Disciplinary actions are based on severity and frequency.

CONSEQUENCES FOR ADMINISTRATIVE REFERRALS

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- Loss of privileges (e.g., recess, school events, field trips)
- Campus beautification (age-appropriate community service)
- In-school or out-of-school suspension
- Expulsion (following due process procedures)

ANTI-BULLYING POLICY

At CKACS, we are committed to providing a safe and respectful environment where every student can thrive. Bullying in any form is strictly prohibited.

WHAT IS BULLYING?

Bullying is a repeated, intentional behavior meant to harm, intimidate, or isolate another student. This includes:

- Physical acts like hitting, pushing, or shoving
- Verbal acts such as teasing, name-calling, or threats
- Social exclusion or spreading rumors
- Bullying based on personal characteristics like race, gender, religion, or disability

WHERE DOES THIS POLICY APPLY?

This policy covers bullying that happens:

- On school property
- During school activities and events
- On school transportation
- Off-campus if it disrupts the school environment

REPORTING & RESPONSE

- Students, parents, and staff are encouraged to report bullying incidents immediately to school administration
- Reports can be made verbally, in writing, or anonymously
- All reports will be investigated promptly and confidentially
- Appropriate disciplinary action will be taken based on the investigation's findings
- Support will be available for affected students or referrals will be provided as appropriate

PROTECTION FROM RETALIATION

The school prohibits any retaliation against anyone who reports bullying or participates in investigations.

We appreciate your partnership in helping us maintain a safe and positive school environment. If you have any concerns or need to report an incident, please contact the school office promptly.

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

CKACS recognizes that some students may need to take medications during the school day in order to maintain their health and participate fully in their educational program. To ensure the safety and well-being of all students, the following guidelines must be followed:

- A Medication Authorization Form must be completed and signed by a parent or guardian.
- All medication must be brought to the school office by an adult in its original container, clearly labeled with the student's name and dosing instructions.
- Students are not allowed to carry medication on campus, unless it is an emergency medication (such as an EpiPen or inhaler), and written authorization is provided by the parent/guardian and approved by the administration.
- If your child requires medication administered by injection (e.g., insulin, emergency injections), please schedule a meeting with the school administrator to create an individual care plan.
- Medications will be stored securely in the office and administered by trained office staff.
- Any unused or expired medication must be picked up by a parent or guardian. Medications not collected by the end of the school year will be disposed of safely.

LIABILITY NOTICE

CKACS staff will make every effort to administer medication properly and in accordance with provided instructions. The school shall not be held liable for adverse reactions when medications are administered in good faith under these guidelines.

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 is committed to supporting the health and well-being of all students and staff by maintaining a safe, clean, and healthy learning environment. We ask for the cooperation of all families in reinforcing wellness habits both at home and school.

Students showing symptoms of illness — including fever, fatigue, cough, sore throat, congestion, difficulty breathing, body aches, or other signs of a communicable condition, will wait in the office while a parent/guardian is called to come pick up their child. A student must be symptom-free for at least 24 hours without the use of medication before returning to school. In some cases, a doctor's clearance may be requested.

To help maintain a healthy campus, we encourage:

- Regular handwashing and personal hygiene
- Proper nutrition and hydration
- Adequate rest
- Open communication between families and staff regarding student health

School staff may use discretion when evaluating student wellness or determining if a student should return to class or be sent home. The health and safety of our students and staff is a shared responsibility, and we appreciate your support.

STUDENT INJURY AT SCHOOL

The safety and well-being of our students is a top priority at CKACS. In the event that a student is injured during the school day, staff will assess the situation and provide appropriate first aid.

- Parents or guardians will be contacted immediately in the case of any significant injury.
- If a student requires immediate medical attention and a parent/guardian or emergency contact cannot be reached, emergency medical services (EMS) will be called, unless otherwise indicated on the student's emergency card.
- An accident report will be completed in Gradelink for injuries requiring medical attention or follow-up. The Pre-K teachers will include written documentation that will be provided to the parent/guardian upon pick-up.
- For minor injuries, such as scrapes or bumps, first aid will be administered and parents may be notified at the discretion of staff.

Please ensure your child's emergency contact information is kept up to date at all times.

HEAD LICE POLICY

CKACS is committed to maintaining a healthy learning environment for all students. Head lice are a common childhood condition and not a sign of poor hygiene. While not dangerous, lice can spread easily in group settings, so prevention and timely treatment are important.

If a student is found to have lice or nits (eggs), parents will be notified by phone and the student will be sent home for treatment. The student may return to school after appropriate treatment and upon reinspection by office staff, confirming no live lice are present.

If multiple cases occur in a class or grade level, a general notification will be sent to families. In the event of a broader outbreak, a memorandum will be issued to the entire school community.

To help prevent the spread of lice:

- Children should avoid sharing combs, brushes, hats, scarves, coats, or other personal items.
- Families are encouraged to regularly check their child's hair for signs of lice.
- Treatment involves using a special medicated shampoo and removing all lice and nits from the hair. It is recommended that all household members be checked and, if necessary, treated at the same time.

SCHOOL LUNCHES AND SNACKS

SCHOOL LUNCHES

Daily lunches are available for purchase for students. For the 2025-2026 school year, CKACS lunch will be catered by Yerevan Restaurant. They will be providing healthy nutritionist-approved well-balanced meals that will all include a protein, starch, vegetable, and fruit all served in age appropriate portions.

Menus are available monthly on Gradelink and weekly menus will be sent out on a digital order form every Monday.

Orders will be due on Fridays by 12:00pm for the following week.

Daily Lunch Fee: \$5.50 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-Kindergarten and Kindergarten

Parents will be asked to donate pre-packed or fresh fruits/vegetables on a scheduled basis. The schedule will be on display in your child's classroom.

1st-6th Grade

Parents may send in a snack for their child to eat during morning recess.

SAFETY

CAMPUS SAFETY & EMERGENCY PREPAREDNESS

At CKACS, the safety and well-being of our students and staff is our highest priority. We maintain a comprehensive approach to school safety that includes prevention, preparedness, and coordinated emergency response procedures. All policies are reviewed annually and updated as needed in collaboration with law enforcement and safety professionals.

CONTROLLED CAMPUS ACCESS

- A security guard is present on campus during all school hours to monitor entry points, verify visitors, and support daily operations.
- All visitors must check in at the school office and must state the purpose of their visit.
- Campus gates are locked from 8:45 AM to 3:00 PM. During these hours, entrance is only permitted through the front office.

EMERGENCY SITUATIONS

CKACS is prepared to respond to a range of emergency scenarios, including:

- Fire
- Earthquake or natural disaster
- Lockdown or intruder on campus
- Bomb threats
- Medical emergencies
- Environmental hazards (e.g., air quality, power outage)

For each type of emergency, we have designated procedures that ensure the safety, supervision, and accountability of all students and staff.

EMERGENCY DRILLS & TRAINING

To ensure preparedness:

- Fire drills are conducted quarterly.
- Lockdown drills take place quarterly.
- Earthquake drills are held at least once annually.
- Staff receive regular training on emergency protocols and student supervision during drills and actual incidents.

EVACUATION PROCEDURES

In the event of a full-campus evacuation:

- Students will exit through the northwest back gate and assemble in the Japanese Church parking lot, our designated evacuation site.
- Staff will follow emergency attendance procedures and remain with students until all are accounted for and released to parents/guardians as needed.

CAMPUS SAFETY & EMERGENCY PREPAREDNESS

STUDENT HEALTH & SAFETY

- School staff are trained in basic first aid and CPR.
- An accident or injury requiring medical attention will be reported to families immediately.
- In emergencies where a parent cannot be reached, the school will act based on the emergency contact card on file and may contact paramedics.

PARENT COMMUNICATION IN EMERGENCY SITUATIONS

CKACS will make every effort to notify families promptly in the event of an emergency via phone, email, or school communication platform. Please ensure your contact information is always up to date.

MANDATED REPORTING

CKACS staff are mandated reporters and are required by law (Penal Code 11166) to report any observed or suspected child abuse or neglect to appropriate authorities, both by phone and in writing.

REASSURANCE TO FAMILIES

We know that trusting your child's safety to a school community is a significant responsibility. CKACS takes this trust seriously. We are committed to constant improvement of our safety systems and appreciate your partnership in maintaining a secure, responsive, and supportive campus environment.

OFF-CAMPUS SAFETY

CKACS maintains the same high safety standards during field trips, community events, and other school-sponsored activities off site. When students leave campus:

- Written parent permission is required in advance.
- All trips are supervised by credentialed staff and meet approved student-to-adult ratios.
- Staff carry emergency contact information and basic first aid supplies at all times.
- Transportation is arranged through vetted providers, school-approved vehicles or parent drivers.
- In case of emergency off-site, the school will notify families promptly and follow necessary response procedures.

LIABILITY & SUPERVISION

All off-campus events are pre-approved by school administration and follow liability guidelines consistent with California Education Code. Staff are trained in emergency supervision and are responsible for students' safety until they are returned to campus or released to an authorized guardian.

PROHIBITED ON CAMPUS

ALCOHOL AND SMOKING ON CAMPUS

No alcohol or smoking is permitted on school grounds or in the adjacent United Japanese Christian 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.

AMINALS 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. Only exception is when reptile ron comes on campus for a scheduled class activity

SUSPENSION POLICY

CKACS may suspend a student when behavior disrupts the learning environment, violates school rules, or threatens the safety of others. Suspension is a short-term removal from the classroom or school (typically 1–5 days).

GROUNDINGS FOR SUSPENSION

- Repeated disruption or defiance
- Minor physical aggression
- Use of inappropriate or offensive language
- Possession of a weapon, tobacco, alcohol, or controlled substances
- Harassment, bullying, or threats

PROCEDURES

- **Investigation:** School staff will investigate the incident, gather facts, and speak with those involved.
- **Notice and Due Process:** The student is informed of the reason for suspension and given an opportunity to respond.
- **Parent Notification:** Parents/guardians will receive written notice of the suspension and duration.
- **Re-entry Meeting:** May be required to review expectations and support the student's return.
- All suspensions are documented.

EXPULSION POLICY

Expulsion is the most serious disciplinary action and results in long-term or permanent removal from CKACS. It is used only for serious misconduct or when prior interventions have failed.

GROUNDINGS FOR EXPULSION

- Possession of a firearm or explosive
- Sale of drugs or alcohol
- Serious physical violence or sexual assault
- Repeated acts of harassment, bullying, or threats
- Chronic or severe defiance of school rules
- False threats, whether in-person or done through social media

PROCEDURES

- **Investigation:** A thorough investigation is conducted, including interviews, witness statements, and review of any evidence (e.g., video footage or digital communications).
- **Notice and Due Process:** Parents/guardians will receive written notice of the proposed expulsion and a formal hearing date.
- **Expulsion Hearing:** Conducted by the school board or designated panel. The student has the right to present evidence and be represented.
- **Decision:** A written decision is issued. If expelled, the school will outline educational alternatives and re-entry terms.
- **Appeal Rights:** Families may appeal to The Board of Education within 30 days.
- All expulsions are documented.

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.

Gradelink tutorials are available online (YouTube) and are a great way to make yourself familiar with the program. You may also contact the front office with specific questions and they will assist you when possible.

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.

Field trip notice will be given one month in advance.

PARENT CHAPERONES

1ST THROUGH 6TH GRADES:

ratio is 1 adult chaperone to every 4 students. In the case of multiple parents volunteering to chaperone, all names will be entered in a drawing and the number of chaperones needed will be pulled. Ex: If 4 chaperones are needed but 7 offer to volunteer, those 7 names will be entered and the first 4 drawn will be asked to chaperone. If you have already chaperoned you cannot be entered in the drawing during the same school year.

PRE-K THROUGH 6TH GRADE:

The ratio is 1 adult chaperone to every 1 student.

Only the students in the class participating in the field trip may attend. We ask that siblings are not brought on field trips if they are not part of the same class.

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.

At CKACS, we believe in providing a nurturing and inclusive environment for all children. We welcome all incoming preschool students and are committed to closely observing and supporting their development throughout the school year.

All students will participate in ongoing **formal and informal observations, screeners, and/or assessments** as part of our developmental monitoring process. These assessments help us understand each child's growth and learning needs. Results will be communicated with parents **promptly and consistently**, including during **Parent-Teacher Conferences**, which are held twice a year.

Teachers are trained to document any unusual behaviors or developmental concerns on a daily basis. If a teacher or staff member identifies potential concerns regarding a child's development or behavior, the school will initiate a **Student Study Team (SST)** process.

The **SST** includes:

- The classroom teacher
- The child's parent(s) or guardian(s)
- The Preschool Director
- When appropriate, the School Principal and/or a School Board Liaison

The team will meet to discuss the child's **strengths and areas of concern**, observe patterns across settings, and collaboratively design an **intervention plan** with clear strategies and measurable outcomes.

A **follow-up meeting will be scheduled 6–8 weeks later** to evaluate the effectiveness of the interventions. If the interventions are not successful in meeting the child's needs, the school will:

Notify parents that the school may not be equipped to support the student's needs,

Provide a list of helpful resources (e.g., regional centers, pediatricians, developmental specialists), and

Recommend either an **alternative educational setting** or the requirement of a **one-on-one aide** if the child is to remain enrolled at CKACS.

Our goal is to work in partnership with families to ensure that each child receives the support they need in the most appropriate environment for their development and well-being.

CURRICULUM

Charlie Keyan Armenian Community School students take part in a rigorous curriculum from Pre-K 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 - 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.

PRE-KINDERGARTEN

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

Our school administers iReady assessments for students in Kindergarten through 6th grade. These assessments offer valuable benchmark data that allows for the evaluation of student progress in both Mathematics and English Language Arts (ELA). The results provide educators with critical insights into students' proficiency relative to state standards and facilitate the development of targeted, differentiated instruction tailored to each student's unique needs. CKACS teachers actively monitor student progress through regular i-Ready Diagnostic assessments.

GRADES

Grades can be found on GradeLink 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.

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.

ENRICHMENT PROGRAMS

Programming is offered throughout the school year. Classes will be announced via the weekly newsletter and will run on designated days and set times.

HYE SHOP

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

ATHLETIC PROGRAM POLICIES

In efforts to align the CKACS athletics programs with the overall mission and objectives of the school, the following policies are in place:

- Students at CKACS are expected to be good students and good citizens; thus, **academics take priority over athletics** and all student-athletes must also **display good citizenship**.
- Students who do not attend school on the day of an athletic event, will not be allowed to compete in the event, even to the detriment of the entire team, unless the absence is an excused absence or is pre-arranged for a verified reason (funeral, dr. visit, etc). **Students who are absent due to illness will not be allowed to compete for the safety of all students and staff.**
- Students who are under disciplinary action in accordance with the school discipline policy will **not be allowed to compete** in athletic events, even to the detriment of the entire team. The Athletic Director and sport specific coaches will be in communication with teachers and administrators to ensure that students are regularly demonstrating good citizenship in order to compete as representatives of CKACS in the community at large. Coaches will support teacher and administrative recommendations for behavioral consequences.
- Student-athletes who regularly demonstrate disrespectful or disruptive behavior in non-classroom settings, including after-school practices or competitions will **not be allowed to compete until their behavior demonstrates good citizenship**.

PARENTAL INVOLVEMENT AND COMMITTEES

PARENTAL INVOLVEMENT

ANNUAL VOLUNTEER HOURS REQUIREMENT

Each family is required to complete a minimum of 30 hours of authorized service hours by May 31 of the current year. **Parents must enter the supervisor's name when logging hours.** 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. Volunteer Hours will be broken down by quarter and billed by quarter.

Total Required Hours: 30 hours per family

Monetary Value: \$20.00 per hour

Total Value if Not Completed: \$600.00

QUARTER	HOURS DUE	DOLLAR VALUE	DEADLINE TO SUBMIT HOURS ON GRADELINK
Q1	7.5 HOURS	\$150.00	END OF Q1
Q2	7.5 HOURS	\$150.00	END OF Q2
Q3	7.5 HOURS	\$150.00	END OF Q3
Q4	7.5 HOURS	\$150.00	END OF Q4

SUBMISSION POLICY

- **Submission Platform:** All service hours must be submitted via Gradelink, no exceptions.
- **Deadline:** Hours must be submitted before the end of each quarter.
- **Billing:** If hours are not submitted by the deadline, families will be billed \$20.00 per unsubmitted hour for that quarter payable within 30 days.
- **No Carryover:** Unsubmitted hours from one quarter cannot be carried over to the next quarter.
- **Extra hours worked:** Extra hours worked and submitted in a quarter may be carried over to the next quarter. Hours can not be carried backward to cover previous quarters.
- Crab Feed volunteers and committee members' hours may be subject to slightly different tracking, as this single event can exceed the committed 30 hours allocated per family. This will apply for committee members of any future large fundraising events that may take place as well.

LIST OF ACCEPTABLE VOLUNTEER SERVICES TO FULFILL THE PARENT VOLUNTEER REQUIREMENT

Classroom and Academic Support

- Assisting teachers with classroom activities (Ex. copying, cutting, organizing classroom materials, etc.)
- Assisting teachers with reading groups

School Events & Activities

- Volunteering at school events (Ex. Prpoor, Crab Feed, Fundraising drives, International Night, etc.)
- Chaperoning Field Trips
- Supporting with School Performances

PARENTAL INVOLVEMENT

Administrative and Office Help

- Assisting in the front office (phones, organizing, etc.)
- Helping with mailers, or newsletters
- Data entry or tech support

Campus & Facility Support

- Gardening or landscaping
- Assisting with cafeteria with serving food or clean-up
- Cleaning or organizing school spaces
- Maintenance or repair work

Health and Safety

- Providing school health screenings or volunteering as a nurse in the office during school hours
- Supporting drop off / pick up procedures
- Helping with traffic or playground supervision

Parent Organizations or Committees

- Participating in PTC activities
- Serving on school advisory boards or committees
- Coordinating Volunteer schedules

Special Programs

- Supporting after-school programs or enrichment programs
- Assisting with sports or physical education activities
- Helping with art, music or STEM programs

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.

PARENTAL INVOLVEMENT

BOARD OF EDUCATION

The Board, with nine members serving as volunteers, 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 second 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. formed at the Board level or recommended to the Board by its various committees.

Policies are either broadly 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 ARMENIAN 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 / FALL CARNIVAL

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.

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.

WRITING OLYMPICS

As part of a class assignment, students work on writing stories based on the topic of their choice. Teachers assist with editing. Students then read their stories out loud during the evening of the Writing Olympics. Booklets are printed with the stories written by all students that participate.

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.