

The Parents' Primer

Fide et Amore -- "Through Faith and Love"

in cooperation with
Carden Conejo School
975 Evenstar Avenue
Westlake Village, CA 91361
805-497-7005
CardenConejo.org

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

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The Parents' Primer

Carden Conejo School

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The Parents' Primer

Carden Conejo School

1. What you will find in *The Parents' Primer*

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

Each year is a bit different from the last, so the information presented here may vary slightly from what you and your family encounter. Please read this booklet through quickly, before school begins. This will help you gain your bearings if you are a new family, or to refresh your recollections and see what lies ahead in the next grade for your child, if you are a returning family. Throughout the year, The Parents' Primer can act as a resource for questions that may arise. Please sign the enclosed sheet showing that you have read and understand the policies printed within, and return it to the office.

2. The Carden philosophy

The Carden Method of instruction was developed by Miss Mae Carden in the first half of the twentieth century. Several hundred schools in the United States follow Miss Carden's methods today, aspiring to replicate the following description of Miss Carden's school, printed in 1937 in the *Brooklyn Eagle* newspaper:

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

3. Carden Conejo School

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

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

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

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

Carden Conejo School, formally known as The Carden Junior School of Thousand Oaks, Inc. was founded in 1971 by Mary Carpenter and Thelma Sitton, who together founded Viewpoint School in Calabasas. In 1981, Nancy H. Carsten and Georgan T. Schmitz acquired Carden Conejo School. In the spring of 2005, Holly and Bob Fleming purchased the school from Mrs. Carsten and Mrs. Schmitz. For the nine previous years, Mrs. Fleming was a teacher at the school. Mr. Fleming's background is in business and finance in the television industry.

4. Who's Who at Carden Conejo

a. Administration, teachers and staff; the school office. Carden Conejo School was founded in 1971. Nancy Carsten and Georgan Schmitz purchased the school in 1981. Holly and Bob Fleming became owners in 2005. Mr. Fleming manages the business affairs of the school, and Mrs. Fleming oversees academic matters. The Pre-School and Pre-Kindergarten have their own director, Mrs. Karen Smith. She works in concert with Mrs. and Mr. Fleming.

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

School News- You will receive each month a copy of *The Sundial*, the official newsletter of Carden Conejo School. It keeps you up-to-date on current issues and events. Please read it as there may be calendar changes or other important news.

Families with children in Pre-School or Pre-Kindergarten, will also receive a monthly Sunbeam in their child's backpack that presents events of special interest to the Lower School.

b. Students. The student body of Carden Conejo School is a varied and interesting group of children, from many different ethnic, cultural and religious traditions. Each year approximately 300 students are enrolled in Pre-School, Pre-Kindergarten, Kindergarten and First through Eighth Grade. We do not accept students that are diagnosed as ADD or ADHD or with other related problems. We find that the child's needs are not met by our method.

5. Daily life at Carden Conejo

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

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

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

Opening: Fifteen minutes are devoted to the Pledge of Allegiance, a patriotic song, current events and weather, followed by a nondenominational school prayer.

Morning: Reading, spelling and language

Recess: All classes have a break or recess period in mid-morning when a suitable snack is permitted (see below for snack details).

Post-recess: Arithmetic.

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

Afternoon: French, science, history, geography, literature and enrichment material. Art, music and computer are offered for one hour each week.

Sports: All classes have 1/2 hour of sports daily.

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

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

Do not park and walk your child to class. Some parents take this time to confer casually with their child's teacher. Your child's teacher is preparing for teaching.

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

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

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

-- **Do not engage the teachers in conversation here.** Please do not carry on

conversations with the teachers and staff at the curb; this delays the drop-off procedure. If you have a question or comment, please let your child out, park and go to the office with your question or concern.

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

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

All students may purchase hot lunch or bring lunch from home. Parents should ensure their children's lunch includes items from all four of the major food groups. For hot lunch, you may purchase a packet of lunch tickets in the Carden Conejo office, and have your child present a ticket to their teacher in the morning. Hot lunch is delivered from local resources. Menus are sent home once a month.

Children bringing lunch from home keep the lunch bags or boxes in their cubby holes in the classroom; refrigeration is not available. Because we try to train children in good nutritional habits, we recommend a sandwich, cookie or piece of fruit, with milk, juice or water. Hot soups in short containers are excellent for cooler weather. Please instruct your child in the safe use and disposal of pop-top cans and containers.

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

No restaurant food is permitted. Send a lunch ticket or a sack lunch with your child.

Cold low-fat milk can be bought only on a yearly basis. Please see the school office if you wish to order milk for your child. Children in Pre-School or Pre-Kindergarten may order milk if they attend Play Program daily.

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

--Pre-School and Pre-Kindergarten. If Pre-School or Pre-Kindergarten is going to have an assembly, you will be notified.

-- Kindergarten through Eighth Grade. Every Friday morning at 8:30 a.m., students file into the auditorium in class groupings to participate in the weekly assembly. Parents are invited to attend, standing along the sides and in the back of the auditorium. Please keep babies and small children quiet so that all may hear the contribution of each class.

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

The sports director presents sports awards to students who have shown exceptional dedication and effort in sports that week.

Special announcements are made, and assembly is dismissed after a prayer. Assembly is usually over around 9:00 a.m. or shortly thereafter.

f. Play Program and Study Hall. Supervised day care is offered before school between 7:00 a.m. and 8:00 a.m. and after school until 6:00 p.m. All students arriving before 8:00 a.m. must sign in at the office. Pre-School students have supervised lunch and nap period followed by free play time. Older students join the group at 2:30 p.m. and 3:30 p.m. Students with homework to complete may attend supervised study hall until 4:30 p.m., Monday through Thursday. After 4:30 p.m., students in study hall are brought over to Play Program. A snack is provided for everyone at 4:00 p.m. The afternoon activities are free choice and include athletics, quiet play and an area in which to do homework. Especially for younger children, please judge how well your child is able to handle a very long and active day; while naps are supervised, some children find it difficult to sleep and are then too tired to enjoy the rest of the day.

The cost for Play Program and Study Hall is a flat per hour charge. For time past 6:00 p.m., there is an additional charge for every five minute period after 6:00 p.m., to encourage your timeliness. The late fee needs to be paid to the caregiver when picking up your child. If you incur more than three late pick-ups per month, your child will not be permitted to attend Play Program. You will be billed, payable no later than the end of the month after the billing period in question; if you do not pay

timely, you will not be permitted to continue using Play Program. A late fee will be added to any bill that is not paid by the last day of the billing month.

When you arrive to pick up your child, **you must go to the teacher in charge and sign out.** Please do not pull up, beep and take off with your child; this leaves the teacher with no control over the situation and your child's safety.

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

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

i. Photo and video images recorded at school or at school field trips may not be placed on computer sharing services or websites of any kind. The identification of our school and uploading of images from school activities are not appropriate.

j. Placement of students in homerooms. Classroom placement is based on administrative input coordinated with the current teacher's recommendation. We use our best judgment in applying a variety of factors to create balanced, heterogeneous classrooms, which are in the best interests of all students. Extenuating circumstances that would not apply to other children are considered whenever appropriate.

IMPORTANT FACTS TO REMEMBER:

k. Authorization to pick up your child. Each year, you will fill out a form listing all those persons with authority to pick up your child from school, with a description of their usual car. The teachers are authorized to ask for identification from anyone picking up your child, and all authorized parties must be at least 18 years old. This is important for your child's safety, and to buttress this system, please adhere to the following:

-- Leaving with someone not listed? If your child will be going home after school with someone not on the authorized list on file with the office, for example, with a new baby sitter, written authorization must be received from the authorized parent.

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

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

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

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

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

1. Absences. Regular attendance is most important to maintain consistent intellectual and social growth. There are no excused absences, including those for medical, dental and orthodontic appointments. If an absence is necessary, please notify the office as early as possible so that arrangements can be made regarding academic work. The only excused absences are those for religious holidays or for Eighth Graders visiting other schools.

If your child is absent for one day, it is not necessary to ask for homework. If your child is ill for several days, you may ask to pick up homework assignments at the end of each school day, provided of course that your child feels well enough to do the work at home. Family vacations should not be scheduled during school days. There is no effective substitute for teaching in class. In the later grades, the effect of absences is evident in lower marks at report card time. Missing school for vacations also implies to a child that leisure is more important than academic work.

-- **Early dismissals.** Parents should not make a habit of taking their child out of school early. It is important for the child to have the entire curriculum and not be

missing the afternoon work. If any student leaves school earlier than 11:30 a.m., they are considered absent for that day.

m. Illness, allergies and chronic medical conditions; special diet; medication. Out of consideration for your child's classmates and their families, please keep sick children at home to avoid spreading illness. Children recovering from illnesses of more than two days must have a doctor's release to return to school.

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

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

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

6. Special Events

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

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

b. Birthdays at school. If your child wishes to celebrate his or her birthday at school, please notify the teacher several days in advance. You may, with the teacher's approval, provide cookies, cupcakes, doughnuts, or fruit as a special treat. This should not be a party, just a chance to share. Please send your treat with your child. Ice cream, elaborate refreshments and gift bags are not permitted. Cookies are recommended for

Pre-School parties, because the cookies are easier for small children to manage.

c. Private party invitations. Birthday party invitations for private parties may be distributed at school, but only if all classmates are invited. If the guest list is short and does not include everyone, you must mail the invitations to avoid hurt feelings by children who are not invited. Please remind your child that if not all children in the class are invited, the party should not be discussed in class or on the playground. Please do not pick up select students within a class as a group for parties directly from school. Carden endeavors to teach a regard for the feelings of others. Addresses of children may be obtained from the office.

d. Dances. Students in the sixth through eighth grade enjoy three dances each year, held in the school auditorium from 12:30 p.m. to 3:30 p.m. Parents of students in these grades may be asked to help with decorations or refreshments. The Fall Festival dance is over at 2:30 p.m. Only students of Carden Conejo are permitted to attend.

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

Your consent to your child's participation in these field trips is granted on the enrollment application, and by your child's participation you agree to release the school and its employees and any volunteers from liability with regard to these trips.

If a child is behind in academic work, they will not be allowed to attend the school trip, but must remain at school and make up work. If a child misbehaves on a field trip, he or she will not be permitted to participate in the next trip, but will instead remain at school attending to regular school activities. Attendance on a field trip is a privilege.

7. Yearly Calendar

Following is a typical calendar for the school year. Specific dates for these and additional events will be announced or arranged.

-- **Class Plays and Receptions.** Please take notice when you are invited to see your child's class perform in a special program during the school year. For Upper School classes, plays are held at 8:30 a.m. and for Lower School classes, plays are held at 9:45 a.m. in the auditorium. Plays are followed by a short reception in your child's classroom. Refreshments will be served and the class work will be displayed. The programs are held in the early morning so that working parents will have the opportunity to view their children's work before going to work. These special programs are in lieu of School Open House.

-- **Pumpkin Patch Trip** Kindergarten students have a chance to go to a pumpkin farm, take a hay ride on a tractor-drawn wagon, and pick a pumpkin straight out of the field before Halloween.

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

-- **Sixth Grade Trip** is to Catalina Island, driving to Long Beach to take the boat, and staying five days in the campground on Catalina. The students study marine life and environmental topics.

-- **Seventh Grade Trip** is to Washington, D.C. and Williamsburg, to study American history for a five day period.

-- **Eighth Grade Trip** is traditionally taken abroad, in recent years to Paris, Athens or Rome for ten days. Eighth Grade class members engage in fund-raising to help finance the trip.

Typical School Calendar

September

Orientation for Pre-School and Kindergarten

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

First day of school

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

October

Picture Day - wear assembly uniform

Catalina Trip (6th Grade)

Progress Reports mailed (Kindergarten through Eighth Grade)

These will alert you to any problems your child may be having at school.

Fall Festival - Halloween fun (Pre-School through Fifth Grade)

Halloween Dance (Sixth Grade through Eighth Grade)

November

Veterans' Day Assembly - special songs, poems and presentations

Report Cards mailed (Kindergarten through Eighth Grade)

HOLIDAY - Veterans' Day - no school

Iowa Testing- standardized tests (Third through Eighth Grade)

Pre-School Thanksgiving Assembly

Thanksgiving Assembly and noon dismissal - no Play Program

HOLIDAY - Thanksgiving - no school

December

Progress Reports mailed (Kindergarten through Eighth Grade)

Holiday Programs - details to be announced

Holiday Assembly and noon dismissal - no Play Program

HOLIDAYS - Winter Vacation - no school

January

School reconvenes - 8:15 a.m.

Martin Luther King Day Assembly - 8:30 a.m.

(Kindergarten through Eighth Grade)

HOLIDAY - Martin Luther King Day - no school

Midterm Examinations - (Sixth Grade through Eighth Grade)

First semester ends, report cards mailed -

(Kindergarten through Eighth Grade)

Second Semester begins

February

Valentine's Day parties - in classrooms - coordinated by room parents

Re-enrollment agreements due - for students returning to Carden

Conejo for the upcoming school year

Presidents' Day Assembly

HOLIDAY - Presidents' Day - no school

Mid-Winter Dance - (Sixth through Eighth Grade)

Progress Reports mailed (Kindergarten through Eighth Grade)

March

Bear Day - all students bring a favorite stuffed toy bear, each one winning an award such as "best dressed bear" or "smallest

bear". Assembly is at 8:30 a.m. for Kindergarten through Eighth Grade.

Report Cards mailed (Kindergarten through Eighth Grade)

April

Europe Trip (Eighth Grade)

Easter parties

Spring Break - no school

May

Stanford Achievement Tests - standardized tests
(Kindergarten through Eighth Grade)

Progress reports mailed
(Kindergarten through Eighth Grade)

Memorial Day Assembly - 8:30 a.m.

HOLIDAY - Memorial Day - no school

June

Tournament Week - academic competitions

Final Examinations - (Sixth through Eighth Grade)

Sharing Day - all students bring a favorite dish to share with
classmates at lunch time

Final Dance - (Sixth through Eighth Grade)

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

End of Year Potluck Picnic for all families - hosted by CCPA,
held in the late afternoon

Graduation and award ceremony - (Seventh & Eighth Grade)

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

Report cards mailed - (Pre-School through Eighth Grade)

July

Summer School begins - 8:30 a.m.

8. Standards for school uniform

All Carden Conejo students from Kindergarten through Eighth Grade wear uniforms for classroom and Second through Eighth grade for sports. Please be sure your child is

dressed correctly. Uniforms may be purchased at Mill's Uniforms at 5844 Sepulveda Blvd., Van Nuys. The telephone number is (818) 779-1111. A catalogue of clothing is available in the school office. The CCPA also organizes an outgrown uniform sale at school. You may contact them for more information. Shoes may be bought at Jack's shoes in Westlake Village, or Stride Rite Chalk Talk Bootery in the Oaks mall.

Boy's shoes are to be all black, no exceptions, with a black dress shoe on Fridays. Loafers are permitted for Fourth through Eighth Grade boys. Girls shoes are to be all white sports shoes Monday through Thursday with either blue or black dress shoes for Friday. No patent leather on any shoe.

Socks:

Girls wear red knee socks for Friday assembly and only white crew socks daily. No sports or tennis socks will be permitted. All socks must cover the ankle completely.

Appropriate length of clothing:

Boys navy blue shorts must be above the knee. Girl's skirts must be one inch above the knee. Boy's shirts must go to the hips. No baggy clothing will be permitted. No short shorts or tight T-shirts will be permitted for girls. Midriffs must be covered and skirts the proper length.

Hair length and color:

All boy's hair should be above the collar. Students may not change or lighten their hair color. Hair extensions, beaded hairstyles and trailing head scarves are not permitted. Red, white, navy blue, or school plaid hair accessories may be worn. Boys must be clean-shaven.

No body or facial piercing will be allowed. Dangling earrings are not permitted. No make-up or finger-nail polish for students will be permitted. Girls and boys finger nails should be cut short and kept clean.

No visible tattoos will be permitted.

Jewelry:

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

a. For all students. Parents, please adhere to the following regarding clothing and personal possessions:

--Please **label all clothing, backpacks, lunch boxes, thermos bottles, snacks, books**, with your child's name, from Pre-School through Eighth Grade. The school is not responsible for

lost items, labeled or not, but you may wish to check the lost-and-found cabinet in the office for missing items. If clothing is not claimed in a reasonable amount of time, it will be donated to Good Will.

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

c. Sports clothes. Through First Grade, students wear their regular school clothes for sports activities. Beginning in Second Grade, students dress out every day for sports, wearing a navy blue Carden Conejo T-shirt, shorts or sweatpants, sweatshirt (optional), with solid white sneakers for girls and solid black sneakers for boys.

If a child is not dressed in the proper sports uniform, they will not be permitted to participate in sports, but will have to sit on the sidelines. In addition, they will receive a mark against their grade.

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

e. Clothing items that may be purchased in the school office:

Sports clothes, emblems, plaid assembly ties, red knee socks, and sweatshirts may be purchased from the Carden Conejo office.

9. What to bring to school

a. No money should be brought to school except on bake sale and eighth grader fundraiser days.

b. No umbrellas (slickers only please)

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

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

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

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

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

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

10. Manners and morals; discipline

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

From George Washington's Copybook

1. The Golden Rule: Do to each one as you would have one do to you.
2. Children should obey their parents and teachers.
3. Never open drawers, cupboards or closets that are not your own.
4. M.Y.O.B. - Mind Your Own Business. (Tattling in an insidious evil that undermines a character. If a child is directly concerned with a situation, it is his or her business to report it. A dire emergency changes the status of tattling to reporting.)
5. Touch nothing on another's desk.
6. Speak no ill of anyone.

7. Let your voice be pleasant at all times.
8. In the presence of others, do not sing to yourself with a humming voice, nor drum with your fingers or feet.
9. Listen when others speak.
10. When you speak to a person, look at him.
11. Look at a person who is speaking to you.
12. Do not point or stare.
13. Show not yourself glad at the misfortunes of another.
14. The young must stop at a door to give way for older folk to pass.
15. Come not near the books or writings of anyone so as to read them.
16. Look not when another is writing a letter.

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

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

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

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

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

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

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

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

11. Paperwork and payments; scholarships

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

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

b. Tuition Refund Plan. Tuition is payable in advance either by the year, by the semester or by the month. If you elect to pay by the month, a handling fee will be added. In addition, if you pay by either the semester or the month, you will be obligated

to participate in the school's tuition refund plan. The terms of the tuition refund plan are governed by separate documentation presented to you upon application for enrollment.

c. Payment due dates. Initial tuition payments are due no later than September 1, regardless of whether you pay by the year, semester or month. Second semester tuition payment is due no later than January 26th. Each monthly tuition payment is due no later than the 15th of each month through May. You will not be billed, so it is your responsibility to make payments in a timely manner. If your monthly payment falls in arrears by four weeks, your child will not be permitted to attend school until the past payment has been brought current.

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

d. Scholarships. If you have a student currently attending Carden Conejo and would like to apply for a scholarship, Scholarship Application Forms are available in the school office. Please also write a letter to Mrs. Fleming. You must enclose a copy of your income tax statement showing your financial need. Have your child also handwrite a letter, stating his or her reasons for wanting to continue attending Carden Conejo.

The school must receive the letters no later than April 1 for the following school year. The Committee decides scholarship awards based on need, academics and the potential ability of a student.

12. Course of study

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

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

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

encompass experimentation in a variety of media as well as introduction to art history and appreciation.

c. Sports. All grades have sports instruction daily. Good sportsmanship is the primary lesson, and team sports are emphasized, including soccer, basketball, baseball and flag football. No student is excused from sports without specific written permission from a parent or physician.

d. Awards.

-- **Honors:** This recognition is granted to any student in Fourth through Eighth Grade who achieves a B average (two C's balanced with two A's per semester is permitted). Enrichment and citizenship grades must be an "I" (In Progress) or better. Awards are presented in June.

-- **High Honors:** Any student in Fifth through Eighth Grade may receive this honor upon completing a school year with no grade below B in any subject in any quarter and with citizenship grades of "I" (In Progress) or better. Awards are presented in June.

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

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

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

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

e. Homework. "Busy work" is never appropriate; homework should reinforce the day's teaching. Reading, reviewing logs, and practicing arithmetic problems already learned is appropriate. Logs are special notebooks used to record homework assignments in Second through Fifth Grade; the first log each year is provided by the school and additional logs can be bought from the office.

Because homework is a review of lessons already taught in the classroom, the function of

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

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

-- Kindergarten through First Grade:

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

-- Second Grade:

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

Daily homework routine:

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

-- Third and Fourth Grades:

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

Daily homework routine:

1. Review log to study Rule, Sound, Poetry, etc.
2. Review French vocabulary
3. Complete math - study 'times' tables
4. Study spelling and history from Daily Drill
5. Study science log on a daily basis

-- Fifth and Sixth Grades:

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

Daily homework routine:

1. Review log to study Rule, Sound, Language, Spelling and Vocabulary
2. Review French or Latin vocabulary
3. Complete math assignment
4. Review science log

5. Read any assigned pages
6. Review History dictation

-- Seventh and Eighth Grades:

One to three hours per night plus reading for eight book reports per year.

Daily homework routine:

1. Review French and Latin vocabulary
2. Study spelling and vocabulary
3. Complete math assignment
4. Review science log and textbook lesson
5. Read book report book
6. Study History notes from daily lesson
7. Study poetry
8. Re-copy essays

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

f. Grade Reports. Students in Kindergarten through Eighth Grade receive report cards at the end of each quarter. Progress reports indicate that a student is in jeopardy of receiving a low grade at report card time. These are issued to students three weeks prior to the close of the grading period, to enable students to complete any work that has not been handed in and to study specific areas that need improvement. Progress reports can also be given in behavior. In this case, parents need to talk to their child about a change in attitude. If a child does not improve or slacks off, the grade average that they have at that time will go on their report card.

All grades are formulated on written as well as oral work in the following proportions: one-third on homework, on-third on class work and on-third on test grades. Teachers do not grade on a curve.

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

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

Students in Fourth through Eighth Grade receive letter grades from A to F in academic

subjects. The grading scale is as follows:

A	=	100 - 90
B	=	90 - 80
C	=	80 - 70
D	=	70 - 60
F	=	below 60

Enrichment subjects (art, music, computer and sports) are graded on the following scale:

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

Qualities of citizenship are rated with the same grading system as the enrichment subjects.

g. Stanford Achievement Tests and Iowa Testing. Each year, students in Kindergarten through Eighth Grade sit for these standardized tests. The purpose is to familiarize the students with standardized testing and to cross check the school's level of teaching.

h. Private conference with your child's teacher and Mrs. Fleming may be held to discuss your child's progress at Carden Conejo. In addition, feel free to contact the school for additional conferences if you have issues to discuss. The administration has established that such conferences be scheduled through the office rather than directly with the teachers. This is so you receive reports from all teachers involved with teaching your child. This way you can see if a central problem runs throughout or if it just pertains to problems with one class.

13. Carden Conejo Parents' Association (CCPA)

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

intermediary between the school and individual parents.

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

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

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

-- **Birthday Book Club:** During the month in which your child's birthday occurs, you will receive a book plate which you can stick in the front of a book from Carden's approved reading list and donate the book to the school in honor of your child.

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

-- **Earthquake Preparation:** The school is supplied with emergency food and water sufficient to care for all the students for three days in the event of a natural disaster which keeps the children from returning home.

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

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

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

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

-- **Outgrown Uniforms:** In the spring and throughout the year, you may sell your used uniforms and either keep the proceeds or donate them to the CCPA; this committee

organizes the event and paperwork. The proceeds from this activity benefit the Teachers' Scholarship Fund.

-- **Room Parents:** Each class has a designated volunteer who coordinates other parents in providing refreshments for classroom parties prior to Winter/Christmas holidays, Valentine's Day, Spring/Easter holidays and the last day of school. This committee coordinates the volunteer room parents from all classes.

-- **Social:** this committee organizes a tea for new parents, a Holiday season social meeting in December, a spring luncheon for installation of new CCPA officers and the end-of-the-year picnic.

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

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

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

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

14. Emergency preparedness

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

In the case of a natural disaster, your child will either be released only to you (unless you notify the school otherwise) or will remain at the school or other appropriate location until you arrive.

b. Illness or injury. If your child is injured or becomes ill to an extent that the staff of Carden Conejo considers serious, you or those on your emergency contact list

will be called, but the school may also, if they deem it advisable, call the paramedics. The paramedics will use their discretion to transport a sick or injured child to a hospital, usually Los Robles.

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

Appendix:

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

Pledge of Allegiance

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

Le Drapeau de Mon Pays

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

America the Beautiful

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

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

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

O beautiful for patriot dream that sees beyond the years
Thine alabaster cities gleam undimmed by human tears.

America! America! God shed His grace on thee
And crown thy good with brotherhood from sea to shining sea.

-- Katherine Lee Bates

The Star-Spangled Banner

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

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

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

--Francis Scott Key

Miss Carden's Prayer

Father in Heaven, to Thee we pray
Asking Thy blessing, day by day;
In all we say, in all we do,

Help us to be kind and generous, too.

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

Battle Hymn of the Republic

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

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

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

Repeat Chorus.

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

Repeat Chorus.

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

Repeat Chorus.

-- Julia Ward Howe

America

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

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

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

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

-- Rev. Samuel Francis Smith

Hail, Columbia

Hail, Columbia, happy land! Hail, ye heroes! Heaven-borne band!
Who fought and bled in Freedom's cause,
Who fought and bled in Freedom's cause,
And when the storm of war was gone,
Enjoyed the peace your valor won,
Let independence be our boast,
Ever mindful what it cost;
Ever grateful for the prize, let its altar reach the skies.

*Chorus: Firm united, let us be,
Rallying round our liberty;
As a band of brothers joined,
Peace and safety we shall find.*

Sound, sound the trump of fame! Let Washington's great name
Ring through the world with loud applause,
Ring through the world with loud applause;
Let ev'ry clime to freedom dear, Listen with a joyful ear.
With equal skill, with steady pow'r, He governs in the fearful hour
Of horrid war, or guides with ease The happier times of honest peace.

Repeat Chorus

Behold the chief who now commands, Once more to serve his country
stands,
The rock on which the storm will beat,
The rock on which the storm will beat;
But armed in virtue, firm and true, His hopes are fixed on heav'n
and you,
When hope was sinking in dismay, When gloom obscured Columbia's
day,
His steady mind, from changes free, Resolved on death or liberty.

Repeat Chorus

Columbia, the Gem of the Ocean

1. O Columbia, the gem of the ocean,
The home of the brave and free.
The shrine of each patriot's devotion,
The world offers homage to thee.
Thy mandates make heroes assemble,
When Liberty's form stand in view,
Thy banners make tyranny tremble,
When borne by the red, white and blue!

*Chorus: When borne by the red, white and blue!
When borne by the red, white and blue!
Thy banners made tyranny tremble,
When borne by the red, white and blue!*

2. When war winged its wide desolation,
And threatened the land to deform,
The ark then of freedom's foundation,
Columbia rode safe through the storm;
With her garlands of victory around her,

When so proudly she bore her brave crew;
With her flag proudly floating before her,
The boast of the red, white and blue!

*Chorus: When borne by the red, white and blue!
When borne by the red, white and blue!
Thy banners made tyranny tremble,
When borne by the red, white and blue!*

3. The star-spangled banner bring hither,
O'er Columbia's true sons let it wave;
May the wreaths they have won never wither,
Nor its stars cease to shine on the brave;
May thy service, united never sever,
But hold to their colors so true;
The army and navy forever,
Three cheers for the red, white and blue!

*Chorus: When borne by the red, white and blue!
When borne by the red, white and blue!
Thy banners made tyranny tremble,
When borne by the red, white and blue!*