



MAJURO COOPERATIVE SCHOOL

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**Accredited by the Western
Association of Schools and Colleges**

April 2011

Dear Co-op School Parents and Guardians,

I am pleased to provide you with registration materials for enrolling your children in the Majuro Cooperative School for next year (SY2011-2012). Enclosed you will find a packet containing the following:

- Enrollment Checklist
- Registration Form and Medical Release
- Explanation of Fees
- Parent Covenant
- Student Covenant
- SY 2011-2012 School Calendar
- Family Questionnaire

You are probably familiar with many of these forms, but there are some changes and additions, so I ask that you take time to review and complete them. Accurate information is important for us to update our records, improve communication with you, and care for your children. We dream of being able to use e-mail to communicate with Co-op families, but too many addresses are invalid. **It is especially important that you give us your current email address and let us know if it changes, so that we can try the mass e-mail method again.** **It is also important that we have current telephone numbers so we have contacts in case of emergency.** In addition, the Ministry of Education is asking for information for our Aid to Private School data, so information about parent backgrounds is now a part of the registration packet.

During the first week of the new school year, we will be sending home the Parent and Student Handbooks for 2011-2012, which you should review at that time, together with your children.

This year has been a truly great one for the school. Our students have excelled in many areas and we hope that you are pleased with your child's growth. We are especially pleased with the our growing High School, (12th grade next year!), our Resource Program and the growth and continued improvements in our Special Education program, the new high school classrooms and student bathrooms that will be completed this summer, and the many exciting extracurricular events our staff and volunteers provide to

expand our students' learning and experiences. We are in the process of planning for next year, and expect it will be another great year for our students and the school.

It is our goal to provide the finest possible education for your children. In order to accomplish this goal we need to retain and recruit the best teachers to work with the children, and to provide the best curricular materials to support the children in reaching their fullest potential of academic and social development. We are committed to this goal and at the same time to keeping your costs at the lowest possible level. The Board of Directors and administration have spent a great deal of time and energy working to determine a schedule of costs that enables us to continue the highest level of educational excellence while keeping your expenses as the low as possible. The education that is provided to children at Co-op is not fully covered by the tuition paid by families: the school is supplementing the tuition costs through successful fundraising and grant applications. The continuing increases in utilities, food costs, insurance, and maintenance severely impact our ability to make ends meet. In addition, students need more opportunities in technology and to have more labs in Science classes. **This year, for the first time in five years, we have been forced to raise tuition for all students by \$10 a month.** It is our commitment and desire that there will not be another increase for three years, and we thank you for your understanding the necessity of this increase.

The 2011-2012 school year will begin on August 11, 2010. Registration for current students and families will open on April 16, 2010. It is important for you to know that on **May 17, we will open registration to new students.** Classes will be capped at 25, with any registrants above the 25-per-class- limit being placed on a waiting list. Many of our classes are full, so register soon so you do not lose your child's place in the school due to late enrollment. **Classes that will likely be filled quickly next year will be Prekinder, Kindergarten, First Grade, Second Grade, Fourth Grade, Fifth Grade, Sixth Grade. Please don't hesitate and find that your child ends up on the waiting list.** Registration is not complete without all registration materials and the \$105.00 registration fee. (\$130.00 for high school.) This year we have included the \$30 class fee (\$15 per semester) in the registration fee, which is why it looks as if we have increased the registration fee.

On behalf of the entire Co-op School staff, I want to thank you for entrusting the education of your children to us. That is a responsibility we take seriously and we will continue to work to justify your faith in us. We are dedicated to providing the best learning experience possible for your children and plan to build upon this tradition to make next year even better.

Please feel free to contact me if you have any questions regarding registration and next year. Summer school will be offered for students needing support in Math, English, and Reading. Your child's teacher will be contacting you about summer school. As always, I am happy to talk with you about curriculum, grading, instruction, and discipline at any time.

Sincerely,

Kathy Stratte, Principal

P.S. We hope you will consider being a host family for new teachers arriving in August.

Majuro Cooperative School
2011-2012 Registration Packet

This packet includes all documents necessary to proceed through the registration and enrollment process at MCS. Use the checklist below to help guide you.

✓	Annual Enrollment Documents
	Two-sided Registration Form and Medical Release
	Payment of \$105 registration fee (\$130 for high school)
	Parent Covenant
	Student Covenant
	Explanation of Fees
	Family Questionnaire
	Updated Health Certificate
	2011-2012 School Calendar

✓	Additional Requirements for New Students
	Placement testing (1-12 th grade)
	Student Interview (5 th -12 th grade)
	Parent Interview
	Birth Certificate or Copy of Passport
	Recommendation Letter (5 th –12th grade)
	School Transcripts (1 st -12th grade)

MAJURO COOPERATIVE SCHOOL
FEE SCHEDULE 2011-2012
MONTHLY TUTION AND SCHEDULE OF PAYMENT

<u>MONTH</u>	<u>PRESCHOOL (3)</u>	<u>4 YEAR KINDER</u>	<u>Kinder-8TH GRADE</u>	<u>High School</u>
AUGUST	140.00	165.00	210.00	210.00
SEPTEMBER	140.00	165.00	210.00	210.00
OCTOBER	140.00	165.00	210.00	210.00
NOVEMBER	140.00	165.00	210.00	210.00
DECEMBER	140.00	165.00	210.00	210.00
JANUARY	140.00	165.00	210.00	210.00
FEBRUARY	140.00	165.00	210.00	210.00
MARCH	140.00	165.00	210.00	210.00
APRIL	140.00	165.00	210.00	210.00
MAY	140.00	165.00	210.00	210.00
TOTAL	<u>1,400.00</u>	<u>1,650.00</u>	<u>2,100.00</u>	<u>2,100.00</u>
Total + Registration Fee	<u>1,505.00</u>	<u>1,755.00</u>	<u>2,205.00</u>	<u>2, 230.00</u>
Tuition W/discount (10%)	1,260.00	1,485.00	1,890.00	1,890.00
Total (disc) + Reg. Fee	<u>1,365.00</u>	<u>1,590.00</u>	<u>1,995.00</u>	<u>2,020.00</u>

Registration Fee: \$105.00 per student P-8, \$130.00 per student 9th -12th grade (non-refundable)

Late Fee Charge: \$25.00 per student charge if monthly tuition due is not paid on or before the 7th of each month.

PTA Charges: \$20.00 one student charge per parent per absence for each PTA meeting.
\$20.00 fine per family for non-contribution at PTA events and class bake sales.

**LUNCH, SNACK,
AND BREAKFAST:** Lunch is included in the tuition. It cannot be calculated as a separate amount.
Canteen cards may be purchased for \$5-\$20 so students may purchase breakfast and snack items. (Canteen cards may also be used to purchase uniforms and school supplies.) Breakfast is \$1.00. Snack purchases are "per item."

There is no separate book and activity fee. This is part of the tuition.

Students will be charged for loss and/or destruction of books.

Code of Conduct

The Majuro Cooperative School's success is dependent on the commitment of our students and parents to create and sustain the best possible learning environment. The Co-op School asks students and parents to embody all of our virtues: citizenship, respect, initiative, scholarship, and compassion. The MCS staff is committed to modeling, teaching, and reinforcing such behavior to help our students succeed and contribute in school and in the local and global community.

The following covenants outline the required expectations, responsibilities, and commitments necessary for each Co-op school family. These expectations are described in detail in the Student and Family Handbook.

Parent Covenant

Parent Responsibilities

As a parent at MCS, I have the responsibility to:

- Enthusiastically and consistently support and be a part of my child's **daily** school education.
- Attend parent/teacher conferences and communicate with staff whenever I have a question or issue regarding my child.
- Ensure that my child upholds the Student Code of Conduct.
- Ensure that my child attends school except in cases of genuine illness or previously excused trips.
- Ensure that my child arrives at school on time.
- Inform the school of absences.
- Support the rules, programs, and decisions made by the school and help my child abide by them.
- Support and help my child with homework when appropriate.
- Visually check my child's completed homework every day.
- Pay monthly tuition in a timely manner.
- Give the school a minimum of 30 days notice if we plan to withdraw our child from school. Failure to provide this 30-day notice will result in our being responsible for paying a full month's tuition after the last day our child attended.
- Attend PTA meetings and contribute to school functions and fundraisers. In the event that we do not attend meetings or contribute to fundraisers, I agree to pay the \$20.00 penalty as determined by the PTA.
- Pick up my child after school and school functions in a timely manner.
- I am aware that excessive absence, tardiness, or failure to complete homework may result in my child's failure to progress to the next grade.

Signature of Parent or Guardian

Date

Student Covenant

Student Responsibilities

As a student at the Majuro Cooperative School, I have the responsibility to:

- Continually challenge myself to learn as much as I can every day.
- Give my best effort.
- Be respectful of the rights of others and myself at all times.
- Be respectful of personal, school, and community property.
- Help in maintaining the cleanliness of the school and its grounds.
- Arrive at school and class on time.
- Come to school every day.
- Be prepared for class.
- Follow all campus rules.

Student Rights

All students at MCS have the right to:

- Feel safe at all times.
- Have the respect of all students, parents, and school staff.
- Learn every day.

Student Consequences

As a student at MCS, I understand that if I do not meet the above guidelines, any of the consequences below may follow:

- Loss of privileges
- Referral to principal
- Notification of parents
- Conference with teacher, parents, and/or principal
- Restitution (giving back something to anyone harmed)
- Assigned work
- Detention
- Assignment to Homework Club
- Non-participation in extracurricular activities
- Suspension
- Expulsion
- Failure or academic probation
- Notification of proper law enforcement agencies

Student(s) Signature(s) (all students in family sign)

Date

Family Questionnaire

1. Do you or other family members have any special talents or areas of expertise that would be helpful to the school or school community? Circle any of the following areas that you are interested in.

- Facilities Improvement/Beautification
- Tutoring
- Mentorship
- Library
- Computer Lab/ Technology Assistance
- Fundraising
- Accreditation
- Foreign Language
- Reading Volunteers
- Field Trip transportation
- Classroom aides
- After school activities and sports
- Special Events
- PTA Class Representative
- Host Family for New Teacher
- Board member
- _____
- _____

2. What contacts or resources do you have that might be of value to students and the school?

3. Are you willing to serve on the Board of Directors or PTA Board this coming year?

Walking Field Trip Release

I authorize the Majuro Cooperative School staff members and parents to take my child/ren _____ on any school sponsored walking field trips during the school year. I understand that I will be notified of any upcoming field trip before the trip occurs. This release covers only walking field trips do not require transport.

Signature of Parent or Guardian

Date

To families with more than one child attending Co-op,

We wanted to save on our copying costs, so we did not make a full registration packet for each of your children. **We are providing one packet for your family, with a registration form for each child.** If you need more registration forms, please stop by the office! Please have all children sign the student covenants.

Thank you.

Co-op Administration

April 2011

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We wanted to save on our copying costs, so we did not make a full registration packet for each of your children. **We are providing one packet for your family, with a registration form for each child.** If you need more registration forms, please stop by the office! Please have all children sign the student covenants.

Thank you.

Co-op Administration

MAJURO COOPERATIVE SCHOOL
REGISTRATION FORM
2011-2012 School Year

**Student
Information**

Student's Name:

Last Name	First Name	Middle Name
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Date of Birth:

Grade: _____ Gender: [] Male [] Female

RMI SSN:

Citizenship(s):

Hospital Number

Birth Place:

Language Spoken at home most of the time:

Ethnicity (Marshallese, Korean, Kiribati, U.S., etc.)

Family Information

Parent Guardian's Name:

—

Email address:

Relationship to student _____

Is student's mother living?

Mailing address:

COMPLETE BOTH SIDES OF THIS PAGE

Parent/Guardian's Name:

Phone (Home):

Place of Work:

Relationship to Student _____

Phone (Work):

Mailing address:

Cell phone _____

Phone (Home):

Place of Work:

E-mail
address_____

Phone
(Work): _____

Is student's father living?

Cell
phone_____

SIGN PAGE THREE

Medical Information

Any allergies/health considerations:

I give permission for the office to administer Tylenol to my child: [] Yes
[] No

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent/Guardian Signature

Date

Emergency Contact

Payment

Name _____

Name:

Relationship to
Child _____
Person Responsible for

Relationship to
Child _____
number _____

Place of Work:

Phone (Home)

Phone (Work):

Mailing address:

Cell phone

None
Numbers _____

Place of Work: _____

Email address: _____

ADDITIONAL INFORMATION REQUIRED BY MINISTRY OF EDUCATION.

Thank you!

Approximate Annual Household Income: (Circle one)
(0-5,000; 5,000 to 10,000; 10,000 to 15,000; 15,000-20,000;
20,000-30,000; 30,000-40,000; 40,000-50,000; 50,000
to 70,000, more than 70,000)

Highest Education: Mother

- Completed 8th grade
- Some High School
- Completed High School
- Associate Degree
- Bachelors Degree
- Masters Degree
- Doctorate Degree
- Other
(specify) _____

Highest Education: Father

- Completed 8th grade
- Some High School
- Completed High School
- Associate Degree
- Bachelors Degree
- Masters Degree
- Doctorate Degree
- Other
(specify) _____

Parent or Guardian Agreement and Obligations

1. I understand that registration is on a first-come, first-serve basis and is not complete without payment of registration fee, updated immunization records, copy of child's passport or birth certificate, and transcripts(for transfer students.)
2. I understand that the tuition due for the 2011-2012 school year is \$2,100 (K-12), \$1,650.00 (morning preschool), and \$1,400.00 (afternoon preschool), which includes daily lunch and book fees.
3. I understand that if the entire year's tuition is paid before **June 30**, I will receive a 10% discount. If I pay in full between **July 1 and the first day of school**, I will receive a 5% discount.
4. **I understand that prepaid tuition is NON-REFUNDABLE.**
5. If not paid in advance, I agree to pay the tuition through 10 equal monthly payments of \$210 (K-12) \$165.00 (morning preschool) or \$140.00 (afternoon preschool) every 2nd day of each month until paid in full.
6. I understand that the final deadline for each monthly payment is the 7th day of each month, and that a late fee of \$25.00 must accompany any payment made after the 7th day of the month.
7. **I understand that if the payment and late fees are not made by the 12th day of the month, my child may not be allowed in class.**
7. I have read and agree to abide to the policies set out in the Parent and Student Handbook.

Parent/Guardian Signature