

Carden School of Fresno
Student/Parent Honor Code
2021 – 2022

Introduction

A great school does not develop by accident. It is the product of the decisions made by administrators, staff, students, and families. Carden is no different in this regard.

Parents: By choosing to enroll your child in Carden, you are making an important decision about their education. You are also making a commitment to uphold the values and principles of our school. This was a decision that required careful thought and consideration, and we are thankful that you have chosen Carden.

Students: By attending Carden each day, you also choose to uphold the values and principles of our school. This should not be taken lightly. At Carden, we expect our students to conduct themselves with our three virtues – character, integrity, and wisdom. In short, we expect that you will live your lives with honor.

In this Honor Code, you will find pages for both student and parent conduct. You will learn the expectations of the school, and you will understand our process for correcting errors in behavior. At the end of this, you will be required to sign an Acknowledgement Page.

This Honor Code is brief and to the point. This was done intentionally. Students at Carden understand the difference between right and wrong. You are taught good character each day at school, both by your teachers and at home with your families. You know how to carry yourselves with good manners, with courtesy, and with respect.

The choice, however, is yours.

Each of us is responsible for our own conduct. Each of us is responsible for adhering to the principles of our school, for working together to create a vibrant, exciting, and rewarding environment.

Our Honor Code is not intended to be a harsh set of rules to follow. Rather, it is intended to help you grow in a school in which you are safe, cared for, and free. Through strict self-discipline, each of us will be free to thrive this year.

Please give this Honor Code careful consideration. Discuss it as a family. We require each family to sign this agreement before beginning school, so please make a thoughtful decision regarding this year at Carden. If you do not agree with the principles set forth in this document, perhaps Carden is not the appropriate school for you. However, if you can commit to living this school year with honor, then together we can make Carden a truly great place.

Student Conduct

Carden School of Fresno prides itself in the conduct of its students. A safe, well-disciplined, neat, and clean atmosphere provides the best learning environment for students to take full advantage of educational opportunities. The purpose of an honor code is to promote genuine development, to increase respect for adults and peers, to assist the growth of self-discipline, and to provide an environment conducive to learning.

We believe that life-long success depends on a person's ability to assume control over his/her own behavior. This means that the individual must take the responsibility for making appropriate decisions regarding achievement, interactions, safety, and environment.

This is achieved only through daily, mindful decision-making. One of the most valuable lessons of a Carden education is that students are ultimately responsible for their own choices. Eventually, students should come to understand that they are not the victims of circumstance; rather that they are in charge and accountable for the effects of their own behavior. We expect students to make the following choices every day:

- Be kind to one another
- Work diligently
- Respect the property of others
- Wear the school uniform proudly
- Come to school on time and prepared
- Speak with poise, confidence, and proper language
- Demonstrate appropriate behavior with self-discipline, courtesy, and consideration for the teacher and classmates

Special Notes Cell Phones

Carden School of Fresno is designed to be a distraction-free learning environment. For this reason, cell phone use is not allowed on campus, unless under the supervision of the teacher.

We understand that this may cause some anxiety for both students and parents. Please know that parents may contact their child by contacting the school office. Messages will be relayed to the appropriate classroom.

Uniforms

The Carden uniform should be worn with pride. It is a symbol of the unity and honor that comes with being a Carden Lion. Students who refuse to comply with our uniform guidelines will be corrected by our staff, and a parent conference will be called if necessary.

Please understand that by repeatedly refusing to comply with our uniform policy, you are making a deliberate choice to not be part of our school community. Continued or egregious violations of our policy will result in your dismissal from Carden. Please see our Uniform Policy in the Policy and Procedures Guide for more information.

Parent Conduct

By enrolling your son or daughter in our school, you agree to abide by the regulations and policies set forth in this Handbook and recognize the school's right to govern student behavior and enforce these regulations. Student conduct and discipline are ultimately the responsibility of the parents. In the interest of the child and the school, parents are expected to support the teacher and school in establishing and maintaining excellent behavior.

Occasionally, you may have a concern regarding your child, another student, a teacher, or an assignment. Any concerns should be addressed first to your child's teacher in private. Many issues can be resolved quickly and most efficiently with a discussion with the primary teacher. If you feel the problem warrants further discussion, an appointment may be made with the office. As your child's most important educator, you understand that you teach your child best by your own example of character, responsibility, and respect.

Discipline at Carden School is considered an aspect of guidance. It provides a classroom conducive to learning, promotes character training, maintains an atmosphere which upholds moral values, and emphasizes the importance of self-discipline and correct choices. Discipline is one of the fundamental elements that aid the process of maturing and becoming a productive member of society. Developing habits of self-discipline characterizes the move of an individual from external control toward becoming an effective, self-directed adult. For these reasons, students and parents are expected to conduct themselves properly and with honor.

Students and parents on school-sponsored activities are representatives of Carden School. Their conduct is expected to conform to the regulations set forth by the Carden administration and the sponsor of the event. Parents who chaperone a field trip or attend a school function have the responsibility of modeling the same standards that we expect from the children.

Carden School of Fresno has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The school recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. Unless otherwise indicated, these behavioral expectations apply to all students, school personnel, parents and other visitors when on school property or attending a school function.

Students learn best when they are free of interference by others and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school. Should these policies not be followed, the school has the right to dismiss the child from Carden School of Fresno.

Disciplinary Procedure

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

~Mae Carden

At Carden, students are expected to conduct themselves with character, integrity, and wisdom. We recognize that this does not happen immediately, but through careful, disciplined decision-making. It requires total commitment from the students, the staff, and the Carden families.

The Carden staff will ensure that students follow our honor code each day. We will model correct behavior, will set appropriate standards for conduct and achievement, and will provide an environment that allows students to grow and learn. We cannot do this alone.

Ultimately, students' behavior is the result of their own choices. The Carden staff has the responsibility of helping students face the outcomes of their decisions. For this reason, we have created the following disciplinary procedure.

Please keep in mind that students may be corrected throughout the day for minor infractions (e.g., failing to tuck in a shirt, forgetting a pencil, speaking out of turn in class). For more serious disciplinary reasons – or for constant repetition of the same infraction – we will follow this step-by-step process:

Step 1: Parent Contact

For this example, we will use a child being removed from class for disciplinary reasons. At this point, the teacher and headmaster will speak with the student, and a letter will be sent home. The parent will be expected to sign and return the letter within two days. Any questions can be directed to the headmaster or teacher.

Step 2: Parent Conference

If the child is removed from class a second time, the parents will be called in for a conference with the headmaster, student, and parents. A record of the conference will be created and signed by both the parents and student. At this point, the student and parents will be informed that further poor behavior will result in dismissal.

Step 3: Dismissal

We hope to not reach this step. However, we also cannot shield students from the outcomes of their decisions. If a student willfully chooses to engage in poor behavior, he is choosing to not be part of our school community. The only outcome at this point is dismissal.

Students have numerous opportunities to succeed each day. They also have opportunities to correct their mistakes with the help of their parents, friends, and the Carden staff. The choices remain their own. If any student, parent, or staff member chooses to not be part of this school community – either through statements or conduct – he or she will be dismissed.

Carden is a special place, but it does not happen by accident or good fortune. It is a special place because we make it that way. We should commit then to making this the greatest learning community for our students, staff, and families.

**Acknowledgment of Receipt of The Carden School of Fresno Student/Parent
Honor Code**

This is to acknowledge that we have received a copy of the Carden School of Fresno Student/Parent Handbook as well as the Honor Code Policies and Procedures and understand that it sets forth the terms and conditions of our child's enrollment as well as the duties, responsibilities and obligations of us as parents with Carden School of Fresno. We all understand and agree to abide by and be bound by the rules, policies and standards set forth in the Student/Parent Honor Code.

Parent Name

Signature

Student Name(s)

Date