



**CARDEN SCHOOL**  
— OF FRESNO —

**Student/Parent Handbook**  
**2022-2023**

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## School Organization

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### *Carden School of Fresno Directory*

6901 N. Maple Ave., Fresno, CA 93710  
 Tel. 559-323-0126 • Fax 559-323-0980  
 JK ESD 513-1588 • 1<sup>st</sup>-8<sup>th</sup> ESD 559- 326-6939  
[www.cardenschooloffresno.com](http://www.cardenschooloffresno.com)   [office@cardenschooloffresno.com](mailto:office@cardenschooloffresno.com)

#### FACULTY AND STAFF

Dr. Megan McMills	Head of School	<a href="mailto:m.mcmills@cardenschooloffresno.com">m.mcmills@cardenschooloffresno.com</a>
Mrs. Melody Ward	Assistant Head of School	<a href="mailto:m.ward@cardenschooloffresno.com">m.ward@cardenschooloffresno.com</a>
Mrs. Kara Kajans	Administrative Assistant	<a href="mailto:office@cardenschooloffresno.com">office@cardenschooloffresno.com</a>
Mrs. Carol Joyner	Head of Lower Elementary, First Grade Teacher	<a href="mailto:c.joyner@cardenschooloffresno.com">c.joyner@cardenschooloffresno.com</a>
Mrs. Rose Rohlfing	Head of Upper Elementary, Fourth Grade Teacher	<a href="mailto:r.rohlfing@cardenschooloffresno.com">r.rohlfing@cardenschooloffresno.com</a>
Mr. Harrison Martin	Head of Middle School, Middle School Language Arts & Latin	<a href="mailto:h.martin@cardenschooloffresno.com">h.martin@cardenschooloffresno.com</a>
Mr. Geoff Aalto	Athletic Director, K-8 grades	<a href="mailto:g.aalto@cardenschooloffresno.com">g.aalto@cardenschooloffresno.com</a>
Mrs. Alexa Medeiros	JK Director	<a href="mailto:a.medeiros@cardenschooloffresno.com">a.medeiros@cardenschooloffresno.com</a>
Miss Connie Murillo	JK Teacher	<a href="mailto:c.murillo@cardenschooloffresno.com">c.murillo@cardenschooloffresno.com</a>
Mrs. Erica Cleveland	Kindergarten Teacher	<a href="mailto:e.cleveland@cardenschooloffresno.com">e.cleveland@cardenschooloffresno.com</a>
Mrs. LaDonna Aderholt	Kindergarten Aide	<a href="mailto:l.aderholt@cardenschooloffresno.com">l.aderholt@cardenschooloffresno.com</a>
Mrs. Bindia Patel	Second Grade Teacher	<a href="mailto:b.patel@cardenschooloffresno.com">b.patel@cardenschooloffresno.com</a>
Mrs. Andrea Cuevas	Third Grade Teacher	<a href="mailto:a.cuevas@cardenschooloffresno.com">a.cuevas@cardenschooloffresno.com</a>
Mrs. Courtney Smith	Fifth Grade Teacher	<a href="mailto:c.smith@cardenschooloffresno.com">c.smith@cardenschooloffresno.com</a>
Mrs. Hayley Yasui	Middle School Science & Computers	<a href="mailto:h.yasui@cardenschooloffresno.com">h.yasui@cardenschooloffresno.com</a>
Mr. Dustin Warren	Middle School Math	<a href="mailto:d.warren@cardenschooloffresno.com">d.warren@cardenschooloffresno.com</a>
Mr. Luke Janzen	Middle School History & Speech	<a href="mailto:l.janzen@cardenschooloffresno.com">l.janzen@cardenschooloffresno.com</a>
Mr. Ed Cobb	Music Teacher	<a href="mailto:e.cobb@cardenschooloffresno.com">e.cobb@cardenschooloffresno.com</a>
Mme May Vang	French Teacher	<a href="mailto:m.vang@cardenschooloffresno.com">m.vang@cardenschooloffresno.com</a>
Mrs. Suzanne Henderson	Art Teacher	<a href="mailto:s.henderson@cardenschooloffresno.com">s.henderson@cardenschooloffresno.com</a>

#### BOARD OF DIRECTORS

Dr. Megan McMills, Head of School  
 Mr. Nate Huber, President  
 Mrs. Elizabeth McCaffrey, Treasurer  
 Mrs. Renee Adams, Member  
 Dr. Andrass Bikk, Member  
 Mr. Adam Guthrie, Member  
 Mrs. Wendy Kalpakoff

## **School Structure**

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 responsible for the financial advisory to the administration. The administration is ultimately responsible for making day-to-day decisions that affect the general direction, curriculum, and policies of the school.

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

## **Carden Board of Directors**

Carden School of Fresno has 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 by-laws stipulate that each family receive one ballot for each child enrolled at Carden (if they are on the roster for the fall). All accounts must be in good standing to receive a ballot. Board meetings are open to everyone and are held the 3rd Wednesday of the month.

## **Carden Parent Association**

Carden School of Fresno is fortunate to have a dynamic group of parents who have formed the Carden Parent Association to support the school's goals and activities. All parents who have a child enrolled in Carden School are members of the Parent Association. 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:

- Ice Cream Social
- Student Jog-a-thon
- Harvest Carnival
- Family Bowling
- School Dance
- Carden Cares
- Olympic Day
- Movie Nights
- Virtual Auction
- Wednesday Bake Sale
- Pizza Fridays

## *Academic Calendar 2022-2023*

August 15-19- Staff Training

August 18- Parent Night- Master Carden Consultant

August 22- First day of school

August 29- JK Orientation

August 30- Kindergarten Orientation

August 31- 1<sup>st</sup> grade Orientation

September 1- 2<sup>nd</sup> grade Orientation

September 2-3<sup>rd</sup> grade Orientation

**September 5- Labor Day; No School**

September 6-4<sup>th</sup> grade Orientation

September 7- 5<sup>th</sup> grade Orientation

September 8- Middle School Orientation

September 20- All School Photos

September 21- Progress Reports

October 14- End of 1st Quarter

October 21-Conferences

November 1- Photo Retakes/Sports

**November 11-Veteran Day; No School**

November 16- 2<sup>nd</sup> quarter progress reports

November 17- Thanksgiving party; **Free Dress**

**November 18-November 28- Thanksgiving Break**

November 29- School Resumes

December 15-Winter Program, End of 2<sup>nd</sup> Quarter winter parties, **Free Dress**

**December 16- January 3- Winter Break**

January 4- School Resumes

**January 16- Martin Luther King Jr Day; No School**

February 8- 3<sup>rd</sup> Quarter Progress Notes

**February 13- Lincoln's Birthday; No School**

February 14- Valentine's Day Parties, **Free Dress (Red, White, or Pink)**

**February 20- President's Day; No School**

March 3- Talent Show

March 17-End of 3<sup>rd</sup> Quarter; St. Patrick's Day Parties, **Free Dress (green)**

March 21- Spring Portraits, **Free Dress**

March 24- Spring Conferences

March 31-Spring parties, free dress

**April 3-April 10- Spring Break**

April 11- School Resumes

April 17-20 SAT 10 Testing

April 27- Open House

May 3- 4th quarter progress notes

May 25- Spring Program

May 26- Olympic Day

**May 29- Memorial Day; No School**

May 31- Awards Day

June 1- 8th grade Graduation

**June 2- Last Day - Half Day**

## **Head of School Letter**

Dear Parents and Students,

This handbook outlines 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.

Sincerely,

Dr. McMills  
Head of School

## **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.

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 program is rich and extensive, featuring science, geography, history, French, Latin, art, art appreciation, physical education, 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. 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 guidance with experienced teachers.

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## Office Procedures

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### Admission to Carden School of Fresno

Carden School of Fresno admits students regardless of race, religion, and 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, or national and ethnic origin in admissions, hiring, administration of its educational policies, and athletic or other school administered programs. Carden School of Fresno is unable to provide the facilities, staff, or resources for a special needs student. For specific services such as hearing or vision screening, speech therapy, psychological testing, learning disabilities, or academic evaluations, the local public elementary or other professionals should be consulted.

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 our four-year-old program must be four years old by September 1. Students qualify for Kindergarten if they are 5 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. It is not recommended that a new student enroll in our 8<sup>th</sup> grade program unless approved by administration and staff.

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.

### Appointments-Medical and Dental

Parents are encouraged to schedule appointments after school hours. Dismissal during class time is disruptive for your child, the teacher, and the entire class. Teacher discretion will be used regarding any make-up work or tests missed during the absence. Parents are advised to notify the classroom teacher in advance of any scheduled appointments.

If a student does need to leave school for any reason during school hours, the following procedures are followed:

1. Parents of JK students will pick up their child directly from the JK room after signing him or her out as mandated by preschool licensing procedures.
2. **Parents of kindergarten students will go to the school office to sign out their child.** The office staff will arrange for the child to be brought to the office for pick up.
3. Parents of students in grades 1-8 will go to the office to sign out their child. The office staff will telephone the teacher who will send the child to the office for pick-up.

If a child returns to school before the school day is completed, the following procedures are in place:

1. JK students will go directly to the JK classroom to sign the child back in.
2. Kindergarten students will be brought to the office to be signed in and will be accompanied back to kindergarten.
3. Upon returning to school, students in grades 1-8 will report to the office to be signed in before returning to class.

### Athletic Policies and Forms

Parents or Legal Guardians 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. Parents or

Legal Guardians also agree to submit all required Athletic Forms prior to any child participating in any athletic activity.

### **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.*

### **Change of Address/ Telephone**

In the event of a change of address, phone number, or e-mail, please notify the school office and the classroom teacher as soon as possible. **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 will 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.

### **Communicable Diseases**

Carden School of Fresno works cooperatively with state and local health agencies to prevent, control and contain communicable diseases. A 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.

**Classroom Orientation** – At this meeting, the teacher gives an overview of classroom expectations for the year including dress code, 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.

**Bi-Monthly Newsletters** – The *Carden Lion* is a bi-monthly informational newsletter sent to each family's email address on Wednesdays. **It is vital that parents read everything in each week's**

**Lion for important announcements.** Information may also be found on Facebook, Instagram, and on the Carden website.

**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** – Parent conferences are held at the end of the first and third quarters so that the teacher can discuss the student's report card and progress. Students do not attend these conferences. The third quarter conference is mandatory for parents whose child has an S- or C- or below in any class. 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 these 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 through either a phone call or a pre-arranged conference. **Since teachers are responsible for all students during the school day, it is important that teachers are not interrupted during morning drop-off, class time, 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.

### **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 administration. 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 between parents, students, or teachers should first be presented to individual involved in the matter. For example, a parent complaint regarding a teacher's homework policies should be taken directly by the parent to that teacher for resolution. Any disputes amongst students should first be brought to the attention of those students' homeroom teacher(s).

**Step Two:** Disputes concerning school policy or unresolved disputes concerning school personnel or students 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 administration for their review and decision.

**Step Three:** If the dispute cannot be resolved at Step Two, and the administration decides the dispute needs further review, it will be presented to the Board of Directors who will then contact the parties involved and decide upon final resolution steps.

### **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.

### **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 monthly at the flat daily rate of \$4.00 for morning, and \$13.00 for the afternoon. ESD hours are 7:00 a.m. to 7:45 a.m. and from dismissal to 6:00 p.m. Please call our office for more information at 323-0126. Any student on campus prior to 7:45 AM will be placed in ESD and their account billed accordingly. 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.

All ESD charges are billed according to the clock in the ESD room. 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.**

The ESD teacher is responsible for the care of children enrolled in ESD. Therefore, when the ESD students are in an outside activity, other children may not join the group. Children not enrolled in ESD should remain with their parents at all times and not linger on campus. Students who come into the ESD room to wait for a sibling in an after school activity will be enrolled and their account charged.

All school behavioral expectations are applicable to the ESD program. Infractions will be referred to the administration 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 thank the ESD teacher for the day. In order for the ESD teacher to maintain authority and control of the students in his or her care, parents should not linger in the classroom when picking up their child.

<b>Extended School Day Schedule</b>		<b>Rate per Day</b>
Morning ESD	7:00-7:45	\$4.00
Jr. Kindergarten ESD	3:30-6:00	\$13.00
K-8 Grade ESD	3:30-6:00	\$13.00
Friday ESD	2:45-6:00	\$13.00
Late Pickup	after 6:00	\$2.00 per minute

### **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, and administration.

### **Hot Lunch**

M-T-W-TH Hot lunch: Moving Feast Catering provides hot lunch on Mondays, Tuesdays, Wednesdays, and Thursdays. This is an outside service provided for your convenience. Orders can be placed online meals. Please visit the Carden School of Fresno website at [www.cardenschooloffresno.com](http://www.cardenschooloffresno.com) for more information.

Friday Hot Lunch: The Carden Parent Club provides Pizza. Order forms will be included in your welcome packet. It is understood that both the hot lunch and pizza programs are non-refundable. If a child is absent, the food is given to someone who needs a lunch or it is discarded.

### **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	Classrooms are open for student arrival
8:00 AM	Classes begin
11:45 AM	Half Day Jr. Kindergarten dismissed
2:30 PM	Kindergarten Early Dismissal
3: 15 PM	Grades K-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.

### **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. Under Senate Bill 277, since January 1, 2016, personal belief exemptions from vaccines that are required for entry into child care facilities or school are no longer permitted. Each child must have a wellness exam and/or sports physical to be admitted for school.

### **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 type a few letters on the keyboard can 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 is 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.

### **Jr. Kindergarten License 103801833**

Suite 1 of our campus is the site of our Junior Kindergarten classroom which is licensed by the state of California as a Pre-school. Licensing enforces strict codes concerning adult use of this building. Therefore, the restrooms located in Suite 1 are only for the use of Jr. Kindergarten and Kindergarten children.

### **Life Cathedral**

We have the privilege of using the Life Cathedral 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 Programs and Graduation.

### **Lost And Found**

All articles of clothing, lunches, water bottles, and other materials must be clearly marked with your child's name and grade. Unmarked articles will be taken to the Lost and Found located in the wellness room in the office. Unclaimed articles will be donated to charity at the end of the school year.

### **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, including cough drops and breath mints. 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. Medication instructions must be on file in the school office.
4. Prescribed medications must be kept in the original container with the student and doctor's names and dosage instructions clearly written.
5. Medication forms must be signed by the prescribing physician **ONLY**.
6. **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.

## Office Deliveries

Since the school office has minimal space and minimal personnel, office deliveries by parents should be kept to vital items such as student lunches and eyeglasses or asthma medication. As part of fostering independence in your child(ren), encourage them to prepare needed items before the next school morning. We remind families on school party/birthday days to bring goodies to the classroom during drop-off time. The school office cannot accept responsibility for storage or distribution of student supplies, homework, and PE uniforms. **Flowers, balloons, and edible bouquets are not permitted at any time. Lunch delivery services such DoorDash are not allowed for students.**

## Parent Conduct

### *Code of Conduct for Parents*

Occasionally a parent may have a concern regarding their own child, another student, 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 office. If issues continue to remain unresolved, a parent may contact the Parent Liaison Committee.

By 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, and 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](http://www.amazon.com) or ordered from the Carden office.

*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. I realize that frequent tardiness is a disruption to academics for the whole classroom. It is considered rude behavior.
- I will not interfere with classroom or afternoon activities with unnecessary visits to the campus, the classrooms, or by lingering in the parking lot.
- 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 administration. Conferences of any kind may not be conducted unless an appointment has been made in advance.
- I will not promote my own personal business by distributing pamphlets, brochures, flyers, business cards, or invitations on school property, or by using school communications to conduct such business.
- I will lead by example by conducting myself in a professional, respectful and courteous manner.
- I will not smoke, consume alcohol, or use other mind-altering substances while on the Carden campus or at any school sponsored children's activity.
- I will not tolerate vulgar, sarcastic, or inappropriate 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 understand that fighting amongst siblings is really bullying.
- 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 not disrupt classroom procedures by gaining the attention of my child when on campus for volunteer duties. I understand that this undermines the authority of the teacher.
- If I have volunteered for a specific task, I agree to keep the appointment or find a replacement for the duty to which I was assigned.
- When on volunteer duties, I agree to continue with the appointed task as efficiently as possible and not linger or loiter on campus.
- I will not interrupt my child's school day by asking him or her to come to the office for a message.
- I will deliver lunches and other items to the office and not disrupt the classroom.
- I will never lie to the administration 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, 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 not undermine school policies, procedures, programs, or other school activities by speaking to other parents or my child without having acquired pertinent information and discussing my concerns with the administration beforehand.
- 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 not allow or solicit any illegal activity while children are in my care on a field trip or any school sponsored activity.
- 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.
- I will ensure that all nannies, babysitters, grandparents, or other caretakers follow the guidelines set forth in this handbook.

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/family from Carden School of Fresno.**

### **Parent Volunteer Hours Program**

The Parent Volunteer Program is an integral part of our school and is designed as a way for parents to be involved in the school community. 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. Families may complete their Parent Volunteer Hours in one of the following ways:

- Pay \$350 to Carden School of Fresno by October 7 of the current school year
- Work the \$500 worth of volunteer hours and submit the PVH record by April 21 of the current school year
- Pay \$500 or any balance of the hours not worked by April 21 of the current school year

It is recognized that some families may not be able to commit to the entire 25 hours. In these cases, families will pay \$20 for each hour of the 25 that has not been completed.

Hours may be provided by volunteering for school functions, volunteering as the room parent for your child's classroom, or volunteering expertise in a certain field that benefits the school. Only school sponsored functions count toward the PVH commitment. 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 for the current school year from June 15 through the last day of school. Please see the VolunteerSpot link on the Carden website. **If the \$350 October 7 payment is not made, all PVH HOURS MUST BE SUBMITTED TO THE OFFICE BY APRIL 21 or a \$100 processing fee will be imposed.**

**Hours not completed by April 21 will be billed.** The balance of your PVH's fee is due by May 20. Arrangements may be made for volunteer hours that will be completed between April 21 and the last day of school. 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 within 30 days of the event or the hours will not count. 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.**

### ***Pets or Animals at School***

Pets are not allowed on the Carden campus at any time without the permission of the school administration. 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 for *The Carden Lion*, as part of the annual Spring and Winter Program, or for marketing materials. Every fall, all students are photographed in school uniform for the annual school yearbook. Students must wear their red uniform polo, vest, 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 at the end of the school year.

### ***Returned Check Policy***

All checks written to Carden School of Fresno 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 is returned, arrangements for payment will be made through the school office.**

### ***Spiritual Philosophy***

Carden School of Fresno is not associated with any religious organization. In her book, *Let's Bring Them up Sensibly*, Mae Carden states on p. 106, “Parents should present their own religious faith to their children.” She believed that a child’s faith should be developed early by the parents. Parents who enroll their child in Carden acknowledge that part of our curriculum includes references to God in history, poetry, songs, character development, opening exercises, and classic literature. Our school respects and welcomes all faiths.

### ***Student Health Policies and Forms***

Parents or Legal Guardian agree to adhere to the Student 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.

### **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.

### **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 the 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.

### **Used Uniform Sales**

Gently used, clean school uniforms and spirit wear may be brought to the wellness room in the office for resale. All items are \$1 each. The funds raised by the sale of used school uniforms go toward school projects and activities.

### **Visitors**

All visitors **must** report to the school office when entering the campus. A visitor's pass 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. Forgotten lunches must be delivered to the office. This minimizes disruptions to the classroom.

### **Volunteer Driver Information**

We appreciate our parent volunteers who transport us for field trips, athletic events and other activities. 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 chaperons, 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 canceled in event of absence, withdrawal, or dismissal from the school.

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## General Classroom Policies

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### 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 request tutoring. It is standard Carden policy that teachers be paid \$60.00 per hour for private tutoring. If a teacher tutors a group of students, the fee is adjusted to \$30.00 per child. All payments for tutoring are to be made to the tutor directly. Non-Carden students may not be tutored on school grounds unless the student has been accepted to attend Carden School or permission has been granted by the administration.

### Backpacks

As a faculty we firmly believe in promoting healthy habits for our students. Therefore, please stress to your child 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 3<sup>rd</sup> grade do not bring backpacks.** We strongly encourage the use of rolling backpacks for students in 5<sup>th</sup> grade and above.

### Bake Sale

The Parent Association sponsors a Bake Sale on Wednesday mornings. Students may purchase up to two items to enjoy during snack, lunch, or after school. Some favorite treats are fruit, cookies, cheese sticks, dried fruit, granola bars, cupcakes, fruit bars, donuts, chips, and fruit drinks (please, no candy).

**DUE TO POSSIBLE SEVERE NUT ALLERGIES, WE DO NOT OFFER ANYTHING CONTAINING NUTS FOR BAKE SALE.**

### Birthdays

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. **Items that need to be refrigerated, frozen, balloons, flowers, edible fruit bouquets, cookie bouquets, or any 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.

### Classroom Visits

Parents may visit their child's classroom and other facets of the school during a time that is **pre-arranged**. Current and prospective parents may make arrangements to visit a classroom for 20 minutes to an hour, depending on the grade level. Arrangements may be made for a prospective student in grades 1-7 to visit for a part of the day or for a full day,

depending on the grade level. **All visitors** must first report directly to the school office to receive a visitor's pass. Forgotten items such as lunches must be brought to the school office. **Parents may not deliver items to the classroom or middle school building at any time.**

### **Class Parties**

Holiday parties are planned by the classroom teacher. Parent participation may or may not be required, depending on the grade level. **All assigned items intended for the party should be brought to the classroom on the morning of the event.** If items cannot be brought first thing in the morning, the parent responsible for the items should bring them to the school office, and the teacher will be notified. After drop-off time, we do not want to interrupt the classroom instruction.

### **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 Student/Parent Honor Code.

**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, 3<sup>rd</sup> 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. Students are expected to maintain at least a “C” average and exhibit acceptable behavior. 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** – The Carden students participate in two 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. Parents will notify the Music Director if their child will be absent for the performance. Students are required to follow costume or clothing guidelines and rehearsals set by the Music Director and school administration. Students who are absent for the final rehearsal will not participate in the program without the consent of the administration. Students who do not comply with rehearsal schedules, costumes, or behavioral standards may be removed from the performance. Participation in both performances is part of the music grade. Students who choose not to participate will have their grade lowered or considered incomplete.

**Additional Activities** – The students may participate in other activities such as singing at various community events and participating in 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, photography, 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 or for poor academic performance. If a student is absent for any part of the school day, he or she is ineligible to participate in after school programs or musical programs without consent of the administration.

## Daily Arrival Procedures

Classroom doors open at 7:45am. If your child arrives before then, he or she must go to morning ESD. Students may not sit on benches or stand outside the classroom before 7:45am.

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 Jr-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 every day.** 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, parents should leave immediately.

Parents of other students should enter using the north driveway and park next to the sidewalk. After drop-off, parents should proceed cautiously to the south driveway and safely exit.

*Children are precious cargo. Never back up dangerously or speed through the parking lots.*

## Daily Departure Procedures

**Jr. Kindergarten**—Parents of Jr. Kindergarten children should park in the large lot to the west of the Junior Kindergarten building. Due to licensing regulations, **Jr. Kindergarten parents must enter the building and sign their child out.** Our Jr. 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. Students are not allowed inside the playground nor are they allowed to climb on the rocks in the landscaped area outside the playground.

**Kindergarten-Grade 5** 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. Your child will be brought to your car by the teacher. **Please stay in your car** and continue to pull forward as each child is picked up. Once you have picked up all of your passengers and they are seat belted, pull out of the pick-up lane by moving either to the right or the left and exit at the south driveway.

**If a parent has students in the lower grades and in middle school,** he or she should plan to pick up their children in the west parking lot.

*It is imperative that drivers remain in their cars and pull forward when the space is vacated in front of them. Never 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.*

**Middle School**—Parents of middle school students will pick up their child in the west parking lot. Park in any available space until your child is released from PE and has retrieved belongings from the locker area. Middle school teachers will wait with your child in the area in front of the middle school building until your car is sighted, and they will see your child safely to your car. This procedure has been developed in order to decrease congestion in the east parking lot which causes an unsafe situation of cars extending out onto Maple and Herndon Avenues. Your cooperation in preventing this traffic safety hazard is greatly appreciated.

*Please ensure that all nannies, babysitters, grandparents, other relatives, and other caretakers are notified of all arrival and dismissal procedures.*

### *Dismissal/Student Pick Up Times*

Jr. Kindergarten half-day students are dismissed at 11:45 a.m. Full-day JK students are dismissed at 3:15 p.m. The children in grades K-8 are dismissed from the school grounds at 3:15 p.m. The Kindergarten full day ends at 2:30, any student not picked up by 2:45 will be brought back inside and supervised until school dismissal at 3:15. 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.

### *Field Trips*

Carden School recognizes the importance of first-hand experience for students by taking a field trip to a site or activity. Teachers may plan from two to four field trips per year in conjunction with their curriculum and as appropriate for their grade level. Some “field trips” are actually activities and events held on campus, especially in the lower grades. Almost all field trips require a fee for participation. Since all field trips are considered part of the classroom setting, parents attending a field trip do not interfere with the procedures outlined by the classroom teacher.

A permission slip and required fee must be submitted before a student can participate in a field trip. Students not providing the required documents will be assigned to another classroom for the duration of his or her classmates’ field trip. Students not completing assignments or those who demonstrate poor behavior 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 trip. It is the sole decision of the teacher and administrator as to whether or not a student would have the privilege of attending a field trip.

Students who voluntarily do not participate in a field trip will either be sent to another classroom for the duration of the trip or will be counted as absent if they choose to stay home. These students will not be allowed to attend after school activities unless given approval by the school administration.

Transportation for the majority of field trips is provided by private vehicle. The school relies on parents, or in some cases, grandparents, to provide transportation to and from field trips and athletic competitions. Prior to the scheduled field trip or event, drivers must complete the Parent Volunteer Driver Form and provide copies of evidence of current car insurance and driver’s license to the Carden office. Passengers will not be assigned to vehicles unless all items have been cleared by the office.

Most venues for field trips limit the number of adult chaperons. Therefore, the teacher will make the final decision as to the names and numbers of chaperons for each trip, and will assign passengers according to the number of available seatbelts indicated. Because of these limits, only approved chaperons will be permitted to attend the field trip. No approved chaperons will be permitted to bring anyone else with them other than the Carden students they are entrusted to transport. Any parent who chooses to transport his/her own child is likewise precluded from bringing any third parties.

All drivers must enforce safety belt and child seat regulations on all school-related trips. Current California laws state that a child under 8 years old or less than 4 feet, 9 inches tall must be properly buckled into a car seat or booster seat in the back seat of the vehicle. **Liability requirements necessitate that parents drive directly to and from the field trip site and not make any unscheduled stops.**

Most venues for field trips require payment in advance; therefore, refunds cannot be given in the event the child is absent on the day of the field trip.

All students will wear their Carden uniform including a Carden red sweater, sweatshirt, vest, or polo shirt on all field trips unless the teacher requests other attire.

### **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, phone, computer, or outside conversation is important.

Parents should always express interest in the child work in 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 student 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—90 minutes*

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 cell phones, computers, and television 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.

### **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, the sharing of lunch or snacks is not allowed.*

**Gum, coffee, soda, and hot chocolate are not allowed on campus at any time.**

### **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 the 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. Parents may call in before 10:00 AM to request class work for the day. Parents may then pick up the requested assignments after 3:15 PM 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.

### **Movies**

Teachers may show movies in the classroom as a method for improving comprehension for educational and entertainment purposes. The movies are to be age appropriate, of educational significance, and pertinent to what the children are learning in class. If a teacher would like to show students a movie, he or she must complete a movie request form, submit it to the administration in advance, and have it approved prior to showing the movie. All movies are rated "G."

#### **Middle School Movie Policy:**

In addition to the above procedures, middle school teachers will inform parents in advance of showing movies to students and receive written confirmation that their child is allowed to see the movie.

### **Personal Belongings**

**Please place your child's name on all school uniforms, jackets, lunchboxes, water bottles, 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, magazines, skateboards, game watches, computerized games, cameras, laptops, money, iPads, iPods, 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.

**Use of cell phones on the Carden campus can only be used under the supervision of the teacher.**

### **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 the Middle School are required to wear athletic uniforms for P.E. The uniforms can be ordered on-line through the Carden Store. 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.** Physical education excuses for more than three days require written verification from a medical advisor. Female elementary students are to wear shorts under their skirts and cannot be visible below the skirt. Non-participation will result in a lower grade on a report card. Middle school 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 administration consider class placement of your child a top priority. The education of our children is best accomplished when the teachers and administration, 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 tutoring and/or may be retained.

### **Re-enrollment**

Re-enrollment is not automatic. The school reserves the right not to invite a student to re-enroll should any misbehaviors go unresolved, 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 and third quarters. 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's educational program. Only parents or legal

guardians may attend parent/teacher conferences with the student’s teacher and administration 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 affirmation for tasks well done by your child.
7. Consult your 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.

***The grading system is as follows:***

<b><u>JK through 3<sup>rd</sup></u></b>		<b><u>4<sup>th</sup> through 8<sup>th</sup></u></b>		<b><u>Work and Study Habits</u></b>	
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		

**Restroom Policy**

Any disruption to classroom procedures interferes with learning. Therefore, we try to keep all interruptions to a minimum. In order to provide for comfort and safety, students in grades 1 through 8 are encouraged to go for restroom breaks at the following intervals:

- Before school begins
- Before and after recess and PE
- During morning snack
- During lunch time
- After walking from specialty classes

Should a student need to use the restroom other than the times listed above, he or she will ask the teacher’s permission before leaving the classroom.

**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, providing supplies, 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:

- Teachers will announce the need for a room parent at orientation.

- Room Parents might possibly 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, activities, and field trips. 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 Association, school events, or classroom projects. In accordance with privacy laws, the parents' contact information is not to be shared or distributed to other persons or entities without permission.
- All emails, letters, reminders, or flyers need to be approved by the teacher or administration 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 25 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. Students may visit the library to check out books. Books are checked out for two weeks at a time. Please check with the administration before donating books.

### **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.

### **Teacher Recommendation Letters**

Students at times may require recommendation letters or forms to be completed by their teacher. The student or parent must make this request as early as possible to give the teacher plenty of time to complete the request. Requests made less than two weeks from the due date may be denied by teacher discretion. If the process is extensive, the teacher may also request a fee of \$25 for compensation of their time.

### **Teacher Suggestions**

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 or administration 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.

## ***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.

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## **Student Expectations**

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### **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 the following:

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 a parent or 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 electronic devices
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. The following consequences may be enforced for cheating or plagiarism and will be chosen based on what 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**

When academic or behavioral improvement is necessary, a student is placed on probation. A conference is held to discuss the issues. Probation is used as an incentive for student improvement. The length of the probationary period is at the discretion of the classroom teacher and administration. Students are unable to participate in after-school sports and other student clubs and organizations while on academic probation.

## Attendance

### Absences:

Parents must call the school office the first morning the child is out for any of the following reasons:

#### **Excused Absence**

- 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 attending a school function.**
- Verified medical appointments, with printed excuse from the office of the medical appointment showing the date and time of the appointment.
- 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.

*\*Students are expected to complete missed work upon their return as assigned by the teacher.\**

#### **Absence for Vacation**

At times parents may wish to travel with their children during the school year. Parents should communicate travel plans to the teacher a month prior to departure. Some classwork may be sent with the child to be completed during the trip. Most work will need to be completed upon the child's return. It is understood that vital class time will be missed that cannot be made up. The student's overall grade average, standardized test scores, performance, 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 administration 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 the 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.

#### **Absence limits**

Parents of students who accumulate six (6) excused or unexcused absences during one quarter without making arrangements to make up work may be required to conference with the teacher or administration. If found necessary, tutorial instruction arrangements may need to be made by parents.

Parents of students who accumulate twelve (12) or more excused or unexcused absences during one quarter without making arrangements, may be subject to the following, based on judgment of teacher and administration:

- An "incomplete" mark may be given to any student who has been absent, with the requirement that they arrange for later, tutorial instruction.

- A “failing” mark may be given to any student that has not completed the expected amount of learning and assignment work during that time. Failing marks may result in necessary grade retention.
- Expulsion may occur for a student that is chronically absent and does not show a willingness or ability to make-up any of the missed instruction.

### **Tardiness:**

**The school day begins at 8:00 a.m. Students who arrive after 8:05 are considered tardy.** Punctuality promotes responsible behavior and tardiness is disruptive to all of the other students in the class. Therefore, tardiness will be closely monitored and enforced. Should the tardiness become habitual, the following will occur:

1. At 7 recorded instances of tardiness, the student’s homeroom teacher will contact parents with a letter or email notifying the amount their student has accrued.
2. At 10 recorded instances of tardiness, administration will contact parents to set up a meeting to discuss and remedy the habitual tardiness.
3. After 15 recorded instances of tardiness, administration may consider consequences including academic probation, suspension, and expulsion.

### **Cellular Phones**

If it is a family necessity, cell phones are allowed at school, but they are considered private property and not the school’s responsibility. They may not be used for phone calls or texting at school and must be kept in the student’s backpack, unless the student asks for permission to use it and the call or text must be made in front of school personnel. Cell phones that distract class by ringing or phones being used without permission will be confiscated.

### **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** every day:

- Be kind to one another

- Work diligently
- Respect the property of others
- Wear the school uniform proudly
- Come to school on time and prepared
- 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 the teacher and classmates

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*

### ***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, restroom breaks, in ESD, and after school activities.
- 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 without permission
- 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, making fun of, or lying about other students whether written or verbal
- Defiance of authority

- Contradicting an adult by talking back: “Yes, but” is an argumentative response.
- Attempting to cause or causing damage to school property or private property
- Lying to a staff member
- Cheating
- 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, or phone.
- 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

### ***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 money, toys, tapes, radios, recorders, iPods, iPads, 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 at any time.
4. Running is not allowed on any part of the campus unless directed by the PE staff.
5. Gum, sodas, coffee, and hot chocolate 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” during the school day, 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 adults who are in conversation.
13. Greet your teacher every morning.
14. Greet visitors to your classroom as directed by your teacher.
15. Always thank specialty teachers at the end of the lesson and your teacher at the end of the day.
16. Look your teacher or any adult in the eye when speaking.
17. Good sportsmanship is expected at all times, on and off campus.
18. The office restrooms may not be used by students except in emergencies.
19. Food and drink are not allowed in the computer room.
20. Food and drink are not allowed in the Life Cathedral except when special permission is granted.
21. Do not touch or handle the long blue curtains in the Life Cathedral.
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.
29. The buying, selling, or trading of items is not allowed on campus.

## *Disciplinary Procedures*

### *Disciplinary Process*

Ultimately, students' behavior is the result of their own choices. The Carden staff has the responsibility of helping students face the outcomes of their decisions. For this reason, we have created the following disciplinary procedure.

Please keep in mind that students may be corrected throughout the day for minor infractions (e.g., failing to tuck in a shirt, forgetting a pencil, speaking out of turn in class). For more serious disciplinary reasons — or for constant repetition of the same infraction — we shall follow this step-by-step process:

#### **Step 1: Parent Contact**

For this example, we will use a child being removed from class for disciplinary reasons. At this point, the teacher and administration will speak with the student, and a letter or email will be sent home. The parent will be expected to sign and return the letter or respond to the email within two days. Any questions can be directed to the administration or teacher.

#### **Step 2: Parent Conference**

If the child is removed from class a second time, the parents will be called in for a conference with the administration, student, and parents. A record of the conference will be created and signed by both the parents and student. At this point, the administration may also place the student in a *Probationary Period*, where the administration, parents, and student will agree upon and sign a contract listing the standards of behavior that must be met by the student. If the student makes any infractions that break this agreement, then administration may begin the dismissal process for the student.

#### **Step 3: Dismissal**

We hope to not reach this step. However, we also cannot shield students from the outcomes of their decisions. If a student willfully chooses to engage in poor behavior, he is choosing to not be part of our school community. The only outcome at this point is dismissal.

Students have numerous opportunities to succeed each day. They also have opportunities to correct their mistakes with the help of their parents, friends, and the Carden staff. The choices remain their own. If any student, parent, or staff member chooses to not be part of this school community — either through statements or conduct — he or she will be dismissed.

### *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 the administration. If the administration 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

### ***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 having signed the last page in 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.

Any violation of these following rules will result in 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 participate in or install any type of file sharing software.
- 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.
- I will not reveal my personal address or phone numbers.
- I will protect my passwords to ensure system security.
- I will not forget my passwords.
- I will report all security problems to the administration.
- I will not be unsupervised in the computer lab.
- 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.

### ***Digital Vandalism***

Vandalism in technology is defined 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.

### ***Uniforms***

Carden School of Fresno has adopted a Uniform Dress Code in order to promote a sense of unity, professionalism, and pride in the daily activities of students. By adhering to a Uniform Dress Code, our students learn that professional appearance is important for a lifetime of success. It frees the student from unnecessary distractions and enables him or her to focus on the task at hand. All children in all grades are expected to be in complete uniform everyday unless it is a designated Free Dress or Spirit Day (every Friday). 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 repeated offenses in 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 dismissed 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](http://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 the 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 on-line at the Carden Store.**
- 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. If the recess or PE teacher feels a slip-on or inappropriate shoe will pose a safety hazard, the child will be removed from activities and their PE grade will be affected. Shoes that pose a safety hazard are not allowed. Sandals, flip-flops, slides, skate shoes, elevated-heeled tennis shoes, and shoes with sound are not acceptable at any time. Light-up shoes are discouraged as this poses a distraction in the classroom.
- Boots are not allowed.
- Rain boots may only be worn if the following procedures are implemented:
  - the student brings another pair of shoes in which to change for the entire school day
  - the student is capable of changing from rain boots to shoes independently
  - the parent understands that the teacher does not have storage space for rain boots inside the classroom.
  - the boots will remain outside along the wall for the duration of the school day
- Students must be able to tie shoe laces if laced shoes are worn.
- 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.
- Khaki shorts, skirts, and pants are for middle school students only.
- For warmth inside the classroom, only uniform sweaters and sweatshirts. They must be purchased from Dennis Uniform. They are available on the Carden Store website.
- **Carden hooded sweatshirts will only be sold to Middle School Students.**
- Natural hair color only.
- 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.
- For warmth at recess and PE during the cold winter season, only plain red, white or blue beanies or previously sold Spirit wear beanies may be worn.
- Tattoos, whether permanent or temporary, face paint, or other markings pose a distraction and are not allowed except at the discretion of the administration.
- T-shirts, undershirts or other clothing worn under the school uniform should be white and should not be visible. Turtlenecks are not allowed.
- Navy and white polo shirts with or without the school logo are allowed. The plain white and navy polo must be entirely plain with no other markings or logos on them.

- The red polo must have the embroidered logo since it is purchased from the Carden store. Plain red polo shirts are not allowed.
- Visible modifications to the school uniform are not allowed without permission from the administration. This includes the addition of appliqués, embroidery, logos, patches, sequins, or any other embellishments, modifications, or alterations.
- Socks must match and be red, white, black, or navy blue only with no embellishments, markings or designs.

#### **Uniform Guidelines for Boys:**

- Boys' hair must be neat and well-groomed. The hair should not fall below the ears or to the collar of the shirt in the back, nor should it cover the student's eyes. Extreme hairstyles such as spiked hair, shaved heads, designs, bleaching, colors, or partially shaved heads will not be permitted.
- 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.

#### **Uniform Guidelines for Girls:**

- All blouses, skirts, shirts, dresses, jumpers, and skorts should be of the exact type as sold at Dennis Uniform.
- 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.
- Footless leggings are not allowed.
- Socks, knee-highs, and tights must comply with Carden School uniform colors: red, white, navy blue, or black.
- All shorts, skirts, dresses, skirts, or jumpers should be no shorter than three 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 single piercings in the ears will be 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.
- Nail polish should be clear or a skin-neutral color. Natural nails only. Nail embellishments are not allowed.

#### **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. For the girls, sleeveless shirts should have straps wider than one inch. Spaghetti straps, halters, racerbacks, tank tops, and bathing suits are not allowed.
- Skirts are to be no shorter than three inches above the knee. Shorts' inseam should be longer than six inches. A good standard would be the shorts or skirt should not be shorter than the fingertips when the arm is extended at the child's side.
- Leggings or yoga pants are acceptable only under shorts, skirts, or dresses that comply with the length requirements above.
- Flip Flops, bedroom slippers, and sandals are not allowed at any time.
- Distracting or inappropriate accessories are not permitted.
- Clothing considered to be a costume in nature is not allowed.
- Clothing that is inappropriate for the school atmosphere is not allowed including pajamas, costumes, poofy-ballet skirts, military attire, or any attire that causes a distraction.
- Hats are not allowed without prior permission from the administration.
- Shirts & pants must be free of holes and tears. "Distressed" jeans are not allowed.
- If administration considers Free Dress apparel to be inappropriate, the student will be sent to Lost and Found for suitable clothing for the day, or the parent will be phoned and asked to bring other attire for the child.

### **Spirit Wear:**

Fridays are set aside for school-wide fun and celebration. On Spirit Days, all staff and students are encouraged to wear Spirit Wear tops. The tops may be ordered and purchased on-line at the Carden store. Orders will generally be placed at the beginning of the month. Please allow at least two weeks for the order to be completed. Please note the following considerations for Spirit Days:

- Only Spirit Wear supplied by the school may be worn
- Regular uniform bottoms must be worn on Spirit Days
- Spirit Wear is allowed on Free Dress Days
- Spirit Wear may not be worn on non-designated days unless approved by the administration

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## Signature Page

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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 Honor Code.

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**Student Name(s)**

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**Student Signature (4<sup>th</sup>-8<sup>th</sup> Grade Required)**

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**Parent Name**

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**Parent Signature**

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**Date**