



CARDEN SCHOOL
— OF FRESNO —

**Student/Parent Handbook
2011-2012**



**Carden School of Fresno
is Fully
Accredited by the
Schools Commission of
the Western Association of Schools and Colleges**

Western Association of Schools and Colleges
Accrediting Commission for Schools
533 Airport Blvd., Suite 200
Burlingame, CA 04010
Phone: (650) 696-1060

For more information go to www.acswasc.org

Dear Parents and Students,

In this handbook we have outlined policies and procedures that you will be asked to follow while at Carden School of Fresno.

Parents and students should read the handbook carefully. Parents are encouraged to review the policies with their child. It is important that you keep this handbook to use as a reference throughout the year.

Please sign and return the enclosed form to the office. The office staff is available to answer any policy or procedure questions that you may have before signing.

Sincerely,

Mrs. Carol Joyner
Principal

Mrs. Rose Rohlfiing
Principal

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CONTACT INFORMATION

Carden School of Fresno

6901 N. Maple Ave., Fresno, CA 93710

Tel. 559-323-0126 • Fax 559-323-0980

JK ESD 323-4112 • 1st-8th ESD 326-6939

www.cardenschooloffresno.com

FACULTY AND STAFF

Mrs. Carol Joyner, Principal, Junior Kindergarten- Third Grade	carol.joyner@cardenfresno.com
Mrs. Rose Rohlfing, Principal, Fourth Grade- Eighth Grade and Specialty Teachers	rose.rohlfing@cardenfresno.com
Mrs. Denise Pearson, Business Administrator	
Mrs. LaDonna Aderholt, Aide/ Kindergarten And First Grade PE	
Mrs. Jennifer Albert, JK Aide	
Mrs. Karen Babauta, Kindergarten Teacher	karen.babauta@cardenfresno.com
Mr. Jim Blanks, Middle School Language Arts/ Athletic Director	jim.blanks@cardenfresno.com
Mrs. Andrea Cuevas, Third Grade Teacher	andrea.cuevas@cardenfresno.com
Mrs. Micheline Curnyn, French Teacher	micheline.curnyn@cardenfresno.com
Mrs. Suzanne Henderson, Art Teacher	
Mrs. Jacey Herman, Preschool Director/ Junior Kindergarten Teacher	jacey.herman@cardenfresno.com
Mrs. Carol Joyner, First Grade Teacher	carol.joyner@cardenfresno.com
Mr. Richard Mancebo, Middle School Latin and History	richard.mancebo@cardenfresno.com
Mrs. Jan McMahon, Music Teacher	jan.mcmahon@cardenfresno.com
Ms. Diane Mowery, Computer Teacher	diane.mowery@cardenfresno.com
Mrs. Pat Orender, Second Grade Teacher	pat.orender@cardenfresno.com
Mrs. Bindia Patel, Fifth Grade Teacher	bindia.patel@cardenfresno.com
Mrs. Agnes Rhodes, Middle School Math	agnes.rhodes@cardenfresno.com
Mrs. Courtney Robinson, Sixth Grade Teacher/ Middle School Science	courtney.robinson@cardenfresno.com
Mrs. Rose Rohlfing, Fourth Grade Teacher	rose.rohlfing@cardenfresno.com
Mrs. Ruchi Sinha , Aide	
Mrs. Melody Ward, Administrative Assistant	cardenoffice@yahoo.com

BOARD OF DIRECTORS

Mrs. Carol Joyner, Principal
Mrs. Rose Rohlfing, Principal
Mrs. Denise Pearson, Business Administrator
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Dr. Patricia Upton-Fuerte
Mr. Alex Grander
Mrs. Patricia Nerenberg
Dr. Daniel Swartz
Mrs. Jacey Herman, Teacher Representative

PARENT CLUB OFFICERS

Mrs. Caroline Wiehl, President
Dr. Patricia Upton-Fuerte, Vice President
Mrs. Wendy Kalpakoff, Treasurer
Mrs. Courtney Smith, Fundraising Chair
Mrs. Sonya Safadi, Room Parent Liaison
Ms. Kim Peracchi, Box Top Coordinator
Mrs. Brandi Jackson-Grander, Bake Sale Coordinator
Mrs. Barbara Gollub, Mrs. Sonal Khanna, Mrs. Sheila Reyes, Pizza Friday Coordinators

Calendar for 2011-2012

Aug. 8-12	Carden Training
Aug. 17	Inservice Meeting
Aug. 22	First Day of School
Aug. 29	JK Orientation
Aug. 30	K Orientation
Aug. 31	Gr. 1 Orientation
Sept. 1	Gr. 2 Orientation
Sept. 2	Gr. 3 Orientation
Sept. 5	Labor Day Holiday
Sept. 6	Gr. 4 Orientation
Sept. 7	Gr. 5 Orientation
Sept. 8	Gr. 6 Orientation
Sept. 9	Gr. 7 & 8 Orientation; Parent-Teacher Social-P.F. Chang's
Sept. 23	Jog-a-thon Free Dress
Sept. 28	1 st quarter Progress Notes
Sept. 29	All-School Photo and Individual Photos
Oct. 21	End of 1 st quarter
Oct. 21	Harvest Carnival; 4:00 to 8:00 pm
Oct. 28	Conference Day—No School
Oct. 31	Halloween Parties
Nov. 11	Veterans Day Holiday
Nov. 18	Half Day; Thanksgiving Parties Free Dress
Nov. 21-25	Thanksgiving Holidays
Dec. 7	2 nd quarter progress notes
Dec. 15	Winter Program
Dec. 16	Half Day; Winter Parties Free Dress
Dec. 19-Jan. 6	Winter Break
Jan. 9	School resumes
Jan. 16	Martin Luther King, Jr. Holiday
Jan. 20	End of 2 nd quarter
Jan. 25	Report Cards
Feb. 13	Lincoln's birthday holiday
Feb. 14	Valentine's Day parties; Free Dress
Feb. 20	President's Day holiday
Feb. 29	3 rd quarter progress notes
Mar. 8	Spring Portraits; Free Dress
Mar. 23	End of 3 rd quarter
Mar. 28	Report Cards
Mar. 30	Half day; Spring Parties; Free Dress
Apr. 2-9	Spring Break
Apr. 10	School resumes
Apr. 20	Talent Show
Apr. 21	Mother Son Bowling
Apr. 23-26	Standardized Testing
Apr. 27	Mile Run; Rodeo Day; Free Dress
May 3	Open House
May 9	4 th quarter progress notes
May 8-11	6 th gr. Yosemite Camp
May 18	All School Picnic
May 24	Spring Program
May 25	Olympics Day; half day; Free Dress
May 28	Memorial Day holiday
Jun. 1	Awards Day; Doughnuts with Dad
Jun. 4-8	Free Dress
Jun. 7	Graduation
Jun. 8	Last Day of School; half day; report cards

Introduction

Miss Mae Carden developed the Carden Method in the late 1930's and early 1940's in response to what she felt was a deteriorating academic curriculum and a turning away from the teaching of traditional American values in public schools. Miss Carden eventually formed the Carden Educational Foundation to promote the Carden Method on a national scale, to support teacher training, and to provide Carden curricular materials to Carden schools. Today, there are approximately 100 Carden schools throughout the United States with recent expansion to other countries around the world.

Miss Saralena Sherman opened the doors of Carden School of Fresno in 1963 using the principles set forth by Miss Carden. The school was incorporated in 1999 as a nonprofit organization governed by a parent-elected Board of Directors.

Carden Curriculum and the Carden Method

In the Carden Method, students are not merely exposed to the basic skills of learning—they are thoroughly taught. The Language Arts program includes the systematic teaching of phonics, reading, spelling, writing, and grammar. The Carden Language of Numbers provides a depth of understanding with the teaching of arithmetic skills. The remainder of the academic and cultural programs is rich and extensive, featuring science, geography, history, French, Latin, art, art appreciation, physical education, computer skills, music, and character development. The emphasis of our program is the development of the whole child.

Inherent in the Carden Philosophy of Education is character development that focuses on high standards of personal behavior, mutual respect, self-discipline, mental and physical stamina, and self-confidence. The goal of Carden School is an educated and self-reliant individual. Carden students recite a daily meditation acknowledging God. The School holds to Miss Carden's dictum, "Real education develops sound judgment and requires practical application of knowledge in all aspects of learning and in every phase of life."

Carden School of Fresno teachers have received certification in the Carden Method through course work provided by the Carden Educational Foundation. New teachers receive on-site training and coaching by experienced teachers.

Admission to Carden School of Fresno

Carden School of Fresno admits students regardless of race, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at school. It does not discriminate on the basis of race, religion, national and ethnic origin in admissions, hiring, administration of its educational policies, and athletic or other school administered programs.

All prospective students are assessed to determine appropriate placement. A fee is charged for the evaluation. Parents will be notified of acceptance based on assessment results and related information. Students transferring from another Carden School may be admitted based on the recommendation of their previous teacher or administrator.

Students entering out four-year-old program must be four years old by September 1. Students entering later grades should be the corresponding age to the grade level. Placement is ultimately decided by the administration.

Continuing students are reviewed at the end of each school year. Students must demonstrate the ability to complete their education by maintaining, as a minimum, average grades and demonstrating consistent effort and satisfactory conduct.

School Organization

Carden School of Fresno is a non-profit organization funded solely through tuition and tax-deductible donations. As such, we rely upon the generosity of our students' families and the community at large. Contributions made to Carden School of Fresno are deductible for income tax purposes to the full extent allowed by law.

The Board of Directors, a volunteer group elected by Carden School parents, is the governing body of the school and makes decisions determining the general direction and policies of the school.

We provide a complete, accredited educational program for children in our Junior Kindergarten through eighth grade. The Junior Kindergarten through sixth grade follow a typical elementary school organization with a homeroom teacher responsible for all subjects, supplemented by specialists in art, music, French, computers, and physical education. Students in grades seven through eight have a homeroom teacher and change classes to meet with specialty teachers in various subjects.

Parent Volunteer Program

The Parent Volunteer Program is an integral part of our school and is designed to encourage parents to volunteer in the activities of their children. Parental cooperation in the school sends a message to the child that school is very important. Moreover, parent participation can create a bond between parent and child, which Carden School believes will strengthen the family unit and provide a foundation for a healthy, happy child. Research shows that children whose parents are involved with school do better in school. Our school relies on your talents, service and generosity to benefit our students and our school community as a whole. The parent volunteer hour commitment is 25 hours per school year, per family. Hours may be provided by volunteering for school functions, volunteering as the room parent for your child's classroom, or even volunteering your expertise in a certain field that benefits the school. Approved donations will count for up to 10 hours of service. Please see the binder in the school office for a complete list of opportunities to volunteer. Only school sponsored functions count toward your parent volunteer hour commitment.

Carden Board Of Directors

Carden School of Fresno is governed by a parent-elected Board of Directors. Letters of intent to run are solicited in April and elections are held in May. There are no provisions for write in candidates. Board terms are two years with approximately half of the seats coming up for election annually. Board bylaws stipulate that each family receive one ballot for each child enrolled at Carden. All accounts must be in good standing to receive a ballot. Board meetings are open to everyone and are held the third Wednesday of the month in the Carden School of Fresno library at 5:30 p.m.

Carden Parent Club

Carden School of Fresno is fortunate to have a dynamic group of parents who have formed the Carden Parent Club to support the school's goals and activities. All parents who have a child enrolled in Carden School are members of the Parent Club. The names of current Parent Club officers are located in the front of this handbook, and contact information is available in the school office. Parents are encouraged to take an active role in the future of our school with their participation. Recent fundraising and social programs have included the following:

- Parent-Teacher Social

- Student Jog-a-thon
- Annual Harvest Carnival
- Donuts with Dad
- Muffins with Mom
- Mother/Son Bowling
- Father/Daughter Butterfly Ball
- Other events and fundraisers to be announced

General Information

Absence

Excused Absence

- Verified medical appointments, with printed excuse from the office of the medical appointment showing the date and time of the appointment.
- Personal illness verified by parental note. (Chronic illness of 4 or more days may require a doctor's verification.) Note: Students are required to be symptom free for 24 hours before returning to school or a school function.
- Serious illness or death in the family, or other similar serious events.
- Funerals
- Any other absences will be excused from school only with documentation from a physician.

Absence for Vacation

At times parents may wish to travel with their children during the school year. Prior academic arrangements should be made in order for the student to complete their required work. It is understood that vital class time will be missed that cannot be made up. The student's overall grade average, standardized test scores, and learning may be affected.

Unexcused absence

All absences not classified as excused, will be considered unexcused. The parent/guardian will be contacted when the school feels that an attendance problem exists. The student and/or parent may be required to attend a conference with the teacher or principal to discuss the matter. It is the responsibility of the student to make up work missed due to absences. The student is expected to communicate with the teacher on the first day back to school for missing assignments. Extended absences by the student may result in a grade reduction due to the inability of the student to participate in classroom learning activities and potentially an incomplete on a report card. **Physical education excuses for more than three days require written verification from a medical advisor.**

Reporting absences

- The school office should be called between 8:00 A.M. and 9:00 A.M. on the first day of absence to notify the school that the student will be absent that day (or may be late to school). The office telephone number is **323-0126**.
- A written excuse, explaining the absence and signed by a parent or guardian, must be brought to school and given to the classroom teacher the first day the student returns to class.

Absence limits

Any student who accumulates six (6) or more excused or unexcused absences during one quarter without making arrangements to make up work shall conference with the teacher and principal. If necessary, tutorial instruction arrangements may need to be made by parents. In addition, a student receiving a failing grade in a subject area will be required to attend tutoring. *An “Incomplete” mark may be given to any student who has been absent ten (10) days or more in a quarter.*

Academic Assistance

Occasionally, a teacher and/or parent may feel that a student would benefit from extra assistance. While the classroom teacher is responsible for the child’s educational program, extra assistance may be needed to solidify the basics of the Carden Method for new students or for a specific academic need. In such cases, parents may wish to contact a tutor from the approved list of tutors or request tutoring from the classroom teacher. It is standard Carden policy that teachers be paid \$50.00 per hour for private tutoring. If a teacher tutors a group of students, the fee is adjusted to \$25.00 per child. All payments for tutoring are to be made to the tutor directly.

Academic Integrity

Carden School[®] is concerned with integrity. Academic integrity is no exception. Carden School[®] expects that the grades the student receives will reflect, in the fairest way possible, the academic work accomplished. Cheating of any kind is contrary to the philosophy of Carden School[®] and will not be tolerated. Each time a student cheats, every student is hurt because the value of a Carden education and respect for the school are diminished. Academic dishonesty involves an attempt by a student to show possession of knowledge or skills that he/she does not possess.

Cheating is using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work that is not one’s own. Cheating includes, but is not limited to:

1. Looking at another student’s work and taking those answers as your own.
2. Copying another student’s homework, in whole or in part.
3. Having another person do your homework or assignment.
4. Telling others what is on a test/quiz.
5. Obtaining the answer key and using or sharing it.
6. Claiming something is your work when it is not.
7. Tampering with grades or grade books.
8. Using cheat sheets of any kind, including notes written on body parts.
9. Giving your work to another student to copy.
10. Giving or asking for answers on any work.

Plagiarizing is the taking of ideas, writings, etc., of another and, without properly citing the source, passing it off as one’s own. Plagiarism is considered a serious offense whether it occurs in a class assignment, essay, project, or term paper and is subject to the same disciplinary actions as listed below.

Cheating of any kind may result in the following consequences as is appropriate to the age of the student and the severity of the offense:

1. A private discussion with the teacher
2. A grade of zero on the assignment
3. An opportunity to do the assignment correctly
4. Communication with the parent by email, phone, or note home
5. A parent-teacher conference

6. Suspension
7. Expulsion

Academic Probation

Academic probation is documentation used to inform parent and students that academic or behavioral improvement is necessary. The letter of probation explains the deficiency, the length of the probationary period, and the conditions and the consequences of the probation. Probation is used as an incentive for student improvement.

Accreditation

Accreditation is an ongoing process in which Carden School of Fresno chooses to participate. From time to time families and students will be asked to participate in this process. By being a part of our school you agree to participate in the accreditation process and agree to return surveys that are sent to you.

Appointments-Medical and Dental

Parents should try to schedule appointments after school hours. Dismissal during class time is disruptive for both your child and the entire class. Teacher discretion will be used regarding any make-up work or tests missed during the absence. If a student does need to leave school during school hours, the following procedure must be followed:

1. A request in writing, signed by the parent or guardian, must be given to the classroom teacher the day before the appointment or first thing on the morning of the appointment.
2. An office staff member will call the classroom and the student will be sent to the school office where he/she must be signed out in person by the parent, guardian or designated person. A student will not be brought to the office until parent, guardian or designated person arrives on campus.
3. Upon returning to school, the student must report to the school office to sign in before going back to class.

Athletic and Music Program Eligibility Requirements

Seasonal sports are offered to students in grades 4-8 and in some limited programs are offered to grade 3 students. Music programs are offered to all students. In order to encourage excellence in academics, each student is to be held accountable for his or her classroom performance. The following minimum eligibility requirements have been established:

1. Students must maintain a 2.0 grade average.
2. Students may not earn a "D" in any single subject during any grading period.
3. Student's effort must deserve extra-curricular participation.
4. Students must not receive a "3" in conduct or effort grade during a grading period.

The Athletic Director and Music Director along with the principal will decide issues of student participation during the school year. Students are expected to attend practices and communicate necessary information to their coaches and teachers. These guidelines are designed to encourage responsibility as well as a positive relationship with sports, music and academics. This is intended to serve as an extension of family guidelines already being used in the home.

Our after school sports include basketball, cross-country, track and volleyball. Our music program includes ensemble, small group ensemble, winter program, and spring program.

Athletic Policies and Forms

Parents or Legal Guardian agree to adhere to the Athletic Policies as set forth and described and hereby incorporated by reference in the Carden School of Fresno Athletic Policies. Parent or Legal Guardian also agrees to submit all required Athletic Forms prior to any child participating in any athletic activity.

Attendance Policy

The administration, faculty and staff believe that in order for a student to benefit from a well-rounded education at Carden School of Fresno, it is necessary for the student to participate in classroom and co-curricular activities. Successful participation in these activities requires regular and punctual attendance.

Back packs

As a faculty we firmly believe in promoting healthy habits for our students. Therefore, please stress to your children the importance of only taking home the books needed for school homework assignments. This will reduce the weight of student backpacks. Also, students are encouraged to travel from class to class only with necessary textbooks. Additional texts should be left in their student desks or classroom storage areas. In an effort to maximize classroom space, students in grades Jr. Kindergarten through 3rd grade should be encouraged not to bring backpacks. We strongly encourage the use of rolling backpacks for students in 5th grade and above. Backpacks on wheels are highly encouraged for all 7th and 8th grade students.

Bake Sale

The Parent Club sponsors a Bake Sale on Wednesdays during morning recess. Students may purchase up to two items to enjoy during snack, lunch, or after school. Every class takes a turn providing the goodies each week, and every student in the class is encouraged to provide one to two-dozen treats for the sale. Some favorite treats are fruit, cookies, cheese sticks, dried fruit, granola bars, cupcakes, fruit bars, donuts, chips, and fruit drinks. Home baked goods should be placed into separate bags for easier distribution.

Due to severe nut allergies please do not send anything with nuts to Bake Sale.
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Birthdays

One way of recognizing your child's birthday is by donating a book to the school library. "Birthday" books will be read in class, inscribed with your child's name and birthday, and added to the library.

You may wish to provide a treat such as cookies or cupcakes for all classmates for birthday celebrations. **Arrangements must be made with the classroom teacher in advance.** Balloons, flowers, or other deliveries to students are not allowed at any time.

In conjunction with Carden philosophy that no child be made to feel left out, parents should caution their child regarding classroom discussion of his or her birthday celebration.

Birthday party invitations may be distributed at school only if:

- a. All students in the class are invited, or
- b. All of the girls in the class are invited, or

- c. All of the boys in the class are invited.

Bullying

At Carden School of Fresno, we believe that all students deserve to be treated with respect, kindness and dignity. We ask students to report any mistreatment of others to their teachers or to the proper authorities. Please see consequences of bullying behavior under Conduct.

Carden Lion Online

In order to inform all parents of upcoming events, *The Carden Lion* will be available online at our website at www.cardenschooloffresno.com. Please be sure to check the website on a weekly basis so that you will be informed of important upcoming events. The Lion will be posted each Wednesday.

Care Of Materials And Facilities

Students and their parents are responsible for the proper use and care of school textbooks, materials, equipment, furniture, and facilities. Parents will be notified in cases of lost or damaged items and will be billed for necessary repairs and/or replacement.

Pursuant to the policy of the Carden Educational Foundation, Carden copyrighted materials are not sent home. If a parent wishes to view Carden texts and workbooks, an appointment may be made with the classroom teacher.

Cellular Phones

Bringing cellular phones to school is discouraged. If it is a family necessity, cell phones are private property and not the school's responsibility. They may not be used during school hours and must be kept in the student's backpack until the end of the school day. The student must ask permission to use a cell phone at all times, and the call must be made in front of school personnel. Cell phones that distract class by ringing or phones being used without permission will be confiscated.

Change Of Address/Telephone

In the event of a change of address or phone number, please send a written email immediately to the school office and the classroom teacher. **This is very important in the event that your child becomes injured or ill at school.**

Child Abuse Requirements

Carden School of Fresno and its employees shall comply with the reporting requirements of the California Child Abuse Reporting Law. The school and its employees will immediately report any known or reasonably suspected incidents of child abuse (including physical abuse, physical neglect, sexual abuse and emotional maltreatment) to a child protective agency.

Classroom Visits

Parents and friends of the school are encouraged to visit their child's classroom and other facets of the school during a time that is **pre-arranged**. **All visitors** must first report

directly to the school office. All visitors must sign in and receive a name badge. Forgotten items such as lunches must be brought to the school office. Parents may not deliver items to the classroom at any time.

Co-Curricular Activities

Carden School believes that co-curricular activities enhance the education program of our students. The types of activities provided are intended to enrich the educational experience of students and meet their special interests and/or abilities. When participating in co-curricular activities, the student and parent agree to adhere to the Code of Conduct outlined on pp. 15-20.

After-school sports – Carden participates in the PAL (Parochial Athletic League) for various competitions. Students in grades 4-8 may participate in sports such as volleyball, basketball, and track. In some cases, 3rd grade students may participate in some sports. Most practices and games take place after school and do not interfere with academic time. Information will be sent home regarding after-school sports at the appropriate times. All necessary forms must be completed and fees paid before a child may participate. If your child chooses to participate in an after-school sport, please make the commitment to attend most games. Drivers will also be needed.

Musical programs – Carden students participate in two evening musical programs during the school year, just before winter break and in spring. All students are expected to participate in rehearsals and performances as part of the music curriculum. Students are required to follow costume or clothing guidelines and rehearsals set by the Music Director and school administration. Students who do not comply may be removed from the performance. Participation in both performances is part of the music grade.

Additional activities – The students may participate in other activities such as singing at various community events and the Peach Blossom Festival. Others may be added during the school year.

Student clubs and organizations – Examples of clubs that may be formed include drama, chess, foreign language, etc. All clubs must be approved by the administration.

The Carden School administration reserves the right to exclude any child from participation in games, tournaments, contests, and competitions for a specific period of time if the student behaves in a manner that is unsuitable for a Carden student. In addition, if a student fails to adhere to the Code of Conduct, he/she is in danger of suspension or expulsion.

Communicable Diseases

Carden School of Fresno works cooperatively with state and local health agencies to prevent, control and contain communicable diseases. Communicable disease can be a serious concern for both afflicted person and the school community. Each communicable disease shall be judged on its own merits following the policies and procedures established by Carden School of Fresno. Parents/guardians must immediately notify the school if they suspect or know that their child has been exposed to or has a communicable disease that may present a health threat to their child or others. Students are required to be symptom free for 24 hours before attending school or any school function.

Communications

In keeping with the goals and objectives of the school and the school philosophy, school personnel are available when the need arises. If you have a concern about your child or children, call the office and make an appointment with the appropriate teacher. If the problem is not resolved, make an appointment with the administration. Problems concerning personnel may

move from the Principal to the Parent Liaison Committee. Suggestions for policies and educational programs may be sent to the School Board after appropriate administrative involvement. For further information concerning disputes, please refer to the Dispute Resolution on page 21 of this handbook.

Classroom Orientation – At this September meeting, the teacher gives an overview of classroom expectations for the year including homework assignments, seatwork, book reports, special projects, field trips, grading policies, and behavior. This is an excellent time to review your child’s textbook materials and ask grade-specific curriculum questions. All parents are encouraged to attend this important meeting.

Weekly Newsletters – The *Carden Lion* is a weekly informational newsletter posted on Wednesdays on the Carden School of Fresno website. The website address is www.cardenschooloffresno.com. It is vital that parents read everything in each week’s *Lion* for important announcements. We will also send a copy via email each week.

Mid-quarter progress reports – It is the policy of Carden School to inform parents four weeks into the quarter if their child is performing below Satisfactory level (S- or C-) in any subject or behavior. The Progress Note is to be signed by the parent and the student and returned to school the next day. In addition, teachers may have a need to communicate with parents at other times regarding a student’s progress. Each teacher will discuss his or her policy regarding Progress Reports at the Classroom Orientation meeting.

Parent Conferences – The first parent conference is held at the end of the first quarter so that the teacher may discuss the first report card. Other conferences may be held throughout the year at the request of a parent, teacher, or administrator. These conferences are an opportunity for the parents and teachers to share information about the student’s academic, social, and physical progress. Students may or may not be present for the discussions.

Spring Open House – During the fourth quarter of the school year, an evening Open House is scheduled. This allows parents to visit their child’s classroom and view special assignments and projects completed throughout the year as well as what the child can expect for the next year.

Other communication – Parents will occasionally have questions or comments about the school program and methods. Please feel free to speak with your child’s teacher or the principal through either a phone call or a pre-arranged conference. **Since teachers are responsible for all students during the school day, we ask that you do not interrupt the teacher before school when you drop off your child, during class time, and after school or other times of child supervision.** To ensure that you have the teacher’s full attention and to protect the privacy of those involved, it is best to make an appointment to discuss any questions or concerns you may have. Please feel free to send a note to the teacher requesting a meeting or call our office at 323-0126 to schedule a meeting with your child’s teacher.

Report Cards – Students in all grades receive a written report of their progress each quarter from the teacher. Grading systems and policies will be addressed during the Classroom Orientation meetings held in September. The grading system is as follows:

<u>JK through 3rd</u>		<u>4th through 8th</u>		<u>Work and Study Habits</u>	
VG	Very Good	A	Superior	1	Always
G	Good	B	Above Average	2	Most of the Time
S	Satisfactory	C	Average	3	Sometimes
SP	Some Progress	D	Below Average	4	Rarely
WN	Work Needed	F	Failing		

I	Incomplete	I	Incomplete
NA	Not Applicable	NA	Not Applicable

Grades of *Incomplete* may be changed to a letter grade upon completion of necessary work within the parameters set forth by the classroom teacher. A grade of *Not Applicable* may be given if the subject matter is not covered during a specified time period, if a child is unable to participate in a specified subject or activity, or if a student is newly enrolled. All grades will be documented by the close of the grading period using assessments set forth by the classroom teacher. A grade may not be changed once it is posted except by approval of the administration.

Conduct

Code of Conduct for Students

Carden School of Fresno prides itself in the conduct of its students. A safe, well-disciplined, neat, and clean atmosphere provides the best learning environment for students to be able to take full advantage of educational opportunities. The purpose of a code of conduct is to promote genuine pupil development, to increase respect for duly constituted authority, to assist the growth of self discipline, and to provide an environment conducive to learning.

We believe that life-long success depends on a person's ability to assume control over his/her own behavior. This means that the individual must take the responsibility for making appropriate decisions regarding achievement, interactions, safety, and environment. General guidelines for behavior include the four "P's": *Prompt, Prepared, Polite, and Productive*.

Miss Carden speaks about "cause and effect" and that this needs to be considered in the decision-making process. Eventually the student should come to understand that the student is not the victim of the actions of another; rather that the student is in charge and accountable for the effects of his/her own behavior. It is expected that the students of Carden School will adhere to the following **Code of Conduct**:

- Be kind to one another every day
- Work diligently every day
- Respect the property of others every day
- Wear the school uniform proudly every day
- Come to school on time and prepared every day
- Be aware of others' rights to not be offended by word, sight, or action
- Demonstrate appropriate behavior at all times with self-discipline, courtesy, and consideration for others

If this appropriate behavior is accomplished, it will guarantee each person the following individual rights:

- I will have the right to be safe, which means no one will hit me, kick me, punch me, bite me, trip me, push me, pinch me, hurt me, or threaten me.
- I have the right to be happy and to be treated with compassion, which means no one will laugh at me, call me names, threaten me, hurt my feelings, or tease me.
- I have the right to learn, and my teacher has the right to teach, which means no one will interfere with or interrupt my learning by disruptive behavior.

One of the greatest services a teacher can render any child is the ability to face his conduct fairly.

~Mae Carden

Code of Conduct for Parents

Occasionally a parent may have a concern regarding their own child, a classmate, a teacher, or an assignment. Any concerns should be addressed first to the child's teacher in private. Many issues can be resolved quickly and most efficiently with a discussion with the primary teacher. If a parent feels the problem warrants further discussion, an appointment may be made with the principal. If issues continue to remain unresolved, a parent may contact the Parent Liaison Committee as outlined on p. 21.

In enrolling their son or daughter in our school, parents agree to abide by the regulations and policies set forth in this Handbook and recognize the school's right to govern student behavior and enforce these regulations. Student conduct and discipline are ultimately the responsibility of the parents. In the interest of the child and the school, parents are expected to support the teacher and school in establishing and maintaining excellent behavior.

Discipline at Carden School is to be considered an aspect of guidance. It provides a classroom conducive to learning, promotes character training, maintains an atmosphere which upholds moral values, and emphasizes the importance of self-discipline and correct choices. Discipline is one of the fundamental elements that aid the process of maturing and becoming a productive member of society. Developing habits of self-discipline characterizes the move of an individual from external control toward becoming an effective, self-directive adult. Order must be maintained at all times. Students and parents are expected to conduct themselves properly and in a manner outlined in the guidelines presented in the Handbook. Students and parents on school-sponsored activities are representatives of Carden School. Their conduct is expected to conform to the regulations set forth by the Carden administration and the sponsor of the event. Parents who chaperone a field trip or attend a school function have the responsibility of modeling the same standards that we expect from the children.

For a better understanding of the Carden approach to learning, all parents are encouraged to read *Let's Bring Them up Sensibly* by Mae Carden. This 109 page book was published in 1967 and contains a wealth of information on raising healthy, productive, well-mannered, and moral citizens. It is used at our teacher training seminars every summer. Our teachers use it as a reference throughout the year. Parents who read this little gem of a book will come away with a richer knowledge of our teaching foundation. Copies may be purchased at www.amazon.com, or the Carden office would be happy to order a copy for you.

*Oh, Parents! Please do not deny your children obedience;
For if you deny them obedience, you deny them courtesy;
If you deny them courtesy, you deny them deference;
If you deny them deference, you deny them reverence;
And if you deny them reverence, you deny them the ability to achieve their full stature, because they will never know humility.*

Mae Carden, *Let's Bring Them up Sensibly*, p. 62

Expectations for Parents

Carden School of Fresno is committed to providing a safe and orderly school environment where students may receive and the administration and faculty may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, parents and other visitors is essential to achieving this goal.

Carden School of Fresno has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility,

mutual respect, citizenship, character, tolerance, honesty and integrity. The school recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. Unless otherwise indicated, these behavioral expectations apply to all students, school personnel, parents and other visitors when on school property or attending a school function.

As my child's most important educator, I understand that I teach my child best by my own example of character, responsibility, and respect. With this in mind I agree to do the following:

- I will have my child in school on time every day and in appropriate dress pursuant to the uniform policy.
- After the first two weeks of school, I will allow my child, in 2nd grade and up, to become independent by letting him/her walk to class on their own.
- I will not conduct parent/teacher conferences, no matter how small or how big I perceive the issue, without an appointment with the teacher or principal. Conferences of any kind may not be conducted unless an appointment has been made in advance.
- Lead by example, by conducting myself in a professional, respectful and courteous manner.
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent, or aggressive speech or behavior. I will set a good example in my own speech and behavior.
- I will show respect for the teacher and any other adult in authority in front of my child at all times, regardless of what I may think of their actions or say to them in private.
- I will never lie to the administration, principals or the teachers to protect my child from the consequences of his/her behavior.
- I will stop rumors. I will go through the proper channels when I have a problem.
- I will not gossip about the administration, principals, teachers, parents or students at any time.
- I will not speak disrespectfully about administration, faculty and other parents especially when there is a disagreement.
- I will follow the procedures in the Student/Parent Handbook as soon as I perceive there to be a problem that I feel needs to be rectified.
- I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know the good of all children comes before my child's needs or wants.
- I will follow the school's rules, calendars, deadlines, and expect my child to do the same even when I may disagree.
- I will build a bridge of acceptance and understanding among the different cultures represented at Carden School of Fresno and expect my child to do the same.

Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school. Should these policies not be followed, the school has the right to dismiss the child from Carden School of Fresno.

Inappropriate Conduct

The following list, while not complete, includes conduct that is not appropriate for any Carden School of Fresno student at any time. Consequences may involve communications with

parents, probation, suspension, or expulsion depending on severity and the age of the student.

- Failure to come to class prepared and ready to complete assignments
- Failure to complete class or homework assignments on time
- Disruption of school activities
- Disobedience of school authority
- Disruptive behavior, including distraction of students during class
- Bullying behavior: threatening, name-calling, provoking, taunting, teasing, degrading, fighting, pushing, or disgracing any student, member of staff or visitor to the school. Bullying behavior is interpreted by the administration to be a potential threat to the safety of students or staff.
- Violations to the Dress Code policy
- Tardiness at the beginning of the school day or to a specific class during the day
- Students in the classroom without the presence of the teacher
- Littering on the school grounds
- Play fighting, rough games, or rowdy behavior
- Injury to a student
- Disrespectful language to a staff member, student, or parent
- Spitting on a student or on the school grounds
- Pulling a fire alarm
- Teasing, name calling, or making fun of other students
- Defiance of authority
- Contradicting an adult: “Yes, but” is an argumentative response
- Attempting to cause or causing damage to school property or private property
- Lying to a staff member
- Cheating (see p. 9-10)
- Forging a parent’s signature
- Falsification or misrepresentation of phone calls, notes, forms, or other school related documents
- Passing notes during class
- Stealing or attempting to steal school property or private property
- Receiving stolen property or private property, including student work
- Use or possession of unacceptable language: profanity or obscene language in spoken, written, or symbolic form. Includes placing or retrieving obscene message from a computer, the internet, audio tapes, CDs
- Speaking, writing, reading, or passing of derogatory messages about other students or staff members
- Pantsing or inappropriate touching of another student or another student’s clothing
- Walking on another student’s heels when walking in line
- Fighting in a physical manner or use of any violent or dangerous behavior
- Inappropriate demonstration of affection or inappropriate touching or another person while on campus or school sponsored activity
- Causing damage to school property or private property
- Committing an obscene act or vulgarity or possession of pornographic material
- Committing a violent or physically dangerous activity that threatens or causes physical injury to another student, staff member, parent, or visitor

- Possessing, using, being under the influence, furnishing, or selling controlled substances, alcoholic beverages, intoxicants, or tobacco products
- Possessing or selling of firearms, knives, lighters, explosives, fireworks, or other dangerous objects
- Leaving school grounds or missing a class at any time during the school day without written consent and clearance from the school office
- Vandalizing or intentionally damaging Carden School of Fresno’s campus or the site of a school sponsored activity, including restrooms
- Making a threat of harm to a student or staff member at any time or place, whether oral or written
- Communicating in any manner, method or medium that is interpreted by the administration as constituting a potential threat to the safety of students, staff, or the school community in general at any time or place
- Photographing, videotaping, or recording during class time or a school function without permission of the students, parents, or staff
- Using hate language in any form
- Violation of the Internet Policy, pp. 27-28

Probation, Suspension, Expulsion

Carden School handles discipline matters in a case by case basis and may include **probation, suspension, or expulsion**. A student may be placed on academic or disciplinary **probation** for a week, month, semester, or to the end of the school year. It may include loss of school privileges including co-curricular activities or field trips. Failure to show improvement may result in termination of enrollment. **Suspension** can occur without notice and for a time determined by the administration. An “in-house” suspension may be used at the discretion of a school principal. If the principal or his/her designee decides to initiate **expulsion** proceedings, the student will be suspended from school pending an expulsion hearing. The following violations will result in the automatic expulsion of a student:

- Possessing a weapon, explosive, explosive device, or illicit material while on Carden School of Fresno’s campus or during any school sponsored activity
- Committing a violent or intentionally dangerous act that threatens to cause or actually causes physical injury to another student, staff member, parent, or visitor
- Possessing, knowingly ingesting, selling, furnishing, loaning, giving (or asking a Carden student to do the same) any of the following while on Carden School of Fresno’s campus or during any school activity: weapons, explosive devices, alcohol, tobacco or tobacco product, marijuana, hard drugs, illegal drugs, or any other chemical substance or compound that is not legally possessed by the student under the laws of the State of California

Additional Guidelines for Conduct

For school safety and classroom order, please make note of the following:

1. Laser pens and other distracting devices interrupt instructional time and are not allowed.
2. Personal property such as toys, tapes, radios, recorders, ipods, laptops, CD players should not be brought to school or ESD unless permitted by the teacher for an academic activity.
3. Pets are not allowed on campus.
4. Running is not allowed on any part of the campus unless directed by the PE staff.
5. Gum and sodas are not allowed on campus.

6. Lighted candles are not allowed at any time.
7. Do not interrupt an adult in conversation except in emergency situations
8. Do not bring extra school supplies such as staplers, tape, stickers, or sticky notes to school unless specified by your teacher. There is no room for such items.
9. Do not bring magazines or catalogs to “share” at lunchtime or ESD.
10. Do not keep food in your classroom, desk, cubby, or locker overnight. It spoils, smells, and attracts unwanted pests.
11. Do not throw any item in the classroom at any time unless directed by your teacher.
12. Always greet adults that you pass in the hallway with “Good morning” or “Good afternoon,” but do not interrupt two adults who are in conversation.
13. Greet visitors to your classroom as directed by your teacher.
14. Always shake your teacher’s hand, including the ESD teacher, at the end of the day and thank him or her for the day.
15. Look your teacher or any adult in the eye when speaking.
16. Good sportsmanship is expected at all times, on and off campus.
17. The office restrooms may not be used by students except in emergencies.
18. Food and drink are not allowed in the computer room.
19. Food and drink are not allowed in the gym except when special permission is granted.
20. Do not touch or handle the long blue curtains in the gym.
21. Students are not to use the water dispenser in the office except by special permission.
22. The office telephone is not to be used by students except with permission.
23. All drinking fountains, play equipment, and restrooms are to be used with courtesy and safety in mind.
24. Students are not allowed to ride bicycles, skateboards, roller blades, or roller skates on the school grounds at any time.
25. Students are not to stand, jump around, or play on the picnic tables or benches.
26. No one is allowed on either playground unless a Carden or church staff member is present.
27. The campus facilities are not to be used in the off-hours unless special permission is granted.
28. Incidents of illegal or unacceptable behavior should be reported to a staff member or adult in private. The administration will judge whether the incident warrants further investigation or consequences.

Daily Arrival And Departure Procedures

Arrival – Parents of Jr. Kindergarten students should enter through the south driveway, park in the large lot to the west of the classrooms, and walk their child to class.

Parking in the immediate area of the Pre-Kindergarten and Kindergarten building is not allowed at any time. In addition, parking or driving on the grass is not allowed at any time.

Be careful of traffic entering and leaving the parking area. **Due to licensing regulations, parents of Jr. Kindergarten students must sign their child in and out everyday.** Please keep in mind that the teacher must give all her attention to her students and must start class on time.

After a child is signed in or out, it is a requirement that a parent leave immediately.

Parents of other students should enter using the north driveway and park next to the sidewalk. Students in Kindergarten and first grades may walk to their classroom with their parents during the first two weeks of school. *However, we foster independence and self-reliance in students and encourage them to walk unaccompanied after the first month.* After drop-off, parents should proceed to the south driveway and exit.

Please remember that teachers need to start class on time. An unscheduled conference disrupts the beginning of the school day. Appointments for teacher conferences may be made through the school office.

Departure - Parents of Jr. Kindergarten children should park in the large lot to the west of the JK and Kindergarten building. Due to licensing regulations, **Jr. Kindergarten parents must sign their child out.** Our Junior Kindergarten students are always very excited to see their parents and siblings. It is advised that once you have signed your child out, you leave quickly so that teachers can maintain classroom order and properly watch the other children in their care.

At dismissal time, older students will stand with their teacher in front of the east parking lot. Parents should enter the parking lot at the north entrance and proceed in two lanes from north to south through the parking lot, parallel to the sidewalk. In an effort to avoid an accident on Herndon and Maple, please continue to pull forward as each child is picked up. Once you have picked up all of your riders, you may pull out of the pick-up lane by moving either to the right or the left and exit at the south driveway. If you wish to leave your car to come on campus, you must park under the trees on the east side of the parking lot. **Do not pull in and park** next to the sidewalk as this poses a safety hazard. It obstructs the view of teachers and causes danger to students trying to get to their cars.

All nannies, babysitters, relatives, and other caretakers should be notified of these policies.

Dismissal/Student Pick Up

Jr. Kindergarten half-day students are dismissed at 11:45 a.m. Full-day JK students are dismissed at 3:15 p.m. The kindergarten class dismissal is 2:30 p.m. everyday. The children in grades 1-8 are dismissed from the school grounds at 3:15 p.m. and half day dismissal is at 12:00 p.m. There is a school-wide dismissal at 2:30 every Friday. By 3:30 p.m. the children should be either picked up, at a school sponsored activity, or in ESD. If a student is not in a school sponsored activity they will be assigned to ESD and a charge will be assessed. ESD is available from 7:00 a.m. until 7:45 a.m., and after school until 6:00 p.m. There is a fee for this service. More information on ESD may be found on pp. 22-23. Students are to be dropped off and picked up in the school parking lot.

Dispute Resolution

Disputes often arise in schools due to misunderstandings, differences in judgment, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principals. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding and confidentiality.

To Resolve Disputes

Step One: Disputes shall be presented within ten (10) calendar days of the incident that

caused the dispute to the person most directly responsible for that matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to the teacher for resolution.

Step Two: Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute or within ten (10) calendar days of the presentation described in Step One above to the principal for his/her review and decision. The principal shall conclude his/her decision within ten (10) calendar days of the referral described in this Step.

Step Three: If the dispute cannot be resolved at Step Two, the complaining party within ten (10) calendar days of the principal's decision in Step Two may present the dispute to the Parent Liaison Committee for their review and decision. Please email the committee at Parent.liaison@cardenfresno.com. The Parent Liaison Committee shall conclude their review of the dispute and render its decision within ten (10) calendar days of the referral to it described in this Step.

Board of Directors Review

If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the Parent Liaison Committee's decision at Step Three, may petition the Board of Directors in writing for its review of the dispute. The Board of Directors, at its sole discretion, may decide to review or not review the dispute in question. If the Board of Directors chooses to review the dispute, it shall render a final recommendation to the Principal in writing within ten (10) calendar days of receiving the written petition.

Emergency Drills

In order to practice for emergencies, routine fire drills and other drills are conducted throughout the school year. In the event of an actual emergency the procedures will be followed in accordance with the guidelines of the state. Parents will be contacted.

Expected School-wide Learning Results

The Carden School of Fresno Expected School-wide Learning Results and Indicators were developed after our Initial WASC visit in 2006 and were approved by the Board of Directors during the 2008-2009 school year. These Expected School-wide Learning Results represent what our learners will be able to exhibit as a culmination of their learning experience at the Carden School of Fresno.

Effective communicators

- Read with Confidence and Understanding
- Write Clearly in a Variety of Styles
- Speak with Poise and Correct Diction with Individuals or Groups

Effective problem solvers

- Use Prior Knowledge to Handle New Problems
- Think Critically about a Problem or Situation before Making a Decision
- Find and Use Resources to Help Solve a Problem

Individuals with strong character

- Respect for Self, Peers, and Authority Figures
- Confidence in Themselves and Their Abilities
- Cognizant of a Proper Code of Ethics

Independent learners

- Set and Achieve Goals
- Progress and Finish Work Independently
- Take Responsibility for Personal Actions

Extended School Day

ESD is a service to Carden families and consists of childcare, some homework assistance, and physical or other activities. Parents will be billed bi-monthly at the flat daily rates. Please see page 36 of this handbook for ESD rates. ESD begins at 7:00 AM and ends at 6:00 PM. Any student on campus prior to 7:45 AM will be placed in ESD and their account billed accordingly. Afternoon ESD is not held on the half-days. These specific days are listed on the Carden School Calendar. Reminders of these dates will be given in the *Carden Lion* newsletter.

All after-hours ESD charges are billed according to the clock in the ESD room. For morning ESD, parents are required to enter the ESD room and sign their child in. The students are sent to their classrooms at 7:45. **It is mandatory for parents or other authorized persons to sign out of afternoon ESD.** These policies are in place for the safety of your children.

For afternoon ESD, students must be picked up by 6:00 PM. After 6:00 PM, a fee of \$2.00 per minute will be billed to the student's account in addition to the regular ESD fee. Staff will make every effort to contact other adults who are approved to pick up a student. Habitual tardiness of parents may result in a revocation of ESD privileges.

All school behavioral expectations are applicable to the ESD program. Infractions will be referred to a school principal and may result in a student's loss of ESD privileges. For afternoon ESD, it is suggested that students bring a nutritious snack. They are expected to complete homework assignments to the best of their ability during this time. Students should clean up their area and make sure they have all their belongings before leaving for the day. When appropriately signed out, the student should shake hands with the ESD teacher and thank her or him for the day.

ESD is available from 7:00 a.m. until 7:45 a.m., and from dismissal until 6:00 p.m. Please call our office for more information at 323-0126. After 3:30 p.m. (2:45 pm on Fridays), all children must be in a school-sponsored activity or in ESD. Any children left unattended will be placed in ESD, and parents will be billed for the service.

Field Trips

Carden School recognizes the importance of first-hand experience for students by taking a field trip to a site or activity. A permission slip must be signed by the parent and

returned to the teacher prior to a child attending the activity. Students who do not have a signed permission slip will be assigned to another classroom during the field trip.

Students not completing all classroom assignments or demonstrating poor conduct may be asked to remain at school while the class goes on the field trip. The student will be placed under the supervision of another teacher or administrator for the duration of the field trip. It is the sole decision of the teacher and administrator as to whether or not a student may participate in a field trip.

Students must wear their Carden uniforms including their red sweater, red sweatshirt or approved red Carden shirt on all field trips unless the teacher requests that they wear other attire. The school relies on parents to provide transportation to and from field trips and athletic competitions. Liability requirements necessitate that parents drive directly to and from the field trip site and not make any unscheduled stops. Siblings are not allowed to attend field trips. Prior to the scheduled field trip, drivers must provide copies of evidence of current car insurance and driver's license to the school office. All drivers must enforce safety belt and child seat regulations on all school-related trips. Students less than six years old or weighing less than 60 lbs. must be in an approved car seat.

Free Dress

Occasionally, students will be allowed to come to school in Free Dress for athletic or special activities. Designated Free Dress days are announced in advance. Suitability of all Free Dress attire will be at the administration's discretion. Carden students are to adhere to the following policies:

- All clothing should be in good taste, clean, and the correct size. It should not contain inappropriate language or graphics or inhibit the safety of the student.
- Dignity is a keynote of a Carden school. Excessively revealing clothing or tops that do not cover the midriff are not allowed. Sleeveless shirts should have straps wider than one inch. Short skirts or shorts are not allowed.
- Flip Flops are not allowed at any time.
- Distracting or inappropriate accessories are not permitted.
- Clothing considered to be costume in nature is not allowed.
- Clothing that is inappropriate for the school atmosphere is not allowed including pajamas, poofy-ballet skirts, military attire, or any attire that causes a distraction.
- If the administration considers Free Dress apparel to be inappropriate, the student will be sent to the Lost and Found for suitable clothing for the day or the parent will be phoned and asked to bring other attire for their child.

Gym

We have the privilege of using the Church gym for our school functions. Food and drink are not allowed at any time. Congratulatory balloons are not allowed at any time, including the Spring and Winter Program, Talent Show, and Graduation.

Half Days

There are specified half days identified in our school calendar. Please pick children up promptly at 12:00 p.m. on half days. Please note that the school office will close at 12:30 p.m. on half days. There is no ESD on half days. Students not picked up by 12:15 p.m. will be charged \$12.00 plus \$2.00 per minute until they are picked up.

Harassment Policy

In accordance with California State Law and Educational Codes harassment among students will not be tolerated. Carden School of Fresno has a *zero tolerance* policy for harassment, including sexual harassment. All such incidents must be reported to a teacher, aide, office staff member, or principal.

Homework

The purpose of homework is to build good study habits. The provision of a quiet place for study, free from the interruption of radio, television, telephone, or outside conversation is important.

Parents should always express interest in the child's work and assignments, never leading the child to feel that the assignment is unimportant, nor should too much pressure be applied. If an assignment is not understood, the student should be encouraged to ask the teacher for an explanation. Since the teacher desires to measure student progress, it is more beneficial for the student to ask the teacher for help the next day than the parent to help the student finish the homework. If a student cannot explain to the teacher how an assignment was completed, learning has not taken place. If a child continues to have difficulty with a homework assignment, the parent may find it helpful to write a note to the teacher indicating the child's effort and difficulty with the assignment.

We recognize the importance of family time; hence it is our policy not to assign homework on Friday to be due the following Monday. Daily homework is not given to JK and kindergarten students.

Every student has differing work habits, stamina, and abilities so the time spent on homework each evening will vary. The following is a general guideline:

Grades 1 and 2—20 minutes	Grades 5 and 6—60 minutes
Grades 3 and 4—40 minutes	Grades 7 and 8—1 ½ hours

Students are expected to demonstrate responsibility by turning in all homework assignments on time. The teacher will communicate with parents on homework assignments and expectations at the Orientation Meeting.

Homework Guidelines for Parents

1. **Provide a Study Area** - Good lighting, proper seating at a table or desk, adequate materials, and sufficient space. Distractions such as radio, TV, and telephone should be eliminated until homework is completed (for most children).
2. **Provide a Specific Time Period** - The same time period should be regularly used. Establish rules to discourage distraction until homework is finished.
3. **Think Positively!** - Encourage your student to understand the value of homework. Any accomplishment requires work, patience, and consistency. Remember homework is your child's responsibility.
4. **Supervise Homework** - Make certain your child has enough time, understands directions, and works carefully. Help your child organize for long term projects.

Make Up Work- A student who is absent, tardy or dismissed early from school is responsible for any work missed and is expected to inquire about what was assigned and then to complete all work. For example, if the student is absent for two days, two days will be allowed for makeup work to be returned by the student. A student who is absent from school will be given consideration regarding makeup tests. The loss of class instruction and participation

impairs student progress. Please do not expect the teacher to outline all the work the student will be missing. Parent may call in before 10:00 a.m. to request class work for the day. Parents may pick up the requested assignments after 3:30 p.m. or 12:00 p.m. on minimum days, in the school office. For an extended absence, contact the teacher through the school office to receive assignments and homework for the student. It should be understood that it may not be possible for some assignments to be made up. Assignments will be given at the discretion of the classroom teacher. Please note: Homework assignments may or may not be given in advance for vacations taken during the school year. The student may have assignments upon returning to school.

Hot Lunch

M-T-W-TH Hot lunch: Campus Cuisine, an outside vendor, provides hot lunch on Mondays, Tuesdays, Wednesdays, and Thursdays. This is an outside service provided for your convenience. Orders can be placed online. Please visit the Carden School of Fresno website at www.cardenschooloffresno.com for more information.

Friday Hot Lunch: The Carden Parent Club provides Pizza. Order forms will be included in your welcome packet.

Hours - School and Office

7:00 – 7:45 AM	Extended School Day (ESD) to 7:45 AM
7:45 AM	School office opens
7:45 - 8:00 AM	Classrooms are open for student arrival
8:00 AM	Classes begin
11:45 AM	Half Day Jr. Kindergarten dismissed
12:00 PM	Half Day JK ESD begins
2:30 PM	Kindergarten dismissed
3: 15 PM	Grades 1-8 dismissed
3:15 PM	Full Day JK dismissed
3:30 PM	Extended School Day Begins
3:45 PM	School office closes
6:00 PM	Extended School Day closes

- Each Friday grades JK thru 8 are dismissed at 2:30 PM. ESD begins at 2:45 on Fridays.

There is a school-wide 12:00 dismissal on scheduled half-days. Special half days are scheduled on the school calendar. School is dismissed at 12:00 on half days and ESD is not provided. Reminders of these dismissal times are announced in the weekly *Carden Lion*. Non-ESD days are noted on the school calendar in this handbook.

Illegal Harassment

Carden School of Fresno is committed to provide a safe learning environment that is free from any form of illegal harassment. Carden School of Fresno will treat allegations of illegal harassment including harassment because of race, religious creed, color, national origin, ancestry, physical handicap, gender or any other form of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Immunizations

We adhere to state regulations regarding immunization records for your child. Immunization records must be provided upon enrollment. Valid proof of immunization must be submitted as your child receives new immunizations or booster shots. If a family has religious or personal reasons for not completing medical forms or immunizing a child, this information must be documented (by law) on the Waiver of Health Examination for School Entry form. This form must be returned to the school office before the first day of attendance.

Internet-Acceptable Use Policy

Computers are available in the Computer Room to support student learning and to enhance the educational experience. They are provided as tools for class research, completion of assignments and communications. **By signing the contract at the end of this handbook, all parents and students are fulfilling their obligation to read and agree to the Acceptable Use Policy stated below.** Parents and students understand that this access is designed for educational purposes and that it is impossible for CSOF to restrict access to controversial materials.

By signing this booklet I agree to follow rules and regulations set by Carden School of Fresno regarding the use of any kind of technology equipment and the work of others. The use of the computers and access to the Internet is a privilege. Any violation of these rules will result with a penalty to be decided by the administration, payment of all damages or replacement cost, or any combination of these consequences.

- I am ultimately responsible for my actions in accessing the Internet or any other files on the computers.
- If I am aware of inappropriate use and do not report it, I am equally at fault and will be held accountable for violating the rule.
- I will not use any kind of email, blog, or message board unless given permission by a teacher.
- I will take care of equipment and work area in the classrooms and computer lab.
- I will not bring food, beverages, gum, etc., near computer equipment.
- I will not waste materials. I will only print items related to my schoolwork.
- I will not perform any kind of illegal activity: theft, hacking or spreading a virus.
- I will not delete, modify, move or tamper with any files that are not mine.
- I will not place any unlawful or controversial information on a computer.
- I will not do, or install any type of file sharing software. (Napster, Kazaa, etc.)
- I will not install any software/games on school computers without permission.
- I will not listen to or download any type of music on the Internet without permission.
- I will not search for any material that is inappropriate or offensive.
- I will be polite; I will not be abusive, rude, or use profanity in any messages or email.
- LAPTOPS- You are not allowed to use any email client software such as Outlook, Eudore, etc.
- Do not reveal your personal address or phone numbers.
- Users should protect their passwords to ensure system security.
- Report all security problems to the Technology Coordinator.
- All above policies apply to personal laptops for use during school hours.

Personal Responsibility when using the Internet at School

It is essential for each user of the Internet to recognize their responsibility in having access to vast services, websites, systems and people. **The most essential rule to remember is that the user is ultimately responsible for his/her actions in accessing the Internet or files**

on the computer. Along with access to the computers and people all over the world comes the availability of material that may not be considered of educational value or may be inappropriate and/or offensive in a school setting. CSOF will take precautions to restrict access to controversial material by attempting to block inappropriate material. However, with the growing number of inappropriate Internet sites, it is impossible to block them all.

Vandalism

Vandalism when referred to technology is defines as “any malicious attempt to harm or destroy data or hardware of another user and or other agencies or networks that are connected to the system.” This includes but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action and possible legal referral. The user who has been identified as the person who vandalized the system will be required to reimburse Carden School of Fresno for any expenses incurred in correcting the damages to the system. Carden School of Fresno declares unethical and unacceptable behavior cause for disciplinary action including revoking network access privileges. In addition, pursuant to State of California law, any unauthorized access, attempted access, or use of any school computing and or network system is a violation of section 502 of the California Penal Code and/or other applicable federal laws and is subject to criminal prosecution.

Internet Safety

The internet can be a wonderful resource for children. They can use it to research school reports, communicate with teachers and other children, and play interactive games. Any child who is old enough to punch in a few letters on the keyboard can literally access the world. That access can also pose hazards to your children. That’s why it’s important to be aware of what your children see and hear on the Internet, who they meet, and what they share about themselves online. Just like any safety issue, it’s a good idea to talk with your children about your concerns, take advantage of resources to protect them from potential dangers, and keep a close eye on their activities.

Additional tips to follow:

- Follow the rules you set, as well as those set by your Internet service provider.
- Never trade personal photographs in the mail or scanned photographs over the Internet.
 - Never reveal personal information, such as address, phone number, or school name or location. Use only a screen name. Never agree to meet anyone from a chat room in person and never respond to a threatening email or message.
 - Always tell a parent about any communication or conversation that was scary. If your child has a new “friend,” insist on being “introduced” online to that friend.

Lost And Found

All articles of clothing, lunches, materials, etc., must be clearly marked with your child’s name and grade. Unclaimed and unmarked articles will be sold by Student Council monthly in order to earn money for the various projects they do, given to various charities, sold at the school rummage sales, or donated to uniform exchange.

Lunch And Snack

Each classroom teacher will explain his or her snack and lunch procedures at the Classroom Orientation meeting.

Generally, there is a 10-minute snack in the morning for all students. The time is up to each teacher’s discretion. Parents are encouraged to send a nutritious snack that can be finished

in the time allowed. Keep in mind that for the small children, the snack should be of the type that is easily opened.

Lunch may be brought from home or a hot lunch may be purchased. If brought from home, parents need to supply all necessary eating utensils, bowls, plates, and napkins.

Parents should send an after-school snack with students who are staying for ESD. *Due to the possibility of allergic reactions to certain foods, students are cautioned against sharing, accepting, or offering snacks or lunches to classmates.*

Gum and soda are not allowed on campus at any time.

Medications

Pursuant to state laws governing medications at school, the following policies are in effect:

1. For the safety of all students, no student is allowed to have any medication in his or her possession. The only exceptions are Epi-pens, Ana-kits, or asthma inhalers for students older than Junior Kindergarten.
2. All medications must be delivered to the school office by a parent.
3. School administration must be notified in writing of all medication instructions.
4. Prescribed medications must be kept in the original container with the student and doctor's names and dosage instructions clearly written.
5. Over the counter medication must be in the original container and enclosed in a zip lock bag with the child's name and dosage instructions written by the prescribing physician.

Non-Discrimination Student Policy

Carden School of Fresno admits students of any race, color, religion and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Carden School of Fresno. Carden School of Fresno does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its education policies, admission policies, and athletic or school administered programs.

Likewise Carden School of Fresno does not discriminate against any employee or applicant for the employment on the basis of gender, disability, race, color, and national and/or ethnic origin.

Parent Volunteer Hours Program

The Parent Volunteer Program is an integral part of our school, and it is designed to encourage parents to volunteer in the activities of their children. Our school relies on your talents, service and generosity to benefit our students and our school community as a whole. The PVH commitment is 25 hours per school year, per family. Hours may be provided by volunteering for school functions, volunteering as the room parent for your child's classroom, or even volunteering expertise in a certain field that benefits the school. Teachers will consult with the Chairperson with opportunities for volunteering. Approved donations will count for up to 10 hours of service. Hours may be earned at the beginning of summer through the close of the school year. Please contact the school office for a complete list of opportunities to volunteer.

ALL HOURS MUST BE POSTED IN THE OFFICE BY APRIL 13.

All volunteers and school visitors must check in at the school office before conducting any school or classroom business.

Only school sponsored functions count toward the PVH commitment.

Hours not completed by April 13 will be billed. The balance of your PVH's fee is due by May 15. Arrangements may be made for volunteers that will be completed between April 13 and the end of the school year. Pursuant to your school contract, you agree to pay \$20.00 per hour for each hour which is not completed. You must record the date you provided the service, a brief description of the service(s), and the length of your service. **All hours must be signed off by the Chairperson and/or Supervisor of the event. The PVH sheet is provided to you in your "Welcome Packet." There will be one sheet per family. Please contact the school office with questions regarding Parent Volunteer hours.**

THIS IS THE ONLY RECORD OF YOUR HOURS, AND IT IS YOUR RESPONSIBILITY TO KEEP IT UP-TO-DATE.

Personal Belongings

Please place your child's name on all school uniforms, jackets, lunchboxes, backpacks, and school supplies. Many of these items make their way to our Lost-and-Found and are difficult to identify. Students are not allowed to bring personal items to school unless needed for the educational program. The school cannot be responsible for personal items not related to the curriculum that are brought to school. Unless required for a school project, students are not to bring toys, tape recorders, radios, skateboards, game watches, computerized games, mp3 players, CD players, CDs, cameras, laptops, or other items that might be considered distracting, dangerous, or costly to replace. Such items will be confiscated by the teacher and may be retrieved by the parent.

Pets Or Animals At School

Pets are not allowed on the Carden campus at any time without the permission of the school administrator. If a pet is brought to school as part of show and tell or a class project, permission must be obtained in advance. Please refrain from bringing pets in vehicles as both animals and small children are unpredictable.

Photographing And Videotaping Of Students

While your child is at school, he/she may be photographed or videotaped by members of the school staff, by parents, and by other professional personnel. Every fall, all students are photographed in school uniform for the annual school yearbook. Students must wear their red sweater or sweatshirt for the all-school photo in the fall. Parents will have the option to purchase the individual photos. Additional photos may be taken throughout the year for inclusion in the school yearbook and/or school promotional materials. For those students who wish to purchase a yearbook orders will be taken during the school year. The yearbook is delivered to the students in June.

Physical Education

Carden School of Fresno considers the development of the whole person to be important. For this reason, a physical education program is part of the curriculum. Recess and physical education classes are supervised structured activities, and consist of sports games as well as physical training. Teams are chosen by the teacher, and good sportsmanship is emphasized.

Students in grades three through eight participate in P.E. testing in an attempt to achieve the Presidential Physical Fitness Award.

Students in the Middle School are required to wear athletic uniforms for P.E. The uniforms are ordered from the physical education teacher at the beginning of the school year. Students not in uniform will receive a grade of zero for that day and their overall PE grade is affected. **All students are expected to participate fully in daily P.E. or recess requirements unless the student brings a note from the parent or physician.** Students who are in attendance for the school day but who leave for appointments or any other reason, thereby missing P.E. class three times in a quarter will have the P.E. grade lowered according to the discretion of the administration.

Placement of Students

The teachers and principals consider class placement of your child a top priority. The education of our children is best accomplished when the teachers and principals, along with parents, work together to establish a quality learning environment. Our teachers spend many hours collaborating and professionally evaluating the academic performance, style of teaching needed, social development, behavior, leadership abilities, and gender balance of each class.

Playgrounds

Our campus is privileged to offer two playground areas for our students to use. No one is allowed inside the playground areas at any time unless supervision is provided by Carden School of Fresno personnel during regular school hours.

Promotion Requirements

Promotion from one grade level to the next is dependent on receiving passing marks of C or higher in each subject area. If a student fails to earn at least a C average in each class, he or she may be required to attend summer school or tutoring.

Re-enrollment

Re-enrollment is not automatic. The school reserves the right not to invite a student to re-enroll should any of the aforementioned behaviors go unresolved or in the event of failure to meet financial obligations, or for any other reason the school believes is in the best interest of the student or school.

Report Cards (Reporting To Parents)

Report cards will be sent home the week following the end of each quarter. Parent/Teacher conference appointments will be scheduled the Friday following the end of the first quarter. All parents are encouraged to keep the appointments. During the year if additional conferences are required, necessary appointments will be scheduled. It is very important that parent/teacher conferences are two-way conferences. Please come prepared to provide information and concerns you may have relating to your child educational program. Only parents or legal guardians may attend parent/teacher conferences with the student's teacher, the principal and a Board member if warranted.

The following suggestions are offered for your consideration:

1. Place emphasis on effort, conduct, and home study as reasons for success or lack of success in school subjects.

2. Demonstrate a genuine interest in your child's school work.
3. Avoid comparison of your child's work with that of other students, especially other members of the family.
4. Refrain from asking your child's teacher to give the rank of your child when compared with other students in the class. Class rankings are not part of the philosophy of a Carden school.
5. Avoid the use of the report card as a basis of reward or punishment.
6. Commend improvements in your child's work, and give positive "strokes" for tasks well done by your child.
7. Consult you child's teacher whenever you desire more information concerning your child's work in the classroom.
8. Consult the administration as necessary for special referrals.

Returned Check Policy

All checks written to Carden School of Fresno or the Parent Club will only be run through the bank once. If the check is returned, a \$50.00 fee will be added to your account. You will have five working days to submit cash or a money order to the school for the full amount. **If a second written check to Carden School of Fresno or the Parent Club is returned, arrangements for payment will be made through the school office.**

Room Parents

A Room Parent's role is to provide the teacher with assistance as needed in the following: classroom parties, field trips, special art projects, and science activities. Parents who are interested in serving as a Room Parent should contact the appropriate teacher through the school office during the first week of school. Listed below are guidelines for Room Parents:

- It is desired to have the Room Parent position filled by the time of each grade's class Orientation. If not filled by this date, the teacher will make a request from the parents in attendance.
- Room Parents will attend a meeting at the beginning of the school year once all Room Parent positions have been filled.
- Room Parents will be under the purview of the classroom teacher. The teacher plans all parties and activities. Please note that the Room Parent's assistance may not be required for every party or for every classroom. Generally, the level of assistance decreases with each advancing grade.
- *Class lists and contact information given to the Room Parents are to be used for school business only*, such as garnering help for Parent Club, school events, or classroom projects.
- All emails, letters, reminders, or flyers need to be approved by the teacher or principal prior to distribution to parents.
- If there is more than one parent interested in being a Room Parent, a teacher may choose to have two Room Parents. The ultimate decision of the position of Room Parent lies with the classroom teacher.
- The position of Room Parent fulfills 20 hours of the Parent Volunteer Hours commitment. The hours will be split if there are two Room Parents.

School Library

The school maintains a library for use by all students. Teachers may bring their class to the library on a weekly basis. Books are checked out for two weeks at a time. Books with an orange dot on the spine are reference books and may not leave the library. The Carden library depends on continued parent involvement for help in organization of books and materials. Funds for the library are received from donations and through fundraisers. Please check with the administration before donating books.

Student Council

Carden School of Fresno has a Student Council as its leadership group. Students who are enrolled by July 1 for the next school year are eligible to be selected. The selection process involves the entire Carden staff. Students are chosen based on the following:

- Responsibility and Trustworthiness
- Kindness
- Poise and Articulation
- Stamina in classwork and homework

Two students from each grade level are chosen, beginning in first grade, for a total of sixteen members. The students serve for the entire academic year. If any member is unable to serve out the term due to illness, relocation, academics, or behavior, another student from that same grade level is chosen to complete the term, or former member may be asked to step in for the remainder of the term. The student will have an opportunity to serve again in his or her academic career at Carden but not in back-to-back years.

Members meet after school every other Monday and at other times specific to Carden's needs. The representatives' duties include the following:

- Welcoming new students and families
- Touring the school with prospective families
- Encouragement of recycling within the classroom and the entire school
- Beautification of the campus, including watering of plants and picking up litter
- Daily raising and lowering of our flags on the flagpoles at the school's entrance
- Veteran's Day Cards for the patients at the Veterans Hospital
- Collection of canned goods in the fall
- Valentine's Day Cards for the local senior citizens center
- Preparation of Easter baskets for the children at the Sanger Neighborhood Resource Center
- Placing of flags at Belmont Memorial Park for Memorial Day
- Making signs for school events such as Jog-a-thon
- Assistance in tagging of chairs in the cathedral for special events
- Inner school communications
- Assistance as needed for the classroom teachers and specialty teachers
- Offering suggestions for the betterment of Carden School

The Student Council Representative is a leader on campus and a friend to all. He or she exhibits the excellent character traits to which each Carden student aspires.

Student Health Policies and Forms

Parents or Legal Guardian agree to adhere to the Students Health Policies as set forth and described and hereby incorporated by reference in the Carden School of Fresno Student Health Policies. Parent or Legal Guardian also agrees to submit all required Student Health Forms prior to any child attending class.

Student Recognition

Miss Mae Carden encouraged teachers to set high expectations for children, to motivate them to constantly reach higher, but not to over-reward them. In keeping with this philosophy, a brief year-end awards ceremony is held annually to honor noteworthy accomplishments in academics, sports, co-curricular activities, and attendance. Students who do not have more than two absences or four tardies for the entire school year are eligible to receive the Excellent Attendance Award. Some teachers may recognize students for other achievements in the classroom.

Student Supplies

A supply list for each grade will be available in the summer packet. Please refer to it for school items needed by your child and please monitor your child's supplies as the year progresses and replenish as needed. Individual teachers, during the year, may request children to bring additional supplies or certain items for special projects.

Tardiness

Students are expected to arrive at school every day before 8:00 a.m. Punctuality promotes responsible behavior and tardiness is disruptive to all of the other students in the class. Therefore, tardiness will be closely monitored and the parent may be called in for a parent/teacher conference.

Teacher Recommendations

While working with your child on a day to day basis a teacher may notice that assessments might be needed in vision, learning, social, medical, diet or other areas. The teacher and principal may request a conference where these recommendations will be discussed. The parents will be encouraged to seek the advice of trained professionals in the best interest of their child.

Telephone

No student may use the office telephone **except for an emergency.** Students must receive permission before using the office telephone. Personal messages may not be left for your child. If you are calling to speak with a teacher, your message will be placed in the teacher's box to minimize disruptions to the classroom.

Testing

All students in grades 1-8 will be tested annually. Standardized achievement test scores provide the school with an objective estimate of the student's academic progress in the application of fundamentals in relationship to students in the same grade level nationwide. These test results are but one of many measures of a student's progress and do not always take into account the curriculum emphasis in a Carden school. It is our policy to not dwell on preparing for tests as it takes away valuable learning time. Testing dates are reflected in the

school calendar. It is imperative that all students be at school the week of testing. Make-ups may or may not be given, depending on the length of tests that were missed.

Tuition & Fees

Monthly billing statements are emailed to all parents at the middle of each month. Since Carden School of Fresno operates solely on tuition and fees, prompt payment is greatly appreciated. All matters of a financial nature should be referred to the school office.

Tuition and Fees are as follows:

Evaluation Fee	\$50.00
Annual enrollment Fee (all students)	\$500.00 (\$750 after May 1)
Jr. Kindergarten Half Day tuition	\$5,500.00
Jr. Kindergarten Full Day tuition	\$6,500.00
K-8 Tuition	\$6,500.00

*** Registration deposit and first tuition installment are non-refundable.**

Tuition- Tuition is payable either as one payment or in monthly installments over a ten month period. *Tuition that is not paid by the fifth, or the first academic day following, will be subject to a \$50.00 late charge fee for that month.*

Tuition Insurance- The obligation to pay the fees for the full academic year is unconditional, and no portion of fees paid or outstanding will be refunded or cancelled in event of absence, withdrawal, or dismissal from the school. In order to protect our students’ families, if tuition is paid in monthly installments, the student will be enrolled in the tuition insurance program for a fee of \$200.00. The insurance covers approximately 65% of the unpaid tuition provided the student has attended the school for 14 days during the current school year.

Sibling Discount - Tuition for siblings will be discounted at the following rate:

Second enrolled child	10% discount
Each additional sibling	15% discount

Extended School Day (ESD)- ESD begins at 7:00 A.M. and ends at 6:00 P.M. Students arriving on campus prior to 7:45 A.M. and students not picked up within 15 minutes of classroom release, or after he/she has participated in an after school activity will be placed in ESD and their account billed. Students in kindergarten with older or younger siblings are not charged ESD until 3:15 P.M.

		Rate per Day
Morning ESD	7:00-7:45	\$3.00
JK half-day w/prearrangements	12:00-3:30	\$6.00
JK half-day w/o prearrangements	12:00-3:30	\$12.00
Jr. Kindergarten ESD	3:30-6:00	\$12.00
Kindergarten ESD	2:45-6:00	\$12.00
1-8 Grade ESD	3:30-6:00	\$12.00
Late Pickup	after 6:00	\$2.00 per minute
Late Pickup on Half Day	After 12:15	\$12.00 plus \$2.00 per minute
Friday ESD	2:45-6:00	\$12.00

Request for Medical or Psychological Surveys- Parents may wish to have a teacher assist in the evaluation of their child by completing forms and surveys for doctors and other professionals. There is a \$25.00 fee payable to the teacher for each separate request.

Request for Letters of Recommendation and Evaluations- Parents may request student letters of recommendation, letters verifying volunteer service, or completion of forms for other schools be completed by a teacher. The fee for each separate request is \$25.00.

Request for Records by Parents- There is a \$25.00 fee, payable to Carden School of Fresno, for copies of report cards or standardized test scores that are requested to be sent to parents. There is no fee for schools with a request for these records or transcripts.

Unhealthy Air Quality Policy

Carden School of Fresno monitors the projected air quality to identify periods of unhealthy air quality as determined by the San Joaquin Valley Air Pollution Control District so as to protect the health of our students. During periods of unhealthy air quality (AQI of 151 and above), the school may limit any afternoon strenuous activities for the entire school population including Physical Education and athletic events or practices.

Certain sensitive students with medically identified respiratory difficulties or diseases (such as asthma) may need to refrain from vigorous activities even before school general school population limits its activities. If you believe your child qualifies as an air quality sensitive student, please request an “Air Quality Sensitive Form” from the school office.

Uniforms

All children in all grades are expected to be in complete uniform unless it is a designated Free Dress day. Non-compliance with the school uniform policy will have the following consequences:

- The student may be sent to the office to borrow whatever may be required or call for whatever may be missing.
- A Uniform Infraction Form may be sent home notifying the parent that the student was out of uniform.
- Students who refuse to comply may miss time out of their recess.
- The teacher may request a parent-teacher conference to discuss problems with uniform apparel.
- If a student chooses to not conform to the Carden Uniform policy, he or she is choosing to not be a part of Carden School of Fresno. A student may be suspended or expelled for continued refusal to comply with the school uniform policy.

To avoid embarrassment to the child, interruption in the child’s instructional time, and a hindrance for the teacher in classroom procedures, cooperation of parents is essential in following the dress code policies.

Dennis Uniforms has a complete list of acceptable uniform attire. They are located at 5186 Blythe (off Shaw, behind Costco), and their phone number is 276-5621. Their website is www.dennisuniform.com.

Clothing not purchased from Dennis Uniform must be the exact same style, quality, and color as that sold by Dennis Uniform. For example, the navy blue pant must have slant pockets, and the material should be a polyester blend so that fading is kept to a minimum.

General Guidelines

- All clothing should be tailored, neat, clean, mended, and the correct size for the student. Oversized or tightly fitting clothing is not permitted.
- Pants are to be worn at the natural waistline.
- Students are required to have a Carden uniform red sweater, red sweatshirt, red vest, or red polo available to wear for the All-School photo and for field trips. **The red polo shirt may only be purchased at the school office.**
- Students are allowed to wear uniform shorts year-round if they so desire.
- **Shoes must have a closed toe and heel and enable the child to participate fully in daily physical education activities.** Shoes that pose a safety hazard are not allowed. Sandals, flip-flops, slides, skate shoes, and shoes with sound are not acceptable at any time. Light-up shoes are discouraged as this poses a distraction in the classroom.
- Jr. Kindergarten and kindergarten students should wear elastic-waist garments without a belt to facilitate independent restroom use.
- All clothing items must be marked with the student's name.
- All shirts and blouses must be tucked in.
- Cargo pants are not allowed, including pants with multiple pockets, pants with flaps on the pockets, or jean-type topstitching.
- For warmth inside the classroom, only uniform sweaters or sweatshirts may be worn. If sweaters or sweatshirts are purchased from stores other than Dennis Uniform, they must be red or navy blue with no markings on them. They are to be worn over collared shirts or turtlenecks. **Hooded sweatshirts are for 6-8 grade students only.**
- No extreme hairstyles or hair colors will be permitted. Approval of hair length, color, and style is at the discretion of the school administration. Bangs must not obstruct or interfere with vision.
- Jewelry that is extreme, poses a safety hazard, or is a distraction is not acceptable. Necklaces should be small and simple. Silly bands or other similar novelty bracelets are not allowed.
- Hats and caps are not allowed. Parents may request that a cap with a visor be worn for medical reasons during outdoor activities. Arrangements must be made with the school administration.
- Tattoos, whether permanent or temporary, face paint, or other markings pose a distraction and are not allowed except at the discretion of the administration.
- 6th through 8th Grade students have the option of wearing khaki pants, shorts, skirts, or skorts. 6th through 8th Grade students are allowed to wear Carden red or navy hooded sweatshirts, which are available for purchase in the school office. Middle school students must wear athletic-type shoes for PE.
- Designated free dress days are announced in advance. Suitability of all free dress attire will be at the principals' discretion. See p. 24 for Free Dress Guidelines.

Uniform Guidelines for Boys

- Boys' hair must be neat and well-groomed. Extreme hairstyles such as spiked hair, shaved heads, designs, bleaching, colors, or partially shaved heads will not be permitted. The length in the back should not fall below the shirt collar and must not cover the ears. One-half of the ear must show.
- Earrings are not permitted for boys.
- Shorts may not extend past mid-knee.

- Corduroy pants and shorts are not permitted.
- Cargo-style pants and pants with multiple pockets are not permitted.
- T-shirts, undershirts, or other clothing worn under the school uniform should be the same color as the school uniform shirt and should not be visible.

Uniform Guidelines for Girls

- Hair accessories should be simple and in good taste. Extreme hair accessories that cause a distraction are not allowed. Flowers, hats, bandanas, kerchiefs, and similar head coverings are not allowed. Approval of hair color, style, or accessories is at the discretion of the administration.
- Hair is to be kept out of the face with neatly trimmed bangs, bobby pins, hair clips, barrettes, or narrow head bands.
- Accessories such as socks, leggings, tights, or knee highs must comply with uniform colors.
- Nail polish should be clear or light pink. Distracting colors are not allowed.
- All shorts, skirts, dresses, skorts, or jumpers should be no shorter than two inches above the knee.
- *For safety reasons, earrings are to be stud-type only.* Hoop, dangly, or large costume-type earrings are not allowed.
- Only middle school girls may wear make-up. It must have a soft look and be in good taste. Suitability is at the discretion of the administration.

Visitors

All visitors **must** report to the school office when entering the campus. A visitor's badge will be issued and visitors will sign in and out in order to document the time and date of the visit. Visitors may not go to a classroom unless there is a pre-arranged appointment with the teacher. If you are delivering a student's lunch, book, homework, etc., please take it to the school office and your child will be responsible for the collection of their items. This minimizes disruptions to the classroom.

Volunteer Driver Information

We appreciate our parent volunteers who transport us for field trips, athletic events and much more. Please contact the school office in order to complete all requirements listed under the *Field Trip* section of this handbook.

Volunteer Fingerprint Clearance

Carden School of Fresno requires all regular school volunteers who are not directly supervised by a school employee, including all volunteer coaches and all overnight activity chaperones to be fingerprinted and cleared.

Withdrawal Policy

In compliance with Carden School of Fresno policy, any family withdrawing from Carden School of Fresno must complete a *Withdrawal Form*. This form can be requested from our school office. The obligation to pay the fees for the full academic year is unconditional, and no portion of fees paid or outstanding will be refunded or cancelled in event of absence, withdrawal, or dismissal from the school.

Carden School Of Fresno
Code Of Conduct

For Interactions with Children and Youth

No employee or volunteer may:

1. Take any child/youth home without written permission from the parent and clearance by the School.
2. Spend time alone with child/youth outside of School sanctioned activities.
3. Create an excessive or exclusive emotional attachment with child/youth.
4. Be alone with child/youth in any of the following areas: private residence; overnight lodging; locker room; dressing facility; closed room; and other similar isolated areas.
5. Sleep in the same bed with or dress/undress in the sight of child/youth during a school event or camp/retreat related environment.
6. Formally counsel child/youth unless credentialed and specifically assigned this role.
7. Speak in a manner that is abusive or demeaning or use inappropriate language/humor.
8. Discuss topics such as sex, abortion, birth control, drugs, explicit television, or video games and/or games with child/youth.
9. Use, possess, be impaired by alcohol or illegal drugs or dispense alcohol, tobacco, or illegal drugs to child/youth.
10. Dispense over-the-counter or prescription medication to child/youth without the proper permission forms on file.
11. Use physical discipline or knowingly put any child/youth in a potentially risky situation.
12. Display physical affection unless the child/youth first initiates such. In such cases contact should strictly be limited to a brief, appropriate response.
13. Touch any private area of the body under any circumstances or engage in sexual intimacies.

Employee and volunteers must:

1. Attend all Mandatory “Safe Environment” Training and follow prescribed reporting procedures for suspected child abuse.
2. If over 18 years of age, be fingerprinted if involved in any school activity that will cause him/her to be in an unsupervised setting with child/youth for any length of time. An adult must supervise volunteers less than 18 years of age at all times.

Employee/Volunteer Statement of Compliance

I understand and agree to comply with the CARDEN SCHOOL OF FRESNO CODE OF CONDUCT
For Interactions with Children and Youth

Signature _____ **Date** _____

Print Name _____

Acknowledgment Of Receipt Of
The Carden School Of Fresno
Student/Parent Handbook

This is to acknowledge that we have received a copy of the Carden School of Fresno Student/Parent handbook and understand that it sets forth the terms and conditions of our child's enrollment as well as the duties, responsibilities and obligations of us as parents with Carden School of Fresno. We all understand and agree to abide by and be bound by the rules, policies and standards set forth in the Student/Parent handbook.

Signature

Print Name

Student Name(s)

Date