



# **MAJURO COOPERATIVE SCHOOL**

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



## **PARENT & STUDENT SCHOOL HANDBOOK 2008-2009**

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**MAJURO COOPERATIVE SCHOOL CALENDAR -2008-2009**

**School Hours:**

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

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

**Kindergarten through 8<sup>th</sup> grade: 8:00am to 3:00pm**

**High School : 8:00 am- 3:30 pm**

August 6-12	Teacher Orientation and Work Days
August 11	Drop In and Barbecue (3-7)
August 13	First Day of School, Half Day
August 26	PTA General Meeting
September 5	Dri-Jerbal Day , No School
September 12	Mid-quarter
September 29-October 3	Manit Week
October 17	End first quarter, No school for Inservice
October 22-24	Parent Teacher Conferences
October 31	School wide Halloween party
November 14	No school- WASC Inservice
November 17	President's Day- No School
November 21	Mid-quarter
November 28	Thanksgiving Meal, Half day
December 4	Holiday Concert
December 5	Gospel Day, No School
December 19	End of First Semester, Half day
	Report Card Pick-Up
December 22- January 12	No School - Christmas break
January 12	School resumes
January 16	Honor Roll Assembly
February 17	Mid quarter
March 2	Nuclear Victims Day –no school
March 20	End of third quarter (135 days)
March 21	<b>Half day, staff development</b>
March 25-27	Parent Teacher Conference Week,
<b>March 30</b>	<b>Spring Break</b>
April 6	School Resumes, SAT Practice Week
April 10	Good Friday, No School
April 13	SAT Week
April 30	Mid-quarter
May 1	Constitution Day- No School
May 4-8	Teacher Appreciation Week
May 15	Talent Show
May 29	Half Day
May 30	8 <sup>th</sup> Grade Promotion
June 2	Last Day of school, 180 days
June 8	Summer Session

Subject to change! Other events to be announced.

## **Majuro Cooperative School 2008-2009 Staff**

### **Administrative/Office Staff**

Principal ..... Kathy Stratte  
Vice Principal..... Tanguy DePotter  
Financial Officer ..... Emmaneul Mercado  
Administrator/Substitute Teacher ..... Ryan Fronek

### **Teaching Staff \***

#### **Elementary**

Preschool ..... Robin Seru  
Kindergarten ..... Mere Tamanisau  
1<sup>st</sup> ..... Angela Fronek  
2<sup>nd</sup> .....  
3<sup>rd</sup> ..... Jill Pagels  
4<sup>th</sup> ..... Waisake Savu  
5<sup>th</sup> ..... Jhaislane Lewis

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

Science .....Robert Revercomb  
Social Studies ..... Jessica Schwartz  
Writing/Composition..... Raychelle Heath  
Reading .....Sarah Enyeart  
Math..... all Middle School and High School teachers

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

Marshallese Studies .....Liza Enne  
Special Ed and Resource .....Kristin Olson, Linda Halverson  
Music and Art..... Yoora Lee  
PE ..... Mack Peter  
Foreign Language (high school)..... Keiko Morris  
Technology and Library.....

\*Final decisions are pending for several positions for the 2008-9 SY.

### 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 believes that:

- 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

## **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 approximately 230 students, with students enrolled in Preschool through 8<sup>th</sup> grade. Co-op's two-acre campus currently includes 11 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. Each of the ten classroom teachers and the Special Education/Resource teacher has a degree and/or certification in education. In addition, Co-op students receive instruction in physical education, health, Marshallese language, and music.

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 will open in August 2008. During the 2008-9 school year, high school programming will be offered to ninth graders. Tenth, eleventh, and twelfth grades will be added over the course of the next three years. Construction of two new middle and high school classrooms began in March 2008.

## **ACCREDITATION STATUS**

The Majuro Cooperative School is one of only two schools on the island that are 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 2007, with high praises from the visiting team resulting in a three-year accreditation award.

## **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 9-member body elected by the parents who are in good standing at an annual election in August or September of each school year. Seven elected Board Members are parents/guardians of current students. In addition there are 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 second Tuesday of each month to discuss school-wide issues and polices. A quorum of four members is required for a meeting to take place.

In addition to the school board, the principal of the school, the Financial Officer, and the PTA president attend Board meetings. The five Parent Teacher Association officers and six additional class representatives, who are also elected by the parents, 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.

Elections are held at the annual meeting in late August or early September.

## **BOARD OF DIRECTORS**

- President: Mike Slinger
- Vice-President: Jack Niedenthal
- Treasurer: Kelly Costello
- Secretary: Jim McLean

- Member: Scott Howe
- Member: Lani Kramer
- Member: Suzanne Chutaro
- Member at Large: Ben Graham
- Member at Large- Kino Kabua

### **PARENT TEACHER ASSOCIATION**

- Va Savu, President
- Melissa Kramer, Vice President
- Minerva Harris, Secretary
- Val Myazoe, Treasurer
- Bene Muller, Cathy Kramer, Netha Gideon, Tina Kabua, Ninitha Note, Marie Milne, Class Reps

### **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 encourages 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 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. Each child's educational costs are supplemented by monies raised through grants and 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.

## **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
- 1<sup>st</sup> Grade: 6-7 years old
- 2<sup>nd</sup> Grade: 7-8 years old
- 3<sup>rd</sup> Grade: 8-9 years old
- 4<sup>th</sup> Grade: 9-10 years old

Admission for new students in grades 5 and above is by successful passing of entry exam, student and parent interviews, 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 and will only do so for students who pass entry exams, provide recommendation letters from teachers, and complete student and parent interviews. Parents must submit written request for early entry 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 place in the next year's class. 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 \$75 for students in grades P-8 and \$100 for high school.

Transferring students must provide transcripts and take entry exams. Student and parent interviews are also required for transfer students in grades 5<sup>th</sup>-9<sup>th</sup> grade. 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**

Registration Fee (non-refundable):	\$75.00 (P-8 <sup>th</sup> ), \$100.00 (HS)
Afternoon Preschool Monthly Tuition, Fees, and Lunch	\$130.00
Morning Pre-Kindergarten Monthly Tuition, Fees, & Lunch	\$155.00
K-8 <sup>th</sup> Grade Monthly Tuition & Lunch, Fees, and Lunch:	\$200.00
High School Monthly Tuition, Fees and Lunch	\$250.00

Tuition fees include a lunch program. Tuition must be paid in 10 equal monthly payments beginning August 2 of each year, and on the 2<sup>nd</sup> of each month thereafter until paid in full. The tuition deadline is the 7<sup>th</sup> of each month - 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 FEE 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 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% reduction.

Tuition and fee payments paid in-full between July 1 and August 13<sup>th</sup> (the first day of school) will receive a 5% reduction.

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, for students in 5<sup>th</sup> -9<sup>th</sup> grade. Students in grades 5-8 often take textbooks home for homework and are responsible for returning these books.

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.

## **Child Protection Policy**

The child protection policy was adopted in April 2007. Please take the time to read this policy carefully. Because the policy is lengthy, we included an appendix. (See Appendix A)

## **Majuro Cooperative School Behavior Expectations**

As described in our third ESLR, students will demonstrate strong social skills to be contributing, respectful and responsible members of society. Co-op students are held to a high expectation of proper conduct on school grounds. Students are expected to show respect for their environment and 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 or others.*

All students are encouraged to take responsibility for their own actions. Staff 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 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 detention.
- In or out of school suspension.
- Loss of extracurricular privileges

## **General Expectations and Classroom/Campus Rules**

- Follow directions of ALL faculty members.
- Dress properly- uniforms are mandatory.
- No eating or chewing gum in the classroom without permission of staff.
- No damaging of personal, others', or school property.
- No swearing, teasing, name calling, yelling or screaming.
- No put-downs of any kind.
- No cheating, plagiarism or stealing.
- No leaving the classroom without permission.
- No weapons, knives, guns, matches, flammable materials or anything that remotely resembles a weapon. If these things are brought to school they will be confiscated and disposed of.
- No use of electronic games or cell phones during class. These items will be confiscated.
- No wearing hats, headbands, armbands, or other clothing that is representative of gangs.
- No drugs, tobacco, betel nut, or alcohol at school or during any school functions.

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

Please see Appendix B for the complete policy on academic dishonesty, cheating, and plagiarism.

### **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.
- 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.

### **Parent-Teacher Communication**

Communication/Assignment books will be distributed to each student 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, to indicate to the student's teacher that they understand what is expected and how their child is progressing. The journals may also be used for parents to communicate concerns or questions they may have to teachers.

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.

## **School hours**

Optional Breakfast\* 7:30-7:50

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

Afternoon Pres-school classes are: 12:30-3:00 p.m.

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

High School classes are 8:00-3:30

\* Additional fees are charged for breakfast.

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. Menus will be provided monthly and will include cereal, fruit, sandwiches, pancakes, French toast, or scrambled eggs. There will be an additional charge for juice.

### **Morning Snack**

Healthful snacks will be available for purchase during snack time.

### **Lunch Schedule**

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 \$2.50.

### **Snack Items**

Snack items will be sold during morning recess. Available snack items include:

Ramen \$1.00	Small Juice \$.50	Large Juice \$1.00
Popcorn \$.50	Donuts \$.50	Fruit \$.75
Homemade cookies \$.50		

In addition, the following items will be available after school

Popsicles \$1.00	Ice candy \$.25	Ice Cream \$.50
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Students are not permitted to drink soda 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.

### **Attendance Policy**

Attendance will be taken daily and turned into the office by 8:15. 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 5 days of absence per term will be brought to the Principal's attention.

Tardy students must go to the office before going to class. In order to enter class late, students need a tardy slip. Four tardies are equal to one day of absence.

Students must be in school in order to learn. Therefore, absences 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 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:

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.

## 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 6-8 and in high school.

<b>Letter Grades</b>	<b>Score</b>	<b>GPA</b>
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 the 6th-8th Grades 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.

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

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 and High School students with a GPA below 1.75 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.

In all grades, Achievement Awards and newsletter recognition will be given to acknowledge the accomplishments of students in the areas of academics, community service, and following the school respect plan. Honor Roll Assemblies are held at the end of each semester.

### **Promotion Policy**

A student must have a 1.75 cumulative GPA during Middle and High School in courses aligned to the National Model 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 to ninth grade. 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 be not be promoted and may be required to repeat a grade. Upon repeating a grade, if the student meets the grade point and "no fail" criteria, s/he will receive a promotion.

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.

If a decision to retain a student is made over the objections of the parent/guardian, the decision may be appealed to the school and a student study team will make the final decision. The team will be comprised of the Principal, a school board member and all teachers who are familiar with the students' work. The parent/student appeal must be made within in 10 business days of receiving notification that the child will not be permitted to advance. If the appeal is not received within the above time, it will be considered forfeited.

### **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 teacher, 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 teacher, Reading Specialist, Principal, and ELL staff 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, 5, and 8 will take MI-SAT tests are scheduled and required by the Ministry of Education. Reading levels for all students in grades K-9 are assessed using the Basic Reading Inventory or other standardized reading assessments.

### **Curriculum 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 in each classroom. Co-op has adopted the Saxon Math Program (Harcourt Achieve) for all grades, and uses Houghton Mifflin 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**

Approximately 95% of the students are English Language Learners. While they may use adequate "playground English", they need specific instruction to support the development of academic English. This will support academic success not only at Co-op, but in schools outside of the Marshall Islands.

In 2008-9, each student's English level will be assessed 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 have supervised tutorials two-three times a week, 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. 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. A committee of students, staff and parents will decide on high school uniforms prior to June 1, 2008. Boys will wear collared shirts and long pants. Girls will wear blouses and skirts.

### **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.

**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/s Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

## APPENDIX A: CHILD PROTECTION POLICY

### PREAMBLE

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 Child Protection 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 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 every member of staff (including temporary staff and volunteers) that the Board knows the name of the designated senior person responsible for child protection and their role.
  - iv) Ensure all staff and volunteers understand their responsibilities for referring any concerns to the designated senior person responsible for child protection.
  - v) 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.
  - vi) Develop effective links with relevant agencies and personnel.
  - vii) Co-operate as required with relevant agencies' inquiries regarding child protection matters.
  - viii) Keep written records of concerns about children, even where there is no need to refer the matter immediately.
  - ix) Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
  - x) Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
  - xi) 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 school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
  - iii) The school behavior policy is aimed at supporting vulnerable pupils in the school. 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 which has occurred.
  - iv) Liaison with other agencies and personnel that support the pupil such as agencies and people listed on the Resource / Referral list developed by the committee.
  - 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:

### Majuro Cooperative School 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 as their own;
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 is 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

**Parents should be aware that the dishonesty is taken seriously. This will have a definite impact on final grades, GPA, and extracurricular participation.**

