

Carden Academy Student Handbook



NOTE TO PARENTS

This handbook is posted for the use of parents and students of Carden Academy. Revisions may be made each school year to improve or make our school the best it can be for your children.

Please review the rules, dress codes, discipline policy, etc., with your children and make sure they understand them.

Please sign and return the Handbook Acknowledgement Receipt to the school.



“Life is a joy, so should be learning.” Mae Carden

“To thine own self be true, and it must follow as the night the day,
thou canst not then be false to any man.” Shakespeare

MISSION STATEMENT

The mission of the Carden Academy is to provide children with a solid foundation in the academic subjects, to awaken them to the beauty in nature, music, and art, to develop their characters as a basis for joyful and fulfilling lives, and to create leaders who will stand prepared to meet the challenges of the future with confidence.

SCHOOL PROFILE

Carden Academy, formerly known as Carden El Encanto Day School, was founded in 1973 by Mrs. Marcia McManus under the guidance of Miss Mae Carden. Carden Academy is a co-educational, non-sectarian, independent school with a student body of approximately three hundred students in preschool starting at 3-years old through grade eight. The school was originally located at 400 N. Winchester Blvd at The Church of the Valley from 1973 to 1978. In 1978, having outgrown that site, the school moved to 615 Hobart Terrace in Santa Clara, California for the next thirty-three years. In 2011, the campus moved to its present location of 2499 Homestead Road Santa Clara, CA 95050, located in the heart of Silicon Valley. The convenient location provides easy access to 280, 880, San Tomas Expressway and Lawrence Expressway.

The curriculum at Carden Academy emphasizes the interrelationship of the content of subjects presented. Carden concerns itself with development of the whole child. It has a well-rounded program that includes reading, vocabulary, speech, comprehension techniques, spelling, writing, grammar, composition, literature, mathematics, geography, history, science, physical education, French, music, art, drama, and Latin. A variety of afterschool enrichment classes is available.

PHILOSOPHY

"We are aware that the pattern of life is Cause and Effect and that the only way to assure the desired effect is to weigh life's values, bear them in mind, act in accordance with them, and reap the nice reward." ...Mae Carden

The aim of Carden Academy of Santa Clara is to develop a child who is competent in academic areas, speaks well, is poised, has acquired good manners, is cognizant of a proper code of ethics, and is continuing to absorb the knowledge of the cultural aspects of life.

CARDEN ACADEMY'S STATEMENT OF PURPOSE

Carden Academy values each individual child. We protect the dignity and sense of worth of the student. We recognize the unlimited potential of each child. We place the responsibility on the teacher to be the leader in the education of each child. Each teacher strives to meet each child's individual needs. The curriculum begins with preschool-aged children and continues through the grades, each level reinforcing and building upon the strengths gained by the student from the previous year.

The Carden Educational Foundation, organized in 1962, continues to preserve the integrity of the Carden Curriculum, while engaging in an ongoing program of development in keeping with current advancements in education. The Foundation provides a Carden credential program for teachers and oversees the integrity of the curriculum taught in schools across the country.

Since 1973 Carden Academy has continued to provide each child with the Carden Heritage.

GENERAL ROUTINE

Regular attendance is essential to the scholastic progress and social adjustment of the child.

Excessive tardiness/absence, more than 5 days per grading period, will result in administrative action and the student's citizenship grade will be affected. We ask that every effort be made to schedule doctors' appointments, music lessons, and the like, for non-school hours. If an early dismissal must be requested, please do so in writing through your child's teacher and the school office. Students who are released from class during school hours for appointments are required to report to the school office for pick-up. **NO CHILD WILL BE RELEASED TO ANY PERSON WITHOUT WRITTEN CONSENT OF THE PARENT OR GUARDIAN.**

SCHOOL HOURS

School convenes promptly at 8:10/8:30 a.m. Members of the staff supervise the playground one half hour prior to the start of classes. School is dismissed at 2:40/3:00 p.m., and children are to leave promptly by parent authorized transportation. If special transportation arrangements are required, prior notice must be given by the parents either in writing or by a properly verified telephone call. We try to deliver children promptly at dismissal time. Occasionally there may be a delay, and we ask for your indulgence when students are detained. If you find that you are going to be delayed in picking up your child(ren), please notify the school office so that we can alleviate any fears on the part of your child(ren). Students are not to remain after school unless they have been requested to do so or arrangements have been made by the parents.

On early dismissal days, all students are dismissed at 12:00 noon.

OFFICE HOURS

The school office is open to the public from 7:50 a.m. until 4:00 p.m., Monday through Thursday and 7:50 a.m. until 3:30 p.m. on Friday. Teachers cannot be called to the telephone, but you can leave a message and they will return calls when they are free from their teaching duties.

ABSENCES

Please make every effort to plan trips for vacation periods and social affairs for weekends and after school hours. Whenever possible, please make doctor and dentist appointments after school hours. If a student needs to be excused from a class for a doctor or dental appointment, a signed and dated note or a phone call from the parent is required before the child can be released. The parent must also sign the student out in the office. When a student is returning from a doctor or dental appointment, he or she must check in at the office before going to class.

When a child is absent, the reason for non-attendance is to be reported on the first day of absence prior to 9:00 a.m. We feel it is in the best interest of the child to get well and return to school as soon as possible; therefore, if the child is absent only one day we prefer that homework be made up after he/she returns. However, if the student is well enough, we suggest that he/she read a book or work on any long-term project. Upon the student's return to school the next day, he/she should confer with each individual teacher regarding any make-up work and/or tests. Should the student remain absent for two or more days, homework can be requested prior to 9:00 a.m. and will be expected to be picked up that same day. *If for some reason the homework was not picked up from the office on the day it was requested, further requests will not be honored until the initial work has been picked up.* Assignments can be picked up in the office at 2:40/3:00 p.m. Absences from school for reasons other than illness should be avoided whenever possible. **THERE IS NO TUITION REDUCTION FOR ANY ABSENCES.** In order for a student to receive Perfect Attendance at the end of the year, the child must not have any absences or tardies whether excused or unexcused.

TARDINESS

Classes start promptly at 8:10/8:30 a.m. Students who arrive at their classroom after that time will be considered tardy. Please make every effort to have your children at school on time. It is difficult for children of any age to get off to a late start. The administration will contact you if there are excessive absences or tardies (five per grading period). The student's citizenship grade will be affected. If you bring your children to school after 8:10/8:30 a.m., they will need to report directly to the classroom. They will be required to make up any missed work at the teacher's convenience.

CLOSED CAMPUS

Carden Academy maintains a closed campus. This includes Extended Supervision. Students are to remain on campus from the time of their arrival until the time of their dismissal or retrieval by a parent or guardian. If a student is to be excused from the school grounds for medical or dental appointments, **written notes from parents or guardians are required.** To leave campus for any reason, a student must submit a note to the **homeroom teacher.**

SPECIAL DEPARTURES

It is necessary to notify the school in advance of any change in regular arrangements for dismissal. A note should be given to the office no later than 9:00 a.m. on the day itself. It is especially important that parents or other adults who come to pick up students during school hours sign them out at the office.

SCHOOL SPEAK

School Speak provides the world's leading technology solutions that help schools improve student performance by harnessing the power of parental involvement, supporting teachers, and engaging the learning community.

All families, please remember to activate your parent and child(ren)'s School Speak account(s) as soon as you receive your activation code(s) as **this is our primary source of electronic communication.**

THURSDAY PACKETS

Although School Speak is our primary source of electronic communication, some letters and/or flyers from your child's teacher and school will come home on Thursday in the THURSDAY FOLDERS. Each student is required to have this folder. A parent's signature is required upon return to the teacher the next day.

PARENT COMMENTS

The school administration and the teachers extend the courtesy of acknowledgment of all comments and are happy to furnish such explanations as may be required. If you have concerns, please feel free to speak with the teacher in question or the administration, either through a phone call or a prearranged conference. Conferences held between classes or at the end of the day during a time when the teacher is on duty are unsatisfactory. The school encourages teachers to return telephone calls within 24 hours and to arrange conferences within a week of the time that a request is received. It is policy that if an administrative conference is requested by a parent, the child's teacher will be in attendance at the conference. It is necessary that all parties involved be present so that all information is accurate. If problems or concerns persist and a parent wishes to discuss them with the administration, either administrator will be happy to arrange an appointment or to speak with you on the phone.

REGARDING ENTERING AND EXITING THE 2499 HOMESTEAD ROAD CAMPUS

Safety is very important to us. Regarding entering and exiting the school, we contacted the Santa Clara Police Department and the traffic engineer from Santa Clara to be advised on the proper traffic pattern that we need to implement.

Please follow these directions given to us by the departments mentioned above:

1. **Vehicles traveling north on San Tomas Expressway should turn right on Forbes Avenue then left on Los Padres then left on Homestead Rd. The school will be on the right; thereby, avoiding a left turn on Homestead. It will take about 3 to 4 minutes. Vehicle traveling south on San Tomas Expressway should turn left on Benton then right on Los Padres then right on Homestead Rd.**
2. **When exiting the school, the exit closest to San Tomas will be a right turn on to San Tomas Expressway. The exit farthest from San Tomas will be for an exit to continue west on Homestead.**

3. **AT NO TIME** should there be a left hand turn made into the school from Homestead. When leaving the campus, there should be **NO attempt** to cross two lanes to make a left hand turn onto San Tomas.
4. Do not block any driveway at any time.

It is absolutely necessary for drivers to use the designated areas to provide a smooth traffic pattern.

The opportunity to develop self-reliance is greatly enhanced when the children are allowed to walk unescorted to their rooms in the mornings and when they are permitted to accompany their classes to the dismissal areas.

We ask your wholehearted cooperation in making our arrival and departure system a safe one.

Please **think "SAFETY FIRST!"** each time you drive your carpool. **OUR TWO PARKING LOTS ARE FOR FACULTY AND STAFF ONLY! PLEASE DO NOT PICK UP OR DROP OFF STUDENTS IN EITHER LOT UNTIL AFTER 4 P.M.**

Half-Day Preschool students must be picked up no later than 12:30 p.m. Failure to do so will result in the usual E.S. late charges.

EXTENDED SUPERVISION

We are pleased that we can offer this service to our parents and students. We hope you understand that children for whom no payment has been received cannot be admitted. Carden Academy will not be responsible for children who arrive at school prior to 7:45 a.m. and are not registered with the morning supervisor. Children arriving before 7:45 a.m. will be required to check in to Extended Supervision.

Those students who must remain after school to wait for late carpools are required to check in with the Extended Care Supervisor by 3:15. Inclement weather may necessitate remaining in the classroom with the Extended Care Supervisor. For your safety as well as the consideration of everyone involved, the directions of the Supervisor must be followed courteously and promptly. There will be a reasonable charge per child for this service.

Those students remaining for after school activities must be picked up promptly after the activity by their carpools. Should this be impossible, those students must report to and sign in with the After School Supervisor promptly in order to ensure their safety. The E.S. fee will be charged for this service. If these stipulations are not acceptable, and the student is to leave campus, then Carden Academy of Santa Clara requires a letter signed by the parents absolving the school of liability for that student after 3:00 p.m. A statement will be required as to the off-campus location at which that student will be met by his/her parents. **PARENTS OF THOSE STUDENTS WHO CONTINUALLY FORGET TO SIGN IN WILL BE ASKED TO REMOVE THE CHILD FROM EXTENDED SUPERVISION UNTIL FURTHER NOTICE.**

BEFORE SCHOOL

Supervision for which there is a fee is offered from 7:15 to 7:45 a.m.

AFTER SCHOOL

We offer Extended Supervision daily from dismissal to 6:00 p.m. There is a fee. Failure to pick up students by 6:00 will result in an additional charge. This payment is due the day the charge is incurred. All students remaining on campus after dismissal will be sent to Extended Supervision. Children must sign in. **FAILURE TO DO SO WILL RESULT IN THE CHILD BEING REMOVED FROM EXTENDED SUPERVISION UNTIL FURTHER NOTICE.** All school rules must be followed while in E.S. or the student will be removed from E.S.

UNIFORMS

PLEASE REFER TO THE MERRY MART FLYER FOR UNIFORM SPECIFICS.

CARDEN ACADEMY OF SANTA CLARA UNIFORMS ARE AVAILABLE AT:

THE MERRY MART

33 Washington Street

Santa Clara, California

(408) 296-0423 or order on-line at www.MerryMartUniforms.com

ALL ITEMS OF CLOTHING MUST BE MARKED WITH STUDENT'S NAME.

The school fleece is the **only** outer wrap permitted in the classroom. Non-school jackets and sweaters may be worn only on chilly days **over** the school sweatshirt for **outside** activities. Within the classroom, they will be removed.

Socks must be white or navy.

Shoes are to be athletic-type, predominantly white, navy, gray, or black. No "light up" or "noise making" shoes are permitted. Laces should be white, navy, gray, or black.

Please label all articles of clothing, lunch containers, and personal items.

DRESS INFRACTIONS

Our teachers and school staff, with the support of the administrators, are charged with maintaining the uniform dress code. When a student is sent to the office for a dress code violation, the school administrator will determine whether or not there has been an infraction and will take the appropriate disciplinary action.

Students who are not attired neatly or appropriately *will be sent home.*

UNIFORM CODE

Special note to parents: The Administration feels that it is the parent's responsibility to enforce the school's standards of dress. Uniform, Dress Code, Free Dress and/or Special Day violations are preventable with proper exercise of parental concern and authority. **If students come to school and are not dressed according to the standards stated in the Uniform Dress Code, parents will be called and must either bring appropriate clothing for the student while the student remains in the office or the parent must pick up the student(s). If neither of these is possible, the child will not be allowed to participate in the next special dress day.** The Administrator is the final authority on dress code violations. Therefore, parents, please be familiar with what is acceptable and help your child(ren) comply.

We do not want clothes to be a distraction so our students wear uniforms. Uniforms are worn by all students in grades Pre-Kindergarten through Eighth. Teachers conduct routine inspections and all students must comply with school standards.

A code of dress has been established, as we do not wish our students to be the victims of fads. The position of the school is one of high standards not only in the academic and moral areas, but also in appearance. A student who is neat, clean, and dresses in an acceptable manner is one who takes pride in his/her appearance and has respect for himself/herself. The school must insist upon parents' cooperation in meeting these high standards.

All Preschool through 8th grade students must wear Carden Academy uniforms purchased from Merry Mart, unless it is a free dress or *special dress* day. A student not in complete uniform will be sent to the office to call for whatever is missing. Cooperation of parents is essential.

All shirts and blouses must be tucked in with the exception of the girl's overblouse. Fifth, sixth, seventh and eighth grade girls' skirts may not be any shorter than two inches (2") above the top of their knee.

*The navy Microfleece Pullover with logo or the burgundy Microfleece jacket with logo (for grades 6-8 only) is a regular and necessary part of the uniform. Any suitable cold or rain outerwear is acceptable during inclement weather but should NOT be worn in the classroom. It must be worn as an outer garment **OVER** the Carden sweatshirt/hooded jacket.*

On free dress days, students are expected to dress appropriately. Shorts must be at least mid-thigh length. No article of clothing shall be offensive, inappropriate, or have anything depicting tobacco, alcohol or illegal drugs. Tank tops with less than a 2-3 inch width, midribs, half shirts, halter or tube tops, sandals, clogs, jellies, etc. are not permitted. The judgment of the administration is final in interpreting clothing as "offensive" or "inappropriate".

Boys and girls may wear the navy blue uniform walk shorts all year round. Boys and girls must wear a belt with the shorts and/or pants.

MAKE-UP, JEWELRY, AND HAIR

School policy does not permit the use of make-up, eye shadow, eyeliner, mascara, nail polish, items that contain glitter, hair (spray, coloring, spiking, dyeing, highlighting, glittering, etc.). Should a student fail to respect the school standard, the student will be required to remove the cosmetic and the parents will be notified.

Jewelry is not considered appropriate for elementary or junior high students. Religious medals, inexpensive wristwatches, or small rings are acceptable. Jewelry is limited to one necklace, one bracelet per arm, one ring per hand and two earrings per ear. Girls who have pierced ears may wear one or two sets of tiny post earrings. Large, brightly colored, or dangling earrings and any face piercings are unacceptable. The judgment of the administration is final in interpreting acceptability. Carden Academy is not responsible for the loss or theft of the above items.

Boys' hair should be above the eyes, above the middle of the ears, and above the collar. The parents must prohibit extreme or faddish hairstyles for both boys and girls. Such styles are **un**acceptable at Carden Academy. The judgment of the administration is final in interpreting "extremes". Hair color must be natural.

Body piercing decorations except worn on the ear as stated above are unacceptable. Examples include but are not limited to tongue, nose, eyebrow studs, or earring bars. Fishhooks or fishing lines, spacers, tunnels, gauges, plugs, tapers, or chains are not allowed.

Large, visible tattoos of any type, permanent or temporary, are not allowed. Students are not to write or draw on themselves or others.

Makeup and nail polish of any kind is prohibited.

There should be no midriff exposure. No cologne or perfume should be worn.

Sunglasses are not to be worn inside the building during the school day.

Hats may not be worn in the classroom.

P.E. uniforms for 6th, 7th and 8th graders must be brought in on Mondays and taken home for washing on Friday. The uniform must be purchased at The Merry Mart.

SIXTH, SEVENTH AND EIGHTH GRADE DRESS CODE (Used for dances and certain field trips)

BOYS: Shirts must have a collar. Appropriate school shoes and socks are required at all times. No baggy pants ("baggy" is defined as more than two inches (2") of extra material from leg to inseam). All clothing must be size appropriate. Belt line must be at the waistline (no sagging pants). Belts must not be more than 2" of the child's waist size. No under garments are to show at any time (appropriate at neckline). No thong type sandals or athletic slip-on sandals are to

be worn. Sweat pants and/or sweatshirts, warm-up outfits, shorts, camouflage wear, jeans, recreational clothing such as athletic or board shorts, and T-shirts are not permitted. Proper attire will be determined at the discretion of the faculty and/or administration.

GIRLS: Girls will wear a dress or skirt, dress slacks, capris with an appropriate top. Dresses and skirts must be no shorter than two inches (2") above the knee. Slits on skirts or dresses that are more than two inches (2") above the knee are not permitted. No transparent material may be worn or undergarments shown. Spaghetti straps, strapless tops, tube tops and sheer materials are unacceptable. Dresses or tops that are off the shoulder, show a bare midriff, or are low cut (front or back) are not permitted. Appropriate shoes are expected, no thong type sandals or athletic slip-on sandals are to be worn. Sweat pants and/or sweatshirts, jeans, warm-up outfits, shorts, camouflage wear, hip-huggers, and recreational clothing such as short-shorts, athletic or board shorts, and crop tops are not permitted. Proper attire will be determined at the discretion of the faculty and/or administration.

FREE DRESS POLICY

Parents are asked to encourage their children to follow guidelines on free dress days. This is a great opportunity to "seize the moment" in training the children in modesty and becoming mature teens and young adults.

- No clothing with inappropriate logos, phrases or pictures.
- No bare stomachs. When arms are raised, shirts should be long enough to cover the waist of the pants, shorts, or skirts.
- No spaghetti straps or tank tops. Shirts should cover the shoulder.
- No sagging pants
- Belts must not be more than 2" of the child's waist size.
- No mini-skirts or short shorts.
- No gang related clothing or showing of "colors".
- No military style clothing.

Please be aware that any student who is wearing inappropriate attire will be sent to the office and parents will be called to bring appropriate clothing or a uniform for the student. Continued inappropriate clothing may result in loss of free dress privileges.

DISCIPLINE

The purpose of Carden's discipline policies is to guide and direct its students toward respect for people and property, to promote kindness, and to encourage tolerance for differences of opinion. Students are also encouraged to contribute positively to the well being of their school and fellow students and to exhibit safety.

Behaving in a manner that is clearly opposite to the standards established by the school is unacceptable and will result in consequences that will vary according to the infraction. Parents will be notified of major inappropriate behavior.

BEHAVIORAL STANDARDS

1. Respect the teachers' and students' right to teach and learn
2. Respect the property of others and of the school
3. Honesty
4. Safety, both verbally and physically
5. School uniform

CODE OF BEHAVIOR AND CONSEQUENCES

Each Carden pupil must strive to add his support to a code of conduct that preserves the highest level of dignity and of self-respect. Each child makes a contribution to this effort by keeping remarks courteous, by sustaining thoughts on a high mental level, and by following a pattern of behavior that is both complimentary and thoughtful of others. All pupils manifest a desire to accept the constructive guidance, which must be an integral part of childhood training. Students are expected to conduct themselves in a courteous, respectful manner at all times in their association with faculty, administration, and student body. Cheerful acceptance of responsibility, both in the classroom and in matters concerning the school as a whole, is demanded. Respect for school materials, equipment, safety regulations, carpool and bus behavior, and stated arrival and departure hours, exemplify responsible conduct on the student's part. Mandatory acceptance of such a code is not only necessary to the development of self-discipline, but is also a requisite to continued enrollment in the school. Continuous disruptive behavior, failure to follow the school's uniform policy, failure to complete work, possession of cigarettes, alcohol, drugs, or weapons of any kind on campus is grounds for expulsion.

CONSEQUENCES

Carden Academy's purpose is to help youngsters develop academically as well as socially. We at Carden Academy subscribe to the philosophy that each year is a new beginning for each child. We will always strive to be a safe environment for all. We are committed to these re-evaluated behavioral guidelines.

Carden Academy has adopted a three strikes policy. Carden will notify parents of each infraction the child has violated:

Category I

1. Chewing gum
2. Running in the hallways
3. Participating in horseplay
4. Throwing objects
5. Failing to adhere to the Uniform Policy
6. Improper behavior in Extended Supervision
7. Using a cell phone on campus
8. Being dishonest
9. Bringing unauthorized toys from home
10. Interrupting the rights of others to learn

11. Chronic Study Halls

First offense: Warning to student

Second offense: Loss of privilege (class activity, special day...)

Third offense: Suspension

If the student does not commit another offense for one month, the first infraction will be forgiven.

There will be prompt corrective action taken with regard to the following unacceptable behaviors regardless of degree.

Category II

1. Disrespectful behavior toward any adult.
2. Willful disobedience of class and school regulations. (i.e. cheating, plagiarism,...)
3. Any vulgarity and profanity.
4. Actions detrimental to the moral welfare of the others.
5. Defacement or destruction of any property.
6. Any physical act or threat of retaliation.
7. Fighting (including pushing, wrestling, kicking, or other physical contact) is unacceptable. "Play fighting" will be disciplined as real fighting.
8. "Bully" behavior and/or harassment.
9. Inappropriate internet use

First offense: Warning

Second offense: Suspension

Third offense: Expulsion

If the student does not commit another offense for three months, the first infraction will be forgiven.

Category III

1. Use or possession of, or threat of use or possession of, any weapons, knives or guns, or anything that could be thought of as a weapon, whether real or play.
2. Use or possession of any controlled substance on or off campus. Students with drugs, alcohol, or other substances put themselves in danger of severe consequences here at school and with legal entities.

First offense: Automatic Expulsion

The parents of all children involved will be notified expeditiously regarding inappropriate behaviors.

Upon return to school from disciplinary action, a satisfactory meeting is required with an Administrator for permission to re-enter the classroom.

The Administration reserves the right to increase the consequences level.

PROCEDURE FOR IMPLEMENTING DISCIPLINE

CATEGORY I

- Teacher handles this category on first offense
- Incident must be documented to the administration within the school day (8:00 – 3:15)
- 2nd & 3rd offense goes directly to the Administration with proper documentation
- 2nd & 3rd offenses will be enforced by the Administration

CATEGORY II

- Teacher documents offense and reports it to the Administration immediately
- Administration will enforce consequences

CATEGORY III

- Teacher documents offense and reports it to the Administration immediately
- Administration will enforce consequences

HARASSMENT POLICY

Carden Academy of Santa Clara believes in the integrity of all persons. Any form of harassment is completely contrary to this belief, and Carden Academy of Santa Clara is committed to providing an environment free of unlawful harassment. Therefore, all students, parents, and employees of Carden Academy of Santa Clara are forbidden from engaging in any harassing behavior which is directed at any member of the community – adult, adolescent or child. This policy also extends to any visitor or guest to the school campus. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment will not, in and of itself, create the presumption of wrong doing. However, if Carden Academy of Santa Clara determines that harassment has occurred, it will take effective remedial action (up to and including dismissal) commensurate with the severity of the offense. In addition, appropriate action will be taken to deter any future harassment. Students, parents or employees found to have filed false and frivolous charges would be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school-related activities. It includes, but it is not limited to, any or all of the following:

1. **VERBAL HARASSMENT:**

Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments.

2. **PHYSICAL HARASSMENT:**

Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis.

3. VISUAL HARASSMENT:

Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.

4. SEXUAL HARASSMENT:

Unwelcome sexual advances and propositions, threats or demands to submit to sexual requests, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic or employment status or progress.
- b) Submission to such conduct by an individual is used as the basis of academic or employment decisions affecting the individual.
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- a) Making unsolicited sexual advances and propositions
- b) Using sexually degrading words to describe an individual or an individual's body
- c) Displaying sexually suggestive objects or pictures
- d) Telling inappropriate or sexually-related jokes
- e) Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

5. RETALIATION: Reprisal or threat of reprisal for having reported or having threatened to report harassment.

IT IS THE RESPONSIBILITY OF CARDEN ACADEMY OF SANTA CLARA TO:

1. Implement this policy through regular meetings with all faculty and staff, ensuring that they understand the policy and its importance.
2. Make all students and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

IT IS THE RESPONSIBILITY OF INDIVIDUALS TO:

1. Conduct themselves in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.

3. Immediately tell anyone harassing him or her that the behavior is offensive and unwelcome.
4. When told that he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, that person must cease the conduct immediately.
5. Report all incidents of discrimination or harassment to an administrator.

COMPLAINT FILING AND INVESTIGATION PROCEDURES:

Carden Academy encourages all individuals to immediately report any incidents of harassment forbidden by this policy immediately so the complaints can be quickly and fairly resolved. The following procedures must be followed for filing and investigating a harassment claim:

1. The individual should tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the individual must report the harassment to the administration or to a teacher/supervisor who will report it to the administration.
2. The individual alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will begin with a meeting of the person(s) accused of the harassment, the persons to whom it was first reported, and the administrator. At the meeting, the nature of the allegations and the name(s) of the person(s) bringing the allegations will be presented. If appropriate, the accused student(s) will be suspended and/or the accused adult(s) will be placed on administrative leave during the investigation. An accused parent will not be allowed on campus.
4. Once the facts of the case have been gathered the Administration will decide whether disciplinary action is warranted. This disciplinary action will relate to the nature, context, and seriousness of the harassment, and can include any appropriate form including immediate termination or dismissal.
5. If the complaint is against a person who is not a student or employee of Carden Academy, the school will take steps, within its power, to investigate and eliminate the recurrence of the problem.

P.E. PROCEDURES FOR SIXTH, SEVENTH AND EIGHTH GRADERS

- Girls report to *Girls' Changing Room* to change.
 - Boys report to *Boys' Changing Room* to change.
 - No changing in the restrooms.
 - P.E. teachers will monitor the playground.
 - P.E. teachers will monitor the quad.
 - Report to the assigned area after you have changed.
-
- Attendance will be taken.

- Uniform inspection, failure to be properly attired will affect the student's grade.
- Three times tardy will result in a third letter grade drop (A to A-).
- Three cuts on uniform inspection will result in a full letter grade cut (example: A to B).
- Not participating without a written excuse will result in a cut.

ORGANIZED P.E. ACTIVITY

- Report to assigned area; homeroom teacher will walk you to your homeroom.
- A P.E. teacher will monitor quad/playground.
- Homeroom teacher sends a student for mail.
- Homework announcements.

RAINY DAYS

1. Report to homeroom
2. Study hall in your homeroom
3. This is to be a quiet study time.

CLASSROOM VISITATIONS

Parents are welcome to visit during the school day. We limit visits to a period of twenty minutes. Visitors will be accompanied by an administrator. Information regarding the visitation schedule is available through the school secretary. Please make appointments in advance. Visitors must announce themselves at the office.

TUTORING

Tutoring is available through the school to students who need additional academic help during the academic day and after school. Parents who feel that their child/children require this assistance are asked to contact the school office. There is an extra charge for after school tutoring.

REPORTS TO PARENTS

Parent conferences are held three times yearly with a report sent home in November, March and at the end of the school year. Letter grades and report cards are not given below the sixth grade. In order to maintain the superiority of the program, frequent teacher supervision is provided by the administration. Regular parent conference day appointments are made by calling the school office prior to the dates scheduled on the calendar.

On conference days there will be no school for the children, but teachers will be at school that day to meet with you and talk about your child's progress.

We are pleased that you have chosen Carden Academy as the school for your child. One area of importance to us is good parent-teacher communication. We shall try to contact you if we think that there is a concern in your child's academic or social progress, but please feel free to call us if you have a concern.

STANFORD ACHIEVEMENT TESTS (S.A.T.'s)

All children in grades one through eight will be tested annually in the spring (see school calendar). Test results give the school an objective estimate of the student's academic progress in the application of the fundamentals. Test results will be sent home in the summer packet.

Since attendance is essential during S.A.T. Testing Week and to discourage tardiness, Carden Academy has implemented the following policy: If your child misses any test(s) due to illness, every effort will be made to make up the test(s). Unfortunately, due to the limited testing times, make ups are not guaranteed. S.A.T. dates are posted a year in advance; therefore please schedule family vacations in accordance with the school calendar. Missed tests due to trips may not be made up. It is the responsibility of the parents to contact the office to make an appointment for the testing.

CLASS WORK

Class work assigned by the teacher to be completed during class time is to be finished and submitted at the time specified. Other work is not to be substituted by the student without the expressed permission of the teacher. Students are expected to be attentive to the lesson being given. At no time may a student do homework for a class instead of listening to the instruction being presented.

CLASSROOM PLACEMENT

The task of dividing the students each year into two classes in the school's double classes is difficult, important, and taken very seriously by the administration. It is achieved by the administration with help from the teachers who have taught the children. The factors include a desire to balance the classes academically by groups, to balance the numbers of boys and girls, to divide the previous year's arrangement, and to promote or to discourage particular pairings or groups of students. **WE MUST INSIST THAT PARENTS NOT REQUEST PARTICULAR TEACHERS BECAUSE IT IS DIFFICULT TO HONOR SUCH REQUESTS AND CAN LEAD TO HARD FEELINGS.**

SIXTH, SEVENTH AND EIGHTH GRADE CLASS GROUPINGS

Carden Academy's sixth, seventh and eighth grades will consist of two academic groupings per grade for the school year. These groupings follow the traditional pattern for grouping within a class that Miss Carden so wisely advocated. Proper placement in a group is essential for optimum learning and growth. A student improperly placed learns to view himself as not academically capable when in reality he has just been placed in a situation for which he is not yet ready. Final placement will be determined by the administration in order that each child can achieve academic success without frustration. Maturity level; basic reading, comprehension, spelling, grammar, computational skills, and the student's inner drive to achieve excellence are the criteria for placing a student in a particular group. Stanford Achievement Tests may be used as a determining factor as well. Although the standard course offerings and texts will remain essentially the same, this more definitive grouping will permit structuring the traditional Carden Curriculum more specifically to the needs of each class. The method of presentation, the pace, and the depth of the demands can be geared to meet individual needs. Class size will be smaller, a more thorough presentation can be made, and

more opportunities for application of mastered skills can be offered. The amount and difficulty of the homework will be geared to the academic level of each class. Homework will be permitted on weekends. The amount of individual help given to each student will be geared to the student's need and his/her willingness to seek and accept that special aid.

Both groups will receive a challenging academic curriculum to prepare the diligent child to reach his/her potential in high school. **THE PARTICULAR GROUP A CHILD IS IN DOES NOT AFFECT ACCEPTANCE INTO PRIVATE HIGH SCHOOLS. S.A.T. SCORES, GRADES, ENTRANCE TEST SCORES, RELIGIOUS AFFILIATION, RANKING CHOICE OF SCHOOLS, AND CARDEN ACADEMY'S RECOMMENDATIONS HAVE ALWAYS BEEN THE CRITERIA FOR ENTRANCE INTO AN INDEPENDENT SECONDARY SCHOOL.**

DEPARTMENTALIZATION

Several classroom changes occur at the 6th/7th/8th/ grade levels. Students are to move quickly and quietly from one class to another. Supplies and necessary books are to be brought from homeroom to class. Students are not allowed to return to the homeroom for forgotten items after the third week of school.

Teachers may vary in their requirements and in their classroom procedures. Each teacher will explain individual procedures at the first meeting of each class. It is then expected that the student will accept the responsibility to meet the behavioral as well as academic demands of each individual teacher.

Grading will continue to be on a straight percent basis of A = 90% to 100%, B = 80% to 89%, C = 70% to 79%, D = 60% to 69%, and F = below 60%. Anyone who falls below a 2.0 will be placed on academic probation.

HOMEWORK

The aim of homework is to encourage the child to develop good study habits and to establish a pattern of inquiry and application of learning which can be carried into high school and college. Parents can help the achievement of this purpose by assuring a dependable routine at home. Essential to this is a regular time for study and regular bedtime each weeknight. The provision of a private place for study, free from interruption of radio, television, telephone, or outside distractions is important. Parents should always express interest in the child's work and in specific assignments and never lead the child to feel it is burdensome or unimportant. At the same time, pressure should be avoided. If an assignment is not understood, it is better for the child to seek an explanation from the teacher the next day.

HOMEWORK/STUDY HALLS (1st – 5th grades)

Work is to be turned in as each specific teacher directs. Failure to complete work in an acceptable manner and on time will result in a study hall.

A Study Hall Slip will be issued to the child to take home to be signed, returned the next day and a date assigned to serve the study hall. Study hall is held on Mondays, Tuesdays, Wednesdays, and Thursdays from 3:00 to 4:00 p.m. and is supervised by a faculty member.

Study Hall referrals are the teacher's prerogative, not the student's. Forgotten homework is essentially late homework. If work for which Study Hall is scheduled has been completed, then students should bring the essential materials for other assigned work.

Please refer to the Code of Behavior for the consequence to any student who fails to turn in his/her homework on a regular basis.

HOMEWORK/STUDY HALLS (6th, 7th and 8th grades)

Work which is to be done at home is assigned for a purpose. It may be the basis for the next day's class work, or it may serve as a reinforcement of material not yet mastered. Homework is to be completed neatly, accurately, and submitted at the time required.

It is expected that students will review daily work which has been discussed in class. This is the student's responsibility and may not be specifically assigned by the teacher. Therefore, it would be very rare indeed, that a student would have no homework.

In our continual effort to have our students better prepared for high school, grades 6-8 homework may be assigned over the weekend as well as during a school vacation. If homework or a project is assigned prior to a school vacation, all due dates must be posted and nothing will be due immediately upon return.

EXAMINATIONS

Last minute "cramming" does not produce fine test scores nor does it foster retention of the material. If the student has followed the recommended procedures for homework, tests are not to be feared and hours of "night before" preparation are unnecessary.

STUDY AND TESTING TECHNIQUES

Although a thorough knowledge of the subject matter is the most important factor in succeeding on your exam, the following suggestions could raise your score substantially. These few pointers will give you the strategy employed on tests by those who are most successful in this not-so-mysterious art. It's really quite simple. Do things right...right from the beginning. Make successful methods a habit.

Preparing for the Exam

1. Budget your time. Set aside defined hours each day for concentrated study.
2. Study with a friend or group. Be sure, though, that you ban "socializing".
3. Eliminate distractions. Study in a quiet, private room.
4. Use the library whenever possible.
5. Tailor your study to the subject matter. Skim or scan. Don't study everything in the same manner. Francis Bacon (1561-1626) expressed it this way: "Some books are to be tasted, others are to be swallowed, and some few to be chewed and digested."

6. Organize yourself. Make sure that your notes are in good order ---also, that your desktop is neat. Valuable time is consumed unnecessarily when you can't find what you need readily.
7. Keep physically fit. You cannot retain information well when you are uncomfortable, have a headache, or are tense. Physical health promotes mental efficiency.

Taking An Exam

1. Make sure that you read the instructions carefully. In many cases, test-takers lose credits because they misread some important point in the given directions, for example: the **incorrect** choice instead of the **correct** choice.

2. Be confident. Success is likely when you have prepared faithfully.

3. Skip hard questions and go back later. It is a good idea to make a mark on the question sheet next to all questions you cannot answer easily, and to go back to those questions later. First answer the questions you are sure about. Do not panic if you cannot answer a question. Go on and answer the questions you know. Usually the easier questions are presented at the beginning of the exam and the questions become gradually more difficult.

If you do skip ahead on the exam, be sure to skip ahead also on your answer sheet. A good technique is periodically to check the number of the question on the answer sheet with the number of the question on the test. You should do this every time you decide to skip a question. If you fail to skip the corresponding answer blank for that question, all of your following answers will be wrong. Each student is stronger in some areas than in others. No one is expected to know all the answers. Do not waste time agonizing over a difficult question because that may keep you from getting to other questions that you can answer correctly.

4. Guess if you are not sure. No penalty is made for guessing when an exam is scored. Therefore, it is better to guess than omit an answer.

5. Read each question carefully. Do not go too far astray in looking for hidden meanings.

6. Don't answer too fast. Accuracy should not be sacrificed for speed.

REQUESTS FOR ACADEMIC ASSISTANCE

All faculty members are willing to give additional instruction to students. It is assumed, however, that the student is giving undivided attention to the class presentation.

Requests for assistance should be made at appropriate times, such as recesses, before school, after school, or during class time set aside for just that purpose. Unnecessary interruptions during class lessons are unproductive for all.

BOY-GIRL RELATIONSHIPS

Carden Academy believes that at any elementary grade level, children are not mature enough for steady boy-girl “going together” relationships. They are still learning to be good “classmates”. Fostering the “dating” concept while children are in the elementary or sixth, seventh, and eighth grades leads to situations that they do not have the maturity or experience to handle gracefully. In today’s culture, pressures are being placed on children to enter the social arena of the junior or senior in high school long before they are ready. Our philosophy here at Carden is that these boys and girls are still children despite the physical height they have attained. They need to be classmates, learning the social skills of cooperation, kindness, courtesy, friendship, and respect for the individuality of their peers before they enter the “going around” social environment of the sixteen year old. Please support your child in his/her efforts to develop these preliminary social skills and try to lead him/her to recognize that when he/she is old enough for that boy/girl relationship, it can be a rewarding experience if he/she has nourished these “classmate” social skills first.

Perhaps these quotes from *Let’s Bring Them Up Sensibly* by Mae Carden will give you a starting point for dialogue with your child as you guide him/her in his/her development of these essential social skills:

- “Do not say unkind things about people. You never know their inner life.”
- “When people make derogatory remarks about acquaintances, it is wise to say, in response, “I have never seen that side of him.”
- “Keep your thoughts above the petty, and your words cannot reflect pettiness.
- “Do not repeat unkind remarks. They are like weeds. They spread so quickly that they are soon out of control.”
- “When someone reveals facts to you in confidence, do not relate these facts to others.”
- “Do not expect others to keep a secret which you have been unable to keep.”

TRANSPORTATION

Carden Academy does not provide transportation for students, but we endeavor to assist parents in making arrangements by providing a family roster with carpool areas using the Thomas Bros. map coordinates. It is mandated by our insurance company that members of the faculty not participate in carpools.

We have a closed campus. If your student plans to walk, ride a bicycle, skateboard, etc. to and from school, written parental notice must be given to the school office. Bicycle, skateboard, etc. riders should be, at least, in the third grade, and since riding is not permitted on campus, students must walk this equipment on and off the grounds. *Students who do not comply with this request lose privileges.* The bikes must be registered with the Fire Department and locked securely. Carden Academy is **not** responsible for loss or theft of bicycles, skateboards, etc.

BICYCLES, SKATEBOARDS, ETC.

If your child is to ride a bicycle, skateboard, etc. to and from school, written permission must be given to the school by the parents. Also, the student must abide by the helmet law. No bicycle,

skateboard, etc. riding is permitted on campus or in the parking areas at any time. Students must get off their bicycles, skateboards, etc. and walk them across the grounds and parking lots. Failure to comply with these regulations may result in loss of bicycle and skateboard privileges for a student, either temporarily or permanently. Bicycles must be properly registered and securely locked. Carden Academy is not responsible for loss or theft of bicycles, skateboards, etc.

BUS DEPARTMENT

We stress courteous behavior and respect for the rights and property of others. Students who ride the county buses should honor the standards of the school whose uniform they wear.

VALUABLES/PERSONAL POSSESSIONS

Gum, tape recorders, radios, cell phones, CD players, pagers, hard balls, knives, electronic games, card games, etc., are **NOT** to be brought to school. Such items will be confiscated by the teachers.

Should a need arise for a student to bring money to school, it must be placed in a sealed envelope and given to the administration for safe keeping until the end of the day.

Money, in excess of the amount needed for transportation, lunch, or field trips, must not be brought to school. **AT NO TIME** should cash be left in a student's desk. The school is not responsible for the loss of any monies or expensive items brought to school by a student.

STUDENT LOCKERS/DESKS

The lockers at Carden Academy of Santa Clara are assigned to Middle School students for their convenience and the security of their textbooks and personal belongings. The lockers belong to the school and the proper use is the responsibility of the staff and administration. **DO NOT ALLOW FELLOW STUDENTS TO KEEP ANYTHING IN YOUR LOCKER, AND DO NOT GIVE FELLOW STUDENTS YOUR COMBINATION. IF YOU DO NOT WANT PERSONAL ITEMS TAKEN FROM YOU, PLEASE LOCK THEM UP OR TAKE THEM HOME.**

Students are not required to keep anything in a locker. Every student is responsible for books and other articles issued to him/her by the school. The administration will accept no responsibility for loss from a locker, from a classroom, or from his/her home, unless circumstances indicate the loss occurred as a direct responsibility of a school staff member. The administration is unable, in most cases, to determine whether a theft has actually occurred, or whether the student has been careless.

A student's locker, desks, backpacks, etc. may be opened by authorized school personnel at any time deemed necessary by the Principal, Vice Principal or their designee.

CONTROL OF CONTAGIOUS DISEASES

A child who is unusually tired or shows even mild symptoms of a cold or other disease should be **kept at home**. Children who are ill will be sent home. The parents must make provision. When a child has a contagious disease, it must be reported at once, and the student should not return until the contagion period has passed. Families of children who have been exposed will be notified by the school.

Parents need to call the school office by 9:00 a.m. to report the child's absence. Students may not be sent to school if they exhibit any of the following: temperature above normal, vomiting, diarrhea, persistent headache, unidentified rash, head lice or nits (louse eggs).

SPECIAL NEEDS

It is vital that any special circumstances pertaining to your child (illness in family, child on medication, etc.) be submitted to the classroom teacher and to the office in writing.

STUDENT MEDICATION

Students are not to have medication in their possession. If it is necessary for a child to receive medication during school hours, the medicine must be delivered to the school office. The medication will be dispensed according to the instructions given by the parent or guardian. The parent release form for the **Administration of Medication** must be on file in the office.

EMERGENCIES

Minor scratches or abrasions will be taken care of by the teacher, teacher assistant, or by the office staff. In more serious situations the parents will be notified immediately. If necessary, 911 will be called and the emergency information on your child's emergency card will be followed. The safety of your child is our priority. **Be sure the school has your current emergency numbers at all times. This is vital!**

EMERGENCY READINESS PLANS

PREPARATION

- Make certain that your child's emergency card in the school office is ALWAYS current and complete.
- Be aware of the school's Emergency Policies and Procedures
- Reinforce school's procedures with your child.

PROCEDURES IN CASE OF AN EMERGENCY

- DO NOT call the school. The phone will be needed for outgoing emergency calls.
- When you arrive at the school, report to the designated release area (parking lot). All children must be signed out before leaving the premises. Classroom teachers will direct parents where to sign out the children. Children will only be released to adults listed on emergency cards or those producing a note from the parents.
- During any emergency, parents with first aid training or other special training may be asked to help.

In order to be prepared for a major disaster, we need to have in place a way to communicate to our parents whether or not the school will be open following the disaster. **Therefore, should a major catastrophe occur, the school will notify the following radio and TV stations in the morning between 6:00 and 6:30 a.m. with the proper information.**

radio stations:

**KBAY 94.5 FM (408-287-5775),
KRTY 95.3 FM (408-575-5789),
KLIV 1590 AM (408-575-1600),
KCBS 740 AM (408-295-9307) and**

television stations:

**KICU CHANNEL 36 (408-953-3636) and KTVU CHANNEL 2 (510- 834-1212)
NBC 11 TV (408-432-4780)**

Students at Carden Academy regularly practice fire and earthquake drill procedures. Procedures for all emergencies are posted in each room.

MESSAGES

Messages, lunches, and other articles for pupils must be delivered to the office. The office personnel will see that such items are given to the students as soon as possible.

TELEPHONE

The use of the telephone by students is prohibited. Telephone calls will be allowed only in case of emergency. This does **not** include calling for permission to go home with another student or to stay late after school. Permission for these privileges should be dealt with prior to leaving for school. Students must check with the school office staff before using the telephone. All calls regarding a student who becomes ill at school must be made by school personnel. The judgment of the administration is final in interpreting the need for the call. Cell phones are not to be used for these purposes.

CELL PHONES, PAGERS AND OTHER ELECTRONIC DEVICES

The administration requests that students do not carry a cellular phone, pager or other electronic devices. However, if circumstances require that a student bring a pager or cellular phone to school the following requirements must be met:

1. Written permission from a parent must be given to the homeroom teacher
2. The devices must remain turned off
3. The devices must be in the back pack at all time
4. The devices may not be used while the student is on campus

Failure to comply with these stipulations will result in the confiscation of the device(s).

The school is not responsible for damage to or loss of any cellular phone or pager.

INCIDENTALS

- ◆ Hot Lunch is optional and is an additional expense.
- ◆ There are charges to cover the cost of field trips or class parties. The fee is based upon individual class needs.
- ◆ There is a fee charged to eighth grade students to assist in defraying graduation expense. This fee is payable with the first month's tuition.
- ◆ All students must be in compliance with the school's Internet Acceptable Use Policy.

LUNCH

Students eat with their classroom teacher. They participate in the Hot Lunch Program or bring their lunches from home. They must bring their lunches in a properly labeled container. Students without lunch may purchase an emergency lunch from choicelunch provided that the parent has not selected the "opt-out" feature through choicelunch.com.

CAMPUS CLEAN-UP

Carden students are expected to take pride in their school. One way to show this is by keeping the campus clean. Thus, the responsibility for this rests with each student. From time to time a student may be asked to help by picking up litter.

FIELD TRIPS

During the year there may be long field trips relating to class work or current events. Student behavior on such outings will be exemplary or future field trips will be denied. Participation is encouraged.

Student behavior is a reflection of the home, the school, and the student themselves.

Field trip drivers must provide the office with proof of insurance and must enforce safety belt regulations on all school-sponsored trips. *Motor vehicle records will be verified* of all volunteer drivers who are transporting students. Valid California drivers' licenses will be verified for all volunteer drivers transporting students. It is school policy that drivers do not stop en route for treats.

If a student elects not to participate in a school function, the teacher must be informed in advance by a written note from the parents. The teacher will make special arrangements and provide work for that student while his class is off campus. If the class activity conflicts with family religious or cultural beliefs, special arrangements must be made with the administration.

STUDENT ASSIGNMENT BOOK

Students in grades one through eighth will be using a student daily assignment book. Carden Academy has a special assignment book designed for our school that each student must

purchase (available in the school office). Students will use their assignment book for homework, test dates, project due dates and other important dates for schoolwork. We believe that this time management tool will help students make the most of their time.

PARTIES

Invitations to parties may not be distributed at school **UNLESS all members of the class are included**. Presents for the party may not be brought to school. We urge parents to discuss this policy with their students before planning a party or accepting an invitation to a party.

CLASSROOM RECOGNITION

Individual recognition of students' accomplishments will be noted in the classroom by the teacher.

HONOR ROLL

Students in grades sixth through eighth earn recognition for academic excellence by having their names placed on the Carden Academy Honor Roll. A student must carry a "B" average. Any grade lower than a "C-" makes a student ineligible for the honor roll. Any D's or F's result in automatic ineligibility.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is a national organization whose membership is based upon (1) excellence in academic class work; (2) outstanding citizenship, character, leadership and service. A student must carry a "B" average and have a satisfactory report in conduct for each grading period. Any grade lower than a "B" makes a student ineligible for the honor. Any S-/U in citizenship will result in automatic ineligibility.

HONOR ROLL/NJHS CRITERIA

Criteria for Honor Roll and National Junior Honor Society appear below.

HONOR ROLL

1. Students in grades sixth, seventh, and eighth are eligible.
2. Students need to achieve grades ranging from A+ to C- to be eligible.
3. Eligibility will be based on grades alone.
4. Any "D's" or "F's" will result in automatic ineligibility.

NATIONAL JUNIOR HONOR SOCIETY:

1. Membership is open to qualified seventh and eighth graders.
2. **No grade lower than a B and nothing lower than "S" in citizenship.**
3. A suspension makes a student ineligible for membership.
4. Once eligible academically, these students are then considered on the basis of their citizenship, leadership, service, and character.
5. The following guidelines will give further guidance in the definition of leadership, service, character, and citizenship.

Leadership

The student who exercises leadership:

- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Demonstrates leadership in the classroom and in school

Service

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude
- Is willing to sacrifice to offer assistance
- Works well with others
- Cheerfully and enthusiastically renders any requested service to the school
- Shows courtesy by assisting visitors, teachers, and students

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others

Citizenship

The student who demonstrates citizenship:

- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

CRITERIA FOR DETERMINING THE SIXTH, SEVENTH AND EIGHTH GRADE ATTITUDE GRADE

Carden Academy's attitude grades reflect your child's behavior and attitude toward his/her academic subject. We use an E, S, and U grading system. An S- will prevent a student who otherwise would qualify for National Junior Honor Society from being accepted.

These criteria have been discussed with all students during homeroom. Please support this policy by further discussion with your student.

1. Academic Areas That Affect Attitude Grades:
 - a) Participation (interaction in discussion, volunteer versus being drawn out)
 - b) Consistent, conscientious effort to learn, understand, and produce potential
 - c) Neatness
 - d) Prompt submission of work
 - e) Initiative to do the make-up on time
 - f) Initiative to seek help when needed
 - g) Willingness to accept gracefully helpful comments on the part of the teacher
 - h) Attention to class lessons
 - i) Proper preparation for class (materials needed, knowledge of subject)

2. Positive Behavioral Areas That Contribute Toward a Fine Attitude Grade:
 - a) Orderly and prompt entrance and departure from class
 - b) Courtesy and consideration to teacher and fellow classmates
 - c) Willingness to help teacher or fellow student
 - d) Willingness to encourage classmate who is having difficulty
 - e) Willingness to accept behavioral reminders gracefully from teacher and act on them
 - f) Respectful treatment of school, teacher, or student owned materials/property
 - g) Respect for rights of others
 - h) Cheerful, pleasant attitude toward class requirements and people involved
 - i) Refrains from improper interruption

3. Negative Aspects of Behavior That Earn a Lower Attitude Grade:
 - a) Disruptive, show-off, attention-seeking behavior
 - b) Discourtesy, disrespect, back-stabbing, put-me-downs, defiant body language, talking back, cutting or smart remarks, rudeness, temper tantrums
 - c) Selfish attitude toward helping others, neglecting to clean up own mess, failure to respect others' rights and properties
 - d) Unwillingness to accept and act on suggestions and reminders
 - e) Causing classroom disturbance by making other students look guilty --- pot-stirring
 - f) Two faced behavior: pleasant and sincere to a person's face and harshly critical when that person's back is turned
 - g) Lying/ deceitfulness/ dishonesty
 - h) Wasting class time
 - i) Foul language/ swearing
 - j) Fighting

DIPLOMAS

A graduation diploma is issued to students who have industriously and successfully completed the Carden Curriculum.

RE-ENROLLMENT

An annual registration fee will be required for re-enrollment. Re-enrollment cannot be guaranteed unless the deposit and signed re-enrollment form is received by the school by the deadline established by the administration.

SCHOOL LIBRARY

The library is maintained for the use of all pupils attending Carden Academy. Our purpose is to provide reference and recreational reading for the students. In addition, we provide classes in the proper use of library resources for grades one through five. Story time is provided for the younger children. As in any other library, students are requested to be quiet and respect others' rights to read and not be disturbed. Children in grades 1-5 have weekly library periods where formal library skills instruction takes place.

Grades 6, 7 and 8 will use the library as required by their instructors or during study hall.

CIRCULATION POLICIES

- ◆ Magazines - 1 week
- ◆ Vertical File - 1 week
- ◆ Books - 2 weeks
- ◆ Reserve Books – Varies
- ◆ Reference Materials – Library use only

OVERDUE MATERIALS

Notices will be sent weekly. After three weeks, a bill for the current replacement cost of the item will be sent. If the item paid for is later found and returned to the library within one year, the amount paid will be refunded.

ACQUISITION POLICY

We have an ongoing acquisition policy as we update and round out our collection. Donations of books are welcome. In order to avoid duplication, please check with the librarian prior to purchasing books or magazine subscriptions.

SCHOOL DANCES

Standards for school dances and conditions under which Carden Academy sixth, seventh and eighth grade students are invited to participate in school dances:

1. Students must be walked by their parents to the door of the multi-purpose room.
2. No students will be allowed to leave the multi-purpose room once they have arrived. Chaperones will accompany students to the restrooms. Parents must claim their children in the multi-purpose room at the end of the dance.
3. Students not on the official decorating committee must plan to go home after school rather than try to stay after school until the dance. There is no supervision provided for students other than the dance committee.
4. If a Junior High student is absent from school the day of an afterschool dance, they may not attend the dance.

5. School dances are for current Carden Academy students only.

COURTESY MANNERS

1. Chaperones (parents and faculty) are to be obeyed and are to be treated courteously at all times. Each student should make an effort to thank each chaperone personally prior to leaving. The chaperones are giving of their free time to allow our students to have a pleasant evening. Any discourtesy, rudeness, or lack of respect shown to the chaperones on the part of a student will result in a call home and/or denial of admittance to future dances.
2. Close, clinging type dancing or embracing is not permitted at Carden Academy. Making a public spectacle does not earn dignity and self-respect. It only gains attention of a poor quality. Caressing and other types of physical embracing are not a part of Carden Academy's standards. Violators will be asked to leave. Violators will be denied admission to future dances.
3. All students must make prior arrangements for prompt pick up at the end of the dance. It is unfair to force the chaperones to wait.
4. Roughhousing and foul language only spoil the evening for others and, therefore, will not be tolerated.

STANDARDS FOR SCHOOL FUNCTIONS

Carden standards will be enforced at **ALL** school functions, i.e. unsafe items, tobacco, alcohol, drugs, foul language, and unsafe activities will not be tolerated. Parents will be notified of violators and be asked to pick up their student(s). Offenders will be disciplined accordingly.

AFTER SCHOOL ATHLETICS

Students in grades 5 - 8 may participate in games played against other schools.

The schedules for these games will be sent home as far in advance as possible. Your child should know a week ahead of time if there is a game. We ask that children who commit to a game cancel not less than 24 hours before the game, except in matters of great emergencies. It is difficult to field the team if the coaches don't know until the day itself whether or not children will be participating. Your cooperation in helping us with this policy is appreciated.

Please refer to the Sports Handbook.

BOOKS

Textbooks are assigned to the students on a loan basis. Students are responsible for lost or damaged books and will be charged for replacements. Books must be covered at all times; covers are to remain clean and should be replaced when worn.

CLASS PICTURES

Each year in the fall a photographer comes to the school for the day to take individual pictures of our students. The class picture is taken in the early spring. Full uniform is required for both pictures. Both pictures may be purchased for a minimal fee. A Spring Portrait is an optional photo session in which the student may wear free dress.

YEARBOOK

The yearbook may be purchased for a minimal fee.

EXCURSIONS AND COMMUNITY SERVICE FOR GRADES 5-8

These excursions are an integral part in the education of our students. They represent an experience in responsibility, independence, and social growth. Academic work stems from the environment with the addition of the outdoor activity. Dates, locations, and prices are announced yearly. **(FAMILY ACCOUNTS MUST BE CURRENT BEFORE STUDENT MAY PARTICIPATE.)**

FIFTH GRADE

Each fall the fifth grade students participate in a four-day, three- night outdoor science trip. Parent chaperones are needed. This is a tremendous learning experience for the student.

Each student is required to participate in crossing guard duty.

SIXTH GRADE

The sixth grade students participate in a three-day, two night outdoor science trip each fall. The students benefit greatly from this experience.

Each student is required to have three hours of community service.

Babysitting is not considered community service.

SEVENTH GRADE

During the student's seventh grade year, every child is required to participate in five hours of community service. Babysitting is not considered community service. One (1) hour must be served in the local community.

In addition to the service hours, all students will help with extra responsibilities at the school assigned for that particular grade level. The seventh grade is responsible for flag duty.

Each spring the seventh grade participates in a five -day, four-night outdoor science trip to Catalina Island and to Catalina Island Marine Institute.

EIGHTH GRADE

During a student's eighth grade year, community service is required prior to graduation. Each student is responsible for six hours of community service. Babysitting is not considered community service. One (1) hour must be served in the local community.

In addition to the service hours, all students will help with extra responsibilities at the school assigned for that particular grade level. The eighth grade is responsible for front office assistance and office work.

Each spring the eighth grade has the opportunity to participate in a trip to Washington, D.C. This is a very informative trip and the students will learn greatly by visiting the White House, Capitol, Smithsonian Museum, Library of Congress, and many other sites. More information will be provided during the school year; however, if you have questions, please contact the school office.

SAFETY PATROL PROGRAM

Carden Academy's fifth graders participate in the Santa Clara City Safety Patrol program. Your child will be required to serve from 7:45 to 8:10 am and 2:40 to 3:15 p.m, assisting students and parents at the school crosswalk. A faculty member coordinates the program in conjunction with a member from the Santa Clara Police Department.

D.A.R.E. PROGRAM

The D.A.R.E. program is a seventeen-week program designed to help students in the fifth grade become aware and resist the temptations, decisions, and experimentation with tobacco, alcohol, marijuana and other drugs. They also learn how violence is never an option for solving things. The Santa Clara Police Department conducts a graduation exercise at the conclusion of the program.

GRADUATION

Graduation will be held at the Church of the Valley, 400 N. Winchester Blvd., San Jose. Graduation night will be conducted as a ceremony. Student performances, speeches and a guest speaker will precede the distribution of diplomas.

The students will rehearse for the ceremony during school hours.

Each year we look forward to this event to share in the happiness of the graduates. It is also sad to see another graduating class depart for various high school campuses.

GRADUATION ATTIRE

We do want students to look their best for graduation. The proper attire for the evening is as listed below. We strongly urge that each family consider the list and follow it.

Girls

Long dresses or tea-length preferably solid, seasonal colors in a suitable style for eighth grade (avoid flashy prints, *no black dresses*); no strapless or one shoulder or backless gowns.

Shoes should have heels no higher than two inches as it is difficult to process down the aisle and climb steps.

Flowers or corsages are not permitted during the graduation exercises. Such gifts may be presented to the students during the reception.

Boys

Dress jacket and slacks in conservative colors or patterns.

Dress shirt and tie, dark socks, and dress shoes.

PLEASE, NO TUXEDOS!

CARDEN ACADEMY SCHOOL SONG

(Gallic Melody, "Joy of the Morning")

Life lies before me, ventures await me,
Learning and knowledge, these are the key,
Carden's the door which gives me the access
To a wide world which beckons to me.

Joy in God's nature, joy in life's purpose
Let me reject the evil and wrong,
Live for the Carden precept of kindness
Hold to this steadfast, all my life long.

Integrity, goodness, these be my mentors
Honesty, truth, shall help me decide,
Courage within me, friendship around me
Carden has given me - a path and a guide.

CARDEN ACADEMY SCHOOL PRAYER

A PRAYER OF MAE CARDEN

Father in heaven, to Thee we pray
Asking Thy help day by day
In all we say, in all we do,
Make us kind, and generous, too.
Make us eager in our work today,
Make us joyous in our play.
Help us always to follow Thy rule.
Father in heaven, bless our school