

**Revised
June 2010**



**Handbook for
Students and
Parents**

2010-2011

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Statement of Purpose

Our intended purpose is:

- to provide quality education recognizing the needs of the whole child, based on the philosophy of Mae Carden, which includes educating with joy, enthusiasm and dignity, and using the Carden curriculum.
- to instill in children confidence, respect for self and others, social awareness, stamina and a love of learning.
- to promote the belief that learning is a joint endeavor between educators and parents.
- to plan for and ensure the financial well-being of the school.

SCHOOL OFFICE PHONE NUMBER
(626) 358-9414

OFFICE HOURS – 8:00 A.M. TO 3:30 P.M.

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SCHOOL FAX NUMBER
(626) 358- 5164

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DAY CARE PHONE NUMBER
(from 3:30-6:00 p.m.)
(626) 358-3294

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WEBSITE
www.cardenofthefoothills.com

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SCHOOL E-MAIL
office@cardenofthefoothills.com

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SCHOOL MAILING ADDRESS
429 Wildrose Avenue
Monrovia, CA 91016

CURRICULUM

In 1970, Miss Mae Carden gave us the name, Carden of the Foothills. We are privileged to use her name and teach the curriculum that she developed over 50 years ago.

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

If you have any questions concerning the curriculum, they can be directed to the Administrative Staff.

“Each child is an expression of individuality.

He looks out on the world through his own personality

as an observer and critic of the life that surrounds him.

Life can only mean to him the sum total of his thoughts,

his knowledge, his judgment and his experience.”

Mae Carden

TUITION AND FEES

TUITION

An interview and testing fee of \$75.00 for new students is due at the time of the interview. An enrollment fee of \$550 is required when enrolling new or continuing students. This fee is non-refundable.

Family Allowance - There will be a 5% discount for the second and subsequent children enrolled.

A \$20.00 charge will be made for returned checks. If your bank returns your check for "Non-sufficient Funds" on two occasions during the school year, only cash, money order, or cashiers check will be acceptable as payment for any school-related transaction.

A \$70.00 late payment fee will be charged for bills paid after the 15th of the month.

A 12% APR will be charged monthly on all unpaid balances.

The operating budget of the school is based primarily on tuition income. Signing a tuition agreement constitutes a contract to pay the full tuition for the school year.

ADDITIONAL COSTS

Hot Lunch Service

Uniforms

Grade Level Field Trips

Emergency Kit

Parent Council Participation Fee

Athletic Fee – Grades 5-8 only

Damaged or Lost Textbook Fee

School Pictures & Yearbook

DAY CARE

Mornings: 7:00 - 8:00 (all students)

Afternoons: 3:00 – 6:00 Kgn.-Second Grade & 3:15-6:00 (all other grades)

Day Care is charged at a rate of \$4.25 per hour and is calculated every 15 minutes for each child using extended days hours. Daycare charges will appear on your monthly statement.

The 6:00 p.m. pick-up time is strictly enforced. There will be a \$10.00 charge for the first 10 minutes after 6:00 p.m. and \$25.00 every 10 minutes thereafter.

The school provides this service for the convenience of its families. Rules of conduct during this time are the same as for the regular school day. We reserve the right to deny this service to any child who fails to abide by these rules.

A complete tuition and fee schedule, along with the policy statement, is included in the accompanying packet. This must be read carefully, signed and returned with all other paperwork by August 1st.

SCHOLARSHIPS

Carden of the Foothills provides a limited number of scholarships each year. These are awarded on the basis of financial need and considered on an individual basis. In order to apply for a scholarship, parents must request a Financial Assistance Application from the office by sending a personal and confidential request to the Principal. Scholarship awards are based on need and the availability of scholarship funds and are given on a year-to-year basis. We regret that all requests for scholarships cannot be met. A 10-20 percent reduction in tuition is the maximum amount awarded to any student. Receipt of the full non-refundable registration fee is required by each student.

“True education includes an adherence to fine character traits and worthy citizenship. It enables the students to see life in true focus and orients the individual to the real value of life”

Mae Carden

BEHAVIORIAL AND ACADEMIC EXPECTATIONS

There must be willingness on the part of both student and parents to work with and for the goals of the school. Upon enrollment for each school year, you will be asked to sign the form that states that you are willing to adhere to the policies and procedures of the school. The highest principles of classroom and playground behavior will be expected throughout the school day as well as during daycare hours.

Each student is expected to conduct himself/herself in an orderly manner, respect the rights of others, be kind and courteous, respect the authority of adults, follow directions the first time they are given, and in every way contribute to an atmosphere of harmony.

BEHAVIORIAL STANDARDS

The following behaviors reflect our expectations for student conduct:

- A kind, respectful attitude is to be exhibited with all faculty, school personnel, and student body.
- Respect for school property and the property of others.
- Follow the rules of good sportsmanship and fair play.
- Remain in designated, supervised areas during school and day care hours.
- Obey classroom, playground, and all safety rules.
- Respect the personal space of others; keep your hands and feet to yourself.
- Only enter a classroom where a faculty member is present.
- Be responsible for the timely completion of all class work and homework assignments.
- Be prepared for class by bringing all necessary materials.
- Return all papers requiring a parent signature to the teacher the following day.

- Maintain complete adherence to the dress code at all times.
- Follow the guidelines for “Free Dress” apparel as outlined in the handbook
- Eat only in designated areas at appropriate lunch or snack times. Do not bring food in to the classroom, unless directed by the teacher.

UNACCEPTABLE BEHAVIORS

The following is a list of behaviors that we find undesirable and unacceptable. Carden of the Foothills reserves the right to exclude, suspend, or expel a student who cannot or will not meet behavioral and /or academic expectations.

- Name calling and derogatory remarks
- Persistent teasing or aggravating (See Harassment Policy)
- Foul language, swearing or inappropriate language including sexual innuendoes, spoken or written
- Rough physical contact such as kicking, hitting, or fighting of any nature
- Stealing
- Intentional destruction of school or personal property. Parents of a student who intentionally damages school property will be asked to bare repair or replacement costs.
- Contact between the opposite genders. This will be at the judgment of the administration and will include any “Boyfriend/Girlfriend” behavior.
- Possession of tobacco, alcohol or any illegal substance, as well as any weapon or item that could be used as a weapon.
- Plagiarism
- Cheating
- Speaking to a faculty member in a rude or disrespectful manner.

PRIVACY OF BELONGINGS

A child’s locker space, backpack, lunch box, and personal items belong only to the child. These belongings may be entered, inspected, or used only by that child, his or her parents, or school personnel.

TIME-OUT

A “Time-out” away from a group activity for a period of time can include the loss of a recess period. This measure might be used for failure to comply with playground or classroom rules, rudeness, failure to complete an assignment in a timely manner, or some other incident that is minor according to the judgment of the staff person in charge.

AFTER-SCHOOL DETENTION and IN-HOUSE SUSPENSION (6th - 8th Grade only)

After-school detention will automatically be assigned for failure to complete work in a timely manner and failure to do or turn in homework. A second detention will be given for failure to return a signed detention slip.

Additionally, detention will be given as follows for failure to comply with general school and classroom rules:

- 3 check marks in a single day = detention
- 4 check marks in a single day = detention and meeting with the principal
- 5 check marks in a single day = detention and meeting with the principal and parents

- 3 detentions in a two-week period is grounds for a meeting with the principal and parents
- 4 or more detentions in a two-week period is grounds for suspension

All detentions will be served the same day they are received. Students will notify their parents with a short telephone call that disciplinary action has been necessary. Specifics surrounding this action may be discussed at home, not during the phone call.

In-house suspension will be served in the office. No more than three in-house suspensions are allowed. The next need for suspension will result in the child being suspended from school for one to three days.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR

The following measures shall prevail in case of repeated unacceptable behavior. These may not necessarily be used sequentially.

- Student will be sent to the office for counseling and verbal reprimand.
- Parents will be notified.
- Student will be suspended from school. Suspension will be from one half a day up to five days, at the discretion of the administration.

SUSPENSION

Any of the following may result in a one to five day suspension, depending on the severity of the incident:

- Direct disobedience or defiance
- Repeated failure to complete assignments
- Attacking another student physically or verbally during the school day, at daycare, or at any school sponsored activity.
- Stealing or vandalizing
- Possession of illegal substances
- Verbal or physical aggression towards a faculty member

Students suspended during the school day must be picked up within sixty minutes. Students will be held responsible for all schoolwork missed during their suspension.

A parent conference will be held at the time of suspension and a student conference is required prior to re-admittance.

HARASSMENT

At Carden of the Foothills School we do not tolerate harassment of any kind. Our goal is to develop and encourage an environment, which is respectful and encouraging. While we recognize that the interactions of children often include teasing, we strive to help them recognize the difference between friendly, playful teasing and hurtful, harmful harassment.

Title VII of the Civil Rights Acts of 1964 protects workers from sexual harassment. Students are protected from sexual harassment under the provisions of Title IX.

In accordance with the above provisions, Carden of the Foothills School has adopted the following policy and procedures for dealing with harassment, sexual or otherwise.

1. All students and employees of Carden of the Foothills have the right to a school environment free from interference by other employees, students, and parents.
2. Request or directives in which sexual favors are expressed or implied will not be allowed.
3. It is never necessary for any employee or student to participate in or be objected to sexually oriented conversations, including what others may find humorous.
4. Comments and references to one's anatomy, looks, or dress having or implying sexual references are not tolerated.

ETHNIC AND RACIAL DISCRIMINATION

Carden of the Foothills is committed to providing an environment in which all students and staff are able to work and play together without fear of ethnic or racial discrimination. Carden has a zero tolerance policy with regard to ethnic or racial slurs. The first incidence of behavior that falls under either of these categories will result in a call to parents and possibly, depending on the age and incident, suspension at home. The second infraction may lead to further consequences, not excluding expulsion.

PROCEDURES

1. The recipient of harassment defines what is objectionable.
2. When receiving objectionable behaviors, the employee or the student should state clearly their objections and demand that the behavior cease.

3. Harassment should be immediately reported to a faculty member or to a member of the administration.
4. If possible, the person being harassed, should write a letter of statement to the perpetrator being specific as to the behaviors that are not acceptable and demanding that they be stopped immediately.
5. A copy of the written statement should be given to a member of the faculty or the administration.

CONSEQUENCES

Any student at Carden of the Foothills charged with sexual harassment or any other harassment by judgment of the administration is subject to the consequences stated under SUSPENSION in the Carden of the Foothills Parent/Student Handbook.

EXPULSION

A student may be expelled permanently when lack of compliance continues after two suspensions. Expulsion is the immediate consequence upon any act of extreme violence toward any person while at school or engaged in a school activity, or on school/church property.

REVOKING OF ENROLLMENT

Re-enrollment is not automatic. The school reserves the right not to invite a student to re-enroll should any of the previously mentioned behaviors go unresolved or in the event of failure to meet financial obligations. **Parents who are unwilling to comply with the policies and procedures of the school are not invited to re-enroll their child, or may be asked to withdraw their child at any time during the school year.**

GENERAL RULES

1. Students may not bring toys, games, or any gadgets from home unless pre-arranged with the teacher. Special arrangements must be made with the office for the display of any unusual item or for "Animal Visits". If an animal visit is arranged, the parent must accompany the animal, remain during the brief visit, and take the pet home with them. At no other time may pets be brought on to campus, including arrival and dismissal.
2. If it is necessary for a child to carry money to school, the money should be in an envelope marked with the child's name, and should be brought to the office for safekeeping. Students may not carry wallets while at school.
3. Gum chewing is not permitted
4. Pretend gunplay games are not allowed at school.
5. If medication is to be dispensed to a child during the school day, an adult must bring the medication directly to the office with all necessary forms. It will then be given to the child at the appointed time. (See Illness & Medication)

PLAYGROUND RULES

CLIMBING STRUCTURE

- Children must be able to reach the play areas by appropriate access platforms.
- Moving from one place to another must also be by safe and appropriate means.
- No climbing on top of the tire wall, slide hood, or other portions of the structure not designed for that purpose.
- One person at a time is allowed on the horizontal ladder or fire pole.
- No chase games are allowed.
- No jumping or bouncing on the log ladder
- No standing on the chinning bars, or jumping from the bars
- One person at a time allowed on the slide, seated forward only.

RING MAZE

- No more than two children at a time on the maze
- No intentional downing of someone who is using the rings
- No climbing on the top of the maze structure
- No swinging of the rings
- No playing or running under the ring maze
- No child may be boosted up to reach the rings
- Only children able to reach the rings standing on the vertical tires may use the rings.

SWINGS

- Swing facing the building (east)
- No climbing on the bars at the side of the swing frame
- No jumping from the swings
- No twisting of the swings
- No standing on the swings

MISCELLANEOUS

- Jump ropes are to be used for jumping only. Be aware and courteous of others around you.
- Throwing sand, dirt or stones is absolutely forbidden.
- No one is to leave the play area for any reason without permission.
- No child is allowed in the utility room or “ball room”, unless assisting a member of the faculty.
- Digging deep holes in the sand is not allowed.

- Standing or jumping on or over basketball standard bases is not allowed.

ATTENDANCE POLICIES

DAILY ATENDANCE

If a student will be absent from school for any reason, parents are requested to call the school by 9:30 a.m. to report the absence. When a student returns to school after any absence, a note must be sent to the office giving the dates and reason for the student's absence. This is in compliance with state law.

If the absence is for more than one day, parents of children grades 2 through 8 may call the office by 1:00 pm to inquire about picking up books. Books will be available in the office at 3:00 p.m. Students are to call their "homework buddy" to get assignments. One make up day will be given for each day missed. Upon return, it is the responsibility of the student to immediately check with each of their teachers to receive any additional assignments and work missed.

When at all possible, medical and other appointments should be scheduled outside of school hours.

TARDINESS

Students arriving after 8:00 A.M. will be considered tardy and will need to report to the office to get a tardy pass in order to be admitted to class. Students arriving after 8:10 on chapel days must report to the office and be escorted to chapel by their parent or an adult.

It is of the utmost importance that children are on time for school. One child's tardiness costs the other students and the teacher valuable time and causes a disruption to the class.

Tardiness due to necessary medical or dental appointments will be excused when a note from the respective doctor is presented. The excusing of all other tardiness will be at the discretion of the administration. Repeated tardiness will require a parent conference and may result in denial of enrollment privilege.

EARLY DISMISSAL

If you wish to pick your child up before the usual dismissal time, go directly to the office. YOU MAY NOT TAKE THEM FROM THE CLASSROOM, PLAYGROUND, OR LUNCH AREA WITHOUT GOING TO THE OFFICE. This rule is for the safety of your child. Children must be signed out when dismissed early.

If you arrive on campus before the dismissal bell, and it is not imperative that your child be dismissed early, please wait in the car pick-up line. If on campus, please do not stand at the classroom door, as this causes a disruption to the teacher's final minutes with the students. This is often the time in which assignments are given. Please wait at the blue bench near the fence.

EXTENDED DAY CARE

Putting your child into day care requires a written correspondence or telephone communication. Children not signed in for daycare may not be on the playground after school. All children on the premises after dismissal will be charged for daycare. Verbal, in person request for day care cannot be guaranteed. All day care requests must be received prior to 2:45 p.m. in order to avoid your child going to the car pick-up area. Children in after-school programs will be signed into day care if not picked up within ten minutes of the end of class. Students returning from special programs must sign-in with day care personnel. It is not the responsibility of the day care staff to remind students to go to drama, music or tutoring.

Parents must sign children out from afternoon day care. Parents need to park their car and come to the daycare supervisor. Children WILL NOT be dismissed to a parent honking or waving from their car.

Transportation to and from sports games must be arranged before school.

The direct day care number to call after 3:30 p.m. is (626) 358-3294.

Additional Rules for Extended Day Care

Students staying for extended day care must check in with the person in charge before he/she goes to the play area.

There are to be no destruction games played with any toys.

All snacks must be eaten while seated at the lunch tables.

“Lawn Days” will apply to extended day care.

Toys in the day care cupboard may be checked out with the day care supervisor.

DEPARTURE PROCEDURES

Due to the traffic at car-pick-up, vehicles should enter the parking lot from California Ave. and follow the pattern going east and then turning south towards the building. Parents should remain in their cars to pick up students, who will be dismissed directly to the car. If your child is not at car pick-up when you come to the front of the line, please circle around again, or park in the lot and re-enter the line when you see your child. Please display basic car line courtesy, **DO NOT PARK IN THE LINE OR LEAVE YOUR CAR.**

Children remaining in the car pick-up area after 3:25 p.m. will be signed into day care. Students will only be released to people on their emergency card or to someone else that has been pre-arranged through the office. This is for the safety of your children and will be strictly enforced. Special arrangements for afternoon pick-up should be made with the office when dropping off children in the morning or by phone prior to 2:45.

- Where to wait if coming on campus
- Walking students

ELIGIBILITY FOR AFTER-SCHOOL SPORTS (5TH – 8TH GRADE)

When a student’s academic grades fall below 70%, the following will apply:

A student may continue to participate in practices and attend games, but may not play in games. At the end of three academic weeks, a progress report will be circulated at which time all grades must be at the required levels to remain on the team. If grades met the required level prior to the three-week mark, eligibility may be reinstated. If requirements are not met, he/she will become ineligible for the remainder of the season.

Students who have been excused from P.E. on any given day will not be allowed to participate in after-school sports on that day.

BIRTHDAY PARTIES

In honor of a child's birthday, parents may wish to provide refreshments. Please arrange this with the teacher in advance. Finger foods such as cut fruit; cookies, cupcakes, ice cream bars and juice boxes are the extent of such refreshments. **Cakes, ice cream, or lunch for the class is not allowed. Party favors, hats, and treat bags are not allowed.** Invitations for home parties must be brought to the office for distribution at the end of the day. Being excluded from parties causes hurt feelings and often brings on a rift between students. These situations need great diplomacy and children often lack this skill. **IF ALL CLASSMATES OR LIKE GENDER (ALL GIRLS OR ALL BOYS) CHILDREN ARE NOT INVITED, THE INVITATIONS MUST BE MAILED.**

OFFICE PHONE USE

Use of the office telephone by students will be limited to emergency matters. Calls for forgotten homework, lunches, books, etc. will not be allowed. Arrangements for visiting friends after school must be made prior to arriving at school. No calls to make arrangements will be permitted. The need for other calls will be left to the discretion of school personnel.

CELL PHONES

If your child has a medical reason or some other reason why they must bring a cell phone to school, please contact the office to make those arrangements in advance. A cell phone must be kept in the student's backpack and off. Unauthorized use of a cell-phone will mean that the phone will be confiscated and a parent will need to pick that phone up from the office at the end of the day.

PARENT OBSERVATIONS AND PARENT CONFERENCES

Through contacting the office, you can arrange for classroom observations or conferences. We are willing to arrange a conference at any time during the school year, but they must be done by appointment. Impromptu, at the door conferences, while delivering or picking up your child, are not allowed. Teachers at this time have an obligation to the students in their care, and cannot do justice to them or to your concerns in this situation. This would however, be a good time to stop by the office and make a conference appointment. Parents or the school may request a conference.

When observing a class, please limit your visit to no more than two hours. The office will help you schedule your visit to accommodate any specific activities that you want to observe.

SCHOOL-TO-HOME CORRESPONDENCE

On-line “Weekly Wire” We need email address kept current

School notices are sent home once a week on Wednesday carried in an envelope requiring your signature, which must be returned to school the next day. It is imperative that you carefully read all school notices that come home in “Wednesday Mail”. There are some notices that require your immediately attention. This is a one-way communication vehicle **Do not send anything back inside the envelope unless you are requested to do so.**

Only the school, Carden Parent Council, or community notices/notes/bulletins may be sent home with our students. All such materials must be approved by the administration and delivered to the school office by 9:00 a.m. of the day prior to distribution. No personal, parent-to-parent communication can to be sent home through this venue or by way of a student, or dismissal personnel.

TWO HOUSEHOLD FAMILIES

While we desire to keep parents informed and an active participant in their child’s education experience, it is necessary to establish a primary billing address. It will be the responsibility of parents residing in separate households to coordinate tuition payment and other financial obligations.

NON-CUSTODIAL PARENTS/JOINT CUSTODIAL PARENTS

In an effort to keep non-custodial and joint custodial parents informed about report cards, special notices, etc., please submit 15 legal-sized self-addressed, stamped envelopes, which the school office can use to forward these important materials to a second address. An alternative, upon request, would be for the school to compile a second “weekly packet” for pick-up by the non-custodial parent. This can also be put into place for joint custodial, two household families. Please make arrangements directly with the office for this courtesy service.

SCHOOL ACTIVITIES

FOR A LISTING OF THE SCHEDULED ACTIVITIES FOR THIS YEAR, PLEASE REFER TO THE SCHOOL CALENDAR ON THE WEBSITE.

If children are unable to attend special activities or school programs, parents must notify the school as soon as possible. School music programs are sometimes considered, not unlike a recital, to be part of an enrichment grade. Other than unexpected illness, prior notification is required to lessen the negative impact on others.

DRESS REQUIREMENTS

UNIFORMS AND SCHOOL DRESS STANDARDS

By setting dress code guidelines, Carden of the Foothills is attempting to set a code that will exemplify the standards by which the school wishes to be known. Uniform items are to be purchased from the Uniform Company. Any questions regarding articles of clothing

that could be purchased elsewhere are to be addressed with the administration. Clothing rules are strictly enforced and non-compliance results in the following consequences:

- When a child comes to school in a non-uniform garment, a “Dress Code Notice” will be sent home
- When necessary, parents may be called to pick up children not in uniform, or bring proper uniform clothing.
- Repeated infractions may result in the loss of “Free Dress” privileges.
- *SPECIAL NOTE:* 7th and 8th students who have a dress code violation Monday through Thursday of any week will lose their free dress privilege for that Friday. If the dress code violation occurs on a Monday, the student will be required to wear their correct full dress uniform instead of free dress that Friday.

PERSONAL GROOMING

GIRLS: Hair must be clean, neat, and moderately styled. Unacceptable hairstyles are those which incorporate unusual colors, unbalanced styles, and styles combed in such a way that the hair hangs lower than the eyebrows, or is in anyway a distraction. When a notice to parents regarding hair length is received, it must be taken care of by the following Monday. Bandanas, scarves or caps may not be worn during school hours.

Nail polish worn at school must be tasteful, clear or light colors and may not include trendy colors i.e. black, blue, purple, green, or neon colors, or dark colors such as red.

If make-up is to be worn by 7th & 8th Grade girls, it must be very subdued. Make-up may not be applied at school. Regulating this will be at the administrations discretion.

BOYS: The general principal of neatness and simplicity will govern hairstyles. Hair shall be above the collar of the polo shirt. Extreme hairstyles, shaved portions of the head, hair colors other than those naturally occurring, and styles combed in such a way that hair hangs lower than the eyebrows, or is in anyway a distraction, are unacceptable. When a notice to parents regarding hair length is received, it must be taken care of by the following Monday. Bandanas, scarves or caps may not be worn during school hours.

Since styles vary so from year to year, the administration reserves the right to establish or amend guidelines as situations arise.

DRESS CODE GUIDELINES REGARDING JEWELRY

GIRLS

Considered acceptable will be:

- - a simple necklace
- - modest rings (2 maximum)
- - a basic watch
- - stud type earrings (1 pair, lobe piercing)
- - simple bow, headbands, etc.

Not acceptable:

- large ornate jewelry
- bracelets (other than medical or I.D.)
- dangling earrings
- large hair ornaments
- nose rings or studs, or multiple ear piercing

BOYS

Considered acceptable will be:

- - a simple neck chain
- - modest rings (2 maximum)
- - a basic watch

Not acceptable:

- bracelets (other than medical or I.D.)
- earrings
- nose rings or studs
- wallet chains

SCHOOL UNIFORMS

School uniforms are to be worn each day at all grade levels. FREE DRESS DAYS will occur usually once a month and you will be notified of these days. CARDEN T-SHIRT DAYS will also be scheduled approximately once a month with notification. Carden T-shirts are worn with uniform pants, skorts, or skirts.

PLEASE NOTE –

- PANTS MUST BE PROPERLY SIZED, AND WORN AT THE WAIST (with or without a belt). NO “BAGGIE” FIT PANTS WILL BE ALLOWED. UNDERSHIRTS MUST REMAIN TUCKED IN AND BE WHITE IN COLOR ONLY.
- Also – Oxford shirts for boys and girls must be worn tucked in to lower garment. Polo shirts and turtlenecks may be worn outside the lower garment.
-

For specific uniform description refer to “Uniforms” section of the website:
www.cardenofthefoothills.com/uniforms.htm.

BOY’S AND GIRL’S OUTERWEAR

Any type of **heavy coats** or **rain attire** may be worn outdoors when needed. No flannel shirts or outer shirts may be worn over uniforms at any time. **The ONLY outerwear that may be worn inside the classroom consists of the following:**

- Navy or Red Cardigan (from our Uniform Company)
- Navy or Red Carden Zip-Front Sweatshirt
- Navy or Red Carden crew neck Sweatshirt
- Navy nylon zip-front jacket (from our Uniform Company)
- 5th/6th or 7th/8th sweatshirts from Carden class trips may be worn to school at anytime
- Carden Charger crew neck Sweatshirt

BOY’S AND GIRL’S FOOTWEAR

Sensible, rubber soled shoes, suitable for climbing or running must be worn. NO OPEN-TOE, SLING BACK, SANDALS, SLIP-ON SHOES, COWBOY BOOTS OR RAIN/SNOW BOOTS WITHOUT SHOES UNDERNEATH. Tennis shoes must be laced

snuggly. This is required for the safety of your child. Socks are required with footwear at all times – visible above shoes.

ACCEPTABLE “FREE DRESS” ATTIRE

Sensible play clothes are to be worn. Unacceptable items include: halter, spaghetti or strapless tops, tops that do not cover the midriff at all times, ripped blue jeans, shirts with inappropriate saying, slogans, skulls and crossbones or inappropriate pictures, and short shorts. The inseam of girl’s shorts (4th-8th Grade) must be about 5” to 7”, making them a “Walking Length”.

At all grade levels, shorts worn on campus must be “Walking Length”. Skirt length should be modest. If a clothing item is in question, determination will be at the discretion of the administration.

The dress code regarding footwear remains the same on “Free Dress” days. **IN ADDITION, HATS AND SUNGLASSES ARE NOT ALLOWED AT ANYTIME UNLESS SPECIFICALLY STATED ON FIELD TRIP OR OTHER NOTICES.**

“When in doubt, please check it out”

BEING EXCUSED FROM PHYSICAL EDUCATION

Children being excused from P.E. due to medical reasons will automatically be excused from free play recess as well, unless a written note is sent to the office specifying the kind of activities from which your child should be excused. If a participant in after-school sports, they will not be able to participate on a day that they have been excused from P.E.

ITEMS CHILDREN BRING TO SCHOOL

- a) All items brought to school should be clearly marked with your child’s name. This includes clothing items such as coats and sweaters as well as lunch containers, backpacks, and rain gear.
- b) Money, toys, and games are not to be brought to school unless authorized by a member of the staff. Toys may not be brought for after-school care. This includes electronic toys and personal stereo equipment.
- c) If your child’s teacher designates a “Share Day”, it is up to the parents to make sure that the item is informative, educational or of special interest.

LUNCH – Two Options

It is the responsibility of parents to order hot lunch or provide a packed lunch daily. Packed lunches are to arrive with the students in the morning. Insulated lunch carriers are acceptable. Delivering lunch to your child after the school day has begun puts a burden on the office.

Do not deliver fast food lunch to your child except on a very special occasion, such as your child’s birthday. If you find that you *must* provide your child with a fast food

lunch, you may sign your child out at the office for his/her regular lunch period and take your child off-campus for lunch.

Parents may not bring lunch for children other than their own.

If a child forgets their lunch and extra hot lunch is available, they will be served and you will be billed. NOTE: Extra food is not always available.

Hot Lunch orders must be turned in to the office no later than the first day of the month.

Scheduled "Special Lunch" is included in your Yearly Fees.

Candy and soda may not be brought to school except for parties designated by the classroom teacher.

RULES FOR THE LUNCH AREA (also applies at daycare)

- All classes will have assigned tables.
- No sharing food.
- No throwing food.
- No popping of bags.
- All children will dispose of their own trash.
- First through eighth grades will have lunch monitors assigned weekly.
- All children are to remain seated while eating and remain at the tables for the designated period (approximately 25 minutes). More time will be given if needed.
- Uneaten or unopened food will return home in lunch boxes.
- Language and behavior at the lunch tables needs to be consistent with classroom expectations.
- Children are expected to display appropriate table manners.

SNACKS

A brief nutrition break is taken after morning recess. Children should bring a snack that is nutritious and can be eaten in approximately five minutes. Candy and sodas will not be allowed. Food must be consumed or discarded, or returned to a lunch container. No food will be allowed back in the classroom.

FIELD TRIPS

Field trips are planned at each grade level to provide children with first hand learning experiences. Transportation for these outings is provided by parent volunteers and rented busses.

Parent drivers will be required to submit proof of insurance and a current California driver's license the day of the field trip.

Parent volunteers will, in some instances, provide transportation and in all instances provide supervision for the children. Children will be assigned to their car if they are

providing transportation and, upon arrival at the given destination, will be assigned a group of children to supervise in addition to providing general supervision for the entire group.

Parent volunteers must follow the instructions of the teacher/teachers regarding planned activities, and must travel directly to and from a given field trip destination, making no unscheduled stops along the way. Food, drinks and snacks may not be purchased by the chaperones in route to and from the destination or during the field trip.

Small children or younger siblings are not allowed on field trips. Parent Volunteers need to give their full attention to the children in their charge. For this same reason, the use of cell phones, except in an emergency situation, is prohibited while supervising children on a field trip.

For further guidelines, see “Guidelines for Parents Helping with Field Trips” (pg.26)

HOMEWORK POLICY

Expectation of Students:

Assignments will be turned in on time and completed. Students will do their homework neatly and to the best of their ability. When absent, students will be given one day for each day missed, to turn in make-up work.

Role of Parents:

Parents establish homework as a top priority and provide a quiet environment in which to work. Parents will provide support where needed and contact the teacher if their student is struggling in a given subject.

Role of Teachers:

All homework will be collected, corrected, graded or commented upon. Each assignment will have a learning objective in line with the grade level curriculum. Assignments will be clearly explained and clearly assigned.

The grade level determines the amount of homework. It is our intention to have the homework load be manageable and age appropriate (see Homework Expectations). Guidelines will be given to parents at “Back to School Night”. One purpose of homework is to build responsibility. When homework supplies are not taken home at the end of the school day, children may not have access to their room later in the day. The daycare staff will not unlock rooms to provide access. In the event of an absence, students will have one day for each day missed to make up homework. Your child may call a classmate (homework buddy) for his/her assignments. If books are needed from the classroom, a telephone request to the office should be made prior to 11:00 am, and the books will be available for pick-up at the office at 3:15 pm.

HOMEWORK EXPECTATIONS (Reading each night is in addition to homework time)

First Grade	15 – 30 min.	Fifth Grade	1¼ - 1¾ hrs. *
Second Grade	30 – 50 min.	Sixth Grade	1½ - 2 hrs. *
Third Grade	45 min. – 1¼ hrs. *	7 th and 8 th Grade	1¾ - 2½ hrs. *
Fourth Grade	1 – 1½ hrs. *		

* Study time, reports, and projects may add some time to this estimate. Not every day will be the same.

TUTORING

The school will make every attempt to provide additional academic support within the school day. When additional help is recommended, it is the parent's responsibility to make necessary arrangements.

ACADEMIC PROBATION

Academic Probation rules will apply to sixth through eighth grade students. When a grade in any core subject; math, science, social studies, English, literature or Spanish drops below 70%, he or she is placed on academic probation until the grade(s) reach 70% or better. Academic probation means that a student's promotion to a higher grade or continued enrollment at Carden may be in jeopardy. The school will make every effort to provide students with additional help and work with parents to assist the student in bring up the grade(s).

PRINCIPAL'S LIST AND HONOR ROLL REQUIREMENTS

Third Grade through Fifth Grade

Students receiving all "A's" or "B's" and having satisfactory or better conduct grades, will be qualified for the "Principal's List" each trimester.

Sixth Grade through Eighth Grade

Students receiving a grade average of 85% to 89% in all core subjects, and having satisfactory or better conduct grades, will be qualified for the "Honor Roll" each trimester.

Students receiving a grade average of 90% to 100% in all core subjects, and having satisfactory or better conduct grades, will be qualified for the "Principal's Honor Roll" each trimester.

A grade below 74%, or a C-, will automatically disqualify a student for placement on any honor roll.

In the event that conduct is not in the satisfactory range, the school has the right to withhold this placement.

LIBRARY & TEXTBOOKS BOOKS

Lost or damaged books will be replaced at the parents cost. Parents will be billed the replacement cost of textbooks. A \$10 charge will be made for paperback library books, unless the replacement cost exceeds that charge.

LOST & FOUND

All clothing items and lunch containers should be clearly labeled. Unclaimed items will be available at the dismissal area on the last school day of each month, after which unclaimed items that are not labeled will be sent to a local charitable organization.

ITEMS DELIVERED DURING THE SCHOOL DAY

Parents need to go to the office with all deliveries such as homework, forgotten lunches, glasses, etc. The office staff will make sure that the items are delivered to your child. **PLEASE DO NOT ENTER THE CLASSROOM AS THIS INTERRUPTS LESSONS.**

EARTHQUAKE, FIRE, AND OTHER DISASTERS

In the case of a major earthquake, the school is prepared to care for its community for up to 72 hours with emergency food, water, and medical supplies. In such an event, all children will remain on campus until released to a parent, guardian or individual named on the emergency release form that is filed with the office at the beginning of each school year.

Parents are asked not to call the school. Communication systems will be limited at best, and all staff will be tending to the children and may not be available to answer calls. You are encouraged to listen to emergency television and radio broadcasts.

If your child takes medication on a regular basis and it would be vital in an emergency for that medication to be dispensed, a three-day supply should be left with the office. Please include complete instructions and dosage information.

Fire and earthquake drills are held regularly and children are advised as to emergency procedures.

If an earthquake of 4.8 or greater occurs, all students will be sent home. School reopens when cleared by a structural engineer. Parents must arrange to have their children picked up as soon as possible.

BICYCLES

Students riding bicycles to and from school must comply with the helmet law. Children without helmets will not be allowed to leave the school grounds. No riding bikes, skateboards or roller blades on campus.

ILLNESS

Children running a temperature of 99.0 or greater should not come to school and will be sent home if a fever occurs. Children with severe coughs or colds must be kept at home until such time that the coughing or other contagious symptoms have subsided. Children may return to school when they are well and have been **free of fever for 24 hours**. When a child at school is confirmed to have a contagious disease (such as chicken pox), the parents of children having been in direct contact with the child are notified.

MEDICATIONS (See Page 27 – Regulations on the Administration of Medication During School Hours)

If a child needs to take any medication during the school day, a parent or adult must bring it to the office in the prescription container, complete with the parent permission form provided on our website. If over-the-counter medications are to be given, they must be

accompanied by instructions from a physician and his/her signature; this form is also available on our website. Children may not have any form of medication in their possession.

FIRST AID

Antiseptic and Band-Aids are applied to scrapes and lacerations, and ice to bruises. If an injury of a more serious nature should occur, an “Incident Report” is sent home with the child and in some cases, the parent is notified immediately. If indicated, paramedics will be called. All students are given an Arcadia Methodist Hospital release form upon enrollment, and if returned, is kept on file in the office, should transport be necessary.

STUDENT INSURANCE AND LIABILITY

Student accident insurance provides secondary coverage for each student while on campus before, during, and after school and on school sponsored field trips. If an injury occurs and medical expenses are incurred as a result of the injury, the primary claim must go to the family’s health insurance carrier and the school’s policy then picks up costs not covered by the primary policy. The school also carries liability insurance as required by law. Student accident insurance is covered under the Yearly Fees.

CARDEN PARENT COUNCIL

The Carden Parent Council is open to all parents of students currently enrolled at Carden of the Foothills School. The council meets quarterly to plan for various events and programs in which they are involved. There are committees that meet in the early morning or late afternoon, as well as a group that meets in the evening. Some of their activities include:

- | | |
|--------------------------|----------------------------|
| Special Lunch Days | Book Fair |
| Read-A-Thon | Teacher Appreciation |
| Fall Fundraiser | Community Activities |
| Winter Fundraiser | Calling Committee |
| Used Uniform Sale | Back to School Picnic |
| Room Parent | Restaurant Night Committee |
| Refreshments at Programs | Golf Tournament |
| Summer Workdays | |

Please plan to participate and be an active partner in providing the best educational environment for your children. It is because of these efforts that the school is able to keep tuition increases at a minimum while still providing quality programs and enrichments.

Guidelines for Parents Helping with Field Trips

Most field trips are planned with an educational purpose in mind rather than for purely recreational purposes. It is our hope that parents will help facilitate the learning experience by following these guidelines:

1. Please be prompt in arriving at school, and report to the office. Do not go directly to the classroom. **Give the school secretary your proof of insurance and drivers license to be copied.**
2. Keep the group of children that are assigned to you with the group. Stay with the teacher and encourage the children to listen to instructions.
3. If your own child is present, encourage him/her to remain part of the group. Don't set them apart with the purchase of treats or souvenirs.
4. Encourage all children to do for themselves. Don't carry jackets, cameras, or "tired" children.
5. Let the teacher know if a child gets hurt or has a complaint. Sometimes special health problems may exist of which you are unaware.
6. Please don't purchase food, drinks, souvenirs, etc. for children without conferring with the teacher. The entire class/group (sometimes several classes), and other chaperoning parents must be considered in these decisions.
7. Please don't stop and purchase food/snacks/treats on the trip to and from school unless this has been prearranged with the teacher. **DO NOT** allow children to eat while riding in the car.
8. **NEVER** give food or candy to the children in your care, without the teacher's permission.
9. Please allow the teacher to determine when pictures are to be taken. The school camera will be used to take pictures for the yearbook. Stopping for chaperones to take pictures can disrupt the flow of the activity.
10. If the audio system is to be used in your car when traveling to and from school, please play age appropriate music at a reasonable volume. There are times when traveling a distance with younger students, that a sing-a-long or story tape is helpful to pass the time.
11. Please do not allow children to view movies in your car if your vehicle has a television/DVD unit.
12. **Please do not use your cell phone while driving the children to and from any school event, unless there is an emergency.** We recommend that you pull over and stop if you need to make an emergency phone call.
13. All children must be in **individual seatbelts**. Young children may not sit in seats where airbags deploy.
14. Due to the fact that you are responsible for the care of these children, **no younger siblings** are allowed on these trips.
15. Be a chaperone. While visiting with other parents is enjoyable, the teacher is depending on you to help supervise the children.
16. Please observe all parking regulations posted in parking lots. The school will not be responsible for parking tickets.

Please sign after reading to acknowledge the above guidelines

Date

REGULATIONS ON THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

1) GENERAL POLICY

- a) No pupil shall take medication during school hours except upon the written request from a licensed physician who has responsibility for medical management of the pupil. All requests must be signed by the parent or guardian, and filed at school prior to the medication being given.
- b) Medication includes both OTC (over-the-counter) and prescribed items.

2) RESPONSIBILITY OF THE PARENT/GUARDIAN

- a) Parents are encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school is minimized or eliminated.
- b) Parents assume full responsibility for supplying medications. Request your pharmacy to prepare two (2) containers; one for home and one for school.
- c) Parents shall deliver or have delivered by an adult, any medication taken during school hours. No medications may be brought to school by pupils.

3) RESPONSIBILITY OF THE PHYSICIAN

- a) A request form for EACH medication must be completed by the pupil's physician, with the following information: name of pupil, name of medication, purpose, dosage, time schedule, dose form, date of prescription, length of time the medication will be necessary, precautions, special instructions, and possible adverse effects.
- b) The container must be clearly labeled with the following: the pupil's name, physician's name, name of medication, dosage schedule, dose form, and date of expiration of prescription.
- c) Each medication, and different dosages of the same medication, must be in separate containers labeled as above.