



Alexandria Country Day School

Parent/Student Handbook

2023-2024

This handbook is intended to serve as a guide to help students and their families come to know Country Day programs and opportunities, as well as to set forth basic

expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, athletics, and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Country Day to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the School, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Division Heads or Head of School.

The information contained in this handbook is the most accurate information available and applies to the entire school unless otherwise noted. While every effort was made to ensure that this is a complete document, there may be omissions or mistakes. The Head of School reserves the right to add new school rules and information whenever circumstances require it, and Board Policies may be changed or added whenever necessary. The Board Policies, School Rules, and Handbook contain the most up-to-date school information. The Head of School will make final interpretations of all school documents, policies, and procedures.

SECTION I POLICIES AND GOVERNANCE

NOTICE OF NON-DISCRIMINATORY POLICY

Alexandria Country Day School admits qualified students of any race, color, national or ethnic origin, or any type of protected category in accordance with state or federal law or regulation to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

DIVERSITY STATEMENT

Alexandria Country Day School affirms the dignity and worth of each individual and celebrates the rich diversity of human society. At Country Day, we recognize that diversity encompasses differences in gender, race, religion, age, ethnicity, physical ability, family composition, and socioeconomic circumstances, as well as differences in aptitude, talent, and learning style.

Our goal is to create a school community that welcomes and embraces individuals from diverse backgrounds. We therefore strive to instill in our students respect and appreciation of diverse viewpoints and individual differences. Our hope is that Country Day graduates are prepared to live and thrive as citizens of an increasingly diverse nation and global society.

The Board of Trustees is committed to the implementation of this statement as a component of its Strategic Plan and long-range vision for the school. Country Day will strive to recruit families, faculty, staff, and trustees of diverse backgrounds. The school will provide an inclusive culture in which diverse perspectives are welcome and respected. The school's implementation of this statement will be regularly evaluated.

FORCE MAJEURE

All families who have entered into a contract with Alexandria Country Day School understand that the duties and obligations of the School under this agreement may be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to fire, acts of God, war, governmental action, terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this agreement may be suspended or postponed until such time as the School, in its sole discretion, may safely re-open. The undersigned further acknowledge and agree that the sole remedy for a force majeure event is future service delivery, if and when possible, and that their obligations under this contract will continue. No portion of any amounts paid or outstanding will be refunded or canceled if the School is closed or is unable to provide classes, instruction, or other services to the extent that such closing or inability has been caused by force majeure. Any failure or delay in the performance of the School because of force majeure will not relieve the undersigned of their obligations to pay any amounts owed under the enrollment contract.

BOARD OF TRUSTEES

The school is governed by a Board of Trustees with independent, strategic decision-making authority that it extends according to the school's bylaws. The Board is responsible for:

- strategic thinking and planning;
- employing the Head of School;
- establishing the governing policies for Country Day;
- maintaining the financial integrity of Country Day;
- fundraising;
- charging the Head of School with the authority of the day-to-day operations of Country Day.

The Board of Trustees is composed of up to 21 members. The Board uses standing committees to review and monitor yearly matters. The President may appoint *ad hoc* committees to address current issues. The Board is the governing body that entrusts the day-to-day business of running Country Day to the Head of School.

The Board does not hear grievance issues concerning Country Day. Grievances brought to the Board's attention will be passed along to the Head of School, who speaks for

Alexandria Country Day School and is the final decision-making authority for day-to-day school matters.

HEAD OF SCHOOL

The Head of School is empowered by the Board of Trustees to speak for the school and manage the affairs of the school.

Section 6.4.1 of the School Bylaws states: *The Board of Trustees shall hire a Chief Executive Officer (“CEO”) of the Corporation, who shall serve at the pleasure of the Board, shall be delegated the general management responsibilities of the school pursuant to the policies and directives of the Board of Trustees. The CEO shall also serve as the Head of the School.*

ACCREDITATIONS AND ASSOCIATIONS

The Independent Schools Association of the Southwest, ISAS, accredits Country Day.

SECTION II GENERAL INFORMATION

IMPORTANT CONTACT INFORMATION

Main School Number	318.448.1475
University Campus	318.427.0123
Head of School, Bill Bridges	318.448.1475, ext.201 or 318.448.3699
Head of Business, Angela Guillory	318.448.1475, ext.202
Head of Advancement, Kody Walker	318.448.1475, ext.214
Head of Admissions, Kim Roberts	318.448.1475, ext.203
Lower School Office, Allison Covington	318.448.1475, ext.205 or 318.448.1588
Middle School Office, Kristy Zachary	318.448.1475, ext.213 or 318.448.4508
Upper School Office, Joel Stevison	318.427.0126
Director of After-School Programs, Allison Covington	318.448.1475, ext.205
Director of Technology, Rebecca Bergeron	318.448.1475, ext.204

MAIN CAMPUS HOURS

Main campus hours are 7:30 a.m. - 5:30 p.m., Monday through Friday, from August through May. Work hours for staff and faculty (with the exception of those who provide after-school care) are 7:25 a.m. - 3:45 p.m. Monday through Friday. All exterior campus doors are locked except at the following times for carpool: 7:25–8:00 a.m. and 2:40–3:45 p.m. Entrances and exits are closely monitored during these times.

Grade/Class	School Starts	Dismissal
--------------------	----------------------	------------------

PK3, PK4 & K	8:00 a.m.	2:50 p.m.
Grades 1–4	8:00 a.m.	3:10 p.m.
Grades 5–8	7:50 a.m.	3:10 p.m.

Carpool ends at 3:45 p.m.
 After-School Program Hours are 3:45 p.m. - 5:30 p.m.

UPPER SCHOOL CAMPUS HOURS

The Upper School campus office hours are 7:15 a.m. - 3:35 p.m., Monday through Thursday, from August through May, except for variations noted on the school’s Attendance Calendar. Work hours for staff and faculty are 7:10 a.m. - 3:35 p.m. Students may arrive at campus no earlier than 7:10 a.m. Unless students are engaged in an approved after-school activity, all students must leave campus by 3:35 p.m. Campus common areas will be closely monitored during this time.

Grade/Class	School Starts	Dismissal
9-12	7:30 a.m.	3:35 p.m.

**SECTION III
MISSION AND EXPECTATIONS**

MISSION STATEMENT

The mission of Alexandria Country Day School is to provide a challenging learning culture where all students can become creative, innovative, future leaders.

FAMILY AND SCHOOL RELATIONSHIP/ PARENT CODE OF CONDUCT

To foster the positive spirit within each student, Country Day believes that a supportive relationship must exist between the family and the school. Positive relationships and collaboration among educators, parents/guardians, and students are essential to the fulfillment of the purpose and mission of Alexandria Country Day School in providing a successful educational experience for all of its students. Because a positive relationship is so important, Country Day will not tolerate parental action that interferes with the rights of others, conduct that subverts the order and discipline of Country Day, behavior that disregards school rules and school decisions, interferes with the mission and operations of the school, disrespect of school employees, defamation of the school, or repeated disruptive or uncooperative behavior.

ACDS asks that all parents follow a similar Code of Conduct as our students and abide by the following expectations. All parents should:

- provide positive reinforcement for the mission and purpose of Alexandria Country Day School, which is to provide a CHALLENGING learning culture where all students can become CREATIVE, INNOVATIVE, FUTURE LEADERS and support the T.I.G.E.R. traits of Tolerance, Integrity, Generosity, Empathy, and Respect.

- familiarize themselves with and support the policies, procedures, calendars, and guidelines set forth in this Handbook and on the school website, and will expect their child to do the same.
- support the school environment through the use of social media platforms like Facebook, GroupMe, Instagram, etc. with supportive, positive, and partnership-building messages that all promote the success of ACDS educators and students.
- monitor their student's home usage of the Internet, cell phones, and electronic devices for the purpose of keeping student harassment away from our community and our students.
- refrain from publicly embarrassing or defaming any student, family, or school employee, either verbally or in writing.
- be respectful and courteous in verbal and written communications and seek to resolve problems or concerns through the appropriate school channels (i.e., Teacher/Advisor/Division Head/Coaches/Athletic Director/Head of School).
- understand that all members of the school community should be treated with respect and dignity. ACDS parents/guardians will support efforts to prevent bullying and harassment, will set a good example in their own speech and behavior, and will not tolerate or be participatory in bullying or violent or aggressive speech or behavior, in person or through social media.
- support the school's efforts to prevent the misuse or abuse of alcohol and drugs. Parents will not sponsor any activity where alcohol and/or drugs will be knowingly available to students. Parents should not be under the influence of alcohol and/or drugs while on ACDS property or at school-related functions, field trips, or extended trips, unless alcohol is served at the adult function.
- support the school's disciplinary actions for inappropriate conduct and behavior. ACDS parents/guardians understand that disciplinary decisions rest with the school's administration and accept that the school cannot always share all known FACTS Family Portal with members of the school community.
- exhibit good sportsmanship at school-related athletic and extracurricular events and will be respectful and courteous towards officials, coaches, faculty, students, and other schools and their supporters.
- stay involved in their child's educational experience and will review all progress reports, letters, and other communications from the school, attend school activities, and share their time and talents with the school.

Parents who do not abide by this Code of Conduct may be restricted from entering the campus or attending school-related events and Parental behavior deemed inappropriate or defamatory may result in separation from Alexandria Country Day School. The Head of School is the sole individual who may require a family to separate from the school.

PARENT VOLUNTEERS, CHAPERONES, AND SUBSTITUTES

All parents who will volunteer on campus, chaperone overnight field trips, or substitute in a class must complete our online Abuse Awareness training. Please contact the Director of Technology to receive the link for training.

SECTION IV ACADEMIC DIVISIONS

DIVISION OVERVIEWS

Country Day serves students from three years old through twelfth grade whose abilities range from normal to exceptional. The general design and aims of the programs are described below.

LOWER SCHOOL (PreK3–Fourth Grade)

Country Day's Primary School (PreK3-4 and Kindergarten) creates a positive, caring space for our students to grow and learn. Our early childhood teachers understand that children have a tremendous capacity for understanding. They are creative, curious, and learn best through play. We encourage and nurture social and emotional growth by implementing activities and planning experiences that are both developmentally appropriate and challenging. With these opportunities, our students are encouraged to play, explore, build, create, discover, and grow. We also believe that each child is unique- our teachers differentiate their instruction to accommodate these differences. We are dedicated to the education and well-being of the whole child.

Country Day's Lower School is committed to teaching the whole child by providing opportunities and experiences that develop self-confidence and authentic knowledge acquisition. Lessons are designed to challenge students to problem solve, think critically, collaborate, but also work independently. The experiences in Lower School are also differentiated to accommodate each individual child and their learning needs. Our teachers create a nurturing environment where students feel safe asking questions, making mistakes, taking risks, and exploring new ideas.

MIDDLE SCHOOL (Fifth–Eighth Grade)

Country Day's Middle School focuses on providing students the opportunities and tools to discover their talents and passions. A focus on written and verbal expression in classrooms, a widely-varied Advisory program, and a strong sense of community allow all students to learn, grow, and lead. Academic programs focus on creativity and innovation while a range of clubs, sports, and activities allow students to excel in numerous ways. Our teachers foster the exploration of new ideas, independent thinking, and responsibility as they prepare our Middle School students for the next step in their education.

UPPER SCHOOL (Ninth-Twelfth Grade)

The Country Day Upper School allows students to simultaneously earn a high school diploma and college credits in partnership with LSU Alexandria. Students earn college credits through exclusive on-site dual enrollment classes and immersive college coursework at LSU Alexandria. Freshman and Sophomore students who

meet LSU Alexandria and Louisiana Board of Regents requirements can begin taking college credit courses in a setting with high school peers and university faculty. As Juniors, students can enroll in up to 30 college credit hours (15 per semester) during the regular academic school year. Junior and Senior Dual Enrollment students are part of regular classes in the university setting. ACDS recommends that students take a full slate of academic courses every year. Students will not be allowed to take less than two courses per semester. This can be two high school courses, one Dual Enrollment course and one high school course, or two Dual Enrollment courses.

INTERNATIONAL STUDENTS

Alexandria Country Day School is happy to accept international students through Department of State approved student exchange programs. The School does not incur the cost of any travel or J1 Visa fees. All students must apply for admission through our website and complete a contract to be included in our Student Information System. For international students, we require half of the tuition to be paid before the beginning of each semester through our FACTS system or wire transfer. The first semester's tuition will be due the first week of August and the second semester's tuition will be due the first week of November.

CURRICULUM

The scope and sequence of Country Day's Curriculum can be found in the [Academics](#) pages of the school website.

FREEDOM OF INQUIRY

Freedom of inquiry by students and faculty is fundamental to the process of learning and acquiring knowledge. Country Day encourages intellectual inquiry and the teaching of critical reasoning, analyses, independent thinking, and respect for opposing viewpoints.

TEACHER ASSIGNMENTS

The Division Head, in conjunction with the academic faculty, makes teacher assignments. Every effort is made to keep the classes balanced. Country Day reserves the right to determine the class ratio, to place students in classes, and to make reassignments during the year at the sole discretion of the faculty and Division Heads.

ACADEMIC INTEGRITY

Students are expected to have integrity and self-discipline and to display respect for themselves, others, and the school. The school considers any incident of academic cheating or plagiarism a serious infraction of the Honor Code. Examples include:

- copying another student's classwork or homework;

- asking another student questions during a test or copying another student's test answers;
- allowing a student to copy one's own homework or giving another student test answers; and
- turning in any material claimed as one's own but coming from another source (for example, copying material from an online resource without crediting the source or allowing a tutor or parent to complete assignments).

These actions are dishonest, unacceptable, and violations of the honor code. Academic dishonesty is one of the most serious violations of school expectations and could result in a student referral to the Division Head, with consequences up to separation from the school.

ASSESSMENT AND GRADING

There are four grading periods. Report cards are issued at the end of each quarter in kindergarten through twelfth grade. Official reporting is done at the end of each semester, but grades may be viewed on the Parent and Student FACTS Family Portal at any time.

PRIMARY SCHOOL ASSESSMENT

Primary School assessments are based on what is developmentally appropriate for young children. Developmental education is based on the premise that children develop at different rates according to date of birth, birth order, gender, and personal experiences. Mastery is not expected by a certain age or grade level. Primary School faculty members stay in communication with one another and with parents to promote and monitor each student's development.

Faculty officially report student progress two times a year on the following topics.

PRIMARY SCHOOL FALL CONFERENCE TOPICS

- Adjustment to school
- Conference Summary Report—based on age-level benchmarks, teacher observations, and in-house assessments

PRIMARY SCHOOL SPRING CONFERENCE TOPICS

- End of year age-level benchmarks
- Conference Summary Report

FIRST AND SECOND GRADE SKILLS ASSESSMENT

Students will receive a percentage on their report cards in lieu of a letter grade. It is expected that students will score 70% or higher in order to be promoted to the following grade.

THIRD GRADE THROUGH TWELFTH GRADE ASSESSMENT

In each assessment area, students will be graded using the following scale:

- A 90–100**
- B 80–89**
- C 70–79**
- D 60–69**
- F 59 or below**

ADDITIONAL GRADING GUIDELINES (GRADES 3–12)

- Faculty will notify parents regarding any missing major assignment during any grading period, but parents are expected to consistently monitor academic progress through FACTS Family Portal.
- All “Incomplete” grades at the end of the quarter must be cleared within a reasonable period of time determined by the teacher and division head following the close of each reporting.
- Assignments that are never turned in or completed will receive a score of zero. Scores below 50 will not be recorded on a major assignment or assessment unless the assignment is missing or not materially complete.

GRADE POINT AVERAGES

Grade point averages are determined by assigning point values to letter grades, converting letter grades to quality points on the following scale:

- A- 4 points
- B- 3 points
- C- 2 points
- D- 1 point
- F- 0 points

Dual Enrollment courses carry a heavier weight in determining GPAs than middle and high school courses. The scale for Dual Enrollment courses appears below:

- A - 5 points
- B- 4 points
- C- 3 points
- D- 2 points
- F- 0 points

LOWER AND MIDDLE SCHOOL MAJOR ASSIGNMENTS

Students should have no more than two major assignments due or tests given per day. Two quizzes will equal one major test. Pop quizzes, by definition, are unannounced and

may be given on any day. Students are expected to listen in class about upcoming tests or assessments and check the FACTS Family Portal regularly for updates and assignments.

HOMEWORK

Written homework may be given for the purposes of review, practice, to extend information taught during the school day, or to familiarize students with concepts which will be discussed in more detail following the assignment. Reading assignments in novels or textbooks may also be given as homework.

All teachers are expected to maintain their FACTS Family Portal, where homework assignments are posted. No changes will be made to previously posted assignments on the FACTS Family Portal without an in-class discussion of the change.

No homework is assigned during standardized testing. In addition, homework is not to be assigned during school breaks; during semester review days; and at other times designated by each division office. However, during these periods students may continue to read in an assigned novel and may be expected to complete assigned reading.

LATE WORK AND MAKE-UP POLICY

Turning in assignments on time is an expectation of all Country Day students unless the student is absent on a due date or test date. Students who are absent have the number of days they were absent to make-up work/assessments. For example, a student who is absent for two days will have two days to complete all missed assignments/assessments. Students are responsible for seeing the teacher to inquire about missing work and to schedule an assessment that needs to be made up. Students who are absent should also check online for any missed assignments/assessments. Please contact your student's homeroom teacher in extenuating circumstances. If a student is absent **only** on the day of a test, the student should be prepared to take the test(s) the next school day.

The decision to accept late work that is not related to absences is determined by each Division.

Grades 3-12

The Late Work policy for the acceptance of Major Assignments after the due date is that students will lose 10% of the assignment for each day late, up to five days after the due date. The lost percentage is based on possible points, not the points earned. For example, if the student turns in a 100-point assignment two days late, and receives a 92 for merit, that grade will be recorded as a 72 in the gradebook.

Homework or work that should have been completed in class will not be accepted late.

** Exceptions may be made to the Late Work and Make-up Work Policies for students with a current psycho-educational assessment on file with accommodations recommended.*

GRADE INFLATION

Grade inflation occurs when the percentage of students receiving “A’s” and “B’s” rises without a corresponding increase in student ability. Grade inflation prevents a reliable, accountable, and responsible way of validating student learning. When a student’s foundation years are riddled with minimal expectations, bonus points, extra credit, retakes, and changing due dates, grades lose their informative value and students do not develop the type of study habits necessary for rigorous programs. A student’s commitment to excellence must be developed early through hard work and challenging courses. Country Day prepares students for the finest collegiate programs. Administrators and educators have a moral and professional responsibility to record the academic achievement of Country Day students fairly, accurately, and without grade inflation.

WEIGHTS AND ASSIGNMENTS

Grades in grades 3-12 will be weighted by subject area/department. Each teacher’s syllabus will have information on the grade weighting in their course. No single assignment can account for more than 15% of a student’s final average during a grading period.

EXTRA CREDIT

Report card grades are the average of all work over a certain period of time and may not be manipulated on an individual basis. A teacher may decide to give a bonus to the entire class on a particular assignment, quiz, or test. However, students will not be given individual extra credit assignments. Any extra credit assignments must be academic in nature and may not be assigned independently from another assignment. Students may not have a recorded final average that is over 100%.

HIGH SCHOOL CREDIT OFFERINGS IN MIDDLE SCHOOL

High school credit classes are taught by teachers that have specific high school certifications in those academic areas. Country Day offers high school credits in Algebra 1, English 1, Spanish 1 (7th grade), Spanish 2 (8th grade), Physical Science, PE, and Intro to Engineering Design. Throughout the seventh and eighth grade academic years, students, teachers, and parents will communicate about the student’s progress in these accelerated courses so that all students may graduate with these credits. Parents will designate whether their child will take the credits to the Middle School Division Head by the end of the first quarter each year. Students may not repeat credit courses. Transfer students entering in grades 7-8 may not be able to be placed in all available credit classes. Eighth grade students must complete the state standardized tests in English 1 and Algebra 1 before these credits are transferred. The cost is \$70 which will be billed in April of each year.

If a student transfers to Country Day in seventh or eighth grade, a determination will be made of whether the student has sufficient background to successfully complete the high school courses, and the schedule must be able to accommodate any additional courses. An

assessment will be given to make this determination. If a transfer student does not have the necessary foundation for these high school courses, they will not be on track to transfer the credits but may still be enrolled in the courses.

DUAL ENROLLMENT

Students in grades 9-12 may qualify for Dual Enrollment by virtue of their Pre-ACT or ACT scores. Each year, the Board of Regents will set a qualifying score. In grades 9-10, students may only take the Dual Enrollment courses that are agreed upon by the school and LSUA. These courses are closed to students of other grade levels and do not have any integration with college students. Students in grades 11-12 will take Dual Enrollment courses in the college setting. Each year, parents and students will attend an orientation with LSUA.

It is the belief of the school that students should be engaged in face-to-face classes for Dual Enrollment. Students will not be allowed to take online courses unless there is an emergency or medical reason.

ACADEMIC ASSISTANCE

Students may struggle from time to time with their courses. The school is understanding of these problems and provides avenues of assistance. Of course, the ultimate responsibility for success and mastery of material lies with the student.

Students having difficulty with a course should first seek assistance from the teacher. Extra help sessions are usually offered. Students should not wait until right before tests or at the end of the marking period to seek help. Students should see their teachers as soon as they have difficulty understanding material. Before school is an excellent time for one-on-one help from teachers. Students are encouraged to contact their teachers to schedule time for extra help.

A hallmark of independent schools is the quality of instruction students receive throughout the school year. Teacher-led tutorials may be held on campus before or after school at no extra charge. If a student has a frequent need for tutorials, the school reserves the right to refer the student to seek supplemental services.

Country Day teachers are allowed to tutor Country Day students for a fee as long as they are not a current student of the faculty member. Faculty members are subject to follow all terms of the Country Day Vendor Agreement for any on-campus tutoring. Division Heads should be notified if a faculty member is tutoring any Country Day students.

OUTSIDE TESTING AND REFERRALS

There are multiple scenarios where outside testing and referrals could enhance a student's educational experience at Country Day. If a student displays an educational pattern, classroom performance, or behaviors that indicate the need for outside testing

and/or a referral, the Division Office will advise parents of that need. Parents will be given a reasonable amount of time to have the testing performed. Failure to comply with the school's requirements may result in separation from the school.

STUDENTS WITH LEARNING DIFFERENCES

The school's accelerated curriculum is designed to prepare students for early college admission. The school's mission includes providing students with the developmentally appropriate prerequisite curriculum and skills necessary for success in college. Admissions are selective, and students who enroll are expected to meet the academic demands of the program. Occasionally, through professional evaluation, Country Day becomes aware of a student it believes would qualify to receive certain accommodations for Special Education, or Section 504 if that student attended public school. Country Day has the right to require testing, evaluation, and/or assessment of the student's needs by qualified professionals, such as an educational psychologist, whose qualifications are deemed appropriate by the administration. Country Day will make reasonable accommodations that do not compromise the integrity of our mission and educational standards. While being sensitive to the individual needs of specific students, Alexandria Country Day School faculty are not trained special education teachers, and the school reserves the right to limit the implementation of the assessment professional's specified recommendations.

Each year, Country Day will reassess particular accommodations allowed for students. Students who qualify for these accommodations should use them *consistently* in their classroom work in order to be eligible for the same accommodations on standardized tests, or on any state testing required for credit courses. [Example: The student is not actually using extra time on quizzes and tests. He or she may not have extra time on semester exams.] In order to qualify for these accommodations, a licensed professional approved by Country Day, and whose credentials are appropriate to the disability, must have professionally assessed and diagnosed the student. The documentation must be current to ***within the past three years and must be on file in the division office***. The school will try to ensure that the documentation it has on file is current, but ultimately this is the responsibility of the parent. The documentation must:

- establish the professional credentials of the evaluator, including information about licensure or certification, education, and area of specialization;
- state the specific learning difference as diagnosed;
- describe the presenting problem(s) and developmental history, including relevant educational and medical history;
- describe the comprehensive assessment instruments (neuropsychological or educational evaluations), using evaluation dates used to arrive at the diagnosis;
- describe the functional limitations resulting from the disability as supported by the test results; and
- describe specific recommended accommodations and provide a rationale explaining how these accommodations address the functional limitations.

The student agrees to:

- behave in accordance with the recommendations specified in the professional evaluation;
- take full advantage of extra help sessions offered by faculty but not expect individual tutoring in lieu of traditional classroom instruction;
- where appropriate, assist himself or herself by using books on tape, when available
- be responsible for his/her own reading of and response to tests and written instructions;
- understand that students using extended time must complete the test within the day the test is given. This may mean that a student will need to come to school early to take the first part of the test;
- understand that division offices will strive to provide faculty with the appropriate documentation concerning recommendations by licensed psychologists, but students and parents are responsible for communicating recommendations and updated testing to the division office and to the faculty; and
- turn in homework, projects, and other out-of-class assignments on time with the rest of the class.

Country Day educators want all students to benefit from the best educational setting possible. As professionals, it is the duty of Country Day teachers and administrators to assess throughout the school year whether Alexandria Country Day School can adequately accommodate the needs of a student with learning differences or whether that student will be better served elsewhere. Country Day reserves the right to ask a student to separate from the school if it believes it is unable to adequately serve the student.

PROMOTION REQUIREMENTS

Students are promoted to the next grade level when they have demonstrated mastery of all minimum grade-level academic expectations and have maintained satisfactory conduct and attendance. Failure in one subject area may require attendance in an approved summer program or tutoring to demonstrate content mastery. Repeated failures in a particular academic area may result in non-promotion and dismissal. Promotion and retention decisions are at the sole discretion of the administration. Aside from primary grades, retention is not considered for non-academic progress.

Failure to meet expectations in conduct or attendance requirements or in a combination of academic areas will cause a student to be denied promotion and/or to be dismissed from Country Day.

PROVISIONAL CONTRACTS

As re-enrollment occurs in the middle of the year, some students may receive provisional contracts if they are not in good standing due to poor conduct, excessive

absences, or unsatisfactory academic progress. If the student has not made improvements by the end of the second semester, the provisional contract may be revoked. The family will not be held to any financial obligation beyond the registration fee.

GRADUATION REQUIREMENTS

In order to graduate from Country Day Middle School and Upper School, students must be in good standing which includes discipline, attendance, all financial responsibilities, and are required to successfully complete the coursework that is required for the Taylor Opportunity Program for Students (TOPS). Students may take Dual Enrollment Courses that satisfy some of the requirements for their High School Requirements. There are two upper level courses that must be taken at the High School level with Country Day faculty: English III and Algebra II. These courses contain curriculum that is instrumental to success and advancement in Dual Enrollment courses. For Dual Enrollment math classes, students must have an ACT score of 21 in math and have a teacher recommendation. For Dual Enrollment English classes, students must have an ACT score of 18 in English. Students may only graduate after completion of their senior year of high school; early graduation is not permitted. Furthermore, if a family owes any dollar amount to the School, prior to graduation, the amount owed must be paid or the graduate will not be able to participate in the graduation ceremony, which includes both 8th Grade Graduation and Upper School Graduation.

SECTION V ACCEPTABLE USE OF TECHNOLOGY

At times, students may use computers, iPads, Chromebooks, printers, and other technological equipment that are the property of Alexandria Country Day School and may be used only for their intended purposes under the direction of a faculty member.

ONE-TO-ONE GUIDELINES

After signing an *Acceptable Use Agreement*, all middle school students will be issued a Chromebook to complete assignments or to participate in classroom activities. The Chromebooks are the property of Country Day and must be returned to the school at the end of the year, if the student withdraws or is expelled from the school, or at any time the school requests it.

Students are responsible for the daily care of the Chromebook and associated items (power cord, case, etc.) and returning them in the same condition that they received them, excepting normal wear and tear. ***Families will be charged the actual repair costs for any damage to a Chromebook that is not covered under warranty.***

Chromebooks are powerful tools for learning which need to be respected, well-cared for, and used appropriately at all times. As a student of Country Day, students understand and agree to the following terms and responsibilities:

STUDENT RESPONSIBILITIES

- The Chromebook is the property of Alexandria Country Day School. Use of the Chromebook is a privilege, and violation of any of these rules could result in loss of use and other disciplinary action.
- Do not change nor attempt to change the way the software on the Chromebook is set up.
- Students are not permitted to set up Spotify or other music streaming services on their school issued devices.
- Do not attempt to repair the Chromebook. If there is a Chromebook difficulty at home, alert a teacher and the technology staff via email and follow-up the next morning in person.
- Do not copy any software from the Chromebook to other computers.
- Do not download any programs from the internet or from other sources.
- Do not remove any programs or files from the Chromebook, except for personal documents.
- Report any Chromebook damage to the Technology Department by emailing tech@acdsonline.org and your homeroom teacher.
- Use the Chromebook for educational purposes only. The Chromebook is not a toy for playing games, downloading content, chatting with or emailing friends for non-academic purposes, or surfing the Internet for fun. Remember that the teachers and administrators can monitor Chromebook use at any time. The computer may be collected and reviewed by any teacher or administrator at any time.

CHROMEBOOK CARE

- For students in middle school, Chromebooks must remain in their case at all times.
- The Chromebook case must remain fully zipped when the Chromebook is not in use.
- A student must operate only his/her own computer. Siblings or friends are NOT permitted to use a student's Chromebook.
- Do not put the Chromebook bag in a backpack or any other bag.
- The Chromebook must be protected from extreme heat and cold.
- Always treat the Chromebook with care and respect.
- Placing stickers on, attaching hand sanitizer, writing or drawing on, or otherwise defacing the Chromebook or carrying case is not allowed.
- Always place the Chromebook on flat, stable surfaces, such as tables or desks when using it.
- Never use the Chromebook while walking or while otherwise being transported.
- Never have food, drinks, or pets near the Chromebook.
- Items should not be stacked on top of the Chromebook.
- Never place items between the computer screen and keyboard, not even a piece of paper. This may crack the screen.

DAILY RESPONSIBILITIES

- Arrive at school every day with a fully charged battery and a power adapter.
- Stay on task in class. DO NOT launch unrelated applications during class. Use the Chromebook ONLY for activities that the teacher approves.
- Help peers learn to operate their computers by using your voice instead of your hands.
- Move the Chromebook into “listening position” or “screen down” during instruction or when instructed by a teacher.
- Make sure the Chromebook isn’t distracting you or others in the classroom.
- During the school day students may not use the Chromebook outside the classroom without faculty supervision.
- Students are responsible for all assignments even if the Chromebook is unavailable or access privileges have been suspended. Teachers will provide non-digital options to assignments as needed.
- Chromebooks should be stored in lockers when not being used or properly locked in a classroom. Abandoned Chromebooks will be confiscated and disciplinary action will be taken.

PARENT RESPONSIBILITIES

Your child has been issued a school-owned Chromebook. It is essential that both the parent and student responsibilities be followed to ensure the safe, efficient, and ethical operation of the computer. In order for your child to use the Chromebook in class and take it home, parents must be willing to accept the following terms and responsibilities:

- Discuss appropriate use of the Internet with your child, and supervise your child’s use of the Internet.
- Set reasonable guidelines for home use and supervise this use.
- Be aware of the websites your child uses.
- Do not change the configuration of the computer software.
- Do not download any programs from the Internet or other sources.
- Do not remove any programs or files from the Chromebook, except your child’s personal documents.
- Ensure that the Chromebook is used only by the child to whom it was issued.
- Help your child remember to bring the Chromebook and power cord to school each day.
- Help your child remember to recharge the battery nightly and remind him/her to put the power cord back into the case pocket in the morning.
- Review the “Student Responsibilities” above with your child.
- Report any Chromebook problems, damage, or questionable activity to a Technology Department member or a classroom teacher.
- Do not attempt to repair the Chromebook on your own.
- Respond calmly if your child reports a negative online experience. Parents should then notify the school if they witness any inappropriate communications/interactions.
- Talk with your child about his or her online encounters.

INTERNET SAFETY

- Make personal safety your first priority.

- Keep password and personal information private, except from parents and teachers.
- Students will not give out any personal information, such as name, address, telephone number, or school name and location. Exceptions are made if instructed by a faculty member for school purposes.
- Students will not take part in an interactive web project, chat room, or social networking site without their teacher's direct supervision.
- Report bad, uncomfortable, or mean content to parents or teachers immediately.
- Students will not create, access, display, distribute, or download offensive messages, images, or materials.

COPYRIGHT

- I understand that most materials, e.g, photos, text, movies, may not be copied or reproduced without the permission of the author. I agree to document and properly cite all information and media acquired through the Internet or other information technologies.

UNACCEPTABLE BEHAVIOR

Inappropriate or careless use of a Chromebook will not be tolerated. Failure to follow the guidelines above and below can result in loss of Chromebook privileges and further disciplinary action from the Division Head.

- Using the Chromebook or network to insult, bully, or otherwise harass others.
- Using the Chromebook camera for inappropriate pictures or movies or for capturing someone without their knowledge.
- Intentionally visiting websites with inappropriate content.
- Accessing or sending emails from another student's email account.
- Impersonating someone else online.

STUDENT ACCOUNTS AND EMAIL

All one-to-one students will be given an account for logging onto their computer. All students will be given an email account. Middle School students are expected to check email at least daily; however, students should not access email during class time unless instructed to do so by their teacher. The use of email is restricted to purposes related to the student's involvement in the program of the school. All student email, incoming and outgoing, is archived and may be inspected at any time. Students should never give their Country Day email address to anyone outside of the school community unless it is necessary and related to the student's involvement in the program of the school

GUIDELINES FOR USE

The technology resources at Country Day consist of workstation, laptops, and Chromebooks, server computers, and an internal network (LAN) that connects most of these computers and is in turn connected to the global Internet as well as peripheral devices such as printers, scanners, projectors, storage devices, and so forth. The school provides these resources to further its educational mission and expects students to use them for that purpose. When used inappropriately, at best, these resources are wasted and at worst, students can put themselves

and/or others in contact with offensive material and/or dangerous individuals. Providing a sufficient number of computers for students to have adequate access means that the school cannot completely monitor student's activities. Filtering software on the Internet connection provides some level of protection; however, no filtering software is completely effective. It is ultimately the responsibility of students to use the technology resources appropriately. The guidelines that follow are intended to educate students on what constitutes appropriate use of technology and provide some examples of what constitutes inappropriate behavior whether it be frivolous, immoral, or dangerous. The school reserves the right to make the determination as to whether a student's use of technology violates these guidelines and to take disciplinary action, including removing a student's ability to use the computers, accordingly.

Unacceptable use of technology will result in appropriate consequences which may include losing the privilege of using school technology resources. Severe infractions will be handled by the Division Heads and Head of School. ***Students will not be excused from class assignments due to losing their technology privileges.***

Students using Country Day technology agree to the following stipulations:

- Students will take full responsibility for their actions and will use Country Day Chromebooks, computers, and Internet access for educational purposes only with the guidelines of the Acceptable Use Policy.
- Students acknowledge that the use of the computer system and the Internet is a privilege, not a right. Students accept that inappropriate behavior may lead to disciplinary action and loss of privileges including disabling their account and access to technology resources including printers, storage devices and so forth. Students and parents realize and accept any academic consequences that may result from losing access to technology resources.
- Students will follow all rules and regulations related to the use of technology and will follow the directions of faculty members and staff.
- Students will keep their school computer or Chromebook account password confidential and will not allow other students or anyone else to use their account. If students become aware of another person using their account, they will immediately report this information so that their password can be changed.
- Students acknowledge that all technology resources are the property of Alexandria Country Day School and that all files stored on or transmitted through the school's equipment are subject to inspection and/or deletion. All computer activity is subject to monitoring, logging, etc. at all times.
- Students will obtain permission from the Director of Technology prior to using personal computers (including Chromebooks, PDA's, etc.) on school property and acknowledge that the use of such equipment is regulated by the policies specified in this document.
- Students realize that when they use the Internet, they are entering a global community and their actions reflect on the school as a whole. Students will conduct themselves in a moral, ethical, and legal manner.
- Students and parents release Country Day from any liability or damages that may result from a student's use of the computer system and/or Internet connection.

ACCEPTABLE USE

The technology resources at Country Day are only to be used for educational purposes related to the mission of the school. Examples of educational purposes include classroom work, assignments, and approved co-curricular activities (yearbook, student council, etc.). ***Any use of technology for non-educational purposes is unacceptable.*** Since it is impossible to list all examples of non-educational uses of the school's technology, the school reserves the right to determine if a student's activities are acceptable.

EXAMPLES OF UNACCEPTABLE USE

- Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying inappropriate materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- Any illegal activity or activity that violates school policies, procedures, and/or rules.
- Any form of plagiarism.
- Gaining access or attempting to gain access to computers or data which students are not authorized to access.
- Tampering or attempting to tamper with the configuration or security settings on school technology resources.
- Circumventing or attempting to circumvent filtering, security, or monitoring software.
- Running, storing, transmitting, or downloading applications or files (e.g., instant messaging software, games, music, video, or images) unrelated to educational purposes.
- Entering chat rooms or sending/reading personal emails.
- Violating copyright rules for the distribution and use of software or other material.
- Sharing one's password with or making the password of someone else known to others.
- Logging in to a computer, Chromebook, or other resource using another student's account.
- Using another student's Chromebook without permission.
- Damaging or vandalizing equipment (e.g., removing keys or other components, damaging Chromebook screens).
- Copying, downloading, installing software without the permission of the school's Technology Department.
- Creating, loading, transmitting, or storing of damaging or annoying software such as viruses, worms, trojan horses, etc.
- Interfering with network/server access or performance.
- Damaging any data belonging to someone else.
- Sending unwanted or mass emails, i.e., spamming.
- Using school technology resources for financial or personal gain.
- Harassing, insulting, or abusing others.
- Demonstrating, facilitating, encouraging, or participating in unacceptable activity.

SECTION VI AFTER SCHOOL PROGRAMS

Country Day offers after-school care for all of our students, PreK3 through the eighth grade, from dismissal to 5:30 p.m. A daily snack is not provided by the After-School Care program. Students will bring their own snacks or may purchase one from the school. Please do not send anything with nuts or nut butters, and do not send candy or sodas. In order to help maintain a safe environment, students may not share food from home. The director of the after-school program determines the daily activities.

AFTER SCHOOL CARE (ASC)

After-School Care is offered Monday-Friday from the end of school until 5:30 p.m. Start dates and pricing will be announced at the beginning of each school year.

Students will have the opportunity to complete homework, play outside, and participate in multiple indoor activities including arts and crafts, technology, and games.

Drop-ins are accepted to ASC; however, advance registration is extremely helpful and highly encouraged. Students who have not been picked up by 3:45 p.m. will be considered drop-ins, and parents will be assessed the regular drop-in rate of \$20 per day.

Whether a student participates in the ASC plan or drops in on a daily basis, the financial responsibilities must be met and stay current in order for the student to continue participation in the program. If an ASC balance becomes past due for more than 30 days, the child will not be allowed to attend ASC until the balance owed is paid in full.

STUDY ZONE

Study Zone is available Monday-Thursday from the end of school until 5:30 p.m. Study Zone is offered to students in third through eighth grades to provide guided homework assistance, test preparation, and general study skills with a certified teacher.

Semester pricing includes ASC for every Friday it's available. There will be no daily-drop ins for Study Zone.

All participants in the study zone program must meet their financial responsibilities and stay current in order for the student to continue participation in the program. If a Study Zone balance becomes past due for more than 30 days, the child will not be allowed to attend Study Zone until the balance owed is paid in full.

PICK-UP PROCEDURES

Parents may pick up students at any time between 3:30-5:30. Parents will line up through the carpool line and students will be called to the front carpool area.

LATE PICK-UPS

After-School Care hours are from school dismissal to 5:30 p.m. Late pickup fees (\$1.00 per minute) will be assessed for any student not picked up from After-School Care, starting at 5:31 p.m. according to the school clock. Habitual late pickup may result in a student's removal from the After-School Program and may potentially result in other consequences.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

All guidelines set forth in Section IX of this Handbook apply to behavior during after-school programs.

SECTION VII ATHLETICS

Alexandria Country Day School offers an athletic program designed to support student athletes who strive to play in a competitive athletic environment. The Middle School Athletic Program endeavors to provide athletes with a variety of developmentally appropriate opportunities for individual and team skill development. Country Day offers a variety of sports: Cross Country, Basketball, Cheer, Soccer, Tennis, Baseball, Softball, Track & Field, and Archery.

In all sports participation, the sports player fees and/or athletic fees must be paid in advance in order for the athlete to participate in each sport. Upon successful remittance of the fees, the student will then be added to the athletic roster for each sport. If these fees are not paid in advance, the student will not be eligible to participate until the fees are successfully paid. This requirement includes all grades and all sports.

INTRAMURAL BASKETBALL

Intramural Basketball is offered to students in grades 1-8. This short season is an excellent way to introduce beginner skills, teamwork, and sportsmanship in a friendly, fun environment. Intramural games bring the entire community together.

FIFTH AND SIXTH GRADE ATHLETICS

The goal of the Athletics program in Fifth and Sixth grades is to allow student athletes to try new things, learn to be part of a team, practice sportsmanship, develop a passion for sports, and work on targeted skills in the respective sport.

SEVENTH AND EIGHTH GRADE ATHLETICS

In Seventh and Eighth grades, students will also continue to develop teamwork, sportsmanship, and athletic skills, but will increase focus on the competitive aspect of each sport. Because of the increased competitive nature of the program, playing time will be determined at the coach's

discretion based on hard work, attitude, and skill. Playing time may not be equitable among teammates during seventh and eighth grade.

UPPER SCHOOL ATHLETICS

The Upper School is a member of the Louisiana High School Athletics Association, and as such, follows the guidelines set forth by the organization. Students in grades 9-12 are eligible to participate in any of the sports offered on campus. Varsity eligibility must be established with the LHSAA. The focus of Upper School athletics is to build teamwork, sportsmanship, and athletic skill in a competitive environment. Playing time may not be equitable and will be at the discretion of the coach.

SECTION VIII ATTENDANCE

If an absence is due to a contagious condition or disease, the student must be officially released from the attending medical provider by providing the school with a release note signed by the attending medical provider, or must have followed the quarantine and testing requirements required by the School. Each day is a crucial part of a student's education. What transpires in the classroom or on a school trip cannot be duplicated. Any chronic disregard of attendance can result in action up to and including separation from the school. It is important for students and parents to prioritize attendance.

For students in Kindergarten - Seventh Grade, absences to school or a class in a given year totaling 20 may result in the student being dismissed.

For students in High School Credit Courses (7-12), students may not miss more than 18 classes in each course on the main campus or 10 classes in each course on the Upper School campus.

For students in Kindergarten-Fourth Grade, being absent for more than half of the school day constitutes an absence. Middle School absences are tabulated per class. Students considered absent for the day may not attend the After-School Care nor participate in extracurricular activities such as athletics.

Students are not allowed to leave class to attend a sibling's or friend's performance or activity unless doing so is part of the school's plan for the day. Student events at the school during the afternoon or evening do not indicate that a student will be dismissed early. Students leaving early in advance of an afternoon or evening event remain subject to general attendance policies.

To participate in any after-school activities—including athletics competitions—students must be at school by noon and remain in school until the official end of the day.

Likewise, a Middle School student must not miss more than three classes or hours in a day to be eligible to attend a dance that same evening.

When a child is hospitalized, please contact the Division Head so arrangements can be made for visitations and get-well messages and to discuss the student's academic needs, if appropriate.

If the absence from class is due to a doctor or dentist appointment, the student must present a note signed by the attending doctor to the main office upon return to school.

REPORTING ATTENDANCE

Parents are to contact their Division Head to report extended absences.

Reporting Significant Family Events: Parents are encouraged to contact their division office about family events such as a death or illness in the family, the death of a pet, separation or divorce, an argument before school, or significant changes at home. When faculty members are aware of circumstances that may be affecting a student at school, they are better able to understand certain behaviors at school and can assist the student with moving forward.

Family Trips: The school calendar provides a generous vacation schedule. Therefore, we strongly discourage family trips that result in students missing school. Such absences undermine the ethos of commitment and disadvantage the student whose work is interrupted.

EXTENDED STUDENT MEDICAL LEAVE

In a case where a student needs to be absent from school for an extended period of time, please contact your Division Head to determine what course of action is best for the student.

TARDY POLICY

The School's tardy policy has been developed to emphasize the importance of each student arriving on time to school every day. Learning the responsibility of getting to school on time is an integral part of our standard of excellence which prepares students for success. We believe that, if students are in class on time, this will contribute to their continued academic success. In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem.

A tardy will be defined as not being in the classroom when the tardy bell rings to signify the beginning of the class period. It is the parent's/guardian's responsibility to escort them to the main office doors and ring the bell. A front desk attendant will come to the door and have the parent sign in. Unexcused tardiness includes, but is not limited to, oversleeping, car/traffic, rain, problems, etc. and any others within the discretion of the administration. All tardiness to classrooms between school periods will be considered unexcused unless express permission is given by the teacher in advance before class

begins. Students will receive one day's absence when they accumulate their 4th unexcused tardy during a nine-week grading period.

Students on the Upper School campus will receive lunch detention after they have received two tardies in a class. Lunch detention will be served the day after the tardy so that students may bring their own lunch.

SECTION IX BEHAVIOR EXPECTATIONS AND DISCIPLINE

EXPECTATIONS

Country Day has a high standard for student behavior that positively reflects on one's self, family, school, and community. A Country Day student is expected to be courteous, and polite, and to treat others with dignity and respect. Each student possesses the capability to discern what is morally and ethically right.

- Students will abide by all school, classroom, and athletic/organizational rules including the Harmful Substances Policy, Weapons Policy, and the Bullying Policy.
- Students will be respectful of faculty, administrators, staff members, coaches, substitute faculty, visitors, and other students.
- Students will help keep the campus clean.
- Students will be punctual and arrive at class with appropriate books, materials, equipment, and completed assignments.
- Students will follow proper lines of communication, which can be found in Section X (Communications) of this School Handbook.
- Students will not bring any electronics or possessions that are not required for the educational process unless that item is expressly permitted by Country Day. Electronics include anything that requires a battery or electricity. Examples include phones, handheld games, cameras, and other electronics typically used for entertainment.
- Students are expected to observe all school rules and dress codes when representing Country Day in the larger community.
- Students are expected, at all times, to refrain from using violence, harassing, bullying, or discriminating against other persons.

PRIMARY SCHOOL EXPECTATIONS

BITING

Every effort is made to help children learn to use words to express their feelings, and incidents of inappropriate behavior are treated as "teachable moments". These are most often resolved through teacher guidance and encouraging direct, supervised

communication among the students involved. We strive to help students seek the good in everyone, just as we attempt to encourage their individual growth in learning how to resolve their own conflicts. However, occasional biting from preschoolers can occur. When there is a biting incident, both sets of parents will be contacted. The second time a child bites, they will have to go home for the remainder of the day. If biting persists, we may ask the child to take a week break to try to break the habit.

TOILET TRAINING

All students are expected to be toilet trained before the first day of school. Being fully toilet trained includes both urination and bowel movements. This means they are able to stay dry for 2-3 hours and are able to recognize the need to go and request to use the restroom. We promote independence in using the bathroom. Students should be able to undress, dress, wipe, and wash hands unassisted. PK3 and PK4 students should not wear belts with their pants or wear overalls to encourage bathroom independence. We are a no diaper/pull-up school. We will assist in the child changing clothes if they have a urination accident. If it is a bowel movement accident, the parents will be called to come and clean them up and change them. We do not have the facilities or the staff to handle this. We have many scheduled bathroom breaks during the day and children can request to go at any time. Our Early Childhood faculty encourages, supports, and praises all the successes that your child achieves during their toilet experiences.

If a child has 2 accidents over the course of a single day, parents will be asked to pick the child up from school. The child may return to school the following day.

Issues of recurring toilet accidents may result in a child having to stay home until they are fully potty trained.

MINOR INFRACTIONS

Any violation of the School's expected behavior is considered to be an infraction. Minor infractions are deemed to be less serious than major infractions, but are still considered unacceptable from a member of the school community. Examples of minor infractions include, but are not limited to, the following:

- Being disruptive in the classroom, library, assembly, or any campus or school activity
- Disrespect toward persons or property
- Inappropriate clothing
- Inappropriate displays of affection, including kissing
- Driving recklessly to, from, or on campus or at a school activity (subject to any consequences imposed by Campus Police)
- Lying, deceit, or any other dishonest behavior
- Poor sportsmanship
- Horseplay that does not cause injury (intentional or unintentional)
- Profanity
- Minor cheating or plagiarism

- Skipping Class
- Being in an unauthorized area
- Technology Abuse

MAJOR INFRACTIONS

There are certain fundamental policies and expectations at Country Day that, when violated, are considered Major Infractions. A Major Infraction is a very serious offense. The following are examples of Major Infractions (the list is not all-inclusive):

- Violation of the Harmful Substances and Weapons Policy
- Violation of the Bullying Policy
- Verbal, physical or sexual harassment or abuse of a student by peers. This includes interactions that are in person, online, or via phone. Posting videos/photos of peers without their consent to do harm is considered harassment.
- Threats or references to school violence, particularly school shootings
- Pervasive abusive language or abusive language that is aimed at another member of the community
- Major cheating or plagiarism
- Horseplay that causes injury (intentional or unintentional)
- Willful destruction of property belonging to Country Day, its personnel, or another student
- Stealing
- Repeated instances of skipping class
- Fighting or physical altercation

EXPECTATION OF PRIVACY

While on campus or at a school-sponsored event, students, visitors, and faculty members should have no expectation of privacy. School property includes, but is not limited to, computer and office equipment, email, desks, lockers, cabinets, and other similar equipment.

The school may take immediate and significant action, including the search of locker, bags, or person, in any case where the safety of students is in jeopardy. If the administration has reasonable suspicion of any of the following, then they have the authority to conduct a search. The Head of School may immediately discipline any students who are either on campus or attending school-sponsored or school-approved events off campus who are suspected of the following:

- Possession, use, or sale of drugs listed in the current Federal Controlled Substances Act;
- Possession of drug paraphernalia;
- Possession, use, or sale of alcohol, tobacco substances, or inhalants; or

- Possession, use, or sale of a known weapon including, but not limited to, guns, knives, fireworks, or weapons of any kind.

BULLYING POLICY

Country Day has adopted the American Psychological Association’s definition of bullying which states: “Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual typically has trouble defending him or herself and does nothing to “cause” the bullying.”

STATEMENT OF PROHIBITION

Country Day believes that all students have a right to a safe and healthy school environment. Our school will promote mutual respect and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes, but is not limited to: direct physical contact such as hitting or shoving; repeated verbal assaults such as teasing or name-calling; the use of electronic methods (e.g., internet or texting) to harass, threaten or humiliate; and social isolation and/or manipulation. This policy applies to students on school grounds, while traveling to and from a school-sponsored event, during a school-sponsored event, or when bullying behavior off campus disrupts the school setting. Regardless of where the incident occurs, Country Day reserves the right to apply appropriate discipline.

REPORTING PROCEDURES

All students shall immediately report incidents of bullying, harassment, and intimidation to a teacher or staff member. School staff members are expected to immediately intervene when they see a bullying incident occur and then to report the incident to the Division Head. If parents are aware of bullying involving their child, it is the parents’ responsibility to report it to the appropriate staff member and Division Head. Each complaint of bullying shall be promptly investigated. Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting.

RETALIATION AND FALSE REPORTING

Retaliation is defined as bullying, harassment, or intimidation toward a person in response to previously reported bullying, harassment, or intimidation. Such retaliation shall be considered a serious disciplinary violation that will be treated accordingly. Any student who knowingly files a false report of bullying, harassment, or intimidation is guilty of such and should be punished under existing disciplinary provisions.

INAPPROPRIATE AND OFFENSIVE BEHAVIOR

Country Day nurtures and celebrates the differences of all its students. Inappropriate behavior by groups or individuals against another student or group of students will not be tolerated. Country Day's goal is to provide every one of its students a safe and open environment that allows each student to flourish in his or her environment. Each student at Country Day should be safe from bullying or harassment from other students, employees, or visitors at all times. To this extent, Country Day forbids any form of inappropriate or offensive behavior at school or at school-sponsored events. A student who has been harassed or bullied in any way is encouraged to share the experience with an employee at Country Day or with a trusted adult, including a parent, who will report the incident to Country Day. Examples of inappropriate and offensive behavior include, but are not limited to, the following:

- **Relational Aggression:** Behavior such as rumor-spreading, alliance-building, bossiness, passiveness, exclusion, isolation, shunning, and secret-telling to harm others is unacceptable and is not tolerated at Country Day.
- **Hazing:** Initiation into a group through harassment is not tolerated at Country Day. Joining groups is a basic human need and forming a sense of identity and belonging is a major developmental task for our students. When groups employ humiliation and danger to "initiate" new members, it becomes hazing and is not tolerated at Country Day.
- **Sexual Harassment:** Acts that may be considered unwelcome; sex- or gender-based actions; or inappropriate sex- or gender-based behavior that is offensive, hostile, and/or intimidating will not be tolerated at Country Day. This behavior can be aimed at someone of the same sex or opposite sex. All students are assured that they will be free from any and all reprisal and retaliation from reporting any such valid complaints. Complaints of sexual harassment will be promptly and carefully investigated.
- **Inappropriate Behavior Toward a Country Day Employee:** Inappropriate behavior directed toward any Country Day employee is inconsistent with the school's goals and honor system.
- **Inappropriate Behavior Toward Country Day:** Information that brings disfavor to Country Day on a student's social media and online accounts will lead to disciplinary action.

HARMFUL SUBSTANCE AND WEAPONS POLICY

The possession, use, distribution, or sale of harmful substances is prohibited. Student abuse of these substances is both unacceptable to our community and against the law. In addition, the display of any drug paraphernalia intended for drug or alcohol use is also unacceptable. Harmful substances, as well as being under the influence of these substances, are prohibited on campus and at school-related functions. Country Day considers harmful substances to include, but not limited to, the following: any substance deemed illegal for use by residents in the State of Louisiana under the age of 21, alcohol, tobacco, vaping, inhalants, off-label prescription drugs of Schedule I, II or III*, or any other substance used as a mind-altering agent.

The use, sale, or possession of guns, knives, or weapons of any kind on campus, on any school bus, or at any school function including school-sponsored trips is prohibited.

The school encourages students to seek help if they have a problem with alcohol or drug use. If a student comes forward to a teacher, counselor, or administrator and expresses concern about his or her use, every effort will be made to get that student needed assistance.

POSSESSION, USE, DISTRIBUTION, OR SALE OF HARMFUL SUBSTANCES ON CAMPUS OR IN CONNECTION WITH A SCHOOL EVENT

If after due investigation it is confirmed that a student at a school or a school event has been under the influence, in possession of, or using a Harmful Substance, the student will be suspended until the following steps have take place:

- The student must obtain a drug and alcohol assessment from a qualified (licensed or certified) drug and alcohol counselor or state-approved agency. This must include a urinalysis. If treatment is recommended, the student must participate in treatment as recommended. The family will be responsible for payment of all services, including any testing, assessment, and treatment programs. If parents need a referral, Country Day will provide a list of appropriate assessment and treatment agencies.
- Parents must sign a “Consent for Exchange of Information” form before any testing, allowing Country Day access to all results and recommendations.
- The student and parents must attend a conference with school administrators where they discuss the results of the assessment and the recommendations for treatment. Students may not return until this conference occurs. Complete results of this assessment must be available at the meeting. At this time, consequences for the violation will be decided. The student’s continued attendance at the school is conditioned upon receipt of this assessment and a clear plan to begin following the treatment guidelines.

If the violation of this policy includes the distribution or sale of a Harmful Substance and/or other exceptional misconduct, students will be expelled from Country Day. Exceptional misconduct may include, but is not limited to: Driving or operating machinery under the influence of intoxicants; administering drugs or alcohol to an individual without his or her knowledge or consent ('spiking' drinks, etc.); using drugs or alcohol in a manner that poses an acute health threat to any person, including the user; causing harm to persons or property as a result of intoxication.

If the family or student refuses to abide by the requirements set in motion by this policy, their only alternative course of action is to withdraw the student from the school. The student cannot complete coursework for the term but may receive partial credit for work completed up to the time of the withdrawal.

Families of students who are expelled or withdrawn are still responsible for the full tuition balance.

PROCEDURES FOR BEHAVIOR INFRACTIONS

Country Day reinforces positive attitudes and behavior patterns that benefit our students throughout their lives. Consequences are assigned to help the individual student develop inner control, to teach acceptable behavior and responsibility, and to teach respecting the rights of others.

PREK-SECOND GRADES

Faculty of the Primary School will typically apply the following guidance techniques in response to problematic behavior:

- Give notice before transitions
- Use redirection
- Teach social interaction skills
- Allow children to have choices
- Provide a regular routine
- Practice consistency
- Use affirmative statements
- When giving directions, bend to the child's level, make eye contact, speak quietly, and ask the child to repeat the direction
- Use logical consequences

When a student is unable to demonstrate self-controlled behavior, a brief, monitored time-out may be issued if other measures do not work. If a student is still unable to gain control, the parent may be contacted, and the student may be removed from the classroom. If a student needs one-on-one attention, the school may require the student to be temporarily removed from campus for safety's sake. Repeated uncontrollable behavior may result in Behavioral Probation or separation from the school. These disciplinary measures may or may not be applied in the order provided based on factors including, but not limited to, severity of the issue, safety of the student and fellow students, occurrences of behavioral issues, and actions taken by the parents.

GRADES 3-8

MINOR INFRACTIONS

All Minor Infractions that happen in a classroom setting will be managed using classroom interventions with parental contact. Each teacher **MUST** implement three strategies/interventions, which must include parental contact, to stop inappropriate behavior before the Minor Infraction receives a "Sanction" other than a classroom intervention. Minor Infractions such as skipping class or being in an unauthorized area, dress code violations after an official warning, and inappropriate PDA will receive an automatic detention. All infractions will be documented in the Behavior section of FACTS Family Portal.

Minor Infractions are subject to the following consequences (in order) after three interventions:

1. 1 Day Detention and contact is made with the parent by Division Head.
2. 2 Days Detention and contact is made with the parent by Division Head.

3. 1 Day In School Suspension (Lower and Middle School) or Friday School (Upper School), contact is made with the parent by Division Head, and a conference is scheduled.
4. Out of School Suspension (at the discretion of the Division Head), contact is made with the parent by Division Head, and a conference is scheduled. Student is placed on Behavioral Probation.
5. Student may be withdrawn or expelled from Country Day- Determined by Administration

Grades 9-12

MINOR INFRACTIONS

All Minor Infractions that happen in a classroom setting will be managed using interventions and parental contact. Each teacher must implement interventions, which must include parental contact, to stop inappropriate behavior before the Minor Infraction receives a "Sanction". Minor Infractions such as skipping class or being in an unauthorized area, dress code violations, tardies, and inappropriate PDA will receive an automatic detention. All infractions will be documented in the Behavior section of FACTS Family Portal.

Minor Infractions are subject to the following consequences in order:

1. 1 Day Detention and contact is made with the parent by Division Head.
2. 2 Days Detention and contact is made with the parent by Division Head.
3. 1 Day of Friday School and contact is made with the parent by Division Head.
4. Out of School Suspension and contact is made with the parent by Division Head. A conference will be scheduled and student will be placed on Behavioral Probation.
5. Student will be withdrawn or expelled from Country Day - Determined by Administration

MAJOR INFRACTIONS

Major Infractions are student actions that require an immediate response and consequence from the Division Head. Depending on the severity or recurrence of the infraction, the student may be subject to a single consequence or a combination of the following consequences:

- In School Suspension (Lower and Middle School) or Friday School (Upper School), contact is made with the parent by Division Head, and a conference is scheduled
- Out of School Suspension, contact is made with the parent by Division Head, and a conference is scheduled
- Creation of a Behavior Management Plan
 - Proof of professional assistance (counselor, religious advisor, medical doctor, or behavior specialist on staff/ Family Counsel/ Lafargue personnel) as agreed upon by the school and family may be deemed necessary.

- Placement on Behavioral Probation
- Expulsion from Country Day- Determined by Administration

CONSEQUENCES

- **DETENTION (LOWER AND MIDDLE SCHOOL)** - Division Heads will make arrangements for assigned Detentions with families.
- **LUNCH DETENTION (UPPER SCHOOL ONLY)** - Lunch Detention will be held daily. Students must bring their own lunch and report to the assigned detention room for the duration of their lunch period.
- **IN SCHOOL SUSPENSION** - Students will not miss out on learning opportunities as they complete their assignments apart from their regular classes, allowing teachers and staff to intervene in students' inappropriate behavior in a positive way. Students will reflect on their behavior choices and use problem-solving techniques to learn from their poor choices, while being present in the school environment.
- **FRIDAY SCHOOL (UPPER SCHOOL ONLY)**- Friday School sessions will last from 8AM - 12PM. Parents will be required to pay \$25 for staffing outside of school hours and parents must sign in/sign out their child. Students will reflect on their behavior choices and use problem-solving techniques to learn from their poor choices, while being present in the school environment.
- **OUT OF SCHOOL SUSPENSION**- Country Day reserves the right to suspend students that do not adhere to behavior expectations. It is the student's responsibility to complete assignments missed during the suspension. If work is not turned in on the day of return, the student will receive a zero on any assignment not completed. If a student is suspended on a test day, they must take the quiz or test on the day of return or a zero will be recorded. Students will not participate in any school sponsored or athletic activity while suspended.
- **EXPULSION**- Country Day reserves the right to expel students. The Head of School and Administration will review all Minor and Major Infractions before making a decision to expel a student. Expulsion does not release the family's financial obligation for the remainder of the school year.

SECTION X COMMUNICATIONS

WEBSITE

Country Day hosts a website at www.countryday.school. Our website is the primary hub for community communication for our attendance and events calendar, lunch menus, course descriptions, faculty directory, FACTS Family Portal login, newsletters, important documents, and other valuable resources.

EMAIL

Email and residence addresses contained in the school's online directory or otherwise obtained through an association with Alexandria Country Day School should never be used to solicit business, defame an individual or group, promote a personal agenda, influence a political position, or used for any purpose without prior approval from the School. Individuals violating this rule should expect an immediate response, up to and including separation from the school. Further, Country Day reserves the right to notify law enforcement officials. Any delay in response shall not be deemed a waiver and the school reserves the right to respond in the manner it deems most appropriate.

FACTS Family Portal

The **District Code** for the FACTS Family Portal is **ACD-LA**. Teacher FACTS Family Portal pages are provided as a means for students and parents to stay current with the teacher's activities and assignments. Official daily updates to teacher pages are available by 3:45 p.m. Please remember that ultimately students are responsible for listening in class and getting information from their teachers. The school and its faculty make every effort to ensure that the information on the website is accurate, but the school cannot guarantee its accuracy.

PARENT CONFERENCES

An important cornerstone of any independent school is effective parent/teacher communication. Country Day considers it a privilege to designate two days each year for the sole purpose of conferencing with parents, along with other times throughout the year as requested by either parent or teacher. The purpose of these conferences is to discuss the student's adjustment to the classroom routines and his/her academic progress.

Faculty at all grade levels use assessment tools such as developmental milestones, benchmarks, work samples, observations, and anecdotal records. For grades 3–12, faculty include nationally standardized tests in their assessment.

Each official conference day is considered a student holiday. Parents of Middle School students should encourage their students to use this day for a community service activity. Parents may request additional conferences as needed.

HIGH-PRIORITY COMMUNICATIONS

In the case of high-priority communications, emergency situations, or some emergency drills, Country Day will utilize our text messaging alert system to contact families.

RETURNING PHONE CALLS AND EMAILS

The Country Day policy is that phone calls and emails will be acknowledged within 24 hours during the school week (Example: Friday afternoon's message must receive a response by Monday afternoon.) Keep in mind that faculty and staff are teaching and working with students the majority of the day, and seldom have time to check their email and voicemail until after students have gone home in the afternoon.

The exception to this policy occurs when the school is closed on holidays. In these instances, phone calls and emails will be returned within 48 hours after Country Day resumes its regular office hours.

PROPER LINES OF COMMUNICATION

Country Day expects parents to practice positive problem-solving strategies involving school concerns. The proper lines of communication are as follows:

In areas of academic or behavioral concern, parents should always contact the classroom teacher first. If more attention is needed to a situation, parents should then contact the Division Head. The Head of School may then be contacted if a resolution has not been reached.

If an issue arises during an after-school program, first contact the teacher. The Director is the next point of contact. If the issue persists, you should contact your student's Division Head. If further action is required, contact the Head of School.

Athletic issues should first be brought to the coach. The Athletic Director is the next point of contact, followed by the Head of Middle School or Head of Upper School. If further attention is needed, contact the Head of School.

Members of the Board of Trustees are not involved in the daily operations of the school. Please do not contact Board Members regarding operational issues.

CUSTODY COMMUNICATIONS

When parents are separated or divorced, the school requires that parents file with the division office the most recent court orders specifying access to the student, student records, and school officials as well as possession and visitation. The school's copy must contain the judge's signature and the date signed. A parent must give the division office a copy of any special legal considerations that affect the student. Country Day will follow the information on the Authorization Form for Student Release unless other information is provided.

The school has no ability to monitor custody issues of separated or divorced parents and asks that both parents work together for the best interests of their students without involving the school in the role of intermediary.

CHANGE OF ADDRESS OR TELEPHONE

Parents should report changes of address or telephone numbers to the school via our online reporting system or to the Main Office.

SCHOOL DIRECTORY AND EMAIL LIST POLICY

Country Day's FACTS Family Portal contains a School Directory online to facilitate communication among members of the community. The use of the School Directory is restricted to non-commercial, private use, and the information it provides should never be used to solicit business, defame an individual or group, promote a personal agenda, or influence a political position. Use of the School Directory for these purposes is strictly prohibited and may result in consequences up to and including separation from the school, consistent with the other provisions of this handbook.

SPONSORSHIP, SOLICITATION, AND ADVERTISING

Country Day will only use communications to promote or support programs affiliated with the school and any specific businesses or services that have entered into a sponsorship agreement.

Country Day intends to be neutral politically. No signs, advertisements, or propaganda promoting an outside business, ideology, or public candidate are allowed to be distributed on campus or through school communications or to be displayed in classrooms. Additionally, no solicitation is allowed at school events.

SECTION XI COMMUNITY INVOLVEMENT

AMBASSADOR PROGRAM

New Family Ambassadors serve to welcome new Country Day families into the fold. Our program offers entering students and parents a ready link to vital information resources, promoting fellowship and a smooth transition into our school community.

Student Ambassadors are representatives from grades 4–12. Ambassadors assist the Admissions office by serving as tour guides for prospective students and representing the school at various functions. Students apply to and are selected by the administrative

committee, and the council is sponsored by the Office of Admissions and the Division Heads.

CHARITABLE OPPORTUNITIES

Like most private schools and universities, Alexandria Country Day School depends on the generosity of parents and friends to provide funds not otherwise available through tuition and investments.

There are several areas to which donors can make gifts, including the Country Day Fund (annual fund), Endowment, General Scholarship Fund, and Planned Giving. In addition, donors can make gifts-in-kind and other contributions that are earmarked for special projects. For more information, parents should contact the Director of Advancement.

- The Country Day Fund enhances and augments every aspect of the school's educational program.
- Endowment gifts are invested in a fund that provides revenue to augment the operating budget and support capital projects as needed.

All gifts to Country Day are tax-deductible to the full extent allowed by law; for more information, parents should consult their own tax professional. Donors will receive an official gift receipt for tax purposes.

STUDENT ORGANIZATIONS

Country Day believes that effective leadership requires interpersonal skills and competencies that must be learned through experience and practice and through the assessment of successes and failures. Young people can only learn the skills of leadership if they are allowed to exercise leadership in meaningful ways. Faculty members help students develop mutual respect, objectivity, empathy, and understanding in order to create a safe place to test their ideas, and students are expected to follow their direction.

Country Day reserves the right to remove a student from a leadership position or deny a leadership position due to academic, conduct, or attendance considerations, or any other reasons considered sufficient by the faculty.

MIDDLE AND UPPER SCHOOL CLUBS, ORGANIZATIONS, AND COUNCILS

Each year, student interest determines Club offerings for the year. All students have the opportunity to participate in Club activity during designated advisory time.

Any fees required for club participation must be paid in advance in order for the student to be able to participate, this includes but is not limited to Upper School BETA Club.

PARENT ORGANIZATIONS

Country Day is more than a school; it is a community committed to providing children the best educational experience in Central Louisiana. As a Country Day parent, your involvement and engagement is vital to the success of Country Day. Anne Henderson and Nancy Berla best summed it up in their book, *A New Generation of Evidence: The Family Is Critical to Student Achievement*- "When parents are involved in their children's education at home, they do better in school. And when parents are involved in school, children go farther in school and the schools they go to are better."

While there are numerous opportunities to volunteer and engage in the life of the school, there are two primary parent organizations.

PARENT CLUB

All parents and guardians of children enrolled in Alexandria Country Day School and in good standing are members of the Parent Club.

The Parent Club is an auxiliary organization of the school and shall serve as the official organization of parents individually and cooperatively working with the school administration to:

- Support the school
- Build community
- Involve parents
- Enrich campus life
- Enhance student experiences
- Communicate information

BOOSTER CLUB

The Booster Club supports the goals, philosophy, and programs of the ACDS Athletic Department. The Booster Club benefits all sports and is a partner with the school in raising funds to support, improve, and grow our athletic program.

SECTION XII DAILY OPERATIONS

BAYOU RAPIDES CAMPUS

ARRIVAL

Carpool supervision begins at 7:25 a.m. for students. Under no circumstances, unless a family has received prior authorization, may parents drop off their students before 7:25 a.m.

Lower School students will report directly to their classrooms. Middle School students will report directly to the cafeteria.

CARPOOL

If your child will be going into grades 5-8, students should be dropped off by the dining hall/cafeteria. Carpool begins at 7:25 a.m.; students must be in class by 7:50 a.m.

If your child will be going into grades PreK-4th, students will be dropped off at the front of school. Carpool begins at 7:25 a.m.; students must be in class by 8:00 a.m.

If you have multiple children, you will need to drop off at each location. Older students should be dropped off first and you will merge into the front carpool lane.

We ask for parent support in making carpool a safe time on our campus. Carpool maps, car identification cards, and procedures are disseminated before the start of school and posted on our website. Parents must follow these procedures and ensure that any individual who picks up their student on our campus knows and follows these procedures. For further information on this issue please contact the appropriate division office. At all times parents are required to:

- stay in your car and allow the unloader/loader to assist with your student;
- display the carpool name card issued by the school; most parents hang these from the rear view mirror with a pants hanger.
- use the proper legal child restraints at all times when your car is on campus;
- place your Primary student's car seat in the rear seat on the passenger side so that the student enters and exits the car door closest to the building;
- comply with the 5-mph speed limit while on campus;
- never leave your car unattended with the motor running;
- never hire or use a ride share, personal limousine, or party bus to pick up students OR to deliver to school;
- never use cell phones and other electronic devices while in carpool.

MORNING CARPOOL

- Students are to be ready to exit cars upon arrival at unloading zones.
- Parents should move their cars to the most forward position, not the one closest to the entrance, and avoid gaps in the line.
- Students must exit on the passenger side of the car, which means the side away from traffic.
- Please do not enter school during carpool hours.
- Only students using crutches or wheelchairs may be dropped off in front of the school. No other students are allowed to be dropped off in front of school to walk in on their own.
- Parents must remain in the car when the student is exiting the car.
- Parents must stay in their cars and may not leave their cars unattended with the motor running.

- If there is an emergency last-minute change of plans, parents must call the division office. Students may not leave with an unauthorized person.
- Parents may not U-turn in the drive after dropping off their student.
Parents must use the designated carpool lane for their grade level. If you have a middle and lower school student, you may enter the cafeteria line and then merge to the front.

NOTE: Parents may not escort students into classrooms in the morning. All students must be dropped off through carpool.

AFTERNOON CARPOOL

Afternoon carpool begins at 3:10 p.m. Students will be picked up in the same location as indicated above for morning drop off. If you have multiple children, you will need to pick them up at each designated location.

At 3:45 p.m., a teacher will walk any remaining students to the appropriate After-School Care location. Once a student has been signed into the After-School Program, a parent or authorized person must sign them out of after-school care. Regular drop-in fees of \$20 per day will apply.

NOTE: Parents may not enter the school to pick-up students at the end of the day. All students must be picked up through carpool. The latest check-out time is 2:30 PM.

LATE/TARDY DROP-OFF (after 7:50 AM for Middle School & after 8:00 AM for Lower School)

If dropping your child off late, please escort them to the main office doors and ring the bell, and the receptionist or a front desk worker will come to the door and have the parent sign in.

DISMISSAL

Pre-K and Kindergarten are dismissed at 2:50 p.m., and Lower and Middle Schools are dismissed at 3:10 p.m. Students are not allowed to leave school before dismissal unless the parent has adhered to the early pick-up protocol. Carpool ends at 3:45 p.m. While on the Country Day campus, students must be supervised by school faculty at all times. All students who are on campus after carpool ends must be with an after-school program unless participating in a school-sponsored event or activity. Students involved in school-sponsored activities other than After-School Care must be with a faculty member at all times. Those students who are not participating in a school-sponsored activity with a faculty member will be sent to After-School Care, and parents will be subject to the appropriate fees.

Athletes waiting to be picked up will be chaperoned by a member of the Athletic Department. After 15 minutes, they will be taken to After-School Care. Regular fees will apply. No unsupervised students may wait for parents.

UPPER SCHOOL CAMPUS ARRIVAL

Morning Supervision begins at 7:10 a.m. Under no circumstances, unless a family has received prior authorization, may students arrive before 7:10 a.m.

PARKING

Students must purchase a parking pass from Auxiliary Services in Abrams Hall to avoid ticketing from campus police. Students must park in the new addition to Lot 5.

LATE/TARDY DROP-OFF (after 7:30 AM)

If a student is late in the morning, they must check in with the Main Office to get an admit slip before going to class. Parents must escort students to the office. The office will contact the family of student drivers for check-in.

EARLY PICK-UP

If you need to pick up your child early from school, you will need to go to the Main Office to sign your student out. If they are a driver who needs to leave, the office will need to receive written authorization from a parent or guardian via email. The student will need to sign out in the Main Office before departing campus.

DISMISSAL

School is dismissed at 3:35 p.m. Students must be picked up by 4:00 p.m. Students may not remain on campus after 4:00 unless they are with an approved, supervised after-school program. Students involved in school-sponsored activities must be with a faculty member at all times. Those students who are not participating in a school-sponsored activity with a faculty member will be monitored, and parents will be subject to the appropriate fees. Athletes waiting to be picked up will be chaperoned by a member of the Athletic Department. No unsupervised students may wait for parents.

COCURRICULAR OFFERINGS

Country Day Main Campus offers the opportunity for students to take cocurricular courses during the course of the school day. Students may take private or group lessons each week. These daily offerings provide families greater flexibility and allow students to participate in multiple activities.

BASEBALL AND SOFTBALL

Group baseball and softball skills lessons are offered two times per week to students in grades Kindergarten-Eighth by Coach Trey Barnes of Barnes Academy. Students learn fundamental motor skills to prepare them for the development of the skills necessary for baseball and softball, including hitting, throwing, and fielding.

As with all sports and club fees, baseball and softball lessons are offered on the Country Day Bayou Rapides campus and the students who choose to participate in these lessons must be financially current with the payment of these fees in order to participate.

MUSIC

Students in grades PreK4-Eighth are able to take private and group piano, guitar, and drum lessons. Music instruction helps students with language and math skills, encourages creativity, and improves hand-eye coordination and concentration. Theresa Thomason is the piano instructor. Denver Shoup provides guitar and drum lessons.

TENNIS

Group tennis lessons are offered several times per week to students in grades PreK4-Eighth by USTA/USPTR Certified Pro Francisco Acuna and Assistant Pro Sarah Kegerreis. Students learn fundamental motor skills to prepare them for the development of groundstrokes, volleying, and serving to prepare for match play. Fees to participate in these tennis lessons are paid directly to Mr. Francisco Acuna and not to Alexandria Country Day School.

LOCKERS

Students in grades five through eight are assigned a school locker. Lockers must be kept closed at all times.

The locker is for coats, books, lunches, and supplies for classes. All students should respect their lockers and the contents within. Students are responsible for the upkeep of their lockers and the hall area surrounding it. Students are not to write on or allow others to write on the lockers or deface them in any manner. Students will not be allowed to use contact paper, tape, or stickers in or outside of their lockers.

All lockers are the property of the school, and the school reserves the right to inspect any locker at any time. Failure to abide by these norms could subject the student to disciplinary consequences, up to and including suspension or dismissal from school.

Middle school students set up their locker at Meet and Greet or on the first day of school. Locker breaks are provided throughout the day.

LUNCH - LOWER AND MIDDLE SCHOOL CAMPUS

Students may choose to opt in to the optional lunch "Meal Plan". Currently, meals are provided daily by Guillory Specialty Meats. The meal plan price is based on the total number of meals being provided each year. The annual cost is spread out into monthly payments drafted from family FACTS accounts from September - May each school year. Current year pricing can be found on the School's website. Once a student is signed up for this plan, it cannot be canceled.

Once the contract has been signed at the beginning of the school, with the vendor for a specific number of meals, the School may not alter the contract. The family will be financially responsible for paying the plan amount in full. If a student drops for any reason, the family WILL still be responsible for the full meal plan price. Further, it is a requirement of the School that families stay financially current in order for the student to continue to receive those meals.

LUNCH- LSUA CAMPUS

Students who choose to eat with LSUA Dining will need to purchase an OaKard through LSUA's Auxiliary Services at the Accounting Department in Abrams Hall or have cash to pay each day. If you purchase an OaKard, you will receive meals at a discounted rate.

Students may opt to bring their own lunch, and these students will not be allowed to eat in the Dining Hall. Other arrangements for seating will be made.

PHYSICAL EDUCATION

Physical education classes are scheduled daily for all students PreK-eighth grade.

- Outdoor areas and the gym will be used for physical education.
- Students must be wearing soft-soled shoes appropriate for active play in order to play on the gym floor.
- Students in middle school will not dress out for PE, so please wear clothes and tennis shoes appropriate for active play.
- Instruction will include fitness development and physical skills.
- Sports equipment will be disinfected after each use. Health/nutrition classes will be incorporated into the curriculum.

RECESS

All students in PreK through fourth grade are provided a daily recess. Students will access multiple outdoor spaces. Recess is held outside except in the following weather-related instances:

- Thunder, lightning, or precipitation
- A heat index of 105 degrees or higher
- An actual temperature lower than 40 degrees or a wind chill factor lower than 35 degrees
- When the weather is not appropriate for recess in the estimation of the faculty (for instance, excessive ozone or other hazardous conditions)

SNACKS

Pre-K and Kindergarten students should bring individual snacks for the day. In order to help maintain a safe classroom environment, students may not share snacks from home. Please do not send anything with nuts or nut butter (many children have severe allergic reactions). Your student's teacher will contact you regarding any additional food

limitations and directions. The snacks should be nutritious and easy for students to open.

TEXTBOOKS

Country Day issues textbooks to kindergarten through twelfth grade students. These textbooks remain the property of Country Day. Students are responsible for the care of the books. Particular grades use consumable texts. If lost, students are assessed a fee for replacement. Country Day recognizes that sometimes a textbook will come unglued or break at the binding. If this happens, students should notify the teacher immediately. Loss or damage, including writing inside books, will result in a replacement charge to the student. For replacement charges, see the division office. In addition, Country Day reserves the right to withhold report cards and records until damage or replacement costs are paid. Parents will be notified of the price of damage or replacement costs. At their discretion, parents may purchase a second "personal" textbook for use by students. Sources for textbooks include, but are not limited to, textbook publishers. Country Day takes no responsibility for a student's personal copy of a textbook.

FIELD TRIPS

Country Day faculty and administration will decide how many volunteers are needed and can be accommodated by the venue. Unless specifically approved by Division Heads, students from other grade levels may not attend field trips that are not for their grade level. All field trips that require a fee will be drafted out of your FACTS account. These fees must be paid in order for the child to participate.

VISITORS

All visitors must sign-in at the front office and wear a visitor's badge while on campus.

SECTION XIII DRESS CODE

Every student is responsible for dressing properly each day at school. All faculty members are responsible for enforcing the dress code every day at all times. When students accept the invitation to come to Country Day, they agree to wear proper clothing and to conform to the spirit of proper grooming. Students should maintain a high standard of neatness and cleanliness at all times. Any distraction caused by a student's dress or grooming will be dealt with as a disciplinary matter and could result in detention or suspension from the school. School should be viewed as a place of learning rather than a social institution when considering a choice of clothing or grooming. A relaxed but not too casual environment is expected. If questions arise regarding the appropriateness of certain articles of clothing, parents and staff members should consult with the appropriate Division Head.

LOWER SCHOOL

- Students are encouraged to wear suitable, comfortable clothing. In 3rd and 4th grades, dresses/skirts/shorts/skortts cannot be shorter than below the tips of the fingers when arms are held by the side.
- Clothes that are tight-fitting or in any other way distasteful or disruptive are not to be worn.
- No midriff is to be shown even when arms are raised above the head, student is seated, or student is bending over.
- Clothes that have profanity, endorse beer, alcohol, drugs, tobacco, emphasize death, destruction, violence, defiance of authority, or depict offensive pictures or slogans shall not be worn.
- Drop-crotch pants are not allowed.
- Hats and hoods are not to be worn inside the school buildings unless administrative permission is given.
- Designs or symbols may not be shaved or cut into the hair without approval from the division head.
- Shoes must be worn at all times and should be appropriate for school. No extreme heel heights. Cleats or metal taps which may damage floor finishes are not allowed. Tennis shoes are required for PE. Students may not wear hard-soled shoes on the gym floor. Shoes with wheels (Heelys) are not allowed.
- Hair is expected to be clean, neatly groomed, not in the eyes and not styled in extremes which may disrupt the orderly educational process.
- Extreme or distracting styles of dress, hairstyles and or accessories are prohibited.
- Male students shall not wear earrings on the school premises or at any school function.
- No social or political statements, specific candidates, inappropriate product endorsements, or offensive language or images should appear on any items of dress, including masks.

MIDDLE SCHOOL

- Students are encouraged to wear suitable clothing. Dresses/skirts/shorts/skortts cannot be shorter than below the tips of the fingers when arms are held by the side.
- No midriff is to be shown even when arms are raised above the head, student is seated, or student is bending over.
- Shirts must be long enough to tuck in if necessary. Low or revealing necklines are not allowed. Clothes that are tight-fitting or in any other way distasteful or disruptive are not to be worn.
- Running shorts and tennis skirts must meet fingertip rule.
- Skirts, tunics, or tops worn over leggings or yoga pants cannot be shorter than below the tips of the fingers when the arms are held by the side. Shirts/Sweatshirts must cover front and back.
- Leggings must have a finished hem, come below the knee, and must be a closed weaved fabric (no fish net, etc.). Leggings must be worn under the appropriate skirt or top. Leggings includes tights and jeggings.

- Tank-top style clothing (narrow shoulder straps, spaghetti straps, or racer-backs) is only to be worn under other garments or as part of a layered ensemble.
- Clothes that have profanity, endorse beer, alcohol, drugs, tobacco, emphasize death, destruction, violence, defiance of authority, or depict offensive pictures or slogans shall not be worn.
- Clothing intended as undergarments, including thermal underwear, tanks, bras, or boxers must be covered by other clothes and not visible. PE clothes are not to be worn outside of PE unless cleared with an administrator.
- Hats and hoods are not to be worn inside the school buildings unless administrative permission is given.
- Designs or symbols may not be shaved or cut into the hair without approval from the division head.
- Clothing shall be free of holes, tears, or patches anywhere above the knee. Any allowed alterations to the clothing should not ever be excessive or revealing.
- Drop-crotch pants are not allowed.
- Pajama pants/joggers are not to be worn to school.
- Shoes must be worn at all times and should be appropriate for school. No extreme heel heights. Cleats or metal taps which may damage floor finishes are not allowed. Tennis shoes are required for PE. No hard-soled shoes may be worn on the gym floor. Slippers are not allowed. Shoes with wheels (Heelys) are not allowed.
- Hair is expected to be clean, neatly groomed, not in the eyes and not styled in extremes which may disrupt the orderly educational process.
- Extreme or distracting styles of dress, hairstyles and or accessories are prohibited.
- Sponsors of curricular and extracurricular activities may, at their discretion, establish written grooming guides that are more stringent than the general guidelines. These must be approved by the administrator.
- Piercings should be discrete and not interfere with PE activities.
- Body tattoos are not allowed.
- Students attending a program with a splash or water-exploration day may wear swimsuits. Swimsuits should be modest, and Middle School girls should wear a one-piece suit.
- No political statements, endorsements, or specific candidates should appear on any items of dress, including masks.

If the faculty determines that a student is out of compliance with the dress code, the student may be asked to change, sent home, or subject to discipline. The school solely determines compliance with the dress code.

UPPER SCHOOL

- Students may wear approved collared shirts or school t-shirts/sweatshirts that are sold through the School Store. Country Day shirts purchased from the School Store last year are admissible, but previously purple/black UA items are no longer approved.

- Students may wear blue denim, khakis, or black pants/shorts/skirts that are not distressed. If students are wearing joggers/athletic shorts/pants, they must be solid black without stripes, patterns, etc.
- Shorts/skirts cannot be shorter than below the tips of the fingers when arms are held by the side.
- No midriff is to be shown even when arms are raised above the head, student is seated, or student is bending over.
- Shirts must be long enough to tuck in if necessary. Low or revealing necklines are not allowed.
- Hats and hoods are not to be worn inside the school buildings unless administrative permission is given.
- Inappropriate designs or symbols may not be shaved or cut into the hair.
- Clothing shall be free of holes, tears, or patches.
- Drop-crotch and/or sagging pants are not allowed.
- Pajama pants are not to be worn to school.
- Shoes must be worn at all times and should be appropriate for school. No extreme heel heights. Cleats or metal taps which may damage floor finishes are not allowed. Tennis shoes are required for PE. No hard-soled shoes may be worn on the gym floor. Shoes with wheels (Heelys) are not allowed. No slippers or house shoes should be worn.
- Hair is expected to be clean, neatly groomed, not in the eyes and not styled in extremes which may disrupt the orderly educational process.
- Student athletes may wear additional approved items on game days. This will be at the discretion of the coach and administration. Sponsors of curricular and extracurricular activities may, at their discretion, establish written grooming guides that are more stringent than the general guidelines. These must be approved by the administrator.
- No political statements, endorsements, or specific candidates should appear on any items of dress, including masks.

SECTION XIV AWARDS AND CELEBRATIONS

MIDDLE SCHOOL RECOGNITIONS

Students who are recognized exhibit the ideal characteristics of a Country Day student: commitment, loyalty, work ethic, responsibility, conscientiousness, trust, leadership, sportsmanship, self-motivation, accountability, positive attitude, positive influence on peers, and academic excellence. Students will be recognized for the following:

- Athletics Participants
- Theater Production
- Piano Rally Competition
- Regional Science Olympiad Competition Participation
- High School Literary Rally Competition Participation
- Fifth Grade Student of The Year
- Eighth Grade Student of the Year

- A Honor Roll
- A/B Honor Roll
- 5th, 6th and 7th Grade Diamond Character: The Diamond Character for good citizenship is presented to a student who has demonstrated a willingness to serve his or her school and fellow students in quiet ways. A Diamond Character student can always be counted on to lend a hand or help a friend. Students of each grade level nominate a fellow classmate for this award.
- Taylor Audubon Scholars Award: This award is given to 7th and 8th grade students in Louisiana who earned a 3.5 GPA or higher during the academic year.
- Accelerated Reader Recognition
- Geography Bee Champion
- Math League: This regional math competition is administered to 5th and 6th grade students and recognizes students in each grade level who earned the three highest scores on the Math League Exam.
- National Spanish Examination: The National Spanish Examinations recognize student achievement in the study of Spanish and stimulate further interest in the teaching and learning of Spanish. This award recognizes students in 8th grade who earned the three highest scores on the National Spanish Examination.
- Student Ambassadors Membership
- Service Recognition

MIDDLE SCHOOL AWARDS

- Middle School Grade-Level Awards: These are awarded to a high-achieving student in each grade level for the following subject areas: Art, English, History, Math, Science, Spanish, and Intro to Engineering Design
- State Science Olympiad Placement
- High School Literary Rally Competition Placement
- Jacque Sanders Character Award: The 8th Grade Diamond Character for good citizenship is presented to an eighth-grade student who has demonstrated a willingness to serve his or her school and fellow students in quiet ways. A Diamond Character student can always be counted on to lend a hand or help a friend. Students nominate a fellow classmate for this award.
- Nancy Rials Most Determined Award: The Middle School Most Determined Award is presented to an eighth-grade student who embodies the traits that define courage and determination throughout his or her eighth-grade year. The eighth-grade faculty elects the recipient.
- Salutatorian Award: This distinguished award is presented to the 8th grade student who finished with the second highest GPA in his or her class during 7th and 8th grades.
- Valedictorian Award: This distinguished award is presented to the 8th grade student who finished with the highest GPA in his or her class during 7th and 8th grades.
- Mr. and Miss Alexandria Country Day School Award: This award is given to two eighth-grade students, a boy and a girl. The Country Day eighth grade faculty selects the recipients who, through their seventh and eighth grade years at Country Day, exemplify the spirit of a Country Day student. The recipients of this

award, themselves instruments of peace, are those who exhibit inner dimensions of care, respect, academic excellence, objectivity, empathy, and concern for the school community. In addition, these students display honor, courage, leadership, and patriotism.

HIGH SCHOOL AWARDS

- Upper School Course Awards: These are awarded to a high-achieving student in each course offered.
- Athletic Awards- Athletic awards will be awarded in each sport.
- Honor Roll
- High School Literary Rally Competition Participation
- ACT Achievement Awards
- Service Recognition
- 8th-11th Grade Diamond Character Award

SECTION XV SAFETY AND HEALTH

All matters of security, health, and safety are the highest priority of Country Day. The following procedures have been put in place for the security, health, and safety of our campus community. These procedures are not a guarantee of safety and may be amended if faculty and staff deem a change necessary.

CAMPUS SAFETY AND SECURITY

The following guidelines help the safety of our students:

- Only a parent or pre-authorized adult shall pick up and sign out the student from the division office, After-School Care, or Study Zone.
- Parents must wear a parent badge supplied by Country Day while on campus.
- Parents should call the division office and send a note to the teacher or division office when students are to go home with persons other than the adults listed on the Authorization Form for Student Release. Primary School parents should call the Primary School classroom teacher and/or the assistant if a note has not been sent.
- A School Resource Officer from the Rapides Parish Sheriff's Office patrols the campus throughout the day for security and for special events.
- Trespassers on school property may receive a first-time warning. If trespassers return to the campus, police officers have the authority to arrest, which may result in jail time or other legal consequences.
- If a parent becomes aware of any situation which might present a threat to the safety and security of Country Day's students, parents are asked to contact the

school immediately using the contact information outlined in Section II of this Handbook.

EMERGENCY PROCEDURES AND DRILLS

The school is required to have monthly drills during which students practice the procedures for evacuating the school. During these drills all students are accompanied by school personnel and report to designated areas on campus where attendance is taken. Visitors and employees on campus during a drill must evacuate the building and report to the designated areas along with personnel and students.

EMERGENCY SCHOOL CLOSURE

Country Day may choose to close the campus due to a variety of emergency situations. Closure of campus is at the discretion of the Head of School. Country Day does not have to abide by the same closures as the Rapides Parish School Board.

Should there be an instance when the school closes early as a result of weather or crisis, parents are asked to follow the Early School Closing procedure. Specific details will be sent by email and text message once the decision to close school early has been made.

EARLY SCHOOL CLOSING PROCEDURE

- When the school closes early, all students will leave from their normal pickup area.
- Even in the case of an emergency, students will not be released to unauthorized adults.
- Faculty members will stay until all students are picked up by parents or authorized adults.
- Follow the normal traffic pattern for carpool pick-up.
- Do not park to pick up your student. Stay in the carpool line.
- Above all, be patient! Know that faculty is caring for your student, regardless of the situation.

Should the school close early, no after-school programs, special programs, athletic competitions, performances, or other extracurricular activities will take place that day.

STUDENT HEALTH RECORDS

The Louisiana Department of State Health Services mandates that schools must maintain a health record for each student to ensure school compliance with immunization requirements of the Louisiana State Department of Health Services. The

Louisiana Department of State Health Services states that *“to remain enrolled the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school.”* Refer to <http://www.ldh.la.gov/index.cfm/page/547> for the vaccine schedule.

Students whose health record is incomplete will not be admitted to class on the first day of school. They must remain home until the complete record is submitted, as fully described below.

It is the responsibility of the parent to update all medical information annually. Additionally, parents should update their student’s health record in the event of changes throughout the school year through the particular division office. Parents are responsible for providing accurate information regarding their student’s health to the school. Failure to provide complete and accurate information may result in harm to the student, for which the school will not be held responsible. If a parent is unavailable, the information in a student’s health record allows school personnel to react quickly and accurately in calling emergency contacts and to perform or seek emergency treatment.

IMMUNIZATIONS AND EXEMPTIONS

A student whose immunization record is more than 30 days out of date will not be admitted to class; they must remain at home until the updated record is submitted to the school for review and input into the student’s health record.

Families who request exclusion on the basis of religious or conscientious reasons must submit the official affidavit form developed and issued by the Louisiana Department of State Health Service, Immunization Branch; this form must be notarized and submitted to the main office.

If the request for exclusion is based on a physician’s recommendation, the parent must submit a signed statement from the examining physician, and it must state that the required vaccine is medically contraindicated or that it poses a significant health risk to the child. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. This form must also be submitted to the main office.

FOOD ALLERGIES/DIETARY RESTRICTIONS

Country Day respects a family’s wishes for their student to avoid certain foods for medical, religious, or other reasons. Talk to your student’s Division Head to share any food allergies or dietary restrictions to discuss any individual needs. If the student has a food allergy, parents must provide the school with instructions from the student’s medical provider. Parents of students enrolled in after-school programs must make this information available to the director of after-school programs. The school cannot guarantee that all requests to provide specific diets will be accommodated, and school-

provided dietary accommodations will be at the school's discretion. Parents may also send appropriate, balanced, safe meals and snacks with their students, if necessary. Refrigeration and/or heating devices will not be available to students, so parents should bear that in mind.

MEDICATIONS

Alexandria Country Day School will follow specific guidelines regarding the administration of medications to all students and employees. For students, the following requirements must be met by the parent who is requesting that medications be dispensed during school hours. The parent must hand-deliver the medications and the Medication/Treatment Form to the school, these forms must be completed and signed by the examining physician and by the parent or guardian.

In accordance with the Louisiana Code, Section 217.11, the school has the responsibility and authority to refuse to administer medications that in the school's judgment are not in the best interest of the student.

PRESCRIPTION MEDICATIONS

Parents must hand-carry prescription medication to the main office. All prescription medications must be in their original pharmacy container and labeled by the pharmacist. Pharmacists sometimes will provide a second labeled container for medication given during school hours. The label must include the following:

- Student's name
- Medication name
- Medication dose
- Medication route
- Medication frequency
- Date prescription filled
- Prescribing doctor's name

CONTROLLED SUBSTANCE MEDICATIONS

Parents must hand-deliver the medications and the Medication/Treatment Form and (if applicable) the Medical Action Plan to the school, it must be in the original container, labeled with the student's name, date, number of tablets contained therein, and directions for administering. The school must administer all controlled substance medications (e.g., Ritalin, Concerta, Adderall, Dexedrine, Focalin, and Prozac).

OVER-THE-COUNTER MEDICATIONS

If an over-the-counter medication must be taken for 10 or more days, the parent must hand-deliver the medications and the Medication/Treatment Form to the school, OTC medications will be administered at Alexandria Country Day School

with a medical provider's authorization and parental permission. If a student requires medication, the parent needs to supply the medication (e.g., Advil, Tylenol, Benadryl, TUMS, Pepto-Bismol, etc.). The medication must be in the original container labeled with the student's name.

SELF-CARRY AND SELF-ADMINISTRATION OF MEDICATIONS

With proper doctor's orders that include the signatures of both the doctor and parent, a student may self-carry and self-administer inhalers for asthma or epinephrine injections for acute allergic reactions. All other medicines will be kept in the school's main office and administered by the school's staff or a designated representative.

HOMEOPATHIC TREATMENTS

The school does not administer any herbal or homeopathic treatments due to the lack of FDA approval and established safety parameters.

MANAGEMENT OF STUDENTS WITH CHRONIC CONDITIONS

If a student has a chronic or lifelong condition, additional communication must occur between parents and faculty. If the student's condition requires a Medical Action Plan, one must be completed and signed by the examining physician and parent. The Medical Action Plan form(s) along with any prescribed medications must be hand-carried to the school for review. Parents are encouraged to attend initial team meetings involving their student's teachers. Changes to any condition will require updates to the Medical Action Plan, and the updated form may be faxed in by the student's physician.

ILLNESS

If members of the school deem it necessary for the student's health or the health of others in the school that a student be sent home, parents are expected to retrieve their student within an hour, follow the student's medical providers' and school's directives about the return to school, and provide paperwork requested by the school. Students should be free of fever and vomiting for 24 hours without the aid of medication before returning to school.

CONTAGIOUS DISEASE

In the case of contagious disease, a student should be kept at home until all signs of the disease are gone or a note of re-admittance is issued from the student's physician. Country Day reserves the right to send students home when it is determined that the health of other students may be compromised. Please contact your Division Head if a student has a communicable disease (viral or bacterial) so parents of that class have the opportunity to look for symptoms in their own children.

Country Day policies to determine when students should remain at home:

- **Conjunctivitis (Pink Eye):** Student may return when cleared by a physician and after 24 hours of treatment, if bacterial.
- **Croup:** Student may return when breathing comfortably, cough is improved, and fever-free for 24 hours.
- **Fever:** If fever 100.4 degrees or higher, student must adhere to the 24-hour policy of returning to school.
- **Gastroenteritis/Diarrhea:** If a student has multiple loose stools, which are not caused by medication or diet, the child should be kept at home.
- **Impetigo:** Student may return after 24 hours of topical or oral antibiotics.
- **Influenza:** Student may return after 24 hours of being fever and symptom-free.
- **Ringworm:** Students may return after starting treatment.
- **Vomiting:** If a student vomits at school, they will be sent home and must not return until he or she has not vomited for a minimum of 24 hours.

COMMUNICABLE DISEASES

Alexandria Country Day School follows all governmental guidelines for handling a communicable disease outbreak, including coordination with local and state health departments. In the event of contagious disease exposure or outbreak, unimmunized students may be excluded from attending school until the identified disease has passed the incubation period.

Special attention should be given to developing and maintaining habits for protection from disease. For example, use good hand-washing techniques, cover the mouth when coughing or sneezing, and clean toys and sports equipment frequently. Country Day makes every effort to teach and follow these procedures in its classrooms but cannot guarantee an environment free of illness.

By sending your student to school, you acknowledge that there is a risk your student might contract an illness or disease or injure himself or herself, and you release the school and its employees, agents, assigns, directors, officers, administration, and staff from any claim related to these conditions.

RETURNING TO SCHOOL AFTER AN ILLNESS

Before returning to school, students who have been ill must be symptom-free for 24 hours without the help of fever-reducing medication. Parents of Lower School and Primary School students returning to class after an illness may not request that the student avoid outdoor play; students should not return to school until they are released for normal activities, including outdoor play, because faculty may not leave students in classrooms without adult supervision during recess.

If the absence is due to a contagious condition or disease, the student must be officially released from the attending medical provider by providing the school with a release note signed by the attending physician on the office letterhead.

TREATMENT OF MINOR INJURIES

Certain topical ointments such as antiseptics and antibiotics may be used in the treatment of minor wounds. If a student has an allergy or sensitivity to any item that might be used in normal first-aid care (such as latex, tape, antiseptics, or antibiotic cream), parents are responsible for notifying the school in writing on the student's health record.

HEAD LICE

Notify your Division Head if your student has or has had head lice. Students with live head lice will be sent home from school.

The student must be treated and free of live lice before he or she will be allowed to return to school. After treatment, the student must be checked and approved by the school before he or she will be allowed to return to class. Everyone has a responsibility to help eradicate the irritating problem of head lice.

THREAT OF SELF-HARM

If a student threatens suicide or to inflict bodily harm on himself or herself in any way, the student will be removed from class and every effort will be made to accompany the student at all times. Parents will be called to take the student to a medical facility. To return to school, the student must show evidence of release from a medical provider's care signed by the licensed medical provider. The parents will meet with the Division Head and other appropriate administrators prior to the student's readmission to class to assure the school that the student is past the crisis. Further, the school may request a release that allows communication with the student's medical providers.

LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATORS ON CAMPUS

Automated external defibrillators, or AEDs, are invaluable portable devices that can be used to treat life-threatening cardiac arrhythmias until professional medical help arrives. Country Day has a total of two AEDs located on campus. These AEDs are located in the foyer and the gymnasium. The School makes every effort to keep the AEDs in working order but cannot be held responsible if an individual is harmed due to equipment failure.

ACCIDENTS AND SCHOOL INSURANCE

All Alexandria Country Day School students are enrolled in an independent accident insurance plan. The premium is included in the tuition and fees. It is an excess coverage policy that pays for what the family's personal insurance does not and applies to students during school hours, while participating in school games and practices, and while attending school trips.

All accidents are reported to the Division Heads. The business office coordinates the necessary insurance paperwork and can answer questions concerning individual situations. Please contact the business office for further information.

SECTION XVI WITHDRAWAL

Alexandria Country Day School has specific guidelines regarding the withdrawal of students. The objectives of these procedures are to ensure that the student's school records are prepared and ready on the day of withdrawal, that all school property is returned, and that all due bills are paid.

PARENT-INITIATED WITHDRAWAL FROM THE SCHOOL

Parents who wish to separate their student from the school must provide a written, signed notification to the Head of School of their intent to withdraw their student. When possible, parents are to provide Country Day with 30 days' notice in the form of a formal letter addressed to the Head of School detailing the reason for withdrawal and the date of withdrawal.

The following steps should be followed for a parent-initiated separation from the school:

- Parent writes a letter to Head of School giving 30 days' notice;
- Head of School notifies Business Office and Director of Admissions; and
- Records are released upon clearance from the Business Office.

Transfer records will be released to the receiving school upon request, but will not be released to parents.

Please note that when a student withdraws from Country Day to attend another school within the Alexandria metropolitan area, it is the general policy of Country Day to not accept the student for readmission.

Parents acknowledge that they will be responsible for the portion of tuition remaining that is not covered by the tuition insurance plan. Information on coverage under the DEWAR insurance plan may be obtained through the informational brochure posted on [the school's website](#).

Once the student is officially withdrawn from the school, he or she may no longer participate in official school activities, including field trips and trips over the summer.

SCHOOL-INITIATED WITHDRAWAL FROM THE SCHOOL

If Country Day initiates the separation of a student from the school, the Business Office and Head of School will determine the release of records based on the parents' financial obligation to the school. Families may submit the DEWAR tuition insurance to partially cover the amount still financially owed by the family.

Once the student is officially withdrawn from the school, he or she may no longer participate in official school activities, including field trips and trips over the summer.

FINANCIAL HOLD OF RECORDS

Transcripts, report cards, and grades generally will not be released until all financial responsibilities have been met and cleared by the Business Office for which the family is responsible.

SECTION XVII COVID PRECAUTIONS

Country Day will work with local physicians and consider CDC, LDH, and CHNOLA guidance to determine COVID procedures and quarantine guidelines. Recommendations are constantly changing and evolving, and Division Heads will communicate current protocols to families as needed.

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

All students and parents or legal guardians should complete the acknowledgment form below within 15 days of receipt of this Handbook.

FAMILY ACKNOWLEDGEMENT

My signature acknowledges that I have received a copy of the Country Day Student/Parent Handbook. I understand that my child and I should review and become familiar with the School's policies and student expectations set forth in the handbook. I understand that my child will be held accountable for his or her behavior and may be subject to disciplinary action or other ramifications if he or she violates any policy or agreement set forth in the handbook. I also know that if I have any questions or concerns about my student, the school's policies or procedures, or any other matter, that I can speak to any school administrator about the situation, and that if I do not feel that my question or concern is being adequately addressed that I should speak specifically with the Division Head or Head of School.

Families must sign the following form by August 31, 2023

[Lower and Middle School Acknowledgement](#)

[Upper School Acknowledgement](#)