



School Handbook

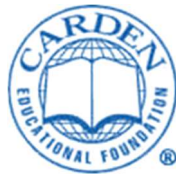
2020 – 2021

MISSION

Carden Academy of Maui is committed to educating the whole child through a balance of academic excellence, character development, and enrichment through the arts in a nurturing, small classroom setting.

VISION

Carden Academy of Maui's vision is to foster a joyful and respectful community of lifelong learners who embody the principles of authenticity, resilience, and global stewardship.



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Phone (808) 573-6651 Fax (808) 573-6652
Afterschool Care (808) 573-6651 x211
Emergency Phone 808-269-8208
www.cardenmaui.org

WELCOME

I want children to learn and to enjoy learning.

Life is a Joy, so should be learning.

- Mae Carden

Mae Carden, founder of the Carden method, wrote that “the purpose of school is to develop students who are well-adjusted, capable, confident, eager, alert, courageous, just, self-critical, compassionate, courteous, and happy”. At Carden Academy of Maui, we strive to fulfill that purpose. Carden students graduate with confidence and understanding, prepared for their individual futures. We are pleased and proud to have you and your children as part of our Carden ‘Ohana.

This School Handbook is designed to give you valuable information regarding our standards, policies, and procedures. We ask that you read the handbook and share pertinent information with your children. Reading this handbook together and discussing the importance of following school rules and policies promotes a consistent approach. Throughout the year, the Handbook can act as a resource for questions that may arise. We welcome your partnership in providing a safe, secure, and stimulating school environment.

OUR VISION AND STUDENT OUTCOMES

Non-Discrimination Policy

Carden Academy of Maui admits students of any race, nationality, ethnicity, gender, sexual orientation, religion, and cultural origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, nationality, ethnicity, gender, sexual orientation, religion, or cultural origin in the administration of our educational policies and practices, or other school administered programs.

Carden Academy does not discriminate against persons with disabilities on the basis of their disability. We provide children and parents with disabilities an equal opportunity to participate in our programs and services with minor adjustments or accommodations, in compliance with Hawaii State Law and the Federal Americans with Disabilities Act.

Confidentiality & Disclosure of Information

Information about students, parents, or guardians is not disclosed unless specific written permission is given.

CONTENTS

Mission..... 1
Welcome2
Vision and Student Outcomes.....2
Contents3
Staff, Faculty, and Board Rosters.....6
Channels of Communication7

DAILY POLICIES AND PROCEDURES

Office and School Hours8
Arrival and Departure.....8
Authorization for Pick Up8
Afterschool Care Program9
PreK Extended Care9
Absences, Tardiness, Early Departure9
Phone Use10
Visitors.....11
Lost and Found.....11
Toys, Games and Electronics.....11
Photo and Video Images.....11

PARENT COMMUNICATION

Website11
Student Information System - FACTS12
Monday Communications Folders12
Monday Memo and Thursday Thoughts.....12
Backpacks12
Parent Teacher Communication and Conferences12

PARENT PARTNERSHIP

Parent Volunteer Hours.....12
Carden Parent Teacher `Ohana (CPTO)13
Nicotine, Drugs, and Alcohol-Free Campus13
Social Media.....13
Child Custody Issues13
Mandated Reporting.....14

SCHOOL AND CLASSROOM ROUTINES

Morning Routine14
Friday Assembly.....14
Courteous Behavior14
Snack and Lunch Foods.....14
Lunchtime Standards.....15
Birthdays.....15
Holidays.....15
Field Studies Trips16
Interscholastic Athletics.....16

STUDENT HEALTH AND SAFETY

Health and Wellness17

Health Forms	17
Illness or Injury	19
Emergency Medical Care	19
Lice (Uku) Policy	19
Emergency and Crisis Plan.....	19
Alcohol and Drugs	19
Weapons.....	19
Right to Search.....	19

STANDARDS OF CONDUCT

Courteous Behavior	19
School-Wide Code of Conduct	20
Classroom Code of Conduct	20
Disciplinary Action for Inappropriate Behaviors.....	20
Detailed Explanation of Consequences for Behavior Infractions	22
Temporary removal from a situation.....	22
Sent to the Office.....	22
Conference with the Assistant Head of School	22
Extended removal from a situation	23
Probation	23
Suspension	23
Dismissal	23
Additional Notes on Bullying	24
Additional Notes on Sexual Harassment.....	25

ACADEMIC POLICIES AND PROCEDURES

Grades and Grading	24
Report Cards	24
Homework Policy	25
Testing	25
Honor Roll	25

TOOLS FOR LEARNING

Textbooks	25
Computers and Technology.....	25

SUPPORT FOR LEARNING

Health and Wellness Support.....	26
Learning Needs and the Student Support Team.....	26

RE-ENROLLMENT AND TUITION AND FEES POLICY

Re-enrollment	27
Tuition Payment.....	27
Tuition Refund Plan	27
Tuition Assistance Program.....	27

SCHOOL UNIFORM AND DRESS CODE POLICY

General Purpose	27
Dress Code	27
Free Dress Guidelines for Elementary and Middle School	28
Shoes and Socks.....	28

Hats.....	28
Masks.....	28
Jewelry.....	28
Labeling.....	29
Casual Dress Days/Spirit Days.....	29
Non-Compliance to Dress Code.....	29

ADDITIONAL PRE-KINDERGARTEN POLICIES

Daily Procedures.....	29
Admissions Criteria.....	29

ADDITIONAL MIDDLE SCHOOL POLICIES

Community Guidelines.....	29
Community Service.....	30
Homework.....	30
Website.....	30
Communication.....	30
Dress Code.....	30
Consequences for Dress Code Violations.....	31
Technology (Bring Your Own Technology Program).....	31
Academic Honesty and Honor Violation.....	31
Academic Probation.....	31
Middle School Report Card Guidelines for Student Outcomes.....	32
Physical Contact/Public Display of Affection.....	32

APPENDIX

Appendix A: Chaperone and Driver Guidelines.....	33
Appendix B: Playground and Outdoor Space Rules.....	34
Appendix C: Athletics Policy.....	35
Appendix D: Middle School Bring our Own Technology Program, Student Internet Access, and Acceptable Use Policy.....	38

Staff and Faculty Roster

Head of School.....	Mrs. Kristi Bendon
Assistant Head of School	Mrs. Lenna Miller
Office and Admissions Manager.....	Mrs. Jennifer Haleakala
Business Manager/Health & Wellness Counselor.....	Ms. Michelle Davenport
Development Coordinator.....	Mrs. Rachael Barnard
Facilities and Technology Manager:	Ms. Amanda Mori
Front Office Manager	Mrs. Jennifer Haleakala
School Nurse.....	Mrs. Lia Wadsworth
Aftercare Supervisor/Office Support:.....	Ms. Michele Glicer
Pre-Kindergarten:	Ms. Gisele LaLonde
Pre-Kindergarten Assistant	Ms. Genevieve Duhau
Kindergarten:	Mrs. Nellie Foster/Mrs. Callie Hand
First Grade:	Mrs. Corinne Peterson
Second Grade:	Mrs. Jeanne Vorhes
Third Grade:	Miss Christie Leval
Fourth Grade:	Ms. Kristina Brown
Fifth Grade:	Mrs. Jane Mori
Sixth Grade/MS English:.....	Mrs. Barbara Rudow
Seventh Grade/MS Science:	Mrs. Amanda Farmer
Eighth Grade/MS Math/MS Lead:	Mrs. Tracey Takase
Athletic Director (K-5):	Coach David Mason
Athletics (6-8) :	Coach Ryan Olden
Music (PK-5):.....	Mrs. Mary Lynn Goode
Music (6-8).....	Ms. Aubrey Myers
Art (K-8):	Ms. Katie Peterson
Dance (K-5):	Ms. Mardi Swatek
Dance (6-8):	Ms. Katie Istvan
Drama (K-8):	Mrs. Rebecca Rhapsody
French (PK-3):	Madame Segolene Wilson
French (4-5):	Mademoiselle Devin Blish
Tech & Transitions (6).....	Mrs. Lenna Miller
Spanish (7-8):	Señora Lani Galetto
Hawaiian Studies (PK-8):	Kumu Tina Keko'olani

Board of Directors

David Goode	President
Erik McLellan	Vice President
Bard Peterson	Treasurer
Linda Higgins	Secretary
Chris Baldwin	
Brian Bowers	
Melissa Hampe	
Ta'i Judd	
Tak Sugimura	
Heather Wittenberg	

CPTO Officers

Stephanie Czar	Co-President
Open	Co-President
Tina Garcia	Treasurer
Open	Secretary
Lisa Oliver	Hospitality
Liz Smith	Hospitality

CHANNELS OF COMMUNICATION

Matter related to

Student academic progress
Behavior/Social progress
Classroom procedures
Classroom activities
Class field trip scheduling/chaperoning

Admissions & Re-enrollment procedures
Calendar
CPTO
Monday Memo & Thursday Thoughts

Absences/Illness/Early departure
Directory and database
FACTS Family
Field trip chaperone/driver guidelines
Student records
Uniforms
Volunteer opportunities

Athletics schedules and information
After school athletics and coaching
P.E. Uniforms

Code of conduct infractions
Parent education
Student support services

Campus facilities and equipment
Website

Aftercare procedures
Hot lunch orders

Annual Giving Advancement Coordinator
Fundraising
Jamboree
Marketing

Billing/Accounts
Tuition and Fees

Behavioral/Emotional concerns

Academic policy
Curriculum and program
Legal matters
Public relations & community partners
Licensing & accreditation

First contact

Classroom Teacher

Admissions & Communications
Manager

Front Office Manager

Athletics Director

Assistant Head of School

Facilities & Technology Manager

Aftercare Supervisor & Admin
Support

Business Manager

Health and Wellness Counselor

Head of School

DAILY POLICIES AND PROCEDURES

Office Hours

The school office is open from 7:30 a.m. until 3:30 p.m., Monday through Friday. The office will be closed during all school holidays. The school office staff maintains limited hours during the summer months; however, telephone messages are checked regularly. Summer hours are generally from 9:00 a.m. to 2:00 p.m. We will announce exceptions and closures on our voicemail to relay the most current information.

Occasionally when our internet or power service is disrupted, the regular school phones are not operational. In these situations, please use the Emergency phone if you need to contact the school urgently.

School Phone Numbers

Office 808-573-6651

Afterschool Care 808-573-6651 x211

Emergency Phone 808-269-8208

School Hours: Pre-K

7:45 a.m. – 8:30 Parent walks child to class

8:00 a.m. – 2:30 p.m. Regular school hours

2:15 p.m. – 3:00 p.m. Parent picks child up from class

2:45 p.m. – 4:00 p.m. Extended Care available in Pre-K classroom

School Hours: K-5

7:40 a.m. – 8:00 Drop off

7:45 a.m. – 8:00 a.m. Classroom doors open for morning prep

8:00 a.m. – 2:30 p.m. Regular school hours

2:30 p.m. – 2:50 p.m. Pick up

2:45 p.m. – 5:00 p.m. Afterschool Care with reservation

School Hours: Middle School

7:40 a.m. – 8:00 Drop off

7:45 a.m. – 8:00 a.m. Classroom doors open for morning prep

8:00 a.m. – 2:30 p.m. Regular school hours

2:30 p.m. – 2:50 Pick up

2:30 p.m. – 3:30 p.m. Optional study hall (Tuesday, Thursday)

2:45 p.m. – 5:00 p.m. Afterschool Care with reservation

Arrival and Departure

Please see page 10 of the COVID-19 Policies Handbook.

Authorization for Pick Up

An emergency form with additional listing of all persons authorized to pick up your child will be kept on file in the office and on the online student information system (currently FACTS SIS). Changes can be made through your FACTS Family portal; please notify the office when

changes are made to the list. Staff may ask for identification from anyone picking up your child, and all non-family authorized drivers must be at least 18 years old. If your child will be going home with someone not on your list, the school must have written communication. Custodial situations require legal documentation (such as a certified copy of a court order) confirming the parents' custodial status to be on file.

If an unauthorized person attempts to pick up your child, the school will not permit the child to leave and will inform the parent as quickly as possible. If there appears to be a safety concern with the parent or authorized person picking up a child (alcohol, drugs, etc.), the school will attempt to notify the other parent or authorized person of the situation. The school reserves the right to notify police should that be deemed necessary for the safety of the child.

After-school Care Program

Reservations are currently required for a student to attend Aftercare. Please see page 12 of the COVID-19 Policies Handbook for updates to Carden's Aftercare program with respect to COVID-19.

The focus of the Aftercare program is safety and supervision. There is a set schedule for homework, outdoor play, and indoor activities. Although there is time provided for students to do homework, there is no individual help or tutoring available. Students must obey all school rules while in Aftercare, and parents will be notified if a student has infractions. Aftercare will not be available to students who do not adhere to and follow all rules. If Aftercare charges are not paid in a timely manner, the school will require the family to pay outstanding fees before the student can continue to attend Aftercare. If a parent is routinely late picking up their child (after 5 p.m.), the school may prohibit the student from attending Aftercare.

Pre-Kindergarten Extended Care

Pre-Kindergarten students may not attend the regular Aftercare program; however, they will be able to remain in the Pre-K classroom for Extended Care until 4 p.m. Reservations are currently required for a student to attend Extended Care. Please see page 12 of the COVID-19 Policies Handbook.

Absences

Please see page 3 of the COVID-19 Policies Handbook for further information regarding absences. When a child is absent, parents should notify the office by 9:00 a.m. It is our policy to call the parent after 9:00 a.m. to verify student absences. If a student is absent due to illness, make-up work will usually not be given for a one-day absence. Should the illness require a longer absence, parents may request make-up work from the teacher to be picked up at the office.

All student absences will be classified as excused or unexcused. Absences for the following reasons will be excused if there is timely verification of such reasons provided to the school:

1. Illness or medical emergency
 - a. Doctor's note required if absent one day or longer (see COVID-19 Handbook)
2. Family emergencies

3. Observances of established special days of a religious calendar
4. Prearranged medical and dental appointments

A student who has been absent from school or class because of an excused absence shall be provided a reasonable opportunity to make up the work missed. Failure to make up assignments or tests missed in a reasonable time may result in a reduction of grades or credits.

Assignments or tests missed due to an unexcused absence will generally not be made up and will result in a reduction of grades or credits. Planned unexcused absences are highly discouraged as it is impossible to replace the classroom experience. We do realize that, from time to time, extenuating circumstances require families to travel off-island during the school year. These situations will be handled on a case-by-case basis and make-up work will be given at the teacher's discretion.

After an extended absence, special tutoring may be required when the student returns to school for an additional fee. Report cards will categorize absences as excused or unexcused.

Tardiness

Any elementary or middle school student arriving to class at 8:01 a.m. or later is considered tardy and the parent must sign the child in at the office. As mentioned above, punctual arrival benefits the student by giving him or her time to prepare for the day's activities. When a student is tardy three or more times in a trimester, a phone call, email, or conference may be scheduled to discuss ways to remedy the situation. The number of times a student is tardy is tracked and included on report cards.

Early Departure

In order to maximize your child's learning, we discourage families from scheduling appointments or other events that would require your child to miss instructional time at school. If you must pick up your child before the end of the school day, you must go to the school office and sign your child out. A staff member will notify the teacher to coordinate getting your child to the office and will escort students in grades Pre-K, K, and 1. Please do not take your child directly from the classroom; it is important for your child's safety that all students be signed in and out through the office.

Phone Use / Cell Phones

Phone calls to and from students during school hours should pertain to information critical to the child. Personal messages of an emergency nature will be relayed by school staff to children upon family request. Please arrange play dates, transportation, etc., prior to sending your child to school each day. Students who need to call home may do so from the classroom or office phone at the discretion of staff.

Student cell phones must be turned off and kept in their backpacks during school and in Aftercare. Students are not to use their cell phones while at school without prior permission from a faculty or staff member. Students are not permitted to call parents to request to be picked up due to an illness. If a student is found using a cell phone without permission, the phone will be confiscated for the rest of the day or possibly longer, and the parent must retrieve it from the

office. This includes all types of cell phone communication including text messaging through computers, phone watches, etc.

Visitors

Please see page 14 of the COVID-19 Policies Handbook.

Lost and Found

All clothing and personal items must be labeled with the first initial and last name of its owner. A "Lost and Found" box is located in Browning Hall. Any unclaimed items at the end of each trimester will be donated.

Pets or Animals at School

Pets are not allowed on the Carden campus at any time without the permission of a school administrator. If a pet is brought to school as part of a class project, permission must be obtained in advance. Please refrain from letting your pet out of the car, as both animals and small children are unpredictable.

Toys, Games, and Electronics

Students are not allowed to bring personal items to school unless needed for the educational program. The school cannot be responsible for personal items that are brought to school. Unless required for a school project, students are not to bring toys, trading cards, electronic games, radios, game watches, computerized games, mp3 players, CD players, CDs, cameras, laptops, money, iPads, iPods, or other items that might be considered distracting, dangerous, or costly to replace. Such items will be confiscated by the teacher and may be retrieved by the parent. Use of bicycles, tricycles, skateboards, skates, wheelies, rollerblades, etc. on campus is prohibited unless provided by Carden Academy.

Photo and Video Images

Photo and video images recorded at school or on school field studies trips may not be placed on social media, computer sharing services, or websites other than by the school. The school collects media releases from families, and some families opt not to allow images of their child to be used for media purposes. We ask that you please respect other families' privacy.

PARENT COMMUNICATION

Website

The school's website (www.cardenmaui.org) contains general information regarding the school.

Carden Academy also has Facebook (Carden Academy of Maui) and Instagram (@carden.maui) pages. Information such as upcoming events, students in the news, or public awards are posted on our social media pages. Please "like" Carden to receive and help disseminate exciting information about the school to your friends.

Student Information System- FACTS Family

Parents should access FACTS Family regularly, as there is a wealth of information available including monthly calendars, athletics schedules, upcoming events, Monday Memo and Thursday Thoughts newsletters, and lunch information.

Monday Memo and Thursday Thoughts

The Monday Memo contains information including logistics and upcoming dates pertaining to two weeks at a time. This will be emailed every Monday and will supply information regarding school, class, and athletics activities. The Monday Memo is also posted on the school's website.

Thursday Thoughts is another periodic communication that highlights community news and reflections, such as special activities from the week, CPTO and fundraising information, volunteer needs and acknowledgments, and other fun tidbits. Thursday Thoughts is emailed and posted on the school's website.

Backpacks

Every child needs a backpack to keep Monday folders, jackets, papers, and other items organized, dry, and secure on our potentially windy and rainy campus.

Parent-Teacher Communication and Conferences

Open, regular communication is important for your child's success at school. Teachers share information via newsletters weekly to monthly, depending on the grade level. Teachers may also communicate with parents regarding class activities and events by email. Please note that teachers are not routinely available during the school day to read and respond to emails, texts, or calls, so if there is an urgent message or emergency, the best way is to go through the school office. Our policy is that teachers will do their best to respond to any parent contact within 24 hours, from Monday-Friday between 7:30 a.m. – 3:30 p.m.

There is a mandatory first trimester parent-teacher conference. Middle school students are required to attend their conferences. Time is set aside in the schedule in October for this purpose, so we ask that you make every effort to schedule your conference during this time.

During the rest of the year, parents are encouraged to write notes or emails to teachers, or to phone the office if they have concerns about their children. Should a parent or teacher feel that a conference would be beneficial to address a concern, this can be scheduled at a time that is suitable for the parent, teacher, and Assistant Head of School or Head of School. Please arrange all conferences through the office.

PARENT PARTNERSHIP

Parent Volunteer Hours

The volunteer service requirement for each school year is a total of 20 hours per family.

An initial volunteer interest form is sent out each August, and a variety of volunteer opportunities are offered throughout the year. Parents are asked to log their volunteer hours via FACTS Family. Volunteering at the school is an important way of letting your child know that volunteerism is important, and that you care about their place of study. Attend CPTO meetings, become

actively involved in extracurricular activities, coach an interscholastic team, or help with a school activity.

If you are unable to fulfill your volunteer hours, you have the option to pay an additional fee to be relieved of your volunteer requirements. However, we strongly encourage parents to find a way of contributing their time.

Carden Parent Teacher 'Ohana (CPTO)

All Carden Academy families are automatically members of the CPTO, and \$20 of your enrollment fee is put towards the CPTO budget. The purposes of the CPTO are to support the school in fulfilling its mission, to create a community for its families, and to organize volunteers for various school activities. There will be regular meetings throughout the year and all parents or guardians are encouraged to attend, become informed, and get involved.

Nicotine, Drug, and Alcohol-Free Campus

The consumption of nicotine, drugs, or alcohol by students, staff, parents, or chaperones during school or work hours is strictly prohibited. This includes both on and off campus activities and evening CPTO activities at which students are present. Any adult-only event where alcohol is served requires prior permission from the Head of School and, in some instances, the Maui County Liquor Control Commission. Illegal substances and nicotine are prohibited at all times.

Social Media

Carden Academy respects the right of parents to use social media. Due to the public nature of these sites, we request that you help us protect the safety and identity of our students and staff by using good judgment and discretion online. Please do not:

- Disclose confidential or proprietary information about staff, students, families, or the school in general, including financial, health, or contact information.
- Post photographs or videos of staff, students, or their families to your social media site (and any sites that you contribute to) without prior written permission from all parties. This includes classroom activities, parties, field studies, graduation, etc. Many of our families have requested that photos of their children not be posted on social media.

Child Custody Issues

In the event of parental disputes regarding the care or custody of their child, it is the policy of Carden Academy to remain a neutral party. The school will therefore rely on legal documentation to determine who has the parental authority to make decisions regarding the education, health, welfare, and safety of the child. In the absence of legal documentation, Carden Academy follows guidelines established through statutory law.

Carden Academy does not tolerate parental differences and disputes affecting our school routine. In the event that such private matters prove disruptive to the school (whether to teachers, students, administration, or other families), the school reserves the right to suspend or permanently release the child(ren) of the family concerned. Parents will continue to be responsible for full tuition payment as stated in the Enrollment Contract. Parents whose behavior or actions are disruptive to the functioning of the school (including verbal /physical abuse, threatening/ inappropriate behavior) may be subject to similar sanctions.

Mandated Reporting

Carden Academy of Maui has a responsibility for student safety, and follows guidelines set forth by Hawaii Department of Health and Human Services, Child Welfare Services. Employees and officers of any public or private school are legally required to report "if there is reason to believe that child abuse or neglect has occurred or there exists a substantial risk that child abuse or neglect will occur in the reasonably foreseeable future". Child abuse or neglect is defined as "the acts or omissions of any person who, or legal entity which, is in any matter or degree related to the child, is residing with the child, or is otherwise responsible for the child's care, that have resulted in the physical or psychological health or welfare of the child, who is under the age of eighteen, to be harmed, or to be subject to any reasonably foreseeable, substantial risk of being harmed". All employees of Carden Academy are mandated reporters.

SCHOOL AND CLASSROOM ROUTINES

Morning Routine

Morning routines in each classroom and at Friday assemblies include Mae Carden's prayer, the Pledge of Allegiance, a discussion of the virtue being studied, and poetry practice. Please note that Mae Carden's prayer and the Pledge of Allegiance are traditions at Carden schools throughout the U.S. Children may stand respectfully and silently during the recitation if religious or other reasons prohibit them from joining in.

Friday Assembly

Please see page 13 of the COVID-19 Policies Handbook.

Courteous Behavior

1. While on campus, adults are addressed as Dr., Mr., Mrs., Ms., or Miss, followed by the surname. Children greet adults with a "Good Morning," "Good Afternoon," or "Good Evening," always looking directly at the person to whom they are speaking.
2. The morning greeting and handshake are an important ritual for teachers and students and is a lovely way to start the day.
3. Children should not interrupt an adult conversation except in an emergency. Students are asked to wait patiently until acknowledged.

Snack and Lunch Foods

Please see page 13 of the COVID-19 Policies Handbook for more information. Please be sure your child has a nutritious breakfast each day prior to arrival at school. For your child's convenience, pack the mid-morning snack separately so that it may be easily removed from the lunch box and placed in the classroom snack basket. Please send wholesome snacks such as carrot sticks, fruit, nuts, crackers, etc., rather than cookies or chips. Please provide a reusable water bottle for your child as there are water dispensers in each classroom.

When providing your child with lunch, please remember that lunch boxes are kept in the cubbies and that refrigeration is not available. All food, except hot lunch, should accompany the student in the morning. Children who arrive at school knowing their basic needs are met will be able to attend to the learning and enjoyment that are scheduled for the day. Waiting and

wondering about food is a distraction to the child and robs them of the security we strive to create for them each day. Since parents pack the lunch they intend their children to eat, sharing food and/or trading lunches is not allowed.

The school is not equipped to provide lunch to students who do not have a lunch or who have not ordered hot lunch. If your child has forgotten their lunch, a parent will be notified.

Candy, soda, mints, and gum are not permitted on campus. (Teachers may occasionally provide special treats during class time. If you would prefer that your child not have the treats provided by the teacher, please send a note to your child's teacher and you may provide a substitute.)

Lunchtime Standards

Part of the school's Vision Statement is to instill in its students a sense of stewardship and the principles of sustainability. You can help by packing your child's lunch using re-useable containers and utensils, and by minimizing the use of pre-packaged food and drinks that come in non-recyclable and single use containers. If your child has hot lunch, please consider still sending reusable utensils.

Lunchtime is an opportunity for children to learn social skills and manners. The Pre-K and elementary classes eat lunch calmly and peacefully in their classrooms. We encourage children to sit properly and to use table manners. The children wait for everyone to have their food and then say a simple blessing of thanks before beginning their meals. Lunchtime is spent with the teacher reading aloud from literature appropriately selected for the age group, followed by conversation and time for students to share thoughts and ideas. Weather permitting, the class may occasionally have lunch at an outdoor picnic area. Please note that recess is scheduled daily at a time separate from lunch. This allows students to enjoy and digest their food without rushing out to play.

Middle School students eat lunch together in an outdoor area. Once students have finished eating and cleaned up their area, they are able to enjoy some social time.

Birthdays

Children's birthdays will be celebrated with a simple 15-minute celebration on their birthday or on another convenient day. Please contact your child's teacher in advance to schedule this. Parents may send their child with individually wrapped edible treats that have been prepared in a commercial kitchen for all students in their child's class. No homemade treats are acceptable. Since the classroom celebration is for the student and his or her class, siblings should not be taken out of their regular class to attend.

If an out-of-school celebration is planned, we ask that invitations not be distributed at school. You may obtain mailing addresses or emails from the School Directory for sending invitations. Please join us in teaching students regard for the feelings of others and remind your child that parties should not be discussed at school, especially if not all children in the class have been invited to attend.

Holidays

As a part of the child's cultural enrichment, various holidays (secular and religious) will be celebrated. The school puts on three or four programs per year; and while the themes for these programs center around the traditional American holidays, the presentation of the holidays is of a broad and general nature. The children are encouraged to share their own family traditions and beliefs during the discussion of each holiday.

Carden Academy traditionally observes certain special days with classroom celebrations. The teacher will contact the room parent to help organize and coordinate these events. Parties should be simple and might include a craft activity and treats made in a commercial kitchen. The school also welcomes parental involvement in explaining to the students about various religious and cultural traditions; please confer with the teacher if you would like to volunteer to speak to your child's class.

Field Studies Trips

A waiver form covering trips off campus will be sent home or available online. Students without a signed form will not be able to attend these field studies activities. Depending on the destination and organization, there may be additional forms that need to be filled out and signed by a parent or legal guardian.

The main purpose of field studies is to broaden and deepen student learning in the community. We occasionally ask parents to be chaperones on field studies, and there is a responsibility that parents take on as chaperones. These responsibilities are further detailed in *Appendix A: Chaperone and Driver Guidelines* on p. 34 of this Handbook.

Field studies are scheduled for the students in the class. Under no circumstance will a sibling or guest be allowed to attend the field studies trip, unless the event was planned as a family outing.

Transportation for field studies trips will be arranged through the school and will usually be provided by a licensed transportation company for larger groups. For single class trips, parent drivers may be needed to provide transportation for off campus activities. Parent drivers must provide proof that they are fully insured. The school carries no comprehensive or collision insurance on vehicles. The school is in no way obligated to pursue action against another party who may do damage to either persons or vehicles while providing transportation for school events.

The job of a chaperone or driver is an important one, as parents assume the responsibility for the supervision and safety of students. Parents must provide the school with driver's license and insurance information and are expected to read and sign the guidelines in *Appendix A: Chaperone and Driver Guidelines* on p. 34 of this Handbook.

Interscholastic Athletics

Carden Academy offers many opportunities for students to participate in interscholastic athletics activities. Please see page 13 of the COVID-19 Policies Handbook. The programs are organized and run by the school's Athletic Director with parent volunteer help for coaching individual teams. A high percentage of the student body participates in each sport, and the

school would not be able to include all interested students without parent volunteer coaches. Information about coaching opportunities is relayed through the school communications and interested parents should familiarize themselves with the policy in *Appendix B: Athletics Policy* on p. 36 of this Handbook.

STUDENT HEALTH AND SAFETY

Health and Wellness

Hawaii State Law requires that each child must:

1. have a physical exam within one year of admission; all incoming 7th graders must have a physical exam prior to the school year;
2. have TB clearance;
3. have a record of completed immunization status. Immunizations may be exempted for medical or religious reasons if the proper forms are completed and returned to the school. Philosophical exemptions are not allowed by the State of Hawaii.

In compliance with the Department of Health, your child should not come to school with any of the following signs or symptoms (Please see COVID-19 Policies Handbook for a more the list of symptoms and further protocol for COVID-19):

- fever of 100.4 F or higher
- excessive cough, congestion, or sore throat
- diarrhea
- vomiting
- unexplained rash
- pink eye (conjunctivitis)
- any contagious disease

You must report any confirmed contagious disease (measles, chicken pox, influenza, Coronavirus, etc.) to the school. The Department of Health requires reporting of certain contagious diseases for epidemiological purposes.

Per the Hawaii Department of Health and Carden school policy, if your child stays home or is sent home with a fever of 100.4 F or higher, they are required to be fever-free without medication for 24 hours before returning to school. In addition, if a child has gastrointestinal symptoms such as diarrhea or vomiting, they must be symptom free for 24 hours before returning to school. These requirements are not only for your child's comfort, but also to prevent spread of illnesses.

If a child is absent from school due to illness, they are not permitted to participate in afterschool sports or activities. When any child stays home for one day or more, a doctor's note is required to return to school (See COVID-19 Policies Handbook).

Health Forms

Please notify the office of any allergies or special medical conditions that could affect your child's health or limit his or her activities at school. Special instructions should be given, in writing, for students with asthma or other emergency medical conditions such as a serious food or insect allergy.

A permission form for minor medical care will be provided and should be returned to the office at the beginning of the school year. This will allow office personnel to treat a child in a limited manner; take his temperature, apply antibacterial ointment and band-aids to minor cuts and scrapes, apply anti-sting ointment to insect bites, apply ice packs as needed for comfort, or provide pain relief medication. If an illness or injury is more serious, the office staff will notify the family to come pick up and take the child home or to the doctor.

If a child requires any medication during school hours, it must be in its original container with the child's name and instructions for administering it printed clearly on the label. Medication must be brought to the office by the parent and a permission form for administering the medication must be completed. Asthma inhalers will be accessible to the child but only taken with adult supervision.

Illness or Injury

When a student is sent to the office for illness or injury evaluation, staff will check the general health of the child including taking their temperature. In the case of a fever, vomiting, or excessive congestion and cough, parents will be notified to pick up the student as soon as possible.

Parents will be contacted if there has been a head injury or if there is a possibility of a bone or soft tissue injury that may require evaluation by a medical professional. If there is an injury, a doctor's note listing physical limitations and duration is needed for our records.

Emergency Medical Care

In the event of an emergency, we will tend to the injured child, contact EMS, contact the parents, and then do everything we can to stabilize and comfort the child. Each child's medical insurance policy number, as well as the name of the pediatrician, must be kept current in our records. This information will be crucial in the event of an emergency, so we need to be able to access it quickly and be sure that it is accurate. Parents are asked to review and update their emergency information. If your child has a documented severe allergy, asthma, or other medical condition such as seizure disorder, diabetes, etc., the parent/guardian will be asked to fill out a special emergency plan to be kept in the office.

Full time faculty and staff of Carden Academy are trained in CPR and First Aid. The school has an AED (Automated External Defibrillator) on campus in the Teacher Work Room, and full-time personnel are trained in its use.

Lice (Uku) Policy

Uku checks are to be conducted by parents at home once a week. If any ukus or nits (eggs) are found, the student will be sent home immediately for treatment. The student will be rechecked before being allowed to return to class.

Emergency and Crisis Plan

If public schools cancel classes due to threatening weather, Carden Academy will likewise cancel classes, and parents will be notified to pick up their child as soon as possible.

Fire drills are held monthly to ensure that the children become aware of, and are comfortable with, emergency procedures. The school will also hold other types of emergency drills (including Lock-ins) throughout the year in order to familiarize students with these procedures.

If instructed to do so by public authorities, we will evacuate to the nearest Emergency Shelter: King Kekaulike High School. We will make every effort to contact each family to coordinate the pickup of their child. If we are unable to reach the parents, we will depend on radio stations and Emergency Broadcast Systems for communication. We will remain with the children until each child has been safely delivered to a parent or authorized adult.

Alcohol and Drugs

The use of alcohol or illegal drugs by students is against the law. If students intentionally possess, use, distribute, or are under the influence of alcohol, nicotine, marijuana, or any other illegal substance while on the school campus, off campus at a school sponsored activity, or otherwise under the supervision of the school, disciplinary action will follow. Disciplinary action may require the assistance of the Maui Police Department if determined by the school's administration.

The student will immediately be suspended from school and any extracurricular school activities, and a conference will be held with the parents and school administration. Disciplinary measures may range from required substance abuse counseling and drug testing by an agency of the school's designation (at parental expense), to expulsion.

Weapons

The following conduct, on or off campus by Carden Academy students, will be grounds for immediate dismissal and referral to police or other authorities:

- Conduct involving a firearm or a dangerous explosive or incendiary device, which is a felony under the State of Hawai'i Criminal Code.

The following conduct on campus shall be grounds for an immediate investigation and appropriate discipline including suspension, based on all facts and circumstances:

Possession of a dangerous instrument as defined by:

- A firearm, toy, or other object with the appearance of a firearm.
- A dagger, switchblade, knife, dirk, pocketknife, metal knuckles, or other instrument designed to harm or hurt people.
- Any object, not inherently dangerous in and of itself, which is held, brandished, or used to injure another or to create the reasonable perception of the threat of harm.

Right to Search

Carden Academy, as a private educational institution responsible for the safety of its students, reserves the right to search student backpacks, clothing, computers, and other personal property if there are reasonable grounds to believe the search is necessary to maintain order and discipline. School property (cubbies, desks, lockers, etc.) are subject to search at any time without prior notice.

STANDARDS OF CONDUCT

"One of the greatest services a teacher can render any child is the ability to face his conduct fairly." Mae Carden

The purpose of Carden Academy's code of conduct is to guide and direct its students toward respect for people and property, to promote kindness and consideration, and to encourage tolerance for differences of opinion. While it is our policy to work with students to solve any behavioral challenges, Carden Academy of Maui is not equipped to handle students with severe behavioral problems.

Our philosophy is to encourage the use of positive behavior reinforcement and nonviolent communication techniques. However, we also recognize that students benefit from clear behavior expectations and disciplinary policies.

School-Wide Code of Conduct

Positive interactions and respect are the foundation from which we shape the climate of our school community. We strive to help students learn self-discipline and self-control which are a necessary part of the process of becoming a mature young adult. The school-wide code of conduct consists of the four "R"s:

1. Respect yourself.
2. Respect others.
3. Respect property.
4. Take Responsibility for your actions.

In addition, safety is our number one priority. For a complete list of rules related to outdoor activities in the garden, on the playground, and in an outdoor classroom, please see *Appendix C. on p 36.*

Classroom Code of Conduct

Each classroom interprets the four "R"s in a developmentally appropriate manner. Teachers begin the new school year by discussing expectations for student behavior, giving clear instructions, and taking ample time to develop classroom guidelines and rules with their classes. Teachers and students work together to establish their classroom agreements and the logical consequences that will occur should students not follow those agreements and procedures. As a result of student participation in this process, we find that most students seek to meet the standards established.

Disciplinary Action for Inappropriate Behaviors

The following list, while not complete, includes conduct that is not appropriate for any Carden student at any time. The faculty and staff examine each case fairly and equitably, properly assessing the circumstances and seriousness of the negative behavior, the frequency of the offense, the student's age, the student's attitude, and the potential impact or effect of the behavior on the school environment. Staff members work with students to identify specific behaviors that are not productive, respectful, or conducive to

learning; explain that they will neither support nor tolerate the inappropriate behaviors; and help identify different choices that would result in more appropriate behaviors. For a detailed explanation of consequences associated with each level of infraction, please see p. 23.

Low-Level Infractions	
<ul style="list-style-type: none"> • Defiance exhibited by not following directions or talking back/contradicting • Disruption such as distraction of other students during class • Low level inappropriate language • Low level misuse of property (i.e. not hurting others or doing something that could potentially harm others or causing irrevocable damage) • Littering on school grounds • Passing notes during class 	<ul style="list-style-type: none"> • Behaviors with the intent of annoying another student or causing conflict such as purposely walking on another student's heels when walking in line • Play fighting, rough games, or rowdy behavior without specific intent to hurt • Teasing, name calling, or making fun of another student – single incident • Failure to be in an appropriate place at a specific time
Low-Level Consequences	
<ul style="list-style-type: none"> • Temporary removal from a situation • Sent to Office 	

Mid-Level Infractions	
<ul style="list-style-type: none"> • Repeated low level infractions • Engaging in bullying behavior or repeated low-level teasing, name calling, or making fun of another student (see p. 24) • Defiance of authority exhibited by disrespectful, socially rude, or dismissive language to adults or students • Lying to a staff member • Cheating on homework or a test (results in a 0 for assignment), single incident • Forging a parent's signature or otherwise misrepresenting phone calls, notes, forms, or other school related documents • Pulling a fire alarm 	<ul style="list-style-type: none"> • Use or possession of unacceptable language: profanity or obscene language in spoken, written, or symbolic form. Includes placing or retrieving obscene messages from a computer, the internet, audio tapes, CDs, cell phone • Inappropriate demonstration of affection or inappropriate touching of another student or another student's clothing such as "panting" • Attempting to cause or causing damage to school property or private property • Fighting in a physical manner or being physically aggressive with intent to harm

<ul style="list-style-type: none"> • Speaking, writing, reading, or passing of derogatory messages about other students or staff members 	<ul style="list-style-type: none"> • Making a threat of harm or to a student or staff member whether oral or written • Sexual harassment
Mid-Level Consequences	
<ul style="list-style-type: none"> • Office visit • Conference with Assistant Head of School • Extended removal from a situation • Probation/behavior contract 	

High-Level Infractions	
<ul style="list-style-type: none"> • Recurring mid-level infractions • Leaving school grounds during the school day • Stealing or vandalizing school property or private property on school grounds • Committing a violent or physically dangerous activity that threatens or causes physical injury • Committing an obscene act or possession of pornographic material • Possession of firearms, knives, lighters, explosives, fireworks, or other dangerous objects/weapons 	<ul style="list-style-type: none"> • Possessing, using, or being under the influence of controlled substances, alcoholic beverages, intoxicants, or nicotine products • Communicating in any manner, method or medium that is interpreted by the administration as constituting a potential threat to the safety of students, staff, or the school community in general at any time or place • Sexual harassment
High-Level Consequences	
<ul style="list-style-type: none"> • In-school suspension • Out-of-school suspension • Dismissal 	

Detailed Explanation of Consequences for Behavior Infractions

Temporary Removal from a Situation

A student may be temporarily removed from recess, the class, or the activity in which the behavior is occurring. This action does not require parental notice; however, the teacher and Assistant Head of School will be made aware and parents will be notified if repeated offenses occur.

Sent to Office

A student may be sent to the office from recess or class if the behavior so warrants. When students are sent to the office, they will meet with the Assistant Head of School. If indicated, the student will also meet with the Health and Wellness Counselor or Head of School. Office visits will be logged on the student database system and parents will receive a notification. Repeated office visits may warrant a parent meeting with the child's teacher and Assistant Head of School.

Conference with the Assistant Head of School

Any mid-level or recurring low-level behavior infraction will require a meeting between the student, parents, and Assistant Head of School. A plan will be made to help support the student in correcting the behavior and will require parent partnership at home and additional consequences will be discussed if deemed necessary.

Extended Removal from a Situation

A student may be removed from the class or activity in which the behavior is occurring or from recess for an extended period of time. This action does require parental notice; if this consequence is warranted, the Assistant Head of School will discuss specific details with parents at a conference.

Probation

If a student's behavior is deemed to be detrimental, they may be placed on Probation, and a behavior contract with an action plan for improvement will be necessary. Student, parents, teacher, and Assistant Head of School will sign the contract. The student's re-enrollment status will be held until such time as the Head of School deems appropriate. Continued negative behavior may result in the student not being offered a re-enrollment contract for the following year. Students failing to show the necessary improvements may be recommended for suspension or dismissal.

Suspension

Students may be removed and excluded from school community and any school-related activities for a specified period of time for disciplinary reasons. Notice is given to parents by the Assistant Head of School. A parent conference as a re-entry meeting will be required between the Assistant Head of School, parents, and student before the student may return to regular classes. During an in-school suspension, students remain in the office and teachers send students their work from the classroom. Students on suspension are not permitted to participate in after-school sports or activities.

Dismissal

Severe or repeated cases of student behavioral offenses will lead to the removal of a student from school and all activities related to the Carden Academy community. Dismissal may be recommended when it is determined that a student is a threat to the safety of the community, or when a student has been placed on a Social or Academic Probation contract and has either violated or failed to fulfill the requirements of the contract.

Additional Notes on Bullying, Teasing, and Social Aggression

Carden Academy is committed to a learning environment that is safe and respectful for all students. It has been shown that schools with a strong character education program experience less bullying. The virtues are modeled, taught, and emphasized.

Bullying involves an imbalance of power, as well as repeated and intentional actions that cause fear, harm, and distress. Bullying can be physical, verbal, and nonverbal (texting or cyberbullying), and it can come from on or off campus. Any report of bullying behavior demonstrated on or off campus that impacts our school community will be taken seriously and properly addressed. Please encourage your child to tell an adult when a bullying situation happens or is seen. If your child reports a bullying situation to you, please contact the teacher or Assistant Head of School; situations or incidents can only be addressed if they are brought to our attention.

Effective approaches to bullying include a focus on interpersonal relationships among adults and students, modeling supportive relationships, and social skills training. Class meetings and student meetings with the Health and Wellness counselor or Assistant Head of School are both forums where interpersonal issues can be discussed, and solutions can be found.

As a community, we all have a responsibility to address these behaviors and help students treat each other with empathy and respect. School and parents can work together to teach our children to step in when they see a bullying situation, rather than be a bystander. If we empower our children to stand up for themselves and their friends, they are less likely to be victims and more likely to maintain a balance of power, allowing their confidence to grow. Together, we can ensure that our school offers a healthy, nurturing environment for everyone, and an atmosphere that allows each student to thrive both academically and personally.

Additional Notes on Sexual Harassment

Carden Academy is always committed to maintaining a learning and working environment free of sexual harassment and intimidation. Sexual harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school, work, or social settings. Some examples but are not limited to verbal slurs or abuse; suggestive, offensive, or derogatory comments; sexist remarks about someone's body, clothing, or sexual activity; and unnecessary and unwanted physical contact.

Sexual harassment of or by any board member, parent, volunteer, administrator, faculty member, employee, student, or guest is strictly prohibited. Any person who believes he or she has been the victim of sexual harassment is encouraged to discuss the alleged acts immediately and confidentially with one or more of the following three individuals: homeroom teacher, Head

of School, Assistant Head of School, or Health and Wellness Counselor. Any complaints will be discussed fully and confidentially with the person raising the complaint or concern and will require approval of the reporter prior to disclosure or direct investigation of the matter.

ACADEMIC POLICIES AND PROCEDURES

Grades and Grading

Teachers maintain a grade-appropriate system for calculating student grades. Student assessments are scored through rubrics which teachers develop and share with students.

Grades K through 3 are graded on a numeric scale reflecting progress in meeting grade level expectations and consistency in work habits and social development. For Grades 4 through 8, letter grades are issued for all academic core courses.

Report Cards

Students receive a report card at the end of each trimester. Progress reports are issued at the mid-trimester point and indicate that a student is in jeopardy of receiving a low grade at report card time. This enables the student to complete any missed work and study in specific areas that need improvement. Progress Reports will be sent home to students who have any grade below B- or 80%, or below "2" (in the case of Grades K through 3). Students will also receive a progress report if a grade has dropped one whole grade from one trimester to the next. Progress reports may be issued for behavior as well as for academic grades.

Homework Policy

We do not assign written homework in Kindergarten through Grade 2, except for occasional sight word reinforcement, math practice such as flash cards, or Singapore Math sheets, but we do require at least 20 minutes of reading each night. This may be independent reading, parent read-aloud, or a combination of these. We do not provide extra work or packets to families for homework unless there is a specific area that is of concern to the teacher.

Homework is assigned daily in Grades 3 and up. The purpose of this homework is to reinforce the material that has been taught in class, to help the teachers ascertain how well the material has been understood, and to cultivate each student's ability to work independently.

In addition to class homework, French homework may be assigned in Grades 4 and 5 and Spanish homework in Grades 7 and 8.

Testing

Standardized testing traditionally occurs once a year in April for Grades 3 through 8. These tests provide a "snapshot" of certain academic strengths and/or challenges in particular subject areas. Test results are sent via email during the summer following the school year.

Honor Roll

Students in Middle School will have the opportunity to be recognized as Honor Roll students by maintaining a target grade point average.

TOOLS FOR LEARNING

Textbooks

Textbooks are loaned to students for their use during the school year. Students are responsible for all books on loan to them. A replacement fee will be assessed for any lost or damaged books.

Computers and Technology

Carden Academy has a BYOT (Bring Your Own Technology) program in the Middle School. (see p. 39 for *Appendix D*).

SUPPORT FOR LEARNING

Health and Wellness Support

Carden Academy has a licensed counselor on staff who is available on an as-needed basis to provide support for students and families. Additional support may be recommended or requested by a teacher, student, parent, or staff in situations where students are experiencing emotional challenges due to a life change such as a recent move, divorce, loss, or other trauma. The Health and Wellness (H&W) Counselor can also help students with social or interpersonal challenges including relational issues and teach social skills such as peaceful conflict resolution. The H&W Counselor is a safe and familiar adult for students who may be exhibiting behaviors that the teacher is not able to address individually at the time and will also work with groups of students or the class as a whole to support constructive social dynamics and build community.

Learning Needs and the Student Support Team

Carden Academy selectively admits students who appear to be able to meet the academic, behavioral, and character expectations of the program. There may be times when needs emerge that require additional support for a student to meet school expectations. The H&W Counselor, Assistant Head of School, and other members of the administrative staff are dedicated to supporting individual student needs to ensure they achieve their best; however, the student's needs may be outside the scope of what Carden Academy can offer.

The Student Support Team (SST) program was developed to address these needs. Students may be referred to the SST program by the classroom teacher, parent, self, or administrator. The goals of the SST are to:

- Identify students with ongoing learning, behavioral, or family stress issues that create a barrier to students developing to their potential.
- Create classroom strategies or modifications to help students overcome learning barriers.
- Provide support, referrals, and partnerships with families and outside providers.

A plan for support might include the following:

- Classroom Intervention: Classroom teacher and a member of the administrative team create a plan to manage the learning need or behavior challenge with minor classroom modifications
- Academic Intervention: Classroom teacher, parent, and a member of the administrative staff will meet to discuss tutoring in or outside of the school setting. This will involve an additional cost to the parent.
- Behavioral Intervention: Health and Wellness (H&W) counselor, classroom teacher, parent, and the Assistant Head of School meet to develop a plan to help the student meet behavioral expectations or deal with emotional stresses such as social or family situations. This may include a weekly time with H&W counselor for an interval of time.
- Outside Referral: If necessary, referrals will be made for outside services such as diagnosis or evaluation, outside counseling interventions, etc.
-

RE-ENROLLMENT AND TUITION AND FEES POLICY

Re-enrollment

Each year in February, existing Carden families receive a re-enrollment letter for the following year, which must be returned by a March 1st deadline. All re-enrollment forms must be accompanied by the \$1,000 re-enrollment fee, which is nonrefundable. This non-refundable fee covers yearbooks, materials, and other student expenses incurred throughout the year. A student's place in class will not be held without the timely receipt of the re-enrollment forms and fee.

Tuition Payment

Annual payments are due by June 1st prior to the beginning of the next school year. Installment payments also begin in June. All payments (whether annual, semi-annual, or monthly) are managed by FACTS. If a payment is not received in a timely manner, FACTS will assess a late fee and reattempt collection. They will also inform the school of past due accounts. If the account remains delinquent past 60 days, the Carden Board of Directors are notified, and the account can be sent to a collection agency. Additionally, it may be determined that the student may not be able to attend school until the past due payment has been brought current.

Tuition Refund Plan

Tuition is payable annually, semi-annually, or monthly. All semi-annual and monthly plans set up through the FACTS system require inclusion of purchase of a tuition refund insurance plan. This assessed premium is amortized and added to each tuition installment payment. The exact terms and cost of the refund plan are available in a separate document.

Tuition Assistance Program

Carden Academy currently has a needs-based financial aid program. Funds for this program come from fundraising activities, with the school providing additional funds. All applications for tuition assistance are made online through the FACTS Grant and Aid system. The deadline will coincide with re-enrollment.

SCHOOL UNIFORM AND DRESS CODE POLICY

General Purpose

Keeping in mind that Carden Academy is our students' place of business, we have established a dress code that gives our students an appearance which is free from distractions, comparisons, and rivalries of the current fashion trends.

Our Carden Academy students wear school uniforms to demonstrate pride in our school's focus on academic achievement and character, both inside our school and during our student learning experiences in the greater Maui community.

Carden Academy attire may not be altered.

Dress Code

The Carden Academy uniform is provided by Lands' End and consists of:

- White, red, or navy polo shirt with Carden logo. **One navy polo is required for each student.**
- White, red, or navy t-shirt with Carden logo (Long or short sleeve)
- Khaki, black, or navy skort (fingertip length)
- Khaki, black, or navy skirt (fingertip length, bike shorts must be worn)
- Red or navy dresses (fingertip length, bike shorts must be worn)
- Khaki, black, or navy shorts (fingertip length)
- Khaki, black, or navy pants
- Outerwear choices (Carden wear only)

Only items purchased on Lands' End are considered part of the Carden uniform. Orders must be placed through Lands' End, and all information needed can be found on our school's website through the FACTS Family Portal. **All clothing must be in good condition, free from rips, tears, or excessive stains.**

Free Dress Guidelines:

1. Tops - No undergarments showing, no midriff or back showing, no spaghetti straps, must not be excessively tight, baggy, or revealing.
2. Bottoms - Must be at least fingertip length and have belt loops.
 - NO yoga pants, jeggings, or leggings unless under a skirt or dress
 - NO boardshorts
 - NO ripped, torn, distressed, excessively tight or baggy
3. Outerwear - Must not be excessively tight or baggy
4. All clothing must be in good repair.
5. All clothing must be devoid of large logos, any logo advertising alcohol or tobacco products, or any offensive, obscene, or explicit language,
6. Underwear should not show.

Shoes and Socks

Footwear must be closed-toe, athletic shoes that are comfortable enough to be worn throughout the day from classroom to outdoor play. Students will not be allowed to participate

in P.E. or recess if they do not have closed-toe, athletic shoes. Socks may be any color and any length.

Hats

Hats with brims will be allowed before and after school, as well as during P.E. and recess. Hats must be worn with brim forward and may not be worn indoors.

Hair

Hair color must be of a natural color. Students' hair should have a tidy, well-groomed appearance. Bangs must not hang in students' eyes. Mohawks or other extreme hairstyles are not permitted.

If hair accessories appear to be a safety hazard, we will request that the student remove them. Likewise, if hair accessories become a distraction, they will be removed and placed in the student's backpack or kept in the office for parent pick-up.

Masks

Please see page 8 of the COVID-19 Policies Handbook.

Jewelry

Small post or small hoop earrings are acceptable. If earrings are dangling, students will be asked to remove them, and they will be placed in the student's backpack or kept in the office for parent pick-up. Necklaces and pendants must not be oversized or distracting. Wristwatches and bracelets may be worn provided they do not become a distraction.

Labeling

It is important to label all personal belongings, especially clothing, with the child's first initial and last name.

Casual Dress Days / Spirit Days

All exceptions to the dress code will be described in a Monday Memo prior to the applicable day. All other dress code guidelines must be met.

Non-Compliance to Dress Code

School staff may use discretion and deem an article of clothing, jewelry, or hairstyle inappropriate. Student and/or parents will need to rectify the matter. Further consequences and disciplinary action may be taken. Carden Academy reserves the right to suspend or dismiss students who refuse to comply with the school's dress code.

ADDITIONAL PRE-KINDERGARTEN POLICIES

Daily Procedures

All of the general school rules, policies, and procedures apply to the Pre-K program. The Pre-K class will follow the school calendar including school holidays and closures. Please note that the program is full time with hours Monday-Friday from 7:45 a.m. to 2:30 p.m., with Extended Care available until 4 p.m. (See p. 8.) Please see the supplemental Pre-Kindergarten guidelines for more detailed information about the Pre-K program.

The Pre-K students have their own designated outdoor play/recess area separate from the playground and grassy areas used for Elementary and Middle School students.

Admissions Criteria

The Pre-K program accepts children who are 4 years old by August 31 of the current school year, with the intent to prepare them for Kindergarten entry the following year. Children must be toilet trained in order to be considered for acceptance to the class.

ADDITIONAL MIDDLE SCHOOL POLICIES

Community Guidelines

Middle School students follow the same guidelines set forth in this handbook as all other students. However, there are a few areas that warrant further emphasis or detail. Any attitude or behavior that disrupts or destroys the learning process in the Middle School is unacceptable. Middle School faculty are the first line of discipline for problems in the classroom. Any student who disrupts the learning process in an academic or enrichment class may be removed from a class or an activity and may face serious disciplinary action. Students who do not support the accepted community guidelines will meet with the Head of School. Repeat offenders may face suspension and possible dismissal.

Community Service

Carden Academy feels that engaging students in community service provides them with the opportunity of becoming active members of their community. All middle school students are required to complete a minimum of 10 hours of community service during the current school year. The 10 hours are due by a specified date in May and must be teacher-driven or performed with an official organization. Hours will be logged, and a grade reflective of number of hours will be calculated in the student's third trimester social studies grade. The required hours may be adjusted in conjunction with policies related to COVID-19.

Homework

Homework is given to reinforce learning through additional practice and to develop independent study habits. Homework guidelines are based on the assumption that students are organized in their study skills and are able to manage time and content well. Preparing for tests and working on projects should be paced to avoid last minute rush and an overloaded study schedule. Students may be required to utilize their planner as a tool to assist them in their organization. Please note that teachers attempt to minimize nightly homework and encourage time management.

Website

The Middle School website was designed to provide information and communication for middle school students and parents. The website is maintained by the Middle School faculty and is updated daily with information regarding middle school activities and events. All homework is posted on the website daily. If the internet is down, the students have their planners as backup. Students also use the G-Suite platform (Gmail, Classroom, Sites, etc.) on a daily basis.

Communication

The Middle School faculty maintains close communication with students as well as with parents. Email serves as the primary means of communication between teachers, parents, and the student when the student is having difficulty with meeting assignment requirements and deadlines, reporting a poor test grade, or relaying information about any other issues that are impacting his or her progress at school. The additional support from home is a vital part of helping the student overcome these challenges and become successful.

Dress Code

- For general school dress code, see p. 28
- Fridays – full Lands' End uniform (see p. 29)
- Tops – Carden uniform t-shirt or polo; required every day except free dress day
- Outerwear – Carden jackets or sweatshirts only, every day except free dress day
- Bottoms Mon.-Thurs. –
 - Any solid color jeans, pants, shorts; must have belt loops and be fingertip length
 - No jeggings or leggings, unless beneath a skirt or dress of fingertip length
 - No excessively baggy clothing
- PE uniforms - t-shirts and athletic shorts – all ordered through Lands' End
- There will be a free dress day once a week. See p.29 for free dress day guidelines

Consequences for Dress Code violations:

1. First offense:
 - a. Warning from teacher
 - b. Logged into behavior document
 - c. Email to parent
2. Second offense:
 - a. Loss of Free Dress privilege for the following week
 - b. Logged into behavior document
 - c. Email to parent
3. Third offense:
 - a. Loss of Free Dress privilege for a month
 - b. Logged into behavior document
 - c. Conference with student, parent, and teacher
4. Fourth offense:
 - a. To be determined at the discretion of the Middle School team

Technology (Bring Your Own Technology program)

Please see p. 39 for *Appendix D: Student Internet Access Acceptable Use Policy*. This policy will be reviewed with the students and both student and parent signatures will be required prior to use of student owned devices. The devices will be registered with the school's internet security system.

Academic Honesty and Honor Violation

Every student in the Middle School is expected to be honest. Honor Violations include:

- Cheating
 - using notes or study guides/aids, or information on a quiz or test without the teacher's knowledge or permission

- forging anyone's signature or giving false information of any kind including permission
- Plagiarism
 - submitting work that in part or whole is not written by the student including unfair use of digital media
 - copying another student's work
- Getting Unfair Advantage
 - stealing, circulating, reproducing information about tests and quizzes
 - working with another student on an assignment without the teacher's knowledge or permission
 - intentionally interfering with another student's work

Any work submitted by students must be their own work. All students using material that is not that of the student (internet, books/magazines, newspapers or any other printed material) should be cited. Students will receive zeros on any work that is considered to be an honor violation.

Academic Probation

Academic Probation may be instituted due to any of the following:

1. Excessive absences (5 or more per trimester)
2. Excessive missed assignments (homework or projects)
3. Overall grade of a "D" or lower on a report card or progress report

Actions that may be taken:

1. A conference may be scheduled with the student and Middle School teachers to create systems of support and an action plan for improvement.
2. A conference may be scheduled with the student, parent, teacher, and Assistant Head of School to discuss how to continue to support the student.
3. The student will be required to make up work by a decided due date.
4. The student may be denied the privilege of participating in after-school sports, social activities, or year-end trips until the grade is improved and/or assignments are turned in.
5. Carden Academy may also require after school tutoring at a cost to the parent.
6. The student may be required to repeat the current grade level.
7. Release of student at the end of the trimester or school year, at the discretion of the school (in the case of release, parents will continue to be responsible for full tuition payment as stated in the Enrollment Contract).
8. Summer tutoring may be required if the student intends to return to Carden the following year.

Middle School Report Card Guidelines for Student Outcomes:

The following Student Outcomes are representative of our goals for each child during their time here at Carden Academy. By adhering to our mission and honoring the individuality of each student, we strive to instill the skills that students need to be life-long learners who are ready to assume their roles as enthusiastic, compassionate, and dedicated members of society.

1. Seeker of knowledge

- Has a solid academic foundation
- Is an enthusiastic, engaged learner
- Is motivated to learn and demonstrates stamina
- Pursues and develops interests in fine arts, music, dance, drama, athletics, and foreign language

2. Community contributor

- Is a positive role model in the community
- Thinks globally and acts locally: involved in community service
- Understands and practices virtues in everyday life
- Seeks out leadership opportunities

3. Communicator

- Is confident in presenting opinions and is considerate of others' viewpoints
- Is comfortable speaking and performing in public and for an audience
- Has the ability for self-expression through various modalities

Physical Contact/Public Display of Affection

The Middle School believes that every student has the right to learn in an atmosphere free from the fear of unwanted physical contact. When students engage in unwanted physical contact, verbal abuse, or altercations that may lead to a student injury, a suspension is a likely consequence to be applied. Unwanted physical contact between students that could be perceived as fighting is not permitted. Excessive horseplay or pretend fighting is also not allowed and will be handled as if it were actual fighting. Students in the Middle School must not engage in any physically aggressive behavior or activity that has the potential for injury.

For Middle School students, a quick greeting or farewell embrace, a smile, laughter, or handshake are acceptable displays of affection. Holding hands, kissing, hugging, caressing, etc. are not appropriate in the Middle School and will be addressed accordingly.

APPENDIX A: CHAPERONE AND DRIVER GUIDELINES

- Only those parents who have signed up in advance as drivers or chaperones may attend. No last-minute sign-ups.
- Chaperones should plan to arrive at the classroom 15 min. before the trip so that they can get the student group assignments and any other instructions from the teacher. Be prepared to depart on time.
- Bring your cell phone on the trip for emergency contact purposes and be sure to include trip leader and school contacts prior to departure.
- Volunteers are role models for the students. Please be an example by demonstrating maturity in actions, attitudes, and dress.

- If you are assigned a group of students, know exactly how many students are in your group, and count constantly. Be sure that all are present before moving from one place to another.
- Chaperones' primary responsibility is student safety. Make it a point to stay with your group of students and interact with them, rather than grouping with other adults on the trip. Chaperones should also demonstrate proper etiquette and respect while in the presence of students and at the host site.
- Only children enrolled in the activity may attend. Guests or siblings are not permitted on field trips, unless the activity is announced as a special family event and siblings or other family members are specifically invited.
- Smoking, vaping, and the use of alcoholic beverages or drugs by chaperones is prohibited while on school premises, on class trips, and during school sponsored events.
- Please refrain from purchasing special treats for the children you are supervising.
- Please allow the teacher to make vehicle arrangements for students. Your own child will be in your car, but there may be reasons for assigning specific arrangements.
- Students are to return in the same vehicle with the same parent driver that initially transported them. Exceptions are reserved for emergency situations.
- The teacher will have the Emergency Contact list for all students. If there are any problems, please bring them to the teacher's attention.
- Seatbelts must always be worn by students in the car. Only one child is permitted per working seat belt. Child safety seats and boosters must be used if necessary. Size and weight restrictions for front seats must be followed. State law requires students ages four through seven to ride in a booster or car seat, and students ages eight and older wear seatbelts. State law states that beyond age seven, booster seats should be used until the lap and shoulder belt fits correctly: the lap belt should fit low and snug on the hips, and the shoulder belt should not cross over the face or neck. Booster seats will always be used if the parent requests it beyond age seven.
- Please stick to the assigned route, and make sure that you understand the route and directions. Do not take a "better" way or stop for snacks unless the trip leader has been a part of that decision.
- It is expected that you will obey all traffic laws including, but not limited to, speed limits.
- As per Hawaii State Law, cell phone use is prohibited while driving. If you need to make or answer a call, please pull over to a safe spot.

- Please call the trip leader/school immediately if you are experiencing car trouble or become lost. If one of the students in the car is ill or hurt, please call the trip leader or school for instructions. **School # 808-573-6651**
- Students should not be left unattended in your vehicle at any time.
- Students should not eat or drink in your vehicle without permission.

Driver Requirement - Documentation

The office will need copies on file one-week prior (48 hours minimum) to the trip. This must be done annually:

1. Driver's License
2. Certificate of Insurance for vehicle
3. Signed confirmation that you have read and agree to the Chaperone and Driver Guidelines

APPENDIX B: PLAYGROUND AND OUTDOOR SPACE RULES

Safety is our number one priority at school. The following is a complete list of playground, garden, and rules designed to ensure safe and enjoyable experiences by all. Playground rules are based on the 4 R's, first referenced on p.21

1. Students may not be on playground equipment before school. Students may not be on playground equipment after school unless signed in with Aftercare and supervised by Aftercare staff.
2. Play games appropriately and respectfully.
 - Play gently with one another.
 - No wrestling.
 - No grabbing of clothing during play.
 - "War" games, make believe guns, weapons, shooting games are prohibited.
3. Rockscape
 - No sitting on the top of the rockscape.
 - No climbing over or swinging from the top bar of the web wall.
 - No pushing on the rockscape or web wall.
 - Balls may not be used on or around the rockscape.
 - No jumping off the web wall or upper part of the rockscape.
4. Slide
 - One student at a time, seated facing forward, feet first.
 - No walking up the slide.
 - No throwing toys, balls, or other objects up or down the slide.
 - No climbing on top of or jumping off of the slide.
5. No climbing on top of or jumping off of the monkey bars.
6. Bats may not be used unless in an organized game which is supervised by adults.
7. Soccer
 - The ball must stay below waist level.
 - No slide tackling, tripping, grabbing, or other physical contact.

- No heading of the ball.
- 8. Live plants on the property are not to be disturbed or picked.
- 9. Return all equipment after play.
- 10. Garden and outdoor space rules will be based on each classroom's agreements, as created by teachers and students at the beginning of the school year.

APPENDIX C: ATHLETICS POLICY

Philosophy:

The goal of the athletic program of Carden Academy of Maui is to provide a healthy, positive, safe, and enjoyable sports experience for all involved. As students progress through the grade levels, we encourage participation and offer opportunities for children to experience a variety of sports activities.

Our mission is to provide equitable opportunities for children to develop and refine their skills, and to provide a healthy environment emphasizing personal growth and community values.

The interscholastic athletics program consists of various sports from year to year and is the league is coordinated by Maui County or groups of schools. Currently, the following sports are available:

- Gr. PK-8 Cross country
- Gr. 3-5 and 6-8 Volleyball
- Gr. 3-5 and 6-8 Basketball
- Gr. 3-5 and 6-8 Track and Field
- Gr. 3-5 Kickball

At the elementary school level, all interscholastic athletics are based upon equal participation from students at a range of skill levels. The goal is for every student to develop skills and learn teamwork. If there are enough students to make more than one team, teams will be comprised of students from various grades and skill levels and will be equally competitive.

At the middle school level, if enough students participate to make two teams, students may be placed on teams with others at similar skill levels. This is to encourage participation from students who want to try a new sport, while also providing a competitive option for those preparing for high school sports.

GENERAL EXPECTATIONS

Expectations for Players

- Work to improve your skills.
- Give your best effort and have fun.
- Practice teamwork and sportsmanship.
- Attend all scheduled practices.
- Be on time for practices and games.

- Respect your teammates, coaches, parents, opponents, and officials.
- Never argue a call.
- Respect others' property

Players who display unsportsmanlike conduct towards their teammates, coaches, officials, or opposing team, may be asked to sit out of practices or games. Parents will be informed if the degree of conduct so warrants. If the behavior continues, players may ultimately be released from the team.

Expectations for Coaches

- All coaches must participate in a background check and be cleared through the Hawaii Council of Private Schools.
- Participating in sports is about good sportsmanship, developing skills, giving your best effort, building stamina (both athletic and emotional), learning about being part of a team, making a contribution. **Sportsmanship is our goal!**
- Emphasize skill development, positive play, and sportsmanship. Winning is not the only consideration. Provide a safe environment in which your players can develop their skills.
- Every player participates and playing time should be equitable. Coaches may consider attendance at practices in making decisions regarding playing time.
- We do not condone running up the score. If the score becomes largely lopsided, coaches should arrange for their team to adjust play accordingly (minimum number of passes, changing positions or players, etc.)
- You are a role model for the students. Teach by example.
- Be consistent and fair.

Coaches have a significant impact on the skill development and enjoyment of the sport by student players. This is a big responsibility and the school supports you in undertaking it. If you have any questions about drills, practice format, team management, individual players, or concerns about any aspect of coaching, please contact the Athletic Director, Coach Mason, to discuss.

Coaches who do not abide by the school's athletics policy or display unsportsmanlike conduct towards players, opposing team coaches, or officials may be released from their coaching duties.

Expectations of Parents/Spectators

- Be supportive
- Applaud effort and cheer positively
- Make sure your child is on time to games and practices
- Make sure your child is picked up promptly from practices and games
- Be positive and respectful
- Address issues promptly with the coach

There is an expectation of positive support from fans at all sporting events. Cheering for both sides is encouraged. Our goal is a positive experience for everyone involved. All officials and

coaches are volunteers and we should appreciate their efforts and support them, setting a good example for the children.

Unsportsmanlike or inappropriate spectator behavior will not be tolerated in this environment. This includes, but is not limited to, booing; shouting at officials, coaches, or players; and arguing calls. Comments, threats, or obscene gestures are unacceptable. Coaching or refereeing from the sidelines should not occur. Any person who does not behave appropriately will be asked to leave. ***Please help us foster good sportsmanship and encourage positive experiences.***

Attendance and Procedures for Practices and Games

Coaches are responsible for taking attendance and keeping attendance records. Players who miss practices may have reduced playing time during games. If a player is absent from school, he or she will not be allowed to attend practice or play in a game that day.

When practices take place on school grounds, students will be supervised by the team's coaches. Students will be signed into Afterschool Care if they are not picked up at the end of practice, and the usual fees will apply.

When practices take place off campus, parents must make transportation arrangements for their children. School personnel are not permitted to transport students to and from practices or games. Students must be picked up within 10 minutes of the conclusion of practice or a game off campus. Parents will be billed \$1/minute after the 10 min. grace period.

Parents are responsible for providing their children with reusable water bottles for practices and games and are encouraged to provide a healthy snack between school and practice.

Uniforms and Equipment

Uniforms will be issued during the season. At the end of the season, uniforms must be returned to Coach Mason. Unreturned uniforms will be billed at \$35.00 each.

Middle School players will use their red P.E. shirts for their uniform for volleyball and basketball. These are purchased and owned by the students for wear during P.E. class and for interscholastic athletic activities. For cross country and track, the uniform policy is the same as for elementary students (see above).

Other equipment that players may be required to provide:

- Cross country: sneakers, shorts
- Volleyball: sneakers, volleyball, shorts, knee pads
- Basketball: sneakers, intermediate size basketball, shorts, knee pads
- Track: sneakers (no spikes), shorts
- Kickball: sneakers, shorts

Cancellation of an Activity

In the case of inclement weather or other school emergency, we will make a decision to cancel activities that are immediately after school before 12 pm, so that notice can get to everyone. The process for cancellation is that the decision will be made by the Athletic Director. Coaches

and parents will be notified by email, text, or may call the school office after 12 pm for an update.

APPENDIX D: MIDDLE SCHOOL BRING YOUR OWN TECHNOLOGY PROGRAM, STUDENT INTERNET ACCESS, AND ACCEPTABLE USE POLICY

The Internet

Carden Academy of Maui believes accessing data on the internet is a useful skill for lifelong learning. The goal in providing internet access to staff and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The internet, for the purpose of this document, is defined as resources or information retrieved through the network that are not stored on school equipment. These resources must be accessed through the world wide web, which connects millions of computers around the world. With access to computers comes supplemental material designed to enhance the Carden Academy of Maui Middle School curriculum. Access to the internet is a privilege, not a right.

Carden Academy of Maui makes no warranties of any kind, whether expressed or implied, for internet service, nor is it responsible for any damages you suffer from internet use, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the internet is at your own risk. Carden Academy of Maui denies any responsibility for the accuracy or quality of information obtained through the internet. Stay mindful of the fact that not everyone that has a website is an expert resource.

Meraki System

Security on any computer system is a high priority. Carden Academy uses the Meraki network system. Meraki has security filters in place which monitor use and block access to inappropriate sites and content. The internet technician will periodically monitor student use. The use of the Meraki network security filtering program on Carden Academy's computer internet server will help to prevent access to inappropriate content but is not a guarantee against such occurrences.

Bring Your Own Technology Program (BYOT)

Middle School are required to bring one personal electronic device to be used in the classroom for educational purposes.

The following personal electronic devices are approved:

1. PC or Mac Laptop Computers
2. Cellular phones will not be used during school hours as personal electronic devices

Students in Carden Middle School are permitted to use one approved personal electronic device for educational purposes under the direction of their classroom teachers. Student use of personal devices will be at the discretion of faculty and administration. As Study Hall is available until 3:30 pm on Monday, Tuesday, and Thursday in the middle school classrooms, registered

personal electronic devices will only be allowed in Afterschool Care after 3:30PM. Use will be in a designated and supervised location and solely at the discretion of the Afterschool Care administrator.

Student Procedures for gaining access privileges to the internet:

1. Students and parents will read and sign and date the Internet Acceptable Use Policy and return to their homeroom teacher.
2. Students will receive access for one device after they turn in an Agreement Form that has been signed by both the student and parent/guardian in which they consent to abide by the Internet Access Acceptable Use Policy.
3. Students will give their device to the internet technician before the first day of use. The technician will register the computer with an identifiable name in the school's internet security software and provide the device with a password to access the school's wireless connection designated for student use.
4. Parents or guardians may request cancellation of access privileges by contacting their child's homeroom teacher.

Acceptable Use Policy

1. Students must abide by the school's Acceptable Use Policy and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
2. The use of the internet accessed from Carden Academy of Maui property must be in support of education and research and consistent with the educational objectives of Carden Academy of Maui.
3. Internet users are to abide by the rules of network etiquette and digital citizenship:
 - a. Be polite. Your messages to others are to contain no abusive or threatening language.
 - b. Cursing, vulgarity, or other inappropriate language is unacceptable.
 - c. Promotion of or solicitation for illegal activities is strictly forbidden.
 - d. Do not reveal any personal information such as your password, address, or phone number nor that of fellow students.
 - e. Note that email and messaging are not private, even if password protected.
 - f. Use extreme caution when communicating to others over the internet.
4. If a student must bring in a different device, the original device will be removed from the system, and the student will not have immediate internet access with the new device.
5. Students will use their approved devices, Carden Academy of Maui's network, and Google Suite for educational purposes only and only when permitted by a classroom teacher or administrator.
6. Students are responsible for charging their devices nightly and bringing them to school fully charged, and they must keep devices turned off when not directed to use them.
7. Students are responsible for ensuring the safety of their own devices. Carden Academy is not responsible for the damage, loss, or theft of a device.
8. Students may not use the camera feature to capture, record, or transmit audio, video, or still photos of other students, faculty, or staff without explicit permission given by the subject(s).

9. Students are not to use the device in a manner that is disruptive to the educational environment.
10. Students are not to use headphones on their personal devices during class time unless permitted to do so by the classroom teacher.
11. Students are responsible for servicing their personal electronic devices. The school will not service, repair, or maintain any non-school owned technology brought to, and used at school by students.
12. Appropriate care in the use and treatment of computers is expected. The cost of repairs resulting from damages by students to any hardware, including, but not limited to, monitors, keyboards, mice, and tablets, will be at the expense of the students' families.
13. Students and parents are responsible for any financial charges incurred by the student while using the internet, and they will be held accountable for payment.
14. This document is not intended to encompass all activities of our users and should not be considered all-inclusive of appropriate or inappropriate activities. School administration reserves the right to act on a case by case basis as needed.

Examples of Violations include (but are not limited to):

- Accessing, sending, or willfully receiving content that is inappropriate, offensive, harassing or profane in nature, or that which promotes violence or illegal activity.
- Accessing social media sites.
- Accessing email, texting, or instant messaging functions unless permitted to do so by the classroom teacher.
- Accessing online or previously downloaded games on your personal computers or phones.
- Compromising the Network and its settings in any way.
- Transmission of any material in violation of any federal or state regulation is prohibited, including, but not limited to copyrighted material, threatening, violent or obscene material as determined by the school's administration, or material protected by trademark. Use of the internet for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.
- Using the school network for downloading of any materials, personal gain, entertainment, or activities unrelated to school.
- Vandalism of hardware, software, or stored information will result in appropriate disciplinary action up to and including referral to law enforcement.
- Violating copyright laws or committing plagiarism including the copying of software, music, or other copyright protected files.
- Engaging in cyberbullying, harassment, or disrespectful conduct toward others.
Cyberbullying is defined as "when a child, preteen, teen, or adult is tormented threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, preteen, teen, or adult using the internet, interactive, and digital technologies or mobile phones."

Consequences for misuse of personal electronic devices will be based on the nature and severity of the infraction. Inappropriate use of access privileges will result in school disciplinary

action and may result in access restrictions or cancellation of privileges. Inappropriate use of access privileges which results in loss of access does not excuse the student from the requirements of obtaining material necessary for classroom or project assignments.

1. For less serious forms of misuse, such as visiting social media sites, the student will be prohibited from bringing his/her device to school for a period of three days for the first such infraction and one week for the second infraction. After a third infraction, the student and parent will be required to attend a conference with the MS faculty to discuss conditions for reinstatement of the privilege of participating in the "Bring Your Own Technology" program.
2. More serious misuse, such as cyberbullying, may result in disciplinary actions including suspension or expulsion from the school.
3. The school reserves the right to confiscate personal electronic devices when such devices are being used in violation of this policy and/or school procedure.
4. Faculty or staff may search confiscated personal electronic devices and examine the content of any student's personal electronic device when there is reasonable suspicion of unauthorized or illegal use of the device and may turn the device over to the proper authorities for further investigation when warranted.

Revised August 2020