



**CARROLLWOOD
Day School**
Education with Character

STUDENT HANDBOOK 2021-2022

Carrollwood Day School has reviewed our health-related plans and procedures and adapted them to ensure health and safety for all. While COVID-19 remains a public health concern in our community, these protocols will remain in place and may affect regular policies and procedures as written in this handbook. CDS COVID-19 response procedures and health and safety guidelines can be found on the school website at: www.carrollwooddayschool.org/about/COVID

BEARSS AVENUE CAMPUS

1515 W. Bearss Avenue
Tampa, Florida 33613
813.920.2288

Office Hours: 7:45 a.m. – 4:00 p.m.

School Hours: Monday - Friday
Elementary School: 8:00 a.m. – 3:00 p.m.
Middle School: 8:15 a.m. – 3:00 p.m.
Upper School: 8:30 a.m. – 3:30 p.m.

EARLY CHILDHOOD CAMPUS

12606 Casey Road
Tampa, Florida 33618
813.963.2388

Office Hours: 7:00 a.m. – 6:00 p.m.

School Hours: Monday - Friday
Kindergarten: 8:15 a.m. - 2:45 p.m.
PreK 4: 9:00 a.m. - 2:15 p.m.
PreK 3 & Toddlers:
Half-Day: 9:00 a.m. – 11:45 a.m.
Full-Day: 9:00 a.m. - 2:15 p.m.

www.CarrollwoodDaySchool.org

Updated September 13, 2021

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Education with Character

Due to the ongoing COVID-19 pandemic, Carrollwood Day School has revised policies in place for the opening of the 2021-2022 school year. Please refer to the **COVID-19 Information Hub** on the school website (<https://www.carrollwooddayschool.org/covid>) for the health and safety policies and procedures that will be in place for the beginning of the school year.

Welcome!

It is wonderful to have you as part of our Carrollwood Day School family. The combined efforts of the PTO, the CDS Board, and the school offer many opportunities for families to participate in their children's school experiences and to enjoy a sense of fellowship with other families.

This handbook has been prepared to provide you with information about our school and some ideas about how you can help your child have a successful year. The handbook includes school policies and procedures that apply to all CDS students. We ask that you and your students read and review these policies and procedures. **It is a condition of enrollment that you comply with school policies.**

In addition to school policies and procedures, information is included that chronologically outlines the events as they occur throughout the year. This outline is intended to give you a sense of what to expect at each activity. The school, the board, and/or the PTO will be informing you in greater detail about the particulars of each event as the date approaches.

We look forward to a year filled with exciting educational opportunities and growth for each student at Carrollwood Day School.

Introduction

CDS recognizes that our students come from homes where parents are concerned about the standards of behavior set for their children. The school community must maintain high standards of behavior.

We are very proud of our CDS students. We realize that the majority of our students will never challenge school policies, but in order to avoid any misunderstandings, guidelines for appropriate behavior will be outlined in this handbook.

Faculty, parents, and administrators must all work together to see that school policies are accepted. At school the faculty has the primary responsibility for discipline. At home we ask that parents encourage and support school rules. The rules are in place to help us provide a safe and positive environment for all students.

Whom to Call about What

Early Childhood Campus (ECC): 813.963.2388
 Bearss Avenue Campus (BAC - Grades 1 – 12): 813.920.2288

Questions of Curriculum	Sara Rubinstein, Head of School Dawn Wilson, Anna Boodoo & Hayley Architetto (LS), Chuck Maddox & Stacey Frankel (MS), Timothy Walsh & Nancy Hsu (US)
Academic Concerns	Dawn Wilson (LS: ECC & Elem), Chuck Maddox (MS), Timothy Walsh (US)
International Baccalaureate (IB)	Lisa Vicencio (ECC & Elem), Ruth Piazza (ECC), Sabrina McCartney (Grades 6 - 10), Nancy Hsu (Grades 11 & 12)
Admission/Re-Enrollment	Dawn Schweitzer, Michelle Cáceres, Charlotte Benziger, Julie Johnson & Tsasha Facticeau
Advancement/Fundraising	Michelle Robinson & Kathy Hinton-Scott
Marketing	Nicki Ragan
Counseling	Malu Molano (LS), Sara Key (MS), Pedro Miller, MS & Krista Diamond, M.Ed., CAGS (US)
College Admissions	Drew Guarino, Danielle Cohen, & Corie DiPhilippo
Athletic Programs	Baker Mabry, Nayda Hawkins & Casey Higgins
Alumni	Nicki Ragan
Change of Family Information (address, etc.)	Cayce French
Absence Because of Illness	ECCAbsence@cdspatriots.org ESAbsence@cdspatrtiots.org MSAbsence@cdspatriots.org USAbsence@cdspatriots.org
Request for Excused Absence	Dawn Wilson (Elem), Dan Holtsclaw (MS) & Donna Holyman (US)
Bus Service	Carl Storck
Business Office	Larry Pittman
Student Billing	Diana Tagliarini
Financial Aid Inquiries	Larry Pittman & Dawn Schweitzer
Gifts to the School	Michelle Robinson & Kathy Hinton-Scott
Carpools	Michelle Cáceres & Charlotte Benziger
Communications & Website	Erma Ruffkess
Security	Ann Quagliana
Nurse	Jacqueline Silvers, R.N.
Technology Support	Helpdesk@carrollwooddayschool.org
After School and Summer Programs	Larry Pittman

Key: BAC – Bearss Avenue Campus | ECC – Early Childhood Campus
 LS – Lower School (ECC & Elem) | Elem – Elementary | MS – Middle School | US – High School

Mission Statement

CDS Mission Statement

The mission of Carrollwood Day School is to create **entrepreneurial thinkers** for a global society. We provide strong **character-based education** emphasizing problem-solving skills and philanthropic understanding. Our students are prepared to be world leaders using the **International Baccalaureate Programmes**, cutting-edge **technology**, **creative arts**, and **competitive athletics**. Most importantly, CDS fosters the development of the **entire student** not only in academics, but also ethically, emotionally, and through social experience. Our goal is to help students discover and develop their own talents and interests and use these to better the world and themselves.

IBO Mission Statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Our Vision

Carrollwood Day School enriches the mind, strengthens the character, and inspires the hearts of our students.

Our Motto

Education with Character

Patriot Pride

Since the inception of Carrollwood Day School in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program with four divisions through high school. Carrollwood Day School stands out as a leader in its commitment to educate the whole child and is recognized nationally for its academic excellence and its innovative school-wide emphasis on character development. As we have grown, we have kept in the forefront staying true to our sense of community and commitments to each other and to our students.

CDS School Song

Voices uplifted
We sing of CDS
True to the crimson and grey.
Keeping the spirit of
Friendship ever strong,
With mem'ries
That time cannot fade away!

CDS Patriot Spirit Song

We are proud, we are true
There is nothing we can't do.
We're the Patriots, let's go CDS.
We are brave, we are bold,
We have standards to uphold,
We're the Patriots, let's go CDS.
Rise up and say, each and every day,
We're proud to be CDS.
PATRIOTS!
We will always rule,
Carrollwood Day School,
We're the Patriots, let's go CDS.

The Essential Agreement

All students will be introduced to four school-wide agreements. The CDS Essential Agreement is comprised of these four school-wide agreements:

- Attentive Listening
- Appreciations/No Put Downs
- The Right to Pass
- Mutual Respect

This Essential Agreement is the basis for a caring learning environment that fosters human growth and learning.

Guiding Principles

In order to provide an optimum environment for learning we value certain necessary elements. Among these elements are ways of behaving, interacting, teaching and assessing which foster in children:

- trust, autonomy and initiative as foundational to development
- moral and emotional intelligence as foundational to success in learning and success in living
- multiple intelligences as key to developing individual uniqueness
- motivation to learn as key to continuous improvement
- thinking ecologically as key to enhanced understanding of all that is of a social, scientific, mathematical, artistic, and technological nature

These ways of behaving and interacting are, by nature, loving, caring, respectful, honest, positive, supportive, considerate, facilitative, and appropriate for the age and stage of the child.

When our teaching practices, our behaviors and our interactions are of a quality that support what we hope to foster in children, our environment is optimized.

Philosophy of Education

The philosophy of Carrollwood Day School is the foundation upon which school policy is formed. It is the framework within which our curriculum is developed. Our school has a commitment foremost to our students. It is within the environment provided that we hope our students will develop a lasting foundation for living and continued learning.

We recognize that an atmosphere of respect, consistency and concern nourishes a child's natural desire to learn. It is also our belief that the education of children must be in keeping with their mode of learning. It is our hope that our students will not only be skillful and knowledgeable, but also self-directed, self-motivated and self-confident. Given this understanding, the goals of our program are:

- to provide an environment in which each child can develop physically, socially, emotionally, intellectually, and culturally in a meaningful fashion
- to provide a curriculum with appropriate expectations based on best practices in teaching and learning
- to develop the creative power inherent in every child by keeping this environment both stimulating and secure, rich in experience and in materials, and one in which he/she is free to create, and to investigate
- to foster self-discipline, self-motivation, strong work habits, and the desire to do one's best
- to encourage a sense of moral responsibility and mutual respect for one another
- to develop an awareness, appreciation, and respect for one's natural environment
- to provide an atmosphere where a child knows he/she is loved, understood and appreciated at his/her present level of development, while being encouraged toward new levels of maturity and self-expression
- to foster the ability to think, to create, and to take responsibility for oneself
- to provide an atmosphere that is both warm and friendly, and academically stimulating within the framework of habit-forming routine; a challenging place for education

School Accreditations

FCIS Accreditation

The Florida Council of Independent Schools (FCIS), the professional educational association that evaluates and accredits independent schools throughout the state of Florida, accredits Carrollwood Day School. The Council assures that each member school maintains high standards and independence of character without political, financial, or bureaucratic pressures.

The evaluation and accreditation of Carrollwood Day School as an FCIS school includes:

- exploration of school philosophy
- observation of teachers in the classroom
- review of administrative procedures
- rating of library and instructional aids

SACS CASI Accreditation

The Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) provides nationally-recognized accreditation, the purpose of which is continuous school improvement focused on increasing student performance. To earn accreditation, schools must meet SACS CASI's high standards, be evaluated by a team of professionals from outside the school, and implement a continuous process of school improvement.

Accreditation demonstrates to our students, parents, and community that we are focused on raising student achievement, providing a safe and enriching learning environment, and maintaining an efficient and effective operation staffed by highly qualified educators.

SACS CASI accreditation is recognized across state lines, which not only eases the transfer process as students move from accredited school to accredited school, but also assures parents that the school is meeting nationally accepted standards for quality and successful professional practice.

Nondiscrimination Statement

Carrollwood Day School admits qualified students of any race, color, and national or ethnic origin and is nondiscriminatory in all policies and school-administered programs.

Diversity and Inclusion Statement

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

International Baccalaureate

CDS follows the International Baccalaureate Organization's academic program and philosophy. The IBO assists schools in their endeavors to develop the individual talents of young people and teach them to relate the experience of the classroom to the realities of the world outside. IB strives to develop students to become critical and compassionate thinkers, life-long learners, and informed participants in local and world affairs, conscious of the shared humanity that binds all people together while respecting the variety of cultures and attitudes that makes for the richness of life. The IB program, while demanding, is not an elitist program for exceptionally gifted students only. This curriculum framework offers teachers and students an opportunity to strengthen all students' ability to learn. In PreK 3 through grade 12, the IB program is integrated throughout the curriculum for all students.

Primary Years Programme (PYP):

The PYP is a comprehensive approach to teaching and learning designed for children ages 3 - 12. The PYP focuses on the development of the whole child. It offers a framework that meets children's educational needs: academic, social, physical, emotional, and cultural. Traditional academic subjects are part of the program and the interrelatedness of knowledge and skills is emphasized through a transdisciplinary program of inquiry.

In March 2005 Carrollwood Day School became one of the first schools in Florida fully authorized by the IBO to offer the IB Primary Years Programme.

Middle Years Programme (MYP):

The MYP addresses the unique needs of students in grades 6 - 10. This period, encompassing early and mid-adolescence, is a significant phase of personal and intellectual development. Learning how to learn and how to evaluate information critically is as important as learning facts. The MYP helps students develop learning attitudes and skills that will enable them to participate actively and responsibly in a changing and increasingly interrelated world. The students' experience with the MYP culminates in their sophomore year with a yearlong Personal Project. This project provides students with a wonderful opportunity to shine: to choose and explore a topic that showcases their unique interests and talents.

In April 2008, CDS received authorization to offer the Middle Years Programme for students in grades 6 - 10. Carrollwood Day School is the only school on the west coast of Florida to offer the full five-year MYP programme.

Diploma Programme (DP):

The IB Diploma Programme is a rigorous pre-university course of studies that meets the needs of highly motivated secondary school students. The IBO's reputation for rigorous assessment gives IB diploma holders access to the world's leading universities and solid preparation for high achievement once enrolled. Students who elect not to pursue the full IBO diploma will be offered the chance to take exams for college credit individual subject areas.

In February 2008, CDS became fully authorized to offer the prestigious IB Diploma Programme. CDS is the sixth school in the U.S. authorized to offer the continuum of IB programming from 3 years old through high school.

Recognitions / Awards

Cum Laude Society

In December 2019, Carrollwood Day School was accepted into the Cum Laude Society. This is the highest and most prestigious academic honor a secondary school can earn in the United States. Carrollwood Day School is 1 of 3 secondary schools in Florida and 1 of 15 in the United States (out of 27,000 public, private, and charter schools) to earn Cum Laude Society membership and be an IB (International Baccalaureate) qualified institution.

National School of Character

CDS was one of ten schools selected to be a 2003 National School of Character in recognition of its exemplary work to encourage the social, ethical and academic development of its students through character education. This award program is sponsored and administered by the Character.org, a national nonprofit, nonpartisan and nonsectarian coalition based in Washington, DC. In 2017, as part of the 20th anniversary of Schools of Character, CDS was invited to re-apply to be named a National School of Character for a second time. It is quite a feat to be named a School of Character more than once and is a testament to the legacy of character development created by CDS. Of the seven schools in Florida honored as a State School of Character in 2017, CDS is the only school that goes through high school.

Character Recognitions

In March 2017, Making Caring Common recognized CDS's commitment to creating a caring community and named CDS a Caring School, authorizing CDS to display the Making Caring Common badge. In April 2017, CDS was named a Finalist in the KIND Schools Challenge in honor of our outstanding work to build a more kind, inclusive school community. The KIND Schools Challenge was launched by Making Caring Common, a project of the Harvard Graduate School of Education, in partnership with KIND Foundation.

Character Education

Carrollwood Day School has long been recognized as a leader in Character Education. We have developed a climate of deep caring within our school community. We have many programs available to our staff to help redirect inappropriate behaviors, including bullying, to recreate a climate where our students feel safe and cared for throughout their instructional day. Our IB program enhances our deep understanding and caring for people who may be different than us. The IB Attitudes and Profile words encourage and teach acceptance and caring.

Students perform community service as young as kindergarten age. Class meetings are held, class rules are set, and serious discussions are held daily about “how things are done at CDS.” Our middle school and high school students are educated several times a week during their advisory homeroom classes. Our school guidance counselors provide timely lesson plans for the homeroom teachers. Students learn to think outside the classroom through their various community service activities.

Carrollwood Day School is committed to the pursuit of excellence, both academically and personally. The pursuit of excellence means entering a pathway of learning that can sometimes be challenging and uncomfortable and is always exciting and rewarding. Character development is essential in the process of striving for excellence and in becoming lifelong learners who understand what it means to be productive, caring, and supportive members in the CDS community and in the community at large. Accordingly, CDS expects its students to develop their character following the guidelines established in the IB Learner Profile. They will strive to be:

- Inquirers:** Students develop their natural curiosity and actively enjoy a love of learning that will be sustained throughout their lives.
- Knowledgeable:** They acquire in-depth knowledge of local and global issues, concepts, and ideas ranging across a number of disciplines.
- Thinkers:** They apply thinking skills critically and creatively to make reasoned, ethical decisions.
- Communicators:** They understand and express ideas and information confidently and creatively in a variety of ways.
- Principled:** They act with integrity and honesty and with respect for others.
- Open-minded:** They understand and appreciate their own culture and personal histories and are open to the perspectives and values of other individuals and communities.
- Caring:** They show empathy, compassion and respect towards the needs of others and have a personal commitment to service.
- Risk-takers:** They approach unfamiliar situations with courage and forethought and have the independence of spirit to explore new ideas and to defend their beliefs.
- Balanced:** They understand the need for intellectual, emotional and physical balance in order to achieve a sense of well-being,
- Reflective:** They give thoughtful consideration to their own learning experience.

Character Strengths

Evaluating personal growth must occur through an on-going process of setting goals, pursuing action steps, and developing vision. This process encompasses the on-going evaluation of, and progress in, developing oneself in the eight strengths of moral and performance character.

These strengths entail being

- a lifelong learner and critical thinker
- a diligent and capable performer
- a socially and emotionally skilled person
- an ethical thinker
- a respectful and responsible moral agent
- a self-disciplined person who pursues a healthy lifestyle
- a contributing community member and democratic citizen
- a spiritual person engaged in crafting a life of noble purpose

CDS General Policies and Procedures

Appropriate Behavior

“The mission of Carrollwood Day School is to create entrepreneurial thinkers for a global society. We provide strong character-based education emphasizing problem-solving skills and philanthropic understanding. Our students are prepared to be world leaders using the International Baccalaureate Programmes, cutting-edge technology, creative arts, and competitive athletics. Most importantly, CDS fosters the development of the entire student not only in academics, but also ethically, emotionally, and through social experience. Our goal is to help students discover and develop their own talents and interests and use these to better the world and themselves.”

Students at Carrollwood Day School are expected to exhibit strong character and it also understood that there will be times when some students may have difficulty acting with good character. In such cases we believe that consequences for misbehavior need to be fair and help students develop strong character. To this end, a consequence for misbehavior should involve some follow up discussion with the student. In order for consequences to be fair and effective, they need to be considered individually. However, in order to maintain consistency, CDS operates with a series of consequential guidelines. Age-appropriate discipline policies can be found in each division section of the Student Handbook.

Each classroom teacher/advisor reviews with their students the following responsibilities at the beginning of the school year.

Student Responsibilities

Students must be responsible for their own behavior. They need to know that choices will have consequences.

The IB Learner Profile is the underpinning element of these student expectations.

- Students agree to respect the school working environment both inside and outside the classroom.
- Students will be careful with their own property and other people's property.
- Students will value each other as individuals.
- Students will treat each other fairly without bullying or behavior likely to cause injury.
- Students should make every effort to be punctual and attend classes regularly.
- Students should be suitably dressed in correct uniform.
- Students should value each other's opinions, speak and act courteously, and treat one another as they would wish to be treated themselves.
- Students should act as ambassadors for CDS and maintain exemplary conduct when in public.
- Students should maintain appropriate internet and social networking conduct and refrain from any negative, derogatory, overly personal or embarrassing comments about themselves, peers, staff, or anyone affiliated with the CDS community.

Arrival and Dismissal

Please check the section for each division in this Student Handbook for specific times and locations for drop off and pick up of students at arrival and dismissal.

- The dismissal times for the three divisions on the Bearss Avenue campus are staggered:
 - Elementary dismisses at 3:00 p.m.
 - Middle School dismisses at 3:00 p.m.
 - Upper School dismisses at 3:30 p.m.

Parents should plan to arrive at the dismissal time of their **oldest** student. **Older siblings will not be dismissed early.**

- All families with their youngest child in grades 1 - 3 use the **East Entrance** at the Bearss Avenue campus for drop-off and pick-up of students at arrival and dismissal time. The **East Entrance** is closer to I-275. Students in grades 4 & 5 are dropped off on the **West Entrance** in the morning and are picked up on the **East Entrance** for dismissal.
- Families with their youngest child in grades 6 – 12 use the **West Entrance** at the Bearss Avenue campus for drop-off and pick-up of students at arrival and dismissal time. The **West Entrance** is closer to Dale Mabry Highway.
- All Lower School families must download the PikMyKid app to their phone and use this app to announce their arrival at dismissal. Parents should also use this app to make changes to their LS students' dismissal plan.
- Each family must display their school issued color coded Car Pool Sign from their rear view mirror - even if they are picking up only their own child.
- When exiting the campus, a **right turn only** will be allowed onto Bearss Avenue.
- If students must leave early, arrangements must be made to pick up students by 2:30 p.m. before cars begin to arrive for dismissal.
- Teachers will escort all elementary school students to their assigned pick up area. **Parents should not leave cars to retrieve children.**
- Students arriving by car are dropped off and picked up from their designated area. Cars circle according to the diagram provided prior to the beginning of the school year. **Walking children across the traffic is not allowed during dismissal.** Please drive through the designated dismissal area. The safety and efficiency of the arrival and dismissal procedure depends on all drivers remaining in their cars in line.

Athletic Sports Programs

Carrollwood Day School athletics are built on a foundation of solid coaching and a tradition of good sportsmanship and character development.

Purpose of Athletic Sports Programs

The CDS athletic sports programs are designed to provide our students with positive learning experiences. There is an emphasis on skill development as well as social interaction. Through team play, students learn to cooperate and work for the success of the entire group. The students are encouraged to do their best and to have fun.

Lower School Sports

Our younger students at the ECC have the opportunity to participate in their own intramural sports programs. The Elementary Athletic Program offers three seasons that approximate the middle school and upper school schedules. These programs offer weekly instruction and

participation in a variety of sports throughout the year. Emphasis is placed on learning about the sport, the rules, terminology, etc. Good sportsmanship, teamwork, and cooperation are also stressed; the traits necessary to become a fine CDS Patriot athlete.

Interscholastic Athletic Sports

CDS is a member of the Florida West Coast League (FWCL) and the Florida High School Athletic Association (FHSAA) that are designed as instructional organizations that promote participation and good sportsmanship. The leagues emphasize excellence, accommodate different ages and proficiency levels, and maintain a controlled, competitive environment for boys and girls. CDS athletic equipment must be kept clean and are handled with care. Athletic equipment is the direct responsibility of the student to whom it is issued. Students must pay for any lost or damaged or stolen items. Report cards and other student privileges may be withheld until payment is received.

Students must be in school a minimum of a half-day to participate in extracurricular activities, including athletics and performing arts. Students must maintain a cumulative, unweighted GPA of 2.0 to participate. Other eligibility requirements are at the discretion of the coaches and administration

Freedom from Bullying Policy

Carrollwood Day School (CDS) strives to create a caring, safe, and inclusive school climate in which students may excel, not only in academics, but also ethically, socially, and emotionally. To this aim, CDS prohibits bullying, including cyberbullying, as defined herein by our Student Welfare - Freedom from Bullying Policy. The full policy and reporting form are available on the school website at <https://www.carrollwooddayschool.org/academics/support>

Statement of Prohibited Conduct

Conduct constituting bullying, including cyberbullying, as defined below, is prohibited and will not be tolerated at CDS. CDS reserves the right to address bullying and, as deemed necessary, impose discipline for bullying behavior that:

- 1) Occurs on school property or during a school-sponsored activity or event on or off school property; or
- 2) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with or limits a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

Definitions

A. Bullying

Bullying, including cyberbullying, is defined as a pattern of incidents involving written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- 1) Places a student in reasonable fear of harm to his/her person or property;
- 2) Physically harms a student or damages the student's property;
- 3) Causes significant and ongoing emotional distress to a student;
- 4) Interferes with a student's educational opportunities;
- 5) Creates a hostile educational environment; or
- 6) Substantially disrupts the orderly operation of the school.

Bullying shall also include, but is not limited to, actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

B. Cyberbullying

Cyberbullying is defined as bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sound, data, or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, cellular telephone, tablet, or text messaging device.

Cyberbullying includes, but is not limited to, the creation of a webpage or weblog in which the creator assumes the identity of another or, the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Statement of Prohibited Conduct

Conduct constituting bullying, including cyberbullying, as defined below, is prohibited and will not be tolerated at CDS. CDS reserves the right to address bullying and, as deemed necessary, impose discipline for bullying behavior that:

- 1) Occurs on school property or during a school-sponsored activity or event on or off school property; or
- 2) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with or limits a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Claims

A student found to have wrongfully and intentionally accused another of bullying of any kind may face discipline or other consequences ranging from positive behavioral interventions up to and including suspension or expulsion.

Protection from Retaliation

CDS will discipline and take appropriate action against any student, teacher, administrator, or other employee who retaliates against any person who makes a good-faith report of alleged bullying or against any person who assists in an investigation relating to such bullying. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to and including suspension or expulsion.

If the alleged victim or any witness reports to any CDS administrator, faculty, or staff member that they believe that they may be retaliated against, a process or plan to protect that student from possible retaliation will be developed. Each process or plan may be developed on a case-by-case basis. A plan may include, but is not limited to, rearranging student schedules to minimize contact, warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect against possible retaliation.

Disciplinary Consequences

CDS will impose disciplinary consequences against any student who commits acts of bullying,

wrongfully and intentionally accuses another student of bullying, or retaliates against any student or witness who provides information about an act of bullying. Consequences will range from early intervention measures, mindset training, alternative dispute resolution, up to, and including, suspension and expulsion.

Notice to Parents or Guardians

Parents or guardians may access the *Student Welfare - Freedom from Bullying Policy* at any time through the CDS website or upon request. Parents or guardians are also expected to:

- 1) Report bullying, including cyberbullying, when it occurs;
- 2) Inform CDS immediately (within 24 hours) if they believe their child is being bullied or is bullying others; and
- 3) Cooperate fully with school personnel in identifying and resolving issues.<sup>[L]
[SEP]</sup>

Reporting Procedures

Student Reporting

- 1) Any student who believes they have been the victim of bullying, witnesses or has knowledge of acts of bullying shall report the alleged acts immediately to the Division Head, Assistant Division Head, or School Counselor.
- 2) Failure to immediately report may impair CDS's ability to fully investigate and address the prohibited conduct.
- 3) Upon receipt of a report of bullying, CDS will commence an investigation.<sup>[L]
[SEP]</sup>

Employee Reporting

- 1) All CDS faculty and staff members shall report acts or behaviors they witness that may constitute bullying. Reports must be made to the Division Head, Assistant Division Head, or School Counselor as soon as possible, but no later than the end of that school day.
- 2) Any CDS faculty or staff member who receives a report or has knowledge that bullying occurred shall inform the Division Head, Assistant Division Head, or School Counselor as soon as possible, but no later than the end of that school day.
- 3) All CDS faculty and staff are expected to encourage students to disclose acts that may constitute bullying.
- 4) Upon receipt of a report of bullying, CDS will commence an investigation.

Investigative Procedures

- 1) Upon receipt of a report of bullying, CDS will initiate an investigation into the alleged act within two (2) school days.
- 2) The investigation may include documented interviews with the alleged victim, alleged perpetrator, and any witnesses. All interviews shall be conducted privately, separately, and confidentially (to the extent permitted). Each individual will be interviewed separately and at no time during the investigation will the alleged victim and perpetrator be interviewed together.
- 3) Any discussion between the alleged perpetrator and alleged victim will only occur in the event that BOTH parties, separately, agree to this course of resolution.

- 4) If the alleged bullying was in whole or in part cyberbullying, CDS may ask students and/or parents or guardians to provide CDS with printed copies of the electronic communications (e.g., emails, text messages, social media posts, etc.).
- 5) CDS will collect and evaluate the facts including, but not limited to:
 - The parties involved;
 - Description of incident(s), including the nature of the behavior;
 - How often the conduct occurred;
 - Whether there were past incidents or past continuing patterns of behavior;
 - The identity and number of individuals who participated in bullying behavior;
 - Where the alleged incident(s) occurred;
 - Whether the conduct adversely affected the student's education or educational environment; and
 - Whether the alleged victim perceived an imbalance of power prior to or as a result of the reported incident.
- 6) A determination of whether a particular action or incident constitutes bullying, and therefore a violation of this policy, shall be based upon a consideration of all the facts and surrounding circumstances.

Follow Up Procedures

After completing an investigation, if CDS determines that bullying occurred, consequences will be implemented on a case-by-case basis, ranging from educational interventions up to and including suspension or expulsion. Individual follow up discussions with all parties involved will be initiated to ensure long term resolution^[1]_{SEP}.

Closing of the School

Emergency school closings may be necessitated by inclement weather, power outages, loss of water, or other hazardous conditions. We recognize that school closings or other changes in school routines can cause great inconvenience to families. Our main concern is the well-being and safety of our students and staff who come from a wide geographical area.

In order to provide families with time-sensitive information in the most efficient and accurate manner possible, CDS has contracted with an automated phone messaging service. This service will automatically call each family and leave messages on answering machines, voice mail, or with someone who answers the phone. CDS will also post announcements on the school website and send text and email messages alerting families about unplanned school closings and other critical information.

Code of Conduct

Admission to and attendance at Carrollwood Day School is considered a privilege. Carrollwood Day School seeks to create an opportunity for each student to realize his or her own potential within an environment that is supportive, encouraging, and respectful. Students attending Carrollwood Day School are expected to conduct themselves with honor, integrity, and a high regard for others. It is expected that students accept full personal responsibility for their actions and attitudes, and that they adhere to the tenants of the **Carrollwood Day School Honor Code**. Students are to be strong in their commitment to the philosophy of Carrollwood Day School and they should make every effort to grow personally and strengthen those qualities that make them unique.

All students are expected to adhere to the following:

- Be timely and prepared for school daily.
- Show respect for faculty members and fellow students.
- Communicate using appropriate language.
- Respect school property as well as the property of others.
- Do not possess or use firearms/weapons of any kind.
- Refrain from the use or possession of drugs, alcohol, or tobacco.
- Do not bring to school items that are dangerous, illegal, or disruptive.
- Refrain from using electronic devices (iPods, MP3 players, laser pens, games, and other similar devices) on campus.
- Follow the school cell phone policy
- Do not leave the established boundaries of campus without permission
- No earbuds unless they are for academic purposes with the teacher's permission

Students acknowledge that their possessions may be searched at the discretion of the administration. Students are expected to comply with searches. Students are responsible for items located within their belongings and are subject to the same disciplinary consequences that they would face for possession of unacceptable items on their person.

Statement on Disclosure

Students who violate the code of conduct will face the appropriate disciplinary action. The foregoing provisions are general guidelines for Carrollwood Day School student behavior expectations. Carrollwood Day School reserves the right to suspend or dismiss any student whose social or behavioral performance is deemed unacceptable and brings discredit to the student and/or the school. Behind every behavior is a set of attitudes that determine the nature of those behaviors. Honesty will be the standard by which CDS handles all disciplinary, counseling, and accountability matters. The goal will be for all students to recognize, to accept responsibility for, and to change unproductive behaviors. All CDS students are expected to be responsible representatives of the school, whether they are on or off campus, whether the school is in session or not. Under any circumstances, behavior that adversely affects the school will not be tolerated and may make a student liable for disciplinary action.

Carrollwood Day School believes in maintaining confidentiality in matters of student discipline. Our main interests are in helping students learn from inappropriate behavior, and in refocusing their actions toward more positive outcomes. When the safety of students could be affected, when the criminal code is violated, when grave disciplinary offenses occur, when the student has been expelled from CDS, or when the student requests disclosure, we will respond to inquiries.

Communication Home

"Thursday Folder"

Every Thursday notices of interest and important school messages are posted on the school website. Each week parents are e-mailed a reminder to check the online "Thursday Folder."

Class Newsletters

Teachers in preschool through elementary grades prepare regular class newsletters that are emailed home to parents with information about classroom activities and upcoming events.

SeeSaw

Seesaw provides a secure and safe, easy-to-use, way for Lower School students, teachers, and parents to seamlessly communicate and collaborate to enhance students' learning and success. Seesaw is a digital portfolio that students and teachers use to share what students are learning and doing at school. The access codes and instructions for creating parent Seesaw accounts are sent home to ECC and elementary parents during the first two weeks of school.

Schoology

Schoology is a web-based learning management system (LMS) used in grades 1 - 12. Schoology provides a secure and safe, easy-to-use, social network for teachers, students, parents, and administrators to seamlessly communicate and collaborate to enhance students' learning and success. Schoology provides a portal for communication, assignments, and course resource materials. All grade levels utilize Schoology to share academic content, and build connections between teachers, students, and parents.

My Backpack

My Backpack, is Carrollwood Day School's web-based portal for parents and students to access their school-related data. Parents can update biographical and contact data (subject to approval by school staff) and view student and parent directories. Middle school and upper school parents can view quarterly progress reports and semester report cards online through their My Backpack account.

Messages

Teachers are unable to check email or receive phone calls during class time. If a time-sensitive message needs to be delivered to a student or teacher, please notify the school receptionist and she will alert the teacher.

Conferences with Teachers

Parents requesting a conference with their child's teacher or a telephone call from the child's teacher should email the teacher. At least two conference days are scheduled within the school calendar. Additional conferences may be arranged through the school office. CDS uses signup.com for parents to schedule individual appointments for conferences with middle school / upper school teachers on conference days. Parents who are unable to set up appointments during conference hours are welcome to contact teachers individually to set an appointment to meet at another mutually convenient time. Parents should never hesitate to report a concern to their child's teacher or advisor, such reports are sometimes the only way the school knows that a problem exists. The school considers discussions concerning your child as confidential and accordingly, any discussion about a child is inappropriate in casual settings. It is recommended that time-sensitive messages or emails be directed to the school receptionists since faculty are with students during the day and may not have a chance to check emails until after the school day.

To schedule an additional conference, please contact

- ECC: Your child's classroom teacher
- Grades 1 – 5: Your child's classroom teacher
- Grades 6 – 8: Individual subject-area teacher or student's advisor to arrange a conference with a group of teachers
- Grades 9 – 12: Individual faculty member or student's advisor to arrange a conference with a group of teachers

Advanced notice and communication will ensure an effective and constructive meeting.

Dismissal Authorization

The school will not dismiss your child to anyone who is not listed on your authorization form. The school will not dismiss your child, as per your telephone instructions, if the individual is not listed on your child's records. Please add to your child's records those individuals who may be sent to get your child at dismissal time. If you are going out of town, please make written arrangements with the school office prior to leaving. We must have a written notice if someone different than usual is picking your child up from school. Authorized adults not known to CDS staff will be asked to provide photo identification.

Dress Code

Carrollwood Day School is a uniform/dress code school for students in kindergarten through high school. The responsibility for ensuring students are in the proper dress ultimately lies with the parents and the individual student. The school expects all students to be dressed appropriately on campus. Students may not be allowed to attend classes unless in appropriate uniform. Students who are not in full uniform for the first time will be loaned appropriate dress, if available. The second offense will result in the student's parents being called.

Risse Brothers is the school uniform provider for Carrollwood Day School. Risse Brothers has a local retail outlet located at 4228 N. Armenia Avenue, Tampa, FL 33607 (phone 813. 282.8338). Risse Brothers' local store has a special department for CDS uniforms where selections can be tried on and purchased. Uniforms can also be purchased online at www.rissebrothers.com.

The approved uniform apparel varies slightly for each school level. More detailed information is included under the section of the handbook for each school division.

General Uniform Reminder

Remember that part of the purpose behind wearing uniforms is to create a conservative school environment. In a very few cases, the skort/short that fits waist and hip may be too short or too long. In these cases, altering may be necessary. Please allow for growth during the year. If the uniform is not the appropriate length, the student will not be allowed to wear the uniform to school.

Hair

All students' hair should be kept neat and clean. Students are required to always maintain a school appropriate appearance.

Hats & Hoods

CDS hooded sweatshirts may be worn in school; however, hats and sweatshirt **hoods** are **not** allowed to be worn in the school buildings. Hats and sweatshirt hoods may be worn outdoors

during lunch, P.E., or recess. Students who consistently challenge this rule will not be allowed to bring hats or hooded sweatshirts to school or their hat or hooded sweatshirt will be held in the office or by the Assistant Division Head.

Jewelry

Any jewelry must be appropriate for outdoor play. CDS will not be responsible for the loss of any jewelry brought to school by students. Students may only wear up to two pairs of earrings. No other type of visible body piercing or tattoos are permitted.

Additional Information on Uniforms

- Skorts/jumpers/shorts are to be worn within 4" of the back of the knee.
- Shorts must not be too tight.
- Be sure that buttons on shorts, pants, and skorts are secure and that zippers work.
- Students may not wear their P.E. shirt under their uniform shirt.
- Closed-toe shoes appropriate for school activities must be worn each day.
- Students will be advised when they may wear or change into a team uniform.
- Pants and shorts may not be housed (pulled below the waist).
- High heels/platform shoes, sneakers with wheels (heelies), sandals, boots, and "croc" are not appropriate school attire.
- Bottom garments are to be worn loose enough to tuck in shirts without wrinkling and to allow for easy body movement including comfortable sitting.
- Shirts worn under the uniform top must not be visible.
- Wearing of bandanas is not permitted.
- **Any apparel that is inappropriate or distracts from the intent of the uniform is not permitted.**

Non-Uniform Dress Code

Students will be notified when there will be non-uniform days. **Half-days are not automatic non-uniform days.**

- Students may wear solid T-shirts or T-shirts with college or sports team logos. Students may not display slogans, drug related pictures or music promotions, advertisements, or offensive pictures.
- Cut-off shirts, midriff tops or tank tops are not appropriate school attire.
- Closed shoes must be worn.
- Shorts and skirts cannot be more than 4 inches above the back of the knee.
- Jeans, slacks, or long shorts are acceptable. Ripped or torn jeans are not acceptable.
- Army fatigues, camouflage clothing or steel-toed shoes are not appropriate school attire.
- Pants and shorts may not be housed (pulled below the waist).
- No extreme clothing may be worn.
- We recommend that names be written on the inside of the neckband or waistband.

Dress Code Violations

Any student who is out of uniform or who wears an inappropriate form of the uniform will be asked to wait in the office until proper clothing can be brought to school. Please be sure that your child comes to school in his/her uniform so that he/she does not miss class time waiting in the office. All classes missed because of inappropriate clothing are unexcused. Consequences will be assigned as appropriate.

Elevator Use

Students may only use the elevator when they have a signed doctors note that indicates that they are having difficulty moving between floors.

Emergency Drills: Fire drills, lock down and security drills

Emergency drills for fire, security or other threats are conducted throughout the year at each campus for student protection. Faculty and staff are trained in safe evacuation and lock down procedures. All drills are to be treated seriously. When an alarm is sounded or an announcement is made signaling an emergency drill, students must follow directions in an orderly and silent manner until instructed that it is safe to return to class.

Enrichment / Field Trips

Enrichment trips may be school day; weekend day; or long-term overnight off-campus school sponsored trips. The Division Head must approve all trips. Long-term, overnight, off-campus school sponsored trips may not interfere with the school schedule and must be approved by the Division Head and Head of School, i.e. a community service trip to Dominican Republic. Preschool classes do not go on field trips. All kindergarten trips will be scheduled during the regular school day.

The Consent, Authorization and Release form that parents are required to sign on Magnus Health before the beginning of each school year includes permission for students to participate in all school and classroom sponsored field trips. Middle school parents are required to also sign a general permission slip for all field trips prior to the beginning of the school year. These forms must be signed on Magnus Health in order for the student to participate. At times, parents are invited to participate in field trips as drivers and/or chaperones. In compliance with Florida state law, parent drivers must have completed a background check prior to the field trip. Arrangements for background checks are made with the school's business manager. Parents must also provide a copy of their automobile insurance and driver's license to the business manager. It is school policy that no siblings be included on class trips and no extra stops or drive-thrus may be made with students in the car. The CDS staff will determine all field trip arrangements. No special arrangements can be made that will interfere with the educational or social value of the trip. Field trips play an integral part in the curriculum program and are taken seriously at CDS. They further support a concept or theme of a particular unit.

- **Mode of Transportation:** CDS school buses or chartered motor coaches are used.
- **Parent/Student Ratio and Responsibility:** When parents are asked to chaperone, they are assigned 3-5 students. Throughout the duration of the field trip, they will be responsible for these students' safety and well-being.
- **Code of Conduct:** When on a field trip, parents, students, and faculty alike are ambassadors of the school. Consequently, smoking, disruptive behavior, and profane language are prohibited. School standards are always in effect during school-related functions on or off campus.
- **Pocket Money:** On some of the field trips, students might go through a curio shop at a museum or a major public attraction. It may be helpful for parents to send along a prearranged and budgeted amount of money for such instances. Teachers will notify their classes when this is an option.

Extended School Day - Before and After School

CDS uses KidCheck® to provide an online check in/check out system for students that participate in the extended day program at both the Early Childhood Campus (ECC) and the Bearss Avenue campus. KidCheck® improves the safety and tracking of our children and will also enhance our communication, security and our administration of our extended day programs. Each family that intends to utilize the before care or after care program must create an account prior to the first day of attendance. (go.kidcheck.com) All students - “occasional” as well as regular after-care users – must be registered for the program. Children may participate in the after school care program only on days when they are in attendance at school.

Parents will be billed at an hourly rate from the first day of the month through the last day of the month; this is payable upon receipt. Should you have any questions regarding your bill, please contact the business office (813.920.2288).

Early Childhood Campus

Before and after school extended care is available each school day for CDS students in preschool and kindergarten.

Bearss Avenue Campus

After school extended care is available each school day for CDS students in grades 1 - 5.

Middle school and upper school students are also welcome to remain on campus after dismissal. By 4:00 p.m. all students must be in an extracurricular activity (working with a teacher, attending an after school program, athletic team practice, drama/music rehearsal, etc.) or report to the supervised MS/US study hall. Parents will not be billed a fee for students to attend this study hall.

After School Enrichment Programs

Students can choose from a variety of after-school enrichment programs designed to create enthusiasm for learning while building creativity, imagination, and positive social skills. These programs are offered by CDS staff and other professionals who want to share their talent and passion for their field. There is a separate fee for participation in these activities.

Gender Inclusivity Guidelines

Carrollwood Day School (CDS) recognizes that a student’s gender expression and/or identity is central to their sense of self and wellbeing, which will be honored and respected to allow each student to reach their full potential, as set forth herein.

Definitions

- **Gender Expression:** This term describes the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- **Gender Identity:** This term describes a person’s deeply held knowledge of their own gender, which can include being female, male, another gender, or no gender. One’s gender identity can be the same or different than the gender assigned at birth.
- **Gender Nonconformity:** This term describes a person who has, or is perceived to have, gender characteristics and/or behaviors that do not conform to traditional or societal expectations.
- **Transgender:** This term describes a person whose gender identity is different from that traditionally associated with the gender they were thought to be when they were born.

- **Transition:** This term describes the process in which a person begins to live according to their gender identity, rather than the gender they were thought to be at birth. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical changes.

Gender Support Action Plan

CDS is committed to working individually to support the needs of each student's unique gender identity and/or expression.

If a student is interested in exploring ways in which CDS may support the student, including a Gender Support Action Plan, the student should contact the Division Head or Guidance Counselor to initiate the process. CDS will accept the gender identity that each student genuinely asserts. There is no medical, diagnosis, or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by a genuine expressed desire to be consistently recognized as the sex consistent with their gender identity. CDS seeks to foster an open, honest, and respectful dialogue with all parties involved. Upon request, CDS will meet with the student and/or the student's family to discuss the ways in which CDS may support the student's individual needs, and, if requested, may discuss whether an individual Gender Support Action Plan would benefit the student. This process may include, but is not limited to, exploring the following:

- **Preferred Name, Personal Pronoun.** Students may be addressed by their preferred name and personal pronouns, if requested, including: he and him, she and her, they and them, or any other pronoun the student prefers. CDS will not require a legal name change for CDS faculty/staff to use the student's preferred name, for example, during class, on seating charts, during roll call, on tests and assignments.
- **Non-Official CDS Records.** Records that document a student's education may refer to a student by their preferred name and gender, if requested, unless CDS is legally unable to do so. For example, school identification cards may display the student's preferred name, if requested.
- **Official Records.** Education records mandated by law may require CDS to use a student's legal name.
- **Dress Code.** Students may comply with the dress code in a manner consistent with gender identity and/or expression, if requested.
- **Restrooms.** Students may use private restrooms available for students use, and the parties may explore alternative options, if requested.
- **Locker Rooms.** Students may use private restrooms available for student use, and the parties may explore alternative options, if requested.
- **Sports.** The parties may discuss options for sports participation and other extra-curricular activities, if requested, with the caveat that sports and extra-curricular activity may be subject to rule and regulations beyond CDS's control. For instance, many sports are subject to Florida High School Athletic Association (FHSA) rules and regulations.
- **Safety.** The parties may discuss any safety concerns and other concerns, as well as ways to educate and train other students, families, faculty, and staff regarding the unique needs of the student.
- **Privacy.** The parties may discuss any privacy concerns, including disclosure of any Gender Support Action Plan. The parties may discuss any other social dynamics with other students, families, faculty, and staff that should be considered and addressed.
- **Other.** The parties may explore any other needs of the student.

No Discrimination, Bullying, or Harassment

CDS will not tolerate any discrimination, bullying, or harassment of any kind. Any gender inclusivity concerns must be reported to the Division Head and/or Guidance Counselor immediately, so that CDS can investigate.

Students found to have engaged in discrimination, bullying, or harassment because of gender identity and/or expression may face penalties, up to and including suspension and expulsion. For further information, please see the Student Welfare – Freedom from Bullying Policy.

Gum Chewing

Gum chewing is not permitted on the school grounds, in the school's buildings, on the bus, or on field trips.

Homework Policy

Parents should not do their child's homework! Our advice to the parent is to allow your child to have successes and failures without interference and judgment. Homework assignments vary by grade level and teacher. Homework purposes include research, review, test preparation, completion of assignments, and development of responsibility. A homework routine should be established.

Illness

If your child has a fever, sore throat or cold, please keep him/her home. Runny and congested noses can spread germs. In case of a contagious disease, inform the school and consult your physician for home isolation period. Should a child become ill at school, we will isolate him/her until a parent can pick up the child.

If your child becomes ill or is injured at school, it is imperative that we are able to get in touch with you or your designated contact person immediately. Please inform the office if there is a change in your emergency contact or procedure, even if the change is just for one day.

To report an absence

ECC Student Absence: Parents should report their child's absence before school by phone (813.963.2388) or by email to ECCAbsence@carrollwooddayschool.org.

Elementary Absence: Parents should report their child's absence to school by 8:00 a.m. by phone (813.920.2288) or by email to ESAbsence@carrollwooddayschool.org.

Middle School Absence: Parents should report their child's absence to school by 8:00 a.m. via email to MSAbsence@carrollwooddayschool.org.

Upper School Absence: Parents should report their child's absence to school by 9:00 a.m. via email to USAbsence@carrollwooddayschool.org.

After an illness

CDS policy on returning to school is designed to protect against the spread of illness and, also, to protect the child who has been out from a possible recurrence.

- **Chicken Pox/Measles** - No child will be readmitted to school until all sores have crusted over or dried out.
- **Fever** - Child should be fever free for 24 hours without use of fever reducing medication before returning to school.

- **Congestion** - Clear, runny noses are often signs of allergies. Discolored discharge frequently indicates illness or infection. Children with non-allergy symptoms must not attend school.
- **Lice** - Please report any cases of lice found within your family unit. Notes will be sent home to school families notifying them of any cases of lice. Children will not be able to return to the classroom until a staff member administers a head check. No child may return to the classroom until he/she has been found to be “nit-free.”

Lost and Found

All personal belongings should be permanently labeled. All lost items are kept in a designated lost and found area at each campus. Items not claimed by a student or parent prior to each school vacation are disposed of or donated to a local charity. Inquire at the office to claim lost items.

Lunches

Students have the choice of bringing a nutritious sack lunch from home or purchasing lunch at school. In order to protect lunch tables, it is required that student lunches be packaged in paper bags or “soft” lunch boxes. For safety’s sake, do not send glass containers in lunches. Student lunches cannot be refrigerated at school. Microwave ovens are available for upper classmen. Be sure that your child’s name is on his/her lunch.

CDS partners with Flik Independent School Dining to offer a varied menu of hot and cold nutritious, kid-friendly lunches at the Bearss Avenue campus. ECC students are able to order lunch from Flik on Mondays, Wednesdays, and Fridays. Complete information about the lunch program is published on the school website at <https://www.carrollwooddayschool.org/patriot-nation/parents/school-lunches>. A special link on the school’s website offers parents the convenience of ordering lunches and paying online at <http://www.myschooldining.com/carrollwood>.

If students are not purchasing lunch, they must bring their lunch with them when they arrive at school. **Students are not allowed off campus for lunch or to pick up lunch. Additionally, restaurant, parent or other lunch deliveries to campus are not permitted.**

Students are responsible for keeping the campus clear of trash from lunches and snacks, and they are expected to properly dispose of trash at all times.

Medications

It is recognized that medications may be essential for some students. When possible, all medications should be administered at home. If medication must be given at school, the following procedures will be followed:

1. **A signed, completed statement by the parent/guardian requesting the administration of medication and signed by a physician must accompany all medication and must be uploaded to the student’s record in Carrollwood Day School’s Magnus Health Portal.**
2. Medication should be sent to school via a responsible adult.
 - a. All medications to be administered by school personnel must be **received, counted, and witnessed at the time of receipt, and stored in the original containers.**
 - b. This policy requires some time for the adult who must count with one of our staff, so please leave time to accomplish this task. This safety measure is necessary for us to administer the medication.
 - c. Please do not send medications to school with students.
3. Prescription medication must be in the prescription container with date, dosage, name of drug, and student’s and physician’s name clearly marked. Medication must remain in the container in

- which it was originally dispensed. Inhalers need to come in the original box.
4. Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school on a daily or weekly basis. Pharmacists are able to supply a second labeled bottle for use.
 5. **Non-prescription** (over-the-counter) medication, supplements, or sample drugs will be dispensed only when accompanied by written orders signed by a physician and written parental authorization. **Parents need to upload these documents to the student's record in Carrollwood Day School's Magnus Health Portal.** Physicians may write a prescription with more than one over-the-counter medication listed, to include dosage and necessity for administration. These prescriptions will be attached to the parent authorization form. The parent must provide non-prescription medicines and lotions. We do not keep them on hand to dispense to students.
 - a. **For the safety of students (choking hazard), cough drops are discouraged.**
 - b. **With specific parental permission, school can dispense recommended dosages of Acetaminophen, Ibuprofen, Benadryl, and/or TUMS to middle school and high school students, only.**

Florida Statutes 1006.062 is the reference for the above policy.

Questions regarding these procedures should be directed to the administration or school nurse.

Party Invitations and Birthday Celebrations

Invitations to private occasions or parties may not be passed out at school except when the whole class is invited. The student may deliver invitations including classmates to the teacher so that the teacher may pass them out. The school requests that parents consider the impact of leaving out a few students from a classroom group when sending invitations.

Birthday Celebrations

Birthdays are a special time in a child's life. It is indeed appropriate for your child to share this excitement with his/her classmates. Simply coordinate a date with your child's teacher. Summer birthdays are honored typically during the last month of school. Your child may then bring a snack for every person in his/her class.

Physical Education

All students in kindergarten through grade 10 will participate in physical education classes unless a medical excuse from the child's physician or parent states the child should not participate. The excuse must be received in writing in the Welcome Center or division office at the beginning of the school day. Any student excused from the activity will sit nearby and observe the activities.

CDS P.E. uniforms (official red shorts and gray shirt) are required to be purchased through Risse Brothers and worn during class. **No other shorts or t-shirts will be permitted.** Team uniforms may only be worn when approved by coaches. A small towel is also recommended. Students must wear sneakers with laces tied. Students who come to class without the appropriate attire will be considered inadequately prepared. Uniform sweat clothes may be worn in P.E. only on cold days. Students should always have official shorts and shirts available even on mornings when the weather seems cold. Often by afternoon, sweat clothes are much too warm for P.E. Water bottles are recommended during the warm months.

Physicals and Immunization Requirements

Parents need to upload all required medical documents to the student's record in Carrollwood Day School's Magnus Health Portal.

The state of Florida requires that all students who are making their initial entry into a Florida school must present certification of a school entry health examination completed within the last twelve months.

All new students are required to have a current, original Florida Certification of Immunization Form 680. For students entering preschool and kindergarten, the immunization record must show that the student has met minimal state requirements (age-appropriate doses, as are medically indicated):

Diphtheria-Tetanus-Pertussis Series (DPT)	Measles-Mumps-Rubella (MMR)
Haemophilus influenzae type b (Hib)	Hepatitis B series
Polio Series	Varicella (Chickenpox)

Students entering seventh grade must show proof of a second dose of measles vaccine (preferably as MMR), Hepatitis B Series, Diphtheria-Tetanus-Pertussis Series, Polio Series and a Tetanus-Diphtheria Booster.

All middle school and upper school students participating in sports at Carrollwood Day School are required to have completed within the last twelve months:

- 1) Athlete Authorization/Consent for Disclosure of Protected Health Information
- 2) FHSAA Pre-Participation Physical Form
- 3) FHSAA Consent and Release
- 4) CDS Sports Conduct Form

All forms required for participation can be found at: <https://www.carrollwooddayschool.org/athletics/forms>

Room Representatives

Parents interested in becoming room reps should express their interest in the spring or summer before school begins. Room reps play an important role in keeping parents informed and coordinating school activities and events.

Smart Phones

Smart phone/cell phone (hereafter referred to as "cell phone") usage should be in an appropriate and respectful manner on campus in accordance the code of conduct and technology policies.

In general, cell phone usage must be governed by the need for community engagement and civility. Our approach to cell phones seeks to provide important and reliable communication links between students and parents, while at the same time maintaining the unique culture of Carrollwood Day School. The use of cell phones or any other electronic devices in the classroom will be at the discretion of each individual teacher. Students may only use a cell phone for calls during the school day with a teacher's permission. Cell phones may not be used or visible...

- In the Theatre
- Outside, during lunch/recess or physical education class
- During class time, unless you have received teacher permission.
Having a cell phone in use during an assessment is an instance of a category 2 offense (academic malpractice).

A student who has failed to follow the guidelines for the cell phone policy may receive the following consequence:

- Loss of Phone for
 - First Offense - 1 day
 - Second Offense - 3 days
 - Third Offense - 5 days
 - More than three (3) times, loss of cell phone for one (1) month.
 - Cell phones and other electronic devices may be confiscated and held by the administration for a period of time.

Social Media Guidelines

Purpose for Social Media Guidelines

Carrollwood Day School understands that life in the 21st century requires adapting to changing methods of communication. Our school has policies and procedures for appropriate use of Social Media for parents and students. As part of the school community, parents and students of CDS also have a responsibility to engage appropriately with Social Media that is linked to the school. To this end, CDS has developed the following guidelines to provide direction for students and parents when using social media. As an overall policy, Students and Parents may not create any social media accounts that use the Carrollwood Day School name or logo without the express written authorization of the Head of School. Additionally, the usage of the Carrollwood Day School athletic and school seal logos should only be used in accordance with school policies. The spirit of this policy is to remind all that one's online personal profile is seen as one's public persona. This is a small community and we are all responsible for our behavior beyond the limits of the school day and campus borders. We ask that you be respectful of the opinions of others. Your posts and comments should help build and support the school community. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. While CDS will not go out of its way to search the Internet out of respect for the individual's rights, it is possible that negative or disrespectful behavior represented online could come to the school's attention and will be handled in accordance with the School's Honor Code and Bullying and Harassment Policy. Carrollwood Day School reserves the right to suspend or dismiss any student whose social or behavioral performance is deemed unacceptable and brings discredit to the student and/or the school.

E-safety and social media conduct

Carrollwood Day School expects parents and students to behave in a civilized nature online and will not tolerate any of the following online behavior:

- Posting defamatory 'statuses' about fellow parents, pupils, the school, or its employees
- Complaining about the school's values and methods on social media

Breaches of this code of conduct will be taken seriously by the school and, in the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution. Carrollwood Day School retains the right to request any damaging material to be removed from social media websites.

Confidential Information

Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private. Do not share photos or last names of any CDS children, other than your own, from school events, unless there is consent from that student's family. Do not

share confidential information, internal School discussions, or specific information about students, staff, or other parents.

School Logos

Obtain written permission before using any school logo or image. School logos (Athletic and Seal) may only be used in a professional capacity. When using social media for CDS or school-related purposes, please follow the CDS Style Guide. If you need assistance, please contact Marketing. If you wish to promote a specific CDS activity or event, please contact Marketing for permission to provide a link to the official CDS Social Media pages or website.

Individual Accountability

CDS parents and students are personally responsible for the content that they post, share, and respond to online. When posting online, all information is considered representative of your views and opinions and not those of Carrollwood Day School.

Staff-Parent Relations

We recognize that many members of our community are staff members as well as parents or past parents. With this in mind, we ask that parents join the social networking site of teachers and staff with discretion. Keep in mind that per CDS' Staff Policies, staff members are not required to accept invitations from parents, and are not permitted to 'friend' any students. Parents should respect each individual staff member's personal preferences concerning their social networks. You should never discuss sensitive School matters with staff or other parents using social media networks.

Privacy

When posting, even on the strictest settings, parents and students should act on the assumption that all postings are in the public domain.

School Values

CDS encourages parents to set and maintain high ethical standards in their use of social networking. Parents and students reflect a diverse set of customs, values, and points of view. Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive comments be made about students, parents, or staff nor the School in general. Your posts and comments should help build and support the School community. Do not comment on nor forward unsupported information, e.g. rumors.

And if you don't get it right...

Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake. Apologize for the mistake if the situation warrants it.

Student Placement

The administration at CDS welcomes any information about students that would be helpful in their classroom placement. Elementary parents will receive a “Parent Input Form” at their last parent teacher conference of the year that can be completed and turned into the elementary Assistant Head. If your middle school or high school child has special needs, please send a letter to the counselor outlining your child’s strengths and weaknesses as well as any needs that you feel your child has. Every effort will be made to place your child in the classroom environment that will best foster his/her social, emotional, and academic growth. **No teacher requests are accepted.**

Student Records

Carrollwood Day School uses Magnus Health, a secure online system to collect and manage all student health records and other vital school forms. At the time of initial enrollment and each spring thereafter, parents will be required to update each child’s record prior to the students’ first day of class. **By law, some of this information must be on file by opening day or the child will be sent home.**

Additional information needed each year for all Early Childhood Campus students and all new students:

- A copy of the birth certificate or Notarized Documentation of the Date of Birth (new students only)
- Certification of a school entry health examination completed within the last twelve months; e.g., Florida School Entry health form 3040
- Original Florida Certification of Immunization Form 680 (form is obtained from physician)
- ECC Nutrition, Discipline Policy and Acknowledgement Form (Early Childhood Campus only)

Students with Disabilities Policy

Philosophy

CDS strives to create a welcoming environment for the educational needs of each student and ensure that all students are provided with the necessary support to achieve academic success and reach their full potential. This is achieved through collaboration, open communication, mutual respect, support, and problem solving.

General Policy

In accordance with applicable law, CDS does not discriminate against any individual on the basis of disability, including but not limited to, in its application process, admission decisions, during enrollment, or at any time. CDS will make reasonable accommodations and modifications to its policies, practices, or procedures when such modifications are necessary to access its goods, services, facilities, privileges, advantages, or accommodations to individuals with disabilities, unless the modifications would constitute a fundamental alteration or impose an undue burden on CDS. Because CDS is an independent school that does not accept federal funding, it does not implement IEP and 504 plans. Such formalized public school plans, however, may provide insight into how CDS can best meet a student’s needs, and CDS requests that families share such plans to further its goal of inclusion. In addition, CDS is committed to differentiation of instruction as necessary and appropriate to accommodate individual student needs, in accordance with IBO publications and standards.

Assessment and Identification of Disability

CDS relies on the parent or guardian of current or prospective students to communicate the student's disabilities and request a reasonable accommodation, auxiliary aid/service, or modification (collectively, "accommodation") of CDS's policies, practices or procedures based on the student's disability. Student progress is also regularly monitored and reviewed by faculty. If a parent or guardian requests an accommodation, or CDS faculty identify a pattern of concern, a "student concern team" comprised of at least one teacher with knowledge of the student, a parent or guardian, and the learning specialist meet for an interactive process to discuss next steps. Based on individualized assessment and in collaboration with the student concern team, a plan for classroom differentiation and/or a CDS Accommodation Plan (CDS AP) may be created. Not all educational needs will require a CDS AP; some may be met by differentiation of classroom instruction as necessary and appropriate to accommodate individual student needs. CDS may request appropriate documentation from the parent or guardian, including, but not limited to, a full psycho-educational battery including cognitive and achievement testing by a licensed and qualified practitioner identifying a disability. Recommendations from outside professionals will be reviewed and considered, but CDS cannot guarantee its ability to implement recommendations that would fundamentally alter the nature of the school or cause CDS an undue burden.

CDS Accommodation Plans

- A CDS AP is developed when a disability is identified by a qualified practitioner, which may include, but is not limited to, a full psycho-educational evaluation, and CDS faculty and administration determine the request is reasonable, and does not create a fundamental change to the educational environment or mission of CDS or cause an undue burden.
- The Learning Specialist, the parent or guardian, and student (and in some cases at least one teacher with knowledge of the student or other CDS individual) will meet to discuss necessary and reasonable accommodations.
- Once the CDS AP is developed, the Learning Specialist, parent or guardian, and student will meet to review.
- The CDS AP is confidentially shared and discussed with the student's teachers (as needed).
- The CDS AP, assessments, and related communications are kept in locked files, and distinct from a student's general education file.
- Responsibility for follow-through on specific recommended accommodations is shared between the parent or guardian, student, and relevant CDS staff, depending on the nature of the disability and age of student.

Communication of Policy

- To request an accommodation, current and prospective students should share relevant documentation of the disability as it relates to the requested accommodation, including releases to communicate with relevant health or other service providers.
- When current students are identified with concerns or possible special learning needs, the School Counselor or Learning Specialist discuss options and this policy with the student's family.
- Current and prospective students and families may access this policy on the website.
- Any questions regarding this policy should be directed to the assigned Learning Specialist or Director of Wellness.

College Board (SAT), ACT, and IB Accommodations

To request accommodations through College Board, ACT, and IB, the student's full psycho-educational testing must be current and on file with CDS. The parent or guardian maintains responsibility for taking the following steps regarding requests for standardized test accommodations, keeping in mind that the identification of a disability does not necessarily mean that extra time will be granted and is subject to individual guidelines. CDS Administration reserves the right to decline requests for application if sufficient evidence does not exist to substantiate the need. In these cases, and with the exception of IB, the parent or guardian have the right to apply directly.

- **College Board (SAT)**
 1. During the 9th grade year, schedule a meeting with the SSD coordinator to input information to College Board.
 2. Upon receipt of College Board decision, forward a copy of the letter to the SSD coordinator for CDS records.
 3. If approved, when you log onto the College Board site to register for any future test, you automatically will be recognized as a student requiring an accommodation.
- **ACT**
 1. During spring of the 10th grade year—at least 3 months prior to first intended ACT—print out the forms from the ACT website or see the SSD coordinator for the forms.
 2. Fill out the forms, sign them, and bring them to the SSD coordinator for signature.
 3. Mail the forms with registration and payment for a specific test date.
 4. Follow the same procedure for each additional ACT date.
- **IB**
 1. During August of the 12th grade year, schedule a meeting with DP Coordinator and SSD Coordinator to review documentation.

Technology Responsible Use Policy

Carrollwood Day School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for college, work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

When using technology, faculty and students are expected to comply with the general rules of behavior established by Carrollwood Day School in accordance with the Code of Conduct.

This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using computing devices on the school campus.

Technology resources at Carrollwood Day School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing computing devices is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Carrollwood Day School Handbook. It is understood that members of the Carrollwood Day School community will use all types of computing devices on the School's network in a responsible, ethical, and legal manner at all times. The Responsible Use Policy, that every faculty member and student is required to adhere to, applies not only to Carrollwood Day School devices, but also privately-owned devices while on Carrollwood Day School campus.

By utilizing the Carrollwood Day School Internet and network infrastructure, you agree to the full Responsible Use Policy posted here:

<http://www.carrollwooddayschool.org/uploaded/documents/CDS-RUP.pdf>

Carrollwood Day School reserves the right to change and update the Responsible Use Policy when appropriate.

Textbooks

The classroom teachers distribute textbooks. The students and parents are responsible for replacement cost if books are lost or damaged. Some classes use online textbooks and will have a class set of textbooks to loan to students. The students and parents are responsible for replacement cost if the loaner books are lost or damaged. Report cards and other student privileges may be withheld until payment is received.

Timeliness

Parents who are always late picking up children from school are a source of considerable concern to the staff. Please arrive on time. If an emergency has come up and you are unavoidably late, a phone call to us is in order. A fine may occur if students are picked up late.

Transportation

Carrollwood Day School offers transportation to and from the Bearss Avenue Campus on a fleet of school owned buses. This service is maintained for the convenience of CDS families. CDS has established bus stops at various locations on each of our bus routes. Compliant with State guidelines, CDS may not pick up students at their residence. In addition to the route bus stops, there is a shuttle between the ECC and Bearss Avenue Campus to assist families with children enrolled at both campuses.

For families that do not use the CDS bus service, Carrollwood Day School encourages all parents to carpool whenever possible. In an effort to "go green," CDS will make available resources for parents to help find carpool partners effective and easy. Please contact Charlotte Benziger in the Admissions Office if you would like to be added to the carpool list.

Bus Rider Safety Regulations

1. The school bus is considered an extension of the classroom and student behavior as outlined in the Student Handbook is expected. The driver has complete authority in the bus from the moment it leaves the school until it returns. This applies to all bus transportation, including but not limited to routes, athletics, field trips, etc. Respect for the driver is expected.
2. No eating or drinking (other than water) is allowed on the bus.
3. The driver may, at any time, arrange the seating of students and assign seats.
4. No student is permitted on board any CDS vehicle unless the driver is present.
5. Students will be expected to follow CDS 4 Basic Bus Safety Rules:
 - a. **Sit properly and face forward** – Students are required to remain seated while the bus is in motion and refrain from obstructing aisles with their legs or feet, with books or backpacks, etc.
 - b. **Wear the seat belt in the approved manner whenever the bus is in motion.**
 - c. **Keep hands, feet & personal items confined to oneself** – Respect for the rights and property of other students, as well as for school property, is expected. Students may

not put any part of their body out of the window at any time. Windows may be opened only to the 2nd opening notch.

- d. **Talk quietly** – Shouting out the window and excessive noise within the bus are not permitted.
- 6. Profanity is prohibited at all times, in all forms.
- 7. Students must refrain from sitting in the driver's seat, tampering with bus controls and equipment (including unauthorized opening or closing of bus doors), tampering with emergency exits, and committing any act that might endanger other people.
- 8. The bus will not stop at any point other than scheduled stops to load or discharge students. If a student misses the bus at their assigned stop, they may meet it at the next scheduled stop.
- 9. Students will be discharged from the bus only at their designated stop unless prior permission and arrangements have been made through the Manager of Transportation. This includes friends occasionally riding home with daily bus riders. (There is a fee.)
- 10. When a student is required to board from the left hand side of the street, they may do so only when the roadway is clear and only after the driver has activated the red crossing flashers and signaled to the student(s) to cross.
- 11. Students are required to be on site 5 minutes prior to their published pick up time and at the proper place for boarding the bus. The responsible driver retrieving a Lower School student (grades K thru 5th) in the afternoon shall be at the drop-off point 5 minutes before the published stop time.
- 12. The bus is to be kept clean—a trash receptacle is provided. Throwing objects in or out of a bus window is forbidden.
- 13. No animals (fish, snails, birds, etc.) caged or otherwise, may be transported on the bus.
- 14. The seating capacity of the bus is regulated by Florida law. At no time will the driver permit more than the lawful passenger capacity.
- 15. In the event of an accident, all passengers must remain on site until responding authorities approve dismissal.

Bus Schedule

Transportation is available from various locations in the morning and afternoons. Bus routes are determined at the beginning of the school year based on student needs.

Visiting the School

All visits to classrooms should be arranged in advance through the office and with individual teachers. Parents should not drop in unexpectedly to a classroom.

The doors at all campuses automatically lock. Visitors must enter the buildings through the main entrances. CDS uses a visitor management system at the main offices of the ECC, elementary, and middle school/upper school campuses. This program helps track all visitors – both familiar and unfamiliar - to our school, to help provide enhanced protection for our students and staff. All visitors and volunteers must check in with the receptionist. All visitors must present a valid state issued ID. Once the ID is scanned and it is determined the visitor is not a registered sex offender, a “Visitor Pass” with a photo will be printed which must be worn at all times when on campus. Cars must be parked in the designated parking area. There is no parking along the entrance drives; these areas must be kept clear for emergency and delivery vehicles.

Withdrawing from School

Parents are required to pay the full year's tuition unless written notice of a student's withdrawal is received prior to May 1 before the start of the new school year. All students will be enrolled in the Tuition Refund Plan as specified in the enrollment contract. Withdrawal from school because of unexpected relocation to another region/state or due to documented medical and/or psychological reasons may be reviewed by the Head of School and CFO for consideration of releasing family from their contracted financial obligation to the school. If withdrawal is approved, the family shall be entitled to a pro rata refund, as calculated below, less the non-refundable deposit.

Between May 1 and May 31	80%
Between June 1 and June 30	50%
Between July 1 and July 31	20%
On or after August 1	No Refund

Note: Withdrawals after 15 days of school are covered under the tuition refund plan subject to the terms of the policy.

Yearbooks

Pictures of all students will be taken for the yearbook in the fall; the yearbook will arrive in the spring. Every student receives a yearbook at no additional charge.

Senior students will receive information about scheduling senior pictures at the official CDS school photographer's studio. These will be the only headshots allowed in the yearbook.

Early Childhood Guide for Preschool & Kindergarten

Carrollwood Day School believes that all young children have the right to a developmentally appropriate education. The term “developmental,” as it applies to early childhood curriculum, means:

- a balanced program of opportunities and activities for cognitive, physical, social and emotional growth
- a program that allows for the differences in rate, timing, and potential that exists in young children
- activities which are appropriate for the ages and stages of young children as determined by accepted principles of child development
- activities which support an understanding of how children learn; namely, by active involvement

Specifically, the goals of our program are:

- to provide a suitable environment for learning
- to provide appropriate hands-on experiences in all areas of learning
- to promote growth in a child’s ability to express himself/herself verbally
- to foster a desire to write independently
- to foster a love of literature
- to provide opportunities for imaginative play
- to develop a confidence in manipulating materials used for mathematical processes, and develop a foundation for understanding mathematical concepts
- to encourage the development of problem solving skills through opportunities to explore, manipulate, experience and observe in both structured and unstructured settings
- to broaden a child’s view of the world
- to create an atmosphere of enthusiasm and joy about living and learning

Age Groups

The Early Childhood Campus includes the following groups:

Kindergarten	Those children who are no longer in preschool, have been accepted into the kindergarten program, and are five (5) years old by September 1.
Prekindergarten 4	Those children attending preschool who are four (4) years old by September 1.
Prekindergarten 3	Those children attending preschool who are three (3) years old by September 1.
Toddlers	Those children who are two (2) years old by September 1.

Proof of age is required for enrollment. (Birth certificates or official documents of date of birth.)

Arrival and Dismissal

Arrival

Please drop off your child at the front door of the school. A teacher will open the car door and warmly receive your child. Do not allow your child to get out of the car unless a CDS staff member opens the car door and escorts your child from the car. If you elect to park and walk your child into the building, it is necessary to physically hold on to your child until he/she is safely inside the school. Our parking lot is extremely busy and we must all work together to ensure the children’s safety.

Arrival at School

Kindergarten 8:00 a.m. - 8:15 a.m.
Prekindergarten 4 8:45 a.m. - 9:00 a.m.
Prekindergarten 3 8:45 a.m. - 9:00 a.m.
Toddlers 8:45 a.m. - 9:00 a.m.

Dismissal

Please pull up to the front door and allow a teacher to open your car door to help your child to take his/her seat. It is **mandatory** that you place the provided sign in your front window, listing the names of each child going in your car. Teachers will not dismiss your child to anyone except those who have been named on your Authorization Form. It is essential that you send a written notice when you have a change in your routine pick-up person.

Dismissal from School

	HALF DAY	FULL DAY
Toddlers	11:45 a.m.	2:15 p.m.
Prekindergarten 3	11:45 a.m.	2:15 p.m.
Prekindergarten 4		2:15 p.m.
Kindergarten		2:45 p.m.

You may come into the school to drop off your child or to pick them up at dismissal. You must park in a designated parking space and walk into and out of the building holding your child's hand. If you arrive late for dismissal, your child's name will automatically be added to the extended care list and you will be charged for the additional time.

Attendance

Preschool Attendance

While preschool attendance is not mandatory, a child usually benefits the most from participation that is as continuous as possible. Your child will be building relationships with his/her teachers and the other children at school. When a preschool student will be absent, please notify Cindy Hittle, ECC receptionist, before school by phone (813.963.2388) or by email at ECCAbsence@carrollwooddayschool.org.

Kindergarten Attendance

Regular attendance is a necessary part of the educational process. It is expected that CDS students will be prompt and in attendance each day. When a student is ill, a call notifying the office is necessary. The school requests that medical and dental appointments be scheduled during non-school hours to avoid interruption of the student's school day. It is also requested that parents plan family outings and vacations during regularly scheduled school holidays. Absences may cause problems for the absent child or may disrupt the teacher's lessons when additional explanations are needed. Excessive absences may result in retention or reduction of grades. Tardiness and absences are recorded and reported on report cards or progress reports as required by law. Arriving on time is part of preparation for the day. Please arrive promptly! Tardiness is disruptive to everyone in the class. Please be considerate of the teacher and the other students by being on time. All kindergarten students must be in their classes and ready to begin class at 8:15 a.m. When a kindergarten student will be absent, please notify school before school by phone (813.963.2388) or by email to ECCAbsence@carrollwooddayschool.org.

Conduct and Discipline

All ECC parents must read and sign the CDS discipline policy through their child's Magnus Health account. This is required by school policy and by Florida DCF child care licensing. Please refer to this policy and address any questions or concerns to the early childhood campus Lower School Head or Assistant Head.

Dress Code

Preschool

Preschool students are required to wear clothing that will enable them to fully participate in all school activities in a safe manner. Students must wear shoes that are closed and have non-slip bottoms. Athletic-type shoes are the best choice. Sneakers with wheels (heelies) and crocs are not allowed to be worn at school. There are to be no ties or cords on any item of clothing worn to school. Children also need to wear clothing that does not restrict their ability to attend to personal needs.

Kindergarten

Kindergarten students are required to comply strictly with the CDS dress code. More detailed information about the school dress code is included under the CDS General Policies and Procedures section of the handbook

Approved Uniform Apparel

Kindergarten Boys

Shirt: Long sleeve or short sleeve CDS Polo: red or white

Slacks or shorts: CDS Khaki

Belt: Brown, black, or CDS plaid

Shoes: Closed toe dress or athletic shoes; **no** boots, crocs, or sandals

Cold weather: CDS Cardigan sweater: red or white; CDS red pullover or hooded sweatshirt and sweatpants; CDS zip-up red fleece jacket; CDS logo outerwear apparel purchased from Risse Brothers

Kindergarten Girls

Shirt: CDS White $\frac{3}{4}$ sleeve blouse; CDS long sleeve or short sleeve Polo: red or white; CDS white puff sleeve blouse with red piping (Grades K-3)

Slacks, skorts or walking shorts: CDS Khaki or plaid skort

Jumper/Dress: CDS plaid Jumper (Grades K-3), red knit Polo dress

Shoes: Closed toe dress or athletic shoes; **no** boots, crocs, or sandals

Socks: Solid, conservative or school colored socks or black, white or red footed tights.

Cold weather: CDS Cardigan sweater: red or white; CDS red pullover or hooded sweatshirt and sweatpants; CDS zip-up red fleece jacket; CDS logo outerwear apparel purchased from Risse Brothers

Extended School Day - ECC

Before school care is provided at the Early Childhood Campus from 7:00 a.m. until the start of the school day.

After school care is provided at the Early Childhood Campus until 6:00 p.m. for preschool and kindergarten students. CDS assumes no responsibility for children who arrive at the Early Childhood Campus earlier than 7:00 a.m. or stay later than 6:00 p.m. as no supervision is provided.

CDS uses KidCheck® to provide an online check in/check out system for students that participate in the extended day program at the Early Childhood Campus (ECC). KidCheck® improves the safety and tracking of our children and will also enhance our communication, security and our administration of our extended day programs. **Each family that intends to utilize the before care or after care program must create an account prior to the first day of attendance. (www.kidcheck.com)**

Reservations must be made in advance so that we are properly staffed for your child's before or after school care. Sign up in advance by calling the school office to reserve a spot (813.963.2388). Activities include outdoor and indoor play, story time, art and other fun activities. At 1:30 p.m. each day, young students are required to participate in a rest time. Children may participate in the Extended Day programs only on days when they are in attendance at school. For example, a 3-day preschool student, attending Monday, Tuesday and Wednesday may not be in extended care on Thursday or Friday.

ECC - Arrival for Morning Extended Care

Please walk your child into the room where he/she will be until the start of the school day. The CDS staff members will greet your child and record attendance.

ECC - Pick-Up from Afternoon Extended Care

Parents or other authorized adults must first check in at the ECC office to sign your child out from extended care.

Lunches / Snacks

Students are asked to bring a nutritious snack each day. Students enrolled in the full day program or half-day students staying for lunch are also expected to bring a nutritious lunch. Due to limited refrigerator space, lunches cannot be refrigerated. We ask that you do not send soda or candy. Students are also able to order lunch from the school food service provider.

Progress Reports

Toddler, Prekindergarten 3, Prekindergarten 4, and Kindergarten students receive progress reports at the completion of each trimester and the end of the school year. Both the preschool parent report and the kindergarten progress report form are designed to reflect growth and development as it has been observed and documented in the classroom.

School Bag

Please send your child to school each day with a school bag. The child's name should be in large letters on the outside of the bag. Include a change of clothing so that your child can change if necessary.

Elementary Information, Policies, and Procedures

Arrival and Dismissal

The school day for elementary school students is from 8:00 a.m. – 3:00 p.m.

- All families with their youngest child in grades 1 - 3 use the **East Entrance** for drop-off and pick-up of students at arrival and dismissal time. Children in grades 4 & 5 will be dropped off on the **West Entrance** and picked up on the **East Entrance**. The **East Entrance** is closer to I-275.
- **The East Entrance gate is locked between the hours of 9:00 a.m. and 2:00 p.m.** Between 9:00 a.m. and 2:00 p.m., all visitors to the elementary campus must enter through the West Entrance gate. The access road that connects the front entrance loop and elementary parking lot will be open during those hours.
- No student will be permitted on campus at Bearss Avenue prior to 7:30 a.m. CDS is not responsible before 7:30 a.m. or after 3:30 p.m. as no supervision is provided unless children are signed into after school care or enrolled in an after school enrichment program.
- Parents must notify the school office (813.920.2288) before 2:00 p.m. if plans change unexpectedly and a student needs to stay for after care or ride home with a friend. This deadline is necessary to assure that the student, teachers, and bus drivers can be notified in time of the change in plans.

Attendance

Regular attendance is a necessary part of the educational process. It is expected that CDS students will be prompt and in attendance each day. **Tardies and absences are recorded and reported on report cards or progress reports as required by law.**

Absences

When a student is ill, a call notifying the office is necessary or an email can be sent to ESAbsence@carrollwooddayschool.org by 8:00 a.m. Staff hours are 7:30 a.m. - 3:45 p.m. Monday – Friday; the main switchboard is open until 6:00 p.m. daily. The school requests that medical and dental appointments be scheduled during non-school hours to avoid interruption of the student's school day. It is also requested that parents plan family outings and vacations during regularly scheduled school holidays. Absences may cause problems for the absent child or may disrupt the teacher's lessons when additional explanations are needed. Excessive absences may result in retention or reduction of grades.

Students who are absent due to illness will have two days for each day absent to turn in his/her work.

Tardy

Arriving on time is part of preparation for the day. Please arrive promptly! Students who are late to school must be signed in at the school office. Tardiness is disruptive to everyone in the class. Please be considerate of the teacher and the other students by being on time. All students must be in their classes and ready to begin class at 8:00 a.m.

Discipline

All CDS elementary teachers have been trained in Responsive Classroom. Responsive Classroom is an evidence-based approach to education that focuses on the strong relationship between academic success and social-emotional learning (SEL). The Responsive Classroom approach empowers educators to create safe, joyful, and engaging learning communities where all students have a sense of belonging and feel significant. We believe in making sure we have engaging academics, positive communities, effective management and developmentally responsive teaching. Teachers create learning tasks that are active, interactive, appropriately challenging, purposeful, and connected to students' interests. They nurture a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers. Teachers create calm, orderly environments that promote autonomy and allow students to focus on learning. Each classroom adheres to the four essential agreements of CDS and they participate in creating their own set of classroom expectations and procedures with guidance from the classroom teacher.

While our focus is on building character, we realize that all young children make mistakes. Our goal is to help them learn from these mistakes and grow socially, emotionally, and academically. Our first action taken when a student does not comply with the expectations or essential agreements is to re-teach the procedure and practice within the classroom. If a student continues to struggle, further supports will be put into place including getting our school counselor involved, our Head or Assistant Head of Lower School. Parents will be brought in for discussions and conferencing if behaviors are disrespectful, serious in nature or repeated over time. We work closely with each family to structure a disciplinary program appropriate for the individual student; however, if behavior continues to be disruptive, disrespectful, and unkind, students may be placed on suspension.

Dress Code

More detailed information about the school dress code is included under the CDS General Policies and Procedures section of the handbook.

Approved Uniform Apparel for Elementary Students

Elementary Boys (Grades 1 – 5)

Shirt: Long sleeve or short sleeve CDS Polo: red or white

Slacks or shorts: CDS Khaki

Belt: Brown, black, or CDS plaid

Shoes: Closed toe dress or athletic shoes; **no** boots, crocs, or sandals

Cold weather: CDS Cardigan sweater: red or white; CDS red pullover or hooded sweatshirt and sweatpants; CDS zip-up red fleece jacket; CDS logo outerwear apparel purchased from Risse Brothers

Elementary Girls (Grades 1 – 5)

Shirt: CDS White $\frac{3}{4}$ sleeve blouse; CDS long sleeve or short sleeve Polo: red or white; CDS white puff sleeve blouse with red piping (Grades K-3)

Slacks, skorts or walking shorts: CDS Khaki or plaid skort

Jumper/Dress: CDS plaid Jumper (Grades K-3), red knit Polo dress

Shoes: Closed toe dress or athletic shoes; **no** boots, crocs, or sandals

Socks: Solid, conservative or school colored socks or black, white or red footed tights.

Cold weather: CDS Cardigan sweater: red or white; CDS red pullover or hooded sweatshirt and sweatpants; CDS zip-up red fleece jacket; CDS logo outerwear apparel purchased from Risse Brothers

Elementary Dress Code Violations

Students who are not in full uniform for the first time will be loaned appropriate dress, if available. The second offense will result in the student's parents being called.

Extended School Day - Elementary

To leave a message for After Care, please call the main switchboard at 813.920.2288.

At this time, the Bearss Avenue Campus offers after school care only.

After school care for students in grades 1 – 5 is available at the Bearss Avenue Campus each school day until 6:00 p.m. CDS assumes no responsibility for children who stay later than 6:00 p.m. as no supervision is provided.

CDS uses KidCheck® to provide an online check in/check out system for students that participate in the extended day program at both the Early Childhood Campus (ECC) and the Bearss Avenue campus. KidCheck® improves the safety and tracking of our children and will also enhance our communication, security and our administration of our extended day programs. **Each family that intends to utilize the before care or after care program must create an account prior to the first day of attendance.** (www.kidcheck.com) All students - "occasional" as well as regular after-care users – must be registered for the program. Children may participate in the after school care program only on days when they are in attendance at school.

All students who are not picked up at dismissal by 3:30 p.m. (or 12:30 p.m. on half-days) will be checked into after school care and parents will be billed \$5 per hour. If parents arrive to pick up students after 3:30 p.m. and the car line has been completed, they will need to come to the elementary multi-purpose room to sign out their child(ren).

Pick-Up from After School Care

Parents or other authorized adults should go directly to the elementary multi-purpose room to pick up their child. Parents should enter through the Bus Loop.

Homework Policy

Parents should not do their child's homework! Elementary school students who do not complete homework assigned will be required to stay for after-school study hall. Our advice to the parent is to allow your child to have successes and failures without interference and judgment. Homework assignments vary by grade level and teacher. Homework purposes include research, review, test

preparation, completion of assignments, and development of responsibility. A homework routine should be established.

Study Hall

If a student has not completed an assignment when it is due, the student is required to stay after school that day for study hall to complete the work. Study hall is held from 3:00 p.m. until 3:45 p.m. A call will be placed to parents to let them know that their students should be picked up at a later time. The parents' cooperation is important.

Elementary students receive half credit for assignments completed during study hall. No credit is received for work turned in at a later date. It is always to the students' advantage to complete their assignments prior to class. **Students must complete study hall prior to participating in any after school activity.** The Head of the Lower School will deal with habitual study hall infractions.

Media Center

Each elementary class (grades 1 - 5) has an opportunity to learn and discover in our Media Center weekly.

Students will be financially responsible for items lost or damaged. Final report cards will not be issued until all Media Center materials have been returned or payment made.

Physical Education

All students will participate in physical education classes unless a medical excuse from the child's physician or parent states the child should not participate. The excuse must be received in writing in the elementary office at the beginning of the school day. Any student excused from the activity will sit nearby and observe the activities.

CDS P.E. uniforms (official red shorts and gray shirt) are required to be purchased from Risse Brothers and worn during class. **No other shorts or t-shirts will be permitted.** Team uniforms may only be worn when approved by coaches. A small towel is also recommended. Students must wear sneakers with laces tied. Students who come to class without the appropriate attire will be considered inadequately prepared. Uniform sweat clothes may be worn in P.E. only on cold days. Students should always have official shorts and shirts available even on mornings when the weather seems cold. Often by afternoon, sweat clothes are much too warm for P.E. Water bottles are recommended during the warm months.

Standardized Tests

All students in grades 2 – 5 take standardized achievement tests called Measures of Academic Progress™ (MAP). We give students MAP tests to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year in the areas of Reading and Math. MAP tests are taken on a computer and adapt to be appropriate for each child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing.

All students in grades 2 - 5 will take a standardized achievement test annually in the fall and spring. First grade students take their first standardized achievement test in the spring. Following each testing period, parents will receive in the mail a report showing their child's growth. Teachers will use the data collected on each child's current performance and set goals for the child's individual progress.

Middle School Information, Policies, and Procedures

Academics (Grades 6 - 8)

Program of Studies

6th Grade (IB Middle Years Programme)

Language and Literature (Language Arts 6), Earth Science, World Cultures, General Mathematics 6, Language Acquisition (Spanish or French), Visual Arts / Music / Performing Arts, Design Technology, Physical Education

7th Grade (IB Middle Years Programme)

Language and Literature (Language Arts 7), Life Science, Pre-Algebra / Pre-Algebra (H), Geography, Language Acquisition (Spanish or French), Visual Arts / Music / Performing Arts, Design Technology, Physical Education

8th Grade (IB Middle Years Programme)

Language and Literature (Language Arts 8), Physical Science / Physical Science (H), Pre-Algebra, Algebra I / Algebra I (H), American History, Language Acquisition (Spanish or French), Visual Arts / Music / Performing Arts, Design Technology, Physical Education

Changing a Class (Grades 6 - 8)

No student is eligible to opt out of a class/course based on extra curricular activities.

Homework Policy

Parents should not do their child's homework! Middle school students who do not complete homework assigned may be required to attend study hall. Our advice to the parent is to allow your child to have successes and failures without interference and judgment. Homework assignments vary by grade level and teacher. Homework purposes include research, review, test preparation, completion of assignments, and development of responsibility. A homework routine should be established. Students and parents should review homework assignments and grades on Schoology on a regular basis.

Exams

All 8th grade students will sit for exams at the end of each semester for all courses except physical education, design technology, and visual arts, music, and theater. Exams are administered in a group setting and will last two hours per exam. Dates/times of exams will be advertised on the CDS website. The school believes it is imperative for students to take their exams during the scheduled exam period. If a student is ill, his/her parent/guardian must notify the school office before 8:00 a.m. The student will be expected to take the exam during the scheduled makeup period. Dress code expectations will apply during exam periods. Students will follow the regular full day schedule on exam days. Review and study sessions are scheduled each day. 8th grade final exams count toward the final grade.

Grading Scale

In middle school, semester report cards are provided twice a year to communicate each student's progress to his/her parents. Midway through each semester, anecdotal comments are provided by the teachers in a narrative format. Interim grades posted in Schoology reflect where the student stands on the current date and are not grades of records. Each semester grade listed in My BackPack reflects how a student has performed at the end of the fall or spring semester. These final semester grades are inclusive of the mid-term or final exam for 8th-grade students. To be promoted, students must maintain an overall GPA of 2.0. for each class final grade.

Middle School			Grades 6 - 8
Letter Grade	Percent Grade	Grade Point	Honors
A+	96.5 – 100	4.3	4.8
A	92.5 – 96.4	4.0	4.5
A-	89.5 – 92.4	3.7	4.2
B+	86.5 – 89.4	3.3	3.8
B	82.5 – 86.4	3.0	3.5
B-	79.5 – 82.4	2.7	3.2
C+	76.5 – 79.4	2.3	2.8
C	72.5 – 76.4	2.0	2.5
C-	69.5 – 72.4	1.7	2.2
D+	66.5 – 69.4	1.3	1.8
D	62.5 – 66.4	1.0	1.5
D-	59.5 – 62.4	0.7	1.2
F	59.4 and below	0.0	0.0

Middle School Honor Roll

Middle School Honor Roll will have two tiers based on the student's semester letter grades. The two tiers are: Honor Roll (no grade lower than a B); the MS Head's Honor Roll (no grade lower than an A). Students may not have more than three (3) unexcused absences and/or (3) unexcused tardies.

Reporting Grades

Interim Reports

Parents of students in grades 6 - 8 can access current grades at any time during the school year through Schoology.

Report Cards

Report cards are published online on My BackPack at the end of each semester. The evaluation is based on a student's academic progress, acquired skills and effort.

Conferences

The purpose of conferences is to celebrate what the student is doing well and identify goals so that student, teachers, and parents can work together to improve student learning.

Parents requesting a conference with their child's teacher or a telephone call from the child's teacher should email the teacher. At least two conference days are scheduled within the school calendar. Additional conferences may be arranged through the teacher. Middle school uses signup.com for parents to schedule individual appointments on conference days. Parents who are unable to set up appointments during conference day

hours are welcome to contact teachers individually to set an appointment to meet at another mutually convenient time.

Parents should never hesitate to report a concern to their child's teacher or advisor, such reports are sometimes the only way the school knows that a problem exists. The school considers discussions concerning your child as confidential and accordingly, any discussion about a child is inappropriate in casual settings. It is recommended that time-sensitive messages or emails be directed to the school receptionists since faculty are with students during the day and may not have a chance to check emails until after the school day.

Standardized Tests

All students in grades 6 – 8 take standardized achievement tests called Measures of Academic Progress™ (MAP). We give students MAP tests to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year in the areas of Reading, Math, and Language. MAP tests are taken on a computer and adapt to be appropriate for each child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing.

All middle school students will take MAP tests annually in the fall and spring. Following each testing period, parents will receive in the mail a report showing their child's growth. Teachers will use the data collected on each child's current performance and set goals for the child's individual progress.

Academic Honesty

Carrollwood Day School's mission statement encourages all students to act with a strong character education initiative. An important aspect of having a strong character education initiative is to practice Academic Honesty. In the twenty-first century, students are faced with the challenge that knowledge is openly shared through technology. It is within this context that our school community develops the approaches to learning to ensure integrity of learning. Through the IB Learner Profile, our students develop an understanding of the traits of being a principled learner.

Student responsibilities

- Act with integrity in all of your schoolwork by making sure that your work is your own and not copied from friends, books, or the Internet
- Any student taking a course online to remediate a CDS course is bound by the same academic honesty policy as they would be should they take a course on campus.
- Credit all the sources you used, even if you have paraphrased or summarized.
- Clearly distinguish between your work and the sources being used (using quotation marks, indentation, or a similar method).
- Use a style of referencing that is appropriate for the subject.

Source: IBO, 2012 Are you completing your IB assignments honestly?

Teacher responsibilities

- Teachers provide students with guidance and lessons on source citation.
- Teachers provide examples for students on citation and paraphrasing.
- Guide students in pertinent academic sources.

Source: IBO, 2012 Are you completing your IB assignments honestly?

Consequences

First Offense

- no grade for the work
- must re-do but will not get the grade for the work
- a report to the MS Assistant Head for Academics
- meeting with the MS Assistant Head for Academics and the teacher concerned
- a meeting with the parents followed by letter home to parents
- the student's name may also be shared with the upper school faculty

Second Offense

- no grade for the work
- must re-do but will not get the grade for the work
- a report to the MS Assistant Head for Academics
- meeting with the MS Assistant Head for Academics and the teacher concerned
- a meeting with the parents followed by letter home to parents
- the student's name may also be shared with the upper school faculty
- an in-school suspension for one day

Third Offense

- no grade for the work
- must re-do but will not get the grade for the work
- a report to the MS Assistant Head for Academics
- meeting with the Middle School Head and the teacher concerned
- a letter home to parents copied to the file
- the student's name may also be shared with the upper school faculty
- an out-of-school suspension for one day and no credit given for this day for class missed
- MS Assistant Head for Academics meets with the parents
- class credit will be reviewed in all classes

Academic Eligibility Requirements

To be eligible to participate in extra-curricular athletics, Carrollwood Day School follows the Florida High School Athletics Association's guidelines for athletic eligibility that reads:

A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in all courses taken that are required by §1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester. A student whose cumulative high school grade point average is below a 2.0 on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by §1003.43(1), Florida Statutes, at the conclusion of a semester shall not be eligible during the following semester.

Academic Warning

If a student has two "D"s or below at the end of any semester, he/she will be placed on academic warning. A student may also be placed on academic warning at the discretion of the administration. A letter will be sent to the student, his/her parents/guardians, and his/her advisor and a conference may be scheduled with the student. A student whose GPA is under 2.0 will lose eligibility to participate in sports in accordance with FHSAA standards, which require that a player must have a 2.0 or higher to remain in good standing. A student on academic warning will

have his/her progress monitored by an administrator and may be required to attend help sessions in those specific subjects.

Academic Probation

If a student has a GPA of below 2.0 at the end of any semester or the end of the year while on academic warning, he/she will be placed on academic probation. A student may be placed on academic probation at the discretion of the Head of Middle School. The division Head will send a letter to the student, his/her parents/guardians, and his/her advisor and schedule a conference with the student and his/her parents/guardians. If the student's GPA improves to a 2.0 during the next semester, then he/she will be placed on academic warning. If improvement continues during the following semester, then he/she will be removed from academic warning. Students on academic probation will have their progress monitored by an administrator and be required to attend after-school extra help sessions in those specific subjects. **Students found guilty of academic dishonesty may be placed on academic probation. Students on academic probation may face dismissal from school.**

Attendance Policy (Grades 6-8)

The school day for middle school students is from 8:15 a.m. - 3:00 p.m.

Carrollwood Day School feels that class attendance is essential for academic growth and therefore reserves the right to *refuse credit to students who miss ten (10) or more classes in any course during a semester*. Teachers will keep a current record of class absences for every student. When a student accumulates five (5) unexcused absences during a semester course, a letter will be sent home notifying the student and parents of the total days missed. Copies will be provided to the students' advisor, the MYP coordinator, MS Head and the classroom teachers. Parents should email MSAbsence@carrollwooddayschool.org to notify school about any planned absences. Students are responsible to check Schoology for any assignments during their absence. Vacations will be counted as unexcused.

If a student accumulates eight (8) absences in a semester course or is absent from sixteen (16) classes over the course of the year, that student will meet with the administration. If a period of extended illness causes a student to exceed eight (8) class absences in a semester a written verification from the doctor should be included in the appeal for course credit. Such appeals will be considered by the administration team, where a joint decision will be made. Further, if a student exceeds four (4) absences per quarter, the student may be ineligible for honor societies.

Arrival and Dismissal

- Families with their youngest child in 6th grade are assigned to the **West Entrance** (green) for drop-off and pick-up.
- Middle school students with siblings in grades 4 & 5 have the option to drop off on either side.
- No student will be permitted on campus at Bearss Avenue prior to 7:30 a.m. CDS is not responsible before 7:30 a.m. or after 6:00 p.m. as no supervision is provided. By 4:00 p.m. students must be participating in an extracurricular activity (working with a teacher, attending an after school program, athletic team practice, drama/music rehearsal, etc.) or signed in to the supervised MS/US study hall.
- Parents must notify the school office (813.920.2288) before 2:00 p.m. if plans change unexpectedly and a student needs to stay for after care or ride home with a friend. This

deadline is necessary to assure that the student, teachers, and bus drivers can be notified in time of the change in plans.

Absence, Unexcused Absences, and Early Dismissals

Parents should notify the office no later than 8:30 a.m. when a student is absent. If the student has an extended illness, work that has been missed can be found on the Schoology page for each of the student's classes. Requests should be made to the front office by 9:00 a.m. of the second day.

In order to receive maximum benefit from the college preparatory course of study at Carrollwood Day School, it is essential that students not be absent from school except in the case of an emergency. Whenever possible, family trips, dental, medical appointments or any optional activities should be planned so that they do not disrupt the school day. *If such choices are unavoidable, parents should notify school in advance via email to MSAbsence@carrollwooddayschool.org.* Absences due to personal illness or family emergencies will be excused and must be accompanied by a note from a parent or guardian. *CDS discourages early dismissals.* On occasion a true opportunity for learning will arise outside of school, i.e., a trip to a foreign country.

Planned Absences

All planned absences should be reported in advance to MSAbsence@carrollwooddayschool.org. It is the Head of Middle School's discretion as to whether the absence will be considered excused or unexcused. Vacations will be counted as unexcused. Students will be responsible to check Schoology for assignments they are missing. Students in grades 6 - 8 must turn in all of the work on the first day of their return to school.

Makeup Policy

Makeup work is the student's responsibility. It is the student's responsibility to review assignments in Schoology and to remain current with assigned work. All work is due upon the student's return to school. Students are expected to schedule makeup assessments with their teachers as soon as the students return to school. Extended absences will be dealt with on an individual basis.

Late Arrival/Early Dismissal

Students are expected to arrive to school by 8:05 a.m. and be in class before the first block begins at 8:15 a.m. Students who arrive late and leave early not only miss out on important learning, they disturb the rest of the class. Students should understand that traffic and other predictable variations in morning commutes are not justifications for a late arrival to school. *Only excuses involving illness (with a doctor's note), medical appointments (with a doctor's note), and unforeseeable, extraordinary circumstances will be accepted, at the discretion of the administration team.*

Students need to arrive on time to each class throughout the academic day. Students who arrive late to class will be marked as "Tardy" and early dismissals will also be recorded. A student will bear no consequences for the first three (3) tardies during a nine-week marking period. Students who receive a fourth tardy will serve lunch detention. Students will serve additional detentions for each additional tardy they accumulate. *Further, if a student exceeds three (3) tardies in a nine-week period, the student may be ineligible for honor societies.* If tardies continue to be an

issue, further consequences will be explored, which could include a parent meeting with administration and/or suspension from school.

Late arrivals and absences are recorded and reported on report cards or progress reports as required by law.

Extended School Day - Middle School

Middle school students are welcome to remain on campus after dismissal. The administration has established after school policies to enable students to remain on campus after school and attend home athletic games. *These policies will be reviewed throughout the year and may be revised as we continue to grow into our new facilities.*

MS/US Study Hall

No student will be allowed to "hang out" on campus unsupervised after dismissal. By 4:00 p.m. all students must be in an extracurricular activity (working with a teacher, attending an after school program, athletic team practice, drama/music rehearsal, etc.) or report to the supervised MS/US study hall. Parents will not be billed a fee for students to attend this study hall. At this time, students who are not participating in an athletic team practice session are **not** allowed to be in the gymnasium or fitness center after school. These facilities are fully booked by the athletic teams. However, it is possible that supervised open gym/fitness times may be offered when facilities are available.

All students reporting to MS/US study hall must sign in and sign out.

- **Students will be allowed to sign themselves out of study hall** when their ride home arrives or to go to a sports event; parents will not need to come in to sign out their child. Parents should call or text students once they have arrived on campus. Some cell service does not work inside the school building; if you are unable to contact your child directly, parents should call the school (813.920.2288) and the Welcome Center will notify the study hall supervisor to dismiss your child.

Once a child is signed out of study hall, he/she will not be allowed to return. Once children are signed out of study hall, they will no longer be supervised by CDS faculty.

Discipline (Grades 6 - 8)

CDS understands that all young men and women will make mistakes and errors in judgment during their teenage years. Although this does not dismiss accountability, the process of working through these situations and learning from the mistakes made is an essential part of becoming an adult. The Head of Middle School will process any disciplinary situation and will ask the student(s) involved in an infraction to complete an approved community service project, to serve an in-school or out-of-school suspension (if appropriate), or to serve an indefinite leave from the school (if appropriate).

Infractions

There are three broad categories of discipline infractions at CDS.

Category 1 - Behaviors demonstrating lack of personal responsibility

These are minor offences that do not disrupt the learning of others. These behaviors may include, but are not limited to:

- tardy to class
- excessive absences from class
- incorrect dress code
- materials not brought to class
- work not handed in on time
- littering
- leaving valuables unattended (not in locker)
- accessing any form media/texting during class without permission (i.e., websites, magazines, phones)
- disturbing your own learning (including social media, online games, etc).

Consequences are designed to promote responsible behavior. Depending on the behavior, the following interventions are employed by the teacher:

- verbal warning
- retention after class
- e-mail to parents
- removal of item
- report, if necessary, to Assistant Head for Student Life or Head
- detention

Multiple Offenses:

- First offense results in a warning
- Second offence is reported to parents and incurs a “My BackPack“ entry
- Third Category 1 infraction will be treated as if it is a Category 2 violation

Category 2 - Disrespectful behaviors or repeated Category 1 behaviors

These are offences that do disrupt the teaching and learning of others or are **repeated** Category 1 behaviors. These behaviors may include, but are not limited to:

- repeatedly disturbing yourself or others, interrupting the teacher, teasing
- frequent lateness to class
- play fighting or horseplay
- hiding another’s belongings
- swearing
- inappropriate displays of affection
- using digital media without permission during class
- absence from class without permission
- academic dishonesty, first occasion

Consequences are designed to promote responsible behavior and promote improvement. These interventions involve the Assistant Head for Student Life, counselors, parents, and teachers; the Head of Middle School is notified of these disciplinary actions.

- temporary removal of student or removal of item for duration of class
- notify parent(s) and copy Assistant Head for Student Life
- create a My BackPack discipline report
- conflict mediation/ counseling
- loss of break/lunch time
- limiting access to personal media
- initiation of weekly progress report by Assistant Head for Student Life/counselor

- letter of concern
- after school detention
- conditional behavioral contract through Assistant Head for Student Life or division Head

Multiple Offenses

- First offense is reported to parents and incurs a consequence from the examples above
- **Repeated** Category 2 offenses will be treated as if they are a Category 3 violation

Category 3 - Serious offenses or repeated Category 2 behaviors

These include behaviors that violate the rights of others or are illegal or are dangerous. These behaviors may include, but are not limited to:

- instances of violence
- vandalism
- theft
- possession of dangerous or illegal items
- possessing or accessing pornographic material
- computer hacking
- tampering with another person's intellectual property
- using or possessing tobacco, e-cigarettes/vaping paraphernalia, or illegal substances on school property or field trips, or in school uniform, or at school events
- downloading viruses knowingly
- bullying/harassment
- any instance that brings the name of the school into disrepute
- swearing at an adult or blatant disrespect to an adult
- lying to a teacher or administrator

Consequences are designed to restrict privileges if a student does not respect the rights of others. This may involve Assistant Head of Student Life, teachers, parents, Head of Middle School, Head of School, and support agencies, if necessary; due process will be followed.

- internal or out of school suspension
- parent, teacher, administrator meeting(s)
- no grade for course or automatic failure for DP course
- replacement of property and or expenses
- referral for outside counseling
- incident to be reviewed by Head of School
- report to local authorities
- probationary behavior contract through Head of Middle School
- recommendation for expulsion

Category 3 Disciplinary Procedures

- If a student is suspected of drug abuse, the parents will be immediately advised and the student may be suspended out of school indefinitely. Parents have the right to provide appropriate medical evidence (e.g., drug test administered by certified provider) to demonstrate that their son or daughter is no longer a threat to themselves or others for consideration of reinstatement.
- A student suspected of a Category 3 violation will discuss and document the incident with the Assistant Head for Student Life/Head of Middle School.
- If, upon reviewing the student's position and any relevant evidence, the Assistant Head for Student Life/Head of Middle School believes that a violation may have taken place,

the division Head will notify the parents.

- The Assistant Head for Student Life/Head of Middle School will also contact a faculty member (e.g., counselor) to serve as the student's advocate.
- The student will meet with the advocate.
- The advocate, student and Assistant Head for Student Life/Head of Middle School will meet to address the incident.
- After all issues have been discussed, the student's advocate and the Assistant Head for Student Life/Head of Middle School will deliberate on the issue(s).
- The Assistant Head for Student Life/Head of Middle School will attempt to meet with the parents before a decision is made. The meeting may be over the phone if the parent is unavailable to come to school in an adequate time frame to ensure the issue is dealt with swiftly.
- The student is informed of the decision; the Head of Middle School's decision is final.

Decisions resulting in the expulsion of a student from school may be appealed, in writing to the Head of School, whose decision is final.

Dress Code (Grades 6 - 8)

More detailed information about the school dress code is included under the CDS General Policies and Procedures section of the handbook.

Approved Middle School Uniform Apparel

Middle School Boys (grades 6 - 8)

Shirt: CDS Polo-type, red, white or grey; collarless t-shirts may be worn on Spirit Fridays

Slacks: Khaki, non-denim, unripped slacks; **no cargo pants**

Shorts: CDS Khaki; **no cargo shorts**

Belt: Brown or black

Shoes: Closed toe dress or athletic shoes and socks; no boots, crocs, or sandals

Cold weather: CDS red or grey pullover or hooded sweatshirt, (sweatpants allowed for PE only), CDS zip-up red or grey fleece jacket; specialty logo'd outerwear apparel purchased from Risse Brothers (in red, white or grey only)) may be worn indoors or outside. Non-CDS apparel (sweatshirts, jackets) may be worn outside ONLY unless special permission has been given.

Middle School Girls (grades 6 - 8)

Shirt: CDS White $\frac{3}{4}$ sleeve blouse; CDS Polo-type, red, white or grey; collarless t-shirts may be worn on Spirit Fridays

Slacks: Khaki, non-denim, unripped slacks; **no cargo pants**

Skorts or walking shorts: CDS Khaki; **no cargo shorts**

Shoes: Closed toe dress or athletic shoes and socks; **no** boots, crocs, or sandals

Socks: Girls may also wear full length black leggings or tights.

Cold weather: CDS red or grey or hooded pullover sweatshirt, (sweatpants allowed for PE only), CDS zip-up red or grey fleece jacket; specialty logo'd outerwear apparel purchased from Risse Brothers (in red, white or grey only) may be worn indoors or outside. Non-CDS apparel (sweatshirts, jackets) may be worn outside ONLY unless special permission has been given.

Hair

All students' hair should be kept neat and clean. Students are required to always maintain a school appropriate appearance.

Middle School Dress Code Violations

Students who are not in full uniform for the first time will be loaned appropriate dress, if available. The second offense will result in the student's parents being called. Please be sure that your child comes to school in his/her uniform so that he/she does not miss class time waiting in the office. All classes missed because of inappropriate clothing are unexcused. Consequences will be assigned as appropriate.

Student Life (Grades 6 - 8)

School Counselor

The middle school has a school counselor that works with faculty and administrators regarding the emotional well being of the school and its students. The counselor provides short-term individual counseling and/or referral for students and their parents/guardians. The school counselor subscribes to a general policy of confidentiality in dealing with anyone who comes for help. However, if the counselor feels there is evidence, either hard or circumstantial, that a student is a threat to him/herself or others, then the counselor will immediately notify the parents/guardians and recommend professional evaluation and/or testing. If the situation continues without intervention, the counselor, in consultation with the Head of School and the Head of Middle School, reserves the right to dismiss the student from CDS.

Advisor System

The advisor system is designed to provide support for students in all aspects of their lives at Carrollwood Day School. Each student is assigned a faculty advisor who provides general guidance for the student's academic and personal growth. The advisor monitors the student's progress at CDS and communicates with the parents/guardians when the student seems to be struggling in more than one area. The advisor is the advisee's advocate, someone who listens and responds responsibly to student issues and concerns. Parents/guardians should not hesitate to call the advisor if they have a general concern about their child because CDS values the partnership between home and school.

Middle School students meet with their advisor each day that homeroom meets. Students are encouraged to contact their advisor when needed.

Role of the Advisor

- help monitor academic progress
- facilitate teacher/parent meetings when needed
- monitor social concerns
- direct advisees to proper school personnel for various problems/concerns
- communicate problems/concerns with parents
- inform advisees of various issues
- foster the development of performance and moral character

Honor Lockers

Carrollwood Day School is a lock-free school. All students will be assigned an open locker. Students are not permitted to change lockers unless permission is granted by the administration. Under no circumstances are students to touch contents of another student's locker. Any abuse of the open locker will subject the student to a fine for damages, the loss of the open locker, or other consequences.

Dances

School-sponsored dances serve primarily to provide opportunities for social interaction among students in a safe and respectful climate. Dances are a privilege for the student community. Safe dances depend upon the collective cooperation of all students to obey school rules, and the school may choose to cancel future dances in the event of student misconduct or other specific safety risks. In order to create and maintain a safe and respectful environment for our students, Carrollwood Day School has implemented the following standards for conduct at dances:

- CDS dances are chaperoned by faculty.
- Certain dances are opened up to allow one guest for each CDS student attending. Middle school students may not attend upper school dances. A guest request form must be completed, turned in to the student's advisor, and approved prior to the dance. All guests must arrive and leave in the company of their student sponsor. If a student brings a guest, he or she is responsible for his or her guest's behavior. If the guest is behaving inappropriately, both the guest and the student host will be removed from the dance.
- In order to be admitted, students and guests must be dressed according to the previously announced dress code.
- There are no "in and out" privileges at dances; once a student exits, he or she cannot be readmitted.
- All school policies regarding drugs/alcohol apply to dances and other school sponsored activities.
- Dancing must be appropriate. Dancing that is deemed inappropriate by faculty or supervisors may lead to the removal of that student from the dance.
- Any music played at the dance must have acceptable lyrics.

Any student found by a chaperone to be in violation of the rules may be removed from the dance. The chaperone's ruling is final and absolute.

Upon purchasing entrance to a CDS dance, **it is understood that the student subscribes to the rules of appropriate behavior and is therefore subject to facing the administration.**

Sports

Carrollwood Day School is very proud of its sports program. Be sure to check with the school to see what specific programs are being offered. Please reference the CDS Student Parent Athletic Handbook for more information about the responsibilities and privileges of students who participate in athletics at CDS.

Clubs

Middle School clubs provide students an opportunity to engage in activities beyond the classroom that are both fun and meaningful. All of these clubs meet during the school day – during students' study hall, lunch, and recess. Participation in clubs and activities can enhance the students' quality of life. Being active in a club is an excellent way for students to become more involved in their CDS community, enrich their academic experience, and participate in service opportunities.

In addition to general clubs, all students have the opportunity to become involved in the Student Council and 8th grade students can be invited to join several honor and service societies. The Middle School Student Government and Honor Societies are made up of students who strive for high academic achievement and lead with strong moral character. To remain on Student Government or in an Honor Society, students are expected to meet the following criteria:

- Maintain an acceptable GPA determined by the Societies
- No major disciplinary offenses or excessive, tardies/absences
- Maintain involvement in school activities and functions
- Serve as ambassadors of the school and help with school events as needed.

Student Council

Students in the grades 6, 7, and 8 are encouraged to run for Student Council. Elections are held in the spring, usually in the month of April or May. Student Council also has numerous committees that any middle school student may join. Students will be notified when that availability is open.

Patriot Society - 8th Grade Service Society

The Patriot Society is an organization dedicated to representing and promoting Carrollwood Day School. To be eligible for the Patriot Society, a student must be in good standing with the faculty and administration. Students who are selected to serve on the Patriot Society are responsible for assisting at various events that take place on weekends and evenings as well as during the school day.

National Junior Beta Club - 8th Grade Honor Society

The National Junior Beta Club is an honor organization that recognizes outstanding academic achievement, promotes strong moral character and social responsibility, encourages service to others, fosters leadership skills, and provides settings for you to develop strong interpersonal skills. Qualifying 8th grade students (3.8 GPA minimum for core classes and a record of behavioral excellence and academic honesty; service hours minimum requirement) will be invited to join Beta during the first semester.

French Honor Society - 8th Grade Honor Society

The Middle School French Honor Society, *Les Jeunes Amis du Français*, is a society that is sponsored by the American Association of Teachers of French. The aim of this organization is to stimulate interest in the study of French, to promote high standards of scholarship, to create enthusiasm for and an understanding of Francophone cultures, to encourage service to school and community, and to promote international friendship. Students involved in French Honors will be encouraged to participate in affiliated service activities during their 8th grade year. Eligible 8th grade students have maintained by the end of their 7th grade year, a 93% or better average in French as well as a 3.8 overall average in their other courses of study. A 200-word essay on the benefits of learning a second language is also required.

Spanish Honor Society - 8th Grade Honor Society

The Middle School Spanish Honor Society, *Sociedad Hispánica de Amistad* is the National Hispanic Society of Friendship. The Carrollwood Day School Chapter, *Los Patriotas*, is a society that recognizes scholarship, fellowship, and service by middle school students. Eligible 8th grade students have maintained by the end of their 7th grade year, a 93% or better average in Spanish as well as a 3.8 overall average in their other courses of study. The purpose of the society is to promote cross-cultural acceptances and understanding in students of Spanish and to encourage service to school and community.

Upper School Information, Policies, and Procedures

Whom do I see?

Knowing whom to contact for information or help can solve many problems, which occur in school life. The following list of personnel will help **parents** solve these common problems.

Change my address/telephone number on the school records	Update your account on My BackPack
When I am having problems with a particular subject	The teacher then the counselor
When I have medical problems	School Nurse
About social/emotional support	School Counselor
Questions about transcripts, University Applications	College Counselor
To arrange a teacher conference	Teacher / Upper School Administrative Assistant
PE program	Subject leader of physical education
About Community Service	MYP Service as Action Coordinator DP CAS Coordinator
Athletics	Athletic Director
About the upper school program	Head of Upper School
About Florida State requirements	US Learning Specialist
About the Middle Years Program (grades 9 & 10)	Middle Years Programme Coordinator
About the Diploma Program (grades 11 & 12)	Diploma Programme Coordinator
Attendance, prearranged absence, behavior, announcements, uniform	Assistant Head of Upper School for Student Life
With questions about academic support for students	US Learning Specialist
If a child is absent	USAbsence@carrollwooddayschool.org
Any other issues not mentioned above	Upper School Administrative Assistant

<u>From the students... If I have</u>	<u>Where do I go</u>
An academic issue	Teacher/the subject department chair
Community service issue	MYP Service as Action Coordinator and DP CAS Coordinator
Social Emotional concern	Upper School Counselor
College applications	College Counselor
Mistake on my grades/report	Registrar / Database Manager
Tardy in morning	Sign in at Welcome Center in International Square
Proposal to introduce a school wide activity	Student Council

<u>If I want to...</u>	<u>Where do I go?</u>
Open a club	Student Council
Ask for a prearranged absence form	Upper School Administrative Assistant
Turn in an absence excuse	Upper School Administrative Assistant
Ask for a formal recommendation	College Counselor first then teacher of choice
Know more about Spirit Week activities	Student Council
Join club even though it has already started	Club Sponsor
Put in an announcement	stugov@carrollwooddayschool.org
To have a fundraiser	Director of Advancement
Know how many days of school I can miss	Student Handbook
Know how many tardies I have	My BackPack
Leave school because I am feeling sick	Nurse / Upper School Administrative Assistant
Search for something I have lost/gone missing	Lost and found then Assistant Head for Student Life
Change a course or class	Assistant Head for Academics for form
Know why My BackPack or Schoology is not working	IT Department

Sign up to ride bus to /from school	Transportation Manager
Check SAT/ACT dates	College Counseling Office / school calendar
Get a new ID	Upper School Administrative Assistant
Use the gym	Athletic Director
Return books	Teacher

Academics (Grades 9 - 12)

Academic Department Summaries

Group I (Language and Literature):

International Baccalaureate defines Language A as the student's best language. It is the basic tool of communication in the sense of enabling one to understand and to be understood, and to establish one's own identity. Each course will focus on the instrumental function of language: listening, viewing, speaking, reading and writing skills, as well as the study of literature, which encompasses a variety of periods and genres.

Group II (Language Acquisition):

The study of an additional language—Spanish or French—is compulsory for three years and is strongly recommended for all 4 years of upper school. These courses are designed to encourage the student to gain competence in a modern language other than their first language, with the long-term goal of balanced bilingualism. They also aim to develop in the student a respect for and understanding of other languages and cultures.

Group III (Individuals and Societies):

Courses offered in the freshman and sophomore years consist of both geography and history, and are intended to lead students from an understanding of the immediate environment to an appreciation of spatial phenomena at regional, national and global levels. It addresses a variety of cultures and times and stresses their increasing interaction in our modern world. Beyond factual knowledge, students are encouraged to develop the capacity to think and write historically and to enjoy and value the past for its own sake as well as a means by which to understand and appreciate the present.

Courses offered for the junior and senior years span the humanities and social sciences. Studies of local situations and of global perspectives foster an appreciation of change and continuity as well as of similarity and difference. Students evaluate the major theories, concepts and research findings of the respective disciplines and learn each discipline's methodology.

Group IV (Sciences):

The study of science aims to provide the student with both a body of knowledge and an understanding of the scientific approach to problem solving. The ability to formulate hypotheses, design and carry out strategies to test them, and evaluate results, constitutes the framework within which specific content is presented. Among other skills, the student is expected to use basic laboratory equipment safely and efficiently, to measure and make sensible estimates, and to use classification as a system for grouping and organizing. As well as providing a sustained, valuable academic experience, the science courses promote an awareness of the increasingly international context of scientific activity, its impact and limitations, as well as the constant evolution of scientific knowledge and understanding. Students are encouraged to consider science as a constantly evolving cooperative venture between individuals and among members of the international community, influenced by its social, economic, technological, political, ethical and cultural surroundings.

Group V (Mathematics):

The study of mathematics aims to deepen a student's understanding of mathematics as a discipline and to promote confidence and facility in the use of mathematical language. Students gain an appreciation that mathematics is a universal language with diverse applications and an understanding of how cultural, societal, and historical influences from a variety of cultures have shaped mathematical thought.

Group VI (The Arts):

The arts encompass visual arts and performing arts and is of particular interest in an international programme. The coursework brings students into contact with the art forms and aesthetic values of other cultures as well as their own and helps to develop perceptions between ideas and art. Students are encouraged to identify particular creative abilities and to master techniques appropriate to that form of expression. In addition to developing the student's own imagination and skills, the program seeks to acquaint young people with the creations of men and women whose works have proven to be of enduring worth. The various art courses are designed to help the student become a developing artist, one who is able to assess the level of skill and target the areas that need development.

Program of Studies

Course offerings for the current school year are listing on school website at <https://www.cdspatriots.org/academics/us/academics>

Changing a Class (Grades 9-12)

A student-initiated schedule change request should be submitted to the Upper School Assistant Head for Academics. All schedule changes must be done by the end of the fourth week of school. Any request received after the deadline will need the approval of the upper school administration. Schedule changes for DP and MYP courses are submitted to the DP or MYP Coordinator for review.

Homework Expectations

Assessments will be designed so that students do not have multiple projects due or testing occurring on the same days. Proper time management should result in approximately two hours of school work per night in addition to in-school study halls. IB Higher Level courses are more rigorous and will require additional homework time.

- Types of assignments:

Short-term: For each class meeting; short-term homework is the continuation of class work or work designed to review and reinforce lessons and class work.

Long-term: long-term assignments will be guided through an on-going editing process and are to be completed over a time period that exceeds one week.

Graduation Requirements (Grades 9-12)

A student in good standing shall be eligible for graduation upon successful completion of all courses. Under normal circumstances, a student's academic program will include the following minimum requirements:

Course	IB Students
English	4.0
Mathematics	4.0
Science	3.0
Humanities	3.0
Second Language	3.0
Fine Arts	1.0
Physical Education and Health	1.0
Elective*	5.0
Community Service	100 hours by graduation
Total Credits:	24

* Elective courses are offered in a variety of subject areas.

College Counseling Program

College Counseling

Carrollwood Day School is cognizant of what students need in order to complete the college admission process in a timely and successful manner. One goal of the College Counseling Office at CDS is for all CDS students to be accepted to and attend the college of their choice which is their individual best fit – academically, socially, and financially. In order to help students achieve this goal, the college counselors will provide students and parents key information and guidance to prepare for college. The College Counseling Office will host college workshops for all interested upper school families as well as aid students in their journey to ready themselves for college. Students should focus academically to consistently do their best work, achieve their best grades and test scores, and to strive for excellence. The College Counseling Program starts in 8th grade and continues through graduation. Each year in upper school, students will be asked to set goals that will lead them to a well-rounded education which focuses on academic excellence, international awareness, character development, and extra-curricular involvement. All of these goals will prepare them for the college admission process. The College Counseling counselors will help students to recognize how they stand out from

the crowd of college applicants during the admission process. An overarching goal of CDS is to best prepare each student to not only be accepted into and graduate from college, but also to be prepared to succeed in college and in life as an individual.

Seniors will submit applications to colleges beginning August 1, when most applications become available online. Most students will apply to six to eight colleges (mandatory minimum of three) across the United States and internationally. Seniors will meet with their college counselor to submit all applications prior to November 1.

For further information, visit the CDS website at:

<https://www.cdspatriots.org/academics/college-counseling>

Statement on Disclosure

While CDS counselors work closely to assist all students with college admissions, college applications require that all serious infractions, such as suspension or expulsion occurring from 9th through 12th grade as well as any misdemeanors or felonies during that time, be reported on all college applications by the student and confidentially on Secondary School Report forms by the college counselor.

Assessments

Assessment and reporting statement

We at CDS believe that the purpose of assessment is to support and encourage effective teaching and learning, reflect intercultural dimensions of the programs, determine the learner's level of understanding and must meet the needs of student's particular age and stage of development.

Grade 11 and 12 DP courses include a variety of IB Diploma internal assessments (IA) and core tasks (ToK, Extended Essay and CAS). A calendar is established and communicated to the students to minimize potential conflicts and work overload.

Expectations for teachers

- Teachers will publish all major assessments on Schoology
- Prior to adding an assessment, teachers will introduce the due date with their class (in class)
- All due dates will also be published on the task sheet itself and visibly published in the classroom (e.g., on the whiteboard).
- For large tasks it is advised to have many interim due dates (drafts of essays)

Expectations for students

- Students will make sure they are regularly checking Schoology
- Any potential clashes with other assignments need to be brought to the teacher's attention immediately
- Any prearranged absences (e.g., for sports) needs to be agreed with attention to the assessment posted on Schoology. The minimum expectation is a week's notice. Students should agree with each teacher their individual due date, if appropriate.

Recording and reporting in Upper School

All MYP and DP teachers use the official IB MYP criteria rubrics and DP subject/component specific rubrics when grading a student's assessments. Each subject has its distinct descriptors for each level of achievement within each criterion. (Copies for each subject are available from the IB Coordinators.) DP rubrics are provided to all students at the start of each course. A student will be informed prior to the assessment, which criterion will be used and assessed.

Granting of extensions

Unless specifically noted, all assessments are due at the start of the class on the due date. Granting of extensions is at the discretion of the teacher. The teacher in their own records should record all extensions granted. These extensions should be shared during grade level meetings with other teachers to help spot if there is a pattern.

Exams - Mid-Term/Final

Upper school students will sit for mid-term exams before the December break. At the end of the year, students in grades 9 - 11 will take final exams for all year-long courses. Exams are administered in a group setting and will last two hours per exam. Dates/times of exams will be announced on the CDS website.

The school believes it is imperative for students to take their exams during the scheduled exam period. If a student is ill, his/her parent/guardian must email USAbsence@carrollwooddayschool.org or notify the US Assistant Head for Academics before 8:00 a.m. The student will be expected to take the exam during the scheduled makeup period.

Dress code expectations will apply during exam periods. Upper school students may leave campus after their last exam of the day. Students may not leave campus between exams. The midterm and final exams count 20% toward the semester grade for grades 9 through 11

Grading Scale

In upper school, grades are reported home two times a year. Interim grades posted in Schoology reflect where the student stands at that point in the quarter and are not grades of records. The first semester grade reflects how a student has performed, based on the first semester and the mid-term exam. The second semester grade is a compilation of how the student performed based upon the second semester and the final exam. All MYP (grades 9 and 10) courses are weighted 0.5 and all Diploma courses (grades 11 and 12) are weighted 1.0.

Upper School				Grades 9 - 12	Grades 11-12
Letter Grade	IB Score	Percent Grade	Grade Point	Honors	IB Equivalent
A+	7/8	97 – 100	4.3	4.8	5.3
A	6	93 – 96	4.0	4.5	5.0
A-	5	90 – 92	3.7	4.2	4.7
B+	5	87 – 89	3.3	3.8	4.3
B	4	83 – 86	3.0	3.5	4.0
B-	4	80 – 82	2.7	3.2	3.7
C+	3	77 – 79	2.3	2.8	3.3
C	3	73 – 76	2.0	2.5	3.0
C-	3	70 – 72	1.7	2.2	2.7
D+	2	67 – 69	1.3	1.8	2.3
D	2	63 – 66	1.0	1.5	2.0
D-	2	60 – 62	0.7	1.2	1.7
F	1	59 and below	0.0	0.0	0.0

Students must maintain an overall GPA of 2.0.

Academic Warning

If a student has two “D”s or below at the end of any semester, he/she will be placed on academic warning. A student may also be placed on academic warning at the discretion of the US Head. The US Head will send a letter to the student, his/her parents/guardians, and his/her advisor and schedule a conference with the student. Students on academic warning will have their progress monitored by an administrator and be required to attend after-school extra help sessions in those specific subjects.

Academic Probation

If a student has two “D”s or below at the end of any semester while on academic warning, he/she will be placed on academic probation. A student may be placed on academic probation at the discretion of the US Head. The US Head will send a letter to the student, his/her parents/guardians, and his/her advisor and schedule a conference with the student and his/her parents/guardians. If the student’s grades improve during the next semester, then he/she will be placed on academic warning. If improvement continues during the following semester, then he/she will be removed from academic warning. Students on academic probation will have their progress monitored by an administrator and be required to attend after-school extra help sessions in those specific subjects. Failure to maintain satisfactory grades may result in dismissal from Carrollwood Day School.

Students found guilty of academic dishonesty may be placed on academic probation. Students on academic probation may face dismissal from school.

IBDP and IBMYP Descriptors

Grade	Descriptors
7/8	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them almost faultlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
6	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality and insight.
5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
3	Limited achievement against most objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
2	Very limited achievement against all of the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.
1	Minimal achievement in terms of the objectives.

Reporting Grades

Interim Reports

Upper school issues two narrative progress reports at the end of each quarter that reflect where the student stands at that point in the semester and are not grades of record. These comments are posted on My Backpack.

Report Cards

Report cards are published on “My Backpack” following the end of each semester. The evaluation is based on a student’s academic progress, acquired skills, and effort. These grades are also posted on Schoology. Upper school students’ weighted GPA will appear in “My Backpack.”

Upper School Honor Roll

The upper school honor roll will have two tiers based on the student's semester letter grade. The two tiers are "Honor Roll" (no grade lower than a B-) and "Upper School Head's Honor Roll" (no grade lower than an A-). Further, if a student earns a cumulative GPA of 3.75 or higher over the course of their high school career, the student will graduate with Honors from CDS.

Conferences with Teachers

The purpose of conferences is to celebrate what the student is doing well and identify goals so that student, teachers, and parents can work together to improve student learning.

Parents requesting a conference with their child's teacher or a telephone call from the child's teacher should email the teacher. At least two conference days are scheduled within the school calendar. Additional conferences may be arranged through the teacher. The upper school uses signup.com for parents to schedule individual appointments on conference days. Parents who are unable to set up appointments during conference day hours are welcome to contact teachers individually to set an appointment to meet at another mutually convenient time.

Parents should never hesitate to report a concern to their child's teacher or advisor, such reports are sometimes the only way the school knows that a problem exists. The school considers discussions concerning your child as confidential and accordingly, any discussion about a child is inappropriate in casual settings. It is recommended that time-sensitive messages or emails be directed to the school receptionists since faculty are with students during the day and may not have a chance to check emails until after the school day.

Credit Replacement

If a student receives a D or F in a course, they must enroll and complete a similar course through a CDS approved provider. As needed, the school will provide information with instructions on completing this requirement through Florida Virtual School (FLVS) or another approved outlet. These grades will not replace CDS grades or calculate into the student's GPA; however, CDS will include the FLVS transcript with the student's college applications. Arrangements for course replacements for a student who fails more than one course will be made on a case-by-case basis through the college counseling office. All course replacements must be completed prior to the start of the following school year.

Independent Research

Carrollwood Day School affirms its belief that education takes place outside as well as within traditional classrooms. Thus, students will design significant independent research projects that are intended to be the culmination of the student's learning during the Middle Years Programme (10th grade) and Diploma Programme (12th grade).

Personal Project

A culminating activity of the MYP, the Personal Project, is a significant piece of work that is the product of the student's own initiative and creativity. The project consists of three main parts: a process journal, a final product, and a report. This project holds a very important place in the programme, providing an excellent opportunity for students to

produce a truly creative piece of work of their choice and to demonstrate the skills they have developed in Approaches to Learning.

At CDS, all sophomores are involved in the Personal Project process and teachers are actively involved in supporting our students. Through the learning process, each student works with an assigned supervisor. To provide students with adequate time and resources for success, planning for the personal project begins before the end of their freshman year.

During second semester of 10th grade, students will display and present their projects to the school community at the MYP Personal Project Fair.

Extended Essay

All IB diploma candidates in the IB Diploma Programme are required to submit an extended essay. The extended essay is an individual research project of about 4,000 words that allows students to investigate in detail a topic of special interest to them. This project acquaints students with the independent research and writing skills that are necessary and expected at the university level. The IBO recommends that students spend about 40 hours in total on the extended essay. A member of the faculty will supervise each student engaged in writing the extended essay.

Academic Honesty

Carrollwood Day School's mission statement encourages all students to act with a strong character education initiative. An important aspect of having a strong character education initiative is to practice Academic Honesty. In the twenty-first century, students are faced with the challenge that knowledge is openly shared through technology. It is within this context that our school community develop the approaches to learning to ensure integrity of learning. Through the IB Learner Profile, our students develop an understanding of the traits of being a principled learner.

Student responsibilities

- Act with integrity in all of your schoolwork by making sure that your work is your own and not copied from friends, books, or the Internet
- Any student taking a course on line to remediate a CDS course is bound by the same academic honesty policy as they would be should they take a course on campus.
- Credit all the sources you used, even if you have paraphrased or summarized.
- Clearly distinguish between your work and the sources being used (using quotation marks, indentation or a similar method).
- Use a style of referencing that is appropriate for the subject.

Source: IBO, 2012 Are you completing your IB assignments honestly?

Teacher responsibilities

- Teachers provide students with guidance and lessons on source citation.
- Teachers provide examples for students on citation and paraphrasing.
- Teachers use <http://turnitin.com/> for major pieces of work for 11th and 12th graders to provide individual guidance and feedback.
- Guide students in pertinent academic sources.

Source: IBO, 2012 Are you completing your IB assignments honestly?

Consequences

First Offense

- must re-do after meeting with teacher for full credit
- teacher reports to the US Assistant Head for Academics
- a letter home to parents copied to the file
- either the teacher or an administrator will call home or meet with parents
- the student's name will be shared with their current teachers, with teachers encouraged to show students how to properly cite in other subjects

Second Offense

- students must re-do the work for half credit
- a report to the US Assistant Head for Academics
- meeting with the US Assistant Head for Academics and the teacher concerned
- a letter home to parents copied to the file
- the student's name will also be shared with the upper school faculty
- lunch detention
- a meeting with the parents

Third Offense

- no grade for the work
- DP must re-do but will not get the grade for the work
- a report to the US Assistant Head for Academics
- meeting with the US Assistant Head for Academics and the teacher concerned
- a letter home to parents copied to the file
- the student's name will also be shared with the upper school faculty
- an in-school suspension for one day
- US Assistant Head for Academics meets with the parents
- class credit will be reviewed in all classes
- incident will be reported to College Counseling

Attendance (Grades 9-12)

If a student will be absent all day (planned or personal), parents must email USAbsence@carrollwooddayschool.org in advance. If a student will be absent for a portion of a school day, parents must call the front desk (813.920.2288) by 8:30 a.m.

Students are expected to arrive to school by 8:20 a.m. and be in class before the 8:30 a.m. bell.

Arrival and Dismissal

The school day for upper school students is from 8:30 a.m. – 3:30 p.m.

- Families with their youngest child in 6th grade are assigned to the **West Entrance** (orange) for drop-off and pick-up.
- Upper school students with siblings in grades 1 - 3 are assigned to use the **East Entrance** for drop-off and pick-up of students at arrival and dismissal time. US students with youngest siblings in grades 4 & 5 may be dropped off on either side; dismissal will be on the **East Entrance**.

- No student will be permitted on campus at Bearss Avenue prior to 7:30 a.m. CDS is not responsible before 7:30 a.m. or after 4:00 p.m. as no supervision is provided. By 4:00 p.m. students must be participating in an extracurricular activity (working with a teacher, attending an after school program, athletic team practice, drama/music rehearsal, etc.) or signed in to the supervised MS/US study hall.
- Parents must notify the school office (813.920.2288) before 2:00 p.m. if plans change unexpectedly and a student needs to stay for the supervised after school study hall or ride home with a friend. This deadline is necessary to assure that the student, teachers, and bus drivers can be notified in time of the change in plans.

Planned Absences

When a student is aware of an upcoming planned absence, parents must email USAbsence@carrollwooddayschool.org in advance. This includes full day athletic events and college visits. (Emails do not need to be sent for athletic events requiring a student to miss a class or two. However the student is still required to inform the teacher of their absence and arrange to make up the work prior to the absence).

- Students performing less than satisfactorily will not be given permission to leave on a pre-approved absence.
- Upper school students are responsible for acquiring assignments from each teacher and arranging a schedule to make up all work missed prior to the absence (at teacher's discretion). Failure to do so in a timely manner could result in zeros or an incomplete grade.
- If parents do not email school in advance of a planned absence, a student may not receive credit for missed assignments.

Excused Absences

An excused absence is defined as an absence during which a student misses one or more classes for reasons that are pre-arranged and approved by the administration prior to the absence.

Examples of an excused absence include:

- academic competitions/ conferences
- FHSAA sanctioned athletic competitions
- visiting colleges during the academic term: Seniors and second semester juniors, who are in good academic and disciplinary standing, are allowed to miss five class days a year for the purpose of traveling to and visiting colleges. Additional days for required scholarship interviews and orientation programs for students accepted by a college will be handled on a case-by-case basis. All college days must be taken on or before May 1. Students who are admitted through an Early Decision or Early Action program will not be allowed to miss a class for a college visit subsequent to their acceptance unless they receive an invitation to an on-campus program for admitted students. In such a situation, students must submit a copy of their invitation and/or a description of the program.
- School sponsored field trips
- Observing a traditional religious holiday
- Student illness: A doctor's note is required after the third consecutive day, or the absence will be considered a personal absence. If a serious illness causes a student to miss more than 8 days during a semester, a *Medical Leave* may be necessary. Please see the *Medical Leave* section for more information.

An *excused absence* will not be counted towards a student's official absence count.

Personal Absences

Any other absence from school is simply considered a personal absence. A personal absence results from a student missing a school commitment and examples include minor illness, a death in the family, a confirmed court date, and medical appointments.

In order to receive credit, all tests, quizzes and class work missed as a result of a personal absence must be made up/submitted within the number of days absent. For example, if a student is out sick for one day, the student will have one additional day to make up the work. The only exception is for projects or long-term assignments that were assigned at least one week in advance. In this case, the assignment is due the day the student returns. Any test, quiz or class work not made up within the required time may be recorded as a zero.

Partial Day Absences

If a student is to be absent from or late to school, parents or guardians are expected to call the front desk (813.920.2288) by 8:30 a.m. and communicate a valid reason via email or telephone, including proper documentation (doctor's note), for the student's absence(s). If no valid reason/documentation is provided within three school days, the student will be considered to have skipped class and the proper disciplinary consequence will be administered.

Students who have an appointment or obligation during the school day are required to bring a note signed by a parent or guardian, requesting permission for the student to miss part of the school day prior to 8:30 a.m. The note should explain the necessity of the appointment or obligation. The school assumes that parents and students realize the importance of keeping to a minimum any appointments that may interrupt the academic day. Students are required to sign out and back in if they are returning to school.

Students anticipating a conflict with any scheduled school appointment should see their adviser and then consult with the US Assistant Head for Student Life regarding how to arrange the absence.

Students must be in school a minimum of a half-day to participate in extracurricular activities, including athletics and performing arts.

Excessive Absences

The administration monitors the number of unexcused absences. A large number of unexcused absences can create a cumulative drag on academic performance and may result in having academic credit withheld.

- When a student accumulates five (5) unexcused absences during a semester course a letter will be sent home notifying the student and their parents of the total days missed. Copies will be provided to the student's advisor, the appropriate IB Coordinator, US Head, and the classroom teacher. Parents must notify school in advance of any planned absences. It is the US Head's discretion as to whether the absence will be considered excused or unexcused. Vacations will count as unexcused.
- If a student accumulates eight (8) unexcused absences in a semester course or is absent from 16 classes over the course of the year, that student will meet with the administration. If a period of extended illness causes a student to exceed eight class absences in a semester, a written verification from the doctor should be included in the appeal for course credit. Such appeals will be considered by the administration team, where a joint decision will be made. Further, if a student exceeds four (4) unexcused absences per quarter, the student will be ineligible for honor roll.

Late Arrival/Early Dismissal

Students are expected to arrive to school by 8:20 a.m. and be in class before the beginning of first block at 8:30 a.m. Students who arrive late or leave early not only miss out on important learning, they disturb the rest of the class. Students should understand that traffic and other predictable variations in morning commutes are not justifications for a late arrival to school. *Only excuses involving illness (with a doctor's note), medical appointments (with a doctor's note), and unforeseeable, extraordinary circumstances will be accepted, at the discretion of the administration.*

Students need to arrive on time to each class throughout the academic day. Students who arrive late to class will be marked as "Tardy" and early dismissals will also be recorded. A student will bear no consequences for the first five (5) tardies to school/early dismissals from school or if a student accumulates a total of ten (10) or more tardies to their combined classes during a quarter. Students who have additional tardies will serve one lunch detention for each additional tardy. *Further, if a student exceeds five (5) tardies in a quarter, the student may be ineligible for honor roll.* If tardies continue to be an issue, further consequences will be explored, which could include but are not limited to behavior contracts or suspension.

Medical Leave Policy

Carrollwood Day School has developed a Medical Leave Policy to support and facilitate families' obtaining care for their children while aiming to minimize long-term consequences to their child's academic standing. If a student reaches a point where s/he has missed 20% of any or all classes because of a health-related issue, an end-of-quarter or semester review will be required to determine whether a medical leave should be initiated. If the staff involved in the review anticipates that a medical leave will extend beyond three weeks, a determination will be made about the likelihood of the student's being able to return to school with work completed for the academic year. Return from a medical leave is contingent on agreement of the school and recommendation of the health care provider. The school will also determine what portion of the missed academic work has to be made up and the student's status upon return.

Extended Parent Absence

Parents or guardians on an extended absence from the home will need to leave emergency contact information with the Assistant US Head and upper school administrative assistant. This information will include the length of absence and the name and contact number(s) of those responsible for the student's care during the parents or guardians' absence.

Discipline (Grades 9-12)

CDS understands that all young men and women will make mistakes and errors in judgment during their teenage years. Although this does not dismiss accountability, the process of working through these situations and learning from the mistakes made is an essential part of becoming an adult. The US Head or Assistant Head for Student Life will process any disciplinary situation and will ask the student(s) involved in an infraction to complete an approved community service project, to serve an in-school or out-of-school suspension (if appropriate), or to serve an indefinite leave from the school (if appropriate).

Infractions

There are three broad categories of discipline infractions at CDS.

Category 1 - Behaviors demonstrating lack of personal responsibility

These are minor offences that do not disrupt the learning of others. These behaviors may include, but are not limited to:

- tardy to class
- excessive absences from class
- incorrect dress code
- materials not brought to class
- work not handed in on time
- littering
- leaving valuables unattended (not in locker)
- accessing any form media/texting during class without permission (i.e., websites, magazines, phones)
- disturbing your own learning (including social media, online games, etc).

Consequences are designed to promote responsible behavior. Depending on the behavior, the following interventions are employed by the teacher:

- verbal warning
- retention after class
- e-mail to parents
- removal of item
- report, if necessary, to US Assistant Head for Student Life or US Head
- detention

Multiple Offenses:

- First offense results in a warning
- Second offence is reported to parents and incurs a “My Backpack“ entry
- Third Category 1 infraction will be treated as if it is a Category 2 violation

Category 2 - Disrespectful behaviors or repeated Category 1 behaviors

These are offences that do disrupt the teaching and learning of others or are **repeated** Category 1 behaviors. These behaviors may include, but are not limited to:

- repeatedly disturbing yourself or others, interrupting the teacher, teasing
- frequent lateness to class
- play fighting or horseplay
- hiding another’s belongings
- swearing
- inappropriate displays of affection
- using digital media without permission during class
- absence from class without permission
- academic dishonesty, first occasion

Consequences are designed to promote responsible behavior and promote improvement. These interventions involve the US Assistant Head for Student Life , counselors, parents, and teachers; the US Head is notified of these disciplinary actions.

- temporary removal of student or removal of item for duration of class
- notify parent(s) and copy US Assistant Head for Student Life

- create a My BackPack discipline report
- conflict mediation/ counseling
- loss of break/lunch time
- limiting access to personal media
- initiation of weekly progress report by US Head/counselor
- letter of concern
- after school detention
- conditional behavioral contract through US Assistant Head for Student Life or US Head

Multiple Offenses

- First offense is reported to parents and incurs a consequence from the examples above
- **Repeated** Category 2 offenses will be treated as if they are a Category 3 violation

Category 3 - Serious offenses or repeated Category 2 behaviors

These include behaviors that violate the rights of others or are illegal or are dangerous. These behaviors may include, but are not limited to:

- instances of violence
- vandalism
- theft
- possession of dangerous or illegal items
- possessing or accessing pornographic material
- computer hacking
- tampering with another person's intellectual property
- using or possessing tobacco, e-cigarettes/vaping paraphernalia, or illegal substances on school property or field trips, or in school uniform, or at school events
- downloading viruses knowingly
- bullying/harassment
- any instance that brings the name of the school into disrepute
- swearing at an adult or blatant disrespect to an adult
- lying to a teacher or administrator

Consequences are designed to restrict privileges if a student does not respect the rights of others. This may involve US Assistant Head for Student Life , teachers, parents, US Head, Head of School, and support agencies, if necessary; due process will be followed.

- internal or out of school suspension
- parent, teacher, administrator meeting(s)
- no grade for course or automatic failure for DP course
- replacement of property and or expenses
- referral for outside counseling
- incident to be reviewed by Head of School
- report to local authorities
- probationary behavior contract through US Head
- recommendation for expulsion

Category 3 Disciplinary Procedures

- If a student is suspected of drug abuse, the parents will be immediately advised and the student may be suspended out of school indefinitely. Parents have the right to provide appropriate medical evidence (e.g., drug test administered by certified provider) to demonstrate that their son or daughter is no longer a threat to themselves or others for consideration of reinstatement.
- A student suspected of a Category 3 violation will discuss and document the incident with the US Assistant Head for Student Life /US Head.
- If, upon reviewing the student's position and any relevant evidence, the US Assistant Head for Student Life /US Head believes that a violation may have taken place, the US Head will notify the parents.
- The US Assistant Head for Student Life /US Head will also contact a faculty member (e.g., counselor) to serve as the student's advocate.
- The student will meet with the advocate.
- The advocate, student and US Assistant Head for Student Life /US Head will meet to address the incident.
- After all issues have been discussed, the student's advocate and the US Assistant Head for Student Life /US Head will deliberate on the issue(s).
- The US Assistant Head for Student Life /US Head will attempt to meet with the parents before a decision is made. The meeting may be over the phone if the parent is unavailable to come to school in an adequate time frame to ensure the issue is dealt with swiftly.
- The student is informed of the decision.
- Decisions resulting in the expulsion of a student from school may be appealed, in writing to the Head of School, whose decision is final.

Behavior Warning

If a student incurs five (5) or more Category 1 infractions or three (3) or more Category 2 infractions he/she will be on a behavior warning. A student may also be placed on behavior warning at the discretion of the US Head/US Assistant Head for Student Life. The US Head/ US Assistant Head for Student Life will send a letter to the student, his/her parents/guardians, and his/her advisor to schedule a conference with the student. Students on behavior warning will have their progress monitored by an administrator and may be required to attend additional support sessions as necessary.

Behavior Probation

If a student incurs five (5) or more Category 1 infractions or three (3) or more Category 2 infractions at the end of any semester while on behavior warning, he/she will be placed on behavior probation. A student may be placed on behavior probation at the discretion of the US Head/ US Assistant Head for Student Life. The US Head/ US Assistant Head for Student Life will send a letter to the student, his/her parents/guardians, and his/her advisor to schedule a conference with the student and his/her parents/guardians. If the student's behavior improves during the next semester, then he/she will be placed on behavior warning. If improvement continues during the following semester, then he/she will be removed from behavior warning. Students on behavior probation will have their progress monitored by an administrator and be required to attend additional supports as outlined in the letter. Failure to maintain satisfactory behavior may result in dismissal from Carrollwood Day School.

Dress Code (Grades 9-12)

More detailed information about the school dress code is included under the CDS General Policies and Procedures section of the handbook.

Upper School Approved Uniform Apparel

Tops (grades 9 - 12)

CDS Polo-type, black, red, white or grey, black dry-fit collared shirt; CDS athletic team polos or quarter-zips; **no** short sleeve or long sleeve collarless t-shirts except on Spirit Fridays

CDS logo'd sweatshirts and CDS logo'd outerwear apparel sold through Risse Brothers or the CDS Spirit Store

Bottoms (grades 9 - 12)

Khaki, non-denim, unripped slacks; khaki shorts; or khaki or grey skorts; **no cargo shorts or pants**

Shoes (grades 9 - 12)

Closed toe shoes and socks must be worn; **no crocs or sandals**

Cold Weather (grades 9 - 12) | *Temperature below 55° at 8:00 am **and with the approval of administration***

Jeans (without rips), solid black leggings, or CDS logo'd sweatpants with approved uniform tops

Dress Code Violations

Students who are not in full uniform for the first time will be loaned appropriate dress, if available. The second offense will result in the student's parents being called. Please be sure that your child comes to school in his/her uniform so that he/she does not miss class time waiting in the office. All classes missed because of inappropriate clothing are unexcused. Consequences will be assigned as appropriate.

If an upper school student incurs a dress code infraction, he/she will be assigned a detention.

Hair

All students' hair should be kept neat and clean. Students are required to always maintain a school appropriate appearance. Facial hair must maintain a neat clean professional appearance and beards must be under 2 inches in length.

Athletic Team Uniforms

If a student is a member of a CDS US team sport, on game days, members of the team may wear team gear approved by the athletic director with school uniform bottoms.

Spirit Day Dress Code

On Fridays, unless otherwise noted, students may wear CDS US spirit shirts with uniform bottoms. Spirit shirts are CDS t-shirts that would not normally be a part of regular dress code.

Non-Uniform Dress Code

Students will be notified when there will be non-uniform days. Half-days are **not** automatic non-uniform days.

- Students may wear solid T-shirts or T-shirts with college or sports team logos. Students may not display slogans, drug related pictures or music promotions, advertisements, or offensive pictures.
- Cut-off shirts, midriff tops or tank tops are not appropriate school attire.
- Closed shoes and socks must be worn.
- Shorts and skirts cannot be more than 4 inches above the knee.
- Jeans, slacks, or long shorts are acceptable. Ripped or torn jeans are not acceptable.
- Army fatigues, camouflage clothing or steel-toed shoes are not appropriate school attire.
- Pants and shorts may not be housed (pulled below the waist).
- No extreme clothing may be worn.
- We recommend that names be written on the inside of the neckband or waistband.

Student Life (Grades 9 -12)

Community Service Program

In keeping with its mission statement and education of character, CDS espouses a strong commitment to a program of community service. The purpose of this program is to encourage and provide opportunities for students to serve their school and community. Each upper school student is recommended to document a minimum of 50 community service hours by the end of the 10th grade year. Students will need 100 total community service hours for graduation by the end of 12th grade. In addition to community service, students in grades 11 and 12 must complete additional requirements to meet the Creativity, Activity, and Service requisite to earn the IB Diploma.

Dances

School-sponsored dances serve primarily to provide opportunities for social interaction among students in a safe and respectful climate. Dances are a privilege for the student community. Safe dances depend upon the collective cooperation of all students to obey school rules, and the school may choose to cancel future dances in the event of student misconduct or other specific safety risks. To create and maintain a safe and respectful environment for our students, Carrollwood Day School has implemented the following standards for conduct at dances:

- CDS dances are chaperoned by faculty.
- Certain dances are opened up to allow one guest for each CDS student attending. Guests must be high school students in good standing at their high school or CDS alumni. All guests must arrive and leave in the company of their upper school student sponsor. If a student brings a guest, he or she is responsible for his or her guest's behavior. If the guest is behaving inappropriately, both the guest and the student host will be removed from the dance.
 - A guest pass must be completed and turned into the US Assistant Head for Student Life by 3:40 pm on the Thursday preceding the dance. No guests will be allowed to enter the dance without the guest form. Parents of students and phone calls from students' parents will not be accepted at the door.
- To be admitted, students and guests must be dressed according to the previously announced dress code.
- There are no "in and out" privileges at dances; once a student exits, he or she cannot be readmitted.

- All school policies regarding drugs/alcohol apply to dances and all other school sponsored activities.
- Dancing must be appropriate. In particular, dancing in a sexually provocative manner may lead to the removal of that student from the dance.
- Any music played at the dance must have acceptable lyrics.

Any student found by a chaperone to be in violation of the rules may be removed from the dance. The chaperone's ruling is final and absolute.

Extended School Day – Upper School

Upper school students are welcome to remain on campus after dismissal. The administration has established after school policies to enable students to remain on campus after school and attend home athletic games. *These policies will be reviewed throughout the year and may be revised as we continue to grow into our new facilities.*

MS/US Study Hall

No student will be allowed to "hang out" on campus unsupervised after dismissal. By 4:00 p.m. all students must be in an extracurricular activity (working with a teacher, attending an after school program, athletic team practice, drama/music rehearsal, etc.) or report to the supervised MS/US study hall. Parents will not be billed a fee for students to attend this study hall. At this time, students who are not participating in an athletic team practice session are not allowed to be in the gymnasium or fitness center after school. These facilities are fully booked by the athletic teams. However, it is possible that supervised open gym/fitness times may be offered when facilities are available.

All students reporting to MS/US study hall must sign in and sign out.

- **Students will be allowed to sign themselves out of study hall** when their ride home arrives or to go to a sports event; parents will not need to come in to sign out their child. Parents should call or text students once they have arrived on campus. Some cell service does not work inside the school building; if you are unable to contact your child directly, parents should call the school (813.920.2288) and the Welcome Center will notify the study hall supervisor to dismiss your child.

Once a child is signed out of study hall, he/she will not be allowed to return. Once children are signed out of study hall, they will no longer be supervised by CDS faculty.

Lunch

If students are not purchasing lunch, they must bring their lunch with them when they arrive at school. Without permission from the US Head, students are not allowed off campus for lunch or to pick up lunch. **Additionally, restaurant, parent, or other lunch deliveries to campus are not permitted.**

Physical Education and Sports

Upper school students may shower after P.E. classes. Students must bring toiletries and a towel.

Carrollwood Day School is very proud of its sports program. Be sure to check with the school to see what specific programs are being offered. Please reference the CDS Student Parent Athletic Handbook for more information about the responsibilities and privileges of students who participate in athletics at CDS.

School Counselors

The upper school has school counselors who work with students, faculty, and administrators to ensure the emotional well-being of the school and its students. The counselors provide short-term individual counseling and/or referral for students and their parents/guardians. The school counselors subscribe to a general policy of confidentiality in dealing with anyone who comes for help. However, if the counselor feels there is sufficient reason to believe that a student is a threat to him/herself or others, then the counselor will immediately notify the parents/guardians and recommend professional evaluation and/or testing. If the situation continues without intervention, the counselor, in consultation with the Head of School and the US Head, reserves the right to dismiss the student from CDS.

Student Driving Privileges and Policies

Use of Vehicles

Students in grades 11 and 12 who are licensed drivers may drive and park at the school. A "Campus Parking Permit Request" form will need to be completed and signed by the student driver and the parents.

Parking

Auto hangtags will be issued by the Security Office and vehicles must be parked in the designated student parking area. Students may not access the parking lot or any vehicle during the school day without permission from the US Head or teacher. At the end of the day, student drivers will have to wait until 3:40 pm to go to their cars to leave campus.

Riders and Drivers

A form must be completed and signed by parents that will designate who is permitted to ride with a student and permitted to transport to and from school grounds or school sponsored activities. A violation of this rule is a very serious breach of trust with the school and the students' families. The school will withdraw this privilege if it is abused, and further disciplinary action may be necessary as well.

Leaving Campus

No student may leave campus except for a school sponsored function and/or with permission of a parent/guardian. The student must sign out at the front office and have parental permission. Special privileges may be extended to qualifying seniors.

Driving Safety

Safe and defensive driving standards must be followed when driving on campus, and students must drive at or under 10 miles per hour on campus. Other than arriving and departing from the school property, students are prohibited from driving on any part of the school campus. If a student is observed driving irresponsibly both on campus or to and from school, his or her parents will be informed and disciplinary action may be taken.

Consequences

- **First time:** Warning and parent notified via email
- **Second occasion:** Parent contacted by phone and loss of one day driving privilege
- **Further instances:** Driving privileges revoked for one month and parent conference(s); may lead to the student being banned from driving until further notice.

Vehicle Searches

Students who drive to school acknowledge that their cars may be searched at the discretion of the administration. Students are expected to comply with searches. Students are responsible for items located within their cars and are subject to the same disciplinary consequences that they would face for possession of unacceptable items on their person.

Student Government and Honor Societies

Student Government (Grades 9-12)

Student government is made up of students, the US Assistant Head for Student Life, and a faculty advisor. At the beginning of each school year, the student body will elect two students from each class. The role of the student government is to serve on the honor council, plan and run specific school convocations, plan and organize special community service and social events, and support the advisory program.

To remain on student government, students are expected to meet the following criteria:

- maintain a minimum, unweighted GPA of 3.0 (to be reviewed at end of each quarter)
- no disciplinary offenses or excessive, unexcused absences
- maintain involvement in school activities and functions
- serve as ambassadors of the school and help with open houses, and other special, school events.

Cum Laude Society

Cum Laude Society is the highest and most prestigious academic honor a secondary school can earn in the United States.

National Honor Society (NHS)

The National Honor Society is a premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. Membership is open to those students in the 10th, 11th, or 12th grades that meet the required standards in those four areas of evaluation. Chapter membership not only recognizes students for their accomplishments but challenges them to develop further through active involvement in school activities and community service.

From the NHS constitution: "To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools." Students must have a 4.2 weighted cumulative GPA to be eligible.

Spanish Honor Society (SHS)

To be eligible for the Society, students must meet all the following criteria:

- Students must be enrolled in the 3rd semester of Spanish or higher.
- Transfer students must have spent one full semester in the program before eligibility.
- Students must have a 4.2 weighted GPA in grade 10 or 4.7 weighted GPA in Spanish.

French Honor Society

To be eligible for the Society, students must meet all the following criteria:

- Students must be enrolled in the 3rd semester of French or higher.
- Transfer students must have spent one full semester in the program before eligibility.
- Students must have a 4.2 weighted GPA in grade 10 or 4.7 weighted GPA in French.

Kiwanis International Key Club

Key Club is an international, student-led organization that provides its members with opportunities to provide service, build character and develop leadership. Students learn through action by performing acts of service in their communities, such as cleaning up parks, collecting clothing and organizing food drives. They also learn leadership skills by running meetings, planning projects and holding elected leadership positions at the club, district and international levels.

The following are the core values of the club:

- **Leadership** » Leadership is grounded in humility and service to others. A true leader listens, recognizes, and empowers.
- **Character building** » Character is built by everyday acts of kindness, integrity and teamwork to grow stronger relationships and communities.
- **Caring** » Compassion for others is a cornerstone of the Key Club experience, inspiring action and service to one's community.
- **Inclusiveness** » We welcome people of all backgrounds and ethnicities to join in serving and making a positive difference in our world.

International Thespians

The International Thespian Society (ITS), founded in 1929, is an honorary organization for high school theatre students located at more than 4,900 affiliated secondary schools across America and abroad. The mission of ITS is to honor student achievement in the theatre arts. Thespians are theatre arts honor students and induction as a Thespian is the first of many honors that troupes may bestow on a student. The International Thespian Society recognizes three achievement ranks beyond induction. Thespians are awarded points for hours dedicated to the performing arts and for exceptional commitment to the ideals of the Society and distinguished work in the field of theatre. The amount of points earned during their high school career determines the level of achievement rank a thespian has achieved.

Mu Alpha Theta (Math Honor Society)

Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society. MAΘ is dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students. Students must have a 4.2 weighted GPA in grade 10 or 4.7 weighted GPA in mathematics to be nominated.

Members of the CDS MAΘ chapter organize and run a math-tutoring program that is offered to any students who need or want tutoring assistance in math. A special focus of the tutoring program is to provide CDS students access to targeted tutoring in SAT preparation. The chapter hopes that this project will have a measurable impact and be a significant benefit to the entire CDS community.

National Beta Club

National Beta Club is the largest independent, non-profit, educational youth organization in America. And for more than 80 years, it has prepared today's students to be tomorrow's leaders. With the motto, "Let us lead by serving others," Beta members develop leadership skills through service to their school and community. Membership in the CDS Chapter of the National Beta Club is by application every fall, with an induction ceremony to commemorate membership. Applications are made available starting online in the summer. Hard copy applications are available at the start of each new school year. Members must maintain a 3.0 minimum GPA with no discipline infractions.

Pi Kappa Delta (Speech and Debate)

Founded in 1925 and with nearly two million alumni, the National Speech & Debate Association's Honor Society recognizes high school students for participation in speech and debate activities. Students earn distinction through speech and debate competition, as well as community service, public speaking, and leadership activities. Members are eligible to join the Honor Society once they have earned the required number of points.

Tri-M® Music Honor Society

The Tri-M® Music Honor Society is an international program dedicated to the recognition of exceptional music students in grades 6–12 that meet the music, academic, leadership, and character criteria asked of every Tri-M® member. Criteria for Tri-M® candidate consideration include: participation in a music class or ensemble at least one semester of the current school year, an A grade or better in music and a B grade or better overall, and continued character strength that includes demonstration of service, leadership, and cooperation.

National Business Honor Society

HOSA - Future Health Professionals

Carrollwood Day School Events

A wide range of activities and events are scheduled throughout the year to enhance and enrich the school experience for CDS students and their families. An outline of these events follows (*an * after an event means that it is PTO sponsored*):

ECC Orientation (Preschool and Kindergarten)

Open houses are held prior to the first day of school. Students and parents are invited to visit the classrooms and meet their teachers. This helps to give the children a sense of security about that first day of school. During the summer parents receive information regarding the date of each open house and the beginning of school.

Elementary Interviews and Orientations

An optional orientation visit is offered the week before school for all new students entering grades 2 – 5. This half-day program includes important information and fun activities to help prepare our new students for a smooth transition to CDS.

All students in grades 1 - 5 are scheduled to meet with their teacher individually prior to the first day of school. Students can bring their school supplies to this meeting.

Middle School Orientations

Each school year begins with special orientation programming. The Patriot Society, a leadership group of 8th grade students, helps facilitate a full day of activities to welcome the rising 6th grade students. This day is designed to demystify the new routines and expectations of middle school before the first day of classes. The entire middle school comes together for the next two half-days of orientation. During orientation students renew friendships, get acquainted with new friends, meet their teachers, set up their lockers, and engage in activities that give them a sense of belonging and provide motivation to enjoy and succeed in the coming school year.

High School Orientations (Grades 9-12)

A mini-orientation is held at the beginning of the summer to introduce all incoming 9th graders and transfer students to the upper school. Typically students receive summer assignments and sign up for electives at this time.

Upper school orientation is for new and returning upper school students the week before classes begin in August. Students engage in team building activities and prepare for a strong start to the academic year.

Parents' Nights

Parents are invited to visit their child's classroom at this evening event that is held early in the school year. Parents are given the opportunity to talk with the faculty and administration, people who will play an important role in their children's lives in the coming year. This is an evening event for parents only. Parents are reminded this evening is not set up for teachers to speak to parents about individual students. Parents are encouraged to email their children's teachers to set up a telephone conference or meeting to share personal information or concerns.

College Counseling Coffees

College Counseling hosts a yearlong series of informational programs for parents of students in Middle School and Upper School. These programs inform parents about what the college counseling team does and how they can assist all families in the college counseling/admissions process. These morning programs are recorded so parents who are unable to attend in person can also participate.

Homecoming Activities

A variety of Patriot spirit activities and special-dress days are held during the week leading to the varsity football homecoming game. A school-wide pep rally is held to recognize our student athletes and ends with a rousing send off for the varsity football team. ECC families are welcome to participate in the pep rally and attend the homecoming football game. Varsity football players and cheerleaders also visit the ECC for a special ECC homecoming pep rally. Special homecoming activities are also planned to celebrate the middle school homecoming game.

Family Days

Three separate Family Day events are held each year.

- Lower School (ECC and Elementary students) bring their families for a light breakfast and a morning of indoor and outdoor games on a Saturday morning in January.
- Upper School hosts two Parent Breakfasts during the year for 9th and 10th grade parents and 11th and 12th grade parents to join their upper school students for a special breakfast during the week.

Annual Giving

Philanthropic support is essential to the fulfillment of our mission at Carrollwood Day School. Carrollwood Day School's annual giving campaign is the cornerstone of our fundraising efforts, all of which have a direct impact on the education of every CDS student. Annual Giving helps offset expenses not covered by tuition and provides financial flexibility for CDS to be able to respond effectively to the needs of its students, faculty and alumni. Each year, voluntary donations raised through the Annual Giving campaign help support our faculty salaries, technology upgrades, library books and resources, athletic equipment and classroom materials. Additionally, these gifts help keep our class sizes small, support scholarship assistance, sponsor visual and performing arts, and fund professional development.

Every family is asked to give to the best of their ability. Their tax-deductible gifts, of any amount, help our students and aid in our ability to raise money from sources outside the community. Strong support from the CDS community gives reason for others to join with us.

International Festival and Carnival

The CDS International Festival is held at the Bearss Avenue campus on a Friday morning in October. Elementary parents are invited to a musical performance in our theatre. This is a half-day for the students. Following the International Festival, the students are dismissed from school and the ECC Pumpkin Patch and school Carnival begin. Parent volunteers and room representatives organize this event. There are a number of game booths, food sales and special events staged to simulate an "old fashioned Carnival." The "ECC Pumpkin Patch" is a collection of games and activities designed by the early childhood faculty for our youngest Patriots. ECC classes also perform songs at the ECC Pumpkin Patch. There is no cost for CDS families to participate in the games. Parents, students and faculty join together for a fun-filled day. (Students must be accompanied by a responsible adult in order to attend the Carnival.) **There is no after care offered at the Bearss Avenue campus on this day.**

Middle School and Upper School Instrumental Programs

Students in visual arts, instrumental music and drama classes present performances and art displays that showcase their work.

Red Carpet Gala and Auction *

This highly successful fundraiser is held on a weekend in the spring. It's a great opportunity to help the

school and enjoy CDS fellowship. Parent volunteers staff this event completely from planning and selling tickets through set-up and clean-up. CDS families and friends have a wonderful time at this event! Each class donates their time and talents to create a priceless one-of-a kind auction item. These special “Class Gifts” generate much interest.

Performing Arts Productions

Each year, CDS students stage two full-scale theater productions in the theatre. The DP theatre students present a socially relevant play in the fall. In the spring the upper school and middle school stages a Broadway style musical production. Middle School and Upper School thespians also present a One Act Festival in the winter.

MYP Personal Project Fair (Grade 10)

This event recognizes the culmination of the fifth year of the International Baccalaureate Middle Years Programme. The sophomore class hosts a reception to showcase their personal projects. The Personal Project is a significant body of work produced over an extended period that is a product of the student’s own initiative and should reflect his/her experience of the MYP. Each student takes the lead in selecting and completing a Personal Project, with supervision and guidance from a teacher.

ECC Art Show

This annual spring event is a must for all families at the early childhood campus. This event is held at the Bearss Avenue campus. The Scaglione Family Pavilion is transformed into a gallery of masterpieces created by the students. It is a celebration of children and their art. Families attend in “open-house” fashion.

PYP Exhibition (Grade 5)

The PYP Exhibition is a culminating event that students at all PYP schools in the world participate in during their final year in the Primary Years Programme. This comprehensive inquiry project is a great foundation for our 5th grade students as they advance to the IB Middle Years Programme in middle school next year.

Teacher Appreciation *

The PTO, through the help of room representatives organizes events to say “thank-you” to our staff and faculty. Check with your room representative to see what you can do to help.

Uniform Exchange *

The PTO sponsors a uniform exchange in late May. This program provides an excellent opportunity to pass on outgrown school uniforms (sweats, shorts, blouses, etc.) for the coming year at great savings.

End-of-the-Year Program (Prekindergarten 4)

The school year comes to an end with an evening performance designed for students to share songs and fun. This is held in the theatre on the Bearss Avenue campus.

End-of-the-Year Program (Kindergarten)

Kindergarten students share with their families the well-loved songs and dances that have been such an important part of the school year. This is held in the theatre on the Bearss Avenue campus.

Fifth Grade Honoring and Elementary Awards Ceremony

The last day of school the elementary and middle school honor the fifth grade students as they prepare to enter middle school. The entire elementary school attends a special assembly where year-end awards are

presented.

Upper School and Middle School Awards Ceremonies

Upper school and middle school scholars and athletes are recognized for their achievements and accomplishments in the past school year.

Senior Honoring Reception

Senior honoring reception is a pre-graduation reception to honor the graduating class. It is held on an evening before graduation, and junior class parents are asked to help plan and set up for this event.

Graduation

Graduation is held on campus in the Hayes Family Gymnasium to honor the achievements of our graduating class.

Carrollwood Day School PTO

PTO provides a great momentum for active involvement by parents and teachers. The PTO is a not-for-profit volunteer organization. A non-paid Executive Committee directs the operations of the PTO. Membership on the Executive Committee is comprised of the following: parents, faculty and appointed standing or special committee chairpersons. The Executive Committee is advisory in nature. Its purpose is to support and augment functions of the school.

For more information about the PTO, contact the PTO at pto@carrollwooddayschool.org.

Fundraising Programs

Throughout the year, the PTO sponsors a number of school-wide fundraisers including our major fundraiser, the Annual Red Carpet Gala & Auction.

Goals of fundraising are directed toward raising money for tangible items that enhance the operation of the school and the learning experiences of the students, as well as providing funding for parent and faculty education.

Social and Educational Programs

At the beginning of the school year PTO sponsors a Back to School Volunteer Coffee where parents can catch up with friends and mingle with returning and new parents from all grade levels. Parents will also have an opportunity to sign up to help with any of the many PTO committees. The PTO sponsors a variety of events during the year including International Festival, Staff Appreciation, LS Family Day, US Parents' Breakfasts, and LS Grandparents' Day at both campuses. The Parent Education Committee usually does a book study each year and collaborates with the Counseling Department to bring relevant speakers.

The PTO provides assistance at many other school events and will also sponsor speakers as opportunities present themselves.

Committees

The following represents some PTO committees that need parent/faculty volunteers.

- **Auction/Gala Chair:** This committee is responsible for promoting, organizing, and carrying out the annual Auction/Gala which is the major fundraising event of the year at CDS.
- **Hospitality:** This committee is responsible for providing and/or organizing refreshments for PTO related functions, i.e., Grandparents' Day, Staff Appreciation, etc. It also helps coordinate refreshments for admissions open houses.
- **Room Representatives:** The Room Reps works with the Room Rep Coordinator. A parent volunteer from each class works during the year to call other class parents to organize events that require parental assistance.

The Patriot Booster Club

The Patriot Booster Club is an organization of parents whose desire it is to assist in building a quality athletic program, and whose purpose it is to support the operation of the athletic department. In cooperation with the Athletic Director, the Boosters provide support for all athletic teams and athletic activities. By becoming a member of the Booster Club, by volunteering, fundraising, and providing donations, parents and friends of CDS can build the athletic program our children so richly deserve. The Booster Club relies on parent volunteers to staff the concession stands and help with family fun events.

For more information about the Patriot Booster Club, contact the Booster Club at cdsboosters@cdspatriots.org.

Family Fun Events

Throughout the year, the Booster Club sponsors social events for all CDS families. These events have included tail gate parties, faculty/student basketball game, movies by the lake and cookouts.

Friends of the Performing Arts

Friends of the Performing Arts is an organization of parents, alumni, and friends who are dedicated to strengthening the Performing Arts program at Carrollwood Day School. In cooperation with the Performing Arts Directors, the Friends provide support for all performing art productions produced at CDS throughout the year.

In addition to supporting the performing arts programs financially through their membership, Friends of the Performing Arts can assist by donating their time and talents. There are opportunities for volunteers to help with costuming, props, make-up, concessions, ushering, and more!

For more information about the Friends of the Performing Arts, contact the Friends of the Performing Arts at fopa@cdspatriots.org.