



Alexandria Country Day School

**Student Handbook
2026–2027**

5603 Bayou Rapides Road

Alexandria, LA 71303

www.countryday.school

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HANDBOOK PURPOSE

This handbook is designed to help students and families understand Alexandria Country Day School's programs, policies, and expectations. It includes important information about academics, safety, discipline, school procedures, athletics, and more. We encourage all families to read it carefully and refer to it throughout the year.

While the handbook outlines general rules and guidelines, it cannot address every possible situation. Country Day reserves the right to interpret, modify, or make exceptions to policies as needed, always with the best interests of students, staff, and the school community in mind. Policies may be updated at any time, including during the school year.

Questions about any policy or section of the handbook should be directed to the appropriate Division Head or the Head of School. The most current school rules, board policies, and handbook provisions apply school-wide unless otherwise noted. Final decisions and interpretations rest with the Head of School.

SECTION I: POLICIES AND GOVERNANCE

NON-DISCRIMINATION POLICY

Alexandria Country Day School admits qualified students of any race, color, national or ethnic origin, or other legally protected category, and provides equal access to all rights, programs, and activities. The school does not discriminate in its educational, admissions, financial aid, athletic, or other programs.

DIVERSITY STATEMENT

Country Day values the dignity of every individual and embraces diversity in race, ethnicity, gender, religion, age, ability, family structure, and socioeconomic background. We strive to create an inclusive community where all students feel they belong and are prepared to thrive as compassionate, innovative leaders in a diverse world. The school actively recruits students, faculty, staff, and trustees from diverse backgrounds and integrates this commitment into daily operations and long-term planning.

COUNTRY DAY BELONGING 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.

Our goal is to create a school community where every student feels like they belong. We therefore strive to instill in our students respect and appreciation of diverse viewpoints and individual differences. Our hope is that Country Day graduates are prepared to live and thrive as future leaders of an increasingly diverse nation and global society.

Country Day seeks to recruit families, faculty, staff and trustees of diverse backgrounds. The Board of Trustees is committed to the implementation of this statement as a component of the daily operations of Country Day as well as its strategic and long-range vision for the school.

ADMISSIONS POLICY

Country Day does not enroll students who have been expelled or separated from another school. Enrollment is not finalized until all required records—academic, disciplinary, and learning-related—are received and reviewed. All new students are admitted on a one-year probationary basis. If information received during that year conflicts with the school's policies or mission, enrollment may be reconsidered, and no tuition refund will be issued.

Country Day does not provide copies of admission assessments. These assessments are proprietary and are used repeatedly in our admissions process.

In accordance with the Family Educational Rights and Privacy Act (FERPA), entrance exams, admission assessments, teacher recommendations, and financial aid decisions are not considered part of a student's official educational record, particularly for students who are not enrolled or matriculated.

This policy ensures the integrity and consistency of our admissions practices while protecting the confidentiality of all applicants.

FORCE MAJEURE

In the event of circumstances beyond the school's control—such as natural disasters, fire, war, government actions, terrorism, pandemics, or other emergencies—Alexandria Country Day School may suspend operations without notice. During such closures, the school may delay or modify services at its discretion until it is safe to resume normal operations.

Tuition and fees will not be refunded or canceled due to disruptions caused by force majeure. Families remain financially responsible under the enrollment agreement, with the understanding that service delivery will resume when possible.

CONFIDENTIALITY

The purpose of this policy is to protect the privacy and confidentiality of all student records, including academic, personal, and video/media records. The school is committed to ensuring that all student information is handled in a secure and responsible manner and is only accessible to authorized individuals.

Definition of Student Records

Student records include, but are not limited to:

- Academic records (grades, transcripts, assessments)
- Attendance records
- Disciplinary records
- Health and counseling information
- Personal identification information
- Video recordings (e.g., classroom footage, security cameras, school events, virtual learning recordings)
- Photographs and audio recordings

Confidentiality of Records

All student records are considered confidential and shall not be disclosed without proper authorization. Access to these records is strictly limited to:

- School officials with legitimate educational interests
- The student's parent or legal guardian (for minors)

Video and Media Records

Video recordings, photographs, and audio files involving students are subject to the same confidentiality protections as written records.

- Video recordings are maintained solely for educational, safety, and administrative purposes.
- Access to any video involving a student is **exclusively limited to that student's parent or legal guardian**, unless otherwise required by law.
- Video recordings that include multiple students will not be released if it compromises the privacy of others.

Restrictions on Disclosure

The school will not release student records, including video footage, to:

- Other parents or students
- Third parties or outside organizations
- Media outlets
- without written consent from the parent/guardian or as required by law (e.g., court order, subpoena).

Data Security and Storage

The school will implement appropriate safeguards to protect student records, including:

- Secure digital storage systems with restricted access
- Physical security for paper files
- Limited retention periods for video recordings unless needed for investigations or legal purposes

Staff Responsibilities

All school staff are required to:

- Maintain strict confidentiality of student records
- Access records only when necessary for their role
- Report any unauthorized access or disclosure immediately

Failure to comply with this policy may result in disciplinary action.

Compliance with Law

This policy complies with applicable federal and state laws regarding student privacy, including the Family Educational Rights and Privacy Act (FERPA), where applicable.

ASBESTOS NOTIFICATION

In compliance with EPA and AHERA regulations, Alexandria Country Day School maintains an asbestos management plan for non-friable (non-airborne) materials identified on campus. These materials are in good condition and monitored regularly. Inspections occur every six months, with a formal re-inspection every three years. The management plan is available for review during regular school hours.

BOARD OF TRUSTEES

Alexandria Country Day School is governed by a Board of Trustees, which oversees the school's long-term vision, fiscal health, policies, and strategic planning. The Board:

- Employs and supports the Head of School
- Sets governing policies
- Ensures financial stewardship
- Leads fundraising efforts

The Head of School manages all day-to-day operations under the authority of the Board. The Board may establish standing or ad hoc committees to support its work. It does not hear individual grievances; such matters are referred to the Head of School, who holds final authority in operational decisions.

HEAD OF SCHOOL

The Head of School is the Chief Executive Officer of Alexandria Country Day School, appointed by the Board of Trustees to lead and manage all aspects of school operations. As outlined in Section 6.4.1 of the Bylaws, the Head of School operates under the Board's policies and direction and serves as the primary spokesperson and executive leader of the school.

ACCREDITATIONS AND ASSOCIATIONS

Alexandria Country Day School is accredited by the **Independent Schools Association of the Southwest (ISAS)** and the **Louisiana Department of Education**, and is a member of the **National Association of Independent Schools (NAIS)**.

SECTION II: GENERAL INFORMATION

Lower/Middle School Campus	318.448.1475
Head of School, Kristy Zachary	318.448.1475, ext.201
Head of Business, Angela Guillory	318.448.1475, ext.202
Head of Advancement, Christopher McDowell	318.448.1475, ext.214
Head of Admissions, Kim Roberts	318.448.1475, ext.203
Lower School Office, Taylor Price	318.448.1475, ext.205
Middle School Office, Stacy Lewis	318.448.1475, ext.213
Director of After-School Programs, Allison Covington	318.448.1475
Director of Technology, Terry Guillory	318.448.1475, ext.204

BAYOU RAPIDES CAMPUS (PK3 – 8th Grade)

- **Campus Hours:** 7:25 a.m. – 5:30 p.m., Monday–Friday
- **Faculty/Staff Hours:** 7:30 a.m. – 3:30 p.m.
- All exterior doors remain locked during the school day.

Grade Level	Start Time	Dismissal
PK3 - 4th	8:00 a.m.	3:10 p.m.
5th - 8th	7:50 a.m.	3:10 p.m.

Early Carpool (PK3–K): 2:40–3:00 p.m. (*Siblings may not join early carpool.*)

Regular Carpool: 3:10–3:45 p.m. (After 3:45, students will be sent to After School Care)

After-School Program: 3:30–5:30 p.m.

SECTION III: MISSION AND EXPECTATIONS

MISSION STATEMENT

The mission of Alexandria Country Day School is to provide a challenging learning culture where all students can become Creative, Innovative, Future leaders.

FAMILY FINANCIAL RESPONSIBILITIES & FUNDRAISING

Families are expected to stay current on all tuition and incidental fees through their FACTS account. If an account becomes more than 30 days past due, the student may not be allowed to attend school until the balance is paid in full.

FACTS will automatically notify families of missed or returned payments. Once the school follows up with a direct notification by either phone or email, the account must be brought current immediately to avoid interruption in enrollment. Additionally, all accounts **MUST** be current before students may return from all major holidays, including Fall Break, Thanksgiving, Christmas, Mardi Gras Break, and Spring Break. No refunds or adjustments will be made for missed days due to financial delinquency. By enrolling, families acknowledge and agree to these terms unless alternate arrangements are approved in advance by the Business Office.

Alexandria Country Day School relies on the generosity of parents and friends to fund initiatives beyond tuition and investments. Donations may be made to the Country Day Fund, Endowment, General Scholarship Fund, Planned Giving, or designated projects. All contributions are tax-deductible, and donors receive official receipts. The Country Day Fund supports all educational programs, while the Endowment provides ongoing financial support for operations and capital needs. Parents seeking more information can contact the Director of Advancement.

FAMILY–SCHOOL PARTNERSHIP & PARENT CODE OF CONDUCT

Alexandria Country Day School values a strong, respectful partnership between families and the school. Positive collaboration between parents, students, and staff is essential to fulfilling our mission.

To support this, all parents/guardians are expected to:

- Uphold the mission and values of Country Day and promote the **T.I.G.E.R. Traits**: Tolerance, Integrity, Generosity, Empathy, and Respect.
- Follow and support all school policies, procedures, and guidelines.

- Communicate respectfully and resolve concerns through appropriate channels (e.g., Teacher → Division Head → Head of School).
- Support school efforts online and on social media with constructive, respectful messages.
- Monitor their child's digital activity to prevent harassment or harm.
- Refrain from any form of public defamation or disrespect toward students, staff, or families.
- Set a positive example in behavior, especially regarding bullying, alcohol, and drug use.
- Respect the school's authority on disciplinary matters.
- Demonstrate good sportsmanship at school events and activities.
- Stay engaged in their child's education and participate in school life when possible.

Parents who violate this Code of Conduct may face restricted access to campus or school events. In cases of serious or repeated misconduct, the Head of School may require separation from the school.

PARENT VOLUNTEERS, CHAPERONES, AND SUBSTITUTES

All parents serving as volunteers, overnight chaperones, or classroom substitutes must complete Alexandria Country Day School's Abuse Awareness training. Contact the Director of Technology to request access to the online training module.

SECTION IV: ACADEMIC DIVISIONS

Alexandria Country Day School serves students from **PreK3 through 8th grade**, supporting a wide range of abilities through differentiated, developmentally appropriate instruction. Our academic divisions are designed to challenge students, foster curiosity, and support social, emotional, and intellectual growth at every stage.

LOWER SCHOOL (PreK3 – 4th Grade)

The Lower School nurtures young learners in a safe, caring environment that promotes creativity, confidence, and curiosity. Early childhood instruction emphasizes play-based, developmentally appropriate learning, while upper elementary students are guided to think critically, collaborate, and work independently. Instruction is differentiated to meet individual needs, and the focus remains on the growth of the whole child—academically, socially, and emotionally.

MIDDLE SCHOOL (5th – 8th Grade)

The Middle School empowers students to explore their interests and discover their strengths. Emphasis is placed on communication, critical thinking, and personal responsibility. Students benefit from diverse academic offerings, an engaging Advisory program, and a wide range of extracurricular opportunities. Teachers encourage independence, innovation, and leadership as students prepare for the transition to high school.

SECTION IV: CURRICULUM & ACADEMIC POLICIES

CURRICULUM OVERVIEW

Alexandria Country Day School offers an accelerated curriculum, enabling students to earn up to seven high school credits by 8th grade. Utilizing this model, each grade level is advanced a full year. Full curriculum details are available on the Academics section of the school website.

ACADEMIC PHILOSOPHY

We promote a culture of critical thinking, respectful discourse, and intellectual curiosity. Students and faculty are encouraged to explore ideas freely and engage thoughtfully with diverse perspectives.

TEACHER ASSIGNMENTS

Class assignments are determined by Division Heads in collaboration with faculty to maintain balanced learning environments. The school reserves the right to adjust placements and class ratios at its discretion.

ACADEMIC INTEGRITY

Honesty and responsibility are core expectations at Country Day. **Cheating, plagiarism, and academic dishonesty** are serious violations of the Honor Code. Examples include:

- Copying or allowing others to copy assignments or tests
- Submitting work not completed independently
- Failing to cite external sources

Violations may result in disciplinary action, including referral to the Division Head or possible separation from the school.

USE OF ARTIFICIAL INTELLIGENCE (AI)

AI tools can enhance learning when used ethically. Students may use AI for research, review, or explanation—but not to complete assignments or assessments on their behalf.

Guidelines for Responsible Use:

1. Use AI for learning, not for cheating.
2. Cite AI-generated content when appropriate.
3. Do not rely on AI to avoid learning or doing your own work.
4. Verify AI information for accuracy.

Misuse of AI—including cheating, plagiarism, or misrepresentation—will be treated as an academic integrity violation and may result in grade penalties, suspension, or dismissal.

ASSESSMENT AND REPORTING

There are **four grading periods** annually. **Report cards** are issued each quarter for K–8. Semester grades are considered official, and ongoing progress can be viewed via the **FACTS Family Portal**.

PRESCHOOL ASSESSMENT (PreK–Kindergarten)

At the Primary School level, assessments focus on what is developmentally appropriate for young children, recognizing that growth and learning vary by individual. Students are not expected to master all skills by a specific age but must show academic and developmental readiness to advance.

While preschool attendance is not mandatory, consistent and punctual attendance supports children's learning, routine, and social development.

Faculty regularly communicate with families to monitor progress, with formal updates provided during fall and spring parent-teacher conferences:

- **Fall Conferences** cover adjustment to school, attendance, developmental and academic progress, and any needed support (e.g., speech or occupational therapy), summarized in a report.

- **Spring Conferences** evaluate end-of-year progress, revisit prior supports, and include a final summary of teacher observations and assessments.

GRADING SCALE

All students in Grades 1–8 are assessed using the following scale:

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

ACADEMIC NOTIFICATIONS (Grades 3–8)

- Teachers will notify families of missing major assignments.
- Parents are expected to monitor academic progress via the **FACTS Family Portal**.
- “Incomplete” grades must be resolved promptly, as determined by the teacher and Division Head.
- Work not submitted will receive a **zero**.

GRADE POINT AVERAGE (GPA)

Standard GPA Scale:

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

ASSIGNMENT GUIDELINES (Lower & Middle School)

- No more than **two major assignments or assessments** may be scheduled per day.
- Pop quizzes may occur any day.
- Students are expected to listen for updates and check the **FACTS Family Portal** regularly.

HOMEWORK

Homework supports review, practice, and preparation for upcoming content. Reading assignments and textbook review may also be assigned.

Key Homework Guidelines:

- All assignments must be posted in the **FACTS Family Portal**.
- Changes to assignments must be discussed in class.
- No homework is assigned during:
 - Standardized testing
 - Official school breaks
 - Semester review days (unless reading assignments continue)

LATE WORK AND MAKE-UP POLICY

Absences

- Students have the same number of days they were absent to complete missed work.
- If absent only on a test day, students must be prepared to test the next day.

- Students are responsible for checking with teachers and the **FACTS Family Portal** for missed work.
- For extenuating circumstances, contact the homeroom teacher.

Late Work (Grades 3–8)

- Major assignments lose **10% per day**, up to **five days late**.
- Late assignments will incur a 10% deduction for each day late, and a final grade will reflect this penalty.
 - *Example: A 100-point assignment turned in two days late earns a 92 for merit; the recorded grade is 72.*
- Classwork or daily homework not completed on time will not be accepted late.

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

GRADE INFLATION

At Alexandria Country Day School, we uphold grading practices that reflect true academic achievement. **Grade inflation**—raising grades without a corresponding increase in mastery—undermines academic rigor and student accountability. When students face minimal expectations, excessive extra credit, or frequent grade adjustments, they lose the opportunity to build essential study habits and resilience.

To prepare students for competitive collegiate programs, we are committed to assigning grades that accurately reflect performance, effort, and understanding. Teachers and administrators have a professional responsibility to maintain fair, consistent, and rigorous grading standards.

Weights & Assignments (Grades 3–8)

- Grade weights vary by subject and are detailed in each teacher's course syllabus.
- **No single assignment may count for more than 15%** of a student's final grade per quarter.

EXTRA CREDIT

- Extra credit may only be applied **to the entire class** and must be **academically relevant**.
 - No individualized extra credit assignments are allowed.
 - Final grades **cannot exceed 100%**.
-

GRADUATION REQUIREMENTS

To graduate from **Country Day Middle School**, students must:

- Be in **good standing** academically, behaviorally, and financially
- Complete all required coursework, including high school credit courses
- Settle all **financial obligations** to participate in graduation ceremonies

MIDDLE SCHOOL HIGH SCHOOL CREDITS

Country Day offers select high school credit courses in grades 7–8, taught by certified high school instructors. Courses include:

- Algebra I (Elective)
- English I
- Spanish I (7th Grade)
- Spanish II (8th Grade)
- Environmental Science
- Civics
- Introduction to Engineering Design

At the end of each academic year, families, teachers, and the Division Head will review student progress. Eighth-grade families must confirm in writing whether credits will be applied toward the high school transcript.

Important Notes:

- Students may not repeat high school credit courses.

- Transfer students entering in grades 7–8 may require placement testing and will only receive credit if prerequisites are met.
- 8th grade: In English I and Math 8, students must complete state-required end-of-course exams. A \$70 testing fee is included in the Activity fee.

ACADEMIC SUPPORT

At Country Day, we recognize that students may face academic challenges. While students are ultimately responsible for their own learning, the school offers multiple avenues of support to help them succeed.

Seeking Help

- Students who need help should **first speak with their teacher**.
- **Extra help sessions** are typically available before or after school at no charge.
- **Early intervention is key**—students should seek assistance as soon as they encounter difficulty, not just before tests or marking periods.
- To schedule additional help, students are encouraged to **communicate directly with their teachers**.

Tutorials and Tutoring

- **Teacher-led tutorials** may be offered on campus outside regular school hours and are included in tuition.
- If a student requires frequent support beyond classroom instruction, the school may recommend **outside academic services**.
- Country Day teachers may tutor students **who are not currently in their class**, for a fee, and must follow the **Vendor Agreement** and notify the **Division Head**.

OUTSIDE TESTING AND REFERRALS

If a student demonstrates consistent academic or behavioral concerns, the school may recommend **outside testing or professional evaluation**. In such cases:

- The **Division Office** will inform parents and provide a reasonable timeline for completion.

- Refusal to follow through with required evaluations may result in the student being **withdrawn from the school**.
-

STUDENTS WITH LEARNING DIFFERENCES

Country Day offers a rigorous, college-preparatory curriculum. Students are expected to meet academic standards, but the school is committed to supporting students with documented learning differences through **reasonable accommodations**.

EVALUATIONS AND DOCUMENTATION

To be eligible for accommodations:

- A student must be assessed and diagnosed by a **licensed professional**, approved by the school.
- Documentation must be **current (within 3 years)** and on file with the **Division Office**.
- Reports must include:
 - Evaluator's credentials and license information
 - Diagnosis and developmental/educational history
 - Assessment tools and results
 - Functional limitations
 - Recommended accommodations and rationale

USE AND REVIEW OF ACCOMMODATIONS

- Accommodations are reviewed **annually**.
- Students must **consistently use accommodations in class** to qualify for them on standardized or state assessments.
- Extended time on tests must be completed **on the same day**, which may require arriving early.

LIMITATIONS

- Country Day teachers are **not trained special education professionals**.

- The school reserves the right to limit the implementation of certain accommodations if they conflict with its academic mission.
- If, after ongoing evaluation, the school determines it cannot meet a student's needs, it may recommend **withdrawal for a more supportive educational environment**.

PROMOTION REQUIREMENTS

Students are promoted to the next grade level based on:

- **Academic mastery** of grade-level content
- **Satisfactory conduct and attendance**

ACADEMIC CONSIDERATIONS

- Failure in **one subject** may require **summer school or approved tutoring**.
- Repeated failures may lead to **non-promotion or dismissal**.
- Semester failures are reviewed by administration and may impact promotion.
- **Retention** decisions are made solely by the administration and are based on **academic performance**, not social or developmental readiness (except in Preschool grades).
- **In PreK3 and PreK4, promotion to kindergarten is based on each child's overall readiness rather than strict academic mastery. Teachers consider developmental milestones, academic skills, social-emotional growth, and classroom participation through observation and play-based assessments. Families are informed early if concerns arise, and support is provided throughout the year. In some cases, an additional year in PreK may be necessary to support long-term success at Country Day. Attendance, participation, and behavior are key indicators of readiness. Final promotion decisions are made thoughtfully and collaboratively by PreK faculty and administration, with the child's best interest as the priority.**

CONDUCT AND ATTENDANCE

- Students who fail to meet **behavioral or attendance expectations**, or struggle in **multiple academic areas**, may be denied promotion or dismissed from school.

PROVISIONAL CONTRACTS

Students not in good standing due to **poor conduct, excessive absences, or academic issues** may be offered a **provisional re-enrollment contract** at mid-year.

- Continued enrollment is contingent upon **demonstrated improvement** by the end of the school year.
- If expectations are not met, the contract may be **revoked**.
- In such cases, families are not responsible for any additional tuition beyond the deposit.

SECTION V: ACCEPTABLE USE OF TECHNOLOGY

Alexandria Country Day School provides access to school-owned devices, including Chromebooks, iPads, and other technology, for academic use under faculty supervision. Middle school students are issued a Chromebook after signing an Acceptable Use Agreement. These devices remain the property of the school and must be returned at the end of the year, upon withdrawal, expulsion, or upon request. Students are responsible for the care and condition of their assigned Chromebook and accessories. Damage not covered by warranty will incur repair costs.

Chromebooks are intended solely for educational purposes. Students must not alter software settings, download unauthorized content, or attempt repairs. Devices may not be used for gaming, music streaming, social chatting, or other non-academic activity. Teachers and administrators may monitor, collect, or inspect devices at any time. Students should report technical issues promptly to a teacher and the Technology Department.

Students must care for their Chromebooks responsibly. Devices must remain in their protective case, kept zipped when not in use, and operated only by the student to whom it was assigned. Chromebooks should not be placed inside backpacks, exposed to extreme temperatures, or used while walking. Students should avoid eating or drinking near devices and must never place objects between the screen and keyboard. Personalization of Chromebooks or their cases with stickers or writing is not permitted.

Each day, students are expected to bring a fully charged device and charger to school. Chromebooks should be used only when directed by a teacher, with screens down during instruction when requested. During the school day, use of the Chromebook outside the classroom requires supervision. Students must remain on task and avoid launching unrelated applications. When not in use, Chromebooks must be stored securely in lockers or classrooms. Any unattended devices may be confiscated, and repeated misuse can result in loss of privileges.

Parents play a key role in supporting appropriate technology use. They should discuss safe online behavior with their children, monitor home usage, and ensure the Chromebook is charged and brought to school daily. Parents must not modify software or settings, download programs, or allow other children to use the device. All technical concerns should be reported to the school rather than handled at home. Parents are expected to engage calmly with their children about online experiences and to notify the school of any inappropriate digital interactions.

To maintain internet safety, students must never share personal information online unless instructed by a teacher. Participation in social platforms or chatrooms requires teacher supervision. Inappropriate content or interactions must be reported immediately. Students are prohibited from accessing, downloading, or distributing offensive material.

All students are expected to follow copyright laws and to properly cite any media or content used in their academic work.

Misuse of school-issued technology—including cyberbullying, impersonation, unauthorized email access, or inappropriate camera use—will not be tolerated and may result in disciplinary

action, including the loss of Chromebook privileges. All disciplinary decisions are at the discretion of the Division Head.

STUDENT RESPONSIBILITIES

- Chromebooks are school property and must be used responsibly for academic purposes only. Misuse may result in loss of privileges and disciplinary action.
- Do not alter software settings, install unauthorized apps (e.g., Spotify), or remove pre-installed programs.
- Do not attempt repairs. Report technical issues by emailing tech@acdsonline.org and informing your teacher.
- Do not copy or transfer software from the Chromebook.
- Teachers and administrators may monitor or collect devices at any time.
- Non-academic use—including games, social media, personal messaging, or web browsing—is prohibited.

CHROMEBOOK CARE

- Chromebooks must remain in their protective case, fully zipped when not in use.
- Only the assigned student may use the device; siblings or friends are not allowed.
- Do not place the Chromebook case inside a backpack or store it in extreme temperatures.
- Keep the device clean and free of stickers, writing, or decorations.
- Use Chromebooks only on stable surfaces and never while walking.
- Keep food, drinks, and pets away, and never place items on or between the screen and keyboard.

DAILY RESPONSIBILITIES

- Arrive each day with a fully charged Chromebook and charger.
- Use the device only as directed by your teacher; stay focused and on task.
- Support classmates verbally when helping; do not touch others' devices.
- Follow teacher instructions for screen positioning during class.

- Avoid distractions; use Chromebooks only under supervision.
- Store devices securely in lockers or approved locations when not in use.
- Students are responsible for completing assignments even if their Chromebook is unavailable; alternative formats will be provided if needed.
- Unattended Chromebooks may be confiscated and could result in disciplinary action.

PARENT RESPONSIBILITIES

- Monitor your child's internet use and discuss responsible online behavior.
- Set clear guidelines for home device use and supervise as needed.
- Ensure only your child uses the issued Chromebook and that it is brought to school fully charged each day.
- Do not alter software settings, install programs, or remove files other than personal documents.
- Review student expectations with your child and help them follow them.
- Report damage, issues, or inappropriate use to a teacher or the Technology Department.
- Do not attempt repairs. Contact school tech staff if problems arise.
- Address negative online experiences calmly and notify the school if needed.

INTERNET SAFETY

- Keep passwords and personal information private, except with parents or teachers.
- Students should not share their name, address, phone number, or school information unless directed by a teacher.
- Students may not participate in chat rooms, social media, or web projects without direct supervision.
- Inappropriate content should be reported immediately.
- Students may not access, share, or create offensive, explicit, or harmful materials.

COPYRIGHT

- Students must respect copyright laws. All digital content used must be properly cited and not copied without permission.

UNACCEPTABLE BEHAVIOR

Misuse of Chromebooks or school networks will lead to loss of privileges and disciplinary action. Prohibited behaviors include:

- Harassment, bullying, or impersonation via technology.
- Taking or sharing inappropriate photos or videos.
- Visiting inappropriate websites or misusing others' accounts.

STUDENT ACCOUNTS AND EMAIL

- All middle school students are issued login credentials and a school email account.
- Students must check their email daily but should not access it during class unless instructed.
- Email use is limited to academic purposes and subject to monitoring by the school.
- Students should not share their Country Day email address outside the school community unless related to schoolwork.

GUIDELINES FOR USE

- School technology—including Chromebooks, desktops, network access, and peripherals—is for educational use only.
- While internet filters are in place, they are not foolproof. Students must use technology responsibly.
- Misuse may result in restricted access, academic consequences, or disciplinary action at the discretion of the Division Head or Head of School.

STUDENT AGREEMENT

By using school technology, students agree to the following:

- Use all technology and internet access for academic purposes only.
- Acknowledge that technology access is a privilege and misuse may result in disciplinary consequences.
- Follow faculty instructions and all school rules for technology use.
- Keep login credentials private and report unauthorized use.

- Understand that school systems and files may be monitored and inspected at any time.
- Seek permission before using personal devices on campus.
- Represent the school ethically and responsibly in all online activity.
- Accept responsibility for any misuse and release the school from liability related to personal use of devices or internet access.

ACCEPTABLE USE

Technology resources at Country Day are intended solely for educational use aligned with the school's mission. Acceptable uses include classwork, assignments, and approved extracurricular activities. Non-educational use is not allowed. The school reserves the right to determine whether a student's use of technology is appropriate.

Unacceptable Use Includes:

- Accessing or sharing inappropriate, explicit, harassing, or illegal content.
- Participating in illegal activities or violating school policies.
- Plagiarizing or copying others' work.
- Attempting to access unauthorized data or devices.
- Altering or bypassing security or filtering settings.
- Downloading or using games, music, videos, or apps unrelated to schoolwork.
- Entering chat rooms or using personal email during school hours.
- Violating copyright laws or sharing protected material without permission.
- Sharing passwords or using another student's account or device.
- Damaging, vandalizing, or altering school-owned technology.
- Installing software without approval from the Technology Department.
- Creating, storing, or spreading malware or disruptive software.
- Interfering with the school's network or other users' data.
- Sending mass or unwanted emails (spamming).
- Using technology for personal profit or non-school business.

- Harassing, insulting, or engaging in any harmful online behavior.
- Encouraging or participating in any behavior that violates this policy.

CELL PHONE POLICY

ACDS expressly prohibits and does not consent to the audio or video recording of its employees. To maintain a focused, safe learning environment and reduce distractions, Alexandria Country Day School enforces the following rules regarding cell phones, smartwatches, and earbuds:

- **No Use During School Hours:**
Cell phones, smartwatches, and earbuds must be turned off and kept in backpacks at all times on school grounds, including classrooms and common areas.
- **Consequences for Use:**
If a student is caught using these devices during school hours, the device will be confiscated. Parents or guardians must come to school to retrieve the device—it will only be returned to them.
- **Emergency Use:**
Students may use cell phones for emergencies to contact emergency services when permitted.
- **Student Responsibility:**
Students must ensure devices are turned off and stored securely during school hours. Failure to comply may lead to disciplinary action per the school code of conduct.
- **Parental Responsibility:**
Parents and guardians are encouraged to support and reinforce this policy with their children.

SECTION VI: AFTER-SCHOOL PROGRAMS

Alexandria Country Day School offers after-school care for students from PreK3 through eighth grade, available from 3:30-5:30 p.m. A daily snack is not provided, so students may bring their own nut-free snacks or purchase one at school; sharing food is not allowed to maintain safety. The after-school program director plans daily activities.

After-School Care (ASC) runs Monday through Friday and includes time for homework, outdoor play, and indoor activities like arts, crafts, technology, and games. Drop-in care is available but advance registration is strongly encouraged. Students not picked up by 3:45 p.m. during regular carpool will be considered drop-ins and charged a \$20 daily fee. Timely payment is required; any ASC balance overdue by more than 30 days will result in suspension from the program until the balance is cleared.

Study Zone is offered Monday through Thursday after school for students in grades 3-8, providing guided homework help, test prep, and study skills with a certified teacher. Semester fees include Friday ASC; drop-ins are not allowed for Study Zone. Like ASC, unpaid balances over 30 days will result in suspension from the program until payment is made.

Parents must check students out inside the building anytime between 3:30 and 5:30 p.m. Late pick-up fees of \$1 per minute apply after 5:30 p.m., and repeated late pick-ups may lead to removal from the program.

All behavior expectations and discipline policies outlined in Section IX of this handbook apply during after-school programs.

SECTION VII: ATHLETICS

Alexandria Country Day School's athletic program supports student-athletes who want to compete and develop skills in a variety of sports including Cross Country, Basketball, Cheer, Soccer, Baseball, Softball, Track & Field, and Tennis. Participation requires that all sports and athletic fees be paid in advance and FACTS accounts be current; students will only be added to rosters once fees are fully paid.

Lower and Middle School students must be accompanied by a parent or guardian at all sporting events. For Fifth and Sixth graders, the focus is on trying new sports, teamwork, sportsmanship, and skill-building. In Seventh and Eighth grades, the program emphasizes competition alongside continued skill and teamwork development; playing time is determined by the coach based on effort, attitude, and skill and may not be equal for all players.

To participate, student-athletes must meet the program's standards and payment requirements.

EXPECTATIONS FOR STUDENT-ATHLETES

- Student-athletes represent Country Day on and off the field and must demonstrate leadership, sportsmanship, and positive behavior at all times.
- Poor behavior during school, practices, or games may result in suspension from practices or games, or permanent removal from the team.
- Behavioral rules apply during school hours, events, and anytime representing the school. Coaches and administrators enforce these consistently.

ACADEMIC REQUIREMENTS

- Maintain a minimum cumulative GPA of 2.5 ("C" average).
- Academic progress reviewed each grading period; no failing grades allowed.
- Students below GPA requirement will be placed on academic probation, meet with an advisor, and create an improvement plan.
- Must attend at least 90% of classes and have no unexcused absences on practice or game days.

CONSEQUENCES FOR NOT MEETING ACADEMIC STANDARDS

- **First Offense:** Two-week warning; can practice but not play in games until grades improve.

- **Second Offense:** Ineligible for practice and games until next grading period; eligibility resumes with grade improvement.
- **Third Offense:** Removed from the team for the season; focus shifts to academics.

INTRAMURAL BASKETBALL PROGRAM

Intramural Basketball for grades 1-8 offers a short season designed to introduce beginner skills, teamwork, and sportsmanship in a fun, welcoming environment that unites the community.

SECTION VIII: ATTENDANCE

Attendance is essential for a student's academic and personal success, as in-class instruction, peer interaction, and activities cannot be replicated outside school. While occasional absences may be unavoidable, chronic or excessive absences—even if excused—negatively affect learning, disrupt classes, and burden teachers. This policy sets clear expectations, limits, and consequences to ensure fairness and accountability. Attendance and punctuality are crucial life skills; students must be present, engaged, and responsible. The policy distinguishes attendance from academic standing, highlighting that being present is as important as academic performance.

ACADEMIC STANDING VS. ATTENDANCE

Academic success does not exempt students from attendance rules. Students may pass courses but still face loss of credit, promotion denial, or non-renewal of enrollment. Classroom instruction includes experiences beyond grades, and teachers are not required to reteach missed lessons due to excessive absences.

ATTENDANCE EXPECTATIONS

Students may have no more than 10 absences per semester (20 per year), including both excused and unexcused. Excused absences require a licensed medical provider's note or school approval (e.g., funeral, religious event, family emergency). Extended medical leave will be considered in the attendance policy. Contagious illness absences require medical clearance or adherence to school health policies. Students must be present by 11:30 a.m. and stay the rest of the day to attend after-school or athletic events.

ABSENCE CONSEQUENCES

- At 10 absences in a semester: Attendance Review Plan initiated; parents notified in writing.
- At 13 cumulative absences: Parent conference required; Attendance Intervention Plan implemented.
- At 15 absences: Loss of eligibility for field trips, athletics, and extracurriculars.
- At 20 absences annually: Formal review by Division Head and Academic Council; possible loss of credit, promotion denial, or non-renewal of enrollment.

REVIEW AND RESPONSE PROCESSES

Attendance Review Plan starts at 10 absences in a semester, involving written parent notification, attendance review, documentation of absences, clear limits, and expectations for improvement over 4–6 weeks. Further absences escalate the response.

Attendance Intervention Plan activates around 13 absences or continued absence issues, involving an in-person meeting with the Division Head, student, and parents. The plan includes attendance goals, possible tutoring, counselor check-ins, temporary activity restrictions, and a progress review.

Academic Council reviews chronic absenteeism cases, considering attendance, grades, and circumstances. They make final recommendations on credit, promotion, or enrollment, which may include conditional promotion or dismissal.

TARDY POLICY

The school's tardy policy stresses the importance of students arriving on time to support academic success and responsibility. **Lower School starts at 8:00 a.m., Middle School at 7:50 a.m.** All students should not arrive later than 9:00 am without a doctor's excuse. If a student arrives late, a parent or guardian must escort them to the main office, ring the bell, and sign them in. A student is considered tardy if they are not in class when the tardy bell rings. Unexcused tardiness includes reasons like oversleeping, traffic, or weather, as determined by administration. Tardiness between classes is unexcused unless the teacher grants prior permission. Accumulating four unexcused tardies in a nine-week period results in one unexcused absence.

Students arriving after the school day begins must check in at the front office. Absences due to contagious illness require a medical release or compliance with school quarantine rules. Chronic absenteeism or tardiness can lead to serious consequences, including dismissal. Kindergarten through seventh-grade students who miss **20 days** in a year risk dismissal. High school students may miss no more than **18 classes** per course on the Bayou Rapides campus.

Parents should notify the Division Head if a child is hospitalized to arrange support and academic accommodations. Doctor or dentist appointments require a signed note from the provider upon the student's return.

REPORTING ATTENDANCE

For Pre-Kindergarten through eighth grade, missing more than half a school day (11:30 A.M.) counts as a full absence. Middle School absences are tracked by individual classes. Students absent for the day may not participate in extracurricular activities, including athletics. To join after-school events or sports, students must be present by noon and stay until the end of the school day. If a student is hospitalized, parents should notify the Division Head to arrange support and discuss academic needs. Absences for doctor or dentist appointments require a signed note from the provider upon the student's return.

Parents must report extended absences to their Division Head. They are also encouraged to inform the school of significant family events—such as illness, death, separation, or major changes at home—so faculty can better support the student. Family trips during the school year are discouraged, as the school calendar already includes ample vacation time; such absences disrupt learning and commitment.

EXTENDED STUDENT MEDICAL LEAVE

For extended medical leave, parents should contact the Division Head to plan appropriate accommodations for the student.

SECTION IX: BEHAVIOR EXPECTATIONS AND DISCIPLINE

Country Day holds high standards for student behavior, expecting all students to act respectfully and responsibly, reflecting positively on themselves, their families, and the community. Students must demonstrate courtesy, treat others with dignity, and uphold moral and ethical standards. They are required to follow all school, classroom, athletic, and organizational rules, including policies on harmful substances, weapons, and bullying. Respect toward faculty, staff, coaches, visitors, and peers is mandatory, as is maintaining campus cleanliness, punctuality, and readiness with necessary materials and assignments. Proper communication protocols must be followed (see Section X). Electronics or personal items unrelated to learning are prohibited unless expressly allowed. Students must also adhere to dress codes and behavior standards when representing the school outside campus. Violence, harassment, bullying, or discrimination in any form is strictly forbidden.

SCHOOL- WIDE EXPECTATIONS

Students, faculty, and visitors have no expectation of privacy on campus or at school events. School property—including lockers, desks, computers, and email—is subject to search if safety concerns arise. The administration may search lockers, bags, or persons if there is reasonable suspicion of possession or use of illegal drugs, alcohol, tobacco, weapons, or related paraphernalia. Immediate disciplinary action may be taken against those suspected of such violations.

BULLYING AND HARASSMENT POLICY

Country Day defines bullying as repeated aggressive behavior causing harm or discomfort, whether physical, verbal, emotional, or digital. Bullying, including physical intimidation, verbal abuse, cyberbullying, social exclusion, or threatening posts, is not tolerated and will result in disciplinary consequences. Incidents must be reported promptly to staff, who will intervene and notify the Division Head. Parents should also report bullying concerns. Anyone reporting in good faith is protected from liability. Retaliation against reporters or false reports will be treated as serious violations.

Harassment of any kind, including relational aggression (rumor-spreading, exclusion), hazing, sexual harassment, and inappropriate behavior toward students or staff, is prohibited. Sexual harassment covers unwanted sex- or gender-based conduct, whether between same-sex or opposite-sex individuals. Complaints are investigated promptly, and students are protected from retaliation.

Inappropriate conduct toward Country Day employees or actions that damage the school's reputation online or in social media will lead to discipline.

SAFETY POLICY AND EMERGENCY DRILLS

The school conducts regular fire, disaster, lockdown, and evacuation drills as required by law. Staff are trained to instruct students on procedures, and students must comply fully. Disrupting drills or failing to follow staff directions may lead to serious disciplinary action, including possible expulsion.

HARMFUL SUBSTANCE AND WEAPONS POLICY

Possession, use, distribution, or sale of harmful substances—such as illegal drugs, alcohol, tobacco, vaping products, inhalants, or non-prescribed medications—is strictly prohibited on campus or at school events. Drug paraphernalia is also banned. The use or possession of weapons, including guns, knives, or fireworks, on school property or at school-related activities is forbidden. The school encourages students struggling with substance use to seek help, promising confidentiality and support through teachers, counselors, or administrators.

In all cases, Country Day prioritizes maintaining a safe, respectful, and supportive environment that fosters learning and personal growth.

POSSESSION, USE, DISTRIBUTION, OR SALE OF HARMFUL SUBSTANCES POLICY

If an investigation confirms that a student is under the influence, in possession, or using a harmful substance on campus or at a school event, the student will be suspended pending the following steps:

- The student must complete a drug and alcohol assessment by a qualified counselor or state-approved agency, including a urinalysis. If treatment is recommended, the student must follow the prescribed program. All related costs are the family's responsibility. Country Day can provide referrals if needed.
- Parents must sign a "Consent for Exchange of Information" form to allow the school access to the assessment results and recommendations.
- The student and parents must meet with school administrators to review the assessment and treatment plan. The student cannot return to school until this meeting occurs with full results presented. At this meeting, consequences will be determined, and continued enrollment depends on following the treatment plan.
- If the violation involves distribution, sale, or severe misconduct—such as driving under the influence, drugging others, posing serious health risks, or causing harm—expulsion will result.
- Families or students who refuse to comply with these requirements must withdraw from the school. The student cannot complete the term but may earn partial credit for completed work.
- Tuition remains fully owed regardless of expulsion or withdrawal.

PRESCHOOL EXPECTATIONS

ATTENDANCE

Preschoolers may be brought to school at 7:30 am but should not arrive later than 9:00 am without a doctor's excuse. Children are expected to attend regularly and be on time to receive the full benefit of the program.

BITING

We encourage children to use words to express feelings and treat inappropriate behavior as teachable moments through guided, supervised communication. Biting may still occur occasionally. When a biting incident happens, both sets of parents will be notified. After two consecutive bites the child must go home for the remainder of the day. If upon their return to school they bite the third time they will be sent home for the remainder of the day. A fourth bite will result in a one-week break from school to help break the habit.

We will grant a grace period during the staggered schedule that supports readiness, during which we work closely with families.

TOILET TRAINING POLICY

All PreK students must be fully toilet trained before starting school, including wearing underwear and independently managing bathroom needs such as communicating when they need to go, using the toilet and wiping, managing clothing, handwashing, waiting if the restroom is busy, and waking during nap (for PreK4). Dress children in easy-to-manage clothing like elastic waistbands; avoid belts, zippers, or overalls.

We will grant a grace period during the staggered schedule that supports readiness, during which we work closely with families.

ACCIDENT POLICY

Staff will assist with urine accidents by helping the child change clothes. For bowel accidents, parents will be contacted since proper cleanup facilities are not available. Please send two full sets of labeled spare clothes. If a child has two accidents in one day, they will go home but may return the next day. If accidents continue over three consecutive days, the child may need to stay home for a week. Persistent issues will be addressed in partnership with families and administration.

BEHAVIOR EXPECTATIONS FOR PREK-2ND GRADE

This plan ensures a consistent, age-appropriate approach to behavior, supporting teachers, involving parents early, and promoting a safe, respectful learning environment.

CLASSROOM MANAGEMENT BY TEACHER:

Teachers set rules, provide positive reinforcement, and address minor misbehaviors.

PARENT COMMUNICATION:

- **First Contact:** Teacher informs parents of ongoing behavior and seeks support, documenting the issue.
- **Second Contact:** Teacher follows up to discuss continued concerns, reinforces consequences, and documents again.
- **Parent-Student Conference:** Division Head meets with parents to discuss behavior and consequences, with documentation.

BEHAVIOR PLAN PREK-2ND

Objective

To create a consistent and fair behavior plan across all grades that supports teachers' classroom management, involves parents, and ensures a structured approach to addressing student behavior issues. This behavior plan aims to support a positive and production learning environment for all lower school students at Alexandria Country Day School.

MINOR INFRACTIONS (PreK3-2ND grade)

All minor infractions that happen in a classroom setting will be managed using interventions and parental contact. Each teacher must implement interventions, which must include parental contact, to stop inappropriate behavior before the minor infraction receives "Sanction". Minor infractions such as throwing objects in the classroom/playground, repeatedly not following directions, excessive talking, and poor hallway behavior. Teachers will give multiple intervention opportunities based on what is developmentally appropriate.

Minor infractions are deemed to be less serious than major infractions, but are still considered unacceptable from a member of the school community. Examples of minor infractions include, but are not limited to, the following:

- Throwing objects (toys, rocks, sand, sticks, school materials)
- Repeatedly not following directions
- Excessive talking during instruction
- Disruptive behavior in the hallway (running, screaming)
- Misuse of bathroom materials
- Disrespectful behavior towards teachers
- Disrespect/misuse of school property

BEHAVIOR STEPS FOR MINOR INFRACTIONS (PreK-3-2ND grade)

1. Classroom Management
 - a. Establish Rules & Expectations

- b. Provide Positive Reinforcement
 - c. Address Minor Infractions
 - d. Documentation
- 2. First Communication to Parents by Teacher
 - a. Initial Contact
 - b. Explain the Behavior and what behavior management you used
 - c. Encourage Support
 - d. Documentation
- 3. Second Communication to Parents by Teacher
 - a. Initial Contact
 - b. Explain the Behavior and what behavior management you used
 - c. Encourage Support
 - d. Documentation
- 4. Removal from Classroom
 - a. Parent Contact by Division Head
 - b. Student conferences with Division Head
 - c. Documentation
- 5. Second Removal from Classroom
 - a. Parent Contact by Division Head
 - b. Student will be picked up by parent
 - c. Parent meeting with teacher and Division Head
 - d. If deemed necessary creation and placement of Individualized Behavior Management Plan
- 6. Out-of-school suspension: Country Day reserves the right to suspend students who do not adhere to behavior expectations. Students will not participate in any school-sponsored event.
 - a. Parent Contact by Division Head
 - b. OSS Procedure
 - c. Proof of professional assistance (counselor, religious advisor, medical doctor, or behavior specialist on staff/ Family Counsel/ Lafargue personnel) as agreed upon by the school and family may be deemed necessary.
- 7. Creation and Placement of an individualized Behavior Management Plan
 - a. Parent Contacted by Division Head
 - b. OSS Procedure

8. Expulsion: Country Day reserves the right to expel students. The Head of School and Administration will review all Behavior Infractions before making a decision to expel a student. Expulsion does not release the family's financial obligation for the remainder of the school year.

- a. Parent Contact by Division Head
- b. Expulsion Procedure

MAJOR INFRACTIONS (PreK-3-2nd Grade)

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

- Causing bodily harm to other students or teachers
- Threats or references to cause school violence
- Excessive malicious biting
- Disrespectful to other students (Bullying/hitting/fighting)
- Verbal, physical or sexual harassment or abuse of a student by peers
- Major profanity towards others

BEHAVIOR STEPS FOR MAJOR INFRACTIONS (PreK-3-2ND grade)

1. Removal from Classroom
 - a. Parent Contact by Division Head
 - b. Student conferences with Division Head
 - c. Documentation
2. Second Removal from Classroom
 - a. Parent Contact by Division Head
 - b. Student will be picked up by parent
 - c. Parent meeting with teacher and Division Head
3. Out-of-school suspension: Country Day reserves the right to suspend students who do not adhere to behavior expectations. Students will not participate in any school-sponsored event.
 - a. Parent Contact by Division Head
 - b. OSS Procedure

- c. Proof of professional assistance (counselor, religious advisor, medical doctor, or behavior specialist on staff/ Family Counsel/ Lafargue personnel) as agreed upon by the school and family may be deemed necessary.
4. Creation and Placement of an individualized Behavior Management Plan
 - a. Parent Contacted by Division Head
 - b. OSS Procedure
5. Expulsion: Country Day reserves the right to expel students. The Head of School and Administration will review all Behavior Infractions before making a decision to expel a student. Expulsion does not release the family's financial obligation for the remainder of the school year.
 - a. Parent Contact by Division Head
 - b. Expulsion Procedure

ZERO TOLERANCE INFRACTIONS (PreK-3-2nd grade)

- Threats or references to cause school violence

BEHAVIOR STEPS FOR ZERO TOLERANCE INFRACTIONS (PreK3-2nd grade)

1. Zero tolerance policy

BEHAVIOR EXPECTATIONS FOR 3RD-8TH GRADE

This plan ensures consistent, fair behavior management, supports teachers, involves parents, and fosters a positive learning environment.

CLASSROOM MANAGEMENT BY TEACHER:

- Set clear rules and expectations
- Use positive reinforcement
- Address minor infractions promptly

PARENT COMMUNICATION:

- **First Contact:** Teacher informs parents about ongoing behavior, encourages support, documents issue

- **Second Contact:** Follow-up discussion with parents, reinforce consequences, document
- **Parent-Student Conference:** Division Head meets with parents to discuss behavior and consequences, with documentation

CONSEQUENCES:

Division Head decides consequences based on infraction severity:

- **Morning Detention:** Early arrival for reflection and supervised work; parent notified; documented
- **In-School Suspension (ISS):** Student separated from peers, completes all work under supervision; parent notified; documented
- **Out-of-School Suspension (OSS):** Student stays home 1–2 days; all work due on return; missed tests/quizzes must be taken next day or scored zero; parent notified; documented
- **Behavior Management Plan (2-Day Suspension):** May require professional support (counselor, medical, etc.) as agreed with family and school
- **Expulsion:** Final decision by Head of School after review; parents notified; student returns all school materials; partial credit possible; tuition owed in full

ZERO TOLERANCE POLICY

Strict consequences (including possible expulsion) for:

- School violence or threats thereof
- Drug/alcohol possession, use, or distribution
- Failure to comply with safety rules
- Weapon possession or threats
- Repeated bullying after intervention

Goal: Maintain a safe, violence-free school environment for all.

MINOR INFRACTIONS

Disruptive but less serious behaviors are handled first by teachers unless repeated. Examples:

- Talking or disrupting class, library, or events

- Failure to follow rules
- Dress code violations
- Tardiness
- Misuse of technology or devices (first offense)
- Inappropriate affection (e.g., hugging, hand-holding)
- Unauthorized area presence
- Skipping class
- Horseplay without injury
- Minor cheating/plagiarism (first offense)
- Dishonesty (cheating)
- Poor sportsmanship

MAJOR INFRACTIONS

Serious violations needing immediate Division Head response. Examples:

- Harmful substances or weapons policy violations
- Bullying or harassment
- Physical aggression or fighting
- Injury-causing horseplay
- Threats or references to school violence (zero tolerance)
- Directed profanity or inappropriate talk
- Major dishonesty (stealing, forgery, repeated cheating)
- Repeated misuse of devices
- Vandalism or property damage
- Possession/use of drugs, alcohol, tobacco, vaping
- Weapons or dangerous objects
- Threatening or inappropriate social media behavior

- Sexual harassment or misconduct
- Leaving campus without permission
- Repeated or escalated minor infractions

PARTICIPATION RESTRICTIONS

Disciplinary issues may limit participation in:

- Athletic events (playing or spectating)
- School dances/socials
- Field trips
- School events or performances
- Clubs or leadership roles

Decisions are at the Division Head and admin discretion based on behavior history and severity.

STUDENT-ATHLETE EXPECTATIONS

- Represent the school positively on/off the field
- Model leadership and sportsmanship
- Poor behavior can result in suspension from practice/games or permanent removal from teams
- Expectations apply during school hours, events, and any school representation

Coaches and administrators will enforce consistently.

This policy emphasizes accountability and supports a respectful, safe, and productive school community.

SECTION X: COMMUNICATIONS

Country Day's primary communication hub is its website (www.countryday.school), which hosts the attendance and events calendar, lunch menus, course descriptions, faculty directory, FACTS Family Portal login, newsletters, important documents, and other resources.

Email addresses from the school directory or other school-related contacts must not be used for business solicitation, defamation, promoting personal or political agendas, or any unauthorized purpose without prior school approval. Violations may result in disciplinary action, including separation from the school and possible law enforcement involvement.

The FACTS Family Portal (District Code: ACD-LA) provides students and parents access to teacher pages with updates on activities and assignments by 3:45 p.m. daily. While the school strives for accuracy, students remain responsible for obtaining information directly from teachers.

Country Day values parent-teacher communication and dedicates two days annually for conferences, with additional meetings arranged as needed. Conferences focus on student adjustment and academic progress, with assessments including developmental milestones, work samples, and nationally standardized tests (grades K–8).

For emergencies or urgent messages, the school uses a text alert system to contact families promptly.

Phone calls and emails are typically returned within 24 hours during the school week, except on holidays when responses may take up to 48 hours. Faculty often respond after student hours due to teaching schedules.

Parents are encouraged to follow proper communication channels: first contact the classroom teacher for academic or behavioral concerns, then the Division Head if needed, followed by the Head of School if unresolved. After-school issues should start with the teacher, then the program Director, Division Head, and finally the Head of School. Athletic concerns begin with the coach, then Athletic Director, Head of Middle School, and then the Head of School. Board of Trustees members are not involved in daily operations and should not be contacted about school issues.

For separated or divorced parents, the school requires current court orders on custody, visitation, and access to student records filed with the division office. The school follows the Authorization Form for Student Release unless updated legal documents are provided. Country Day does not mediate custody disputes and expects parents to cooperate independently.

Any changes in address or phone number should be reported promptly via the online system or to the Main Office.

The School Directory within the FACTS Family Portal is for private, non-commercial use only. Using directory information to solicit business, defame, promote personal or political agendas is prohibited and may lead to disciplinary action, including separation. Members may opt out to keep their information private.

Country Day only promotes school-affiliated programs or approved sponsors through its communications. The school maintains political neutrality; no signs, ads, or materials promoting

outside businesses, ideologies, or candidates are allowed on campus or in communications. Solicitation at school events is prohibited.

SECTION XI: COMMUNITY INVOLVEMENT

AMBASSADOR PROGRAM

The **Ambassador Program** includes student representatives from grades 5–8 who assist the Admissions office by guiding tours and representing the school at events. Students apply and are selected by an administrative committee, with support from Admissions and Division Heads.

Student leadership and involvement are highly encouraged as vital for developing interpersonal skills and responsibility. Faculty guide students to build respect, empathy, and understanding in safe environments to test ideas. The school reserves the right to remove or deny leadership roles based on academics, conduct, attendance, or other reasons.

MIDDLE SCHOOL CLUBS

Various clubs and organizations serve middle and high school students, including the **National Junior Honor Society** (grades 7–8), which requires a 3.8 GPA, good behavior, and leadership/service involvement. **Literary Rally** (grades 7–8) allows academically strong students to compete regionally in various subjects. **The Student Council** (grades 5–8) promotes school spirit and organizes events like dances and pep rallies.

PARENT CLUB

Parent involvement is critical to student success and school strength. All parents and guardians of enrolled students in good standing are members of the Parent Club, a fundraising and community-building organization that works alongside school administration to support, enrich, and enhance student and campus life while fostering parent engagement.

PARENT CLUB COMMUNICATIONS USING TEAMREACH

To streamline messaging and make communication more efficient, the Parent Club will use the **TeamReach app** as our primary platform for updates, reminders, and announcements. TeamReach provides a user-friendly and centralized way to keep all parents informed and engaged.

How It Works:

- **Download the TeamReach App:** Available for free on both iOS and Android devices.
- **Join the Group:** Parents will receive a group code to join the Parent Club group specific to their child's grade or the whole school.
- **Stay Updated:** The app will be used to post meeting reminders, event details, volunteer opportunities, sign-ups, and other important information.
- **Two-Way Communication:** Parents can use the app to ask questions or comment on posts, keeping communication open and collaborative.
- **Notification Alerts:** Enable notifications in your settings to ensure you never miss an update.

By using TeamReach, we aim to reduce scattered emails, simplify event coordination, and keep everyone connected in real-time. It's a convenient, organized, and effective way to support our school community!

SECTION XII: DAILY OPERATIONS

VISITORS

All visitors must sign in at the front office, wear a visitor badge, and use an issued access card for building entry. Badges and access cards must be returned upon departure.

CAMPUS ARRIVAL

Carpool supervision begins at 7:25 a.m. Students may not be dropped off earlier without prior approval.

- **PreK3 & PreK4:** Go directly to classrooms.
- **Kindergarten–4th Grade:** Report to the gym.
- **5th–8th Grade:** Report to the cafeteria.

MORNING CARPOOL PROCEDURES

- **Grades 5–8:** Drop off at the cafeteria entrance. Students must be in class by 7:50 a.m.
- **Grades PreK–4:** Drop off at the front of school. Students must be in class by 8:00 a.m.
- **Late Arrivals:** Arrivals after these times require check-in at the front office.
- **Multiple Children:** Drop off older students first, then proceed to the front lane for younger children.

CARPOOL SAFETY RULES

- Remain in your vehicle; staff will assist students.
- Display school-issued name cards (preferably on the rearview mirror).
- Follow child safety seat guidelines and speed limits (5 mph).
- No unattended running vehicles, ride shares, or cell phone use during carpool.
- Students must exit from the passenger side nearest the building.
- No parent entry into school during carpool or U-turns in the driveway.
- Emergencies must be reported to the division office for pickup changes.
- Students with crutches/wheelchairs are the only exceptions for front drop-off.

AFTERNOON CARPOOL PROCEDURES

Country Day offers an early carpool option for PreK3, PreK4, and Kindergarten students from 2:40–3:00 p.m. (*Siblings may not join early carpool.*)

Regular carpool begins at 3:10 p.m. Pickup locations are the same as morning drop-off. After 3:45 p.m., students will be signed into After-School Care, and regular drop-in fees (\$20/day) apply. Parents are not allowed inside the building to pick up students at the end of the day. **The latest early checkout is 2:30 p.m. This is strictly enforced.**

DISMISSAL EXPECTATIONS

Students are dismissed at 3:10 p.m. All students must be supervised after dismissal. Any student remaining on campus after 3:45 p.m. without a faculty sponsor will be sent to After-School Care. Fees will apply. Athletes will be supervised by staff but will be sent to After-School Care if not picked up within 15 minutes.

CO-CURRICULAR OFFERINGS – LOWER & MIDDLE SCHOOL

Country Day offers students co-curricular lessons during the school day, allowing them to explore multiple interests without conflicting with after-school commitments. These offerings include sports, music, and more, with private or group sessions available. Participation requires fees to be current.

MUSIC

Private and group lessons in piano, guitar, and drums are available for grades PreK4–8. Piano is taught by Ruth Shoup; guitar and drums by Denver Shoup. Music study supports cognitive development, coordination, and creativity.

TENNIS

USTA/USPTR Certified Pro Sarah Kegerreis offers group tennis lessons several times weekly for grades PreK4–8. Students learn strokes, volleying, and serving. Payment is made directly to the instructor.

SOCCER

Country Day partners with Soccer Shots to provide soccer instruction for PreK-4th grade students during the school day.

LOCKERS

Students in grades 5–8 are assigned lockers for personal belongings. Lockers must remain closed and neat. Writing on or defacing lockers is not allowed. Lockers are school property and may be inspected at any time. Locker setup occurs during Meet and Greet or the first day of school.

LUNCH – (PK3–8)

Families may opt into the School Meal Plan, provided by Guillory Specialty Meats, with costs divided into monthly payments via FACTS from September to May. Enrollment is binding for the semester, and full payment is required even if a student withdraws. A trial period in August allows new families to sample meals before committing. Menu and pricing are available on the school website and app. Students are only eligible for continued meals if their account remains current.

PHYSICAL EDUCATION (PK–8)

Daily PE classes use both indoor and outdoor spaces. Students must wear soft-soled tennis shoes suitable for active play. Middle schoolers do not change clothes for PE, so they should dress appropriately for physical activity. Instruction includes fitness and skill development.

RECESS (PK–4)

Daily outdoor recess is provided, weather permitting. Recess is held indoors when there's precipitation, extreme temperatures, or unsafe air quality, at faculty discretion.

SNACKS

Students in PreK–2nd grade should bring a personal, nut-free snack each day. Snacks must be easy to open and cannot be shared. Teachers will communicate any additional food restrictions.

TEXTBOOKS

Textbooks are issued to students in grades K–8 and remain the property of the school. Students are responsible for keeping them in good condition. Lost or damaged books will result in replacement fees. Writing inside books is not allowed. The school may withhold records until fees are paid. Parents may choose to purchase personal copies separately, but the school assumes no responsibility for them.

COUNTRY DAY GRADE-LEVEL EXPERIENCES

Country Day provides meaningful, grade-specific experiences to enrich student learning and promote independence and community. Unless approved by Division Heads, students may only participate in trips designated for their grade level.

LOWER SCHOOL EXPERIENCES:

- PreK3: Petting zoo at school
- PreK4: CM Farms
- Kindergarten: Christmas Tree Farm
- 1st Grade: Gator Country LA Alligator Park
- 2nd Grade: Lagniappe Christmas & Alexandria Zoo
- 3rd Grade: Community Field Trip (Fire Station, Post office, City Hall)
- 4th Grade: Sci-Port & Aquarium

MIDDLE SCHOOL EXPERIENCES:

- 5th Grade: Louisiana State Capitol & USS Kidd
- 6th Grade: NASA Space Center (overnight)
- 7th Grade: Natchitoches & McGee's Swamp Tours
- 8th Grade: Washington, D.C. (overnight)

DAY TRIPS

All students are required to ride the school-arranged bus to and from the destination. Those who do not ride the bus will be marked absent without excuse. Students may return home with a parent/guardian only after signing out with a teacher.

OVERNIGHT AND DAY TRIP BEHAVIORAL POLICY

Country Day experiences are an integral part of the educational program. Participation requires students to be in good academic and behavioral standing, no suspensions. Eligibility is determined by the Division Head and faculty.

FEES & TRANSPORTATION

Middle school trip costs are included in the annual activity fee and are non-refundable. Transportation via school-arranged charter bus or van is included in the cost. Students riding with parents must still pay the full fee.

PARENT INVOLVEMENT

Parents may attend as chaperones or participants, space permitting, and are responsible for their own travel and lodging. They may use school transportation only if space is available after student seating is confirmed.

CONDUCT EXPECTATIONS (DAY & OVERNIGHT)

Students must follow all school rules while on trips. On transportation, they must:

- Treat drivers and peers respectfully
- Stay seated and face forward while moving
- Keep noise levels low and language appropriate

INTERNATIONAL TRIPS

International trips are for rising 7th and 8th grade students. For international trips, students must be accompanied by a parent, legal guardian, grandparent, or another known relative approved in advance by the school.

Students must follow all behavioral guidelines including dress, curfews, and respectful conduct. Leaving hotel rooms after curfew without a guardian is not allowed. Repeated rule violations may result in the student being required to room with their guardian. Students cannot be left unaccompanied at the hotel, and parents must refrain from consuming alcohol in front of students. Only Country Day students may attend.

SECTION XIII: DRESS CODE

GENERAL EXPECTATIONS

All students are expected to dress appropriately, neatly, and in a way that does not disrupt the learning environment. Faculty will enforce the dress code daily. School is a place for learning—not a social venue—so student attire should reflect respect for the academic environment. Any grooming or dress that causes a distraction may result in disciplinary action, including detention or suspension. Questions about attire should be directed to the Division Head.

LOWER SCHOOL (PK–4) DRESS CODE

- Clothing must be comfortable, appropriate, and neat.
- Skirts, dresses, shorts, and skorts (grades 3–4) must be no shorter than fingertip length or 5" above the knee.
- No overly tight, midriff-baring, or disruptive clothing.
- No clothing with offensive language or references to drugs, alcohol, or violence.
- No drop-crotch pants, hats, or hoods indoors unless approved.
- Hair should be neat, clean, not in the eyes, and free from distracting styles or symbols without approval.
- Shoes must be safe for school (no Heelys, cleats, or hard soles on the gym floor). Tennis shoes are required for PE.
- Boys may not wear earrings.
- No political, social, or inappropriate messaging on any clothing item, including masks.

MIDDLE SCHOOL (GRADES 5–8) DRESS CODE

Allowed:

- Shorts, skirts, and dresses must be no more than 5" above the knee.
- Leggings/yoga pants must be worn with tops that cover the seat area.

Not Allowed:*Tops:*

- Crop tops or midriff-baring shirts (when arms are raised, seated, or bending) or overly tight
- Tank tops, spaghetti straps, halters, strapless or backless tops
- Low-cut, sheer, or offensive graphic/text shirts

Bottoms:

- Sagging pants/shorts
- Ripped, frayed, or torn jeans
- Biker shorts or pajama pants

Headgear/Accessories:

- Hats, hoods, bandanas, or sunglasses (unless medically required)
- AirPods, Beats, earbuds, headphones

Other Items:

- Backpacks with inappropriate content
- Clothing promoting drugs, alcohol, violence, politics, or hate speech
- High heels, slippers, Heelys, cleats, or metal-tap shoes
- Shaved symbols or extreme hairstyles
- Distracting or excessive piercings

Students who are not in compliance with the dress code will be referred to their grade-level Dress Code Committee for guidance and support. They may wait in the office until appropriate clothing is brought or until a parent checks them out. Continued dress code violations may result in further follow-up and communication with the family to ensure expectations are understood and met.

DRESS CODE COMMITTEE (GRADES 5–8)

- One teacher per grade tracks violations, meets with students, and communicates with families and the Division Head.
- Maintains a binder of signed documentation for each violation.

Dress Code is about attire—not judgment. It ensures a respectful learning space.

PREVENTION & EDUCATION:

- Dress code reviewed with students and parents.
- Visual guides provided.
- Teachers refer concerns to grade-level committee.

CONSEQUENCES:

1. First Violation:
 - Verbal warning, parent email, documented and signed.
2. Second Violation:
 - Written warning, parent call, student held until appropriate clothing arrives, documented and signed.
3. Third Violation:
 - Parent-student meeting with committee member, agreement signed warning of further consequences.
4. Fourth Violation:
 - Referral to Division Head, disciplinary action (detention, ISS, OSS), potential loss of privileges (field trips, events), documented and signed.

SECTION XIV: AWARDS AND CELEBRATIONS

MIDDLE SCHOOL RECOGNITIONS

Middle School students are recognized for embodying the core values of a Country Day student—commitment, leadership, responsibility, integrity, and academic excellence. Recognition is given for achievements in academics, athletics, fine arts, and character development, including:

- Participation in athletics, theater, Piano Rally, and High School Literary Rally
- Fifth and Eighth Grade Student of the Year
- A and A/B Honor Rolls
- Diamond Character Awards (Grades 5–7): For students who consistently demonstrate kindness, helpfulness, and citizenship, nominated by their peers
- Taylor Audubon Scholars Award (Grades 7–8): Awarded to students with a 3.5+ GPA
- Accelerated Reader Recognition
- Geography Bee Champion
- Pre-ACT Club (20 or higher)
- Service Recognition
- Academic Awards for Content Areas
- Literary Rally Placement
- Jacque Sanders Character Award (8th Grade): Honors exemplary citizenship
- Nancy Rials Most Determined Award (8th Grade): Given to a student showing courage and determination
- Salutatorian (8th Grade): Second-highest GPA over 7th–8th grades
- Valedictorian (8th Grade): Highest GPA over 7th–8th grades
- Mr. and Miss ACDS (8th Grade): Honors two students for academic excellence, leadership, and integrity

These awards and recognitions reflect Country Day's commitment to celebrating student growth, achievement, and the values that define a strong community.

SECTION XV: SAFETY AND HEALTH

Country Day prioritizes the safety, health, and well-being of all students and staff. The procedures below support a secure, responsive campus environment and are subject to change as needed.

CAMPUS SAFETY & SECURITY

- Students may only be picked up by a parent or authorized adult, who must sign them out.
 - Visitors must sign in and wear a Country Day visitor badge while on campus.
 - Parents must inform the division office if someone not on the Authorization Form will pick up their child.
 - A School Resource Officer is present during the school day and for special events.
 - Trespassers may face police involvement after a first warning.
 - Report any safety threats to the school immediately using the contact info in Section II.
-

EMERGENCY PROCEDURES

- **Drills:** Monthly evacuation drills are required. All students, staff, and visitors must participate.
 - **Emergency Closures:** The Head of School may close campus independently of the parish school board. Notifications will be sent via email and text.
-

EARLY DISMISSAL PROCEDURES

- Students will be dismissed from their regular pick-up areas.
 - Only authorized adults may pick up students, even in emergencies.
 - Faculty remain until all students are safely picked up.
 - Carpool procedures still apply—remain in your vehicle.
 - No after-school activities will occur on early dismissal days.
-

HEALTH RECORDS & IMMUNIZATIONS

- All students must have up-to-date health records on file, including immunizations per [Louisiana guidelines](#).
- Students with incomplete records will not be allowed to attend class until records are complete.
- Parents are responsible for updating health records annually and whenever changes occur.
- Inaccurate or missing information could delay emergency response or care.

IMMUNIZATION EXEMPTIONS

- **Religious/Conscientious:** Requires a notarized state affidavit submitted to the main office.
 - **Medical:** Requires a signed doctor's note detailing the condition. Exemptions expire after one year unless noted otherwise.
-

FOOD ALLERGIES & DIETARY NEEDS

- Notify the School Nurse, Division Head, and After-School Director (if applicable) about allergies or dietary restrictions.
 - Medical documentation is required for food allergies.
 - The school may not be able to accommodate all dietary requests. Parents may send appropriate food from home.
 - No refrigeration or heating is provided.
 - All daily snacks and any outside food brought for parties should be nut-free.
-

MEDICATION GUIDELINES

- Parents must hand-deliver all medications and signed forms (by doctor and parent).
- The school may refuse to administer medication it deems inappropriate.

PRESCRIPTION MEDICATIONS

- Must be in original pharmacy container labeled with:
 - Student name, medication name, dosage, frequency, route, doctor's name, date filled

Controlled Substances

- Must include a Medication/Treatment Form and Medical Action Plan (if applicable).
- Only school staff may administer these medications.

Over-the-Counter (OTC) Medications

- Must be in original packaging labeled with the student's name.
- A doctor's note and parental permission are required if taken for 10+ days.

Self-Carry Medications

- Students may carry inhalers or epinephrine injectors with proper authorization.
- All other medications are stored and administered by staff.

Homeopathic Treatments

- The school does **not** administer herbal or homeopathic remedies due to lack of FDA approval.

CHRONIC HEALTH CONDITIONS

- Students with chronic conditions must have an annual Medical Action Plan signed by a physician and parent.
- Plans and medications must be hand-delivered to the school.
- Any changes to the student's condition require updated documentation.
- Parents are encouraged to attend initial planning meetings with staff.

PARENTAL CONSENT FOR EMERGENCY MEDICAL OR HOSPITAL TREATMENT OF STUDENTS

If a student suffers a serious injury or exhibits a clearly observable medical condition requiring emergency treatment, school personnel will make reasonable efforts to contact a parent or guardian. If they cannot be reached and a medical professional recommends emergency care, the school is authorized to consent to treatment until the parent or guardian is available. Alexandria Country Day School assumes no financial responsibility for such treatment. Receipt of the Student Handbook constitutes acknowledgment of the school's right to authorize emergency medical care under these circumstances.

SERVICE ANIMALS

- Students with disabilities may bring trained service animals to school as protected by Section 504 and ADA Title II.
- Service animals may not be restricted due to allergies or fear of dogs.
- Students with allergies or fear will be accommodated by seating arrangements or class changes.

THERAPY DOG

Alexandria Country Day School may utilize an approved therapy dog as part of its commitment to supporting the social, emotional, and academic well-being of students and staff. Therapy dogs are carefully selected, trained, and supervised by an approved adult handler while on campus.

Participation in activities involving the therapy dog is always voluntary. The school will make reasonable accommodations for individuals with allergies, medical conditions, cultural concerns, or a fear of dogs. Students may interact with the therapy dog only with the permission and supervision of the handler.

The Head of School reserves the right to approve, limit, or discontinue the presence of a therapy dog on campus at any time to ensure the health, safety, and well-being of the school community.

ILLNESS & CONTAGIOUS DISEASE

- Students may be sent home if displaying **three or more** of the following symptoms:
 - Persistent cough
 - Headache
 - Runny nose or congestion
 - Body chills
 - Wheezing or shortness of breath
 - Sore throat
 - Earache
 - Yellow/green drainage from eyes or nose
 - Students must be **fever- and vomit-free for 24 hours** (without medication) before returning.
 - Notify the Division Head if your child is diagnosed with a communicable disease.
-

WHEN STUDENTS MUST STAY HOME

- **Pink Eye:** Return after 24 hours of treatment and doctor clearance.
 - **Croup:** Return when breathing and cough improve; fever-free 24 hrs.
 - **Fever ($\geq 100^{\circ}\text{F}$):** 24-hour symptom-free policy applies.
 - **Diarrhea:** Stay home if frequent, unless diet/medication-related.
 - **Impetigo:** Return after 24 hours of antibiotics.
 - **Flu:** Return after 24 hours fever- and symptom-free.
 - **Ringworm:** Return after treatment has begun.
 - **Rash:** If cause is unknown or potentially contagious, must be evaluated by a doctor and accompanied by a doctor's note.
-

COMMUNICABLE DISEASE PROTOCOL

- The school follows state/local guidelines during outbreaks.
- Unvaccinated students may be excluded during incubation periods.
- Good hygiene (hand-washing, covering coughs, disinfecting items) is emphasized.

Note: Sending your student to school acknowledges the inherent risk of illness or injury.

RETURN AFTER ILLNESS

- Students must be fully recovered and cleared for regular activities, including recess.
 - A doctor's note is required for contagious illnesses before returning to class.
-

TREATMENT OF MINOR INJURIES

- Standard first-aid items (e.g., antiseptics, ointments) may be used.
 - Notify the school in writing if your child has allergies to any first-aid materials (e.g., latex, antibiotic creams).
-

HEAD LICE

- Students with live lice will be sent home.
 - They may return only after treatment and inspection by school staff confirms they are lice-free.
-

THREAT OF SELF-HARM

- Students expressing suicidal thoughts or intent to self-harm will be immediately supervised and removed from class.
- Parents will be called to transport the student to a medical facility.
- Reentry requires:

- Signed medical clearance from a licensed provider.
 - Parent meeting with the Division Head and school administrators.
 - Possible release for communication with medical providers.
-

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

- AEDs are available in the **foyer** and **gymnasium**.
 - The school maintains the devices but is not liable for any equipment failure.
-

ACCIDENTS & INSURANCE

- All students are covered by a **supplemental accident insurance policy**, included in tuition. Please note that the school's insurance is secondary and will only provide coverage after the primary insurance held by the family has been applied.
- Coverage applies during school hours, school events, and trips.
- Report all accidents to the Division Head.
- The Business Office handles claims and can assist with insurance-related questions.

SECTION XVI: WITHDRAWAL

Alexandria Country Day School has established procedures to ensure that student withdrawals are handled smoothly and responsibly. These steps help manage student records, recover school property, and confirm that all financial obligations are met.

PARENT-INITIATED WITHDRAWAL

Parents should contact the Director of Admissions immediately with an intent to withdraw. Please provide the date and the reason for leaving. Once information is received, the process to withdraw will be explained.

Please be aware of the following information regarding the following school year tuition:

It is the responsibility of the parents to fill out the Opt Out form before the January deadline if the student will not be returning the following year. In accordance with the contractual agreement signed by the parent, please refer to that agreement (as a portion of that agreement is re-stated below).

If a parent does not opt out of enrollment by the stated deadline, the tuition deposit will be charged to the student's account on February 1 and will be due and payable regardless of continued intent to enroll; any deposit remaining unpaid as of the end of February will result in the student being automatically unenrolled, and re-enrollment thereafter will require execution of a new enrollment contract with the school.

Dismissal Date:	Tuition Portion Payable
February 16 - End of February	\$300 Deposit if not opted out
March 1st - March 31st	20% of tuition for the next academic year
April 1st - April 30th	40% of tuition for the next academic year
May 1st - May 31st	60% of tuition for the next academic year
After May 31st	100% of tuition for the next academic year

Student records will only be released after all financial obligations are cleared. Records are sent directly to the receiving school and not released to parents. Students transferring to another school within the Alexandria metropolitan area are generally not eligible for future readmission. Parents remain responsible for any remaining tuition not covered by the DEWAR Tuition Insurance Plan. After official withdrawal, students may no longer participate in any school-related activities, including field trips or athletics.

SCHOOL-INITIATED WITHDRAWAL

If the School withdraws a student, the release of records depends on the family's financial standing. Families may use the DEWAR Tuition Insurance Plan to help cover any remaining tuition. As with parent-initiated withdrawals, the student becomes ineligible for all school-sponsored activities upon withdrawal.

FINANCIAL HOLD ON RECORDS

No transcripts, report cards, or grades will be released until all financial obligations have been satisfied and cleared by the Business Office.

CONCLUSION

Thank you for your commitment to the mission and values of Alexandria Country Day School. By adhering to these policies and responsibilities, you help us maintain a safe, ethical, and inspiring environment for all students and colleagues.