



**CHARLIE KEYAN
ARMENIAN COMMUNITY SCHOOL**

ՉԱՐԼԻ ՔԷՅԵԱՆ ՀԱՄԱԳԱՂՈՒԹԱՅԻՆ ՀԱՅ ՎԱՐԺԱՐԱՆ



PARENT-STUDENT
HANDBOOK
2026-2027

DIRECTORY

PRINCIPAL

Nyree Shishmanian
shishmanian@ckacs.org

OFFICE ADMINISTRATOR

Srbui Fereshetyan
s.fereshetyan@ckacs.org

PRE-K DIRECTOR

Kimberli "Kimi" Snyder
snyder@ckacs.org

TWOS TEACHER

Lilit Vardanyan
lilit.vardanyan@ckacs.org

THREES TEACHER

Irina Tadevosyan
irinat@ckacs.org

THREES TEACHER AIDE

Ani Maghakyian
maghakyian@ckacs.org

TK TEACHER

Lilit Farmanyian
lilit@ckacs.org

TK TEACHER AIDE

Marine Tumasyan
mtumasyan@ckacs.org

KINDERGARTEN TEACHER

Elen Harutyunyan
yelena@ckacs.org

KINDERGARTEN TEACHER

Eliza Melikyan
melikyan@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 GRADE TEACHER

Joan Smith
smith@ckacs.org

5TH GRADE TEACHER

Kim Haroutunian

6TH GRADE TEACHER

Anna Bayburdyan
anna.bayburdyan@ckacs.org

EASTERN ARMENIAN TEACHER (GRADES 3-6)

Margarit Dumanyan
dumanyan@ckacs.org

WESTERN ARMENIAN TEACHER (GRADES 4-6)

TBD

EASTERN ARMENIAN TEACHER (GRADES K-2)

Elen Harutyunyan
yelena@ckacs.org

EASTERN ARMENIAN TEACHER (GRADES K-2)

Eliza Melikyan
melikyan@ckacs.org

WESTERN ARMENIAN TEACHER (GRADES K-3)

Gracia Bedros-Mesterih
mesterih@ckacs.org

ART TEACHER

Vartui Diarian
vartui.diarian@ckacs.org

CHOIR TEACHER

Viktoria Tsolokian
tsolokian@ckacs.org
lucy.shamilyan@ckacs.org

CHRISTIAN EDUCATION

Rev. Razmig Minassian
minassian@ckacs.org

ACADEMIC SUPPORT

Cindy Sahatdjian
sahatdjian@ckacs.org

ATHLETIC DIRECTOR

Kim Haroutunian

CUSTODIAN

Amy Moore
moore@ckacs.org



PARENT-STUDENT HANDBOOK

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

TABLE OF CONTENTS

WELCOME LETTER	7
SCHOOL OVERVIEW	8
Introduction	9
Mission Statement	9
Educational Goals	9
Civility Policy	9
School History	10
Quick Facts	11
Morning Assembly	12
Prayer	12
Armenian National Anthem	12
GENERAL PROCEDURAL INFORMATION	14
Admission and Registration	15
Admission Policy	15
Registration	16
Tuition	16
Financial Aid Policy	17
Financial Aid	18
Subsidized Preschool Child Care	18
RaiseRight	18
Attendance and Records	19
Attendance Procedures	19
Tardiness	20
Educational Records Request	20
Visitors and Pickup	21
Visitor Policy	21
Picking Up Students on Campus	22
Remind App	23
School Name and Logo	24
Use of School Name	24
Use of School Logo	24

Lost and Found	25
BEHAVIORAL EXPECTATIONS	26
Uniform Policy	27
Progressive Discipline	29
Anti-Bullying Policy	31
Anti-Bullying Policy Acknowledgement	36
Technology and Electronics	37
Fundraisers	38
HEALTH	39
Administering Medication	40
Records and Immunizations	41
Wellness policy	42
Student Injury at School	43
Head Lice Policy	44
School Lunches and Snacks	45
School lunches	45
Snacks (Pre-K and K)	45
SAFETY	46
Campus Safety & Emergency Preparedness	47
Controlled Campus Access	47
Emergency Situations	47
Emergency Drills & Training	47
Evacuation Procedures	47
Student Health & Safety	48
Parent Communication in Emergency Situations	48
Mandated Reporting	48
Reassurance to Families	48
Off-Campus Safety	48
Liability & Supervision	48
Prohibited on Campus	49

INSTRUCTION	50
Curriculum	51
Gradlink	53
Special Needs	54

ACTIVITIES AND PROGRAMS	55
Library	56
Extra Curricular Activities and After School Programs	56
Extended Care	56
Sports	56
Enrichment Programs	56
Hye Shop	56
Field Trips	57
Parent Chaperones	57
Athletic Program Policies	58

PARENTAL INVOLVEMENT AND COMMITTEES	59
Annual Volunteer Hours Requirement	60
Parent Teacher Committee	61
Contract for Goods and Services	61
Board of Education	62
General Protocol for Conflict Resolution & Filing Complaints	62

EVENTS AND FUNDRAISERS	63
-------------------------------	----

ACKNOWLEDGEMENT OF HANDBOOK	66
------------------------------------	----

WELCOME

Dear CKACS Families,

Welcome to Charlie Keyan Armenian Community School.

At CKACS, we believe that a strong school is built on more than academics. It is built on trust, respect, shared expectations, and a genuine partnership between families and the school.

This handbook reflects that commitment. It is designed to provide clear expectations, consistent policies, and practical guidance that help create a safe, respectful, and supportive learning environment where every child can thrive.

While no handbook can answer every question or address every situation, it serves as a foundation for how we work together. When families, teachers, administration, and the Board share common expectations and communicate openly, students benefit most.

We encourage you to read this handbook carefully with your child and discuss the expectations that help make our school a safe, respectful, and welcoming community. After reviewing the handbook, please sign and return both the Parent & Student Handbook Acknowledgment and the Anti-Bullying & Harassment Policy Acknowledgment. Your partnership and support are essential to creating the positive school culture we strive to maintain.

Thank you for entrusting us with your child's education. We are honored to partner with you in helping every student learn, grow, and become a person of character, compassion, and lifelong curiosity.

With appreciation,

CKACS Board of Education & 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!

OUR EDUCATIONAL GOALS

“We believe every child has the ability to learn, grow, and reach their full potential. We also believe that a child’s greatest success comes when families and educators work together as partners.”

At Charlie Keyan Armenian Community School, we are committed to providing a well-rounded education that challenges students academically, nurtures their character, and strengthens their connection to their Armenian heritage.

EDUCATIONAL GOALS:

- Foster a love of learning by providing engaging, meaningful, and age-appropriate instruction.
- Challenge and support every student to reach their individual academic potential.
- Support the academic, social, emotional, and physical growth of every student.
- Develop students who demonstrate integrity, responsibility, respect, kindness, and compassion.
- Strengthen each student’s connection to Armenian language, culture, history, and traditions while fostering pride in their heritage.
- Provide a safe, supportive, and inclusive learning environment where every child feels valued and encouraged to grow. volunteer
- Build strong partnerships between home and school.

CIVILITY POLICY

Charlie Keyan Armenian Community School (CKACS) is committed to maintaining an environment that supports learning, collaboration, and respectful community engagement. The Board of Education promotes mutual respect, civility, and orderly conduct among employees, parents/guardians, students, volunteers, community members, and participants in school events and official meetings, **including Board and Annual Meetings**. CKACS encourages open and constructive communication and does not intend to limit any person’s right to freedom of expression; however, disruptive, hostile, aggressive, or harassing behavior is inconsistent with our community values. Cooperation with this expectation is required so that our campus, events, and meetings remain safe, respectful, and productive for everyone.

INTRODUCTION



SCHOOL HISTORY

In 1977 a group of motivated business people, professionals, educators and clergy, spearheaded by the late Very Rev. Fr. Kourken Yarian, 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.

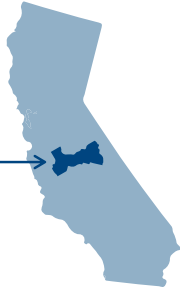
After its first few years at the Holy Trinity Armenian Apostolic Church, the school had various other locations in Fresno. In 2007, Fresno native Charlie Keyan donated the necessary funds to purchase the land for construction of a new and permanent campus. To honor this unprecedented monetary contribution, 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



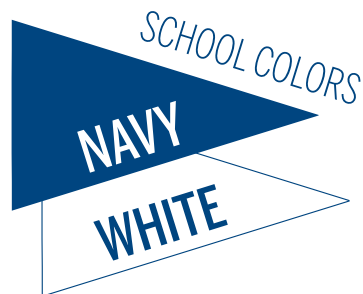
GRADES
PRE-K-6

1977

FOUNDED BY A GROUP
OF CLERGY, EDUCATORS
AND PROFESSIONALS

27

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



TOTAL ENROLLMENT

150+
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.

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 \$300 per student. Priority registration is \$250 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 53 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 (Full Time): \$11,120 /year/student

Pre-Kindergarten Twos (Half Day - 5 Days per Week): \$8,340 /year/student

Pre-Kindergarten Threes (Full Time): \$8,750 /year/student

Pre-Kindergarten Threes (Half Day - 5 Days per Week): \$6,563 /year/student

Transitional Kindergarten, TK: \$8,750 /year/student

Transitional Kindergarten, TK (Half Day - 5 Days per Week): \$6,563 /year/student

Kindergarten-6th Grade: \$7900/year/student

ADDITIONAL FEES

Extended Care: \$15/hour/student

After School Programs: Cost varies based on the activity

Lunch: \$6.00 /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.

FINANCIAL AID POLICY

SUBSIDIZED PRESCHOOL CHILD CARE

Our Preschool Program accepts subsidized child care through the organizations listed below. Families interested in receiving child care assistance must apply directly through the appropriate agency. Eligibility is determined by the agency based on its program requirements.

CalWorks: <https://benefitscal.com/ApplyForBenefits/begin/ABOVR?lang=en>

Children's Services Network (CSN): <https://cvcs.countycel.org/online/Start/Register>

If you have questions about the application process or enrollment, please contact the school office.

RAISERIGHT TUITION CREDIT PROGRAM

Fundraising plays an important role in helping keep CKACS affordable for all families. In addition to our annual fundraising events, CKACS offers families an opportunity to help support the school while earning tuition credit through the **RaiseRight** program.

RaiseRight is a no-cost fundraising program that allows families to purchase gift cards for everyday shopping at face value. Participating retailers provide a rebate to CKACS at no additional cost to the family.

HOW IT WORKS

- Purchase physical or digital gift cards through RaiseRight for everyday purchases such as groceries, gas, restaurants, retail, travel, and gift shopping.
- Retailers provide a rebate to CKACS, typically ranging from **2% to 15%**, depending on the retailer.
- CKACS and the participating family **share the rebate 50/50**.
- The family's portion is applied as a **tuition credit**, while the school's portion helps support operating expenses.

There is **no minimum purchase requirement**, and extended family members and friends may also participate by directing their rebates toward a CKACS student's tuition account.

By participating in RaiseRight, families can help reduce their tuition while supporting the long-term financial health of our 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 expected to arrive on time and be present for morning assembly at **8:15 AM**. Students arriving after **8:15 AM** will be considered tardy. Teachers will monitor and report attendance and tardiness.

After **five (5) unexcused tardies**, the school may schedule a conference with the parent or guardian to discuss the pattern of tardiness and develop a plan for improvement.

The school closely monitors student attendance and punctuality. Continued excessive absences and tardiness may result in additional administrative action on a case-by-case basis.

MAKE-UP WORK

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

Some classroom activities, quizzes, tests, or other instructional experiences cannot reasonably be recreated and therefore may not be eligible for make-up, regardless of the reason for the absence.

Students with unexcused absences may be permitted to make up missed assignments at the discretion of the school, taking into consideration the circumstances of the absence and the nature of the missed work.

Parents and students are responsible for communicating with the teacher regarding missed assignments and completion timelines.

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:

- **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 designated UJCC (Japanese Church) parking lot. Only vehicles displaying a valid handicap placard are exempt from this rule.
- **To help ensure the safety of students and maintain positive relationships with our neighboring church,** families who wish to walk students to class must park in the rear parking area of the UJCC (Japanese Church) parking lot. Please do not park in spaces designated for UJCC employees or staff.
- **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**

ՉԱՐԼԻ ՔԷՅԵԱՆ ՀԱՄԱԳԱՂՈՒԹԱՅԻՆ ՀԱՅ ՎԱՐԺԱՐԱՆ



**CHARLIE KEYAN
ARMENIAN COMMUNITY SCHOOL**

ՉԱՐԼԻ ՔԷՅԵԱՆ ՀԱՄԱԳԱՂՈՒԹԱՅԻՆ ՀԱՅ ՎԱՐԺԱՐԱՆ

LOST AND FOUND

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

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

BEHAVIORAL EXPECTATIONS

UNIFORM POLICY

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

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.

PROGRESSIVE DISCIPLINE

Most classroom behavior concerns are addressed by the classroom teacher using a progressive approach designed to help students learn from their choices, take responsibility for their actions, and make positive behavior changes. When appropriate, the teacher will communicate with parents or guardians and may refer ongoing or more serious concerns to school administration for additional support and intervention.

TEACHER-DIRECTED RESPONSES

- **Student Conference** - The teacher discusses the behavior with the student and assigns appropriate consequences.
- **Parent Communication** - If the behavior continues, the teacher communicates with the parent or guardian.
- **Administrative Referral** - Continued or more serious behavior concerns are referred to school administration.

Examples of behaviors typically addressed by the classroom teacher include, but are not limited to:

- Classroom disruption or excessive talking
- Minor disrespect or inappropriate language
- Dress code violations
- Coming to class unprepared
- Minor physical contact (e.g., pushing or horseplay)
- Academic dishonesty (e.g., cheating)
- Failure to follow classroom expectations

ADMINISTRATIVE REFERRALS

Certain behaviors, because of their seriousness or repeated occurrence, require involvement from school administration. Administrative referrals allow the school to investigate the situation, determine appropriate disciplinary action, communicate with parents or guardians, and provide additional support when needed.

Examples of behaviors that may result in an administrative referral include:

- Physical aggression (e.g., hitting, kicking, fighting)
- Harassment, bullying, or cyberbullying
- Repeated or targeted inappropriate language, including harassment or hate speech
- Major defiance or insubordination
- Theft or intentional property damage
- Possession of prohibited items or substances
- Inappropriate use of technology or social media
- Any behavior that threatens the safety or well-being of students, staff, or the school community

INVESTIGATION & STUDENT RIGHTS

Before imposing a suspension or recommending expulsion, the school will make reasonable efforts to investigate the incident and gather relevant information. Depending on the circumstances, this may include speaking with the student, witnesses, staff members, and reviewing available evidence.

Students will be informed of the nature of the concerns and given an opportunity to share their perspective before disciplinary decisions are made. Parents or guardians will be notified of serious disciplinary matters and informed of the school's decision and any applicable next steps.

The school is committed to addressing disciplinary matters fairly, consistently, and with respect for the rights of all students involved.

PROGRESSIVE DISCIPLINE

ADMINISTRATIVE CONSEQUENCES

When an administrative referral is warranted, disciplinary consequences are determined based on the nature, severity, frequency, and circumstances of the behavior.

Depending on the situation, one or more of the following consequences may be assigned:

- After-school detention*
- Loss of school privileges
- Campus beautification or other age-appropriate restorative service
- In-school suspension
- Out-of-school suspension
- Expulsion

* If after-school detention extends beyond the regular school day, applicable after-school care charges may apply.

SUSPENSION

Suspension may be assigned when student behavior poses a safety concern, significantly disrupts the learning environment, or involves serious or repeated violations of school expectations. Suspension is intended to provide an opportunity to address serious behavioral concerns while supporting the student's successful return to school.

EXPULSION

Expulsion is considered only in cases of serious misconduct or repeated violations when other disciplinary measures have been unsuccessful or when warranted by the severity of the incident. Expulsion is administered in accordance with the school's Expulsion Policy.

RECORD KEEPING

Behavioral incidents and disciplinary actions are documented and maintained in accordance with school procedures. Records may be reviewed with parents or guardians, as appropriate, to support ongoing communication and student success.

The goal of all disciplinary actions is to promote student growth, accountability, and a safe, respectful learning environment.

ANTI-BULLYING POLICY

At Charlie Keyan Armenian Community School, every student deserves to feel safe, respected, valued, and included. We are committed to creating a caring school community where students treat one another with kindness and respect.

Bullying, harassment, discrimination, and retaliation are not acceptable at CKACS. We take concerns seriously and work with students and families to address them promptly, fairly, and with care.

WHAT IS BULLYING?

Bullying is behavior that intentionally hurts, intimidates, humiliates, or excludes another student. It may be physical, verbal, social, or electronic (cyberbullying). Bullying often involves a real or perceived imbalance of power and may occur repeatedly over time. However, a single serious incident may also be treated as bullying when warranted by the circumstances.

Not every disagreement or conflict between students is considered bullying. Normal peer conflicts happen from time to time and can often be resolved through communication, guidance, and problem-solving. Bullying goes beyond ordinary conflict because it is intended to cause harm or repeatedly target another student.

TYPES OF BULLYING

PHYSICAL BULLYING

- Hitting and kicking, or other unwanted physical contact
- Damaging or taking another student's belongings
- Pushing someone out of line.
- Tripping someone on purpose
- Throwing things at someone to hurt or scare them.

VERBAL BULLYING

- Insults, or inappropriate comments
- Calling someone mean/hurtful names ("You're stupid", "You're ugly", or "You're fat").
- Using Slurs
- Saying "Nobody likes you" to intentionally hurt someone's feelings.
- Teasing or insulting someone repeatedly about how they talk, dress, or look.
- Threatening or intimidating another student

SOCIAL BULLYING (EXCLUSION)

- Spreading rumors or lies about a classmate or student
- Making others pick sides or choose who's "cool"
- Intentionally excluding others out of games or groups
- Encouraging others to leave someone out
- Publicly embarrassing or humiliating another student

ANTI-BULLYING POLICY

CYBERBULLYING (ONLINE OR DIGITAL)

Using text messages, email, social media, group chats, or other technology to: threaten, or intentionally harm another student.

- Spread rumors or lies about a student
- Send mean messages through a chat.
- Sharing embarrassing photos or videos without permission.
- Threaten or intentionally harm another student
- Creating a fake account to tease or pretend to be someone else.
- Leaving someone out of a group chat to embarrass or isolate them.
- Sharing screenshots of private conversations to make fun of someone.
- Encouraging others online to tease or exclude another student.

HARASSMENT & DISCRIMINATORY BEHAVIOR

Harassment and discriminatory behavior are actions or words that target another person because of who they are or what makes them unique. These behaviors are inconsistent with the values of CKACS and will not be tolerated.

Examples of harassment and discriminatory behavior include, but are not limited to:

- Using hurtful names, slurs, or offensive language.
- Making fun of someone's race, culture, language, accent, religion, or traditions.
- Excluding someone because they look, learn, or communicate differently.
- Mocking a student who has a disability or needs additional support.
- Saying things like, "You can't play because you're different."
- Refusing to include someone because of who they are.

WHERE THIS POLICY APPLIES

This policy applies to student conduct:

- On school property
- During school-sponsored activities and events
- While traveling on school-sponsored transportation
- Through electronic communication or off campus when the conduct substantially disrupts the school environment or interferes with a student's ability to participate in school.

REPORTING BULLYING OR HARASSMENT

Students, parents, staff, and volunteers are encouraged to report bullying, harassment, or discriminatory behavior as soon as possible. Reports may be made to a teacher, any trusted school employee, or the Principal.

Students are encouraged to speak up if they experience or witness behavior that makes them or someone else feel unsafe, intimidated, or excluded. Prompt reporting allows the school to respond quickly and provide appropriate support.

If a parent believes a reported concern has not been appropriately addressed through the school's administrative process, they may bring the matter to the Board of Education for review.

ANTI-BULLYING POLICY

HOW THE SCHOOL RESPONDS

CKACS takes all reports of bullying, harassment, and discriminatory behavior seriously. Reports will be reviewed promptly, and the school will take appropriate steps to investigate the concern in a fair, respectful, and timely manner.

As part of the investigation, school administration may:

- Speak with the student(s) involved.
- Interview witnesses, as appropriate.
- Review relevant information or evidence.
- Communicate with parents or guardians, as appropriate.
- Take appropriate corrective or disciplinary action when warranted.

The school will make every reasonable effort to protect student privacy while conducting a thorough investigation.

SUPPORT & CONSEQUENCES

The goal of every intervention is to stop the behavior, support the students involved, restore a safe learning environment, and help students learn from the experience.

When bullying, harassment, or discriminatory behavior is substantiated, the school may take one or more of the following actions, depending on the nature and severity of the incident:

- Meet with the student(s) involved to reinforce appropriate behavior and expectations.
- Notify and collaborate with parents or guardians.
- Provide counseling, guidance, or other supportive interventions, as appropriate.
- Increase supervision or implement strategies to support student safety.
- Use restorative practices when appropriate to help students understand the impact of their actions and repair relationships.
- Apply disciplinary consequences in accordance with the school's Discipline Policy, including suspension or expulsion when warranted.

PROTECTION FROM RETALIATION

CKACS prohibits retaliation against any student, parent, employee, or volunteer who, in good faith, reports bullying, harassment, or discriminatory behavior or participates in an investigation. Reports will be taken seriously, and concerns of retaliation will be addressed promptly and appropriately.

ANTI-BULLYING POLICY

SUSPENSION POLICY

CKACS may suspend a student when behavior significantly disrupts the learning environment, violates school rules, or poses a threat to the safety or well-being of students, staff, or the school community. Suspension is a temporary removal from the classroom or school, typically ranging from one to five school days.

GROUND FORS SUSPENSION

- Repeated disruption or serious defiance
- Minor physical aggression or fighting
- Harassment, bullying, or threats
- Inappropriate or offensive language
- Possession of prohibited items, including weapons, tobacco, alcohol, or controlled substances
- Harassment, bullying, or threats
- Other serious violations of school rules that warrant temporary removal from the learning environment

PROCEDURES

- **Investigation:** School administration will conduct an investigation to gather relevant information, which may include speaking with the student, witnesses, staff members, and reviewing available evidence, as appropriate.
- **Student Rights:** 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/PROCESS:

Before returning to class, the student and parent or guardian may be required to meet with the Principal or designee to discuss the incident, review behavioral expectations, and develop a plan to support the student's successful return to school. Depending on the circumstances, the re-entry process may include one or more of the following:

- Reviewing the reason for the suspension and the events leading to the incident.
- Reinforcing school expectations and the Student Code of Conduct.
- Discussing strategies to help prevent similar behavior in the future.
- Establishing a behavior improvement or support plan, when appropriate.
- Reviewing academic assignments or arranging for missed work to be completed.
- Identifying counseling, mentoring, or other support services, when appropriate.
- Establishing reasonable conditions for the student's successful return to school.

All suspensions are documented

ANTI-BULLYING POLICY

EXPULSION POLICY

Expulsion is the most serious disciplinary action available to the school and results in a student's long-term or permanent removal from CKACS. Expulsion is considered only in cases of serious misconduct or when the severity of the incident warrants removal to protect the safety, well-being, or orderly operation of the school community.

GROUND 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:** When student conduct may warrant expulsion, school administration, with the assistance of the Board of Education when appropriate, will conduct a thorough investigation to gather relevant information. The investigation may include speaking with the student, witnesses, staff members, and reviewing available evidence, as appropriate.
- **Student Rights:** Before an expulsion decision is made, the student will be informed of the nature of the concerns and given an opportunity to share their perspective. Parents or guardians will be notified of the recommendation for expulsion and provided information regarding the next steps in the process.
- **Expulsion Hearing:** When an expulsion is recommended, the matter will be presented to the Board of Education. The Board will review the information presented, consider the relevant facts and circumstances, and provide the student and parent or guardian an opportunity to be heard before making a final decision.
- **Board Decision:** Following the investigation, the matter will be presented to the Board of Education. The Board will review the information presented, provide the student and parent or guardian an opportunity to be heard, and determine whether expulsion is warranted. The Board's decision will be communicated to the parent or guardian in writing.

All expulsions are documented

ACKNOWLEDGEMENT

ANTI-BULLYING & HARASSMENT POLICY ACKNOWLEDGMENT

Charlie Keyan Armenian Community School is committed to providing a safe, respectful, and inclusive learning environment for every student.

Creating a safe and respectful school community is a shared responsibility. Students, families, and school staff all play an important role in building a culture of kindness, respect, and inclusion.

By signing below, we acknowledge that we have received and reviewed the CKACS Anti-Bullying & Harassment Policy. We understand the school's expectations regarding respectful behavior, bullying, harassment, cyberbullying, reporting concerns, and retaliation. We understand that the school will investigate reported concerns and respond in accordance with its policies and procedures.

We recognize that creating a safe and respectful school community is a shared responsibility, and we agree to support the school's efforts to promote kindness, inclusion, respect, and responsible behavior.

Together, we are committed to creating a school community where every student feels safe, respected, valued, and supported.

STUDENT'S NAME

STUDENT(S) GRADE(S)

STUDENT(S) SIGNATURE (WHEN AGE APPROPRIATE)

PARENT/GUARDIAN NAME

DATE

Please print this page, sign, and return to your student's teacher by Friday, August 21, 2026

TECHNOLOGY /ELECTRONICS

COMPUTERS

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

Students are expected to:

- Be responsible for their use of school technology and Internet access.
- Report any misuse of any technology they observe to a teacher or administrator
- Not tamper with any files, settings, or school equipment
- Not allowed to download games, music, software, applications, or other unauthorized content.
- Any misuse of technology may result in consequences and/or reimbursement for damages
- Use Artificial Intelligence (AI) tools only when authorized by the teacher and for educational purposes.
- Understand that misuse of school technology may result in disciplinary action and/or reimbursement for damages

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Personal electronic devices, including cell phones, tablets, smartwatches, and similar devices are not permitted for use during the school day unless authorized by teacher or administrator for educational purposes.

If a student brings a personal electronic device to school, it must remain turned off, or on silent and stored in the student's backpack throughout the school day. If a student needs to contact their family during the school day, they may ask their teacher to use the school phone.

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 reasonable effort to administer medication in accordance with the instructions provided by the parent/guardian and healthcare provider, when applicable.

RECORDS AND IMMUNIZATIONS

MEDICAL RECORDS

The following records must be provided and updated regularly:

- Health History Report
- Immunization Records
- Emergency Contact Information
- 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 administration and staff may exercise reasonable discretion when determining whether a student should remain in school, return to class, or be sent home based on the student's health and the safety of the school community.

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, appropriate 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

CKACS offers an optional school lunch program three days per week, Monday, Wednesday, and Friday. Lunches are selected with a focus on providing students with convenient, kid-friendly meal options while maintaining affordability for families.

For the 2026–2027 school year, Wednesday and Friday lunches are provided in partnership with Nina's Bakery, a CKACS family-owned business. Monday lunch is pizza accompanied by a fruit or vegetable.

Weekly lunch order forms are sent electronically to families each Monday for the following week. Orders must be submitted by Sunday at the end of the day.

Because meals provided by Nina's Bakery are prepared based on advance order quantities, same-day lunch orders cannot be accommodated for Monday or Friday lunches. Families are encouraged to plan ahead and submit all lunch orders by the weekly deadline.

Lunch Fee: \$6.00 per student, per meal

Students may also bring lunch from home. Packed lunches should not require heating, as students are not permitted to use microwaves at school.

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 posted in your child's classroom.

1st-6th Grade

Parents may send a healthy snack for their child to eat during morning recess only. Snacks should not be eaten during class time unless approved by the teacher.

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

- An armed security guard is present on campus during all school hours to monitor entry points, verify visitors, support daily campus safety, and serve as a resource to students and staff when appropriate.
- The campus is equipped with a security camera system that provides continuous monitoring of school grounds. Camera feeds are accessible to school administration to assist with campus supervision and incident response.
- All visitors must check in at the school office and must state the purpose of their visit.
- During the school day, campus gates are locked and remain secured from 8:45 AM to 3:00 PM. Visitors must be admitted by the security officer before checking in at 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

INSTRUCTION

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

CKAC believes that a strong partnership between home and school is essential to every student's success.

The school will schedule a formal parent-teacher conference for every student once each school year. This conference provides parents and teachers with an opportunity to discuss the student's academic progress, assessment results, classroom performance, social and emotional development, and overall growth.

Additional conferences may be scheduled throughout the school year at the request of a parent, teacher, or administrator whenever there are questions, concerns, or opportunities to further support a student's success.

CURRICULUM

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.

At Charlie Keyan Armenian Community School, assessments are an important part of the teaching and learning process. They help teachers monitor student progress, identify strengths and areas for growth, and make informed instructional decisions to support each student's academic success.

Students in Kindergarten through 6th grade participate in i-Ready Diagnostic assessments in Mathematics and English Language Arts (ELA). These assessments provide valuable information about each student's progress toward grade-level standards and help teachers differentiate instruction to meet individual learning needs.

Assessment results are shared with parents during scheduled parent-teacher conferences and may also be discussed throughout the school year as needed to support each student's continued growth.

GRADES

Grades can be found on GradeLink at the end of each quarter.

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.

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.

ACTIVITIES AND PROGRAMS

ACTIVITIES AND PROGRAMS

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

LIBRARY

At CKACS, we believe that reading is one of the most important habits a child can develop. Our library program encourages students to explore new interests, strengthen literacy skills, and develop a lifelong love of reading.

As part of our commitment to building strong readers, students in Grades 1–6 participate in a daily 10-minute Independent Reading Program during the school day.

Students may check out up to two library books during their scheduled library visit.

- One book remains in the classroom for the daily Independent Reading Program.
- The second book may be taken home or kept in the classroom.

Library books are due two weeks from the date they are checked out and may be renewed.

Library checkout schedules will be established by the administration and communicated at the beginning of the school year.

Kindergarten classrooms may check out books for classroom use.

Students are expected to care for borrowed books and return them in good condition so they may be enjoyed by other students. Families are responsible for replacing or reimbursing the school for library books that are lost or damaged beyond normal wear and tear.

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.

ACTIVITIES AND PROGRAMS

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.

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 Charlie Keyan Armenian Community School Board of Education is composed of nine volunteer members elected in accordance with the school's Bylaws. Board officers are elected annually and include the Chair, Vice-Chair, Secretary, and Treasurer. Board members serve three-year terms and may serve a maximum of two consecutive terms.

The Board is responsible for establishing the school's mission, vision, strategic direction, and policies, as well as providing financial oversight and evaluating overall school performance. The Board delegates the day-to-day operation and administration of the school to the Principal, who is responsible for implementing Board-approved policies and overseeing the school's educational program and daily operations.

Board meetings are conducted in accordance with Robert's Rules of Order and are generally held monthly unless otherwise announced.

CONFLICT RESOLUTION

Charlie Keyan Armenian Community School is committed to fostering open, respectful, and timely communication between families and the school. Most questions and concerns can be resolved through direct communication with the individuals involved.

GENERAL PROTOCOL FOR CONFLICT RESOLUTION & FILING COMPLAINTS

If a concern cannot be resolved, parents should follow these steps:

1. Discuss the concern with the classroom teacher or appropriate staff member, when applicable.
2. If the concern remains unresolved, schedule a meeting with the Principal.
3. If the concern remains unresolved after meeting with the Principal, the parent or guardian may submit the concern to the Board of Education by email or request to attend a Board meeting. A request to attend must be submitted by email at least seven (7) calendar days before the scheduled meeting and include a brief description of the concern and the purpose of the request.
4. The Board of Education will review the request and determine the appropriate next steps in accordance with the school's policies and procedures.

EVENTS AND FUNDRAISERS

EVENTS AND FUNDRAISERS

Events and fundraisers listed below are subject to change (be removed or different ones added).

EVENTS

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.

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.

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.

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.

FATHER/DAUGHTER DANCE

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

GENOCIDE COMMEMORATION

Each year, CKACS students participate in age-appropriate activities to commemorate the Armenian Genocide and honor the lives lost. Upper-grade students proudly represent CKACS at the Armenian Genocide Flag Raising Ceremony at Fresno City Hall. **In addition, the CKACS Choir performs at the annual Armenian Genocide Commemorative Program at California State University, Fresno.** Students also participate in the school's annual on-campus commemoration, providing an opportunity to reflect on our history, honor our heritage, and reaffirm our commitment to remembrance.

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.

YES HYE EM

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.

EVENTS AND FUNDRAISERS

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 (separate times).

FUNDRAISERS

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.

JOG A THON

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

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.

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.

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.

ACKNOWLEDGEMENT

This acknowledgment confirms that we have received the 2026–2027 Charlie Keyan Armenian Community School Parent & Student Handbook. We understand that the handbook is intended to provide important information about the school’s policies, procedures, expectations, and community standards. We have read, or will read, the handbook and agree to support and comply with the policies and expectations outlined within it.

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.

We further acknowledge our shared responsibility to help maintain a safe, respectful, and positive learning environment. We will promote mutual respect, civility, and appropriate conduct among students, parents and guardians, employees, volunteers, and members of the school community.

Our signatures below acknowledge that we have received the 2026–2027 Charlie Keyan Armenian Community School Parent & Student Handbook, understand our responsibility to become familiar with its contents, and agree to support and comply with the school’s policies and procedures.

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 Friday, August 21, 2026