



# ***The Parents' Handbook***

*Fide et Amore -- "Through Faith and Love"*

Carden Conejo School  
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This handbook provides only general, practical information about the operations of Carden Conejo School and does not offer or guarantee that the activities and options presented in this handbook will be provided as described. Your relationship with Carden Conejo School is controlled by other documentation, agreements and contracts you may from time to time enter into with the organization. Nevertheless we hope you will find this handbook useful in enjoying and participating in your child's years at Carden Conejo School.

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Carden Conejo School

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## ***The Parents’ Handbook***

Carden Conejo School

### **1. What you will find in *The Parents’ Handbook***

The Carden Conejo Parents’ Association and the administration of Carden Conejo School have drawn together in this booklet the collected experiences of the families and teachers of the school to give as full a picture as possible of the daily routines of the school and the array of programs and activities Carden Conejo has to offer.

Each year is a bit different from the last, so the information presented here may vary slightly from what you and your family encounter. Please read this booklet through quickly, before school begins. This will help you gain your bearings if you are a new family, or to refresh your recollections and see what lies ahead in the next grade for your child, if you are a returning family. Throughout the year, *The Parents’ Handbook* can act as a resource for questions that may arise.

### **2. The Carden philosophy**

The Carden Method of instruction was developed by Miss Mae Carden in the first half of the twentieth century. Several hundred schools in the United States follow Miss Carden’s methods today, aspiring to replicate the following description of Miss Carden’s school, in the *Brooklyn Eagle* newspaper:

*“The school provides the opportunity for the natural unfolding of the mind, personality, and capacities of the child. It assures each child a harmonious adaptation to his environment in an atmosphere of happiness, encouragement, and freedom with guidance. Individual attention is the keynote. Each child is given a thorough command of scholastic subjects, is awakened to a realization of the beauty of nature and art, becomes conscious of his social responsibility, develops mental, emotional, and physical stamina, and attains the freedom of a well-adjusted personality.”*

### **3. Carden Conejo School**

Carden Conejo School is a co-educational day school, offering the integrated Carden curriculum from Pre-School through Fifth Grade. Admission to the school is by parental personal tour, testing, and attendance at Summer Orientation. Carden Conejo School adheres to the Carden System of Education, which is neither sold nor franchised, but is instead made available to schools wishing to use it by a foundation established by Miss Carden. The Carden Education Foun-

dition is based in Hilton Head Island, South Carolina, and continues to train and certify teachers in the Carden method and to furnish teaching materials.

The Carden Method includes a guidance program for the development of desirable character traits in students. The Carden curriculum covers all the following elementary subjects: reading, spelling, functional grammar, composition, literature, French, mathematics, science, history, geography, music, music appreciation, art and art appreciation, and computer training.

Summer camp programs affiliated with Carden Conejo School vary from year to year and may include arts, science, sports and other areas of interest to children.

Carden Conejo School, formally known as The Carden Junior School of Thousand Oaks, Inc. was founded in 1971 by Mary Carpenter and Thelma Sitton, who together founded Viewpoint School in Calabasas. In 1981, Nancy H. Carsten and Georgan T. Schmitz acquired Carden Conejo School. In the spring of 2005, Holly and Bob Fleming purchased the school from Mrs. Carsten and Mrs. Schmitz. Dr. Holly Fleming taught Art, 8th Grade, and Latin at the school from 1996 to 2005. Mr. Fleming's background is in business and finance in the television industry.

#### 4. Who's Who at Carden Conejo

**a. Administration, teachers and staff.** **Dr. Holly Fleming** is the Head of School and **Mr. Bob Fleming** is the Business Manager. The Pre-School, Pre-Kindergarten, and Junior Kindergarten have their own director, **Ms. Emiko Madison**. She works in concert with Dr. and Mr. Fleming. **Mrs. Lisa Macias-Flavin** acts as Assistant Principal and Director of Curriculum & Instruction of Carden Conejo to help develop the professional growth of the teachers. In concert with the Flemings, Mrs. Flavin works with the teachers, parents, and students to improve the educational outcomes of the students.

The school employs approximately seventeen homeroom teachers each year, with additional aides in the Pre-School, Pre-Kindergarten, Junior Kindergarten, and Kindergarten classes. In addition to the regular classroom teachers, there are also teachers specializing in Singapore math, science, art, music, French, computers and physical education. Carden Conejo teachers are college-educated and accredited by the Carden foundation. Mrs. Georgan Schmitz and Mrs. Antoinette Grassi manage the administrative affairs of the school office. They also act as caretakers of first aid and medications. If you wish to make a conference with the Assistant Principal or a teacher, please speak with the office personnel.

**School News-** You will receive each month a copy of *The Sundial*, the official newsletter of Carden Conejo School. It keeps you up-to-date on current issues and events. Please read it as there may be calendar changes or other important news. Families with children in Pre-School, Pre-Kindergarten, or Junior Kindergarten will also receive a monthly *Sunbeam* in their child's backpack that presents events of special interest to the Primary School.

**b. Students.** The student body of Carden Conejo School is a varied and interesting group of children, from many different ethnic, cultural and religious traditions. Each year approximately 180 students are enrolled in Pre-School, Pre-Kindergarten, Kindergarten and First through Sixth Grade.

#### 5. Daily life at Carden Conejo

**a. School hours.** School is in session the following hours:

--Pre-School and Pre-Kindergarten:	8:15 a.m. to 11:30 a.m.
--Junior Kindergarten:	8:15 a.m. to 1:00 p.m.
--Kindergarten and First Grade:	8:15 a.m. to 2:00 p.m.
--Second through Fifth Grade:	8:15 a.m. to 3:00 p.m.

Students in Kindergarten – 5th Grades may avail themselves of free tutoring in their classrooms or the math room at the end of each day, Monday through Thursday. 30 minutes at the conclusion of each day is called **"Academic Support"** where teachers remain in their classrooms to provide personalized additional teaching, guided practice, and teach lessons missed due to illness. Please refer to page 22-23 for more information.

**b. Classroom schedule.** School days follow a predictable and comfortable pattern. (Pre-School, Pre-Kindergarten, and Junior Kindergarten vary slightly):

Opening:	Fifteen minutes are devoted to the Pledge of Allegiance, a patriotic song, current events and weather, followed by a nondenominational school prayer.
Morning:	Reading, spelling and language
Recess:	All classes have a break or recess mid-morning when a suitable snack is permitted (see below for snack details).

Post-recess: Mathematics.

Lunch: Hot lunch or lunch from home in enjoyed outside in good weather or inside during inclement weather (see below for lunch details).

Afternoon: French, science, history, geography, literature and enrichment material. Art, music and computer are offered for one hour each week. All classes have 1/2 hour of physical education daily.

**c. Morning drop off and afternoon pick-up at the curb.** Carden Conejo School is fortunate to have a curved driveway in front of the school, which permits an orderly morning drop-off and afternoon pick-up of students, and teaches the children independence and responsibility. Because of the short time frame in which many cars and children are moving in close proximity to each other, attention and adherence to some simple rules makes the process both safer and easier for all concerned.

-- **Arrive on time.** Please arrive at least 15 minutes before school is scheduled to begin. A child is tardy who arrives in class after 8:20 a.m. It is important to remember that when a child is consistently delivered to school on time, you are setting a standard for their work habits in the future. It shows them that their work is important to them and you. A punctual arrival will give them the opportunity to put away their belongings and ready themselves to participate with a calm mind in the first lessons of the day, which begin promptly at 8:15 a.m. The office records tardy arrivals and absences on a student's record. If a student is tardy, they need to come through the office to sign in. They do not go directly to class. If a student leaves school before 11:30 a.m. or arrives after 11:30 a.m., they are considered absent for the day.

-- **Stay in queue.** Join the queue of cars on Silver Spring Drive, being careful not to block driveways, crosswalks or intersections of streets and stay as close as possible to the curb to permit other traffic to pass.

-- **Let children out at the curb.** Children should not be let out across the street or up the hill on Silver Spring to walk into the school. Carden Conejo teachers and staff are present at the curb to engage in an important ritual, the morning greeting and handshake, which are exchanged when each child emerges from a car. This also gives the teacher the opportunity to check the health of the child to ensure he or she is able to participate in daily activities. In addition, children crossing the street or running down the hill through the parking lot may be injured accidentally. (Students in Third through Fifth Grade

may walk or ride their bicycles to school, as long as a release slip signed by the parents is on file in the office).

-- **Approach curb in groups.** The curb has space for five cars at a time, and it is very important that each group of cars be permitted to complete the task and leave before the next set of cars enters the drop-off area. If the lead car in a group leaves, do not pull into the vacated spot; near collisions occur regularly when this short-cut is employed, and children are endangered as a result.

-- **Do not engage the teachers in conversation here.** Please do not carry on conversations with the teachers and staff at the curb; this delays the drop-off procedure. If you have a question or comment, please let your child out, park and go to the office with your question or concern.

-- **At pick-up time,** the same rules apply. Please do not park your car and walk up to retrieve your children. This may seem to speed up the process for you, but it creates considerable confusion in releasing the students to the proper adults and is impolite to those waiting in line. Each class is walked out to the curb, escorted to the appropriate car and given an official send-off and handshake to complete the school day. In addition, this is an important security measure for your child's safety: to ensure that the right person is leaving with your child. If children are wandering off to leave with parents who have parked and walked up to retrieve a child, the teachers on curb duty are less in control of who is leaving with whom.

**d. Snacks and lunch.** In mid-morning, all classes from Kindergarten through Fifth Grade have a short recess and enjoy a snack brought from home. To ensure the snack will not sap the child's appetite for learning and lunch, please send wholesome food such as carrot sticks, raisins, nuts, crackers, juice or water, rather than sweets. Snacks should include items from at least 2 of the major food groups (protein, dairy, bread, vegetable.) Please do not send too much food; the snack period is about ten minutes preceding recess, which is usually held outside.

All students may purchase hot lunch or bring lunch from home. Parents should ensure their children's lunch includes items from all four of the major food groups. Children bringing lunch from home keep the lunch bags or boxes in their cubby holes in the classroom; refrigeration is not available. Because we try to train children in good nutritional habits, we recommend a sandwich, cookie or piece of fruit, with milk, juice or water. Hot soups in short containers are excellent for cooler weather. Please instruct your child in the safe use and disposal of pop-top cans and containers.

All food except hot lunch must accompany each child to school in the morning. Children who arrive knowing that their basic needs are met will be able to attend to the learning and enjoyment that are scheduled for each 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.

Lunch, like snack, is eaten outdoors on picnic tables, or, in inclement weather, in the classroom. The homeroom teacher is in attendance during lunch and snack.

No restaurant food is permitted as it promotes competition among the students. Send a sack lunch with your child or order hot lunch from the Hot Lunch Program (see below).

**e. Hot Lunch Program.** The hot lunch program is offered to parents through **Choicelunch** which “has been serving high-quality, wholesome lunches to schools across California for more than a decade.” The daily menu offers 16 entrées a day, including two vegetarian options, gluten-free and vegan entrees, and 4 hot entrées. The lunches are made from scratch using quality ingredients. The entrées come with a fruit or vegetable, a snack, and a drink.

Parents order and pay for hot lunches using the **Choicelunch** online service. Once your family account has been created, you can look at the upcoming month’s menu items, choose lunches for your children, and pay using a credit card online. All lunch transactions are placed directly with **Choicelunch**. [Click here to go directly to the Choicelunch ordering site.](#)

**Please note: you may place orders up until 9:00 pm on the night before the lunch day. You may cancel an already ordered lunch and receive credit on your account up until 9:00 am on the morning of the lunch. Regular-sized lunches are priced at about \$5.50 and large orders are \$6.50.**

**f. Friday morning Assembly.** Friday is a special day at Carden Conejo. Parents are welcome at Assembly and are encouraged to attend. **Please make sure all cell phones are set on silent mode.** Assembly starts at 8:30 a.m. in the auditorium. Please realize that your child is a member of a class, so do not attempt to walk them to class or say a final goodbye. A smile and a wave are all that is needed to prove you love them.

**--Pre-School, Pre-Kindergarten, and Jr. Kindergarten.** If Pre-School, Pre-Kindergarten, and/or Jr. Kindergarten is going to have an assembly, you will be notified. All Primary School events like class plays or special assemblies are consistently scheduled to begin promptly at 9:45 am.

**-- Kindergarten through Fifth Grade.** Every Friday morning at 8:30 a.m., students file into the auditorium in class groupings to participate in the weekly Assembly. Parents are invited to attend, standing along the sides and in the back of the auditorium. Please refrain from talking and help younger siblings to be quiet so that all may hear the contribution of each class.

The pledge of allegiance is recited by all students in English and French. All students sing a patriotic song. Classes perform a song, poem, skit or recitation.

The sports director presents sports awards to students who have shown exceptional dedication and effort in sports each month. Busy Bees and Happy Hearts are presented to students who have lived up to the standard of those awards.

Special announcements are made, and assembly is dismissed after a prayer. Assembly is usually over at about 9:00 a.m.

**g. Play Program and Study Hall.** Supervised day care is offered before school between 7:00 a.m. and 8:00 a.m. and after school until 5:30 p.m. All students arriving before 8:00 a.m. must sign in at the office. Pre-School students have supervised lunch and nap period followed by free play time. Older students join the group at 2:00 p.m. and 3:00 p.m. Students with homework to complete may attend supervised Study Hall until 4:00 p.m., Monday through Thursday. After 4:00 p.m., students in Study Hall are brought over to Play Program. A snack is provided for everyone at 4:00 p.m. The afternoon activities are free choice and include athletics, quiet play and an area in which to do homework. Especially for younger children, please judge how well your child is able to handle a very long and active day; while naps are supervised, some children find it difficult to sleep and are then too tired to enjoy the rest of the day.

**The cost for Play Program is \$6.00 per hour based on actual usage.** For time past 5:30 p.m., there is an additional charge for every five minute period after 5:30 p.m., to encourage your timeliness. The late fee needs to be paid to the caregiver when picking up your child. If you incur more than three late pick-ups per month, your child will not be permitted to attend Play Program. You will be billed, payable no later than the end of the month after the billing period in question; if you do not pay timely, you will not be permitted to continue using Play Program. A late fee will be added to any bill that is not paid by the last day of the billing month.

When you arrive to pick up your child, **you must go to the teacher in charge and sign out.** Please do not pull up, honk and depart with your child; this disrupts our chain of supervision and your child’s safety.

**h. Visiting campus.** Classroom visits have to be arranged through the office. Parents may not go into classrooms without a previous appointment to avoid disruption of classes. No parent is allowed on campus unless they have first signed in at the office and have received a pass.

**i. Leaving and arriving at off-hours.** If you need to pick up your child before the school day ends, please go to the office. Your arrival will be announced over the public address system in your child's classroom, and your child will come to the office. If you arrive late, please check in at the office so your child will not be marked absent for the day.

**j. Photo and video images.** From time to time, the school may authorize image and sound recordings to be taken of students in a variety of school-related activities. The School may display or publish these recordings in whole or part, in original or modified form, alone or in conjunction with other voices, visual material, artwork, and/or written material. This display or publishing may be in various public forms, such as bulletin boards, yearbooks, newsletters, newspapers, meetings, internet, marketing materials, etc. **Parents are responsible for notifying the Head of School, in writing, if they do not wish their child's images to be used for any reason.** If no such notification is received, it is presumed that parents have assigned all proprietary rights, including but not limited to copyrights of such material to Carden Conejo School and release Carden of any liability arising out of such use.

**k. Placement of students in homerooms.** Classroom placement is based on administrative input coordinated with the current teacher's recommendation. The *Classroom Placement Committee* is comprised of the Head of School, and a group of teachers that know the children well enough to consider their best placement. The committee members use their best judgment in applying a variety of factors to create balanced, heterogeneous classrooms, which are in the best interests of all students. Extenuating circumstances that would not apply to other children are considered whenever appropriate.

**l. Student Community Service** is arranged through the school office in advance and is limited to 2 students per day.

#### **IMPORTANT FACTS TO REMEMBER:**

**m. Authorization to pick up your child.** Each year, you will fill out a form listing all those persons that you have given permission to pick up your child from school, with a description of their usual car. The teachers are authorized to ask for identification from anyone picking up your child, and all

authorized parties must be at least 18 years old. This is important for your child's safety, and to buttress this system, please adhere to the following:

**-- Leaving with someone not listed?** If your child will be going home after school with someone not on the authorized list on file with the office, for example, with a new baby sitter, written authorization must be received from the authorized parent. Please send a note to school with the child to give to the homeroom teacher. The homeroom teacher will pass the note on to the office staff so that we can monitor parent-approved pickups.

**-- Going home with a friend?** If your child is going home with another child for a play date, the administration requires that parents of both the visiting child and the hosting child should send notes to school. Acknowledge that both sets of parents have given their permission for the play date.

**-- Sole custody?** If one parent has sole custody of a child and the other is not authorized to pick up the child, the custodial parent must inform the school and provide a certified copy of the court order confirming that fact.

**-- Change in custody?** If there is a change in legal custody status during the school year, the custodial parent must notify the school and provide a certified copy of the court order confirming that fact.

**-- Unauthorized attempt.** If an unauthorized person attempts to pick up your child, the school will inform you as quickly as possible and the child will not be permitted to leave with the unauthorized person.

**-- Unsafe condition.** If, in the opinion of the responsible Carden staff member or members on duty, a parent or authorized person arriving to take a child home appears to be under the influence of drugs or alcohol, the staff member will notify any other parent or authorized party of the situation; ask the person to take the child home by some means other than the car; and/or offer to call another friend, relative or taxi (at your expense) to take the child and person home. If the person insists upon driving the child home, the school will notify the police. If such episodes are repeated, the school reserves the right to not only notify the police, but also other appropriate child welfare authorities.

**n. Absences.** Regular attendance is most important to maintain consistent intellectual and social growth. When lessons are missed due to absence, including those for medical, dental and orthodontic appointments, Academic Support or Study Hall will be scheduled to replace missed teaching, guided-practice, oral work, written assignments, and quizzes. If an absence is unavoidable, please notify the office as early as possible so that arrangements

can be made regarding academic lessons. The only excused absences are those for religious holidays.

If your child is ill for several days, you may inquire about homework in the morning so that it can be prepared for pick up at 2:30 pm, provided of course that your child feels well enough to do the work at home without lessons. Family vacations should not be scheduled during school days. There is no effective substitute for teaching in class. In academic subjects, the effect of absences is evident in lower marks at report card time. Missing school for vacations also implies to a child that leisure is more important than academic work.

-- **Early dismissals.** Parents should not make a habit of taking their child out of school early. It is important for the child to have the entire curriculum and not miss afternoon lessons. If any student leaves school earlier than 11:30 a.m., they are considered absent for that day.

**o. Illness, allergies and chronic medical conditions; special diet; medication.** Out of consideration for your child's classmates and their families, please keep sick children at home to avoid spreading illness. Children must be fever-free without medication for 24 hours before they may rejoin their classmates. Children recovering from illnesses of more than two days must have a doctor's release to return to school.

Please notify the school office and teacher, by letter from the physician, of any allergies or chronic medical conditions that could affect your child's health while at school or limit his or her activities. In the case of unusual health problems, the school must have a letter releasing the school of responsibility. Please report any disease your child has if it is contagious, i.e. measles, chicken pox, and lice, etc.

Please notify the office if your child has a special diet, and written instructions will be kept in his or her folder in the office. The teachers and staff will be notified, but the first line of defense is to train your child at home about any dietary restrictions and what foods should be refused.

If your child requires any type of medication during school hours, it must be kept in the office for administration according to written instruction from your doctor or permission from you, the parent. A written record is kept in the office of medicine administered. Do not send medicine, including cough drops, with your child. Please bring all medicine to the office yourself.

## 6. Special Events

Besides the events mentioned below, please also see the Yearly Calendar section following for a complete picture of a school year's activities at Carden Conejo.

**a. Classroom parties.** Carden Conejo traditionally observes the following special days with classroom parties: Christmas, Valentine's Day, Easter and the breakfast on the last day of school. Please keep these parties simple. They may not be catered and coffee is not appropriate. Homemade cookies, cupcakes or fruit is always appreciated. Teachers contact Room Parents to organize these events. The school welcomes parental involvement in explaining to the students about holidays of all religious traditions; please confer with the office if you would like to volunteer to speak to your child's grade.

**b. Birthdays at school.** Special occasions such as birthdays are important events, and we believe in celebrating them at Carden Conejo in ways that are festive, inclusive, developmentally appropriate, and healthy.

Parent participation (Kindergarten - 5th) is limited to providing a simple snack, delivered to the office, that can be served by the birthday celebrant to their classmates. We ask parents to consider sending healthy snacks with limited sugar. We also encourage you to consider sending non-edible treats such as stickers or pencils. Alternatively, a book, game, or playground ball may be donated to the class for all to share and enjoy.

**c. Private party invitations.** As part of our effort to build an inclusive community, we ask that parents be sensitive to the impact of birthday parties and social gatherings outside of school. While these are outside-of-school events, the impact on life at school can be considerable. Invitations to parties may not be passed out at school, and children should not discuss the event at school if everyone in their grade is not invited. Because Carden Conejo is a small school, being one of a few left out of a celebratory experience can create a perception of exclusion and can have a negative effect on the school's learning environment.

**d. Off-campus trips.** The school occasionally offers field trips, planned by the teachers and chaperoned by volunteer parents as space permits. Buses are hired for transportation.

Attendance on a field trip is a privilege. If a child is unable to behave in a safe and productive manner at school, or is not making adequate progress in core academic subjects, they will not be allowed to attend the school trip. If a child misbehaves on a field trip, he or she will not be permitted to participate in the



next trip, but will instead remain at school attending to regular school activities.

## 7. Yearly Calendar

Following is a typical calendar for the school year. Specific dates for these and additional events will be announced or arranged. [Click here for the current monthly calendar.](#)

-- **Class Plays and Receptions.** Please take notice when you are invited to see your child's class perform in a special program during the school year. **For both the Upper School classes and the Lower School classes, plays are held at 9:00 a.m.** Plays are followed by a short reception in the courtyard outside the Auditorium. Refreshments will be provided by the school. The programs are held in the early morning so that working parents will have the opportunity to view their children's play before going to work. An all-school Open House is held in the spring for parents to visit the classrooms and to see their child's work.

-- **Civic Arts Plaza (October)** Kindergarten students have a chance to go to the Thousand Oaks Civic Arts Plaza to view the Chinese Acrobats.

-- **1st Grade Trip (May)** is to the **Santa Barbara Zoo**. Students travel by bus for this day trip.

-- **2nd Grade Trip (May)** is to **Aquarium of the Pacific** in Long Beach. Students travel by bus for this day trip.

-- **3rd Grade Trip (October)** is to the **La Brea Tar Pits** or **Griffith Observatory**. Students travel by bus on this day-trip.

-- **4th Grade Trip (April)** is an overnight trip to **Sacramento and the Gold Rush country** in the foothills of the Sierra Nevada.

-- **Fifth Grade Trip (March)** is to **Dana Point and the Pilgrim Ship** for the twenty-four hour living history program, "Two Years Before the Mast."

### Typical School Calendar

#### September

##### **Orientation for Primary School and Kindergarten**

You and your child will have a chance to meet the teacher and other families, visit the classroom and be ready for the

first day of school. It is typically the first Wednesday after Labor Day, the day before classes begin.

#### **Classroom Visitation for 1st to 5th Grades**

Your child will have a chance to meet the teacher and visit the classroom and be ready for the first day of school. It is typically the first Wednesday after Labor Day, the day before classes begin.

#### **First day of school**

Please prepare your child and yourself for morning drop-off at the curb - school starts promptly at 8:15 a.m., typically on the first Thursday after Labor Day.

#### **Back to School Day**

Parents of elementary and middle school students are invited to attend their child's classroom to learn more about the teachers' plans for the year and to ask questions. This session will be held in the morning of Friday, September 15th.

#### October

**Picture Day** - wear assembly uniform

**Field Trip to Civic Arts Plaza** (Kindergarten)

**Field Trip to La Brea Tar Pits** (3rd Grade)

**Progress Reports mailed** (Kindergarten through 5th Grade)

These will alert you to your child's performance in all areas.

**Fall Festival** - Halloween fun (Primary school and Elementary school)

#### November

**Veterans' Day Assembly** - special songs, poems and presentations

**Report Cards mailed** (Kindergarten through 5th Grade)

**Jog-a-Thon and Jr. Jog-a-Thon** - main CCPA fundraising event

**HOLIDAY** - Veterans' Day - no school

**Pre-School Thanksgiving Assembly**

**Thanksgiving Assembly** and noon dismissal - no Play Program

**HOLIDAY** - Thanksgiving - no school

#### December

**Progress Reports mailed** (Kindergarten through 5th Grade)

**Holiday Programs** - details to be announced

**Holiday Assembly** and noon dismissal - no Play Program

**HOLIDAYS** - Winter Vacation - no school

#### January

**School reconvenes** - 8:15 a.m.

**Martin Luther King Day Assembly** - 8:30 a.m.  
(Kindergarten through 5th Grade)

**HOLIDAY** - Martin Luther King Day - no school

**First semester ends, report cards mailed -**  
(Kindergarten through 5th Grade)  
**Second Semester begins**

### **February**

**Valentine's Day parties** - in classrooms - coordinated by room parents  
**Re-enrollment agreements due** - for students returning to Carden  
Conejo for the upcoming school year

### **Presidents' Day Assembly**

**HOLIDAY** - Presidents' Day - no school

**Progress Reports mailed** (Kindergarten through 5th Grade)

### **March**

**Bear Day** - all students bring a favorite stuffed toy bear, each one  
winning an award such as "best dressed bear" or "smallest  
bear". Assembly is at 8:30 a.m. for Kindergarten through  
5th Grade.

**Dana Point Field Trip** (5th Grade)

**Report Cards mailed** (Kindergarten through 5th Grade)

### **April**

**Easter parties**

**Spring Break - no school**

**Sacramento Field Trip** (4th Grade)

### **May**

**Stanford Achievement Tests** - standardized tests  
(Kindergarten through 5th Grade)

**Progress reports mailed**

(Kindergarten through 5th Grade)

**Memorial Day Assembly** - 8:30 a.m.

**HOLIDAY** - Memorial Day - no school

### **June**

**Tournament Week** - academic competitions

**Sports Day** - a day of sports fun - tug-o-war, relay races  
and other games

**End of Year Family Picnic** - hosted by CCPA,  
held in the late afternoon

**Graduation and award ceremony**

**Last day of school** - Final assembly - dismissal after assembly -  
no Play Program

**Report cards mailed** - (Pre-School through 5th Grade)

### **July**

**Summer School begins** - 8:30 a.m. on the last two weeks of July.

## **8. Standards for school uniform**

Our school uniform provides security and consistency to each child's daily routine. The uniform helps to reduce distractions from the real purpose of school, which is to learn. The school's traditional dress code also promotes a sense of modesty and decorum among the students. Our parents appreciate the convenience of the school uniform. Students from Kindergarten through Fifth Grade wear uniforms for the classroom. Students in Second grade through Fifth grade change into athletic clothes for daily physical education classes.

Uniforms, shoes, socks, and hair will be inspected and recorded on Gradelink. Children who are not correctly dressed will be advised by their teacher and notification will be sent on Gradelink. A grade on the report card will reflect uniform adherence and a student shall earn a lower grade if this happens too often.

**New uniforms** may be purchased at **Mill's Uniforms** at 5844 Sepulveda Blvd., Van Nuys (818-779-1111). A catalogue of clothing is available in the school office. [Click here to go to the Mill's Uniforms website for online ordering \(use School Code #106\).](#)

**Gently used uniforms** are available for purchase at the school at a substantial discount from new uniform prices. All money collected from "**La Boutique de Carden**" sales is added to the Teachers' Scholarship Fund which is awarded as scholarships to deserving students. [Click here for a price list of items in the Boutique.](#)

### **Shoes:**

Boys' shoes are to be all black or black with white accents/sole sports shoes on Monday through Thursday. An example of an acceptable white accent would be the Nike 'swish' or the Adidas bars. The Friday shoe for boys is unchanged: black or navy dress shoes. Girls' shoes are to be all white or white with black accents/sole sports shoes Monday through Thursday. An example of an acceptable black accent would be the Nike 'swish' or the Adidas bars. The Friday shoe for girls is unchanged: black or navy dress shoes.

### **Girls (Kindergarten-4th Grade):**

Monday-Thursday - Girls wear the navy blue sailor dress, white socks reaching the ankle, and white leather sport shoes.

Friday - Girls wear the plaid jumper, white "Peter Pan" blouse, red tie, navy blue blazer with the school crest, navy blue knee socks, black or navy buckle or tie dress shoes. On Fridays, girls should bring their white leather sports shoes to change into after Assembly.

**Girls (5th Grade):**

Monday-Thursday - Girls wear the navy blue skirt, slacks, capri pants, or shorts, with a blue, red or white school polo shirt, white socks reaching the ankle, and white leather sports shoes. Girls also may choose to wear the Mills navy blue capri pants.

Friday - Girls wear the plaid skirt, button-down white oxford shirt, school tie (red for grade 5), navy blue blazer with the school crest, and navy blue knee socks. On Friday, girls may wear black or navy buckle, tie, or loafer-style dress shoes. On Fridays, girls should bring their white leather sports shoes to change into after Assembly.

**Boys (Kindergarten - 5th Grade):**

Monday-Thursday - Boys wear the navy blue walking shorts or slacks along with the red, blue, or white school polo shirt. Navy or black socks reaching the ankle are to be worn with black leather sports shoes.

Friday - Boys wear gray slacks, a white button-down oxford shirt, the school plaid tie, and the navy blue blazer with the school crest. Black dress socks are to be worn with black or navy blue dress shoes. On Fridays, boys should bring their black leather sports shoes to change into after Assembly.

**Appropriate length of clothing:**

Boys' navy blue shorts must be above the knee and shirts must go to the hips. No baggy clothing will be permitted. Girls' skirts must reach their fingertips. On free-dress days, shorts and skirts must reach the student's fingertips, and shirts may not expose the midriff.

**Hair length and color:**

Hair is to be styled so that it will not fall into the face and bangs should not hang below the eyebrows. No tattoos or skin decorations are to be visible. Only one simple bracelet and a watch may be worn. Students may not change or lighten their hair color. Hair extensions, beaded hairstyles and trailing head scarves are not permitted. Red, white, navy blue, or school plaid hair accessories may be worn. Boys must be clean-shaven.

**Fingernails:**

Girls' and boys' fingernails should be cut short and kept clean. Finger-  
nail polish may be worn if the polish is not chipped.

**Jewelry:**

No valuable watches or jewelry will be allowed. The school is not responsible for lost or damaged items.

**No body or facial piercing will be allowed. Dangling earrings are not permitted. No make-up for students will be permitted.**

**For all students:**

Parents, please adhere to the following regarding clothing and personal possessions:

**a. Label all student items.** Please label all clothing, backpacks, lunch boxes, thermos bottles, snacks, books, with your child's name, from Pre-School through Fifth Grade. The school is not responsible for lost items, labeled or not, but you may wish to check the lost-and-found cabinet in the office for missing items. If clothing is not claimed in a reasonable amount of time, it will be donated to Good Will.

**b. Clothes for Physical Education classes.** Kindergarten and First Grade, students wear their regular school clothes for physical education classes. Beginning in Second Grade, students dress out every day for P.E., wearing a navy blue Carden Conejo t-shirt, shorts or sweatpants, sweatshirt (optional), with solid white sneakers for girls and solid black sneakers for boys. Boys and girls may bring an athletic shoe to school on "running day." They may change into the athletic shoe immediately before their P.E. class and must change back into their regular uniform shoes after the P.E. class.

**c. Clothing - Pre-School, Pre-K and Jr. Kindergarten.** The three and four-year-olds wear comfortable play clothes and socks with closed-toe shoes (no sandals). To allow the children to be as self-sufficient as possible, please no belts. You will be asked to send an extra set of clothes to keep at school in case of spills and accidents.

**d. Jackets.** In the fall, flyers will be sent home concerning "Jacket Day," when orders are taken for baseball-style jackets. Outerwear must be red or navy blue only, except for seldom-needed rainwear, which may be any color. No designs or labels are allowed on outerwear on cold days. Carden Conejo sweat-shirts may also be worn at other than P.E. class, and jackets are optional. Polar fleece jackets are also available at Mill's Uniforms store (see P. 15).

**e. Clothing items that may be purchased in the school office:** Physical Education clothes (2nd-5th Grades), emblems, plaid assembly ties, navy blue knee socks, and sweatshirts may be purchased from the Carden Conejo office.

## 9. What to bring to school

**a. Lunch, Snack, Homework, and P.E. clothes must arrive with the children in the morning.**

**b. No money should be brought to school except on bake sale and “free dress” fundraiser days.**

**c. No umbrellas** (slickers only please)

**d. Backpacks or totebags** can be used to carry books and papers from grades second through third. Kindergarten and 1st Grade may bring their lunch bag and use it for carrying notes.

Fourth Grade and above may use the rolling backpacks. It is not necessary for younger grades as they do not have the homework level which requires the larger bags.

**e. Supplies.** Book fees paid with your child's tuition cover the needed products, however, some teachers will also request a certain type of notebook for use in their class. All remaining supplies are provided by the school. Additional Carden Conejo pencils and logs for recording homework assignments for Second through Fifth Grade are also sold in the office.

**f. No toys or trading cards.** No toys may be brought to school. Make sure that your child does not bring extra erasers, pencils or art supplies which are used as toys and are not required, tending to clutter their desk.

**f. Student cellular telephones** must be turned off during regular and extended-care school hours. Students needing to make a call may come to the office to use the office telephone. Personal digital assistants, electronic toys, and music players are not permitted at school.

**g. No personal sports equipment except protective headwear.**

**Know what your child is bringing to school. If they bring pocket knives, fire crackers, explosives or other potentially dangerous or lethal items, they will be confiscated and the parents will be notified immediately. These items are illegal, and your child is subject to immediate expulsion from Carden Conejo if found with them in his or her possession.**

## 10. Manners and Morals; Discipline

**a. Manners and Morals.** An important part of a Carden education is character building. Among the traits which the school endeavors to instill in its students is honesty, a virtue in matters both large and small. As a guide, students become familiar with the precepts recorded by George Washington in his copybook as the basis for daily behavior, and you may hear your child refer to these from time to time:

### From George Washington's Copybook

1. The Golden Rule: Do to each one as you would have one do to you.
2. Children should obey their parents and teachers.
3. Never open drawers, cupboards or closets that are not your own.
4. M.Y.O.B. - Mind Your Own Business. (Tattling in an insidious evil that undermines a character. If a child is directly concerned with a situation, it is his or her business to report it. A dire emergency changes the status of tattling to reporting.)
5. Touch nothing on another's desk.
6. Speak no ill of anyone.
7. Let your voice be pleasant at all times.
8. In the presence of others, do not sing to yourself with a humming voice, nor drum with your fingers or feet.
9. Listen when others speak.
10. When you speak to a person, look at him.
11. Look at a person who is speaking to you.
12. Do not point or stare.
13. Show not yourself glad at the misfortunes of another.
14. The young must stop at a door to give way for older folk to pass.
15. Come not near the books or writings of anyone so as to read them.
16. Look not when another is writing a letter.

**b. Discipline.** Cause and effect form the basis for our guidance program. Should George Washington's precepts prove insufficiently persuasive, each child will nevertheless be held accountable for his or her work, actions, clothing needs and attitude toward classmates and teachers. Students are 'pre-taught' the expected behavioral standards, including no fighting, no foul language, respect for authority and respect for the rights and property of others. Damage or defacement of books, desks, school property or the belongings of others will subject the offender to discipline as well as to the requirement of monetary restitution.

Teachers and staff may not use any form of discipline or punishment that violates a child's personal rights, regardless of parental consent. The children's personal rights are described in the Personal Rights form (Lic. 613A).

Students who do not accept responsibility for learning and realize the value of good work habits while developing the stamina to use them productively will be counseled but may not be invited to return the following year. If during the course of the year, they do not fulfill the academic requirement within the allotted time, they will be placed on academic probation. If grades do not improve, they will be asked to leave at the end of the quarter.

Students who do not choose to adhere to the school's behavior standards will be progressively counseled as follows: upon a first offense after having been reminded by the teacher to correct a behavior or attitude, a student is counseled by Dr. Fleming or other administrative staff. A second occurrence necessitates a parent conference. A third occurrence results in a suspension of school attendance. Suspension affords the student an opportunity to consider his or her actions and make a conscious decision whether to support the school's standards and make them a part of the student's life. Grievous behavior may result in immediate suspension or expulsion.

Demeaning racial, descriptive, or threatening language, hitting, biting, and improper touching shall result in immediate suspension to provide for a cooling-off period and parent conference.

After suspension and return, if the actions of the child continue on a negative course, then in the sole discretion of Dr. Fleming, the child's enrollment at Carden Conejo shall be terminated immediately if it appears that the student's behavior threatens the physical or mental health of one or more children at the school.

Younger children are disciplined when necessary with deprivation of play time (called "bench time") and a curtailment of privileges. Care is always exercised that the student understands the consequences of the misbehavior which caused the reduction of privileges, so that the correction is meaningful.

**c. Academic responsibilities of students.** The teachers are very aware that some children are prone to taking the easy way out in regard to academic assignments. In Carden, the students are expected to do their own work. They are taught that they may not copy directly from another person's work. If they are discovered to have done this, the assignment will have to be repeated.

If a student has been absent or having difficulty with a subject, they may, with the permission of their teacher, copy from another student's class notes that

were given. Any other exchange or copying of another student's notes, tests, homework or workbooks will be considered cheating. If this is discovered or observed by the teacher or another student, the student who is copying will automatically receive a zero on that assignment and they will have to repeat the assignment again. It is to be hoped that they learn how to complete their own work with their own words and thoughts.

## 11. Paperwork and Payments; Financial Aid

**a. Enrollment applications.** Families who are interested in a Carden education for their child may schedule an appointment for a tour with the office. Literature about the Carden philosophy and application procedure will be provided at the conclusion of the tour.

Each year in January, existing Carden Conejo families receive re-enrollment forms for the following year, which must be returned to the school no later than the date specified in February for consideration. All applications of present students must be accompanied by a non-refundable re-enrollment deposit, which is credited against tuition in the coming school year.

**b. Tuition Refund Plan.** Tuition is payable in advance either by the year, by the semester or by the month. If you elect to pay by the month, a handling fee will be added. In addition, if you pay by either the semester or the month, you will be obligated to participate in the school's tuition refund plan. The terms of the tuition refund plan are governed by separate documentation presented to you upon application for enrollment.

**c. Payment due dates.** Initial tuition payments are due no later than July 1, regardless of whether you pay by the year, semester or month. Second semester tuition payment is due no later than January 1st. Each monthly tuition payment is due no later than the 15th of each month through April. You will not be billed, so it is your responsibility to make payments in a timely manner. If your monthly payment falls in arrears by four weeks, your child will not be permitted to attend school until the past payment has been brought current.

Play Program charges will be billed to you shortly after the end of each month, and payment must be received no later than the 15th of the month following the month being billed for. If your payment is not received in a timely manner, your child may not be permitted to participate in Play Program. A late fee will be added to your bill if it is not paid on time.

**d. Financial Aid.** If you have a student currently attending Carden Conejo and would like to apply for a financial aid, applications can be submitted through Carden's financial aid processing company, TADs. [Please click here for more information about applying for financial assistance.](#)

## 12. Course of study

**a. Academic curriculum.** The Carden curriculum emphasizes language and communication skills and covers all the following elementary subjects: reading, spelling, functional grammar, composition, literature, French, Latin, mathematics, science, history and geography. Computer training as a tool to learn substantive topics is taught.

Copies of each grade's syllabus are available through the office.

**b. "Academic Support".** Students in Kindergarten – 5th Grade may participate in free tutoring from their teachers at the end of the regular school day, Monday – Thursday. Kindergarten and 1st Grade teachers (2:00 - 2:30 pm); and 2nd - 5th Grade teachers (3:00 - 3:30 pm) has been scheduled so that teachers will be in their classrooms to provide additional personalized instruction and guided-practice for the student who needs more help, has missed lessons or needs to make up oral quizzes. Academic Support is meant to enhance the academic experience by providing an extra ½ hour of free help to students.

Our classes are intended to progress at a brisk pace so that the children are engaged, interested, and growing. Because children learn at different rates and some concepts and skills require additional guided practice to acquire mastery, we address these opportunities after regular dismissal with Academic Support. Homework and P.E. clothes should be brought to school with the student in the morning. Students who do not present their completed homework at the assigned time will be requested to complete or redo the assignment during Study Hall that day. Our teachers use homework to gauge each child's mastery, promptly address misconceptions, and build upon each child's prior knowledge to teach to mastery. Homework is a real-time tool that we believe gives each student a prompt chance to practice independently while lessons are still solidifying in recall.

Teachers will also request attendance in Academic Support if a student's classroom work does not meet our standards for timeliness, neatness, or accuracy. We value the children's active time and rather than use physical education or lunch/recess time, Academic Support allows the teachers to counsel and supervise those who need reinforcement to make the most of their school day.

Study Hall (Room #16) (3:00-4:00 pm) is available at no charge for those who wish to complete their homework at school. Study Hall is required for students who have not presented their homework from the night before or have incomplete classroom assignments. Students in Grades 3-5 who remain on campus after 3:00 pm are required to remain in Academic Support or Study Hall until 3:30 pm before they go to Play Program.

**c. Enrichment courses.** In addition to the academic courses listed above, the Carden curriculum includes music, art, and drama. Music is taught in all grades, conveying lessons on rhythm, song and note reading as well as music appreciation. Speech training and oral presentation are taught to all students, and dramatic recitations are presented each week at Friday Assembly. Art classes are held once per week and encompass experimentation in a variety of media as well as introduction to art history and appreciation.

**d. Physical Education.** All grades have physical education instruction daily. Good sportsmanship is the primary lesson, and team sports are emphasized, including soccer, basketball, baseball and flag football. No student is excused from P.E. without specific written permission from a parent or physician.

### e. Awards.

-- **Honors:** This quarterly recognition is granted to any student in Fourth through Fifth Grade who achieves a B average (two C's balanced with two A's per semester is permitted). All other grades must be "S" (Satisfactory) or better. Awards are presented in June.

-- **High Honors:** Any student in Fifth Grade may receive this honor upon completing a school year with no grade below B- in any academic subject in any quarter nor below "S" (Satisfactory) in any quarter. Awards are presented in June.

-- **Math:** Students in the Fifth Grade compete in the California Math League Contest each year. Awards are presented in the spring.

-- **Geography:** Students in Fourth and Fifth Grade participate in the annual National Geographic Geography Bee, with awards presented in the spring.

-- **Spelling:** Students in Fourth and Fifth Grade compete in the regional portion of the National Spelling Bee.

-- **Penmanship, Music, and French:** In the spring, awards are presented to those students excelling in these subjects from Kindergarten through Fifth Grade.

**f. Homework.** "Busy work" is never appropriate; homework should reinforce the day's teaching. Reading, reviewing logs, and practicing arithmetic problems already learned is appropriate. Logs are special notebooks used to record homework assignments in Second through Fifth Grade.

Because homework is a review of lessons already taught in the classroom, the function of homework is to teach students to develop independent study skills, which will be so important later in life. Parents are therefore not expected to assist with homework, but lend encouragement if needed. If a child does not understand the homework, you should write a note to the teacher requesting help for the child.

Following are guidelines for how much time you can expect your child to spend on homework:

-- **Kindergarten through First Grade:**

No homework! The students work hard enough during the day at school.

-- **Second Grade:**

15 minute assignment per night plus reading aloud two or three pages to a parent. Extra reading on their own for book reports.

**Daily homework routine:**

1. Review log to re-read Rule, Sound, etc.
2. Review French vocabulary
3. Complete math assignment

-- **Third and Fourth Grades:**

One to two hours per night including reading for six book reports per year.

**Daily homework routine:**

1. Review log to study Rule, Sound, Poetry, etc.
2. Review French vocabulary
3. Complete math; study 'times' tables
4. Study spelling and history from Daily Drill

5. Study science log on a daily basis

-- **Fifth Grade:**

One to two hours per night in addition to reading for eight book reports per year.

**Daily homework routine:**

1. Review log to study Rule, Sound, Language, Spelling and Vocabulary
2. Review French vocabulary
3. Complete math assignment
4. Review science log
5. Read any assigned pages
6. Review History dictation

For all students, tests in spelling, history, language, mathematics and science are scheduled throughout the week on different days, and students prepare for these tests by studying the preceding evening.

**g. Grade Reports.** Students in Kindergarten through Fifth Grade receive report cards at the end of each quarter. Progress reports are distributed to indicate performance 5 weeks into the quarter. These offer students three weeks prior to the close of the grading period, to remedy missing assignments and target areas to be improved.

Students in Kindergarten through Third Grade do not receive letter grades, but instead are graded on the following scale:

H	=	Highly Developed
S	=	Satisfactorily Developed
I	=	In Progress
N	=	Needs Improvement
N/A	=	Not Applicable at this time

Students in Fourth and Fifth Grade receive letter grades from A to F in academic subjects. The grading scale is as follows:

A	=	100 - 90
B	=	90 - 80

C	=	80 - 70
D	=	70 - 60
F	=	below 60

Enrichment subjects (art, music, computer and P.E.) and Qualities of Citizenship are graded on the following scale:

H	=	Highly Developed
S	=	Satisfactorily Developed
I	=	In Progress
N	=	Needs Improvement
N/A	=	Not Applicable at this time

**h. Gradelink System.** Our teachers and staff use the “Gradelink” on-line system for keeping a permanent record of all student and class grades and attendance information. Each child will have a unique login user name and password to allow the parents to monitor their child’s grade performance. Parents may also login to the system and specify automatic alerts for their child’s grade below a certain threshold. The login information is normally passed out to parents during the “Back to School” week at the end of September each year.

**i. Stanford Achievement Tests.** Each year, students in Kindergarten through Fifth Grade sit for these standardized tests. The purpose is to familiarize the students with standardized testing and to cross check the school’s level of teaching. The results of each child’s test is mailed home to families during the summer.

**j. Private conference** with your child’s teacher and Mrs. Flavin or Dr. Fleming may be held to discuss your child’s progress at Carden Conejo. In addition, feel free to contact the school for additional conferences if you have issues to discuss. The administration has established that such conferences be scheduled through the office rather than directly with the teachers. This is so you receive reports from all teachers involved with teaching your child. This way you can see if a concern is presenting in all classes or pertains to one class.

### 13. Carden Conejo Parents’ Association (CCPA)

**a. Organization and purpose.** The CCPA is a voluntary organization of parents and guardians of students attending Carden Conejo School. The purposes of the CCPA are three: to better acquaint parents with the school and each other; to organize service projects which benefit the school and to provide enrichment programs, such as musical presentations for the students by outside groups. The CCPA does not involve itself with determining curriculum, administering the school or acting as intermediary between the school and individual parents.

**b. Membership and meetings.** All Carden Conejo families are automatically members of the CCPA. For a nominal fee, each household receives the very useful Student Directory, containing class lists with each student’s name, address, telephone number, parent or guardian names. Membership dues also support printing of the *CCPA Newsletter*. You will receive free the CCPA’s first newsletter, but dues must be paid to receive further newsletters and the Student Directory.

Listed below are some of the committees in which you may be interested. We urge you to join and hope you will be able to assist in organizing one or more of our events, even if you are unable to attend the meetings held usually on the second Friday of each month in the auditorium following assembly. Refreshments are served.

**c. Activities and committees.** The CCPA organizes itself into a number of committees, including the following:

-- **Book Fair:** The CCPA sponsors a book sale of new children’s books, and a portion of the proceeds from the sale is kept by CCPA.

-- **Healthy Living Week:** This committee organizes Healthy Living Week, during which students wear red ribbons evidencing their pledge against illicit drug use, learn about making healthy choices and attend a program in the auditorium.

-- **Hospitality:** This committee organizes refreshments for the CCPA meetings, the New Parent Welcome at the beginning of the school year and similar events.

-- **Jog-A-Thon / Jr. Jog-a-Thon:** These fundraisers involve the children in completing laps, or jumping to collect pledges.

-- **Newsletter:** Once a month, the newsletter is sent to all dues-paying members of the CCPA with important information about upcoming events.



-- **Outgrown Uniforms (Carden Boutique):** In the spring and throughout the year, you may purchase used uniforms. The proceeds from this activity benefit the Teachers' Scholarship Fund. A large collection of used uniforms are kept in a separate storage room for parents to select. Please come to the office to borrow a key to this room.

-- **Room Parents:** Each class has a designated volunteer who coordinates other parents in providing refreshments for classroom parties prior to Winter/Christmas holidays, Valentine's Day, Spring/Easter holidays and the last day of school. The Room Parents also solicit parent volunteers to help with Hot Lunch service and assisting in the school library during lunchtime.

-- **Social:** this committee organizes a tea for new parents, a Family Movie Night in September, a Family Bowling Night in January and the end-of-the-year picnic.

-- **Special Events:** From time to time, the CCPA sponsors special activities from the Los Angeles Music Center. This committee coordinates the event.

-- **Student Directory:** Shortly after school starts in the fall, this committee collects and collates name, address and telephone number of each Carden Conejo family who consents, and these invaluable telephone books are distributed to dues-paying members of the CCPA. You will use this directory constantly; it is highly recommended.

-- **Teacher Appreciation:** In the spring, a luncheon is staged to honor the teachers and staff of Carden Conejo School, and parents are needed to help at the luncheon.

-- **Yearbook:** Throughout the year, yearbook volunteers take candid photos at the school events, and meld these with formal portraits of the students to produce a very nice yearbook.

## 14. Emergency preparedness

**a. Earthquake.** Emergency food, water and first aid items which are stored in the classrooms to be used if a major natural catastrophe occurs which results in the children remaining at Carden Conejo for a period of time.

In the case of a natural disaster, your child will either be released only to you (unless you notify the school otherwise) or will remain at the school or other ap-

propriate location until you arrive.

**b. Illness or injury.** If your child is injured or becomes ill to an extent that the staff of Carden Conejo considers serious, you or those on your emergency contact list will be called, but the school may also, if they deem it advisable, call the paramedics. The paramedics will use their discretion to transport a sick or injured child to a hospital, usually Los Robles.

**c. Out-of-state contact.** Carden Conejo School has made arrangements with a sister school, Carden Cascade Academy (Oregon), to act as a contact point in the event of a major natural disaster. Long distance telephone lines are among the first to be reestablished after an earthquake, for example, and if your child is at Carden Conejo, you may be able to get news through Oregon. We recommend that you carry the following information with you in your wallet. The contact person is Deborah Baker and the telephone number is 503-643-0988. The cell phone number is 503-515-8120.

## Appendix:

### Pledge of Allegiance, Miss Carden's prayer, and patriotic songs

#### Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

#### Le Drapeau de Mon Pays

J'aime le drapeau	Rouge, blanc, bleu
De mon pays;	Est mon drapeau;
J'aime le drapeau	Orné d'étoiles,
Des États-Unis.	Comme il est beau!

#### Miss Carden's Prayer

Father in Heaven, to Thee we pray  
Asking Thy blessing, day by day;  
In all we say, in all we do,  
Help us to be kind and generous, too.

Make us eager in our work today,  
Make us joyous in our play,  
Help us always to follow Thy rule,  
Father in Heaven, bless our school.

#### This Is My Country (Lead by Kindergarten)

1. This is my country! Land of my birth!  
This is my country! Grandest on earth!  
I pledge thee my allegiance, America, the bold,  
For this is my country to have and to hold.

2. This is my country! Land of my choice!  
This is my country! Hear my proud voice!  
I pledge thee my allegiance, America, the bold,  
For this is my country! To have and to hold.

-- Don Raye

#### This Land Is Your Land (Lead by 1st Grade)

This land is your land. This land is my land,  
From California to the New York island;  
From the Redwood forest to the Gulf Stream wa-ah-ters  
This land was made for your and Me.

As I was walking that ribbon of highway,  
I saw above me that endless skyway:  
I saw below me that golden va-ah-lley:  
This land was made for you and me.

this land is your land. This land is my land  
From California to the New York island;  
From the redwood forest to the Gulf Stream wa-ah-ters  
This land was made for you and Me.

This land is your land. This land is my land  
From California to the New York island;  
From the Redwood forest to the Gulf Stream waters  
This land was made for you and Me.

This land was made for you and Me. You and me.

-- Woody Guthrie

**God Bless America** (Lead by 2nd Grade)

1. God Bless America,  
Land that I love.  
Stand beside her, and guide her  
Thru the night with a light from above.  
From the mountains, to the prairies,  
To the oceans, white with foam  
God bless America, My home sweet home.

2. God Bless America,  
Land that I love.  
Stand beside her, and guide her  
Thru the night with a light from above.  
From the mountains, to the prairies,  
To the oceans, white with foam  
God bless America, My *(slow)* home sweet home.

-- Irving Berlin

**America** (Lead by 3rd Grade)

1. My country, 'tis of thee, sweet land of liberty, of thee I sing!  
Land where my fathers died, land of the pilgrims' pride;  
From every mountainside, let freedom ring!

2. My native country, thee, land of the noble free, thy name I love;  
I love thy rocks and rills, thy woods and templed hills;  
My heart with rapture thrills, like that above.

3. Let music swell the breeze, and ring from all the trees,  
Sweet freedom's song;  
Let mortal tongues awake, let all that breathe partake,  
Let rocks their silence break, the sound prolong.

4. Our fathers' God, to Thee, author of liberty, to Thee we sing!  
Long may our land be bright, with freedom's holy light,  
Protect us by thy might, Great God, our King.

-- Rev. Samuel Francis Smith

**America the Beautiful** (Lead by 4th Grade)

O beautiful for spacious skies, for amber waves of grain,  
For purple mountain majesties above the fruited plain.  
America! America! God shed His grace on thee  
And crown thy good with brotherhood from sea to shining sea.

O beautiful for pilgrim feet whose stern impassioned stress  
A thoroughfare of freedom bear across the wilderness.  
America! America! God mend thine every flaw,  
Confirm thy soul in self-control, thy liberty in law.

O beautiful for heroes proved in liberating strife,  
Who more than self their country loved, and mercy more than life.  
America! America! May God thy gold refine  
Till all success be nobleness, and every gain divine.

O beautiful for patriot dream that sees beyond the years  
Thine alabaster cities gleam undimmed by human tears.  
America! America! God shed His grace on thee  
And crown thy good with brotherhood from sea to shining sea.

-- Katherine Lee Bates

**The Star-Spangled Banner** (Lead by 5th Grade)

O, say! Can you see, by the dawn's early light,  
What so proudly we hailed at the twilight's last gleaming?  
Whose broad stripes and bright stars, through the perilous fight,  
O'er the ramparts we watched, were so gallantly streaming?  
And the rockets' red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there.  
O, say, does that star-spangled banner yet wave  
O'er the land of the free and home of the brave?

On the shore, dimly seen through the mists of the deep,  
Where the foe's haughty host in dread silence reposes.  
What is that which the breeze, o'er the towering steep,  
As it fitfully blows, half conceals, half discloses?  
Now it catches the gleam of the morning's first beam,  
In full glory reflected now shines on the stream;  
'Tis the star-spangled banner, o long may it wave  
O'er the land of the free and the home of the brave.

O, thus be it ever when free men shall stand  
Between their loved homes and the war's desolation!  
Blest with victory and peace, may the heaven-rescued land  
Praise the power that hath made and preserved us a nation!  
Then conquer we must, when our cause it is just,  
and this be our motto: "In God is our trust"  
And the star-spangled banner in triumph shall wave  
O'er the land of the free and the home of the brave.

--Francis Scott Key

### **Battle Hymn of the Republic** (Lead by 5th Grade)

1. Mine eyes have seen the glory of the coming of the Lord;  
He is trampling out the vintage where the grapes of wrath are stored;  
He hath loosed the fateful lightning of His terrible swift sword;  
His truth is marching on.

*Chorus: Glory, glory, hallelujah  
Glory, glory, hallelujah  
His truth is marching on.*

2. I have seen him in the watch fires of a hundred circling camps,  
They have builded Him an altar in the evening dews and damps,  
I can read His righteous sentence by the dim and flaring lamps;  
His day is marching on.

*Repeat Chorus.*

3. He has sounded forth the trumpet that shall never call retreat;  
He is sifting out the hearts of men before His judgement seat;  
Oh! be swift, my soul, to answer Him! Be jubilant, my feet!  
Our God is marching on.

*Repeat Chorus.*

4. In the beauty of the lilies, Christ was born across the sea,  
With glory in His bosom that transfigures you and me;  
As He died to make men holy, let us die to make men free,  
While God is marching on.

*Repeat Chorus.*

-- Julia Ward Howe