



MAJURO COOPERATIVE SCHOOL

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



*PARENT @
STUDENT SCHOOL
HANDBOOK*

2010-2011

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MAJURO COOPERATIVE SCHOOL CALENDAR -2010-2011

School Hours:

3 Year Preschool 12:30-3:00

Four-year pre- kindergarten 8:00am-11:30 am.

Kindergarten through 6th grade: 8:00am to 3:00pm

Middle (7th, 8th) and High School 8:00 am to 3:20 pm

August 2	New Teacher Orientation
August 4-10	Teacher Orientation and Work Days
August 11	First Day of School, Half Day
August 20-21	High school retreat
August 24	PTA General Meeting
September 3	Dri-Jerbal Day , No School
September 10	Half day for teacher inservice
September 17	Mid quarter progress reports home
September 20-24	Manit Week
October 12	PTA General meeting
October 13	End first quarter
October 15	Teacher in-service, no school
October 21, 22	Half days for parent teacher conferences
October 29	School wide Halloween party
November 9	PTA Meeting
November 12	Half day for teacher in-service
November 17	President's Day- No School
November 23	Mid-quarter Progress Reports
December 2	Holiday Concert
December 3	Gospel Day, No School
December 17	End of First Semester, Half day
December 20- January 10	No School - Christmas break
January 17	Honor Roll Assembly and Report Cards
January 25	PTA Meeting
February 11	Mid quarter Progress Reports
February 18	Half Day Teacher In-service
March 1	Nuclear Survivors Day –no school
March 11	End of third quarter (132 days)
March 14-18	Spring break
March 22	PTA meeting
March 28, 29	Half days for Parent Teacher Conferences
April 11-15	SAT Practice and Spirit week
April 18-21	SAT WEEK
April 22, 25	Easter Weekend, No school
April 26	Progress reports home
May 2	Constitution Day
May 3	PTA meeting
May 3- 6	Teacher Appreciation Week
May 13	Talent Show
May 27	8th grade Promotion
May 27	Last day of school Honor Roll Assembly
May 30	Make up Day (if needed)
June 2	Last day of teacher contracts
June 8	Summer Session

Subject to change! Other events to be announced. We will have 180 days of school.

Majuro Cooperative School 2010-2011 Staff

Administrative/Office Staff

Administrator and P-8 Principal Kathy Stratte
High School Principal..... Natalie Nimmer
Financial Officer Manny Mercado
Administrator/Substitute Teacher Brennan Harmuth
Special Education Director Deborah Nussbaum

Teaching Staff *

Elementary

Preschool Robin Seru
Kindergarten Mere Tamanisau
1st Nancy Snyder
2nd Kim Blanton
3rd Colby Way
4th Waisake Savu
5th Devin Michel
6th Joon Cross

Middle and High School

Science, 11th grade Advisor..... Joe Shlosman
Social Studies, 8th grade advisor..... Erick Pacheco
Language Arts, 9th/10th grade advisor Amy Carlson
Language Arts, Health, 7th grade advisor..... Melanie Carbine
Math..... all Middle School and High School teachers

Related Arts and Student Support

Marshallese Studies Jennifer Elcar
Resource and Student Support..... Scott Christensen
Music and Art..... Yoora Lee
PE Mack Peter
Japanese (high school)..... Maki Tsunamoto

MISSION STATEMENT

Majuro Cooperative School strives to provide an environment that encourages each student to reach his/her potential in the academic, artistic and social disciplines. Co-op School prepares students for higher education, and for assuming their roles in society as responsible and productive citizens. Life-long learning, respect for self and others, cooperation, self-reliance, and appreciation of the Marshallese culture are promoted and encouraged.

PHILOSOPHY

Co-op School beliefs:

- Children are the Marshall Islands' primary resource.
- All children can learn.
- It is important to instill a lifelong appreciation of learning.
- Cultural diversity is one of Co-op's greatest strengths.
- The most successful education is the result of a **cooperative** relationship between the school, families, and the community as a whole.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRS)

Majuro Cooperative School students will demonstrate:

- Proficient written and oral communication skills and comprehension in English;
- Effective problem solving, critical thinking and mathematical skills;
- Strong social skills to foster development in becoming contributing, respectful and responsible members of society.

SCHOOL-WIDE ACTION PLAN

The Majuro Cooperative School has identified the following five goals for our "Action Plan" for 2010-2012.

- 1) Improve student achievement in reading and writing through staff development, modification of instruction, adoption of a writing curriculum, and correlation with content standards.
- 2) Expand and fully integrate an English Language Learners pilot program founded on language needs of our student population.

- 3) Develop and implement a WASC accredited four year high school program with curricular, instructional, and co-curricular standards equivalent to standards at high schools internationally.
- 4) Develop a curriculum map for all grades integrating content standards and available resources.
- 5) Engage students in development of a value system that encourages leadership, respect, social and personal responsibility, and global citizenship.

The action plan is discussed further in the section entitled "WASC."

HISTORY

Majuro Cooperative School was founded in 1975 by parents Jerry Kramer, Carlton Hawpe, and Dennis McBreen, who wanted to provide their children with an education comparable to that of mainland United States elementary schools. Co-op began with one teacher and six students. The school grew as each student advanced and more students enrolled. The current school is 250 students, with students enrolled in Preschool through 11th grade. Co-op's two-acre campus currently includes 15 classrooms, an administration building with offices and a media room, student bathroom facilities, a cafeteria, an on-campus teacher housing complex, a library with small computer lab, and updated curricular materials. The classroom teachers, principal, and the Special Education and English Language Resource teachers have degrees and/or certification or diplomas in education. In addition to the core curriculum, Co-op students receive instruction in physical education, health, Marshallese language, music, art, and Japanese (for high school only.)

Until 2008, the Majuro Cooperative School served students from preschool through eighth grade only. In December 2007 the Co-op School membership voted to add a high school to the school's offerings. This had been a long held dream of Co-op School families who were concerned about the limited opportunities for high school students in the Marshall Islands. Many parents had experienced the pain of sending their teenagers off-island to attend accredited high schools in the United States, Guam, New Zealand, and elsewhere. The Majuro Cooperative High School opened in August 2008, with a ninth grade. Tenth grade was added in 2009-2010. During the 2010-2011 school year, high school programming will be offered to ninth through eleventh graders. Twelfth grade will be added in 2011, with the first high school class graduating in May 2012. Construction of two new middle and high school classrooms was completed in 2008. Additional high school classrooms will be added as needed.

ACCREDITATION STATUS

The Majuro Cooperative School is accredited by the Western Association of Schools and Colleges. (WASC) Accreditation means that our school is measured by the same standards as schools in the United States. Co-op first became accredited in 1994 and the school community works hard to maintain this status through use of best practices in education. The most recent accreditation visit was in March 2010, with high praises from the visiting team resulting in a six-year accreditation term. Parents, staff, and students participate in activities and tasks that ensure that accreditation is maintained and that the school is constantly improving.

SCHOOL GOVERNANCE

All corporate powers of Majuro Cooperative School are exercised by or under authority of the Board of Directors under the corporate bylaws. The board is a 7-member body elected by the parents who are in good standing at an annual election in August or September of each school year. The seven elected Board Members are parents/guardians of current students. In addition there are spaces on the Board for two at-large members selected by the elected members. Elected for two-year terms, three members are elected in 'odd' number years and four members are elected in 'even' numbered years. This practice, established by the bylaws, ensures that there is continuity in membership on the board. The Board of Directors meets on the third Tuesday of each month to discuss school-wide issues and polices. A quorum of five members is required for a meeting to take place. In addition to the school board, the school principals, financial officers, and the PTA president attend Board meetings. Teachers often attend the meetings as well.

There are four Parent Teacher Association officers and a minimum of seven additional class representatives, who are also elected by the parents. The PTA Board and representatives supervise fundraising activities for the school and work with the Board of Directors on setting priorities for the school, as well as providing feedback on school-wide issues. PTA and Board of Directors elections are held at the annual meeting in late August.

BOARD OF DIRECTORS

- President: Jack Niedenthal
- Vice-President: Mike Slinger
- Treasurer: Hirobo Obeketang
- Secretary: Jim McLean
- Member: Scott Howe
- Member: Lani Kramer
- Member: James McCaffrey
- At-large: Bill Weza

PARENT TEACHER ASSOCIATION

- Deanna Gilmar, President
- Luanne Bing, Vice President
- Lori DeBrum, Secretary
- Bene Muller, Treasurer
- Nancy Snyder, Teacher Rep
- Class Reps: Neiar Kabua, Barbara Kramer, Marie Milne, Deborah Manase, Jennifer Seru, Joufina Note, Loreen Bigler, Stacy Peralta, Annette Note, Jennifer DeBrum, Kim Vredenburg

PTA PARTICIPATION AND MEETING ATTENDANCE

We believe strongly that parent and family involvement in a child's education have a direct impact on the child's success in school. The PTA and school community encourage parents to volunteer in classrooms, attend school functions, and establish home routines that will help children succeed. The Co-op School was founded cooperatively and thrives cooperatively. This means that we rely on the cooperation and involvement of all Co-op School members. Each family is a member of this community.

ATTENDANCE AT PTA MEETINGS IS MANDATORY for all Co-op school parents or guardians. This policy has been established in an effort to insure that all families share the tasks involved in running a successful school program, and that the burden is not carried by only a few. Attendance at PTA meetings also provides parents with an opportunity to learn about the school's educational program, and to become more involved in their children's education. PTA meetings often begin with presentations by teachers and/or students on activities that are taking place in the classroom.

Meetings are announced via memorandum (or e-mail if we have a current e-mail address for you) in a timely manner. The mandatory policy means that there is a \$20 fine for non-attendance at Co-op PTA meetings.

In addition to attendance at quarterly PTA meetings, it is crucial that all families help "share the load" in supporting school fundraisers and events. Fundraisers are necessary in order to keep tuition costs down. All families are aware that the cost of providing a Co-op School education is not covered by tuition. Approximately one third of the school annual budget comes through grants. Each child's educational costs are also supplemented by monies raised through fundraising efforts. The burden of fundraising and organization of events should not be the burden of a few. All families are expected to dedicate time and energy to help Co-op continually improve and meet the needs of students and families. There is a \$20 fine for non-contribution to PTA sponsored fundraising events. Contributions may include baked goods and other food items for sale, assistance with ticket and food sales, and donations of prizes.

FUNDRAISING

Often, groups and/or classes will decide to raise funds for specific projects. Fundraising activities should be discussed with the principal. All raised monies are turned into the Financial Officer, and separate accounts are kept for all classes or groups. Records of expenditures are also kept. The Board must approve any fundraising activities aimed to raise \$1000 or more, except for PTA activities.

ADMISSION REQUIREMENTS

By September 30 of each year, the age requirements for students entering each grade are:

- Afternoon Preschool: 3 years old
- Pre-Kindergarten: 4 years old
- Kindergarten: 5 years old

Admission for new students in grades 1 and above is by successful passing of entry exam, student and parent interviews, transcripts, and a written teacher recommendation. Current Co-op School students who pass 8th grade promotion requirements are automatically accepted into the 9th grade.

Due to past difficulties in collecting tuition fees, and the burden this places on the operation of the school, it has been necessary to implement the following policy:

IF THE MONTHLY PAYMENT AND LATE FEE ARE NOT PAID BY THE 12TH OF EACH MONTH, THE STUDENT MAY BE REMOVED FROM CLASS AND SENT HOME UNTIL PAYMENT IS MADE.

If this happens, the student may lose his/her place on the enrollment list. At registration, parents/guardians will sign an "UNDERSTANDING OF PARENT'S OBLIGATIONS" agreement, indicating understanding and agreement to the tuition payment policies.

Tuition and fee payments paid in-full by June 30 will receive a 10% discount.

There is a 40% "fourth child" discount.

If a student leaves Co-op, the parents/guardians are asked to kindly inform the office to arrange the necessary paperwork. FAILURE TO INFORM THE OFFICE CAN MEAN THAT TUITION WILL CONTINUE TO BE CHARGED.

TUITION MUST BE PAID IF A STUDENT IS ABSENT FOR AN EXTENDED PERIOD. THIS ALSO APPLIES TO ALL HOLIDAY PERIODS AND EXTENDED VACATIONS. Your payment during extended absences allows us to hold your child's space in class.

BOOK REPLACEMENT FEE

There is no textbook fee at Co-op. However, due to the high costs of text books and shipping, a **textbook replacement fee of up to \$100** will be charged to students for loss or damage of textbooks. Replacement of lost library books and classroom reading books is \$5.00.

CHILD PROTECTION POLICY

The child protection policy was adopted in April 2007. Please take the time to read this policy carefully. (See Appendix A)

MAJURO COOPERATIVE SCHOOL BEHAVIOR EXPECTATIONS

As described in our third ESLR, students will demonstrate strong social skills and strive to become contributing, respectful and responsible members of society.

Co-op students are held to a high expectation of proper conduct on school grounds. Students are asked to remember that they represent our school off campus as well. Students are expected to show respect for all people, regardless of race or class, for the environment, and for all things within this environment. Behavior expectations are based on encouraging students to use self-control, self-direction, self-esteem and cooperation.

The Majuro Co-operative School is a community of learners where everyone has the right to succeed. Our students are expected to respect all other persons at all times, behaving in an appropriate manner so as not to interfere with the learning process, the self-esteem of others, or the safety, health, or property of themselves and others.

All students are encouraged to take responsibility for their own actions. Staff members use positive methods of discipline with students to encourage self-control, self-direction, self-esteem and mutual cooperation. Specific classroom rules are set by grade level and homeroom teachers and all are based on the principles of Respect, Safety, Problem Solving, and Inclusion.

We believe in working with children in a caring, consistent manner. It is our belief that a positive school atmosphere occurs when-

- Students feel good about themselves.
- Students take responsibility for their own choices.
- Encouragement is given for good choices.
- Logical consequences accompany choices.

Discipline Procedures

For the most part, discipline will be handled by teachers, and support staff.

In cases where students make inappropriate choices, which disregard the safety and well-being of themselves or others, consequences may include:

- Documentation of the behavior and student participation in noting behavioral changes to work on.
- Time out.
- Loss of privileges.
- Conference with principal.

- Filing of Behavioral Report in student file.
- Call to parents/guardian.
- Conference with parents/guardian.
- School Consultation Team meeting (teachers and principal meet to discuss behaviors and plan strategies.)
- Support from principal and/or resource staff.
- After school or lunch hour detention.
- In or out of school suspension.
- Loss of extracurricular privileges.
- Expulsion from Co-op. Re-enrollment will depend upon meeting a set of conditions.

General Expectations and Classroom/Campus Rules

- Follow directions of ALL faculty members.
- Dress properly- proper school uniforms are mandatory. (If there is writing or drawing on a school uniform, it is not considered a proper school uniform.)
- Students may eat or chew gums in class ONLY with permission of staff.
- Be respectful of personal, others', or school property. This includes walls and bathrooms.
- No swearing, teasing, harassment, threatening or name calling.
- Treat classmates and staff respectfully.
- Cheating and plagiarism is not allowed. (see policy below)
- No fighting or bullying.
- Students must have permission from the teacher to leave the classroom.
- Students must have permission from the office before leaving school grounds. (sign out in the office) This includes crossing the street to go to the store. (until after 3:20)
- Weapons, knives, guns, matches, flammable materials or anything that remotely resembles a weapon should stay at home. If these things are brought to school they will be confiscated and disposed of.
- Students may not use of electronic games, I-Pods, or cell phones during class. These items will be confiscated and held in the office for parent to pick up.
- Hats, headbands, armbands, or other clothing that is representative of gangs shall not be worn on school grounds or at official school functions.
- Students shall not use drugs, tobacco, betel nut, or alcohol at school or during any school functions. Students under the influence of any of these substances will be sent home with consequences that may include suspension, detention, and expulsion.
- Students must have permission of office staff to use the telephone. Non-emergency calls are 25 cents for each call.

- Students are expected to contribute to keeping the school grounds and cafeteria clean.
- Students may only use approved sites when using school internet.
- Students shall only use the library and computer lab when accompanied by a staff member

Policy on Middle School and High School Academic Dishonesty, Cheating and Plagiarism

It is expected that students do their own work at all times. Copying, plagiarism, cheating, or having someone else complete an assignment may result in a failing grade. There is a detailed policy in Appendix B.

Emergency Policy and Procedures

- In the event of fire, explosion, flood, wind storm etc., school buildings will be evacuated and students sent home or to nearest shelter. Students and staff practice safe evacuation on a quarterly basis. ("fire drills")
- In the event of serious injury, students will be transported to Majuro Hospital and parent/guardian contacted.
- In the event of minor scrapes or cuts, wounds will be cleaned, disinfected, and bandaged.
- All medications are to be labeled and kept in the office.
- In the event of minor fever or discomfort, Children's Tylenol (80mg acetaminophen, for ages 4-11) or Regular Strength Tylenol (325mg acetaminophen for ages 12+), will be offered. Before any other prescription or non-prescription medications will be dispersed, parents must complete a Medical Consent Form.
- Parents must provide office with current reliable phone numbers and emergency contacts so that school staff is able to reach them in the event of injury or emergency.

Parent-Teacher Communication

Assignment books ("Planners") are distributed to each student in 4th-11th grade at the start of the school year. The purpose of these notebooks is to keep a daily diary that will document all assignments and important information to be communicated to parents. Each evening, parents must read and sign the planners, to indicate to the student's teacher that they understand what is expected and how

their child is progressing. The books may also be used for parents to communicate concerns or questions they may have to teachers. In addition to the assignment book, please check daily with students for notes from school.

Parents are asked to contact your child's teacher or the principal if students do not bring home or show planners for more than two days. Planners WILL go home every day. However, students may choose to tell parents that they didn't have homework or their teachers forgot to send home planners. So, if in doubt- please ask the teacher!

For students in the preschool through 3rd grade, children bring home "Home-School Folders" every day. Assignments, notes from the school, and notes from teachers are sent home in these folders. Parents are welcome to communicate with teachers by sending notes back to school in the folder.

Parents are encouraged to communicate directly with teachers about any concerns, questions or difficulties. Teachers are available immediately after school to talk with parents, but cannot be called out of class for this purpose. The office staff is happy to pass phone or e-mail messages to teachers, who will return calls after school.

If we have current e-mail information for families on file at the school, we will try to send school communiqués by e-mail whenever possible. Parents are welcome to share ideas on how the school can best communicate with families.

School hours

Optional Breakfast 7:30-7:50

Morning Pre-Kinder classes are: 8:00 - 11:30 a.m.

Afternoon Pre-school classes are: 12:30-3:00 p.m. (Lunch at 12:15)

K-6th Grade classes are 8:00 - 3:00 p.m.

Middle and High School 8:00-3:15

Study Hall/ Homework Club twice a week- schedule to be announced

Classes begin promptly at 8:00 a.m. Parents are required to pick up students no later than 3:30 unless their child is involved in a school-sanctioned after school activity. After 3:30 p.m., no supervision will be provided for students who are not registered for after-school activities. Students will be allowed to use the office phone in emergencies only. Staff will be on campus from 7:45 a.m. until 3:45 p.m. and available to respond to questions from parents and students.

Breakfast, Lunch, and Snack

Breakfast

An optional Breakfast will be available for purchase from 7:30-7:50 a.m. The cost will be \$1.00 a day for a healthy breakfast. Breakfasts include cereal, fruit, sandwiches, pancakes, French toast, or scrambled eggs. There is an additional charge for juice.

Lunch

A healthy lunch is provided to all students as a part of their monthly tuition. Parents are invited to join us for lunch any day for \$3.00. Menus are posted monthly. We have been working with the Wellness Center to help us develop healthy meals. Because of concerns about nutrition and the high incidence of diabetes in the Marshall Islands, we encourage students to eat healthy foods and move towards healthier life styles. White rice, ramen, and corned beef are not served at Co-op. Parents are welcome to share lunch menu ideas with the principal, who will communicate with the kitchen staff.

Snack Items

Snack items are sold during morning recess. Available snack items include:

Small Juice	\$.50	Large Juice	\$1.00		
Popcorn	\$.50	Muffins and Bread	\$.50	Fruit	\$.75

In addition, the following items are available after school

Popsicles	\$1.00	Ice Cream	\$.75
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Students are not permitted to drink soda, eat candy or chew gum at Co-op except under special circumstances.

Canteen Cards

Students may purchase canteen cards for \$5-\$20. Canteen cards may be used to purchase breakfast, snack items, uniforms, and school supplies. We encourage the use of canteen cards so that students do not need to carry cash at school and parents can be sure these funds are used to purchase healthy foods.

Attendance Policy

Attendance is taken daily by first period teachers. Students who arrive at school after attendance is turned in will be considered tardy. We ask parents to call the school and inform us of a child's absence before 8:30 if possible. If parents do not call-in a child's absence, the school may call home to be certain that the parents are aware of the absence.

We ask that you notify the school, in writing, of any pre-arranged absences. Teachers will keep a written record of absences and tardiness. More than five days of absence per term will be brought to the Principal's attention.

Instruction begins at 8:00 a.m. every day. Students who are frequently tardy miss a significant amount of their first period class and may not be able to master the material. Students must be in school in order to learn. Therefore, absences (including tardies) in excess of 25% per quarter may constitute failure for that quarter. (There are 45 days per quarter, thus 11 days absent or more may constitute failure). Absences in observance of religious holidays will be excused, provided parents notify the school in writing.

Students may not leave the school campus while school is in session. This includes going to the shops across the road. If a student must leave school during the school day for an appointment or emergency, a parent/guardian must sign him/her out with the office.

Homework

Parents should check students' assignment books or communication logs and Home School Folders every day for homework assignments and messages from school.

Check to see for yourself that homework is completed: do not take your child's word for it if she or he tells you "I am finished" when you ask about homework!

Homework enables students to establish independent study routines and discipline from an early age, which will serve them as they continue on to higher education. Parental support is essential. Co-op School strongly recommends that parents establish a special, well-lit homework and study area in the home where students can comfortably work everyday. Homework will be done most effectively after a short break after school, but not late at night or just before bed. Establishing a firm and regular routine will help students accomplish their assignments. Regular study habits will result in improved grades and test scores.

Studies strongly indicate that the more minutes per day students spend reading outside of school, the greater success students have in higher education and on standardized tests. Parents are encouraged to read to their children every night or provide reading material at the right level for their children to read by themselves. Especially in the younger grades, the more parents read to their children, the more they will want to read. Reading may in fact be the most important homework that children do.

You are welcome to check out books from the school library for reading at home.

A general rule of thumb for amount of homework appropriate for children at different ages is 10-15 minutes per grade level, give or take a few minutes. If children seem to have excessive amounts of homework, please make a point to talk to the teacher. This could mean either they are having significant difficulty with the material or are wasting a lot of time during class.

Kindergarten	10-15 minutes
1st Grade	15-20 minutes
2nd grade	20-30 minutes
3rd grade	30-45 minutes
4th grade	40-60 minutes
5th grade	50-75 minutes
6th grade	60-90 minutes
7th grade	70-105 minutes
8th grade	80-120 minutes
High school	1 $\frac{1}{2}$ to 2 $\frac{1}{2}$ hours per night

Homework Club

Beginning in the second quarter, Homework Club is offered to students in grades 4-8 and for high school students. Students who do not complete homework at home and/or students with below minimum grade point averages will be required to attend Homework Club. Mandatory attendance at Homework Club means that students **MUST** stay and will not be allowed to participate in after-school activities until they are released from Homework Club.

A fee is charged for Homework Club and is added to monthly fees.

Grading System

Report cards are issued quarterly. Copies are kept in the students' files and will be included in student transcripts. Progress reports will be sent home the 4th week of every quarter. The progress reports are to inform parents of student progress, problems, and recommendations. Some teachers like to send progress reports home with all students, but are required to issue progress reports to students for each middle or high school student who is earning a C grade or below and for each elementary student who is struggling with grade level material. Progress reports are an important way for teachers to keep parents informed so that there are no 'surprises' when report cards come home.

If a child is receiving a poor performance report, she or he may not share it with parents or guardians. **Parents are encouraged to pay attention to mid-quarter and end of quarter dates, and ask to see the reports if students do not share them.**

Report cards are not released to students. Parents may pick them up in the office or at parent teacher conferences.

Letter grades are used in grades 7-8 and in high school.

Letter Grades	Score	GPA
A+	98-100	4.3 points
A Excellent	94-97	4.0 points
A-	90-93	3.7 points
B+	88-89	3.3 points
B Above Average	84-87	3 points
B-	80-83	2.7 points
C+	78-79	2.3 points
C Average	74-77	2 points
C-	70-73	1.7 points
D+	68-69	1.3 points
D Below Average	64-67	1 point
D-	60-63	0.7 point
F Failing	0-59	0 points

In Middle and High School, students maintaining strong grade point averages (GPAs) will be recognized quarterly for their achievements through the school newsletters and posting on the office bulletin board. Each semester, these achievements will be reported to the Marshall Islands Journal and celebrated at an Honor Roll Assembly.

First Honors: 3.6-4.0 GPA
Second Honors: 3.0-3.5 GPA

Students in elementary school are also recognized for their accomplishments at Honor Assemblies twice a year.

Student support is offered to all students who struggle academically. This support is offered in a number of ways, including: middle school math tutorials five days a week; after school support with teachers by arrangement; in class or pull out support provided by the at-risk teacher during class; discussions with parents; and homework contracts. Support is also offered through Homework Club. Middle school students with a GPA below 1.75 and high school students with a GPA below 2.0 will be placed on Academic Probation. If the low GPA is a result of not turning in homework assignments, after school detention, mandatory Homework Club, and exclusion from extracurricular activities may be required.

Promotion Policy

A student must have a 1.75 cumulative GPA during Middle and High School in courses aligned to U.S. National Academic Standards in each of the core content areas (English/Language Arts, Mathematics, Science, Social Studies.) Parents, students, and teachers should pay careful attention to a student's grades, because not meeting criteria may result in non-promotion. For the purpose of this policy, if teachers give a student report card grades that meet the standard set forth above, AND THE STUDENT HAS NOT RECEIVED A FAILING GRADE IN ANY OF THE CORE SUBJECTS, such report card grades are considered a formal teacher recommendation to promote the student.

If the student does not meet the above criteria, the student will be placed on academic probation during the fourth quarter. The student, principal, parents and teachers will work together to help the student meet academic requirements. If the student is not able to successfully meet school standards, he or she will not be promoted and may be required to repeat a grade.

In some situations, students in grades P-6 may be recommended to repeat a grade. This decision is made jointly by teachers, parents, and the principal. In these cases, retention decisions are based on a student's maturity level, ability to master grade level materials, competency with English, and attendance.

The general student promotion requirements apply to a student with disabilities who is eligible for services under Individual with Disabilities Act (IDEA) unless modified or alternative criteria are designated in the student's Individualized Educational Program (IEP.) Students with disabilities who meet the requirements of the promotion criteria in their IEPs will be promoted.

Special Education and Other Support Services

Students who are having difficulty learning may be referred for Special Education testing and services. Referrals may be initiated by parents, teachers, or the principal. Parents must be notified of any specialized testing and/or programming for their child. The Special Education teacher evaluates the referred student. If the child qualifies for Special Education, the Special Education teacher develops the Individualized Educational Program (IEP) and oversees the implementation of the IEP.

The Special Education teachers, Student Support teacher, Principal, Reading Specialist, and ELL staff may provide other support services to struggling students. These services may include small group work, English Language Learning (ELL) support, and individualized support. The Special Education teachers, Reading Specialist, Principal, other staff with specific expertise and consultants will also provide training for teachers on curriculum differentiation for students in need of additional support.

Standardized Testing and Other Assessments

All students in grades K-8 and in high school will take SAT tests during the spring of each year. Students in grades 3, 6, 8 and 10 will take the MI-SAT tests, which are scheduled and required by the Ministry of Education. Reading levels for all students in grades K-8 are assessed using the Basic Reading Inventory, Fontas and Pinell, or other standardized reading assessments. LAS-Links tests are used once a year to assess English Proficiency.

Curriculum and Standards

Co-op School teachers use US standards for designing and implementing curriculum in all subject areas. Copies of these standards are housed in the office and at teacher work stations in the library. Co-op has adopted the Saxon Math Program (Harcourt Achieve) for all grades, and uses Houghton Mifflin, Pearson, and Bess Press curriculum and materials for Social Studies and Science. Language Arts materials include leveled books for reading, Houghton Mifflin and Great Source materials, and a variety of other Language Arts sources. A Reading Resource and Book Room provides leveled readers and literacy support materials so that students receive appropriate differentiated instruction at their instructional levels.

English Language Learners

Nearly all Co-op students are English Language Learners. While they may use adequate "playground English" ("conversational English"), they need specific instruction to support the development of academic English. Each student's English level is assessed annually so that appropriate instruction and support may be provided.

Tutoring and Student Support

Support for students who struggle is provided in a number of ways. In-class support may be provided by the resource teacher, Special Education teacher, or a teaching assistant. Students in middle school and high school have supervised math tutorials daily, where they have the opportunity to receive homework assistance by staff. Teachers are available after school and are more than willing to help any student who needs extra help, and Homework Club (after school study hall) is every Tuesday and Thursday. Students are encouraged to learn their teachers' after school schedules and seek assistance rather than waiting for report cards to come out. Teachers' schedules for after school support will be distributed by mid-September. Many teachers are also available for tutoring. Tutoring should be arranged privately.

Uniform Policy

Co-op School uniforms for students in Preschool through Grade 8 are red T-shirts with the Co-op School logo, which can be bought at the School Office for \$10. A clean and neat appearance is essential at all times to promote a positive image of Co-op School to the Majuro Community. Any student who does not adhere to the uniform policy will be expected to purchase a uniform in the office. The cost of the uniform will be charged to the student's account.

High School students are also required to wear uniforms. High school shirts are polo shirts with the Co-op School logo. These shirts are available for \$15 in the school office.

Water and Water Bottles

Drinking water is available for students in the cafeteria during snack, lunch, recess, and PE. All students should bring FULL water bottles to school each morning. When these are empty, they may be refilled in the cafeteria.

APPENDIX A: CHILD PROTECTION POLICY

It is a guiding principle of the law and child protection procedures that the protection and welfare of the child must always be the first priority. The protection of children and young people is a shared community responsibility. Failure to provide an effective response can have serious consequences for the child. Teachers and other education staff are in a unique position to identify and help abused or unprotected children.

It is the firm commitment of staff of the Majuro Cooperative School to abide by the responsibilities stated in the **Majuro Cooperative School Child Protection Policy**. Any fears or worries that students bring to the attention of a staff member will not go unnoticed by staff and will therefore, be dealt with in accordance with the policy.

Majuro Cooperative School fully recognizes its responsibilities for child protection.

1. Our policy applies to all staff, and volunteers working in the school. There are four main elements to our policy:
 - i) Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
 - ii) Raising awareness of child protection issues, including sexual harassment, and equipping children with the skills needed to keep them safe.
 - iii) Developing and then implementing procedures for child support and protection.
 - iv) Establishing a safe environment in which children can learn and develop.
2. We recognize that because of the day-to-day contact with children, school staff is well placed to observe the outward signs of children who need guidance and support. The school will therefore:
 - i) Establish and maintain an environment where children feel secure, encouraged to talk, and are listened to.
 - ii) Ensure children know that there are adults in the school whom they can approach if they are worried.
 - iii) Include opportunities in the curriculum for children to develop the skills they need to recognize and stay safe.

3. We will follow the procedures set out by the Majuro Cooperative School Child Protection Committee and approved by the School Board to:

- i) Ensure we have a designated senior person for child protection who has the required qualifications and/or received appropriate training and support for this role.
 - ii) Ensure we have a designated administrator responsible for child protection. The Principal will be the designated administrator.
 - iii) Ensure all staff and volunteers understand their responsibilities for referring any concerns to the designated senior person responsible for child protection.
 - iv) Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
 - v) Develop effective links with relevant agencies and personnel.
 - vi) Co-operate as required with relevant agencies' inquiries regarding child protection matters.
 - vii) Keep written records of concerns about children, even where there is no need to refer the matter immediately.
 - viii) Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
 - ix) Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
 - x) Ensure safe recruitment practices are always followed.
4. The school will endeavor to support the pupil through:
- i) The content of the curriculum.
 - ii) The promotion of a positive, supportive and secure environment.
 - iii) The school will ensure that the pupil knows that some behavior is unacceptable but they are valued and not to be blamed for any abuse.
 - iv) Liaison with other agencies and personnel that support the pupil.

APPENDIX B:

Middle and High School Academic Dishonesty/Cheating/Plagiarism Policy

I. Student's Rights

Students have the right to fair and consistent review of their own work.

II. Student's Responsibilities

1. Students have the responsibility to complete and submit their own work.
2. Students shall follow established procedures.

III. School Policy

Academic dishonesty, cheating, or plagiarism is prohibited at the Majuro Co-operative School.

IV. Dishonesty, cheating, and plagiarism is defined as:

1. Copying or stealing another person's work and submitting it as one's own;
2. Submitting someone else's paper or test;
3. Copying from a book or from the internet;
4. Allowing another person to copy one's own work and submit it as one's own;
5. Doing another person's work;
6. Creating more than one copy of one's work and allowing it to be used by someone else;
7. Copying teacher's tests or answer keys;
8. Providing another person with the answers on tests or quizzes;
9. Any other method used in not being honest with the work one does.

V. Action

The class instructor will report the incident to the principal and contact the student's legal guardian. The classroom teacher will select the most appropriate consequence based on the incident. The consequences may be, but are not limited to, one or more of the following:

1. Personal conference
2. No credit given for the project/exam/quiz/homework, etc.
3. Lowered grade for project/exam/quiz/homework.
4. Alternative project/exam/quiz/ homework, etc.
5. Retake
6. Loss of privilege (field trip, after school activities, etc.)
7. F in the class

Majuro Cooperative School
Parent/Guardian and Student Agreements

Parental involvement with Co-op School will be essential to your student's education and academic success. Reading and understanding this policy manual is required of every parent or guardian and Coop student. Please review the manual, initial and sign below. All students are required to sign this agreement.

Parent/Guardian Initials

_____ I have read and agree to abide by the tuition and fees policy.

_____ I have read and agree to abide by the attendance policy.

_____ I have read and agree to abide by the PTA membership policy.

_____ I understand the homework policy and agree to check my child's communication log or assignment notebook DAILY and check to see that assignments are completed.

_____ I agree to help my child organize for homework and return of homework and other required paperwork. I have discussed homework expectations with my child.

_____ I have read and agree to the discipline and emergency policies and procedures and have discussed these policies with my child.

_____ I have read and agree to the school's child protection policy.

_____ I agree to meet regularly with my child's teacher(s) if we have questions about assignments, grades, or disciplinary decisions.

_____ I understand that if my child loses or causes more than reasonable damage to a textbook, I will be responsible to pay for a replacement.

_____ I have read and discussed the Majuro Cooperative School Parent and Student Manual with my child/children.

Parent or Guardian Signature

Date

I have read and discussed the Majuro Cooperative School Parent and Student Manual with my parent/guardian.

Student Signature

Date

