**MISSION**

To strengthen, facilitate and assure the academic achievement of all our students in a safe and nurturing environment for learning in relatively small classes.

**CURRICULUM**

The Carden Curriculum was introduced to Mary Law Private School in September of 1988. It is highly individualized in approach, meeting the particular needs of the learner. It gives strong basic education through the academic program and provided continuity from one grade level to another. The Carden Reading Method is based on total language arts program. It emphasizes reading and critical thinking. A disciplined phonetic approach to reading produces fluent readers with an abundant vocabulary.

**ADMISSION POLICY**

Each child is accepted on his/her individual merits regardless of race, creed, color or national origin. Each child accepted for admission will be placed in the grade or group which best meets his/her individual needs as determined by the administrator in consultation with the teacher and the parents.

Prior to admission, parents are required to pay a non-refundable registration fee, sign a contract for the school year and pay 1/10th of the annual tuition in advance.

The school reverses the right not to admit a student to the school if in the sole opinion of the school administration; the school is unable to meet the needs of the particular child.

The school reserves the right to terminate a student's enrollment due to non-compliance, by students or parents, of the school regulations.

**POLICY ON STUDENT CONDUCT & DISCIPINE**

Every student has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to a teacher in an atmosphere free from disruption and obstacles that impede learning. The objectives of the school conduct and discipline policy are to help the student to become a responsible person and one who respects and values relationship and rules regarding them.

We also encourage a student's appreciation for the property f others and the wise use of school facilities and equipment.

Students will be required to pay for damage which results from careless or purposeful acts.

**GUIDING PRINCIPLES for EVERYONE in the SCHOOL**

1. Be Responsible 2. Be Respectful 3. Be Appreciative of Differences 4.Be Honest

5. Be Safe 6. Be a Life-Long Learner

**ACTION TAKEN**

We have developed a classroom discipline procedure which will give every student guidance in making good decisions about his/her behavior and thus, an opportunity to learn in a positive nurturing environment.

Your child deserved the most positive educational climate possible for his/her growth. The following procedure outlines our rules, positive rewards and consequences for appropriate and inappropriate behavior. The emphasis would be on positive rewards for appropriate behavior. This Discipline Plan is intended to be standard for all classrooms at our school beginning in kindergarten.

**RULES:**

1. Follow directions
2. Keep hands, feet and objects to yourself
3. No swearing or teasing
4. Do not leave the classroom without permission
5. Raise your hand to ask permission before speaking in class
6. Have all materials and supplies ready for the day.

To encourage students to follow our rules, we will recognize appropriate behavior with praise, stickers, caught being good, stickers, notes or personal contacts with you weekly and monthly.

If students chose to break the rules, the following steps will be taken daily-

**Kindergarten to 3rd grade:**

First time in a day, a student breaks a rule--------------------------Warning Second time same day----------------------------------------------------Name on board Third time in a day --------------------------------------------------------Check mark by name

Consequences: ( Kg) ----------------------------------------5 minutes of no recess First thru 3rd) ------------------------------------------------No play at recess-one minute per year by age

Fourth time in a day

Consequences: (Kg) -----------------------------------------5 minutes detention (parents informed) 1st thru 3rd:--------------------------------------------------10 minutes detention (parents informed)

**Fifth time in a day:** Parents called in immediately for conference with the teacher/administrator

**Definition of Detention:** detention means reporting to an assigned teacher at 3:00 pm in the teacher's lounge of the grade school building. The teacher will have a talk with the student's behavior and the student is expected to sit quietly for the allotted time to ponder over his/her behavior.

**Students from Grades 4 to 6 will be on demerit system.**

**Definition of Demerit:** -------------------------------------3rd time in a day/detention = 1 demerit; ------------------------------------------------------------------ 4th time = 1demerit ------------------------------------------------------------------ 4 times in a day = 2 demerits 1st time in the day student breaks a rule -------------Name on board 2nd time-------------------------------------------------------Check mark against name 3rd time--------------------------------------------------------10 minutes detention=1 demerit-parents informed 4th time--------------------------------------------------------Conference with Administrator/teacher/parent=1demerit

**Three (3) demerits in one moth will result in one day suspension from school.**

If parent cooperation is not forthcoming, immediate expulsion from school may result, at the discretion of the administrator.

**In the case of repeated episodes of dirty language, cursing, hitting with fists, kicking or other actions potentially dangerous to another student, parents will be called and asked to pick-up the child immediately.**

# HOME SCHOOL RELATIONSHIP

We wish to work with the children and parents who are willing to cooperate in ONENESS OF PURPOSE. Whenever the school influences one way and the home another, the child suffers. This leads to conflict and emotional disturbance within the child. The home is, AND WILL REMAIN, the chief agency for the training of the child. The purpose of our school is to serve as an important aid to and an extension of the home in the vital task of educating and training. If the school and home work together, your child will be receiving the best possible education. In short, the teachers CANNOT DO IT ALL! They need your help. Therefore, please try to be in constant communication with the school and your child’s teacher.

## EVALUATION & REPORT CARDS

Elementary age student evaluations are prepared quarterly. At the end of the first quarter a parent/teacher conference is held. Special reports and conferences are encouraged when considered necessary. Kindergarten age student evaluations are prepared in trimester.

In addition to regular subject matter evaluation, standardized achievement tests are administered to elementary age students annually. The results of these tests are utilized for the guidance of the individual child and for general school and curriculum evaluation and planning.

## ABSENCES

No student can be away from school for an extended length of time without damaging academic progress. Absences due to illness are unavoidable, but even these absences put the child behind and puts on extra burden on the teacher in prescribing and individual program to help the child catch up. We strongly urge you not to take your child out of school simply for reasons of “convenience”. When a child returns after an absence a note must be sent to the teacher explaining the reason for the absence. (This is a requirement of the Education Code).

## TARDINESS

Students will be marked tardy if they are not in the classroom at 8:30 a.m. A tardy student disrupts the class and does him/herself a disservice. Continued tardiness teaches and reinforces a bad habit, and becomes an embarrassment to the student. Please help us to avoid the problem.

## ARRIVAL AND DEPARTURE TIME

School is open from 6:30 a.m. to 6:00 p.m.

Class hours are from 8:30 a.m. to 3:00 p.m.

Students who have signed up for extended care may be dropped off at any time after 6:30 a.m. and picked up at any time before 6:00 p.m.

Students who have NOT signed up for extended care may be dropped off at any time AFTER 8:00 a.m. and picked up BEFORE 3:30 p.m. Early arrivals or late pickups will be charged at the rate of $5.00 per every 15 minutes or part thereof.

Our extended care personnel have families that they have to return to after work. So please be considerate and pick up your child by closing time.

In the event that our extended care personnel have to wait after closing time for a child to be picked up, the parent will be required to pay the following late pick up charge:

----- Pick-up time between 6:01 and 6:15 = Late charge of $10.00 ----- Pick-up time between 6:16 and 6:30 = Late charge of $20.00 ----- Pick-up time between 6:31 and 6:45 = Late charge of $ 40.00 ----- Pick-up time between 6:46 and 7:30 = Late charge of $60.00

**This fee is NOT payable to the school. It is to be paid directly to the staff members who had to remain with the child after closing hours.**

One staff will use their discretion in not demanding this fee from parents who are a few minutes late on a rare occasion due to traffic or some other unforeseen situation.

**If for some reasons you know that you will be more than five minutes late, please call the office, if at all possible.**

**LUNCH**

Please send a nutritious lunch and two snacks with your child. Avoid sweets, and junk food. No chewing gum is allowed on the school premises. No student may leave the school for lunch unless accompanied by parent or authorized adult. **The school is not equipped to heat or refrigerate food.** Teachers supervise children as they eat lunch to make sure that there is no trading or giving away food. Please send only enough food your child can eat.

Parents who wish to buy hot lunch may do so for $3.00. Menu is available ahead of time. You may order hot lunch from the teacher or at the office. Those who would like to deliver child's lunch at lunch time may bring in the lunch to the office as delivering lunch to the classroom may cause distraction.

**FIELD TRIPS**

Parents will be notified of the date and location of each of the educational field trip. A signed permission slip is required for the child to attend.

**HOMEWORK**

Homework is an integral part of the instructional program. The amount of homework is determined by the grade level and by how well the student used his/her study time at school. Parents should provide a regularly scheduled time and place for homework and show an interest in the child's work by frequently checking and discussing it with the student. Students will be informed by the teacher if assignments are done or incomplete or late.

**TOYS & PLAY EQUIPMENT**

Children are not to bring toys and trinkets to school without the express permission of the teacher. The School will not be responsible for any such items brought from home.

**DRESS CODE**

Students must wear the school’s uniform every day unless it is a “free dress up day”. “Dress up day” is usually the last Friday of every Month.

**EMERGENCY PREPAREDNESS**

We have an Earthquake Preparedness and Disaster Action Plan (copy attached). Every child must have an earthquake kit that is kept at the school. The kit may be purchased elsewhere. The kit must have at least a one year shelf life. It is the parent’s responsibility to keep their child’s kit updated yearly.

**MEDICAL RELEASE**

Consent for emergency medical treatment for your child has to be on file at the school at all times. Please keep the information updated. (Changes of address, phone numbers, etc.)

**TUITION**

Tuition is set as an annual fee for the school year. School year commences on the day following Labor Day of any given year and concludes on the 2nd Friday of June of the following year if the school year commenced in the first week of September and on the 3rd Friday of June of the following year, if school commenced on the 2nd week of September. **To clarify, tuition is NOT set on a monthly basis. Those parents who pay monthly are doing so for their convenience and opting to pay the tuition in installments.**

If the Tuition is paid in a lump sum on or before August 10th, a 5% reduction applies. The tuition may be paid in 10 equal monthly installments commencing August 1st through May 1st.

**If the monthly installment is not paid by the 10th of the month a late charge of $25.00 will be levied to cover additional costs of bookkeeping & accounting.**

Failure to pay the tuition within 15 days from due date may result in immediate cancellation of the child’s enrollment. There will be a $25.00 charge for each returned check. After the second returned check from any given parent, only cash, cashiers checks, credit or debit cards will be accepted in payment of tuition.

**IN CASE OF FINANCIAL CRISIS, PLEASE DO NOT DISRUPT THE CHILD’S EDUCATION, BUT SPEAK TO THE ADMINISTRATOR TO WORK OUT AN AGREEABLE AND CONVENIENT PAYMENT PROGRAM.**