



# MAJURO COOPERATIVE SCHOOL

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



*Elementary and Middle  
School*

*PARENT @*

*STUDENT*

# *HANDBOOK*

*2011-2012*

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**MAJURO COOPEATIVE SCHOOL CALENDAR 2011-2012**

**School Hours:**

**3 Year Old Preschool 12:30-3:00**

**Four Year old Prekindergarten 8:00-11:30**

**Kindergarten through 6th grade 8:00-3:00**

**Middle (7th and 8th) and High School 8:00-3:20**

August 1	New Teacher Orientation
August 4-10	Full staff Orientation and Work Days
August 11	First day of school, Half Day
August 18,19	High School Retreat
<b>August 23</b>	<b>PTA General Meeting</b>
August 30	Senior Parent Meeting
September 2	Dri-Jerbal Day, No school
September 9	Half day for teacher in-service*
<b>September 13</b>	<b>PTA General meeting</b>
September 16	Mid-quarter: Progress reports home
September 26-30	Manit Week
<b>October 11</b>	<b>PTA General Meeting</b>
October 12	End first quarter (45 days)
October 14	No school for grading and teacher in-service day *
October 20, 21	Half days for parent teacher conferences and report cards
October 31	School wide Halloween party, 4-6 p.m.
November 11	Half day for teacher in-service*
November 17	President's Day, no school
November 23	Mid-quarter: Progress reports home
November 24	Thanksgiving meal
November 25	No school
December 2	Gospel Day, No School
December 9	Holiday Show
December 15-20	High school final exams
December 20	End second quarter (90 days); Christmas break begins
January 11	School resumes
January 20	Honor Roll Assembly, Report Cards
January 24,25	College Night for High School students and parents
February 17	Progress reports home, Half day teacher in-service*
February 24	Bring Your Parents to School Day
February 27	LAS Testing
<b>February 28</b>	<b>PTA General meeting</b>
March 1	No School, Nuclear Victims and Survivors Remembrance Day
March 2	No school
March 10	Tentative date for carnival and health fair
March 15	End 3rd quarter (135 days)
March 22 and 23	Student Parent Teacher Conference and report cards days, (regular classes cancelled)
April 6	Good Friday, no school
April 9-13	Spring break
April 16	School resumes SAT practice week
April 23-27	SAT Week
April 27	Half day in-service*, Progress reports home
May 1	Constitution Day – pupil contact day
May	Staff Appreciation Week
May 11	Talent Show
May 25	Half day, teacher work day
May 28	Final exam week for High School
May 31	Last day of school 180 days, 8 <sup>th</sup> grade promotion
June 2	High school graduation
June 5	Last day of teacher contracts

\*Teacher in-service days are scheduled once a month to allow for teacher professional development.

## **Majuro Cooperative School 2011-2012 Staff**

### **Administrative/Office Staff**

Superintendent and P-8 Principal ..... Kathy Stratte  
High School Principal.....Becky Lathrop  
Financial Officer ..... Manny Mercado  
Administrator/Substitute Teacher .....James West

### **Teaching Staff**

#### **Elementary**

Preschool ..... Robin Seru  
Kindergarten ..... Mere Tamanisau  
1<sup>st</sup> .....Bonnie Schultz-Lorentzen  
2<sup>nd</sup> ..... Kim Blanton  
3<sup>rd</sup> ..... Jeff Clark  
4<sup>th</sup> ..... Waisake Savu  
5<sup>th</sup> ..... Krista Howell  
6<sup>th</sup> .....Alexandra Bellissimo  
Learning Resource.....Jennifer Bristow

#### **Middle and High School**

English Language Arts, 12<sup>th</sup> grade advisor..... David Applebaum  
Social Studies, 11th grade advisor..... Brian Sarkozy  
Science, 10<sup>th</sup> grade advisor.....Adam Smearman  
Health and multiple subjects, 9th grade advisor ..... Katie Finberg  
Language Arts, 8<sup>th</sup> grade advisor..... Keith Soltman (?)  
Senior English Composition and Literature.....Raychelle Heath  
MSHS Learning Resource, 7th grade advisor..... Sara Collings  
Math..... all Middle School and High School teachers  
Japanese and 12<sup>th</sup> grade co-advisor .....Maki Tsunamoto

#### **Related Arts and Student Support**

Marshallese Studies .....Jennifer Elcar  
Music and Art..... Yoora Lee  
PE ..... Mack Peter

## **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.

## **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 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) Continue to address the needs of English Language Learners through activities and programming founded on the 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 and implement curriculum maps for all grades and core content areas 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.
- 6) Increase student and faculty access to internet, computers, and technology.

## **2011-2012 PRIORITIES**

In addition to the goals listed above, the administration and Board of Directors have identified the following priorities for improvement in the 2011-2012 school year.

- 1) Identify and implement activities designed to improve parent-school communication and family engagement.
- 2) Identify strategies for increasing involvement of certified teaching staff in after school academic support opportunities for students.

## **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 290 students, with students enrolled in Preschool through 12<sup>th</sup> 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, principals, and Learning 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 studies, 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 and eleventh grade in 2010-2011. With the addition of twelfth grade in August 2011, Co-op High School will see its first high school class graduating in May 2012. To meet the needs of the growing school, construction of two middle and high school classrooms was completed in 2008 and an additional two classrooms and student bathrooms will be completed by December 2011. Both new buildings were funded through Embassy of Japan Grassroots grants. The school is committed to

hiring fully qualified teachers for all high school courses, in addition to providing a variety of extra-curricular and leadership opportunities for students.

For more information on the Majuro Cooperative High School, please see the high school handbook.

## **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. The school is currently accredited through 11<sup>th</sup> grade, with a visit scheduled for March 2012 for the accreditation of the 12<sup>th</sup> grade.

## **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 consists of nine members: seven are elected by the parents who are in good standing at an annual election in August or September of each school year and two at-large members are selected by the elected members, for a total of nine. The seven elected Board Members are parents/guardians of current students. 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 policies. 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 at least one additional class representative for each class, 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. Current members are listed below, but some members will change at the membership meeting.

### **2011 BOARD OF DIRECTORS**

- President: Jack Niedenthal
- Vice-President: Mike Slinger
- Treasurer: Gerald Zackios
- Secretary: Jim McLean
- Member: Scott Howe
- Member: Hirobo Obeketang
- Member: James McCaffrey
- At-large: Bill Weza
- At-large: Daryle Newman

### **PARENT TEACHER ASSOCIATION OFFICERS AND REPRESENTATIVES**

- Deanna Gilmar, President
- Luanne Bing, Vice President
- Neiar Kabua, Secretary
- Bene Muller, Treasurer
- Kim Blanton, Teacher Rep
- Class Reps: Neiar Kabua, Barbara Kramer, Lani Kramer ,Kimberly Vredenberg, Patricia Jang, Jennifer Seru, Bobby Murphy, Paul Bennett, Annette Note, Jennifer DeBrum, Mike Tombler

### **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. A priority for 2011-2012 will be to work with parents to develop strategies to increase family engagement in each child's education and in the school as a whole. The PTA and school community encourage parents to volunteer in classrooms, attend school functions, and establish home routines that will help children succeed.

A successful and active PTA is critical to the operation of a "co-operative" school. ATTENDANCE AT PTA MEETINGS IS MANDATORY for all Co-op school parents or guardians. This policy was established in an effort to ensure 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 programs, 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 scheduled five times a year and are listed in the school calendar. Periodically, additional meetings are scheduled in response to school business and accreditation requirements. Additional 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 general 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's 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, donations of prizes or a monetary contribution. Major school fundraisers are Christmas tree sales and food and raffle tickets sales at concerts. Other major PTA sponsored events include the Halloween carnival, spring carnival, Manit Week, Staff Appreciation Week, and Field Day.

## **FUNDRAISING**

Often, groups and/or classes will decide to raise funds for specific projects. Fundraising activities should be discussed with the principal and superintendent. 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 8<sup>th</sup> grade promotion requirements are automatically accepted into the 9<sup>th</sup> grade.

Co-op does NOT encourage early entry into any grade levels because educational research does not support this practice. Parents must submit a written request for early entry for grade advancement to be considered.

In order to ensure quality instruction for all students, no more than 25 students will be accepted into any class. Returning students must register and settle their accounts by May 15<sup>th</sup> to secure their places in the next year's classes. Student files must be updated every year with current information. For each registering student, certified copies of the student's birth certificate and immunization record must be provided, as well as payment of the registration fee. The registration fee is \$105 for students in grades P-8 and \$130 for high school. An annual \$30 class fee is included in the registration fee. Class fees cover costs of classroom supplies and supplementary materials.

Transferring students must provide transcripts and take entry exams. Acceptance into a class cannot be guaranteed after third quarter, even if space is available.

Through May 15, registration is open to current students only for students in P-8<sup>th</sup> grade. After May 15<sup>th</sup>, registration is on a first-come, first-served basis. When each class reaches its maximum of 25 students, a waiting list will be maintained for late-registering students.

Registration for all high school students is open beginning April 14 and acceptance decisions will be made within two weeks of completion of registration requirements.

**TUITION AND FEES**  
**PLEASE READ CAREFULLY**

Registration Fee (non-refundable):	\$105.00 (P-8 <sup>th</sup> ) \$130.00 (HS)
Afternoon Preschool Monthly Tuition and Lunch Fees	\$140.00
Morning Pre-Kindergarten Monthly Tuition & Lunch Fees	\$165.00
K-12 <sup>th</sup> Grade Monthly Tuition & Lunch Fees	\$210.00

Tuition fees include the lunch program. Tuition is paid in 10 equal monthly payments beginning August 11 and no later than the 7<sup>th</sup> of each month thereafter until paid in full. Any payment made after the 7<sup>th</sup> will be assessed a late fee of \$20.00.

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 FEES ARE NOT PAID BY THE 12<sup>TH</sup> 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 PARENTS' 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 for immediate family members.

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-\$10.00.

## **INTERNET POLICY**

The use of technology is a privilege, which may be revoked if students are found to be in violation of this policy. The use of Internet must be in support of education and research and be consistent with the educational objectives of Majuro Cooperative High School as outlined in this Handbook and the curriculum. Students are expected to access only websites that are necessary to complete class assignments or research related to their academic projects.

## **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, including extracurricular privileges.
- Conference with principal.
- Filing of Behavioral Report in student file.
- Call and/or conference with parents/guardians.
- School Consultation Team meeting (teachers and principal meet to discuss behaviors and plan strategies.)
- Support from principal and/or resource staff.
- After school, Saturday, or lunch hour detention.
- In or out of school suspension.
- 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.)
- Style hair neatly and pull off of face.
- Eat or chew gum in class ONLY with permission of staff.
- Be respectful of personal, others', or school property. This includes walls and bathrooms.
- Restrain from swearing, teasing, harassment, threatening or name calling. (See also "Bullying and Harassment Policy" in Appendix B.
- Treat classmates and staff respectfully.

- Do your own work. (see Cheating and Plagiarism policy in Appendix C)
- Do not fight or bully.
- Leave the classroom only with permission of the teacher.
- Leave school grounds only with permission of the office. (sign out in the office)  
This includes crossing the street to go to the store. (until after 3:30)
- Do not bring weapons, knives, guns, matches, flammable materials or anything that remotely resembles a weapon at home. If these things are brought to school they will be confiscated and disposed of.
- Do not use electronic games, I-Pods, or cell phones during class. These items will be confiscated and held in the office for parent to pick up.
- Do not wear hats, headbands, armbands, or other clothing that is representative of gangs on school grounds or at official school functions.
- Do 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.
- Use the telephone only with permission. Non-emergency calls are 25 cents for each call.
- Contribute to keeping the school grounds and cafeteria clean.
- Use approved sites when using school internet. Inappropriate use may result in loss of privileges.
- Use the library and computer lab only 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 C.

### **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.

## **School-Home Partnership and Communication**

School-home partnership is an essential ingredient in student success. In 2011-2012, a major emphasis will be placed on identifying and implementing strategies to ensure that families are well-informed about student progress, assignments, behavior, school initiatives, and other concerns. Current useful practices shall be continued, with increased emphasis on consistent follow through on these practices.

- Assignment books ("Planners") are distributed to each student in 4<sup>th</sup>-12<sup>th</sup> 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 should 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 3<sup>rd</sup> 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 send school communiqués and assignment updates by e-mail whenever possible.
- Parents are encouraged to share ideas on how the school can best communicate with families and participate in a committee to address ways of improving school-home communication.

## **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-6<sup>th</sup> Grade classes are 8:00 - 3:00 p.m.

Middle and High School 8:00-3:20

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

Classes begin promptly at 8:00 a.m. Parents are requested 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, and the school cannot be responsible for injuries that may occur after hours. 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**

Snack items are sold during morning recess. Available snack items include juice, water, popcorn, fruit, and health bars.

Snack items are often available after school in addition to during morning snack.

Students are not permitted to drink soda, eat candy or chew gum at Co-op except under special circumstances or with permission of the teacher.

## **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.

Reading may in fact be the most important homework that children do. Studies strongly indicate that the more time 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. 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 they are either having significant difficulty with the material or 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	90-160 minutes

## Homework Club

Beginning in the second quarter, Homework Club is offered to students in grades 6-8 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. In addition to report cards, mid-quarter 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.

<b>Letter Grades</b>	<b>Score</b>	<b>GPA</b>
A Excellent	94-100	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 postings 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: 3.5-4.0 GPA*  
*Second Honors: 3.0-3.49 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 and high 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 and other support 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, Principals, 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, 10 and 12 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. English language 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 offered twice a week. 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, are 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) Liaising with other agencies and personnel that support the pupil.
  - v) Ensuring that, where a pupil transfers to another school, any relevant Guidance Program Information will be provided to the new school immediately

## **APPENDIX B: HARASSMENT, INTIMIDATION, AND DEGRADING BEHAVIOR**

It is the policy of the Majuro Cooperative School to provide a positive learning environment free of any form of degrading behavior, harassment, or intimidation. An integral part of this commitment is the recognition that the school is multicultural. The Co-op community values and respects the diverse make-up of the school population, and seeks equal educational opportunities for all students.

To this end, we will not tolerate behavior by students, toward persons based in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability which creates an intimidating, hostile or offensive school environment.

Degrading behavior, harassment, and intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances or touching, sexual comments or sexual jokes, sexually explicit derogatory statements, hazing, discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort; humiliation; requests for sexual favors; display of sexually explicit or otherwise offensive posters, calendars or materials; conduct which has the purpose or effect of interfering with an individual's academic performance or creating an unfriendly or offensive environment.

It is the responsibility of the administration and all staff to ensure that these prohibited activities do not occur. Accordingly, any student who believes that she/he has been the subject of harassment or who has observed prohibited student harassment shall report the matter immediately to a staff member. Accused students have the right to have the case heard by a committee made up of the principal, a counselor, a teacher, and a Board member.

## APPENDIX C:

### 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