

Alexandria Country Day School

School Handbook 2019-2020



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Alexandria, La 71303
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318-448-1475

Bill Bridges
Head of School

Non-Discriminatory Policy—Alexandria Country Day School admits qualified students of any race, color, national or ethnic origin or any other type of protected category in violation of 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. Alexandria Country Day School is an equal opportunity employer.

Please Note: The provisions of this handbook do not constitute a contract, express or implied, between the applicant, student or parent, and Alexandria Country Day School. Further, while every effort was made to ensure that this is a complete document, there may be omissions or mistakes. The School retains the right to change any of its rules, procedures and regulations at any time, with or without notice to students and parents. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees is similarly reserved by Alexandria Country Day School. The Head of School will make final interpretations regarding all school documents, rules, and procedures.

References throughout this handbook to “School” and “Country Day” refer to Alexandria Country Day School, unless otherwise specified. To the extent that any section in this handbook generally describes an activity or procedure of the School, but more specific information follows, more specific information will usually control.

The parent and student assume responsibility for understanding the contents of this handbook and agree to adhere to all rules and regulations. While the school provides its families with access to a digital copy via the school’s website, students and parents are responsible for compliance with the handbook regardless of whether they view it.

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Section I

ALEXANDRIA COUNTRY DAY SCHOOL AND THE COMMUNITY

DEFINING STATEMENTS

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.

GOALS

The beliefs and assumptions that guide our program are that each student will:

- develop moral integrity and character;
- develop unique intellectual and physical capacities;
- become a responsible, informed citizen of Country Day and beyond;
- understand physical and environmental needs;
- develop, appreciate, and encourage creative expression.

THE HONOR SYSTEM

The honor system at Alexandria Country Day School is the standard of behavior that governs ethical and moral conduct. The Honor Code was established to instill trust, honesty, courage, and respect for oneself and others. The Honor Code is a system of expectations within Country Day, and a way of life for the members of the school community. Its purpose is to create and maintain an environment of trust based on a balance between responsibility and freedom, providing each individual with an opportunity for greater self-development.

Honor deals with one's basic inner character and one's moral and ethical structure. It recognizes that each of us possesses the capability to discern what is morally and ethically right and the ability to choose between right and wrong. Honor is ultimately a matter of personal responsibility.

COUNTRY DAY HONOR CODE (LOWER SCHOOL AND MIDDLE SCHOOL)

As a citizen of Alexandria Country Day School, I pledge to uphold the spirit of Country Day by respecting my school, myself, and my community; upholding honor; engaging in leadership; and striving to be courageous in all that I do and say.

THE COUNTRY DAY WAY (PRIMARY SCHOOL)

- Listen carefully.
- Be kind to others.
- Be safe at all times.
- Take care of Country Day.

SCHOOL GOVERNANCE

BOARD OF TRUSTEES

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

- employing the Head of School;
- establishing the governing policies for Country Day;

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- 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 chair 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 6.5.1 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.

DIVISION OVERVIEWS

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

PRIMARY SCHOOL (PK3–KINDERGARTEN)

A child's first five years of school are critical for the development of language, attention span, social skills, and problem-solving capabilities. The Primary School program at Country Day is designed to meet these needs by offering a developmentally appropriate curriculum that stimulates growth in the areas of cognitive, social, emotional and physical development. The primary school team believes in teaching the whole child to develop socially, academically, physically, and emotionally. The learning environment is fun, bright, happy, safe and exciting where children achieve their full potential and become creative, innovative future leaders. Children achieve this through play and creative, innovative and meaningful activities. The classrooms are designed to promote group interaction while allowing for independent learning. The curriculum stimulates and challenges each child based on their needs, talents, cultures, abilities and interests. Children are evaluated through a variety of assessments, strategies, documentations and observations.

LOWER SCHOOL (FIRST–FOURTH GRADE)

The official Alexandria Country Day School program begins in kindergarten. Lower School at Country Day continues the development of the whole child by building on the academic, social and physical groundwork of the Primary School. Classes of approximately 20 students combined with dedicated and nurturing educators, complement an appropriately balanced and academically stimulating program to create a lively center of learning that is full of the joy and excitement of discovery. Through an emphasis on responsibility, respect, and cooperation, our students are encouraged to think critically, to solve problems, to communicate effectively, and to exercise sound moral judgment.

MIDDLE SCHOOL (FIFTH–EIGHTH GRADE)

Middle School at Country Day continues the development of the whole child by building on the academic, social and physical groundwork of the Lower School. During a time when students are striving for independence and autonomy, Country Day Middle School offers students increased responsibility and encouragement to excel within a supportive environment. The Middle School program recognizes the significant physical, emotional, and intellectual growth that students experience at this age.

ACCREDITATIONS AND ASSOCIATIONS

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

As of July 17, 2014, Country Day is a member of the following: The National Association of Independent Schools, the Association for Supervision and Curriculum Development, the National Association for the Education of Young Children, the National Association of Elementary School Principals, the National Association of Secondary School Principals, the National Association of Student Councils, the National Council of Teachers of English, the National Council of Teachers of Mathematics, the National Junior Honor Society, the National Middle School Association, the Louisiana Library Association, the Louisiana Music Educators Association, and Louisiana Nonprofits.

Section II SCHOOL LIFE

IMPORTANT CONTACT INFORMATION

Main School Number	318.448.1475
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, Abby Blocker	318.448.1475, ext.214
Head of Admissions, Kim Roberts	318.448.1475, ext.203
Primary School Office, Allison Covington	318.448.1475, ext.205 or 318.448.1588
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
Director After-School Programs, Sheila McLain	318.448.1475, ext.200
Athletics Office, Kayla Koch	318.448.1475, ext.206
Technology Manager, Rebecca Bergeron	318.448.1475, ext.204
Concession Stand	318.448.1475, ext.207

CAMPUS HOURS

Campus hours are 7:20 a.m.–6:00 p.m., Monday through Friday, from August through May. Work hours for staff and faculty (with the exception of those who provide before- or after-school care) are 7:30 a.m.–4:00 p.m.

Parents and visitors should enter the school through our main doors during campus hours. Meetings between faculty and parents will begin at 8:00 a.m. or later. The School cannot guarantee adequate supervision of students whose parents fail to follow the procedures and guidelines described below. For that reason, it is imperative that parents comply with these procedures.

Grade/Class	Meets	School Starts	Dismissal	After-School Care
PK3, PK4 & K	Daily	8:00 a.m.	2:50 p.m.	2:50 to 5:30 p.m.
Grades K–4	Daily	8:00 a.m.	3:10 p.m.	3:15 to 5:30 p.m.
Grades 5–8	Daily	7:50 a.m.	3:10 p.m.	3:15 to 5:30 p.m.

ARRIVING AT SCHOOL

Carpool supervision begins at 7:30 a.m. for students. Limited adult supervision is available from 7:00–7:30 a.m. Under no circumstances, with the exception of school trips, may parents drop off their students before 7:00 a.m.

Primary School: Faculty and student leaders escort Primary School students arriving in carpool to their classes.

Lower School (First–Fourth Grade): Students arriving before 7:45 a.m. should report to the Gymnasium. After 8:10 a.m. students report directly to their homeroom classes. Classes begin at 8:10 a.m.

Middle School (Fifth–Eighth Grade): Students report to the Dining Hall, unless meeting with a teacher. At 7:45 a.m. all students report directly to first period. Classes begin at 7:50 a.m.

PICKING UP FROM SCHOOL

While on the Country Day campus, students must be supervised by school faculty at all times. All students who are on campus after school is dismissed 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: 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.

Lower School Students with Middle School Siblings: Middle School siblings join the Lower School carpool at 3:10 p.m. each day. Students not picked up by 3:45 p.m. will be taken to After-School Care, and regular fees will apply.

Middle School Students: Students are not allowed to leave before 3:10 p.m. for any reason, except when signed out by a parent. Students should not meet their parents in the parking lot at any time for early or end-of-day pickup.

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Early Pickup: If a student must be picked up early, the main office should be notified by phone at least 30 minutes before dismissal and before 2:30 p.m. at the end of the school day. Transportation changes cannot be guaranteed if called in after 2:30 p.m. for all students.

After School Care: There is no carpool line for After School Care. Adults picking up a student in the After-School Program must park and walk in to the designated After-School Program area. All students must be signed out of after-school care by an approved adult.

CARPOOL

GENERAL RULES

We ask for parent support in making carpool a safe time on our campus. Carpool maps, car identification cards, and procedures are handed out before the start of school. 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 encouraged to:

- stay in your car and allow the unloader/loader to assist with your student;
- display the carpool name card issued by the school;
- follow all laws regarding cell phone use within a school zone, especially during carpool;
- 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;
- organize carpools;
- not exit parking places during arrival and dismissal, 7:30–8:00 a.m. and 3–3:45 p.m.;
- never walk between the carpool lines during carpool, as this is unsafe and disrupts the flow of carpool;
- absolutely never hire or use a personal limousine or party bus to pick up students OR to deliver to school;
- not gather students while on school property for a private party; and
- refrain from using 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.

NOTE: The school asks parents to please refrain from walking their students into the building in the morning. Having parents in the building before school causes congestion and compromises the safety of our students. Further, it prevents faculty from encouraging responsibility and providing guidance to our students.

AFTERNOON CARPOOL

At 3:45, a teacher will walk any remaining students who do not regularly attend after school care to the appropriate After-School Care location. School staff will call parents to inform them of the student's 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 fees will apply.

NOTE: Parents please refrain from entering the building at the end of the school day to wait for your students. Lower School students are walked by class to the Multi-Purpose area each afternoon. Parents standing inside the building compromise their safety and prevent the faculty from walking their students to the Multi-Purpose area in an orderly way.

BUS SERVICE

Rapides Parish School Board provides **morning** bus service for ACDS students. Please contact a Division Head for more information.

PRIMARY SCHOOL CARPOOL

Primary School carpool procedures are as follows:

- Cars transporting students enrolled in the Primary School will use the front drive.
- Load and unload students at the front of Country Day.
- Always use the carpool name card issued.
- Parents must stay in their cars and may not leave their cars unattended with the motor running.
- Parents may not walk in to drop a child off during carpool time or come in to pick a child up from carpool. Crossing the parking lot impedes the flow of carpool traffic.
- If transportation arrangements are changed, the parent should notify Country Day by sending a written note, text or email to the teacher or the division office. Transportation changes not provided at least 30 minutes prior to dismissal may not be implemented that day.
- If there is a last-minute change of plans, parents must call the division office. Students may not leave with an unauthorized person.
- Parents may not drop off students at the classroom.
- Students should only exit the car when assisted by a teacher or student leader.
- Parents may not U-turn in the drive after dropping off their student.
- Students must remain in their seats with the seatbelt fastened until a teacher assists them in getting out of the car.

ATTENDANCE POLICY

STUDENT HEALTH RECORDS

The Louisiana Department of State Health Services mandates that schools must maintain a health record for each student. Country Day uses a Health system for this purpose and must have an up-to-date health record on file for each student before he or she will be allowed to attend classes. **Students whose health record is not current on the first day of school will not be allowed to attend school.** Per the terms of the Enrollment Contract, the student's family remains financially obligated to the School regardless.

All athletes must have a new physical exam conducted by a licensed medical provider on file with the school to participate in athletics. Middle School students in grades 5–8, without exception, must have a yearly physical, in addition to state-mandated immunizations, spinal screenings, and hearing/vision screenings. Physicals must occur after March 1 of the current year **and are required before a student in grades 5–8 will be allowed to enroll.**

ABSENCES

- 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 comply with the spirit of all school rules.
- For students in Kindergarten, absences to school or a class in a given year totaling 15 will result in Attendance Probation.
- For students in Lower School and Middle School, absences totaling 20 or more in a given year, and tardies totaling 20 or more in a given year, regardless of the reason, may result in the student being dismissed.
- Students in grades K–8 who are absent from school for **any** reason for at least 20 percent of any given course in a quarter will receive an Incomplete (I) for the quarter. (Twenty percent of a course is generally eight class periods per quarter, and 20 percent of a quarter is generally eight days. However, quarters vary in length, so please contact the division office for exact numbers regarding the quarter in question.) This Incomplete will be reported on the student's report card or end-of-grading-period assessment. The Transition Committee will inform the student and parent of its expectations for the student before the Incomplete may be changed. If the Transition Committee requires makeup work, it must be completed and submitted within 10 business days after the quarter ends. Completed work must be placed in the Transition Committee box that is located in each division's office. Once the work has been completed and submitted to the Transition Committee within 10 business days after the quarter ends, the Transition Committee will work with the division. The parent will be informed as to whether the work is satisfactory. If so, the Incomplete will be changed in the student's record. If the work is not completed within the allotted time, the Transition Committee will respond. Possible responses may include the following:
 - Summer coursework;
 - A requirement to repeat the coursework at another school; and/or
 - Separation from Country Day.
- Missing more than three classes or hours in a day is considered an absence for the day. 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.

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- Absences in excess of **five consecutive days** require a release note signed by the student's attending medical provider.
- If a student accumulates an excessive number of early dismissals, he or she may be referred to the Transition Committee for further review.

Part of our academic program includes field trips and school trips. Students are expected to travel on school trips as part of the academic program. Faculty members are not responsible for re-teaching information missed during any absence. This policy applies to students in Kindergarten through grade 8. Please note, if a student officially withdraws from the school, he or she may no longer participate in official school activities, including field trips and trips over the summer.

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.

Excused: Absences may be excused for illness, injury, or medical appointments that cannot be scheduled outside of school hours; death in the family; or religious holidays. Failure to notify the division office of an absence may result in the classification of the absence as unexcused. **NOTE:** *Excused absences are counted in the absence total.* Students should refer to the class or teacher to obtain missing assignments.

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 medical provider.

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 division office upon return to school.

Makeup Work: Work may only be made up for an excused absence. There will be a 1:1 ratio for makeup work. If a student is absent one day, he or she has one day to complete the missed work; two days absent = two days to make up assignments; three days absent = three days to make up work; etc. This work is not considered late. This policy is not applicable to Primary School students. Chronic absences on test days could result in an alteration of the makeup work policy.

Explained: Students will occasionally miss school for family business. Each student is allowed up to three days of explained absences for family business per school year. Absences of more than three days will require a doctor's note or discussion with the division head. **NOTE:** *Explained absences are counted in the 20 days.* Students will not have explained absences during nine-weeks exams, semester exams, or standardized testing exams. Absences during these tests will be considered unexcused. The school has the sole discretion whether to classify absences as excused or unexcused.

At least **fifteen (15) days** in advance of the absence, ***the parent must seek approval for the absence by submitting an Explained Absence Request Form to the appropriate division head.***

The following are the responsibilities of the student and parent if the parent requests an explained absence:

- The student is responsible for collecting the Explained Absence Request Form from the division office and must take the form to ALL of his or her teachers (including PE/athletics, specials, or elective teachers) to collect assignments. Teachers will place the assignments to be completed by the student **prior** to the planned absence on the form. The student should also consult the teacher's portal and/or another student to see if the assignments have been altered during his/her absence.
- After the student has obtained all the work from his or her teachers and each has signed off on the form, the student will return the form to the division office. The request for the planned absence will either be approved or denied by the division head, and a copy of the form will be sent electronically to the parent and a printed copy will be given to the student.
- The student is responsible for gathering textbooks, notebooks, and other materials considered essential to keeping up with missed work.
- The student will be expected to have completed missed work and to be up-to-date on material covered during the absence.
- The student is responsible for scheduling makeup quizzes and tests.

Unexcused: Unexcused absences result from truancy, class cuts, unauthorized early departure for or late returns from vacations, in-house suspension, school suspensions, participation in athletic competitions or activities not sponsored by the school, and missing school to work professionally. The penalty for any missed class is inherent in the absence from class in that the student has missed a learning opportunity. Students with an unexcused absence are not entitled to request faculty assistance in reviewing or teaching missed material.

Makeup Work: Daily work assignments must be completed on campus and may be required to be completed during recess or during the time allotted for enrichment courses at the discretion of the school faculty. The highest grade a student can receive on an assignment missed during an unexcused absence is 75 percent of the score. (Actual grade x .75 = grade received. Example: actual grade of 92 x .75 = 69 grade recorded).

REPORTING ATTENDANCE

Parents are to call the main office and their student's teacher/advisor/coach to report the following: excused absences, explained absences, unexcused absences, late arrivals, and the time of day a parent plans to pick the student up for early dismissal. Parents are asked to call the night before when possible and leave a voicemail message if the school is closed.

Primary School - 318-448-1588
Lower School - 318-448-3699
Middle School - 318-448-4508

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.

Even if the family has arranged for an "explained" absence for the family trip, teachers are under no obligation to help a student make up missed work and do so only at their discretion.

Messages: Emergency messages will be relayed to students through the main office to the division office or advisor. We will be happy to relay messages concerning appointment changes and unexpected transportation problems when necessary, but please make after-school activity plans and carpool arrangements before your student leaves home in the morning. No student will be allowed to leave class to receive a phone call. The School asks that parents try to limit messages to only those details of an urgent nature. Phone messages cannot be delivered to students after 2:00 p.m. Transportation changes cannot be guaranteed if called in fewer than 30 minutes before dismissal for Primary, Lower, and Middle School students and may not be implemented the same day.

Delivery of Items to School: When items of clothing are delivered to school, the student will be notified to pick up the items. Items will not be delivered to students while they are in class, and parents should not deliver items directly to the classrooms. All items should be delivered to the main office. Students who forget work at home should discuss the issue with their teacher, and the teacher will determine an appropriate course of action. Parents are asked NOT to deliver forgotten academic work to school in order to assist the school as it helps students develop a sense of responsibility and sound organizational skills.

Signing Students In—Tardies: Students are to be at school and in class on time. Students are tardy if not seated in class by the starting time. Students tardy to school will check in at the front desk to receive admission slips to class. *The 20-day absence policy applies to individual classes*, which will result in course failure and potential dismissal. Excessive tardies may result in disciplinary action up to and including separation from the school. (See also: Section XII: Student Discipline.)

All students late to school due to medical appointments must bring a note signed by the doctor in order for the tardy to be excused.

Signing Students Out—Dismissals: Students will be released to parents and authorized adults who are listed on the Authorization Form for Student Release. If an authorized adult is not listed on the Authorization Form for Student Release, the **parent must call** the main office and send a note verifying the dismissal before the student will be released. A family may incur fees, such as those for After-School Care, due to a parent's failure to arrange appropriate transportation.

- **Primary, Lower and Middle School:** Parents/authorized adults sign out students through the main office.

In order to avoid disruption to carpool, early student sign-out (for things such as doctor's appointments, etc.) must take place prior to 2:30 p.m. When a student needs to be dismissed early from school, advance notice and direct communication from the parent to the classroom teacher is appreciated so the teacher and student may be prepared when the parent arrives. *The 20-day absence policy applies to individual classes*. Excessive absences could result in failure of a course.

NOTE: If a student must be picked up early, the main office should be notified at least 30 minutes before dismissal for Primary School and Lower School and before 2:00 p.m. for Middle School. Transportation changes cannot be guaranteed if called in fewer than 30 minutes before dismissal for Primary and Lower School students or after 2:00 p.m. for Middle School students.

DINING

DINING PROCEDURES

Country Day seeks to teach students to eat properly, in a healthful way, while displaying good table manners. Our Dining Hall is designed to provide a healthy meal each day, complete with options for our students. It is not a restaurant with made-to-order food choices. Parents are asked to support the school's efforts to produce healthy meals, encourage their student to make healthy choices, and accept that students need the freedom to make choices, subject to the other policies in this Handbook.

The following guidelines will help make dining pleasant:

- No adult or student has permission to "cut" in line.

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- All eating and drinking will be confined to the Dining Hall or designated areas, unless the student is an eighth grader or otherwise noted as part of a scheduled event.
- For birthday celebrations during lunch, parents must bring enough cake or cupcakes for the entire grade level.
- Students are respectful and cooperative.
- Students clean their places at the tables and discard trash.
- After eating, students remain at the table until dismissed by the faculty.
- Designated student groups, with duty teacher supervision, wipe tabletops, sweep, and clean up.
- Students keep noise to a moderate level, observe proper table manners, and conduct themselves appropriately.
- Students may not go into the kitchen area.
- Students should expect consequences if they do not display good behavior.

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. 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.

LUNCH

Lunch is served from approximately 11:00 a.m. to 1:00 p.m. The school provides lunch in the Dining Hall each day for students in grades Pre-Kindergarten–8 who have opted into the meal plan.

NO OUTSIDE FOOD

There will be no food or beverages brought or delivered to the school from outside commercial food establishment to be consumed in the dining hall. If a student brings lunch from an outside commercial food establishment, then it must be re-packaged and in a lunchbox. For example, Waitr, other delivery services, or parent delivery. On the student's birthday, parents may bring a cake or cupcakes to celebrate their birthday (no meal) with the entire grade level. Please check with the division head for any class allergies. You are welcome to eat lunch with your student, but you may **only** purchase a hot meal from CJT Bayou Cuisine. The drop-in rate is \$10 per day.

If your child forgets their lunch box, parents may drop it off by 10:00 AM or the child may eat a hot lunch in the dining hall.

SCHOOL SNACKS

Primary School: Students may 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 butters** (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 to serve. Parents are not responsible for drinks. Students are given water to drink with their snack.

Lower School and Middle School: Healthy and nutritious snacks may be brought from home, including sports drinks for hydration before and after athletics. **Please do not send anything with nuts or nut butters, and do not send sodas.** Your student's teacher or advisor will contact you regarding any additional food limitations. Snacks allowed vary by grade level and, in order to help maintain a safe classroom environment, may not be shared between students. More complete instructions are available with your student's teacher.

After-School Programs: A daily snack is **not** provided by the After-School Care program. Students will bring their own snacks or may purchase one from the concession stand. **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.

STUDENT SERVICES

HOMEROOM TEACHERS AND ADVISORS

Each student in Primary and Lower School has a homeroom teacher; each Middle School student has a faculty advisor. These teachers are available for academic and personal advice. The advisor reviews report cards and interim reports with advisees, facilitates discussions between student or parent and teacher, and may participate in discussions at Transition Committee meetings. Students are assigned by class.

HIGH SCHOOL PLACEMENT

An important aspect of the Middle School's program is the counseling and reassurance the school offers parents and students concerning the process of high school application and admissions. The Middle School faculty, head of Middle School, and Head of School serve as an extended

support system for our families and students. Country Day' rising ninth graders (graduated eighth graders) enjoy an extremely successful academic career at local high schools.

The Middle School office administrators host a High School Information Night to discuss the application process with eighth-grade parents and provide parents with up-to-date general information about the application processes of Alexandria-area high schools, including information on deadlines, visitation policies, and open house dates. This information is provided as a convenience for students and parents, who are responsible for verifying specific information pertaining to their own needs and interests.

Parents are responsible for completing the application process for each of the high schools they are considering in a timely manner, after receiving a written request from the parents and business office clearance, Country Day will send transcripts to high schools.

VISITORS AND GUESTS

The school is not prepared to host family friends or relatives from out of town during the school day. If a student wishes to bring a potential student or visitor to school, permission should be secured from the division head at least three days before the visit. All potential student visitors must be in appropriate attire and act appropriately while on campus. All potential student visitors must sign in at the division office and state the reason for their visit. Country Day reserves the right to refuse to allow any visitor on campus and to remove any visitor from the campus.

LOST AND FOUND

With almost 400 students on our campus, it is easy to have a large pile of lost and found items. Please help our school and your family by labeling *everything!*

Misplaced articles of clothing are placed on the back of the stage in the multipurpose room.

- P.E./Athletics lost and found is located in both the boys' and the girls' locker rooms.
- Anything of extreme value is taken to the main school office, and every effort is made to find the rightful owner.

Our Lost and Found is cleaned out before Christmas break and the last day of school. Any unclaimed clothing is donated to charity. In keeping with the school's efforts to make students responsible, students are encouraged to search for their own lost items.

CAMPUS CLEANLINESS

Maintaining the attractive appearance of the campus is the joint responsibility of all members of the community. Failure to abide by these guidelines may subject a student to disciplinary consequences.

- Everyone is responsible for disposing of litter properly, whether one's own or someone else's.
- To minimize the litter on campus, students should keep all personal property in their lockers.
- All students have a responsibility to respect each other's and the school's property and, therefore, must refrain from borrowing without permission, writing on, marking, decorating, or otherwise defacing school property or the property of others.

Section III

Middle School Traditions, Celebrations and Awards

FIFTH THROUGH EIGHTH-GRADE RECOGNITION AWARDS

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.

- I. **Student Council:** The ACDS Student Council is an elected body made up of 6th, 7th, and 8th grade students who serve the school and its community through acts of service and leadership. This recognition is given to all Student Council members.
- II. **ACDS Athletics:** The ACDS Athletic program recognizes all student athletes who participated in the sports program during the academic year.

Cheerleading	Girls and Boys Basketball	Girls and Boys Soccer	Cross Country
Tennis	Baseball	Softball	
- III. **Theater Production:** This recognition is given to all middle school members of the school theater production.
- IV. **Piano Rally Competition:** This recognition is given to all participants of the regional and state Piano Rally Competition.
- V. **Regional Science Olympiad Competition:** This recognition is given to all participants of the Regional Science Olympiad Competition.
- I. **High School Literary Rally Competition:** This recognition is given to all participants of the Regional High School Literary Rally competition.

Algebra 1	English 1	Spanish 1	Physical Science
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- VI. **Perfect Attendance:** This recognition is given to all students who have not missed any days of school over the course of the academic year.
- VII. **5th Grade Student of The Year:** Student of the Year is a state competition in which eligible students create a portfolio of accomplishments. This award is given to the 5th grade student who was chosen by a panel of community judges to represent ACDS as Student of the Year.
- VIII. **A Honor Roll:** This recognition is given to all students who have earned straight A's throughout the entire academic year.
- IX. **A/B Honor Roll:** This recognition is given to all students who have earned A's and B's throughout the entire academic year.
- II. **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.
- X. **7th Grade Duke Talent Search:** The Duke Talent Search is a national recognition given to all 7th grade students who scored at or above the 95th percentile on a grade-level standardized test.
- XI. **Taylor Audubon Scholars Award:** This award is given to 7th and 8th grade students in Louisiana who earned 3.0 GPA or higher during the academic year.
- XII. **AR Recognition:** The Accelerated Reader Program recognizes the top point earners from 5th, 6th, 7th, and 8th grades.
- XIII. **Geography Bee Award:** The Geography Bee Award is presented to the student who earned the title of the ACDS Geography Bee Champion.
- XIV. **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.
- XV. **Math Counts Competition:** This regional/state competition is open to 7th and 8th grade students who have been part of the Math Counts Club. This recognizes all students involved in this competition.
- XVI. **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.
- XVII. **Student Ambassadors:** This group of 5th- 8th grade students work with the Head of Middle School and the Admissions Director at all-school events, like Open House for New Families. This recognition is given to all Student Ambassadors.

- XVIII. Service Recognition:** This recognition is given to students who consistently perform acts of service in and around the school campus- carpool, dining hall, flags, etc.
- XIX. 5th and 6th Grade-Level Awards:** These are awarded to a high-achieving student in each subject area. The content teacher/instructor awards one girl and one boy per grade level for achieving academic or performance-based excellence in each of the following areas:

English	Science	History	Theater	Physical Education
Spanish	Art	Math	Technology Literacy	Piano, Guitar, Strings

SEVENTH AND EIGHTH-GRADE AWARDS

SEVENTH-GRADE AWARDS

- I. 7th Grade Academic Awards:** These are awarded to a high-achieving student in each subject area. The content teacher/instructor awards one girl and one boy per grade level for achieving academic or performance-based excellence in each of the following areas:

English	Science	History	Theater	Physical Education
Spanish	Art	Algebra	Technology Literacy	Piano, Guitar, Strings

- III. 7th Grade State Science Olympiad:** These distinguished awards recognize students who earned a place in the state Science Olympiad Competition.
- II. Country Day Recognition Award:** Country Day recognizes one seventh-grade boy and girl who, through determination, have shown substantial growth in academic and extracurricular activities. The seventh-grade faculty elects the recipient.
- III. Distinguished Seventh-Grader Award:** The Distinguished Seventh-Grader Award recognizes a seventh-grade student who has exhibited outstanding qualities in academics, citizenship, and extracurricular pursuits. The seventh-grade faculty elects the recipient.

EIGHTH-GRADE AWARDS

- IV. 8th Grade Academic Awards:** These are awarded to a high-achieving student in each subject area. The content teacher/instructor awards one girl and one boy per grade level for achieving academic or performance-based excellence in each of the following areas:

English 1	Science	History	Theater	Physical Education
Spanish 1	Art	Algebra 1	Technology Literacy	Piano, Guitar, Strings

- I. High School Literary Rally Competition:** This recognition is given to students who qualified for and/or participated in the state High School Literary Rally competition.

Algebra 1	English 1	Spanish 1	Physical Science
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- II. 8th Grade State Science Olympiad:** These distinguished awards recognize students who earned a place in the state Science Olympiad Competition.
- III. Country Day Visual Arts Award:** The Country Day Visual Arts Award is given to an eighth-grade student who has demonstrated enthusiasm, performance, dedication, and leadership in the discipline of visual arts throughout his or her eighth-grade year. The art instructor elects the recipient, considering time spent both inside and outside of class.
- IV. Country Day Performing Arts Award:** The Country Day Performing Arts Award is given to an eighth-grade student who has demonstrated enthusiasm, performance, dedication, and leadership in the discipline of performing arts throughout his or her eighth-grade year. The theater instructor elects the recipient and takes into account time spent both inside and outside of class.
- V. Distinguished Athlete Award:** The Distinguished Athlete Award honors an eighth-grade boy and girl who participated in sports seasons during his or her eighth-grade year. Students who are recognized exhibit the ideal characteristics of a Country Day athlete: commitment, loyalty, work ethic, coachability, responsibility, conscientiousness, trust, leadership, sportsmanship, self-motivation, accountability, positive attitude, and a positive influence on peers. The athletic staff elects the recipient.
- VI. ACDS Writing Award:** The ACDS Writing Award is presented to an eighth-grade student who excelled in writing throughout his or her eighth-grade year. The eighth-grade language arts teacher elects the recipient.

- VII. **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.
- XX. **Eighth Grade Student of the Year Award:** Student of the Year is a state competition in which eligible students create a portfolio of accomplishments. This award is given to the 8th grade student who was chosen by a panel of community judges to represent ACDS as Student of the Year.
- VIII. **Owen Brown Science Award:** The Owen Brown Science Award is present to an eighth-grade student that has participated in various aspects of science and engineering and has excelled in the fields of science throughout his or her eighth-grade year. The eighth-grade science teacher elects the recipient.
- IX. **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.
- X. **Leadership Award:** The Leadership Award is presented to an eighth-grade student who embodies the traits of a true leader. This student has consistently spoken up for the needs of the students of the Middle School and helped the faculty provide meaningful experiences for Country Day students throughout his or her eighth-grade year. The eighth-grade faculty elects the recipient.
- XI. **Salutatorian Award:** This distinguished award is presented to the 8th grade student who finished with the second highest GPA in his or her class.
- XII. **Valedictorian Award:** This distinguished award is presented to the 8th grade student who finished with the highest GPA in his or her class.
- XIII. **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.

Section IV

STUDENT LEADERSHIP

STATEMENT OF PHILOSOPHY

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.

SERVICE TO THE COMMUNITY

As described elsewhere in this handbook, Country Day provides an atmosphere in which young people can develop character traits that guide their behavior. Integrity, honesty and respect for other people are essential to any community, and the school strives to be a place where these qualities are fostered. Country Day' community outreach program consists of service projects. By encouraging participation in these opportunities, the school strives to develop in students not only a desire to serve and pride in that service, but also a moral sense of "giving back" and hope for the future.

PRIMARY SCHOOL LEADERSHIP

Each class in the Primary School has class leaders to help teach responsibility, to help the class run smoothly, and to provide ownership of the class. Examples of these "class leaders" are the line leader, lunch helper, and door holder. The classroom teacher and the students determine the designated responsibilities and duties for the year.

LOWER SCHOOL LEADERSHIP

Students in each Lower School grade take on leadership roles in their classes as leadership ambassadors and participate in service opportunities through conversation committees, and stewardship.

In the third and fourth grades, students help in such ways as planning and leading pledges at Morning Meetings and serving in morning carpool. Leadership responsibilities are further expanded in fourth grade. For example, students participate on the Lower School Leadership Council. Council representatives are randomly chosen and rotated every quarter, and each fourth grader has the privilege of serving on the council during the course of the school year. As a representative of the council, a student's leadership responsibilities include, but are not limited to, participating in special events and activities, and admissions tours, and taking leadership roles on the conversation committees.

MIDDLE SCHOOL COUNCILS

The Middle School offers its own leadership positions for students, such as student councils, described in part below. The purpose of the councils is to provide a variety of systems where students can influence the Middle School and exhibit authentic leadership. When students contribute to their environment, they maintain better relationships with the faculty; encourage activities for the better interest of the school; and raise the standards and ideals of the students themselves.

Students may hold only one council leadership position within a school year.

Students may choose not to hold an elected position on a council, but rather to serve as a council member who participates in council activities, programs, and service-oriented projects. Students may sign up to be a non-elected member of a council after fall elections.

STUDENT AMBASSADOR COUNCIL

Student Ambassadors are representatives from grades 4–8. 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 head of Middle School.

STUDENT COUNCIL

Student Council officers are elected in the spring, and class representatives are elected in the fall. Leadership is cultivated through the planning of activities and service projects throughout the year. Student Council also serves as an avenue for students to express their ideas to the administration.

WELLNESS COUNCIL

Wellness Council is composed of representatives from each grade level. Representatives meet to promote the prevention of tobacco, alcohol and drug use, strengthen character development, and encourage healthy life choices. Representatives also review dining hall menus and make suggestions. This group plans and implements two projects per year related to their purpose.

MIDDLE SCHOOL CLUBS (clubs may vary from year-to-year)

Fellowship of Christian Athletes (FCA) - This club focuses on weekly meetings that include Bible lessons by various leaders in the group. It is open to all 5th - 8th graders.

Geography Club is open to all middle school students and features everything GEOGRAPHY! Fun facts, maps, and preparation for the ACDS geography bee are integrated into this club.

Home Economics is a group of 5th through 8th grade students that design and create useful items needed in the school or home. Home economics is a domestic science of home science that deals with the home.

Math COUNTS offers fun and engaging programs that get middle school students excited about math. These programs include the MATH COUNTS competition, regional and state. This club is open to 6th - 8th graders.

Wellness Council is composed of representatives from each grade level. Representatives meet to promote the prevention of tobacco, alcohol and drug use, strengthen character development, and encourage healthy life choices. Representatives also review dining hall menus and make suggestions. This group plans and implements two projects per year related to their purpose.

Student Council is a group of elected students working together with a faculty advisor, within the framework of a constitution or bylaws, to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student participation in school decision making. Elections are open to all 6th - 8th grade students. Student council president is open only to 8th grade students that have been involved in the council during their 7th grade year.

STEM/Gardening is a club open to all 5th - 8th grade students interested in Science, Technology, Engineering, and Mathematics. One component of this club is planting the school garden.

GLEE is a group of 7th and 8th grade students that LOVE to sing and perform. Students in this club practice cover songs and perform them around the school, at special events, and in classes.

Junior Entrepreneur Club is made up of 5th - 8th grade students that have the business spirit! These students work together to create new ideas, invent new gadgets, and make business plans.

Environmental Club is focused on the environmental needs facing our state and our world. Students will discover practical ways to get involved in their school and community.

Paw Pride is a club is a service organization that plans ideas that impact the entire school community in positive ways. Member plans school-wide events and use hands-on, project-based learning to accomplish its goals.

ACDS Cheerleading is a sport and a middle school club. The ACDS Cheerleaders meet weekly to plan pep rallies, spirit events and ways to promote school spirit daily.

MIDDLE SCHOOL COUNCIL ELECTIONS

Middle School Council officer elections for rising sixth, seventh, and eighth grades will be held each year. Specific dates and times for elections are provided by the Middle School office. While the procedures below are subject to change at the discretion of the administration, with or without a change to this handbook. All election and campaign procedures and policies regarding elections remain at the discretion of the sponsor and will be clearly communicated by the Student Council faculty sponsor before campaigning.

NATIONAL JUNIOR HONOR SOCIETY

The Alexandria Country Day School Chapter of the National Junior Honor Society (NJHS) recognizes outstanding Middle School students. The school's chapter is governed by the National Honor Society Constitution and local chapter bylaws. The group sponsors on-campus service projects for members each year and is sponsored by Middle School faculty.

The guidelines governing the operation of the Country Day chapter of NJHS are outlined below:

SELECTION OF MEMBERS

- Membership is open to qualified seventh- and eighth-grade students.
- Candidates must have a cumulative scholastic average of at least A- in the five core subject areas (English, history, math, science, and Spanish). When considering a candidate for selection, grades earned during the sixth-grade year of school and any subsequent years will be used to determine eligibility.
- Country Day, in compliance with the rules and regulations of NJHS, will adhere to the following procedures related to membership selection

Once grades are reviewed and information submitted, candidates who meet the scholarship requirement shall then be evaluated on the basis of service, leadership, citizenship, and character. (Please refer to "Evaluation Criteria Used for Selection.")

Ultimately, the final selection of each member to the Country Day NJHS chapter shall be by a majority vote of the Country Day NJHS Faculty Council. This vote overrides any of the information submitted by the candidate.

- Students new to Country Day in grades 7 and 8 will be reviewed according to the following procedure:

Students who are admitted to and enroll at Country Day for the seventh or eighth grade will be invited to join NJHS based on their grades from sixth- and/or seventh-grade at the previous school attended. Students will be notified of their scholastic eligibility in the first semester of the year in which they are enrolled at Country Day. To be considered for membership, the students must then submit the necessary materials (i.e. Student Activity Information Form, essay, and/or recommendations) no later than two weeks after receiving notification of eligibility. They will be notified of the Faculty Council's decision regarding their selection during the first semester of school. Students selected for membership will become full members of NJHS immediately.

EVALUATION CRITERIA USED FOR SELECTION

- **Scholarship**

As described in part above, candidates must have a cumulative scholastic average (GPA) of at least A- in the five core subject areas (English, history, math, science, and Spanish). When considering a candidate for selection, grades earned during the sixth-grade year of school and any subsequent years will be used to determine eligibility. Grades from fifth grade will never be included.

Once it has been determined that a student has met the scholarship criteria, the Faculty Council will direct its attention to the four remaining criteria. The Faculty Council will review the Student Activity Information Form prepared by the student.

- **Leadership**

When evaluating a candidate's leadership, the Faculty Council may look at the number of offices a student has held in school or community organizations. Leadership also exists outside elected positions, including effective participation in other co-curricular activities offered on campus. Leadership roles in both the school and community may be considered, provided they can be verified. On the Student Activity Information Form, students will document their involvement in school and community activities, as well as positions held. Students will also describe a leadership role outside of an elected office.

- **Service**

The contributions the candidate has made to school, classmates, and community, as well as the student's attitude toward service, can be reviewed. On the Student Activity Information Form, students will document their involvement in school and community service activities.

- **Citizenship**

The student who demonstrates citizenship understands the importance of civic involvement; has a high regard for freedom, justice, and representative democracy; and shows mature participation and responsibility through involvement in activities at school and in the community.

- **Character**

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. Additional qualities may be considered. A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or will be able to demonstrate sufficient growth and improvement to compensate for previous problems in this area.

Conduct grades earned during the sixth-grade year and each subsequent year will be reviewed when considering the character of candidates. Conduct grades from fifth grade will never be included. Faculty recommendations will also be considered for character evaluation. The student will offer the recommendation form to Middle School faculty members (teachers, advisors, coaches).

DISCIPLINE AND DISMISSAL

The Country Day NJHS Faculty Council, in compliance with the rules and regulations of the National Junior Honor Society, shall determine the procedure for dismissal.

Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter advisor. Then, the member shall be given a reasonable amount of time to correct the deficiency. The exception will be in the case of flagrant violation of school rules or civil laws. In these cases, a member does not necessarily have to be warned before being dismissed from NJHS.

Procedure for Discipline and Dismissal

- *Scholastic Discipline:* Any student who does not maintain continued performance at or above the required GPA will be warned in writing. The student has one quarter to raise his/her cumulative GPA to meet the scholarship requirement. If the student does not raise the GPA during the next quarter, the student may be placed on probation from NJHS. The failure to improve the cumulative GPA after one quarter on probation will result in written notification of the student's impending dismissal from NJHS.
- *Character and Citizenship Discipline:* Any student who receives a conduct grade lower than an S in any class for a quarter will be warned in writing. If the student does not raise the conduct grade during the next quarter, the student may be placed on probation from NJHS. The failure to improve the conduct grade after one quarter on probation will result in written notification of the student's impending dismissal from NJHS. In-School Suspension could be cause for probation and dismissal.
- *Leadership and Service Discipline:* Students who do not continue to participate in service and leadership projects may be disciplined and/or dismissed. According to the rules and regulations of the NJHS, members are required to participate in service projects as an obligation of membership. Students are required to participate in two of the three NJHS sponsored community service projects during each school year.
- *Dismissal:* Flagrant violation of school rules, the school Honor Code, or civil laws may result in immediate dismissal from NJHS without written warning. Under these circumstances, discipline and/or dismissal are at the discretion of the Faculty Council. In all cases of impending dismissal, the member has a right to schedule a hearing before the Faculty Council. A majority vote of the Faculty Council is required for dismissal. For more information, see above and other sections in this handbook regarding probation, discipline, and dismissal.

Section V

DIVISION COMPONENTS

ADVISORY SYSTEM

The homeroom teacher serves as the advisor to their students in Primary and Lower School. In Middle School, each student has a faculty advisor or homeroom teacher. The advisor's interest in the student is more than merely academic. It includes extracurricular and non-school activities, personal growth, and the development of worthy goals. The students and their advisors meet regularly to review citizenship comments and the students' progress in their studies. Advisors are particularly attentive to an advisee's well-being as a member of the school community.

Grade level teachers meet regularly to discuss the coordination of grade level curriculum and individual student progress. Advisors monitor their advisee's general attitudes, test performance, peer interaction, homework quality, and any other subjects relative to their students' performance. Information from these discussions may or may not be shared with parents or other adults.

MIDDLE SCHOOL LIFE SKILLS IN ADVISORY

The Country Day Middle School Life Skills Program provides opportunities for group discussions that encourage students to see themselves not only as individuals but also as members of larger groups, within the school and within society at large. Through age-specific topics, students realize they have the responsibility to treat others with dignity and deserve to be treated with dignity themselves. Issues regarding bullying, cyber-bullying, social cruelty, assertiveness, respect, and empathy are explored to encourage students to make positive choices in their relationships. Life Skills also promotes healthy alternatives to risky behavior through activities designed to teach students the necessary skills to resist peer pressures to smoke, drink, and use drugs.

LOWER SCHOOL LIFE SKILLS

Lower School students receive valuable life skills lessons regarding various topics that are pertinent to their age group. Through classroom discussions and presentations, students learn the importance of empathy, respect, and being "people worthy of leadership."

COUNTRY DAY SCHOOL OF MUSIC AND THEATER

The Country Day School of Music is an extracurricular instrumental experience that allows students to schedule private and small-group lessons for in-depth instrument study. Students attend after school or during school enrichment periods. Conduct expectations are the same during music lessons as during academic classes. Students serving in-school suspension or those arriving after noon on the day of a lesson may not attend lessons that day. Students on academic or conduct probation may be limited to after-school lessons, at the discretion of their division head.

RECESS

All students in Pre-Primary through fourth grade are provided a daily recess. 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)

TEXTBOOKS

Country Day issues textbooks to kindergarten through eighth 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.

LIBRARY CENTER

During the school year, the Library is open from 7:30 a.m. to 4:00 p.m. Before school, unattended students must have the permission of the supervising adult in the Dining Hall or in the gym to go to the library. No students are allowed in the Library after school without making prior arrangements with the Librarian. Students may select books during their scheduled library period or during any of the times designated as Circulation on the Library Schedule. Books may be checked out for a two-week period. Items may be renewed if no one is waiting for them.

Students who lose or damage library books must make reimbursement at the current replacement rate. Parents are welcome to donate new or gently used books to the library. Donated books will be identified and acknowledged according to the donor's wishes.

Students are encouraged to use the library as a place for research and quiet study. Students in Pre-K3 through sixth grade visit the library on a weekly basis for library instruction, storytelling, and reading. Students begin checking out books in Kindergarten. Parents are welcome to visit the Library to select books for their Pre-k students or to assist older students in book selection. Students in grades 7 and 8 have flexible scheduling for book selection, research, and leisure reading. The Librarian meets with faculty on a regular basis to determine curriculum needs.

ASSEMBLIES AND CLASS MEETINGS

Divisions meet regularly for assemblies and class meetings. Generally, assemblies are used to convey news about the division, share reports from various groups, and build community. Lower School meets each morning for Tiger Time and Middle School meets on Fridays for Spirit Rally.

CLASS PARTIES

Parents attending parties and special events are asked to please not bring siblings.

Primary School parties are held in the class areas during school hours.

In Lower School and Middle School, all class parties are held on campus and are school and teacher-organized.

MIDDLE SCHOOL STUDY HALL

Study time occurs during Advisory and offers a quiet, structured study environment during the academic day. The purpose of study time is not educational tutorials or individual help, although they are available, but a focused time and place for students to complete their academic work.

CLASS TRIPS

Students in Primary through eighth grade participate in off-campus trips. While instructional, the purpose of school trips is to provide captivating primary source learning and unforgettable lifetime memories. Every student participating in a school-approved trip must have a signed parental permission form before departure. Country Day expects exemplary behavior of students while on trips. For out of town trips, the supervising teacher or adult in charge reserves the right to send a disruptive or uncooperative student home at the parents' expense.

Please note that parents of students who take regular medication must provide the medication in the original container with written instructions before the student may depart, and the school nurse must have the student's medication form. Further, off-campus and out of town trips are not appropriate times for parents to experiment to see if their student can manage without his or her medication.

Students on conduct or attendance probation may be restricted from participation in off-campus and out of town school-sponsored trips at the discretion of the faculty. Country Day reserves the right to exclude any student from off-campus or out-of-town trips for discipline reasons, academic reasons, or any other reason considered sufficient by the faculty.

Please note, if a student officially withdraws from the school, he or she may no longer participate in official school activities, including field trips and trips over the summer.

PARENT CHAPERONES

Parent chaperones on field trips or overnight trips are asked to follow the same rules as faculty sponsors. The following guidelines are for faculty, parents, and guest chaperones:

- read all written trip documents concerning itinerary, rules, and dress requirements;
- stay with the assigned students during the field trip or overnight trip, including on the bus to and from the destination;
- assume full responsibility for the behavior of the assigned students on the bus, at lunch, during play time, and all other times;
- do not drink alcoholic beverages or use tobacco products at any time during the entire trip;
- adhere to strict confidentiality regarding students' actions during a trip;

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- be punctual; and
- be aware that other adults or younger siblings may not accompany the parent chaperones on off-campus (field trips) or out-of-town school sponsored trips.

BUS PROTOCOL

In order to help ensure a safe and comfortable bus ride to and from off-campus trips, we do not permit bus drivers to turn on AM/FM radios; however, they will have two-way radios that keep them in constant communication with the school. Furthermore, we ask:

- that all bus riders (students) follow school and bus rules, refrain from using electronic devices or eating and drinking on the bus; ride the bus to and from the field trip site or overnight site; and return to the bus at the designated time in order to be on time for dismissal;
- that students maintain a talking volume similar to that used in the Dining Hall;
- chaperones to sit interspersed throughout the bus to help ensure students stay seated and maintain an appropriate voice volume;

The school plans to take first aid kits and cell phones on all off-campus trips. Decisions regarding packing any and all other supplies will be at the discretion of faculty.

LOCKERS

Students in grades five through eight are assigned a school locker. Lockers must be kept closed at all times. Any damage to locks should be reported to the head of Middle School immediately

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. 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 DANCES (GRADES 6–8)

While the school reserves the right to change its typical social offerings, in a typical school year, the Middle School holds two school dances a year for sixth through eighth grade students. The dances begin at 6:30 p.m., end at 9:00 p.m. sharp, and are chaperoned by Middle School faculty. Only Country Day students and teachers attend. A Middle School student must attend school on the day of the dance in order to attend the dance that evening. A student on academic, conduct, or attendance probation must meet with division administration before attending a dance.

DRESS GUIDELINES SPECIFIC TO SCHOOL DANCES

Students are expected to dress modestly and appropriately at all of our school dances. The faculty solely determines whether a student's clothing is appropriate. Students who are not appropriately dressed at a dance may be sent home and/or prohibited from participating in the dance. The following guidelines apply to all school-sponsored dances, including the graduation dance:

Skirts and Trousers

- Jeans, pants, skirts, etc. must be neat and clean, and may not be excessively tight or excessively loose.
- They must have no rips, holes, or shreds.
- Skirts must be no shorter than two inches above the knee.
- Leggings may be worn only under a dress or skirt.

Tops

- Shirts and blouses must be neat and clean and may not be excessively tight or excessively loose.
- Tops must have no rips, holes, or shreds.
- Inappropriate logos, slogans, advertising or words are not allowed.
- **The following styles are prohibited:**
 - Spaghetti straps
 - T-backs
 - Tank tops
 - Halter tops
 - Strapless
 - One-shoulder
 - Crop tops
- **Sleeveless straps must be at least two inches in width.**

- Front and back necklines must be modest.

Dresses

- Dresses may not be excessively tight.
- **The following styles are prohibited:**
 - Spaghetti straps
 - T-back
 - Halter-top
 - Strapless
 - One-shoulder
- **Sleeveless straps must be at least an inch and a half in width.**
- Necklines front and back must be modest.
- Dress hems may be no shorter than two inches above the knee.
- Leggings may be worn under a dress.

STUDENT TRANSPORTATION

Students of Alexandria Country Day School may not leave campus on school-sponsored trips, such as field trips or sports activities, unless they travel by a school approved vehicle. Further, unless the Head of School authorizes an exception, Alexandria Country Day School students will not travel to and from school-sponsored events in private cars driven by parents or school employees. In the event students ride with a parent to a school-sponsored event, the parent must provide the school with a current background check.

AFTER-SCHOOL PROGRAMS

AFTER-SCHOOL CARE

Country Day offers after-school care for all of our students, PK 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 concession stand. **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. Students signed into After-School Care **MUST** be signed out by an authorized adult before leaving.

Late Pickup: 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.

Drop-ins: Drop-ins are accepted; 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**. After three late pickups, the parents will be assessed the After-School Program registration fee, if the student is not already enrolled in After-School Care.

STUDY ZONE

Study Zone is offered to students in grades 3-8 that need assistance with their studies. A certified teacher helps students with daily homework and test reviews. Study Zone is offered Monday through Thursday from 3:30-5:30 p.m. Students signed into Study Zone **MUST** be signed out by an authorized adult before leaving. Students not picked up from Study Zone, starting at 5:31 p.m. according to the school clock will be charged a late pickup fee of a \$1.00 per minute. Habitual late pickup may result in a student's removal from the program.

WEEKLY LIMIT ON AFTER-SCHOOL ACTIVITIES

Families today find it easy to get caught in a maze of activities, leaving precious little time for togetherness away from school. Alexandria Country Day School is committed to helping create an environment that nurtures the family and provides an atmosphere where students can flourish. Every effort has been made by the school to schedule no more than three after-school activities each week. In addition, no academic practices or competitions, athletic practices or games, or fine arts practices or performances will be held on Sundays.

SUMMER PROGRAMS

Country Day plans to offer academic and enrichment courses in June and Jump Start academic courses in August. Covering subjects such as arts, sports, math, science, technology, dance, language arts, and engineering, these classes enhance school-year learning and allow for deeper

explorations of topics of interest. Students enrolled in these summer programs will be held to the same standards of behavior as Country Day students are during the school year, and the terms of this handbook generally apply.

Section VI

ACADEMIC PROGRAM

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.

PRIMARY SCHOOL COURSE OF STUDY

Research has identified specific skills that our children will need to live and work successfully in our rapidly changing world. Twenty-first century skills include the ability to ask questions, think critically, solve problems, and work with others. We have identified an approach that teaches these skills through child-initiated projects that require teamwork and problem solving. The depth of inquiry and shared responsibility for learning between the child, teacher, and peers make this approach unique to Country Day.

KINDERGARTEN

Kindergarten students actively engage in literacy and developmental work stations. Students work daily on shared reading, guided reading, writing, predicting, experimenting, observing, counting, measurement, geometry, patterns, and drawing conclusions.

LOWER SCHOOL COURSE OF STUDY

GRADES 1–4

Required Courses: Language arts, reading, social studies, mathematics, science, Spanish, art, music, technology, physical education, and library skills

WINGS PROGRAM

As a convenience to the families of students who have certain special needs in learning, and out of the desire to see all Country Day's students succeed, the school offers the Wings Program. Students are identified as candidates for Wings based on input from the student's teacher, administrator, and/or parents, and by using evaluation/assessment data sought by the parents and provided to the school. The Wings Program is a comprehensive approach to teaching literacy skills to students identified as having special needs in learning to read and to spell, having been identified according to the processes described elsewhere in this handbook, especially those associated with related language deficiencies. The purpose is to provide early intervention with an experienced reading teacher within the school day. In addition, the Wings teacher is responsible for providing feedback regarding the student's reading level and participation to the school faculty. (The cost of Wings is not included in tuition, and parents pay separately for the program.)

Country Day also provides contact information for other resources for the families of those students with special needs in learning. Country Day makes no guarantees or warranties about the probability of success of any particular therapeutic or supplemental approach for any particular student, and the ultimate selection of resources is the responsibility of the student's parent(s). Students enrolled in any supplemental educational program, including Wings, are not guaranteed academic success at Country Day, though success is certainly desired by all.

MIDDLE SCHOOL COURSE OF STUDY

GRADE 5

Required Courses: ELA; social studies; mathematics; science; physical education; and a quarter rotation of Spanish, art, technology literacy, and library.

GRADE 6

Required Courses: ELA; history; mathematics; science; Spanish (semester course); physical education; and a quarter rotation of art and technology literacy.

GRADE 7

Required Courses: English; history; mathematics; science; Spanish; physical education; and an elective each semester of art and technology literacy.

GRADE 8

Required Courses: English; history; mathematics; science; Spanish; physical education; and an elective each semester or a full year of art, technology literacy, or agriculture.

Supplemental resources may be made available to those students with special needs in learning at the middle school level. Please contact the division head for details. Country Day makes no guarantees or warranties about the probability of success of any particular therapeutic or supplemental approach for any particular student, and the ultimate selection of resources is the responsibility of the student's parent(s).

SEVENTH/EIGHTH GRADE HIGH SCHOOL CREDIT COURSES

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, Physical Science, and Technology Literacy (IBCA). 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 graduate with these credits. High school credits are determined after the first semester based on the individual student's consistent commitment and achievement. If through an evaluation, a student is not on track to complete the course with a favorable final grade, the student, teacher, and parent should make that determination before the end of the course. Students enrolled in Algebra 1 and English 1 must complete and pass the state-mandated LEAP 2025 End of Course exam. Students will then transfer the final grade from the course to their high school.

TRANSFER STUDENTS

If a student transfers to Country Day in seventh grade, a determination will be made of whether the student has sufficient background to successfully complete the high school 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 will still be enrolled in the courses.

ACADEMIC COMMUNICATION TO PARENTS

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 3–8, 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.

ASSESSMENT, EVALUATION, AND REPORT CARDS

There are four grading periods. Report cards are issued at the end of each quarter in grades 1–8. Mid-quarter progress reports are sent home each quarter beginning in the fourth quarter for first grade, the second quarter for grades 2–4, and the first quarter for fifth through eighth grades. Kindergarten report cards are issued at the end of the first quarter with limited subjects assessed and on the same calendar dates as first through eighth grade. Official reporting is done at the end of each semester.

ACADEMIC INTEGRITY

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

- copying another student's class work 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 Honor Council, with consequences up to separation from the school.

PRIMARY SCHOOL ASSESSMENT (PK3, PK4 and KINDERGARTEN)

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 continuous 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
- Portfolio—a meaningful collection of the students' work samples
- 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
- Portfolio
- Conference Summary Report

FIRST AND SECOND GRADE ASSESSMENT

4- **Exceeds Expectations**- Student has independently mastered applicable skills by reaching the goal of 90% on assessments.

3- **Meets Expectations**- Student has independently met the established median goal of 80% proficiency of skills.

2- **Approaching Expectations**- The student is progressing towards the median goal with teacher support.

1- **Below Expectation**- Student experiences difficulty meeting established goals and requires frequent support from the teacher (including reteaching).

With regard to Handwriting, Student Attributes and Enrichment classes (Art, Music, Spanish, Library, Computers, physical education), an "S" will designate consistent and appropriate participation and effort. A student receiving a "N" is considered not to be making an appropriate effort or progress.

THIRD GRADE THROUGH EIGHTH GRADE ASSESSMENT

EXPLANATION OF LETTER GRADES

Students are graded on the following traditional grading scale, which represents the average achieved throughout the marking period:

A 90–100

- Consistently completes and turns in both accurate and excellent class work and homework
- Communicates complex concepts and knowledge in unique and creative ways
- Applies outstanding study skills

B 80–89

- Performs on and above grade-level standards
- Completes and turns in class work and homework with few errors

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- Shows motivation to extend learning
- Communicates strong command of concepts and knowledge
- Applies good study skills

C 70–79

- Meets all grade level standards
- Completes all work, but makes some errors
- Corrects work with some instruction
- Works independently in a timely and orderly fashion
- Applies appropriate study skills

D 60–69

- Works with difficulty to achieve grade level standards
- Attempts to complete work
- Exhibits errors indicating inadequate mastery of concepts and skills
- Shows limited command of study skills
- Works with limited independence and needs reminders to focus attention

F 59 or below

- Works below grade level standards
- Completes portion of work
- Demonstrates a lack of mastery of concepts and skills
- Shows gaps and inconsistencies in work
- Works with limited independence and needs reminders to focus attention

GRADING GUIDELINES (GRADES 3–8)

- During the first semester of third - fifth grade, no grade will be recorded below a 40.
- Starting with the second semester of fifth grade through the first semester of eighth grade, no grade below a 40 will be recorded on tests/quizzes, but may be recorded for other assignments not completed or turned in.
- During the second semester of **eighth grade only**, a grade lower than 40 may be recorded on any assignment, tests/quizzes included.
- Faculty will notify parents on the third missing assignment during any grading period.
- All "I's" must be cleared within two weeks following the close of each reporting period regardless of the reason for the Incomplete.
- No report card grade may be changed without a **Grade Change** form completed by the teacher and approved by the division head and may only be changed to correct an error in computation.
- No report card grade may be changed after the mid-marking period.

HOMEWORK ASSIGNMENTS

Written homework in Lower School and Middle School 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. *NOTE: Lower School teachers do not assign homework on Wednesdays.*

All teachers are expected to keep portal where homework assignments are posted. No changes will be made to previously posted assignments on the 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 Thanksgiving, Christmas, Spring, and Easter 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.

MIDDLE SCHOOL MAJOR ASSIGNMENTS AND TESTING DAYS

Middle School 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. A pop quiz is an assessment lasting 20 minutes or less. Students are expected to listen in class about upcoming tests or assessments and check the Portal regularly for updates and assignments. (Please note: No tests or quizzes will be given the day after Lower School and Middle School Parent Information Nights.)

Please note: No tests or quizzes will be given the day after Lower School and Middle School Parent Information Nights.

LATE WORK

The value of turning work in on time is important. The decision to accept late work is determined by faculty at each grade level. Work is considered late if it is not turned in at the exact time the assignment is due. If accepted, the highest grade a student will receive is 75 percent of the earned grade. (Example: actual grade of 77 x .75 = 58 recorded grade)

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 high school programs in Alexandria. Administrators and educators have a moral and professional responsibility to record the academic achievement of Country Day students fairly, accurately, and without grade inflation.

EXTRA CREDIT

The Country Day faculty does not offer extra credit resulting in a grade above 100 percent. 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, the highest grade a student may make is 100 percent.

RE-TESTING POLICY

Re-testing is at the discretion of the teacher/grade level. Should a teacher decide to issue a re-test, the option must be open to all the students in the class, and the grades of both tests will be averaged together. Averaging holds the student accountable for the first time he or she took the test. Re-testing is not available on quarter, semester, or final tests. (Example: first attempt 75, second attempt 95 = $75 + 95 \div 2 = 85$ recorded grade)

ACADEMIC ASSISTANCE, TUTORIALS, AND OUTSIDE TUTORS

Students may struggle from time to time with their courses. The school is sympathetic to these problems and provides avenues of assistance. Of course, the ultimate responsibility for success and mastery of material lies with the student. Please also see the Course of Study sections of this handbook.

EXTRA HELP

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.

TUTORIALS

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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 instead for supplemental services.

Country Day teachers and consultants 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.**

COUNTRY DAY FACULTY AND OUTSIDE EMPLOYMENT

All employees of Alexandria Country Day School are considered faculty. All faculty members contribute in some way to the education of the school's students. Often a student requires an extra moment, a few minutes after class or school, or a formal tutorial organized by the division. Faculty and school families develop close and lasting relationships. This extra effort by the faculty is a standard in noteworthy private schools and an expectation at Country Day.

Therefore, Country Day employees shall not accept employment or engage in any business or professional activity that will require or induce them to disclose confidential information acquired by reason of their official position as a school employee. ***For the safety of students and the integrity of Country Day, the school asks parents to notify the Business Office, appropriate division administration, or the head of physical education and athletics when attempting to engage any Country Day employee in a business dealing. Even an unintentional violation could place their career in jeopardy.***

HONOR ROLL (GRADES 5–8)

Excellent academic performance is awarded to students in fifth through eighth grades with a certificate given at Middle School Recognition Day. "Highest Honors" means a student received all A's and nothing lower than satisfactory conduct in all classes. "Honors" means a student received A's and B's and nothing lower than satisfactory conduct in all classes.

STUDENTS WITH LEARNING DIFFERENCES

The school curriculum is designed to prepare students for college preparatory high schools. 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 recognizes that in its provision of services to students, it is not subject to the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act. 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 to the following (subject to the discretion of the school as to whether the student can be adequately served at Country Day):

Each year, Country Day will reassess particular modifications 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 the Educational Records Bureau (ERB) standardized test. [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 disability as diagnosed;
- describe the presenting problem(s) and developmental history, including relevant educational and medical history;

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- describe the comprehensive assessment instruments (neuropsychological or educational evaluations), including 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, and by tape recording classes;
- understand that faculty are not expected to provide their lesson notes to their students;
- be responsible for his/her own reading of and response to tests and written instructions;
- understand that if he/she is to take longer than a regular class period to complete a test or assignment, he/she may only have access to the portion of the test to be taken within the class period;
- 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 AND GRADUATION

STUDENT SUITABILITY FOR PROMOTION

Students demonstrating difficulty with academic courses, attendance, and/or behavior may need a more appropriate educational setting than Country Day can provide. The division administrators, Transition Committee, and grade-level faculty will review a student's suitability for the next grade or division and make a decision about whether Country Day is able to meet the needs of the student.

Transition Committee: Country Day established the Transition Committee during the 2018-2019 school year. The committee comprises school administrators who periodically meet to review attendance, academic, and conduct records from each division to ensure all students are adhering to rules set forth in the Student Handbook. When conditions warrant it, the committee places students on probation (monitor list for primary through 2nd grade), then monitors their improvement. The Transition Committee, along with division administrators and grade-level faculty, review students' suitability for the next grade or division and make decisions about whether Country Day is able to meet their needs.

Generally, students who leave Country Day for a school within Alexandria are not re-admitted. If a student who was previously enrolled at Country Day seeks re-enrollment, the Transition Committee performs the initial application review. During this initial review, the Transition Committee may require further information (e.g. up-to-date educational testing, grades, teacher recommendations, etc.) from the applicant family in order to approve the student for inclusion in the overall applicant pool. If approved, the application and any supporting documentation will be forwarded to the Admissions Committee for further evaluation.

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 to demonstrate content mastery. Repeated failures in a particular academic area may result in non-promotion and dismissal. Promotion decisions are at the sole discretion of the faculty.

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.

GRADUATION REQUIREMENTS

A student graduates when he or she has demonstrated the minimum academic mastery of all eighth-grade coursework and maintained satisfactory conduct and attendance. If a student fails to meet these expectations, and participation in a summer academic course would result in the demonstration of academic mastery, the student may participate in the graduation ceremony and receive a diploma upon completing the approved summer course.

Failure to meet expectations in more than one class or a combination of academic, conduct, or attendance requirements may cause a student to be denied graduation and promotion to high school. Graduation decisions are made at the sole discretion of the faculty.

PROBATION (GRADES 3–8) & MONITOR LIST (PK3, PK4, Kindergarten, 1st and 2nd)

Probation of any kind is for students in grades 3–8 and is a serious and formal statement made by the school. It should be viewed as a **serious warning**. Country Day leadership believes that the school is ethically bound to provide the best educational environment for all students. The best environment for some students may be in another school setting. Decisions about probation are at the discretion of Country Day.

Primary School students and Lower School students in grades 1 and 2 may be placed on the **Monitor List**, which is also a serious and formal statement made by the school. The Monitor List should not be viewed as a final warning; however, the school reserves the right to determine whether Country Day is the best school to meet a student's educational needs.

Students may be placed on Academic, Conduct, or Attendance probation (grades 3–8) or on the Academic, Conduct, or Attendance Monitor Lists (Primary, grades K–2) at any time. Students on Conduct or Attendance Probation or on the Conduct or Attendance Monitor List may be restricted from participating in school elections, class trips/field trips, and any after-school programs, including and enrichment classes. These decisions will be made on a case-by-case basis. In addition, a student may not run for council office or serve on councils while on probation. Simultaneous probation or Monitor List areas or repeated probationary or Monitor List status is inconsistent with the school's mission and may result in separation from the school. See Section XII: Student Discipline for additional information.

Please note, students on probation may not be eligible to participate in some organizations (for example, National Junior Honor Society) per the organization's by-laws.

ACADEMIC PROBATION (GRADES 3–8) & MONITOR LIST (PRIMARY, GRADES K–2)

Teachers and administrators regularly evaluate the performance of students, both informally in grade-level discussions about students and formally through monitoring forms and report cards. A student who has persistent difficulties with the academic program may be placed on academic probation at any time during the school year. Students making a "D+" or below, or students making a "C," are not considered to be making appropriate academic progress and will be evaluated for placement on academic probation by the Transition Committee. The student is presented with certain performance goals and a timeline for making the necessary improvements in work habits and grades.

Students making a yearly average of a "D+" or below in a subject may be asked to withdraw from school. In most cases, students who have persistent difficulties with the academic program will not receive an enrollment contract from the school for the following year. Students and parents must keep in mind that continual academic struggles point to a mismatch in the student's abilities and the Country Day program, and Country Day faculty are trained to accommodate minimal differences. If allowed to stay, students will be placed on Academic Probation (grades 3–8) or on the Academic Monitor List (Primary, kindergarten, first grade, and second grade) for the following year and may be required to attend a summer program to demonstrate mastery before being promoted to the next grade. The faculty has discretion to determine whether the student effectively demonstrates mastery.

CONDUCT PROBATION (GRADES 3–8) & MONITOR LIST (PRIMARY, GRADES K–2)

For more information on this provision, please see the section of this handbook related to Student Discipline. In general, students who exhibit behavior concerns or poor conduct marks disturb the learning of others and may be asked to withdraw from school. If allowed to stay, they will be placed on Conduct Probation (grades 3–8) or on the Conduct Monitor List (Primary, kindergarten, first grade, and second grade) by the division. The division head will inform the parent(s), and a formal behavioral plan will be put into action. Students on Conduct Probation may not be allowed to participate in off-campus trips, attend school dances, or attend other extracurricular events as determined by the division head.

ATTENDANCE PROBATION (GRADES 3–8) & MONITOR LIST (PRIMARY, GRADES K–2)

Students with chronic attendance problems, regardless of the reason, may be asked to withdraw from school. If allowed to stay, they will be placed on Attendance Probation (grades 3–8) or on the Attendance Monitor List (Primary, kindergarten, first grade, and second grade). Students on Attendance Probation or on the Attendance Monitor List may not be allowed to participate in off-campus trips, attend school dances, or attend other extracurricular events as determined by the division head.

ENDING THE YEAR ON PROBATION OR MONITOR LIST

Students ending the year on probation or on a Monitor List start the new school year under the same status. Following the semester, a review will be conducted, and a determination will be made as to whether the student will stay on probation or on a Monitor List for another semester, will be removed from probation or a Monitor List, or will separate from the school. If the condition warrants probation or a Monitor List for the second semester, the student may separate from the school at the end of the academic year or before at the discretion of the faculty and the Head of School.

Section VII

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.

PRIMARY/LOWER SCHOOL

- Students are encouraged to wear suitable, comfortable clothing. In 3rd and 4th grades, dresses/skirts/shorts/skorts 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 showing 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.
- 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.** 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.
- Hair that has been dyed in extreme color is not allowed, i.e. blue, pink, purple, green, etc.
- Punk, gothic, emo or other bizarre styles of dress, hairstyles and or accessories are prohibited.
- Male students shall not wear earrings on the school premises or at any school function.
- Males and females shall not wear body piercings.
- Body tattoos are not allowed.

MIDDLE SCHOOL

- Students are encouraged to wear suitable clothing. Dresses/skirts/shorts/skorts cannot be shorter than below the tips of the fingers when arms are held by the side.
- No midriff is to be showing 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.
- No running shorts, tennis skirts, or yoga/workout apparel.
- Skirts, tunics, or tops worn over leggings cannot be shorter than below the tips of the fingers when the arms are held by the side.
- 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 styled 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.
- 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.** Shower shoes, such as rubber flip-flops or Crocs, 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.
- Hair that has been dyed in extreme color is not allowed, i.e. blue, pink, purple, green, etc.
- Punk, gothic, emo or other bizarre styles of dress, hairstyles and or accessories are prohibited.
- Sponsors of curricular and extra-curricular activities may, at their discretion, establish written grooming guides that are more stringent than the general guidelines. These must be approved by the administrator.
- Male students shall not wear earrings on the school premises or at any school function.
- Males and females shall not wear body piercings.
- 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.

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.

Section VIII

ADMISSIONS, ENROLLMENT, AND RE-ENROLLMENT

ADMISSIONS

Country Day is coeducational and accepts qualified students who, in the opinion of the school, will have successful experiences within the school program and will contribute to the classes for which they are applicants. The school requires each candidate for admission to undergo evaluation to enable the school, the family, and the student to determine if matriculation would be educationally appropriate and mutually beneficial. Country Day reserves the right to place students in the grade levels or classes that, in the school's judgment, seem best for them.

Transfer students must submit final transcripts from the schools they currently attend before being officially accepted to Country Day. Until the final transcript is received, the enrollment agreement will be marked "pending." Pending enrollment agreements may be withdrawn during the period of time they are pending.

All students are on probation until the satisfactory completion of their first year at Country Day.

A limited number of qualified students are placed in a wait pool. If a spot becomes available, the admission committee will review all candidates in the wait pool. If a spot does not become available and the candidate decides to apply for the following year, he or she must reapply and go through the admission process for the next year. Country Day accepts applications one year prior to the date of expected entry.

Students who move into the Alexandria area after a school year begins may be considered for midyear entry. However, Country Day does not normally permit midyear transfers in circumstances other than these.

It is the policy of Country Day that students applying to the school do not repeat a grade unless Country Day makes it a requirement of admission due to curricular misalignment or birthday cut-offs such as those in Primary School (e.g. Primary I students must be 3 years old by August 1).

*Our admission policy pertains to students seeking placement in **kindergarten through the eighth grade**, which are the official grades for Alexandria Country Day School. When two applicants are otherwise equal, the following priorities exist when spaces are available:*

- Priority 1: Qualified siblings of students continuing in the school;
- Priority 2: Children of alumni;
- Priority 3: Other qualified candidates

Ultimately, the decision is based on the whole student profile, including factors such as grades, test scores, teacher evaluations and recommendations, and student visits. Admissions decisions are made in the sole discretion of the administration.

Please also note that the sibling priority is not available to new students with siblings at Country Day who do not intend to re-enroll for the following school year.

For admission purposes, Country Day defines someone as an "alumnus" or "alumna" when that person has attended Country Day for at least three years.

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 in keeping with our stated mission to motivate them to be "people worthy of leadership." Our hope and calling 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.

ENROLLMENT CONTRACT GUIDELINES

For a student to be enrolled in Country Day, a parent or guardian must sign an Enrollment Contract guaranteeing that the entire tuition for the full academic year will be paid regardless of the absence, withdrawal, or dismissal of the student for any reason. There can only be one contract per student and the enrollment deposit and tuition may not be transferred to another student. Country Day offers Tuition Refund Insurance for

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all tuitions; it is required if for ALL payment options or if the student is being offered a “conditional” enrollment contract. *Please contact the Business Office for more information.*

The Enrollment Contract may be canceled by a parent or guardian without penalty (except for forfeiture of the enrollment deposit) by giving a **WRITTEN, SIGNED NOTICE TO THE HEAD OF SCHOOL ON OR BEFORE THE FIRST BUSINESS DAY OF MAY AS STATED IN THE ENROLLMENT CONTRACT. (AN E-MAIL OR FAX IS NOT CONSIDERED A WRITTEN NOTICE.)**

- Withdrawal after the first business day of May and before the last business day of June is subject to a cancellation fee as specified in the Enrollment Contract.
- It is the responsibility of the parent or guardian to ensure that any such signed letter of withdrawal is received by the Head of School on a timely basis.
- Country Day will not refund the enrollment deposit under any circumstances.
- **NOTE:** An e-mail or fax is **not** considered a written notice.
- Signing the Enrollment Contract for the academic year constitutes acceptance of and agreement to abide by the rules, regulations, policies and procedures of Country Day as stated in the School Handbook and other written material, including parent behavior and the obligation concerning payment of fees referenced above.
- In making the decision to offer a place to a student, the school relies on information provided on the application for admission. The school reserves the right to void the Enrollment Contract if it learns that information provided on the admission application is incomplete, factually incorrect, or dishonestly presented, or that substantive information has been omitted.
- Student accounts must be kept current for students to continue at Country Day, to receive report cards and transcripts, and to participate in extracurricular activities for which an additional fee is required (e.g. summer travel program, School of Music and Theater, and Athletics).
- Any student who consistently neglects work, fails to meet academic or attendance standards, exercises poor citizenship, disregards school rules, or fails to cooperate (or whose parents fail to cooperate) may be asked to withdraw from Country Day. (Also see Section XII: Student Discipline.)
- Preference regarding re-enrollment always goes to students who have been enrolled at the school during the previous academic year.
- Families leaving Country Day for a school within Alexandria are rarely re-enrolled.
- When previously enrolled students seek re-enrollment at Country Day, their applications will be referred to the Transition Committee. (See “Promotion and Graduation” in Section VI: Academic Program for further information.)
 - The Transition Committee will review the application to determine whether the student will be included in the overall applicant pool for admissions.
 - If the Transition Committee approves the student for inclusion in the overall applicant pool, the application will be forwarded to the Admissions Committee and will be evaluated in conjunction with all other applications to Country Day.
 - Applicants seeking re-enrollment should not expect to receive priority over other applicants.

RE-ENROLLMENT THROUGH YEARLY ENROLLMENT CONTRACTS

Country Day seeks to re-enroll students whose academic and social needs can be met by the school. The school recognizes that environmental and academic standards may not be suited to all students’ needs or capabilities. This is often evidenced by a student’s academic performance, attendance, or conduct. Before issuing a contract for re-enrollment to a student, the faculty and administrators review the student’s academic and discipline records and the family’s spirit of cooperation with Country Day staff to determine whether it is in the best interest of the student to return to Country Day. Final enrollment for the next school year is contingent upon (1) successful completion of the current school year in both good conduct and good academic standing, and (2) the timely receipt of all documents and payments as set forth in the Enrollment Contract. The Head of School is the only person authorized to ask a family or student to separate from the school.

CONDITIONAL ENROLLMENT CONTRACTS

Conditional enrollment contracts (as defined in the exhibit in the contract) may be issued within the following probationary areas: Academic, Attendance, Conduct, and Repeated Apply Outs, as described elsewhere in this handbook.

If a student receives a conditional enrollment contract due to Academic, Attendance, or Conduct Probation, the expectation is that the student will improve to the satisfaction of the school during the remainder of the year. Progress is reviewed again at the end of the second semester. If the student has shown progress, the student’s re-enrollment may go forward, but the student will remain on Academic Probation, Attendance Probation, and/or Conduct Probation for at least the first semester of the subsequent school year.

A student may also receive a conditional enrollment contract if the student repeatedly applies to leave Country Day and attend another area school. If a student receives a conditional enrollment contract due to repeated apply outs to area schools, the expectation is that the student’s re-enrollment will be subject to availability within the grade level after new applicants are enrolled. In some cases, re-enrollment may be denied.

FORCE MAJEURE

The undersigned, jointly and severally, 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 this contract.

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 violation of 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. Additionally, Alexandria Country Day School is an equal opportunity employer; Country Day's employment practices are more fully described in other publications.

STUDENT PLACEMENT

AGES SERVED

Primary School (Pre-Primary to Kindergarten)

Research and experience support the premises that the month in which a student is born within a grade level does make a difference, and that older students are often more relaxed and may even have an academic advantage in school. During the early childhood years, an older student's potentially greater maturity level may mean he or she has a more developed attention span, sense of self-confidence, inclination toward responsibility, and ability to self-manage. These traits build self-esteem and provide a foundation that supports the child throughout the educational journey.

However, preschool is not the only educational segment during which an age advantage may be observable. Often times it also emerges during the late elementary and middle school years, and beyond. Maturity—whether due to chronological age or innate temperament—is linked to academic achievement, athletic success, and leadership qualities. With this rationale in mind, Country Day utilizes an August 1 cutoff date in PK3 and PK4 in order to best establish a pattern of success for its students, and offers the following Primary grade levels:

- Primary PK3: 3 years old (by August 1)
- Primary PK4: 4 years old (by August 1)
- Kindergarten: 5 years old (by August 1)

TEACHER ASSIGNMENTS

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

FINANCIAL AID

Alexandria Country Day School strives to make its educational program available to enroll students in **Kindergarten through eighth grade**. The school recognizes that some families of qualified students cannot pay full tuition. Through the Financial Aid Program, students accepted for enrollment or re-enrollment with financial need may apply for assistance.

The Financial Aid Program of Country Day offers funds to qualified, enrolled students whose families demonstrate the need for financial assistance. It is imperative to note that a student must be accepted for the following year's enrollment to be considered for financial assistance. After such financial need is determined, the following priority guidelines apply:

- Currently enrolled students
- New students

Before an actual award is extended, **the contract must be returned, and the student must be enrolled.**

Requests for financial assistance are coordinated through the school's Director of Admissions, who can be reached at Kroberts@acdsonline.org. To be considered for financial assistance, all pertinent information (including IRS documents) and the completed application **must be submitted by the posted deadline, which will be published on the school's website**. A family's financial need is evaluated through a "blind" process, using *Financial Aid for Student Tuition* (FAST) by Independent School Management (ISM). A Financial Aid Committee then determines the amount of the award, based on the FAST recommendation.

Country Day holds the position that separated or divorced parents retain their individual and collective obligation to finance their student's independent school education. In this instance, both parents are required to complete a FAST application, as financial awards consider the combined financial need of both parents.

The Financial Aid Committee appropriately considers related issues of remarriage and stepparent obligations to other children. The school is not bound by agreements or settlements that might otherwise exist between individual parents. However, the Director of Admissions may waive the requirement of financial information from the non-custodial parent when the non-custodial parent has given no financial support to the student or has made no contact with the student, or when the non-custodial parent's whereabouts are unknown.

Each family is expected to contribute financially to their student's independent school education. **Country Day does not extend full tuition awards.** Each award is made for one school year, and there should be no expectation of tuition assistance for additional years.

WITHDRAWAL FROM THE SCHOOL

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. A parallel objective is to inform the admissions office of available class space.

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. **E-mails and faxes are not acceptable forms of withdrawal notification.**

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

- Parent writes letter to Head of School giving 30 days' notice (**e-mails and faxes are not acceptable**);
- Head of School notifies Business Office and head of admissions; and
- Records are released upon clearance from the Business Office.

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. Please see "Enrollment Contract Guidelines" in this section for further information.

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 or the business office.

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.

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 records are clear in the Business Office and all financial obligations to the school have been met related to any and all accounts for which the family is responsible. Likewise, all financial obligations to Country Day must be met for students to participate in the school's travel program.

Student account statements are posted each month on or before the 15th. Parents have 30 days from this posting to question charges on student accounts.

Section IX

GENERAL PARENT INFORMATION

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 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, 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:

** ACDS parents/guardians will 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.

** ACDS parents/guardians will be familiar with and supportive of the policies, procedures, calendars and guidelines, including but not limited to ACDS policies related to acceptable use of technology, as well as policies set forth in the ACDS School Handbook, and will expect their child to do the same. Parents are expected to support school decisions.

** ACDS parents/guardians will 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, for when we all work together, students win!

** ACDS parents/guardians are expected to 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.

** ACDS parents/guardians will not publicly embarrass or defame a student, family, or school employee, either verbally or in writing.

** ACDS parents/guardians will be respectful and courteous in verbal and written communications and will seek to resolve problems or concerns through the appropriate school channels (i.e., Teacher/Advisor/Division Head/Coaches/Athletic Director/Head of School).

** ACDS parents/guardians 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.

** ACDS parents/guardians will 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.

** ACDS parents/guardians will be supportive of 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 with members of the school community.

** ACDS parents/guardians will 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.

** ACDS parents/guardians should be 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.

VISITS TO CAMPUS

NAME BADGES

As part of our crisis management plan, all parents, visitors, and non-school siblings must sign in and out of the main school office and wear name badges supplied by Country Day while on campus.

CLASSROOM VISITS

Parents who wish to visit a classroom must schedule the visit through the division office and are asked to limit classroom visits to no more than 30 minutes once a semester. Please do not drop in unexpectedly; remember, faculty will not be available for conferences during visits.

BEFORE- OR AFTER-SCHOOL VISITS

Parents are asked to refrain from walking their students into the building in the morning. Having parents in the building causes congestion and prevents faculty from maintaining eye contact with and providing guidance to our students.

Parents are asked to refrain from entering the building at the end of the school day to wait for their students. Lower School students are walked by class to the Multipurpose Area each afternoon. Parents walking through the area and standing in the Foyer causes confusion and prevents the faculty from walking their students to the carpool line in an orderly fashion.

CEREMONIES, PERFORMANCES, AND ASSEMBLIES

Parents and visitors who attend a ceremony, performance, or assembly at Country Day are asked to refrain from saving seats prior to the event. However, within 30 minutes of the start of an event, seats may be saved if at least some of the party is present and remains seated until the start of the event. Country Day students are asked not to miss instructional time to attend a sibling's performance.

PARENT VOLUNTEER ORGANIZATIONS

The Alexandria Country Day School parent volunteer groups are organizations of involved parents of students of the school. The purpose of these organizations is to promote the general welfare and betterment of Country Day and its students through organized volunteerism.

PARENTS CLUB

The Parents Club (PC) sponsors many activities during the school year to enrich and enhance the lives of Country Day parents and students. The primary focus of the PA is parent education. The group sponsors and organizes guest speakers and authors, small group forums, and book discussion groups on a variety of parenting issues. Any parent or guardian of a student enrolled in the school is a member of the PC.

BOOSTER CLUBS

The School encourages its parents to be involved in various parents' organizations, which are described in part below. Parents are reminded that the school is not responsible for these organizations, and that inappropriate behavior by a parent can result in their student's separation from the school, as is described in the Enrollment Contract.

Country Day Athletic Booster Club: The Booster Club helps support the athletic program through additional booster fundraisers. It also fosters school spirit at home and away games, assists with pep rallies and spirit days, and hosts hospitality rooms at tournaments held on our campus.

NEW FAMILY AMBASSADORS

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.

HOMEROOM PARENTS AND ADVISORY PARENTS

Homeroom parents (Primary School and Lower School) and advisory parents (Middle School) work directly with the classroom teacher, advisor, or division head to communicate, plan, and coordinate special events and volunteer opportunities for students throughout the year.

PARENT AMBASSADORS

Parent Ambassadors assist prospective parents through the admission process. Ambassadors play a critical role in welcoming new students, parents, and family members to campus and familiarizing prospective families with enrollment procedures, school programs, and opportunities. They are available to answer questions, conduct tours, and assist in hosting a variety of admission events throughout the year.

CHARITABLE OPPORTUNITIES

All fundraising and the solicitation of money and gifts (regardless of the amount) must be approved by the Head of Advancement, who then makes a recommendation to the Head of School for final approval.

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 Head of Advancement.

- The Country Day Fund (formerly the Annual 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.
- Dancing with the Stars is held in the fall. It is a wonderful event where the Country Day community comes together for an evening of fun and dancing! Donations from Dancing with the Stars provide immediate academic, athletics, fine arts and facility enhancements.
- Established by the Parent Club, the spring Festival offers financial support for expenditures that benefit the school. The fund supports academic needs and parent professional development.

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.

MEDIA RELEASE

For the purposes of communication, advertising, and archiving the school's history, Country Day frequently photographs, videotapes, and quotes students. As part of the enrollment process, and unless the parent notifies the Head of School in writing of any related restrictions, **Country Day parents' consent to allow the school to use a student's image, likeness, class work, or quotes by signing a media release** stating the following:

Unless a parent notifies the Head of School in writing of any restrictions to be placed on the following described use, parents agree and give permission for the school to record, film, photograph, audiotape, or videotape their student's name, image, likeness, spoken words, student work, performances, and movement, for use in any written materials, publications, media coverage, videos, website postings, and/or other school materials. A parent may not restrict use of images that reasonably cannot be considered private such as students in school-related activities where multiple students participate and are open to the public or parents, e.g., team photos, student recognition programs, academic and extracurricular recognition programs, athletic events, and fine arts performances. The parent releases the school, its employees, and agents from any and all claims of any type which parent may have based upon the aforementioned taking, use, and publication of the student's likeness and/or use and publication of the student's name.

SCHOOL COMMUNICATIONS

The appropriate division head must approve all information sent home by Country Day. To keep paperwork to a minimum, it is the expectation that the majority of the information sent to parents will appear in Division newsletters, in the school's monthly newsletters and on the school web page. Rarely does Country Day approve the use of flyers.

Country Day does not provide e-mail lists to parents or other groups. Should a parent desire to send a school-related e-mail to a group, the sender must contact the appropriate division office. School e-mail lists are to be used for school-related business only.

Country Day strongly encourages the inclusion of all-school and division-specific news in the monthly and weekly newsletters. However, under certain circumstances, Country Day may decide to send out a single-subject e-mail. Factors in deciding whether to send an e-mail include the urgency of the information, the number of grade levels affected, whether parents need to take action, and other means of communication being used. Parent groups requesting a single-subject e-mail to address unforeseen circumstances should contact the Head of Advancement at least 48 hours prior to the requested delivery date; however, whether the information is sent out via single-subject e-mail or is saved for that week's *Tiger Watch* is at the discretion of Country Day. Country Day reserves the right to send out publications and information in a manner of its own choosing to the audience of its own choosing or to refrain altogether from sending out any particular message in its publications and communications. Communication with the Country Day community is at the sole discretion of the School.

Grade level-specific information should be sent out via the division office.

PUBLICATIONS

Country Day sends out a variety of regular school publications and correspondence. As of July 17, 2015, Country Day uses the following methods of regular communication with the Country Day community:

- Division e-mails are distributed every two weeks.
- Weekly folders provide a way for faculty to send communication home to the parents of Primary School and Lower School students.
- The *Annual Report* provides a list of donors, as well as information about the financial status of the school.
- Calendars, including the general school calendar, division calendars, and sports calendars—as well as Dining Hall menus—can be found on the school's Parent Portal.
- In addition to these main methods of communication, other materials are sent throughout the year.

SCHOOL WEBSITE—WWW.ACDSONLINE.ORG

Country Day hosts a website at www.acdsonline.org. Current school, sports, lunch, and division calendars are available exclusively on the website's Parent Portal. The school's website is used solely for school communication.

Teacher 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.**

E-MAIL AND THE WEB

Country Day relies on e-mail and the website as its primary modes of communication with parents. Make sure that the school has your correct contact information at all times.

E-mail 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, or influence a political position. 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.

POSTING INFORMATION ON CAMPUS

With the **prior approval** of the Advancement Department, 318.448.1475 ext. 214, posters publicizing school events may be placed on easels in the Front Foyer. To keep our campus neat, information may not be posted on doors or windows. Posters or flyers must be approved and initialed by the Advancement Department. Unauthorized materials will be removed without notification.

ADVERTISING

Country Day does not use its campus or communications to promote or support programs other than school programs or programs affiliated with the school, nor is it able to promote any specific businesses or services. 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.

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 E-MAIL LIST POLICY

Country Day plans to provide an annual 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.

NOTIFICATION OF SCHOOL CLOSING

Normally, if Rapides Parish Schools close due to a weather event or other unsafe conditions, Country Day will most likely close as well. In special cases, Country Day may choose to close when Rapides Parish remains open. Faculty and parents are urged to exercise their own judgment about safety conditions in their areas when determining whether to attempt to drive to school.

For school closing procedures, please see “Early School Closing” under “Crisis Management” in Section X of this handbook.

RETURNING PHONE CALLS AND E-MAILS

The Country Day policy is that phone calls and e-mails will be acknowledged within 48 hours or two school days. (Example: Friday afternoon’s message must receive a response by Tuesday 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 e-mail and voice mail 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 e-mails will be returned within 48 hours after Country Day resumes its regular office hours. If a parent needs a more immediate response, parents are encouraged to call the main office and speak with the Director of After School Programs to help route their call.

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:

	Primary School	Lower School	Middle School
Academics	<ol style="list-style-type: none"> 1. Teacher 2. Head of PS 3. Head of School 	<ol style="list-style-type: none"> 1. Teacher 2. Homeroom Teacher 3. Head of LS 4. Head of School 	<ol style="list-style-type: none"> 1. Teacher/Advisor 2. Head of MS 3. Head of School
Athletics	N/A	N/A	<ol style="list-style-type: none"> 1. Team Coach 2. Director of PE/Athletics 3. Head of MS 4. Head of School
Behavioral Concerns (Social and/or Disciplinary)	<ol style="list-style-type: none"> 1. Teacher 2. Head of PS 3. Head of School 	<ol style="list-style-type: none"> 1. Teacher 2. Homeroom Teacher 3. Head of LS 4. Head of School 	<ol style="list-style-type: none"> 1. Teacher 2. Head of MS 3. Head of School
After-School Care, School of Music, Country Day Reading Program, and Summer Programs	<ol style="list-style-type: none"> 1. Teacher/Instructor 2. Director of After-School Programs 3. Head of Primary School 4. Head of School 	<ol style="list-style-type: none"> 1. Teacher/Instructor 2. Director of After-School Programs 3. Head of Lower School 4. Head of School 	<ol style="list-style-type: none"> 1. Teacher/Instructor 2. Director of After-School Programs 3. Head of Middle School 4. Head of School
Parent Volunteers: Except Parent Ambassadors and New Family Ambassadors	<ol style="list-style-type: none"> 1. Chair of the Organization (Parent Club, Booster Club, etc.) 2. Head of Advancement 3. Head of School 	<ol style="list-style-type: none"> 1. Chair of the Organization (Parent Club, Booster Clubs, etc.) 2. Head of Advancement 3. Head of School 	<ol style="list-style-type: none"> 1. Chair of the Organization (Parent Club, Booster Clubs, etc.) 2. Head of Advancement 3. Head of School
Parent Volunteers: Parent Ambassadors and New Family Ambassadors	<ol style="list-style-type: none"> 1. Chair of New Family Ambassadors 2. Head of Admissions 3. Head of School 	<ol style="list-style-type: none"> 1. Chair of New Family Ambassadors 2. Head of Admissions 3. Head of School 	<ol style="list-style-type: none"> 1. Chair of New Family Ambassadors 2. Head of Admissions 3. Head of School

PARENT ABSENCE

If parents are going to be away from home and a guardian will be left in charge of their student, they must ensure that at least two non-parental emergency contacts are on file with the school. Before leaving, they should notify the division office and provide the name of the guardian left in charge as well as phone numbers where both they and the guardian can be reached. If the parent will be unavailable, the parent must leave information with the school allowing the guardian to act in the parent's place with regard to emergencies and educational decisions.

CUSTODY ISSUES

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.

STUDENT PARTIES AND CELEBRATIONS

BIRTHDAYS

Students will be recognized for their birthdays during morning announcements in Lower and Middle School.

PERSONAL PARTIES

Country Day does not permit personal parties in the classrooms for students. **Students may not distribute invitations or exchange gifts in the classrooms or on Country Day grounds**, including in the after-school program. Please do not gather students while at school for a party unless everyone in the grade level is invited. It is suggested that if your student is considering inviting half or more of the boys/girls in the class, the invitation should be for **all girls, all boys, or for the whole class**.

Country Day is not able to intervene if behavior issues occur at personal parties, although behavior that brings disfavor to Country Day could result in separation from the school. Make arrangements for group pick-ups off campus, since limousines or party buses are not allowed on campus. Parents are encouraged to communicate regarding any event problems or issues with each other.

STUDENT GIFT EXCHANGE

Personal exchanges of gifts among students, whether for birthday, Christmas, or any other celebration, are not allowed on campus.

PARENTAL RESPONSIBILITY FOR DAMAGE TO PROPERTY OR EQUIPMENT

The parents/guardians of Alexandria Country Day School students are responsible for the repair and/or replacement costs of any and all property or equipment damaged or destroyed by their student including, but not limited to, buildings, furniture, athletic equipment, computer equipment, software, audio-visual equipment, or any other school property. For replacement charges, see the division office or the Business Office.

Country Day may hold report cards and records of students until this responsibility is fulfilled. Damage to school property can result in, but is not limited to, suspension or separation from the school.

TOYS AT SCHOOL

Toys brought to school from home can be distracting to students during the school day. Students may not bring toys, stickers, key chains, or any other items deemed by the teacher to be distracting. The exception to this rule is a lovey or stuffed animal for Primary School nap time or an approved Lower School Show and Tell. Failure to abide by this policy may result in the toy or personal item being confiscated and/or disciplinary consequences.

Section X

CAMPUS EMERGENCIES, SAFETY, SECURITY, AND HEALTH

EMERGENCY CONTACTS

If an immediate problem concerning security, health, or safety presents itself, please contact us using the following information:

Main School Number	318.448.1475
Head of School	318.448.1475, ext.201 or 318.448.3699
Director After-School Programs	318.448.1475, ext.200
Primary School Office	318.448.1475, ext.205 or 318.448.1588
Lower School Office	318.448.1475, ext.205 or 318.448.1588
Middle School Office	318.448.1475, ext.213 or 318.448.4508
Head of Business	318.448.1475, ext.202
Athletics Office	318.448.1475, ext.206

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.

VISITORS

The safety and security of our students is a priority. All visitors, parents, and volunteers must enter and leave through the school's main entrance. Upon entering, the visitor, parent or volunteer will make a nametag. Please wear the nametag while on the school's campus.

CAMPUS SAFETY AND SECURITY

Monday through Friday. All other campus doors are routinely kept locked except at the following times for carpool:

7:20–8:00 a.m. Morning carpool
2:40–3:45 p.m. Afternoon carpool

The school asks parents to refrain from entering the building during carpool times.

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.
- An off-duty peace officer patrols the campus throughout the day for security and for special events, and at varying hours each evening and on weekends.
- 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 use the contact information outlined in the section above.

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.

CRISIS MANAGEMENT

LEVELS OF CRISIS

Country Day has a confidential crisis management plan in place for the following levels of emergency.

- **Level I:** Emergency within Alexandria, no immediate danger to Country Day
- **Level II:** Emergency within Alexandria, possible danger to Country Day
- **Level III:** Emergency within Alexandria, probable danger to Country Day
- **Level IV:** Dangerous emergency, immediate and likely danger to Country Day

EARLY SCHOOL CLOSING

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 e-mail, text, and voice mail once the decision to close school early has been made.

Early School Closing Procedure

- In the event of an unexpected or emergency school closure or early dismissal, parents will be notified through e-mail, voice mail and text message. For this reason, it is particularly important that parents notify Country Day of changes to their contact information. In addition, an announcement will be posted on the home page (www.ACDSONline.org).
- When the school closes early, all students will leave from their normal pickup area.
All older siblings will be picked up at the youngest sibling's assigned time. For example, if a family has a Middle School student and a Primary School student at Country Day, both students will be picked up at the Primary School pickup time of 11:00 a.m.
- 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.
- The designated carpool driver or parent should pick up students.
- 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!

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

SHELTER-IN-PLACE

The shelter-in-place procedure will be in effect should toxic chemicals or hazardous materials be released in our area. In this situation, we will expect everyone to go immediately indoors and remain there until clearance is given. The heat or air conditioning system will be turned off within the entire school and the shelter windows and doors will be sealed for extra protection. Students will be taken to the designated shelter-in-place location for the duration. Once the students are secured inside our shelter, we will not release them until permission is received from either the Alexandria Office of Emergency Management or local officials. Specific details will be sent via email, text, and voicemail.

Procedures:

- Parents will be notified that we are sheltering in place via email, text, and voicemail.
- Parents **must not** come to school to get their students in a shelter-in-place emergency. Students will not be released from our shelter until permission is received from the proper authorities.
- Since the entire school will be in the safe place, parents should not expect to be able to get a live person through the phone system.
- Students cannot be released from the shelter once in effect.

The school will notify parents that the crisis is resolved via email, text, and voicemail.

AFTER-SCHOOL CRISIS

Should there be an emergency crisis involving sheltering in place or evacuating the building due to fire alarm or other indicators, the program will follow our normal procedures and students will be released to parents when the situation is resolved, and it is deemed safe to leave campus.

HEALTH SERVICES

STUDENT HEALTH RECORD REQUIREMENTS

LOUISIANA SCHOOLS ARE REQUIRED BY LAW TO:

- Ensure school compliance with immunization requirements of the Louisiana State Department of Health Services (NOTE: 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.)
- Maintain student health records for each student as required by the Louisiana Department of State Health Services
- Update state and local agencies with annual reports required for compliance

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.

Completed Health Record Requirements

1. **Consent to Treat:** Complete via a link found on the Parent Portal.
2. **Immunization Record or Affidavit Exclusion/Objection**
 - **Immunization Record:** Submit the most recent immunization record from your child's doctor's office. The doctor's signature must be on the form. The parent must fax, or mail the completed, signed form to the particular division office.
 - **Affidavit Exclusion/Objection:** If your student has not received vaccinations due to reasons of conscience or medical necessity, complete this form as required by the Louisiana Department of State Health Services. Hand-carry the signed original document to the division office.
3. **Physical Exam Form**

If your child will be participating in sports, this form must be completed with the **most recent annual physical exam data** from your child's doctor's office.
4. **Medical Action Plan and Medication/Treatment Plan**

If your child need to take regular medication at school or has a particular health issue, your child's doctor must complete a Medical Action Plan. The parent must sign it, as well, and then hand-carry both the completed forms and accompanying medications to the main office of the school.

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 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.

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-carry to the main office the medications and the Medication/Treatment Form and (if applicable) the Medical Action Plan. 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-carry any controlled substance medication to the main office. 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, parents must hand-carry the OTC medication to the main office. OTC medications will be administered at Alexandria Country Day School with a medical provider's authorization and parental permission submitted on the Medication/Treatment Form.

The school does not supply over-the-counter medication to students per Louisiana School Health Guidelines Section 22.052(a), Education Code. If a student requires a 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.

Overnight School Trips

Parents supply the medications for overnight school trips. Medications and special medical equipment are to be given to the representative assigned for the trip. See the "Prescription Medications," "Controlled Substance Medications," or "Over-the-Counter Medications" sections, above.

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 in a timely manner, follow the student's medical providers' and school's directives about the return to school, and provide paperwork requested by the school.

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; student 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.

Absences in excess of five consecutive days require a release note signed by the student's attending physician on the office letterhead. 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.

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.

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.

More information on teaching habits that protect students from disease is available on the Centers for Disease Control and Prevention website at <http://www.cdc.gov>.

For more information regarding communicable diseases and immunizations, please review Title 25, Part 1, Chapter 97 of the Louisiana Administrative Code at <http://ldh.la.gov/assets/oph/Center-PHCH/Center-CH/infectious-epi/SchoolResources/SchoolManual.pdf>

THREAT OF HARM TO ONESELF

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.

FORCE MAJEURE

The undersigned, jointly and severally, 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 this contract.

Section XI 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 fifth through eighth grade athletic program endeavors to provide athletes with a variety of developmentally appropriate opportunities for individual and team skill development.

COUNTRY DAY ATHLETIC CODE

Being an athlete at Alexandria Country Day School is a privilege that carries with it many responsibilities. The school expects Country Day athletes to:

- conduct themselves appropriately at all times;
- be respectful to teammates, coaches, and competition officials;
- strive for the highest moral and spiritual values;
- take pride in their classroom achievements; and
- reflect a positive image—one of leadership, character, responsibility, and competitive spirit.

During athletics, students are representing themselves, their teams, and the Country Day Community, and will be held accountable to all school rules. Coaches expect good sportsmanship from their teams and will implement strategies to correct any unsportsmanlike behavior. Unsportsmanlike behaviors include, but are not limited to:

- use of profane language or displays of anger that draw attention away from the game;
- disrespectful or derogatory yells, chants, songs, or gestures;
- yelling that antagonizes opponents;
- laughing or name-calling to distract opponents;
- yelling, waving arms, or any distracting activity during an opponent's attempt to score points in a game;
- criticizing officials in any way;
- display of temper at an official's call;
- booing or heckling an official's decision; and
- any other behavior deemed unsportsmanlike by the school.

SPECTATORS

Spectators, whether student or adult, attending Country Day athletic contests must display behavior that is respectful of players, officials, coaches, and other spectators. Spectators will not distract from the proper conduct of the game or cause disadvantage to a player or a team. Failure to display acceptable behavior will result in removal from the event and may result in separation from the school.

ATHLETE RESPONSIBILITIES

The following are athlete responsibilities:

- To participate, all athletes must have a current physical exam on file. All Middle School athletes must have a yearly physical, in addition to state-mandated immunizations and hearing/vision screenings, without exception. Middle School physicals must occur after March 1 of the current year and are required before a student will be allowed to practice in any sport.
- Athletes will practice in their specified athletic attire.
- No cleats are to be worn inside the buildings; cleats may be changed just inside the gym door on rainy days.
- Athletes will not wear jewelry during practice or athletic contests.
- Each student athlete will be issued a competition uniform by the school; students are to wear Country Day uniforms only when representing the school in athletic competitions and on designated team recognition days.
- Uniforms and equipment from the previous season must be cleaned and returned before an athlete is eligible for the next season.
- Students are financially responsible for lost/damaged equipment and uniforms.
- Coaches' offices, telephones, equipment storage areas, are off-limits to students unless approved by a coach.
- If a student arrives at practice or a contest without the proper equipment and attire, he or she may be allowed to participate at the coach's discretion.
- **Athletes must be at school by noon of the day of a competition in order to be eligible to participate in that day's contest.**

- It is the athlete's responsibility to inform the coach if he or she will be absent or tardy; communication from the athlete's parent(s) is fine.
- Students on in-house or off campus suspension may not participate in after-school programs of any kind, including athletic practices and contests.

COMMITMENT EXPECTATION IN ATHLETICS

Country Day attempts to create an environment where students learn the value of being "people worthy of leadership." A personal commitment to be a responsible and active participant on a team plays an integral role in athletics at all levels. At Country Day, an athlete is expected to make a commitment to the athletic program at the following level. Athletes should:

- arrive at practice and competitions on time or early, ready to participate at the athlete's personal best;
- strive for honor and good sportsmanship at all times; and
- commit to the team by maintaining a minimum of 80 percent attendance to all practices and competitions.

If the athlete's commitment level drops below 80 percent attendance during any two-week period, the coach will inform the lead coach and the head of physical education and athletics. In addition, the Coach will speak directly (no e-mails) with the athlete's parent(s) to find a solution to the situation. The head of physical education and athletics will lend assistance as needed. Since participation on an athletic team is in lieu of a physical education class, removal from the team or reduced/eliminated game-playing time are some of the options that may be considered.

ATHLETIC SIGN-UP

Athletic sign-ups allow the athletic department to be "proactive" rather than "reactive" in the school's endeavor to hire quality coaches, purchase equipment, and prepare for the season. If a student is interested in ACDS Athletics, all coaches will be available at the beginning of the year, Meet and Greet, with sign-up sheets for Fall, Winter, and Spring sports.

PLAYING TIME

In competitive athletics, the Athletic Department acknowledges that balancing individual playing time and remaining competitive as a team is often challenging. The Country Day Athletic Department believes that playing time in competition is earned in practice and is not an entitlement. Regardless of the subjective nature of the process and the potential for disagreement, the coach is the only one in a position to make decisions regarding playing time and playing time allocation is within the coach's sole discretion. Coaches at all levels will strive to give meaningful playing time to athletes who earn it during practice. Country Day coaches make playing time decisions based on the "4 A's of Country Day Athletics":

- Regular **Attendance** at practices and competitions
- Positive and coachable **Attitude**
- **All-out effort** and hustle
- **Ability** in the sport

If an athlete is falling short in one or more of these four areas, the coach is expected to communicate with the athlete and, when necessary, the parent(s) so that the lines of communication are open. Repeated failure to achieve adequate performance in these four areas may subject a student to disciplinary consequences, up to and including separation from the sport. Repeated or serious violations are subject to the Discipline sections of this Handbook. Athletes on sixth-grade teams who earn playing time (4 A's of Country Day Athletics) will receive such over the course of the season. Playing time is up to the coach's discretion at the JV and Varsity levels. JV and Varsity athletes earn playing time based on the 4 A's.

When a team participates in a tournament, playing time for all teams at all levels is left completely to the discretion of the coach. On Varsity level teams, seventh graders on that team have the same opportunity to earn playing time as the eighth graders on the team. On JV teams, sixth-grade athletes have the same opportunity to earn playing time as the seventh graders on the team. **Ultimately, playing time is a result of fair competition, not an entitlement.** A parent is NEVER to approach a coach on game day to discuss playing time. If a parent feels the need to discuss playing time with a coach, the parent will need to contact the coach to schedule a day/time to meet and must always communicate with the coach in a respectful tone. Failure to abide by these guidelines may have consequences up to and including possible separation from the school.

PRACTICES AND CONTESTS

All practices for each sport will be scheduled by the individual coaches. The ending time for practice for each team will be determined by the head of physical education and athletics in consultation with the lead coach. Normally, athletic practices, games or competitions will not be held on Sundays. Food and/or beverages consumed during athletic competition must be of nutritional value and approved by the coach of that team. Energy drinks (e.g., Red Bull, Monster, Rock Star) should never be consumed by students or adolescents and are not allowed.

TRANSPORTATION AND SUPERVISION

Parents are responsible for transportation of their athletes to and from competitions.

When a practice or a contest ends, a member of the coaching staff will supervise students. No student may be left at an away contest waiting to be picked up by the parent. If a student is to go home with an adult other than a parent or a person listed on the Authorization Form for Student Release, the coach must have written, e-mailed, or verbal permission directly from the parent. The coach will supervise him or her until the parent arrives. **Coaches may not transport athletes in their personal vehicles.**

STUDENT SUPERVISION AFTER PRACTICE

After practice, coaches will supervise student athletes for 15 minutes. After 15 minutes, the coach will walk the student athlete to the After-School Program.

INCLEMENT WEATHER

When possible, cancellations of athletic contests for inclement weather are made by 2:00 p.m. on the day of the contest. If a contest is cancelled on a school day, students will practice or attend supervised Study Hall until their normal practice ending time. If the weather or other situation which necessitated the cancellation of the contest is of such severity that the school is closing, parents should follow Early Dismissal/School Closing procedures described elsewhere in this handbook.

COACH COMMUNICATIONS

Each full-time and part-time coach has a Country Day email address. Coaches are instructed to return calls, e-mails, and other messages within 48 hours or two school days. The standard Country Day email address is the first initial of the first name, the last name spelled out in full @acdsonline.org. (Example: the email address for Aaron Beaubouef is abeaubouef@acdsonline.org) Contact the athletic director if you are having any difficulty communicating with your student's coach.

MEDICAL EMERGENCIES AND INJURIES

EMERGENCY PROTOCOL

In the event of minor injuries (finger dislocation, broken nose, sprains, possible small fractures, smaller wounds requiring stitches, etc.), parents will be called to take the student to the hospital.

For major injuries (cessation of breathing; stoppage of heart; unconsciousness or seizures; head, neck or spine injuries; severe bleeding; large fractures or dislocations; etc.), the coach will first call 911 and then call the parent/guardian and the director of physical education and athletics.

Coaches are trained in first aid, but the care from a coach is not a substitute for the parent's judgment and the care of the student's own medical provider. Parents understand that they are responsible for having any injuries sustained by their student evaluated and that the school does not take responsibility for the medical treatment of their student. Further, parents understand that all athletic activities involve some risk of injury. By allowing their student to participate in athletics at Country Day, parents warrant that their student is in good health and is capable of safely participating in the athletic activities.

ENVIRONMENTAL/EXERTIONAL CONDITIONS

General Considerations for Risk Reduction

- The head of physical education and athletics will provide education to ensure that coaches and athletes are knowledgeable regarding heat illnesses. Education about risk factors will include:
 - hydration needs
 - acclimatization
 - work/rest ratio

- signs and symptoms of heat illness
- treatment
- dietary supplements
- nutritional issues
- fitness status

General Guidelines

- No athlete may participate unless an up-to-date student health record, including physical exam, is on file with physical education and athletics director.
- Gradual acclimatization of the athlete to hot/humid conditions is a must. Coaches will advise student-athletes to gradually increase exposure to hot and/or humid environmental conditions over a period of 7–10 days to achieve acclimatization.
- Clothing and protective gear can increase heat stress and interfere with the evaporation of sweat and other avenues of heat loss. Therefore, during the acclimatization process, athletes should practice in light-colored T-shirts, shorts, socks, and shoes. When football practices begin, each athlete.
- The head of physical education and athletics will get a heat index reading from an approved source at least two hours before a scheduled outdoor event (practice or competition) and adhere to the guidelines appropriate for that heat index reading, as follows:

Heat index of less than 100°

- All activities allowed
- Water breaks at least every thirty minutes

Heat index of 100–105°

- Middle School workouts limited to two hours with a ten-minute break every thirty minutes
- Cross-country must stay on campus, limit runs to half normal length
- Unrestricted access to water at all times

Heat index of 105–110°

- Middle School workouts limited to ninety minutes with a ten-minute break every forty-five minutes
- Unrestricted access to water at all times
- Conditioning should take place without helmets and not exceed ten minutes
- Middle School conditioning should be moved indoors (gymnasium)
- Extra conditioning/running cancelled
- Decrease repetitions and practice for overweight individuals
- Asthmatic athletes may remove themselves from workout without penalties or repercussions

Heat index of 110–115°

- Extreme caution advised for all activities
- Middle School workouts should be moved indoors

LIGHTNING SAFETY

While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed. The head coach, and/or administrator will monitor conditions using one of the following two methods, *evacuate the field once the lightning is six to eight miles away*:

- Weather-related application
- “Flash-to-Bang” Method, in which the distance of lightning is estimated by dividing by five the number of seconds between the lightning flash and the subsequent sound of thunder; the resulting number indicates how many miles away the lightning strikes are occurring

HEAD INJURY/CONCUSSION INFORMATION AND PROTOCOL

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even what seems to be a mild bump or blow to the head can be serious.

Students must receive immediate medical attention in the following instances:

- Signs/Symptoms Observed by Coach or Parent/Guardian
 - Appears dazed or stunned
 - Is confused about assignment or position
 - Forgets an instruction

- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (*even briefly*)
- Shows mood, behavior, or personality changes
- Can't recall events *prior* to hit or fall
- Can't recall events *after* hit or fall
- Signs/Symptoms Reported by Athlete
 - Headache
 - Nausea
 - Balance problems or dizziness
 - Double or fuzzy vision
 - Sensitivity to light or noise
 - Feeling sluggish
 - Feeling "foggy"
 - Change in sleep pattern
 - Concentration or memory problems
- Signs/Symptoms of a closed head injury may not appear until hours or sometimes days after the initial trauma. Thus, adults need to be aware of possible signs and symptoms that indicate a significant head injury including, but not limited to, the following:
 - Persistent or repeated vomiting
 - Convulsions/seizure
 - Difficulty seeing
 - Any peculiar movements of the eyes or one pupil is larger than the other
 - Restlessness, irritability, or drastic changes in emotional control
 - Difficulty walking
 - Difficulty speaking or slurred speech
 - Progressive or sudden impairment of consciousness
 - Bleeding or drainage of fluid from the nose or ears
 - Any other abnormal behavior and/or sign or symptom

Head Injury/Concussion Protocol

When an athlete has sustained a possible concussion as determined by a nurse, physician, athletic administrator, or coach, the following steps will be followed, without exception:

- Removal from the contest/practice following any signs/symptoms of concussion.
- No return to any activity on the same day
- Medical evaluation by a medical provider following injury
- Once the medical provider gives written approval for the athlete to return to his/her sport, the athlete must still pass the stepwise return to play (RTP) protocol before she/he will be considered for release to full activity, per **House Bill 2038, Natasha's Law**. This RTP protocol must be administered by an athletic trainer or coach who has been given approval by the head of physical education and athletics.

Stepwise Return to Play Protocol

Athlete will only advance ONE phase per day. If during any phase there is an increase or return of signs and/or symptoms stop the RTP protocol and give another day of rest. If symptoms persist, a follow-up with a medical provider is needed.

- *Phase 1*—Light aerobic activity (10–15 minutes); no resistance training
- *Phase 2*—Moderate aerobic activity (20–30 minutes); light resistance training
- *Phase 3*—Sport-specific drills, no contact drills; progressive return to normal resistance training
- *Phase 4*—Sport-specific drills, light contact drills; progressive return to normal resistance training.
- *Phase 5*—Full-contact drills but NO games or competition play.
- *Phase 6*—Full participation in games or competition play.

SPORTS SEASONS

What follows are general guidelines regarding the sports offered at Country Day:

FALL

Cross Country (Co-ed): Practice begins in late May. There is usually one meet per week in September and October. Athletes provide their own running shoes. Students are permitted to run off-campus with the coach, who carries a cell phone to communicate with the head of physical education and athletics.

Basketball (Boys and Girls): Practice begins in August, after school opens. There are usually two games per week during late September through December. Athletes provide their own basketball shoes.

Tennis (Co-ed): Practice begins on campus in early September. The tennis instructor will inform of off-campus practices and matches.

Cheerleading: Practice is held one day per week until basketball season begins. There are usually two games per week during late September through December. The cheer sponsor will inform of practices.

WINTER

Soccer (Boys and Girls): Practice begins in early November. There are usually two matches per week November through December. Athletes provide their own cleats and shin guards. Goalies' uniforms and gloves are provided by the school.

SPRING

Baseball (Boys): Practice begins in early February. There are usually one to two games per week during late February, as well as during March and April. Each player must provide his own glove or mitt, cleats, bat, batting gloves, sliders, baseball pants, baseball socks, and baseball belt. The school provides game jerseys and caps for each player.

Softball (Girls): Practice begins in early February. There are usually one to two games per week in late February, as well as in March and April. Athletes provide their own gloves, cleats, sliding shorts, and leg guards. Athletes are encouraged to provide their own bats and batting gloves. The school supplies helmets and catcher's gear. The school has a small supply of bats.

Section XII

STUDENT DISCIPLINE

The school maintains its right to impose discipline and penalties for conduct occurring on and off campus. Violations of rules, including those in this Handbook, may be disciplined whether such violations occur on or off the campus grounds. An act of discipline is not limited to violations of rules contained within the School Handbook. Violations of basic standards of ethics and morality; that constitute a criminal offense; or that place students, faculty, staff, or visitors in danger are considered major violations and may be cause for termination of the contract with the school whether the incident occurs on or off the campus.

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, e-mail, desks, lockers, cabinets, and other similar equipment.

PRIMARY SCHOOL DISCIPLINE

Country Day reinforces positive attitudes and behavior patterns that benefit our students throughout their lives. Discipline is assigned to help the individual student develop inner control, to teach acceptable behavior and responsibility, and to teach respecting the rights of others. Discipline is used as a corrective and instructional tool and should not be viewed as punishment. Faculty of the Primary School will typically apply the following guidance techniques for discipline:

- Give notice before transitions
- Use redirection
- Teach social interaction skills
- Allow children to have choices
- Have 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 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 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.

CLASSROOM DISCIPLINE

The primary purpose of Country Day and its classrooms is education. Unacceptable or disruptive classroom behavior that interrupts the learning experience of other students will not be permitted. The classroom environment should be a positive atmosphere and should not be disruptive, threatening, or detrimental to a student's learning. Any student responsible for disrupting the classroom's positive atmosphere may face various disciplinary actions based on the severity or frequency of the disruptions.

EXPECTATIONS OF STUDENT BEHAVIOR

PRIMARY SCHOOL HONOR CODE

The Country Day Way

- Listen carefully
- Be kind to others.
- Be safe.
- Take care of our school.

LOWER AND MIDDLE SCHOOL HONOR CODE

As a citizen of Alexandria Country Day School, I pledge to uphold the spirit of Country Day by respecting my school, myself, and my community, upholding my honor, engaging in service, and striving to be courageous in all that I do and say.

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. The Country Day Honor Code governs our standards for ethical and moral conduct. The Code is a set of expectations concerning a student's character and moral and ethical decisions. Each student possesses the capability to discern what is morally and ethically right. Following the Honor Code is ultimately a matter of personal responsibility, and a failure to abide by the Honor Code may result in disciplinary action commenced by division administrators, the Head of School, or the Honor Council. The following guidelines are expected of every student:

- Students will live by the Country Day Honor Code and abide by all school rules.
- Students will be respectful of faculty, administrators, staff members, substitute faculty, visitors, and other students.
- Students will help keep the campus clean.
- Students will be punctual, arriving at class with appropriate books, materials, equipment, and completed assignments.
- Students will follow proper lines of communication, which can be found in Section IX (General Parent Information) 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 includes anything that requires a battery or electricity. Examples include handheld games, cameras, iPods, and other electronics typically used for entertainment. Possessions that are not required for the educational process include, but are not limited to, chewing gum, skates, Heelys, roller shoes, or skateboards.
- Students will refrain from bringing any type of cell phone or camera into the classroom or locker room.
- 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.

TECHNOLOGY

It is best to keep all electronics not used for the purpose of education off of the school's campus. Country Day cannot monitor or guarantee the safekeeping of these items. Electronics not expressly permitted by the school to be used as an educational tool will not be allowed to be used in the classroom, during the academic day, or during other school activities. Their use at the school during any time may lead to their confiscation until the end of the day or until the school has an opportunity to talk with the student's parents.

A cell phone is considered an electronic device not used for the purpose of education, and students will not be permitted to use cell phones in any manner during the school's academic time. Use of the cell phone means use under any method including, but not limited to, phone communication, text messaging, e-mailing, gaming, music listening, video watching, picture taking, or any other possible use for a cellular phone. Cell phones are expressly prohibited in classrooms, school hallways, locker rooms, lockers, or assembly rooms. If, for any reason, a cell phone is brought to the campus, a designated teacher or the head of the division will keep the cell phone from the beginning of the school day until a designated time. At all times, a student is not allowed to keep a cell phone on his or her person or to place the cell phone in a locker. A telephone in the division office is available to students if a student must make a phone call.

Under very limited circumstances, a student may need a cell phone to contact their parents. Upon the approval of the school, such use may be permitted. However, Country Day must have access to all cell phones while the devices are on campus or at a school-related event. If the cell phone is locked, then the school must be provided with all passwords and pass codes associated with the cell phone. Also, at no time while the student is on campus will the student be permitted to access social networks, e-mail, or any other cell phone applications.

These guidelines apply at all times, including during after-school programs, and apply to all other electronic handheld devices, including, but not limited to, handheld games, iPods, and cameras. During after-school programs, cell phones must be kept in the student's backpack. Devices may, on very limited occasions, be used with the permission of the director of after-school or summer programs. With an instructor's permission and under direct supervision of the instructor, a student in an after-school program may use a cell phone to call a parent or other person in order to be picked up from the school.

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. 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 considered bullying 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 network profile will lead to a referral to the Honor Council.

Any of these actions on their own, or in combination with each other or other actions or violations, may lead to various disciplinary actions, including separation from the school.

REPORTING HARASSMENT

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.

If an adult experiences harassment, he or she should report the incident directly to the Head of School.

DRUGS, ALCOHOL, TOBACCO, AND WEAPONS

Country Day has clear policies on the use of drugs, alcohol, weapons, and tobacco products. It is essential that every student, family member, parent, and other person involved in the school community understand the following:

- The use, sale, and possession of drugs or alcohol on campus, on the surrounding streets, or on any school bus or at any school function including school-sponsored trips—even during vacation time—is prohibited. Attending any school function under the influence of drugs and alcohol is strictly prohibited.
- Smoking and other tobacco use is not permitted on the campus, on the surrounding streets, or on any school bus or at any school function including school-sponsored trips—even during vacation time.
- The possession of drugs by anyone and the purchase of alcohol or tobacco by minors are illegal and against school policy.
- 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 may take immediate and significant action, including search of locker, bags, or person, in any case where the safety of students is in jeopardy. If 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.

RESPECTING THE PROPERTY OF COUNTRY DAY AND OTHERS

Respecting the property of others is expected of all students at Country Day. Violations of these expectations will not be tolerated and will result in disciplinary action. The following are expressly prohibited; however, this should in no way be deemed an exhaustive list:

- Stealing or vandalism of any form, including the unauthorized "borrowing" or another's belongings;
- Removing athletic equipment from the gym or athletic area;
- Removing books from the library without signing them out;
- Writing or carving on desks, walls, bulletin boards, or other property;
- Selling of any items for any reason;
- Littering or not picking up after oneself; and
- Food or drink outside specific areas.

In addition to respecting the property belonging to the school or to others on the campus, students must respect the property of faculty, parents, visitors, and neighboring homeowners. If student groups at Country Day would like to sell items for charitable purposes they must see the division office for permission.

RESPECTING THE RIGHTS OF OTHERS & SOCIAL MEDIA

The following are prohibited on or off campus, during school-run trips, and at all official school functions:

- Rudeness, unkindness, or malicious behavior of any sort—including physical, verbal, and written—to faculty, staff, or peers;
- Hazing or harassing of any kind, including sexual harassment and harassment by phone, mail, Internet, or e-mail;
- Profanity;
- Name calling of any kind;
- Violating another's personal privacy, which includes entry into another's locker, book bag, or other personal effects;
- Accessing another's network folder or e-mail account without permission;
- The use of social media, for example, SnapChat, groups texts, Instagram or others, to inflict public humiliation, embarrassment or shame or to cause exclusion and isolation.
- Displays of affection that embarrass others; and,
- Academic disruption, which includes behavior outside of any class in session or in any part of the library, as well as in the classroom.

Country Day has a zero-tolerance policy when it comes to physical violence of any kind by a student against another person. Acts of physical violence may be cause for the termination of contract with the school and permanent separation of the student from the school.

AFTER-SCHOOL PROGRAMS

The same disciplinary expectations for students during the normal school day also apply to students during after-school programs, summer programs, school-sponsored activities, or school-sponsored trips. Rules that apply to the students in their school's division continue to apply to them while at other school-sponsored events. Any disciplinary issues that occur at after-school programs, summer programs, and school-sponsored activities will be jointly handled by the director of that program and the appropriate division administration. In addition, the following discipline guidance applies:

- Students with OSS or ISS may not participate in after-school programs of any kind during the period of the suspension.
- Students on probation may be restricted from participating in all after-school programs. Such decisions will be decided on a case-by-case basis.
- Students will adhere to the school's standard of conduct with after-school programs. If a student is unable to do so, he or she may be prohibited from participating in after-school programs either temporarily or permanently.
- Students whose conduct warrants immediate dismissal from the programs will wait in the division or director's office until their parents arrive.

The same disciplinary actions permitted by Country Day for violations during activities in the normal school day also apply to all school-sponsored activities on or off campus that are scheduled at times other than when the normal school day is occurring.

HONOR COUNCIL

The Honor Council (HC) serves as Country Day's review and disciplinary council. If a division head thinks that it is in the student's or the school's best interest to have the HC review a student's performance, he or she may refer the issue to the HC to investigate, review, report, and recommend a course of action. Although there may be a few issues that will probably always go in front of the HC, any issue may be reported to the HC; however, the HC does not have to convene in order for the division head or Head of School to implement his or her own disciplinary action based on the student's or students' behavior. HC is only convened when a division administrator of Country Day has referred the issue to it, and the HC is not a tool for appealing a decision made by a school administrator.

DISCIPLINE POLICY

The following discipline policy is designed to coordinate with the ACDS Mission statement which states: Alexandria Country Day School provides a challenging learning culture where all students can become creative, innovative future leaders.

The purpose of the ACDS School-Wide Discipline Plan is to provide a uniform and consistent procedure of discipline for the students at ACDS. The procedures and consequences set forth herein are related to the legitimate state goal of maintaining an atmosphere conducive to learning and will not be enforced in a manner that is arbitrary or capricious.

It is our belief that it is the responsibility of every teacher, student, staff member, and parent to work together in consistently implementing school-wide expectations, which will be posted in each classroom. Each teacher will implement multiple strategies in the classroom to encourage positive behaviors from students; parents will be notified through email, phone call, or conference of repeated offenses and strategies used. Parents may view documented violations of school policies on Portals under "Incidents." It is the responsibility of parents and students to remain informed of students' behavioral progress and to be informed of the Level 1, 2 and 3 Offenses.

The school maintains its right to impose discipline and penalties for conduct occurring on and off campus. Violations of rules, including those in this Handbook, may be disciplined whether such violations occur on or off the campus grounds. An act of discipline is not limited to violations

of rules contained within the School Handbook. Violations that constitute a major rules violation, are a violation of basic standards of ethics and morality, constitute a criminal offense, or place students, faculty, staff or visitors in danger are considered major violations and may be cause for a termination of the contract with the school no matter whether the incident occurs on or off the campus and regardless of the time of year.

SCHOOL OFFENSES

Level 1 School Offenses:

When students violate Level 1 school rules teachers will follow an outlined process to help the student correct the behavior and encourage positive behavior. After multiple attempts (# depends on grade level) by the teacher, an incident will be documented on the student's official Portal yearly discipline record under "Incidents." These **include but are not limited to---**

<ul style="list-style-type: none"> • Excessive talking • Willful disobedience- refusing class rules • Disrespect for teacher/staff/students talking back, rolling eyes • Inappropriate gestures/language- nonsexual • Disruptive behavior • Teasing/harassment- minor • Academic integrity(cheating/plagiarism)- minor • (parent contact/ meeting w Discipline Committee) 	<ul style="list-style-type: none"> • Swearing- minor (DC review intent) • Horse playing w/ potential to cause harm (TBD by DC dep. on degree) • Cell phone violation- inappropriate usage, disturbance • Gum chewing • Violation of medication policy (over the counter medication) • Violation of Recess Rules • Violation of Cafeteria Rules • Violation of Dress Code
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Level 2 or 3 School Offenses:

When students violate Level 2 or 3 school rules teachers will immediately contact school Honor Council chair of the Honor Council, administration, and parents and the outlined procedures will be followed. Incidents will be documented on the student's official Portal yearly discipline record under "Incidents." These **include but are not limited to---**

Level 2:

<ul style="list-style-type: none"> • Bullying/ Cyberbullying • Academic integrity(cheating/plagiarism) major • Threatening/ Taunting- major • Instigates or participates in a fight • Obscene gestures- sexual • Inappropriate touching- self or others • Damaging property 	<ul style="list-style-type: none"> • Disrespect for authority- noncompliance • Stealing • Use of profanity- vulgar swearing or sexual in nature • Harassment- verbal, including sexual • Possession of indecent pictures/materials • Leaves class w/o permission during instruction time
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Level 3:

<ul style="list-style-type: none"> • Banned items at school (illegal drugs, alcohol, weapons, knife, tobacco, lighter)/ huffing any substance, e-cigarettes, Juul, any vaping device, prescription drugs • Serious threats- death/ threat, use, or facsimile of a weapon/dangerous instrument Battery or intent of battery w another student or teacher, including sexual • Arson
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PRIMARY SCHOOL

Discipline Plan for PreK3- Kindergarten

- All Level 1 offenses will be managed using classroom interventions with parental contact.
- **Level 2 or 3 Procedures for PreK3- Kindergarten:**
Incidents will be documented as meeting with teacher, parents, student, and division head to discuss behaviors and plan strategies for intervention in the classroom.

LOWER SCHOOL

Discipline Plan for 1ST – 4TH GRADE

Discipline Plan for 1st- 2nd grades:

- All Level 1 offenses will be managed using classroom interventions with parental contact.

Pre- Documented Offenses: 3rd- 4th Grades

- Each teacher MUST implement at least 5 strategies/interventions (two of which must be a parent contact and documented attempts at a response) to stop inappropriate behavior before the 1st level one incident is documented in Portals.
- This applies only to Level 1 offenses; Violations of Level 2 or 3 offenses will result in immediate procedures listed below.

Level 1 Procedures after documentation: (1st-4th grades)

- 1st- Incident documented as 1 Day Detention on Portals w/ auto contact of parent; teacher call with parent response.
- 2nd- Incident documented as 2 Days Detention on Portals w/ auto contact of parent; teacher call with parent response.
- 3rd- Incident documented as 1 Day ISS (in-school suspension) on Portals w/ auto contact of parent; teacher call with parent response.
- 4th- Incident documented as 1 Day OSS (out-of-school suspension) on Portals w/ auto contact of parent; teacher call with parent response & parental conference with teacher and division head.
- 5th- Incident documented as 2 Days OSS (out-of-school suspension) on Portals w/ auto contact of parent; teacher call with parent response & parental conference with teacher and division head.
- 6th- Incident documented as 3 Days OSS (out-of-school suspension) on Portals w/ auto contact of parent; teacher call with parent response & parental conference with teacher and division head.

Level 2 Procedures for 1st-4th grades:

- 1st- Incident documented as meeting with teacher, parents, student, and division head to discuss behaviors.
- 2nd- Incident documented as 1 Day ISS (in-school suspension) on Portals w auto call to parent.
- 3rd- Incident documented as 1 Day OSS (out-of-school suspension) on Portals w parental conference with teacher and division head.
- 4th- Incident documented as 2 Days OSS (out-of-school suspension) on Portals w parental conference with teacher and division head. This step may result in a behavior modification plan.
- 4A-Proof of professional assistance (counselor, religious advisor, medical doctor....) or behavior specialist on staff/ Family Counsel/ Lafargue personnel
- 5th- Student will be withdrawn or expelled from ACDS- Determined by HOS

Level 3 Procedures/ Zero Tolerance: (1st-4th grades)

Certain offenses require immediate administrative intervention and will result in immediate withdrawal of student or expulsion from ACDS. Determined by HOS.

MIDDLE SCHOOL

Pre- Documented Offenses: 5th-8th grades

Each teacher MUST implement at least 3 strategies/interventions (one of which must be a parent contact and documented attempts at a response) to stop inappropriate behavior before the 1st level one incident is documented in Portals. This applies only to Level 1 offenses; Violations of Level 2 or 3 offenses will result in immediate procedures being followed.

Any Level 1 offense or combination of results in the following corrective procedures being implemented.

Level 1 Offenses: (5th - 8th grades) included but not limited to---

<ul style="list-style-type: none"> ● Excessive talking ● Willful disobedience- refusing class rules ● Disrespect for teacher/staff/students- talking back, rolling eyes ● Inappropriate gestures/language- nonsexual ● Disruptive behavior ● Teasing/harassment- minor ● Academic integrity(cheating/plagiarism)- minor 	<ul style="list-style-type: none"> ● Swearing- minor (DC review intent) ● Horse playing w/ potential to cause harm (TBD by DC dep. on degree) ● Cell phone violation- inappropriate usage, disturbance ● Gum chewing ● Violation of medication policy (over the counter medication) ● Violation of Recess Rules ● Violation of Cafeteria Rules ● Violation of Dress Code
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Level 1 Procedures: (5th - 8th grades)

- 1st- Incident documented as 1 Day Detention on Portals w/ auto contact of parent; teacher call with parent response.
- 2nd- Incident documented as 2 Days Detention on Portals w/ auto contact of parent; teacher call with parent response.
- 3rd- Incident documented as 1 Day ISS (in-school suspension) on Portals w/ auto contact of parent; teacher call with parent response.
- 4th- Incident documented as 1 Day OSS (out-of-school suspension) on Portals w/ auto contact of parent; teacher call with parent response & parental conference with teacher and division head.
- 5th- Incident documented as 2 Days OSS (out-of-school suspension) on Portals w/ auto contact of parent; teacher call with parent response & parental conference with teacher and division head.
- 6th- Incident documented as 3 Days OSS (out-of-school suspension) on Portals w/ auto contact of parent; teacher call with parent response & parental conference with teacher and division head.
- 7th- Student will be withdrawn or expelled from ACDS- Determined by HOS

Level 2 Offenses: (5th - 8th grades) included but not limited to---

<ul style="list-style-type: none"> • Bullying/ Cyberbullying • Academic integrity(cheating/plagiarism)- major • Threatening/ Taunting- major • Instigates or participates in a fight • Obscene gestures- sexual • Inappropriate touching- self or others • Damaging property 	<ul style="list-style-type: none"> • Disrespect for authority- noncompliance • Stealing • Use of profanity- vulgar swearing or sexual in nature • Harassment- verbal, including sexual • Possession of indecent pictures/materials • Leaves class w/o permission during instruction time
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Level 2 Procedures: (5th - 8th grades)

- 1st- Incident documented as 1 Day ISS (in-school suspension) on Portals w/ auto contact of parent; teacher call with parent response.
- 2nd- Incident documented as 2 Days OSS (out-of-school suspension) on Portals w/ auto contact of parent; teacher call with parent response & and division head phone call; parental conference with teacher and division head.
- 2-A Proof of professional assistance (counselor, religious advisor, medical doctor....) or behavior specialist on staff/ Family Counsel/ Lafargue personnel
- This step may result in a behavior modification plan.
- 3rd- Incident documented as 3 Days (out-of-school suspension) on Portals w/ auto contact of parent; teacher call with parent response & and division head phone call; parental conference with teacher and division head.
- 4th- Student will be withdrawn or expelled from ACDS-Determined by HOS

Level 3 Offenses/ Zero Tolerance: (5th - 8th grades)-included but not limited to---

- Banned items at school (illegal drugs, alcohol, weapons, knife, tobacco, lighter)/ huffing any substance, e-cigarettes, Juul, any vaping device, prescription drugs
- Serious threats, death/ use or facsimile of a weapon/dangerous instrument
- Battery, intent of battery, or intent of harm to another student or teacher, including sexual
- Arson

Level 3 Procedures/ Zero Tolerance: (5th - 8th grades)

- Certain offenses require immediate administrative intervention and will result in immediate withdrawal of student or expulsion from ACDS. Determined by HOS.

DETENTIONS

Before School:

- ACDS reserves the right to detain students outside school hours as a result of Level 1 offenses according to the school discipline policy. Detention will be served at school, beginning at 7:00 am in the assigned room on the next school day after the offense, depending on the numbered offense. During this period, students will focus on character lessons. If a student is late or misses a before school detention, he/she will serve the detention for the remainder of original detention period that day plus serve detention the next school day. Failure to comply with detention policy will result in successive Level 1 procedures being followed. Parents must sign in student in detention room.

SUSPENSIONS

- **ISS** (in-school suspension) is the result of some Level 1 & Level 2 offenses. Students will not miss out on learning opportunities as they complete assignments from their regular classes, 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.
- **OSS** (out-of-school suspension) is the result of some violations of Level 1 or Level 2 offenses. ACDS reserves the right to suspend students that do not adhere to the ACDS Honor Code/Discipline policy. All teacher referrals for any suspension will be reviewed by the Honor Council and Head of School and decisions will be determined according to the ACDS Discipline Policy. Missed graded assignments/tests will be counted at minimum 75% of the score and it is the student's responsibility, upon return, to catch up on missed work. OSS day(s) will be counted as an unexcused absence(s). Students will not participate in any ACDS sponsored activity while suspended.

PROBATION (Grades 3-8):

Students whose behavior demonstrates serious or recurring disregard for the spirit of the rules and expectations of the Country Day community will be placed on probation. During the specified length of time students are on disciplinary probation, and students who commit a subsequent major rule violation are likely to be expelled from school. See also Section VI: Academic Program "Promotion and Graduation" for further information.

MONITOR LIST (Primary, K-2):

Primary students and students in grades K-2 whose behavior demonstrates serious or recurring disregard for the spirit of the rules and expectations of the Country Day community will be placed on the Monitor List. During the specified length of time students are on the Monitor List, students who commit a subsequent major rule violation are likely to be expelled from school.

DISMISSAL/EXPULSION

ACDS reserves the right to dismiss, ask to withdraw, or expel students that violate Level 3 offenses. The Head of School and Honor Council will review all Level 3 offenses and decisions will be determined according to the ACDS Discipline Policy. **Expulsion does not release the parents' financial obligation for the remainder of school year.**

PARENTAL RESPONSIBILITY

The school appreciates the responsibility parents have in raising their children. Country Day maintains the safety of all students who attend our school; therefore, we ask all parents to observe our rules and help reinforce these rules when you and your children are on campus and other school-sponsored activities. It is the parents' duty to uphold the school's decisions regarding the students' discipline matters, and it is the parents' duty to prevent any future misbehavior from the student.

The school's disciplinary rules and processes have been established through careful thought and an understanding of the day-to-day procedures at Country Day. Our disciplinary guidelines, procedures and directions are meant to protect students and the school's staff and faculty, to prepare students for adulthood, to teach students self-discipline, responsibility, and personal conduct, and to help effectively and efficiently operate the school. Refusal by the parents of a student to cooperate with the school regarding disciplinary consequences demonstrates a breach of faith and the school may use its option to terminate all contracts with the parents for students attending the school. The school may also terminate a contract, or take other action, if a student's behavior, or a parent's behavior, compromises the mission of the school or brings disfavor to the school in any way.

TARDY POLICY

The ACDS 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 ACDS's 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 a serious problem.

Thank you for your support in ensuring students make the maximum use of class time and learn to be on time each day. This can only happen if parents/guardians take an active role in ensuring that their children are punctual each day. Please understand that our teachers want your children to be successful, be prepared, be punctual, and to be responsible. Class disruption because of tardiness causes other students in that class to lose focus. Not only that, but your child has missed necessary information.

A tardy will be defined as not being in the classroom when the tardy bell rings to signify the beginning of the school day which is 7:50 a.m. (MS), PS and LS start time is 8:00 a.m. It is the parent's/guardian's responsibility to come to the office to sign a tardy student into school. Unexcused tardiness includes, but is not limited to, oversleeping, car/traffic, rain, problems, etc. and any others within discretion of 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. An excuse for tardiness is expected upon arrival to school or faxed to school within 5 school days. Excused tardiness includes personal illness w/ a doctor's excuse, serious illness or death in the immediate family, medical appointments, family emergencies, or religious holidays. Refer to the ACDS Attendance Policy for requirements of school attendance.

We are PARTNERS with you; please help us by making sure your child is on time every day.

EXTRACURRICULAR ACTIVITIES

1. While participation in extracurricular activities (sports, clubs, class field trips, etc....) is encouraged, school work and good behavior are considered first priority. Each student involved in an ACDS club, sport, or field trip is a representative of Alexandria Country Day and must uphold the highest degree of standards as outlined in the Discipline Policy.
2. All teachers or staff members who sponsor/coach an ACDS club, sport, class field trip, etc.... operating under the name of Alexandria Country Day School will follow the ACDS Discipline Policy and view student's records to determine eligibility in that club, sport, or class field trip.

3. Suspended students may not participate in school activities. Depending on the circumstances and previous behavior, suspended students MAY be immediately dismissed from the ACDS operated club, class field trip or sport for up to and including the remainder of the current school year. The Honor Council will review the severity or degree of each offense to determine the outlined procedures. The Honor Council is a school wide educator council and is referenced to in the School Handbook as the ultimate disciplinary decision-making body for the School. **Out of School suspension** is a restriction on the student from attending school or school activities on the campus and is considered an unexcused absence. The highest grade a student can expect to receive on an assignment while on suspension is 75 percent of the score (example: $77 \times .75 = 58$). All work is due the day the student returns to school. On a day of suspension, the student may not attend any school-sponsored activities. The student and parents will meet with the division head on the morning of the student's return to school. A formal letter documenting the suspension will be sent to the parents following the event and placed in the student's file.
 - **In-school suspension** is served in the division office and is not considered an absence for the day. Students will receive full credit for work completed during the day. Students serving in-school suspension may not participate in after-school activities on a day of suspension.
 - **Probation (Grades 3–8):** Students whose behavior demonstrates serious or recurring disregard for the spirit of the rules and expectations of the Country Day community will be placed on probation. During the specified length of time students are on disciplinary probation, and students who commit a subsequent major rule violation are likely to be expelled from school. See also "Promotion and Graduation" in Section VI: Academic Program for further information.
 - **Monitor List (Primary, K–2):** Primary students and students in grades K–2 whose behavior demonstrates serious or recurring disregard for the spirit of the rules and expectations of the Country Day community will be placed on the Monitor List. During the specified length of time students are on the Monitor List, students who commit a subsequent major rule violation are likely to be expelled from school.
 - **Expulsion:** Expulsion is the permanent separation of a student from the school. Only the Head of School can make the final determination to expel a student. **Expulsion does not release the parents' financial obligation for the remainder of school year.**
 - **Other:** Possible disciplinary actions include confiscation of property on campus or at a school-sponsored activity, parental notification, and a referral to counseling.

Section XV

ACCEPTABLE USE POLICY (AUP)

PRIMARY SCHOOL

Technology in Primary School is an integral part of the curriculum. Students have many opportunities to explore, create, and solve problems in the computer center. Therefore, it is important that each student understand how to use the equipment properly. The following is the text of the agreement required of each Primary School student and his/her parent(s) before the student may use the school's technology resources.

- Be careful with the keyboard and mouse when you are at the computer center.
- Don't pull on any cables.
- Use your headphones to listen and leave them plugged into your computer.
- Ask your teacher before you print your work.
- Share the computer center with others who want to work with you.
- Don't have a snack or drink near the computer.
- Wash your hands before using the computer and after having a snack.
- Listen to your teacher's words and follow classroom rules.

LOWER AND MIDDLE SCHOOL

Technology in Lower and Middle School is an integral part of the curriculum. Students have many opportunities to explore, create and solve problems using technology. We are committed to the legal and ethical responsibilities involved in technology. This commitment to technological excellence includes all members of the Country Day community—faculty, staff, students and parents/guardians. The following is the text of the agreement required of each student and his/her parent(s) before the student may use the school's technology resources.

USE OF SCHOOL COMMUNICATIONS AND ELECTRONIC STORAGE DEVICES

Alexandria Country Day School provides students with access to a number of communications and electronic devices designed to enhance the educational experience. These devices may include, but are not limited to, computers, hardware peripheral to computers, iPads, Chromebooks, and access to the Internet.

Students should expect no right to privacy in their use of school communications or electronic devices, whether the use is personal or business in nature. Students who use Alexandria Country Day School's communications devices consent, as a condition of their use of such equipment, to having their wire, oral, and electronic communications intercepted, monitored, recorded, captured, stored, trapped and/or reviewed by school officials at any and all times, with or without notice, by any mechanism, including pen registers and trap and trace devices. Data contained in electronic storage devices may also be inspected at any time.

Students are prohibited from using any device or taking any measure that defeats school access to such communications and/or electronic storage devices, including, but not limited to the use of computer passwords or the encryption of information, unless authorized by the Head of School for educational or administrative reasons only. Whenever a student utilizes a device or takes a measure that defeats the school's access to such communications and/or electronic storage devices, whether authorized (as in the case of a password) or unauthorized, the school reserves the right to bypass or defeat the device or measure, utilizing any means available to the school, with or without notice to the student.

Parents are strongly encouraged to prohibit their students from or strongly supervise their students while using social media or chat rooms or setting up accounts on sites with easy access to inappropriate content. If a student comes across inappropriate content while using Country Day's resources, the student is expected to immediately report the problem to his or her teacher. By accessing school computing resources, parents release, discharge, and forever hold harmless Country Day, its faculty, administrators, agents, employees, directors, and board members for liability related to a student's access of potentially inappropriate content.

Country Day has specific rules concerning the misuse of e-mails and residence addresses contained in the School Directory or obtained through an association with Country Day. Students are reminded that the Honor Code applies in their use of computing, communications, and electronic storage devices. Students are reminded that their behavior online must comport with the expected standards of behavior for person-to-person communication. Students who violate these rules are subject to discipline up to and including separation from the school.

MISUSE OF SCHOOL TECHNOLOGY DEVICES

Students using desktop, laptop, and tablet computer resources and telephones must at all times abide by the general rules governing the conduct of students and must respect the rights of others authorized to use the computers. Users should conduct themselves according to the generally accepted rules of network etiquette and behave in a responsible, ethical, and polite manner while online. While it is impossible to anticipate in advance all circumstances that may give rise to misuse of computer resources, the following instances of misuse will not be tolerated.

Students may not:

- use someone else's password to gain entry to the network;
- access the accounts and/or files of others. A computer left in a "logged in" situation does not give an individual legitimate admittance to someone else's files; always log out of any school provided account;
- attempt to undermine network security, to damage network performance, or to circumvent limitations set by the administrators or to aid others in this conduct by sharing information of passwords;
- physically or electronically tamper with or damage computer hardware, software, or other resources;
- move school-owned hardware to a different location without express permission;
- access their personal subscriber online services using school computers. This includes AIM services and personal e-mail such as Gmail, Yahoo or Hotmail (Instant Messaging services are not allowed on campus);
- download and play Internet games or load CD-ROM games on school computers;
- download applications (apps) on school tablets;
- use iMessaging on school iPads;
- introduce into the computer harmful software, such as viruses or trojans;
- create, store, or display crude, derogatory, or sexually suggestive messages or graphics on the computer;
- transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material, including but not limited to photographs;
- use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning;
- share with a person other than the head of technology knowledge concerning security deficiencies in the school's computers or access to the Internet. Students who become aware of a security problem in the school's computer network or Internet connection must report the problem to the head of technology;
- violate copyright laws that protect software owners, artists and writers. Plagiarism will not be tolerated;
- violate any instruction or directive from the head of technology or an appropriate school official regarding the use of computer resources; and
- engage in any activity that does not uphold and advance the mission and goals of Alexandria Country Day School or violates the school's rules of conduct.

Violation of these rules or any failure to use school computers in a responsible, professional manner is cause for discipline and can result in disciplinary action up to and including separation from the school.

INTERNET ACCESS

By using Alexandria Country Day School's computer resources, students will be able to access the Internet. The Internet is an "electronic highway" connecting millions of computers and millions of individual users all over the world. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. With access to the Internet and people all over the world comes the availability of material that may not be considered of educational value in a school setting.

Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Alexandria Country Day School has taken precautions to restrict access to controversial materials by teaching students about responsible use and by using software to block student entry to inappropriate sites. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately.

This agreement/policy specifically prohibits students from accessing and/or utilizing various types of materials considered inappropriate in the school setting, as discussed above. Students accessing the Internet should be aware that violations of this agreement/policy or other school policies by students could result in serious disciplinary action up to and including separation from the school. The Internet and technology has become an integral part of Alexandria Country Day School's curriculum. All students are expected to use technology and the Internet for their academic courses and enrichment.

RESPONSIBILITY FOR USE OF COMPUTER RESOURCES

Students who use Alexandria Country Day School's computer resources for personal reasons do so at their own risk and accept full responsibility for any personal harm resulting from such use. Alexandria Country Day School makes no warranties of any kind, whether expressed or implied, regarding the quality of the service it is providing. The school assumes no responsibility or liability for damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's own negligence, errors, or omissions. Students rely on information obtained via the Internet at their own risk. Alexandria Country Day School specifically denies any responsibility for the accuracy or quality of information obtained through its computer resources. Parents follow the same guidelines as students on school computers.

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 Information Handbook contains the most up-to-date information. The Head of School will make final interpretations of all school documents, policies, and procedures.