

# **Student-Parent Handbook**

## **2023-2024**

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# Majuro Cooperative School | 2023-2024 Calendar

- 1-7 All Staff Orientation
- 8 1<sup>st</sup> Day of School
- 10 Back to School Night
- 15 Board Meeting
- 23 Quarterly General PTA Meeting

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Total School Days: 17

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 12 February Break
- 13 Board Meeting
- 21 PTA Meeting
- 29 1/2 Day Teacher In-Service

Total School Days: 20

- 1 Dri Jermal Day, No School
- 12 Board Meeting
- 18 Teacher In-Service
- 20 Quarterly General PTA Meeting
- 29 Mani Day, No School

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total School Days: 18

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Nuclear Survivor's Holiday No School
- 15 1/2 Day for Grading End of Q3
- 18-22 Spring Break - No School
- 26 Board Meeting
- 28 Conferences - No School
- 29 Good Friday - No School

Total School Days: 13

Q3: 48 Days

- 13 End of Q1, 1/2 Day for Grading
- 17 Board Meeting
- 20 Conferences, No School
- 27 Halloween Carnival 1/2 Day for Students

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Total School Days: 21

Q1-45 Days

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Easter Break - No School
- 2 School resumes Registration Opens
- 11 Registration Night\*
- 16 Board Meeting
- 19 Spring Show
- 24 Quarterly PTA General Meeting

Total School Days: 21

\* Registration opens to the public on May 2<sup>nd</sup>.

- 8 General PTA Meeting (Planning for Thanksgiving)
- 14 Board Meeting
- 17 President's Day No School
- 23 1/2 Day, Thanksgiving
- 24 Thanksgiving Break No School
- 27 Teacher In-Service No School

NOVEMBER '23						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Total School Days: 19

MAY '24						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

- 1 Constitution Day
- 14 Board Meeting
- 24 1/2 Day for Grading
- 30 Honor Roll Assembly
- 31 8<sup>th</sup> Grade Promotion Last day of school
- June 1 HS Graduation

Total School Days: 17

Q4-46 Days  
Semester 2: 94

- 1 Gospel Day No School
- 15 Holiday Show End of Q2, 1/2 for Grading
- 18 Break Begins

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total School Days: 10  
Q2-40 Days  
Semester 1: 86 Days

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- June 1 HS Graduation
- 3-7 Teacher in-service
- 7 Last Day of Teacher Contracts
- 10-28 Summer School

- 2-5 Break - No School
- 5 Teacher In-Service
- 8 School Resumes
- 16 Board Meeting
- 19 Honor Roll Assembly
- 24 Quarterly PTA General Meeting

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Total School Days: 18

JULY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- July 30 - Aug 2 estimated New Staff Orientation Begins

School Board approved  
May 23, 2023

Teachers working no students	Student event	PTA meeting (required)	Parent-Teacher Conference
School starts	Board meeting	No School: Holiday	1/2 Day- Pick-up at 12:00 p.m.



## **SCHOOL ADMINISTRATION/OFFICE STAFF**

Elementary Principal	Amy Ishiguro
Middle and High School Principal	Owen Ratumaikoro
Financial Officer	Randolf Gumapal
Office Manager	Marrelie Page
Administrative Assistant	Kitione Savu

## **TEACHING STAFF**

### **Elementary Teaching Staff**

Preschool 2/3	Rosa Kamenio
Pre-Kindergarten	Fern Laibwij
Kindergarten	Salasitina Waqairadovu
1 <sup>st</sup> Grade	Zinhle Valentia
2 <sup>nd</sup> Grade	Apiliasi Koroi
3 <sup>rd</sup> Grade	Ana Mariz Labra
4 <sup>th</sup> Grade	Jessica Mounce
5 <sup>th</sup> Grade	Nova Bonifacio

### **Middle School Teaching Staff**

6 <sup>th</sup> Grade Advisor/MS ELA	Adi Lako
7 <sup>th</sup> Grade Advisor/MS Social Studies	Julie Cabrera
8 <sup>th</sup> Grade Advisor/MS Science and Math	Josephine Posas

### **High School Teaching Staff:**

9 <sup>th</sup> Grade Advisor/HS Math	Tony Theomae
10 <sup>th</sup> Grade Advisor/HS Science	Romano Santos
11 <sup>th</sup> Grade Advisor/HS Social Studies	Ariel Razonable
12 <sup>th</sup> Grade Advisor/HS ELA	Joe Mataitoga

### **Elective Teaching Staff:**

Middle/High School Communications	Robert Galamgam
IT /Computer Studies	Niko Ravasakula
Music/Art	Leo Aravapo
Physical Education	Josefa Wise Namosimalua

### **Special Education Teaching Staff:**

Elementary Special Education	
Middle and High School Learning Support	

### **Support Staff**

Librarian/Grantwriter	Sibusiso Innocent
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## **VISION STATEMENT**

Our vision is to create globally and locally minded citizens that become leaders in the Marshall Islands and beyond.

## **MISSION STATEMENT**

Our mission is to inspire Pre-Kindergarten to 12<sup>th</sup> grade students to become locally and globally responsible citizens and leaders, by providing holistic academic, social tools and technical skills to be successful agents of change. We will initiate an engaged learning community, delivered by an international staff, creating a leading educational institution in the Republic of the Marshall Islands.

## **GUIDING PRINCIPLES**

We believe....:

- Children are the prime resources of the Marshall Islands.
- Everyone associated with Majuro Cooperative School is of equal value.
- All children are capable of learning and it is the role of the teacher to guide and foster this learning.
- It is our job to encourage creativity to help the child express him/herself in a unique way.
- We are global citizens.
- In collaboration and cooperation.
- Diversity is our strength.

## **EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)**

Majuro Cooperative School students will demonstrate:

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

## **HISTORY**

Majuro Cooperative School was founded in 1975 by parents Jerry Kramer, Carlton Hawpe, and Dennis McBreen, who wanted to provide their children with an education comparable to that of mainland United States elementary schools. Co-op began with one teacher and six students. The school grew as each student advanced and more students enrolled. The current school is approximately 320 students, with students enrolled in Preschool through 12<sup>th</sup> grade. Co-op's two-acre campus currently includes 16 classrooms, an administration building with offices and a media room, student bathroom facilities, a cafeteria, an on-campus teacher housing complex, a library with a small computer lab, and updated curricular materials. Each of the classroom teachers and the Special Education teacher has a college degree and/or teacher certification.

In December 2007 the Co-op School membership voted to add a high school to the school's offerings. This had been a long-held dream of Co-op School families who were concerned about the limited opportunities for high school students in the Marshall Islands. Many parents had experienced the pain of sending their teenagers off-island to attend accredited high schools in the United States, Guam, New Zealand, and elsewhere. The Majuro Cooperative High School opened in August 2008. June 2012 saw the first graduation at Co-op High School.



## **ACCREDITATION STATUS**

Majuro Cooperative School was first accredited by the Western Association of Schools and Colleges (WASC) in 1994. Co-op was granted a six-year accreditation in 2010. In the Spring of 2016 a visiting committee from WASC visited Co-op and granted Co-op a full six year accreditation status expiring in June 2022. Due to complications of border closure from the Covid Pandemic and converting an in-person visit to a virtual visit WASC granted an accreditation extension to January 2023 and a visit for fall 2022. The fall visit was a success and Coop was granted a new six year accreditation, expiring in June 2029.

## **ADMISSION REQUIREMENTS**

Admission for new students is by entrance testing (reading, writing, math, and spelling), student and parent interviews, review of transcripts and submission of health records.

Co-op does NOT encourage early entry or accelerated promotion into any grade levels.

By October 1 of each year, the age requirements for students entering each grade are:

- Afternoon PreK-2: 2 years old (can enroll when they turn 2 years old, but they will repeat the Prek 2 class.
- Morning PreK-3: 3 years old
- PreK-4: 4 years old
- Kindergarten: 5 years old
- 1<sup>st</sup> grade: 6 years old
- 2<sup>nd</sup> grade: 7 years old
- 3<sup>rd</sup> grade: 8 years old
- 4<sup>th</sup> grade: 9 years old
- 5<sup>th</sup> grade: 10 years old
- 6<sup>th</sup> grade: 11 years old
- 7<sup>th</sup> grade: 12 years old
- 8<sup>th</sup> grade: 13 years old
- 9<sup>th</sup> grade: 14 years old
- High school transfer students will be placed in an appropriate grade level based on the number of credits earned:
  - 9<sup>th</sup> grade – 0 credits to 6 credits
  - 10<sup>th</sup> grade – 6.5 credits to 12 credits
  - 11<sup>th</sup> grade – 12.5 credits to 18 credits
  - 12<sup>th</sup> grade – more than 18 credits

In order to ensure quality instruction for all students, the maximum number of students (set by the school board) is as follows:

PreK-2 – 18 students

PreK-3 – 18 students

PreK-4 – 26 students

Kindergarten – Grade 5 – 28 students

Grade 6 – 12 – 26 students

Returning students must register and settle their accounts by June 12<sup>th</sup> 2023 to secure their place in the next year's class. Parents / Guardians are to complete the Registration Agreement and submit back to the office no later than April 30<sup>th</sup> 2023. Student files must be updated every year with current information. For each new registering student, certified copies of the student's birth certificate and immunization records must be provided as well as payments of the non-refundable registration fee. Prek 2- 1st grade registration fee is \$155. Grades 2-8 is \$165. The High School registration fee is \$215.

## **ANTI-BULLYING POLICY**



At Majuro Cooperative School we believe that all students have the right to feel safe and protected. In August 2018, we adopted an Anti-Bullying Policy which allows for students, teachers, staff and parents to report bullying openly or anonymously. Please see Appendix E for the Anti-Bullying Policy and reporting form.

### **ATHLETIC TEAMS**

There are a variety of opportunities for students to be active participants on athletic teams throughout the school year. Different inter school teams are formed for basketball and volleyball. Co-op students also represent MCS at different community events in table tennis, track and field, and other events. Being a Co-op athlete is a privilege and with privileges come responsibilities. We expect our players to:

1. Uphold the general rules of the Student Handbook to include but not limited to all rules referencing betel nut, tobacco, drugs and alcohol.
2. Maintain a 2.0 GPA
3. Display good sportsmanship at all times. This includes:
  - a. Shaking hands with players from the other team.
  - b. Respecting the coaches, athletic director and game officials and their decisions.
  - c. Displaying gracious behavior in both wins and losses.
  - d. Keeping remarks positive
  - e. Showing concern for an injured player, regardless of team.
4. Refrain from negative behaviors including;
  - a. Negative language including name calling and profanity.
  - b. Fighting
  - c. Verbal disagreements with coaches, athletic director and/or game officials

Playing on a Co-op team is a privilege, not a right. Failure to comply with the above expectations may result in:

1. Loss of playing privileges for one game, or up to the entire season, depending on the severity of the infraction.
2. Loss of privilege for attending athletic events for one game, or up to the entire season, depending on the severity of the infraction.
3. Further discipline which may include discipline as outlined under the general rules of the Student Handbook as well as assignment of written and/or verbal apologies.

**All students grades 3 – 12 must sign the Athletic Team Contract (see Appendix F)**

### **ATTENDANCE POLICY**

Any time out of lessons has an effect on learning. Co-Op requires all students to be in school all of the time. Any absence from school is recorded, along with the reason given.

**Significant absence affects teaching and learning and could result in failing a class or being unenrolled from school.**

Our attendance policy (Appendix G) outlines the following areas:

- Chronic Absenteeism (CA) – 10% of school missed
- Absence Procedures
- Lateness/Tardy
- Early departure from School
- Withdrawal from School





## **BEHAVIOR EXPECTATIONS**

All students are expected to treat peers, teachers, staff and the community with respect. Students whose behaviors are not aligned with Co-op will be referred to the discipline policy. (See Appendix B – Discipline Policy)

## **BOARD OF DIRECTORS**

All corporate powers of Majuro Cooperative School are exercised by or under authority of the Board of Directors under the corporate bylaws. The board consists of nine members: seven are elected by the parents who are in good standing at an annual election in August or September of each school year and two at-large members are selected by the elected members, for a total of nine. The seven elected Board Members are parents/guardians of current and former students.

Elected for two-year terms, three members are elected in ‘odd’ number years and four members are elected in ‘even’ numbered years. This practice, established by the bylaws, ensures that there is continuity in membership on the board. The Board of Directors meets on the third Tuesday of each month to discuss school-wide issues and policies. A quorum of four members is required for a meeting to take place.

In addition to the school board, both principals, Financial Officer, Office Manager, Grant Writer, PTA president, and a student body officer attend Board meetings.

## **BOOK REPLACEMENT FEE**

There is no textbook fee at Co-op, however, due to the high cost of textbooks and shipping, a textbook replacement fee of up to \$100 will be charged to students for loss or damage of textbooks. Replacement of lost library books and classroom reading books is based on the cost and shipping of the book (ranging from \$5 to \$20).

At the end of the school year, or if a student transfers, all books must be returned to the school. If a book is not returned, a student’s account will be charged for the cost of the book.

If there is an account balance at the end of the school year, report cards will not be issued and student records will not be transferred.

## **CHILD PROTECTION POLICY**

The child protection policy was adopted in August 2018. (See Appendix A)

## **COMMUNITY SERVICE (High School Only)**

Students must complete 25 hours of community service per academic year. A student who earns more than 25 hours in a given year must still complete 25 hours for each subsequent year. In the event that the community service requirement has not been met, the balance will carry over to the next year. All hours need to be fulfilled before receiving a diploma. Progress toward service requirements will be shown each quarter on the report card. Upon graduation, the Senior Service Award will be given to the student who completes the most hours of service during his/her high school career.

## **CURRICULUM**



Majuro Cooperative School has adopted the US Common Core State Standards. Co-op School teachers use these standards for designing and implementing curriculum in all subject areas. Research based techniques and strategies are used to ensure that all students receive a quality education.

We use *The Creative Curriculum* in our PreK 2 – Kindergarten classes.

Components of the Elementary School academic program include:

- Balanced Reading Program (Read Aloud, Shared Reading, Guided Reading, Independent Reading, and Phonics)
- Writing Units of Study
- Go Math!
- Social Studies and Science Units

We use the following resources in the Elementary School curriculum:

- Writing Units of Study
- Phonics: Units of Study
- Leveled Literacy Books
- Classroom Libraries
- Engage New York for Language Arts, Social Studies and Science
- Go Math!

We use the following resources in the Middle School curriculum:

- Go Math!
- Expeditionary Learning
- HealthSmart
- Houghton Mifflin Science
- Writing Units of Study
- Reading Units of Study

We use the following resources in the High School curriculum

- Engage New York English Language Arts
- Capstone Project
- Practicum
- Technology and Traditional Track Elective Opportunities
- Houghton Mifflin Science
- Expeditionary Learning
- English Language Development

### **DISCIPLINE PROCEDURES**

For the most part, discipline will be handled by teachers, and support staff. In cases where students make inappropriate choices, which disregard the safety and well-being of themselves or others, the Discipline Policy will be used. (See Appendix B)

### **EMERGENCY POLICY AND PROCEDURES**

Parents must provide the school with accurate contact information in case of an emergency. Please update information with the office as it changes.

● \_\_\_\_\_ In the event of fire, explosion, flood, wind storm etc., school buildings will be evacuated and students sent home or to the nearest shelter.

● \_\_\_\_\_ In the event of serious injury, students will be transported to Majuro Hospital and parent/guardian contacted.

● \_\_\_\_\_ In the event of minor scrapes or cuts, wounds will be cleaned, disinfected, and bandaged by school staff.

● \_\_\_\_\_ All medications are to be labeled and kept in the office.

● \_\_\_\_\_ In the event of minor fever or discomfort, Tylenol or Advil will be offered if consent form is signed by the parent. Before any other prescription or non-prescription medications will be dispensed, parents must complete a Medical Consent Form.

### **ENGLISH LANGUAGE LEARNERS**



Approximately 88% of our students are learning English as a Second Language. Co-op teachers and staff are trained to provide support in English Language Development. Throughout the day time will be dedicated to support English Language Development. Strategies used include:

- Vocabulary development in all core subjects
- Teachers plan lessons to address both academic content and language skills
- Using background knowledge to teach new skills

All students take the LAS Links language inventory yearly (in the spring) to determine their English Language Proficiency in reading, writing, speaking and listening. This test determines a students' English Language proficiency to be one of 5 levels (level 1- Beginning, 2- Early Intermediate, 3- Intermediate, 4- Proficient, 5- Above Proficient). When a child has achieved a level 4 in all areas of English Language Development, they are exempt from continuing this assessment. The data from this assessment supports teachers in developing strategies to improve students' English language development.

### **EXTRA-CURRICULAR/AFTER SCHOOL ACTIVITIES**

After school activities are offered Mondays, Wednesdays and Thursdays. Each child is given the opportunity to select one after school activity a week. These activities are organized by teachers and the same behavior and attendance expectations are held at these activities. The activities begin in September.

There are many extra-curricular activities at Co-op. These might include: Arts and Craft Club, Garden Club, Students Against Destructive Decisions, Basketball, Football, Soccer, High School Student Government, Middle School Student Government, Elementary Student Council and many more. Most activities begin in September and a variety of grade levels are given access to these clubs and activities. More information will be sent in the newsletters at the beginning of the school year.

### **FINAL EXAMINATIONS (Middle School and High School Only)**

During the last week of each semester, Middle and High School students might take final examinations. These exams are at the teacher's discretion. Some classes may accumulate grades throughout the semester with projects or assessments being weighted differently depending on difficulty. A variety of assessments throughout the quarter/semester are encouraged to allow students to demonstrate skill attainment and understanding in a variety of ways.

### **FOOD SERVICE**

#### **Breakfast**

An optional breakfast is available for purchase from 7:30-7:50 a.m. The cost is \$1.50 a day.

#### **Snack**

Students can purchase healthy snack items or eat a snack brought from home during morning recess/break times. Sugar cannot be one of the first 3 ingredients listed on the package. No chocolate for snacks.

#### **Lunch**

A healthy lunch is provided to all students as a part of their monthly tuition. Parents are invited to join us for lunch any day for \$3.00

#### **Lunch Schedule** (Times are when lunch is being served.)

Pre-K	11:10
Kindergarten, 1, 2	11:20 (Recess 11:20 to 12:10)
3, 4, 5	11:35 (Recess 11:35 to 12:10)
Middle School	12:50 – 1:30
High School	12:10 – 12:50

### **CANTEEN CARDS**

Students may purchase canteen cards for \$5-\$20. Canteen cards may be used to purchase breakfast, snack items and uniforms.

Students are not permitted to drink soda, eat candy/Kool-Aid, ramen, or chew gum at Co-op except under special circumstances or with permission from a teacher. Students are not allowed to visit any neighborhood stores during school hours to purchase any drinks or snacks.



## FUNDRAISING

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

## GENERAL EXPECTATIONS AND RULES

# Mad Dogs are:

## Caring

Respect yourself.

Wear appropriate clothing.

Only consume things that are good for your body.

Respect Others.

Ask before you borrow.

Respect others' personal space.

Use technology appropriately.

Respect the environment.

Leave the school environment the way you found it.

Always throw trash in a garbage can.

## Optimistic

Think and act safe.

Be honest.

Be your best.

Have a positive attitude.

## Open-minded

Be ready to learn.

Respect differences in all.

## Prepared

Be on time.

Be ready to learn.

Stay on campus.



All school rules are aligned to ESLRs #1, #2, and #3.

**GRADING**

Report cards are issued quarterly. Copies are kept electronically and can be requested if additional copies are needed. For High School students, semester grades are included in student transcripts.

Report cards are not released to students. Parents may pick them up in the office or at parent teacher conferences. On request, *principals* will email report cards to parents/guardians, especially to parents/guardians who are off-island.

Tuition balance must be paid below \$100 for report cards to be released. End of year reports will be released when tuition is cleared.

Elementary School Grading Scale:

**PreK2 – Kindergarten students** receive quarterly reports on the Teaching Strategies Parent Portal. Parents create an account and log in for electronic copies of the report. Students are placed on a learning continuum based on learning milestones.

**Grades 1 – 5 students** receive quarterly report card grades on a 1 to 4 point scale based on specific developmental benchmarks or standards for their specific grade.

4= Exceeds expectations

3= Meeting expectations

2= Progressing towards expectations

1= Not meeting expectations

Middle and High School Grading Scale:

Letter Grades	Score	GPA
A Excellent	94-100	4.0 points
A-	90-93	3.7 points
B+ 88-89	3.3 points	
B Above Average	84-87	3.0 points
B- 80-83	2.7 points	
C+ 78-79	2.3 points	
C Average	74-77	2.0 points
C- 70-73	1.7 points	
D+ 68-69	1.3 points	
D Below Average	64-67	1.0 point
D- 60-63	0.7 point	
F Failing	0-59	0 points



## **GRADUATION AWARDS (High School Only)**

### **Valedictorian**

This award goes to the Co-op student who has the highest high school GPA.

### **Salutatorian**

This award goes to the Co-op student who has the second highest high school GPA.

### **Senior Valedictorian**

This award goes to the Co-op student who has the highest GPA for the two senior semesters at Co-op. This student must have attended Co-op for both semesters of the 12<sup>th</sup> grade year.

### **Senior Salutatorian**

This award goes to the Co-op student who has the second highest GPA averaged for the two senior semesters at Co-op. This student must have attended Co-op for both semesters of the 12<sup>th</sup> grade year.

### **Most Outstanding Student**

This award goes to a long time (meaning attendance at Co-op Elementary School) Co-op student. This person will be awarded the honor based on: 1. GPA, 2. Community service, 3. Leadership, 4. Other educational experiences, 5. Extracurricular involvement and 6. Classmates vote.

Each category is scored between 1 and 4 on a rubric. The winner is the student with the highest score as determined by a staff committee.

### **Senior Service Award**

The Senior Service Award will be given to the student who completes the most hours of service during his/her high school career.

## **GRADUATION REQUIREMENTS (High School Only)**

Students graduating must earn the following 30 credits in order to graduate:

<b>English</b>	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Health</b>	<b>Physical Education</b>	<b>Electives</b>
5 credits	4 credits	4 credits	4 credits	1 credit	1 credit	11 credits*

*\*A minimum of three elective credits should be a language for students preparing for university acceptance to satisfy university entrance requirements.*

Social Studies, Science and Electives on Monday, Wednesday, Friday courses earn .5 credit each semester. Tuesday and Thursday courses earn .25 credit each semester. English and Math classes are offered five days a week and worth .75 credits each semester. Practicum and Capstone are all worth .5 credit each semester.



## **HARASSMENT, INTIMIDATION, AND DEGRADING BEHAVIOR**

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

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

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

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

See Anti-Bullying Policy (Appendix E)

## **HOMEWORK**

Homework allows students to establish independent study routines and discipline from an early age. Parental support is essential. Homework should be an extension of learning into the home.

Please check your student's planner every day for homework assignments. You can help your child by providing a quiet area to complete homework. Contact your child's teacher if your son/daughter appears to have an excessive amount of homework.

Grade Level	Homework
Elementary School	<ul style="list-style-type: none"><li>• Enables the extension of classwork by practicing skills or gathering extra information or materials.</li><li>• Reading daily. At least 20 minutes of assigned reading a night with a daily reading log for grades 2 -5.</li><li>• Daily math homework</li><li>• Daily writing homework</li><li>• Additional reading and/or math if necessary (i.e. comprehension packet, math review)</li><li>• Time spend on homework will range as follows:<ul style="list-style-type: none"><li>• Kindergarten 10-15 minutes</li><li>• 1st Grade 15-20 minutes</li><li>• 2nd grade 20-30 minutes</li><li>• 3rd grade 30-45 minutes</li><li>• 4th grade 40-60 minutes</li><li>• 5th grade 50-75 minutes</li></ul></li></ul>
Middle School	<ul style="list-style-type: none"><li>• Daily independent reading.</li><li>• Should be coordinated across subjects to avoid unreasonable workloads for students.</li><li>• May extend class work, projects and assignments, essays and research.</li><li>• Will generally range from 60 minutes to 75 minutes a day.</li></ul>
High School	<ul style="list-style-type: none"><li>• Same as middle school but will increase to up to 120 minutes a day and up to 4 hours on weekends.</li></ul>



## **HOURS OF OPERATION**

Breakfast: 7:30 -7:50  
PreK-2 8:00 – 11:00  
PreK-3 12:00 – 3:00 (Lunch at 12:00)  
PreK-4 – 5<sup>th</sup> Grade: 8:00 – 3:15  
Middle School/High School 8:00 – 3:30

Classes begin promptly at 8:00 a.m. After 3:45 p.m. elementary students who remain on campus will be sent to the After School Club. A charge begins at 4:00 p.m. for every 15 minutes late.

Staff will be on campus from 7:45 a.m. until 4:00 p.m. and are available to respond to questions from parents and students.

## **INTERNET AND ELECTRONIC DEVICE POLICY**

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

If students are using unauthorized devices during class, these devices will be taken and held by the teacher/administration and will only be released to a parent/guardian.

Middle and High School students are allowed to bring personal devices to support learning.

Elementary students are not allowed any devices while on campus.

## **LIBRARY**

Students in K – Grade 8 visit the library once each week with their class for activities about the library program and/or to hear a story and check out library materials.

High School students visit the library by appointment with their English Language Arts teachers monthly and may drop by during open hours.

Borrowing limits have been established to help students care for the books checked out to them. K and Grade 1 may have one book checked out at a time. Grades 2 and up may have 2 books checked out. Books checked out to students are their responsibility and should be returned in good condition. Students not returning books will NOT be allowed to check out new books unless arrangements are made with the Librarian. The replacement cost of a book is charged to the parents when a book is returned too damaged to repair OR when a book is lost. This replacement cost is the cost of the book itself plus shipping and processing. Please contact the Librarian if you have any questions. [library@majurocooperativeschool.org](mailto:library@majurocooperativeschool.org)

## **MAP TESTING**

All students in Kindergarten – grade 12 will take MAP Tests at least three times a year.

## **PARENT-TEACHER COMMUNICATION**





Parents are encouraged to communicate directly with teachers about any concerns, questions or difficulties. The best way to communicate with teachers is via email. Teachers are also available on campus daily before and after school and by appointment.

The principals will send an e-newsletter to parents every month. Please let the office know if you do not have an email address or access to the internet and a paper copy of the newsletter will be provided.

### **PREGNANCY POLICY (High School Only)**

Pregnant students may remain enrolled at Co-op High School as long as they do not exceed the number of absences allowed in the Attendance Policy. Nursing mothers may opt out of an elective period of school in order to feed and care for a baby, as long as they meet expectations of the Graduation Requirements.

### **PTA**

We believe strongly that parent and family involvement in a child's education has a direct impact on the child's success in school. One of our priorities is to work with parents to develop strategies to increase family engagement in each child's education and in the school as a whole. The PTA and school community encourages parents to volunteer in classrooms, attend school functions, and establish home routines that will help children succeed.

ATTENDANCE AT PTA MEETINGS IS MANDATORY for all Co-op school parents or guardians. This policy has been established in an effort to ensure that all families share the tasks involved in running a successful school program. Attendance at PTA meetings also provides parents with an opportunity to learn about the school's educational program, and to become more involved in their children's education. PTA meetings often begin with presentations by teachers and/or students on activities that are taking place in the classroom.

Meetings are scheduled throughout the year and are listed in the school calendar. There is a \$20 fine for non-attendance at Co-op PTA meetings.

In addition to attendance at PTA meetings, it is crucial that all families help in supporting school fundraisers and events. Fundraisers are necessary in order to keep tuition costs down.

### **REPORTING STUDENT PROGRESS**

Report Cards are issued quarterly. Copies are kept electronically and can be requested in the office. Report Cards can be picked up in the office or at parent/teacher conferences. Conferences are held at the conclusion of the first, second and third quarters. Teachers are available to arrange additional conferences as needed.

Please keep your email and phone number up to date with the office so that teachers can communicate with you regarding your child's progress as needed.

### **SCHOOL DANCES (INCLUDING PROM)**

1. Once a student (and/or guest) arrives, they may not leave the premises. Any person who needs to leave early will not be allowed to re-enter. A parent or guardian will be notified ensuring safe transportation home.
2. Alcohol, drug use, tobacco, betel nut or other illegal substances will not be tolerated. Any person under the influence of illegal substances will be sent home and a parent/guardian notified. Co-op students will receive appropriate discipline from the principal on the first school day following the event.
3. Music will be school appropriate.
4. Behavior and dress will be school appropriate.
5. Co-op rules as stated in the Student Handbook will be followed.
6. No students are allowed hotel rooms the night of a Co-op event.



7. Students need to have rides pre-arranged with parents/guardians (no taxis).

### **STUDENT SUPPORT SERVICES AND OTHER SUPPORT SERVICES**

Students who are having difficulty learning and have not been successful with classroom interventions may be referred for Student Support testing and services. Referrals may be initiated by parents, teachers, or the principal. Parents must be notified of any specialized testing and/or programming for their child. The Student Support teacher evaluates the referred student. If the child qualifies for support, the Student Support teacher develops the Individualized Educational Program (IEP) and oversees the implementation of the IEP.

The Student Support teacher and support staff may provide other support services to students such as small group work, English Language Learning (ELL) support, and individualized support. The Student Support teacher and staff will also provide training for teachers on curriculum differentiation for students in need of additional support.

### **STANDARDIZED TESTING AND OTHER ASSESSMENTS**

Majuro Cooperative School uses the following assessments to measure student performance:

- MISAT, Marshallese Ministry of Education Test
- Fountas and Pinnell, Reading Assessment
- LAS Links Placement Test, English Language Proficiency Exam
- Classroom unit and lesson assessments
- Writing Benchmark
- Spelling Inventory

### **SUMMER SCHOOL**

Summer School is offered to all Co-op students for a three-week session following the school year. Elementary School students are recommended to attend if they are performing one year below grade level or if attendance was chronic throughout the school year.

Middle School students are recommended if they receive a C or lower in Math and/or English.

High School students are recommended if they fail a course(s) for a grade boost. Students may also attend if they would like to improve a quarterly grade. The Summer School grade is averaged with the lowest quarterly grade. The average replaces the original quarterly grade on the student's transcript. HS students must attend all three weeks of summer school to receive the boost.

### **TUITION AND FEES**

PreK-2 – 1st Grade Registration Fee (non-refundable):	\$155.00
2nd Grade - 8 <sup>th</sup> Grade Registration Fee (non-refundable):	\$165.00
High School Registration Fee (non-refundable):	\$215.00

Monthly Tuition, Fees and Lunch PreK-2/3	\$205.00*
Monthly Tuition, Fees and Lunch PreK-4 to 12th	\$250.00*

Elementary and Middle School Uniform	\$10.00
High School Uniform	\$15.00

\*A 40% fourth child discount is offered for immediate family members. Fourth child discounts are offered for the youngest child in a family.



Tuition must be paid in 10 equal monthly payments beginning August 7, 2019. The tuition deadline is the second Friday of each month – any payment made after the second Friday will be charged a late fee of \$20.00. Due to past difficulties in collecting tuition fees, and the burden this places on the operation of the school, it has been necessary to implement the following policy.

**If a student's tuition balance is at \$400, the student may be removed from class and sent home until a payment is made.** If this happens, the student may lose his/her place on the enrollment list. At registration, parents/guardians will sign an "UNDERSTANDING OF PARENT'S OBLIGATIONS" agreement, indicating understanding and agreement to the tuition payment policies.

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

Tuition and fee payments paid in-full between July 1 and the first day of school will receive a 5% reduction.

Co-op School does not charge a book fee, however, due to the high costs of textbooks and shipping, a textbook replacement fee of up to \$100 will be charged to students for loss or damage of textbooks. Students often take textbooks home for homework and are responsible for returning these books.

If a student leaves Co-op, the parents/guardians are asked to inform the office to formally withdraw the student and stop tuition charges. Failure to inform the office can mean that tuition will continue to be charged. Transcripts will be released when all fines/fees are paid in full and all textbooks, library books, and other materials are returned to Co-op.

*TUITION MUST BE PAID IF A STUDENT IS ABSENT FOR AN EXTENDED PERIOD.  
THIS ALSO APPLIES TO ALL HOLIDAY PERIODS AND EXTENDED VACATIONS.*

### **TUTORING AND STUDENT SUPPORT**

Support for students who struggle academically and socially is provided in a number of ways. In-class support will be provided by the classroom teacher, student support services teacher, counselor or teaching assistants. Teachers are available to meet with students after school until 4:00pm. Many teachers are also available for after school tutoring for a fee. Tutoring is arranged privately.

### **UNIFORM POLICY**

Majuro Cooperative School uniforms are red logo t-shirts in grades Pre-Kindergarten to 8th grade and red polo shirts with the Co-op School logo for high school. A clean and neat appearance is essential at all times to promote a positive image of Co-op School to the Majuro community. Any student who does not wear a uniform to school will be required to purchase one in the office. The cost of the uniform will be charged to the student's account. Students must wear appropriate shorts, skirts, and/or trousers with the red shirt. Jeans are allowed with rips below the knee.

Any student wearing an inappropriate uniform will be given a warning, asked to call home and is required to change.

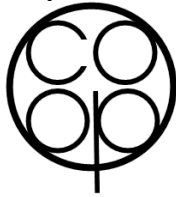
### **WATER AND WATER BOTTLES**

Drinking water is available for students on campus. All students should bring FULL water bottles to school each morning. Co-op School does not sell single use water bottles in an effort to manage waste.





## APPENDIX A: CHILD PROTECTION POLICY (adopted 2018)



MAJURO COOPERATIVE SCHOOL  
MARSHALL ISLANDS

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### *Child Protection Policy*

*Majuro Cooperative School is defining a standard for the treatment of all children and youth - that they are treated with respect and dignity at all times.*

*Children and youth have legal and moral rights to their individuality, that when protected, will develop into the ability to meet the needs of the family, community, and global society. Child protection standards defined by Co-op encompass all cultures and international law. When given reasonable cause to believe that these rights are violated, Co-op will seek all available resources to restore those rights.*

All staff employed at Majuro Cooperative School must report suspected incidences of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered or is at risk of suffering abuse or neglect. Reporting and follow up of all suspected incidences of child abuse or neglect will proceed in accordance with administrative regulations respective to this policy.

Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the respective organizations in Majuro, and/or to local authorities.

Majuro Cooperative School endorses the Convention on the Rights of the Child, of which the RMI, is a signatory and seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives.

Majuro Cooperative School will distribute this policy annually to all parents and applicants, will communicate this policy annually to students, will provide annual training for all staff, and will make every effort to implement hiring practices to ensure the safety of children.

In the case of a staff member reported as an alleged offender, Co-op will conduct an investigation following a carefully designed course of due process.

#### **Abuse**

*is that it is dependent on some form of a relationship that is used to meet the needs of the more powerful person, either a member of the family, a teacher, or a friend.*

Definitions of abuse are complex and based in various cultures of child-rearing behaviors, gender and role responsibilities and expectations. Research guides much of the definitions that are based in understanding the impact of certain behaviors.

#### **POSSIBLE INDICATORS OF PHYSICAL ABUSE**

- Unexplained bruises and welts on any part of the body
- Bruises of different ages (various colors)
- Injuries reflecting shape of article used (electric cord, belt, buckle, ping pong paddle, hand)
- Injuries that regularly appear after absence or vacation



- Unexplained burns, especially to soles, palms, back, or buttocks
- Burns with a pattern from an electric burner, iron, or cigarette
- Rope burns on arms, legs, neck, or torso
- Injuries inconsistent with information offered by the child
- Immersion burns with a distinct boundary line
- Unexplained laceration, abrasions, or fractures

**Abuse is:**

- Inflicting physical injury on a child by other than accidental means, causing skin bruising, burns, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function, death;

and/or

- creating a substantial risk of physical harm to a child’s bodily functioning;

and/or

- committing acts that are cruel or inhumane regardless of observable injury. Such acts may include, but are not limited to, instances of extreme discipline demonstrating a disregard of a child’s pain and/or mental suffering;

and/or

- assaulting or criminally mistreating a child as defined by either the criminal code or school policy;

and/or

- engaging in actions or omissions resulting in injury to, or creating a substantial risk to the physical or mental health or development of a child;

and/or

- failing to take reasonable steps to prevent the occurrence of any of the above.
- Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision—this would include failure to provide proper adult guardianship such as leaving children unsupervised at home for any extended period of time;

and/or

- Medical (e.g., failure to provide necessary medical or mental health treatment);

and/or

- Emotional (e.g., a pattern of actions, such as: inattention to a child’s emotional needs, failure to provide psychological care, or permitting the child to use alcohol or other drugs, specific examples may include verbal humiliation, refusing to acknowledge presence of child, invasion of privacy for no specific reason, violent threats, etc.).

***Neglect***

*is failure to provide for a child’s basic needs within their own environment.*

**POSSIBLE INDICATORS OF NEGLECT**

- Child is unwashed or hungry
- Parents are uninterested in child’s academic performance
- Parents do not respond to repeated communications from the school
- Child does not want to go home
- Parents cannot be reached in the case of emergency

**Behavioral indicators in and of themselves do not constitute abuse or neglect. Together with other indicators, such as family dynamics, they may warrant a referral.**



### **What happens when a teacher has reasonable cause to believe?**

These indicators of abuse and neglect will be used by the staff member as a guideline for reporting to the counselor and/or coordinating principal, who will determine if the case needs further attention.

A report must be made when a staff member has reasonable cause to believe that a child has suffered abuse or neglect. All reports are confidential.

### ***Sexual Abuse***

*is committing or allowing to be committed any sexual offense against a child as defined in either the criminal code of the host country or school policy, or intentionally touching either directly or through clothing, the genitals, anus, or breasts of a child for other than hygiene or child care purposes.*

### **POSSIBLE INDICATORS OF SEXUAL ABUSE**

- Sexual knowledge, behavior, or use of language not appropriate to age level
- Unusual interpersonal relationship patterns
- Venereal disease in a child of any age
- Evidence of physical trauma or bleeding to the oral, genital, or anal areas
- Difficulty in walking or sitting
- Refusing to change into PE clothes, fear of bathrooms
- Child running away from home and not giving any specific complaint
- Not wanting to be alone with an individual
- Pregnancy, especially at a young age
- Extremely protective parenting

Sexual abuse has some different characteristics of child abuse that warrant special attention.

While physical abuse is often the result of immediate stress and not usually planned, sexual abuse requires planning with results that are more insidious. The planning, referred to as Grooming, often results in victims accepting the blame, responsibility, guilt and shame for the sexual behavior of the offender. Sexual abuse requires far more secrecy than other forms of child abuse, so is more difficult to report.

Many victims, through the process of grooming, are taught that the sex is a form of love, so tend to love their offender and often present as happy and well-adjusted children with no negative symptoms because of their perception of being loved. Working with the sexual offender cannot be done by school counselors.

### ***What happens after suspected abuse or neglect is reported?***

**Where there is cause to suspect** child abuse or neglect, it is the responsibility of the staff member to report their suspicions to the counselor and coordinating principal. All staff, faculty and administrators are mandated to report incidences of abuse and neglect. All Co-op employees are also required to report suspicion of abuse or neglect. All reports of abuse and neglect must be made to the coordinating principal immediately.

### **Procedures for reporting suspected cases of child abuse or neglect**

#### **Step 1**



When a child reports abuse or there is reasonable cause to believe that abuse is occurring, the teacher will seek advice from the school counselor/coordinating principal within 48 hours. The principal and/or School Counselor will take initial steps to gather information regarding the reported incident and will form a school-based response team as needed to address the report. The response team will include the school counselor, the elementary principal and the middle/high school principal. In all cases, follow up activities will be conducted in a manner that ensures that information is documented factually, and that strict confidentiality is maintained. The following procedure will be used:

- 1). Interview staff members as necessary and document information relative to the case.
- 2). Consult with school personnel to review the child's history in the school.
- 3). Determine the course of follow-up actions.

## **Step 2**

Based on acquired information, a plan of action will be developed to assist the child and family.

Actions that **may** take place are:

- Discussions between the child and counselor in order to gain more information. Depending upon the age of the child, these discussions may include drawing pictures and playing with dolls to elicit more information as to what may have occurred.
- In-class observations of the child by the teacher, counselor, or principal.
- Meetings with the family to present Co-op's concerns.
- Referral of the student and family to external professional counseling.
- Informal consultation with local organizations and/or authorities.

**Most cases of suspected abuse or neglect will be handled by the school counselor, such as those involving:**

- *Student relationships with peers*

***Some cases will be referred to outside resources, for example:***

- *Parenting skills related to disciplining children at home*
- *Student-parent relationships*
- *Mental health issues such as depression, low self-esteem, grieving.*
- *Mental health issues such as depression, psychosis, dissociation, suicide ideation.*

***Cases reported for investigation and outside resources:***

- *Severe and ongoing physical abuse or neglect*
- *Sexual abuse and incest.*

***In extreme cases when families do not stop the abuse or concerns remain about the safety of the child, reports could be made to:***

- *The Marshall Islands Police Department*

## **Step 3:**

After a reported and/or substantiated case of child abuse or neglect:

- The counselor will maintain contact with the child and family to provide suggestions for support and guidance as appropriate.
- The counselor will provide the child's teachers and the principal with ongoing support.
- The counselor will provide resource materials and strategies for teacher use.
- The counselor will maintain contact with outside therapists to update the progress of the child in school.

All documentation of the investigation will be kept in the child's school confidential records file. Records sent to schools to which their student may transfer will be flagged to let the receiving school know there is a confidential file for the child. Co-op will make every attempt to share this information to protect the child.





If the abuse or neglect allegation involves a staff or faculty member of Co-op, the principal will follow policy pursuant to ethical professional behavior.

### In Conclusion

#### The Co-op child protection policy works for the child, the family and the community

The Co-op Child Protection Policy works to respond at all three levels.

**THE COMMUNITY** - at-risk characteristics include limited laws on child protection, limited resources to families, unusually high work stress placed on parents, acceptance of inappropriate behavior towards children (excessive corporal punishment) - strictly implements the Child Protection Policy, trains teachers to recognize abuse, trains counselors in supporting families, trains and supports parents in protective behaviors, networks with community and health services for holistic referrals, networks with local authorities

**THE FAMILY** - at-risk characteristics include parents under stress, families with perceived less support and access to resources, parental/family history of inappropriate discipline as children. Co-op works with parents to understand appropriate discipline, networks with community and health services, teaches parents child protection practices

**THE CHILD** - at-risk children include those with difficult temperament, defiance, health issues, social or academic difficulties, and those unaware of their rights to protection

*All documentation of the investigation will be kept in the child's school confidential records file. Records sent to schools to which their student may transfer will be flagged to let the receiving school know there is a confidential file for the child. Co-op will make every attempt to share this information to protect the child.*

*If the abuse or neglect allegation involves a staff or faculty member of Co-op, the principal will follow policy pursuant to ethical professional behavior.*



**Majuro Cooperative School**

**Report of Actual or Suspected Child Abuse or Neglect Form**

Time and Date of Report:

Reporting Staff Member:

Name of Person at CO-OP that incident was reported to:

Name of child, age, grade level and gender:

Parent's names and contact details (include address and phone#):

Type of suspected Abuse:      Physical\_\_\_ Emotional\_\_\_      Sexual\_\_\_      Neglect\_\_\_      Other\_\_\_

Brief Narrative of Incident (include where, when and how the disclosure took place)

Date, Time and place the alleged abuse happened:

The names of witnesses if available when the abuse occurred:

The account that was given of the allegation with the nature of abuse and outcome, if known:



## APPENDIX B: DISCIPLINE POLICY *(updated October 2019)*

The mission of Majuro Cooperative School is to provide an environment that will allow each student to reach his or her potential. We believe that students share the responsibility for creating an atmosphere that is conducive to learning. Should a student interfere with this mission, the Discipline Policy will be used to maintain a positive school climate. To support our mission, each teacher will enforce classroom rules. If classroom rules are violated three times, the student will move to Level One of the Discipline Policy.

<p><b>Level One Offenses</b></p> <ul style="list-style-type: none"> <li>● Violations of classroom rules.</li> <li>● Refusing to participate in class activities when assigned.</li> <li>● Showing lack of respect to classmates, staff or school community.</li> <li>● Using negative body language, hateful words or demeaning comments.</li> <li>● Refusing to complete class or homework assignments.</li> <li>● Disrupting the learning of classmates.</li> <li>● Refusal to wear school uniform after one reminder.</li> <li>● Unauthorized (without teacher's permission) use of a personal device during class.</li> <li>● Inappropriate use of a personal device at any time while on campus (filming/taking photos of others without permission, etc.)</li> <li>● Exiting the classroom without permission from the teacher.</li> </ul>	<p><b>Level One Consequences</b></p> <ul style="list-style-type: none"> <li>● Parent notification.</li> <li>● Conference with the teacher, parent and principal.</li> <li>● One hour after school detention with the principal.</li> </ul>
<p><b>Level Two Offenses:</b></p> <ul style="list-style-type: none"> <li>● Three Level One offenses within one semester</li> <li>● Stealing</li> <li>● Defacing school property</li> <li>● Fighting</li> <li>● Cheating</li> <li>● Plagiarism</li> <li>● Truancy – on campus</li> </ul>	<p><b>Level Two Consequences:</b></p> <ul style="list-style-type: none"> <li>● Conference with the teacher, parent and principal followed by a parent-student in class observation.</li> <li>● One – three hours after school detention with the Principal. (Detention may be spread out over multiple days).</li> <li>● Saturday school</li> </ul>
<p><b>Level Three Offenses:</b></p> <ul style="list-style-type: none"> <li>● Three Level Two offenses within one semester.</li> <li>● Bullying others, either in person or through cyber bullying.</li> <li>● Truancy – off campus</li> <li>● Use and/or possession of cigarettes or betel nut. (on campus or at off-campus school functions)</li> <li>● Intoxication at school or at a school function as a result of off-campus consumption of alcohol or an illicit drug (minimum immediate suspension- 3 days)</li> </ul>	<p><b>Level Three Consequences:</b></p> <ul style="list-style-type: none"> <li>● Conference with the teacher, parent and Principal.</li> <li>● Suspension from school events for one month (sporting events, movie nights, retreats, etc.)</li> <li>● First offense: Saturday school.</li> <li>● Second offense : 1-5 days out of school suspension.</li> <li>● Third Offense: Expulsion Hearing with School Board.</li> </ul>
<p><b>Level Four Offenses:</b></p> <ul style="list-style-type: none"> <li>● Use and/or possession of alcohol, marijuana or any other restricted (illicit) substance on school grounds or at a school function.</li> <li>● Possession of a weapon on school grounds or at a school function.</li> </ul>	<p><b>Level Four Consequences:</b></p> <ul style="list-style-type: none"> <li>● Conference with the teacher, parent and Principal.</li> <li>● Reported to policy</li> <li>● Immediate expulsion from Co-op School.</li> </ul>

If a student commits a Level Three offense more than three times in one academic year, he or she will be referred to the Majuro Cooperative School Board of Directors for an Expulsion Hearing.

Level Four Offense expulsion hearing at the discretion of the principal.

## APPENDIX C: BRING YOUR OWN DEVICE (BYOD) POLICY

### Majuro Cooperative School BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the school's BYOD policy and that:

I will use the school's Wi-Fi network for learning.

I will use my device during school activities at the direction of the teacher.

I will not attach any school-owned equipment to my mobile device without the permission of the school.

I will use my own portal/internet log-in details and will never share them with others.

I will stay safe by not giving my personal information to strangers.

I will not hack or bypass any hardware and software security implemented by the school.

I will not use my own device to knowingly search for, link to, access or send anything that is:

- offensive
- pornographic
- threatening
- abusive or
- defamatory
- considered to be bullying.



**Majuro Cooperative School  
BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT**

\_\_\_ I will report inappropriate behavior and inappropriate material to my teacher.

\_\_\_ I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

\_\_\_ I acknowledge that the school cannot be held responsible for any damage to, or theft of my device.

\_\_\_ I understand that I am not allowed to give my personal device to friends or neighbors who are not Co-op students to use the school's Wi-Fi.

\_\_\_ I understand that I should read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.

\_\_\_ I have read the BYOD Student Responsibilities document and agree to comply with the requirements.

\_\_\_ I have read and will abide by the Majuro Cooperative School High School Technology Acceptable Usage Policy.

Date: \_\_\_\_\_

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Parent/caregiver name

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/Caregiver Signature



## Majuro Cooperative School TECHNOLOGY ACCEPTABLE USE POLICY

I understand that Majuro Cooperative School provides a technology rich environment to enhance student learning. Technology is an integral part of my educational experience as a student and my use of it must support the educational objectives of the school. I agree to comply with the expectations of the school and use technology in a responsible and appropriate manner. I understand that the school's definition of technology includes, but is not limited to, computers, peripherals, electronic devices, software, Internet, e-mail, cellular telephones, personal digital assistants and all networks. My use of the Majuro Cooperative School technology is a privilege. I am responsible for the appropriate use of all technology to which I have access.

### Terms of Acceptable Technology Use Agreement

1. I am personally responsible to use Majuro Cooperative School technology only in support of education, research, and the educational goals and objectives of the Majuro Cooperative School.
2. I will not access or attempt to access personal web pages, Facebook, instant messages, chat rooms, forums, e-mail, message boards, or host personal web pages, except school-approved, teacher-supervised filtered Internet communication during the instructional day.
3. I will not transmit any material prohibited by statutes. This includes, but is not limited to, copyrighted material; threatening, pornographic, or obscene material; or material protected by trade secret.
4. I will not use Majuro Cooperative School technology, including computers, e-mail addresses, or web pages for commercial, non-profit, political, or religious purposes.
5. If I have any questions about these rules, I will ask my teacher to help me understand them.
6. I am aware that the inappropriate use of technology and electronic information resources can be a violation of school rules, resulting in discipline, including loss of technology privileges. Violation of local, state, and federal laws may result in consequences including prosecution for violating these laws.
7. I agree to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to:
  - **BE POLITE:** I will never create or transmit, or tell others to create or transmit mean or hurtful messages.
  - **USE APPROPRIATE LANGUAGE:** I will never swear, use other inappropriate language, or threaten or embarrass others.
  - **RESPECT PRIVACY:** I will not tell my home address or phone number; or give out full names, addresses or phone numbers of family members, or the full names, addresses or phone numbers of other students.
  - **AVOID DISRUPTIONS:** I will not use technology in any way that would disrupt its use by others.



• **BE HONEST:** I will always use my real name when using technology. I will not post or transmit anonymous messages or represent a message to have been written by someone else. I will always sign all messages I send with my name and e-mail address.

8. I will maintain the security of Majuro Cooperative School technology. I will report all security problems with Majuro Cooperative School computers to the system administrator immediately. I will only demonstrate the problem to my teacher, an administrator and/or support technicians. I will never use another individual's account or reveal my password to anyone. I understand that if my behavior creates a security risk, I may be denied access to technology and may be disciplined and/or prosecuted.

9. I agree not to alter Majuro Cooperative School pre-set software images.

10. I agree not to use personal technology on school grounds or during school sponsored activities or utilizing any aspect of Majuro Cooperative School technology in a manner that violates the terms of this acceptable use of technology agreement.

11. I agree not to misuse technology. Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school computers. I understand that my misuse of technology may result in loss of technology privileges, disciplinary action, and/or possible legal referral. I am aware that Majuro Cooperative School governs my use of technology at school.



## BYOD Student Responsibilities

*The purpose of BYOD is to promote the 21<sup>st</sup> century skills of collaboration, creativity, critical thinking, and communication.*

### **Acceptable Devices:**

Acceptable devices include: Tablets (GalaxyTab, iPads, Nexus), Laptops, any Wireless Device that can be used for educational use.

### **Operating system and anti-virus:**

Students must ensure they have a legal and licensed version of a supported operating system and of software. If applicable, students' devices must be equipped with anti-virus software.

### **Battery life and charging:**

Students must ensure they bring their device to school fully charged for the entire school day. Students are responsible for bringing their own chargers and keeping them safe. Chargers should be labeled.

### **Theft and damage:**

Students are responsible for securing and protecting their devices at school.

*\*\*Any loss or damage to a device is not the responsibility of the school.\*\**

### **Confiscation:**

Students' devices may be confiscated and/or student's BYOD privileges revoked if the school has reasonable grounds to suspect that a device contains data or is used in such a way that breaches the BYOD Student Agreement.

### **Maintenance and support:**

Students are solely responsible for the maintenance and upkeep of their devices.

### **Data back-up:**

Students are responsible for backing-up their own data and should ensure this is done regularly.

### **Insurance/warranty:**

Students and their parents/caregivers are responsible for arranging and understanding the warranty conditions for the device.





**APPENDIX D: WALKING FIELD TRIP PERMISSION FORM**

Dear Family,

There may be times this year when our class will take a short walking tour of our community as an extended learning experience. For example, as part of our social studies or science curriculum, we may visit government offices, the hospital, the bank, and businesses. Please sign and return the form below, so we know that you have given your child permission to participate on these short trips throughout the year.

Thank you!

My child, \_\_\_\_\_ has permission to accompany his/her class on short walking trips in Majuro.

Parent Signature

Date

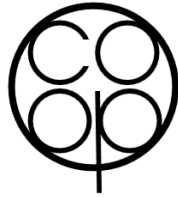
Comments:

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## APPENDIX E: ANTI-BULLYING POLICY (Adopted 2018)



MAJURO COOPERATIVE SCHOOL  
MARSHALL ISLANDS

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### Anti-Bullying Policy

*The staff at Majuro Cooperative School strongly believes that every student deserves to feel safe at school; therefore, our school enforces an "anti-bullying" policy.*

#### Co-op School Definition

Bullying is when a person intentionally and/or continually inflicts injury or discomfort upon another person, through physical contact, through words or in other ways.

#### Bullying can be:

- *Emotional:* being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures, taking food)
- *Physical:* pushing, kicking, hitting, punching or any use of violence
- *Racist:* racial taunts, graffiti, gestures
- *Sexual:* unwanted physical contact or sexually abusive comments, focusing on the issue of sexual orientation, verbal name-calling, sarcasm, spreading rumors, teasing
- *Cyber:*
  - All areas of internet: email and Internet chat room misuse
  - Mobile threats by text messaging and calls
  - Misuse of associated technology, i.e. camera and video

#### Objectives of the Anti-Bullying Policy

1. All teaching and non-teaching staff, pupils and parents will have an understanding of what bullying is.
2. All teaching and non-teaching staff will know what the Co-op Behavior Policy and Anti-Bullying Policy and procedures are and follow them when bullying is reported.
3. All pupils and parents should know what the school policy and procedures are on bullying and what they should do if bullying arises.
4. Students and parents should be assured that they will be supported when bullying is reported.



*When staff consistently implements the guidelines outlined in this document and in the behavior policy, bullying will be prevented.*

### **Possible Signs and Symptoms**

*(The signs and behaviors listed below are potential indicators of bullying and should be considered and investigated by adults. This list may also indicate other issues than bullying.)*

- Begins to do poorly in school
- Is frightened to say what's wrong
- Refuses to go on the school bus and begs to be driven to school
- Is reluctant to go to school
- Becomes introverted, anxious or shows a lack in confidence
- Attempts or threatens suicide or runs away
- Cries to sleep at night or has nightmares
- Feels ill in the morning
- Has possessions which are damaged or 'go missing''
- Has unexplained cuts or bruises
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber/text message is received
- Gives improbable excuses for any of the above

### **Procedure at Co-op for Possible Bullying Incidents**

1. Students will know the procedure of reporting bullying incidents to appropriate staff
2. In cases of bullying, the incidents will be recorded by staff through email to the coordinating principal and documented in student files
3. Students involved will participate in discussions to gain a clear understanding of the issues and the bullying behavior or threats of bullying will be investigated
4. In serious cases parents will be informed and will be asked to come for a meeting to discuss the issue
5. Support will be provided to the victim
6. Support will be provided to the bully
7. The bully will receive consequences and guided to proper interactions with the victim
8. If possible, the students will be reconciled
9. After the incident/s have been investigated and dealt with, each case will be monitored by staff to ensure repeated bullying does not take place
10. In serious cases, the school board will be notified and possible suspension or even exclusion will be considered.

***This Anti-bullying Policy should be considered alongside all other relevant Co-op policies and procedures in particular the Co-op Behavior Policy and the Student Support Services Policy.***





MAJURO COOPERATIVE SCHOOL  
MARSHALL ISLANDS

### Bully Reporting Form

The staff at Majuro Cooperative School strongly believes that every student deserves to feel safe at school; therefore, our school enforces an "Anti-Bullying" policy. Complete this form to report to administration any problems you are having with other students or adults while you are at school. It is important that detailed information is given so action can be taken. You can also tell an administrator or teacher about any bullying you may have experienced.

*Either way, we will keep your information confidential.*

#### Type of Incident

- € **Emotional:** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures, taking food), verbal name-calling, sarcasm, spreading rumors, teasing
- € **Physical:** pushing, kicking, hitting, punching or any use of violence, unwanted physical contact
- € **Racist:** racial taunts, graffiti, gestures
- € **Cyber-bullying:** All areas of internet: email and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities
- € **Other:** \_\_\_\_\_

Who is the victim? If more than one, include all names \_\_\_\_\_

Who is the perpetrator (person doing wrong)? If more than one person, include all names \_\_\_\_\_

Time and Date incident happened \_\_\_\_\_

Please state where incident happened (example: hallway in middle school, on the basketball court, etc.) \_\_\_\_\_

Description of the incident (give all details)

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

Have you reported this incident to anyone yet? If so, to whom? (teacher, parent, etc.)

\_\_\_\_\_

Your name (Optional) \_\_\_\_\_



## APPENDIX F: ATHLETIC CONTRACT

### ATHLETIC CONTRACT (Grades 3 – 12 Only)

Being a Co-op athlete is a privilege and with privileges come responsibilities. We expect our players to:

- a. Uphold the general rules of the Student Handbook to include but not limited to all rules referencing betel nut, tobacco, drugs and alcohol.
- b. Maintain a 2.0 GPA.
- c. Display good sportsmanship at all times. This includes:
  - i. Shaking hands with players from the other team.
  - ii. Respecting the coaches, athletic director and game officials and their decisions.
  - iii. Displaying gracious behavior in both wins and losses.
  - iv. Keeping remarks positive
  - v. Showing concern for an injured player, regardless of team.
- d. Refrain from negative behaviors including;
  - i. Negative language including name calling and profanity.
  - ii. Fighting
  - iii. Verbal disagreements with coaches, athletic director and/or game officials

Playing on a Co-op team is a privilege, not a right. Failure to comply with the above expectations may result in:

- a) Loss of playing privileges for one game, or up to the entire season, depending on the severity of the infraction.
- b) Loss of privilege for attending athletic events for one game, or up to the entire season, depending on the severity of the infraction.
- c) Further discipline which may include discipline as outlined under the general rules of the Student Handbook as well as assignment of written and/or verbal apologies.

I, \_\_\_\_\_, as a Co-op athlete, recognize there are high expectations for my conduct both during competition and as a student. I agree to adhere to the above expectations and understand that if at any time I do not live up to the terms of this contract, my participation may be restricted or terminated.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## APPENDIX G: ATTENDANCE POLICY (adopted May, 2019)



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### Attendance Policy

*'To learn school, you have to be in school'*

For Co-Op students to gain the greatest benefit from their education, it is vital that they attend regularly; be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Helping to create a pattern of regular attendance is the responsibility of parents/families, students and all members of school staff.

#### **Absence**

Any time out of lessons has an effect on learning. Co-Op requires all students to be in school all of the time.

Any absence from school is recorded, along with the reason given.

Co-Op understands the occasional need to be absent, whether due to family emergencies, illness, medical treatment, school representation or other unavoidable reason. All absence needs to be stated and reasons given.

#### **Chronic Absenteeism (CA)**

A student is defined as a **'chronic absentee'** when they miss 10 days or more per semester, or 20 days in a year (10% or more of year)

When a student is at risk of Chronic Absence, we will inform the parent/family.

All Chronic Absence pupils and their parents/families will be invited to meet and discuss what support / action is required. This will include a contract where targets are provided to raise attendance.

#### **Absence Procedures**

**If a child is absent from school the parent/family must follow the following procedures:**

- Contact the school on the first day of absence *before 10.00 am*
- Contact the school on every further day of absence, again *before 10.00am*
- Ensure that your child returns to school as soon as possible

**If your child is absent we will:**

- Contact you using the contact numbers that you have provided in order to gain an explanation for the absence.
- Write to you if your child's attendance is approaching 'chronic'.
- Invite you in to school to discuss the situation with the principal if absences persist

#### **Lateness/Tardy**

Continued lateness is not acceptable. If a child misses the start of the day / lesson he/she can miss work and do not spend time with his/her class teacher getting vital information. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage further absence. Four tardies equals one day of absence.

**How we manage lateness:**

The school day starts at **8:00 am**, attendance is completed at **8.10am**



Any student arriving after 8:10am is required to sign in at the office, providing a reason for his / her late arrival. At 10:05 am attendance is closed. If your child arrives after that time, he/she will receive a mark that shows him / her to be at school, but will count as absent.

**Early departure from School**

Early departure can lead to disruption in the classroom affecting both teaching and learning. All students leaving school before the end of the day are required to have a parent / guardian be present and sign the student out at the office.

**Withdrawal from School**

Parents are required to complete a 'Withdrawal form which can be obtained from the school office for any pupil leaving Majuro Cooperative School during the school year. This form is essential to ensure that we know and safeguard the whereabouts of all of our pupils.

**This form also stops future tuition payments to your account and un-enrolls your child from Majuro Cooperative School.**

**If absent or tardy:**

<b>Infraction</b>	<b>Penalty</b>
4 Tardies (8:10-10:05 AM) <i>in a calendar month</i>	After School detention
8 Tardies (8:10-10:05AM)	Saturday School
12 Tardies (8:10-10:05AM)	One Day In-School Suspension
16 Tardies (8.10-10.05AM)	One Day External suspension
<b>NOTE: Each set of four tardies will also receive a one day absence</b>	
Arrival after 10:05 AM	Marked absent
<b>Warning letter - 7 days absence (semester)</b>	
<b>Chronic Absence (CA)</b> Absent for 10 days per semester – parent meeting, student put on attendance contract*	

\*Student contract

Upon CA (chronic absence), family and student to attend meeting to agree future action / support. An attendance / academic contract is issued to student, the following steps will be taken:

- Student 'passes' and is removed from contract
- Contract period is extended
- A specific subject is failed (credit not given – High School)
- Current grade level is failed (student not promoted)
- Student not enrolled (for following school year)



- Student is unenrolled (leave school)

