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Welcome from the Head of Upper School

Upper School Students and Families,

Welcome to the Charlotte Country Day Upper School Handbook. Inside you will find general rules, information, and guidance for students and their families. This Handbook is designed to help you understand the expectations, policies and procedures of the Upper School.

We have divided the Handbook into four main sections: Academics, Community Life, Student Support, and Conduct. When a situation or question arises, besides seeking out an advisor or teacher, we want you to be able to consult this document. As an administration and faculty, we will do the same.

We hope the Handbook will help our students become more responsible and help our families recognize the importance of allowing each individual student to develop independence. The role of teachers and parents is to guide our students to a position where they can generate success for themselves through their own decisions and actions. We want parents to partner with us as we help these boys and girls grow in to young men and women.

Together with the administration, faculty and staff, I look forward to the coming year and working with our students, families and faculty. I want to thank you in advance for your support of the school and its mission as we begin another school year.

Sincerely,

Matthew T. Less
Head of Upper School



The Charlotte Country Day School Honor Code

I understand that the Honor Code is the basis of student life at Charlotte Country Day School. It represents the spirit of decency and fair play which is the essential quality of a good citizen, and it places in the hands of each student the responsibility for honorable conduct as a way of life. As a student who attends Charlotte Country Day, I willingly accept this responsibility.

The Head of Upper School, without altering in any way the provisions of this code, may take whatever measures he deems necessary to perpetuate the Honor Code.

As a member of the Charlotte Country Day School community, I will adhere to the principles of honor that are the foundation of trust among students, faculty, and staff on our campus. I will not lie. I will not steal or vandalize the property of others. I will not claim credit for any work other than my own, and I will not provide assistance to others on assignments except when permitted. I will not misrepresent myself electronically or by any other means. I will, in accordance with the dictates of a sound conscience, preserve and encourage integrity and honor among my fellow students. I accept this statement as my personal code of ethics and as the standard to which all members of this community should be held. I understand that a violation of this code will almost certainly result in my appearance before the Honor Council. In addition to signing this code at the beginning of the year, I will write and sign the following pledge in full on all graded work:

“I pledge my honor that I have neither given nor received aid on this test or paper.”

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Academic Honesty

Honor at Charlotte Country Day School

The Honor Code is central to the student experience at Charlotte Country Day School. Students sign the Code each year and write the Honor Pledge on all graded work. Lying, cheating, and plagiarism are all violations of the Honor Code and will result in an Honor Council hearing and disciplinary measures with potential academic consequences. For more information on the Honor Council and its procedures, see the Conduct section of this handbook.

Academic Honor & Testing

All quizzes, tests, and exams must be completed with no unauthorized aid, whether planned or accidental. No student should have in their possession or in their immediate vicinity any item or material with information pertinent to any test, quiz, or similar activity without the explicit permission of the teacher of the course. If any of these items are found with or near a student, he/she should expect to appear before the Honor Council. Any student found using a cell phone or any other unauthorized device during a graded assessment should also expect to be called before the Honor Council. Any instance of alleged cheating or academic dishonesty during a quiz or test will be referred immediately to the Dean's Office and the Honor Council.

Academic Honor & Writing

Plagiarism is using another's words and/or ideas without giving the source credit. "Patch-writing," wherein a student's own words are interspersed with ideas from another source may also be considered plagiarism when the original sources are not cited. As a general rule, it is always best for a student to "over-cite" rather than "under-cite" in his or her writing. Source citations must be properly documented according to the guidelines in the Country Day Research Manual. Students who use Internet sources, proofreading/editing help, or any other kind of assistance must acknowledge it in the paper. When in doubt about what is permissible, students should speak directly to their teacher.

Academic Honor & Classwork /Homework

Classwork and homework provide a good opportunity to discuss work with a classmate; however, working together on an assignment is permitted only with the explicit approval of the teacher, and all individual work submitted for a grade must be the student's own. Copying classwork or homework is considered to be a violation of the Honor Code, and a student who has copied work, or willingly provided his or her work to a peer to be copied, will be accountable to the Honor Council.

Academic Honor & Lab Work

When preparing lab assignments, students must collect their own data for each experiment unless working with an assigned partner or unless specific permission has been given to use data from another source. When using another's data, proper credit must be given. The written sections of all lab reports must be in the student's own words, and each student must submit his or her own work.

Credits & Requirements

Graduation Requirements

Each Upper School student earning a Charlotte Country Day School diploma will have successfully completed at least 21.0 academic credits in a series of required courses and electives, based on individual interests and needs. Full-year courses award 1.0 academic credits and semester courses award 0.5 academic credits.

At a minimum, those 21.0 total credits must include the following:

- **English (4.0 credits)**
- **Mathematics (4.0 credits)**
- **Sciences (3.0 credits)**
- **History & Social Studies (3.0 credits)**
- **Modern & Classical Languages (2.0 credits, same language, consecutive years)**
- **Fine Arts (1.5 credits)**

Diploma requirements also include:

- **8 Co-curricular activities (2 per year, 0.25 credits each)**
- **A passing grade (D-/60) or above earned in all courses throughout the senior year; all seniors must have passing semester 2 grades (D-/60) or above in each class, regardless of their year-long average.**

Transfer of Credits

Students who join Country Day after their 9th grade year may apply coursework from previous institutions towards the Country Day graduation requirements. Credits eligible for transfer will be determined by the Upper School Director of Studies. Coursework completed at schools other than Country Day does **not** appear on the Country Day transcript and is **not** factored into the Country Day GPA.

Transcripts

The Country Day transcript is the permanent record of a student's academic achievement at Country Day. The transcript documents credits earned and the GPA, which is **calculated by semester, not by year**. Non-Country Day courses will *not* appear on the Country Day transcript, but may be eligible towards meeting a graduation requirement or placing into a higher level course. Students needing an official transcript for an application to a summer program or other opportunity may request a transcript from the Registrar in the College Guidance office.

Summer School Credits

Country Day does not accept summer school courses for credit; however, advancement to a higher level of a subject may be possible. After satisfactory completion of the pre-approved summer course, students may be subject to a placement test to verify their readiness for the next

level. Please note that summer school courses may be taken in **addition to, but not instead of**, the graduation requirements. Students may not earn credit twice for the same course, and a repeated course does not “replace” the previously failed course on the Country Day transcript.

Co-curricular credits

As part of the graduation requirements, students must complete at least two Co-curricular activities per year. These activities appear on the transcript for 0.25 credits each. For more information on Co-curricular credits, please see the online Course Guide.

Academic Information & Policies

Course Load

Students in grades 9-12 are expected to take six courses each semester, with the exception being seniors in spring semester, who may take five. In rare circumstances, a student may be recommended for a reduced course load, with the approval of the Director of Studies. The Director of Studies may also limit the number of advanced level courses or seventh courses for students who are not in excellent academic standing and in some cases, the Director of Studies may require a student to drop a seventh course if it becomes apparent that s/he is overloaded.

Homework, NWD and NMA Days

On average, students should expect 30-45 minutes of homework for each regular level class per night. Homework may include studying for tests, reviewing, writing papers and lab reports, reading, and completing other written work. Accepting late homework is at the teachers' discretion and in many cases, no credit will be given for minor homework assignments not completed on time. Students may expect that no major assignments will be due the first day back from Thanksgiving Break, Winter Break, or Spring Break. These “NMA” days are listed in the Upper School calendar. “NWD” days occur after religious holidays or other school-wide or division-wide events, and denote that **no** work, including regular homework, may be due.

BucsNet & Microsoft Teams

BucsNet is our online resource for families. Microsoft Teams is the platform used by our students and faculty. Each Upper School teacher maintains a Teams page for each course s/he teaches, where students may expect to find, at a minimum, course expectations, syllabi, unit materials, and a calendar of assignments, both major and minor. OneNote is commonly used as a digital class notebook and important resource. In general, assignments are posted at least one week ahead; however, they are subject to change as the progress of the class occurs. Students are not exempted from assignments that are changed orally during class but not yet posted. In the event that an assignment is updated orally during class but not revised on Teams, students should communicate with their teachers to discuss reasonable deadlines. Students may also see the Director of Studies with concerns about deadlines as they arise.

Test Policies

Students are not required to sit more than two tests per school day. In the event that a third test is

scheduled on any given day, students should alert the teachers involved. The two tests that were scheduled first should take priority and the additional test(s) may be taken at a later time. Note that a teacher may change the content or format of the make-up test to assure test integrity, and students must uphold the honor code in relation to asking about or giving information related to the assessment. Students should talk with their teachers to arrange alternate testing times for tests that are scheduled in conflict with this policy. Questions regarding this policy should be addressed to the Director of Studies.

Students who miss a test for any reason should schedule to take that test as quickly as possible, as academics take precedence over all other school-related activities. Teachers may require a student to miss practice or rehearsal after school in order to make up a missed test. Students who exhibit a discernible pattern of absences from class on test days may be reported to the Director of Studies and/or the Dean's Office. Students who miss a test, class work or assignment as a result of an *unexcused* absence may receive up to a 20% penalty on the graded work, at the teacher's discretion.

Students who qualify for accommodations must make arrangements with their teachers in advance. Maximum allowable extended time is defined as 50% more of the regularly allotted time, and is only allowable on tests and exams, not on quizzes. Students must make arrangements to complete the entire test on the same day as the test, and teachers may give students portions of assessments rather than the whole if the student plans to leave the test site to return at a later time.

End-of-Semester Exam Policies

- Each exam block is two hours. Students with a documented accommodation for extended time may have up to 3 hours to complete an exam, but this must be scheduled ahead of time with the Director of ERP.
- Once an exam has begun, there is to be no talking and no one may leave the room without permission.
- No books, papers, cell phones etc. may be brought into the examination room without the permission of the teacher and proctor.
- No exams will occur early. They may be taken late because of religious observances, illness, unavoidable family commitment or an emergency, only with specific permission of the Head of Upper School or Director of Studies.
- During end-of-semester exam days, students are not required to be on campus except during the scheduled exam periods.
- The exam may account for no more than 20% of the semester grade.
- In the event of inclement weather, the exams that were to have taken place will be given the very next day exams are held. All other exams shift back.
- Athletic and Fine Arts practices are limited to one hour during the December exams and are always optional for students who are taking two exams in a given day. Students should communicate with their coaches/directors when expecting to miss practice.

AP/IB Exam Policies

In May, students in AP or IB classes take their exams on campus. Please note that there are additional

costs to register for AP or IB exams. Some students may qualify for waived fees, and they should contact their college counselor for more information.

- Students with an afternoon AP or IB exam are not required to be on campus prior to the exam that morning.
- Students with a morning exam *are* required to attend classes in the afternoon. However, they will not be required to take tests or quizzes or have any graded work due in the afternoon following a morning AP/IB exam.
- Students who are enrolled in an AP and/or IB class are required to continue to attend that class following the exam, until the conclusion of the school year. Students should expect to continue to engage in academic work throughout the duration of the academic year.
- Students taking an AP or IB exam are not required to take a spring semester exam in that course; however, students in an AP or IB class who choose not to take the official exam at the end of class *are* required to take a Country Day exam in that subject.

Senior Exam Exemptions

If petitioned by the Senior Class, the Upper School Academic Council may vote to approve a spring exam exemption for seniors who meet the following criteria:

- Course average of 80% or better for the spring semester
- Positive attitude in class and consistently good citizenship
- Good attendance record

Ultimately, the exam exemption is at the discretion of the teacher. Please note that for some courses, the final exam may be a project or other requirement that may not be eligible for the exemption.

Independent Study

Independent Studies are an opportunity for students to pursue specialized topics not offered within the regular curriculum. Interested students *in good academic standing* may plan an Independent Study with a faculty member and submit a proposal for approval to the Director of Studies. Students are limited to one Independent Study credit per semester. In general, an Independent Study may not replace a graduation requirement. For consideration, all proposals for first semester or full year Independent Studies must be submitted no later than March 6 or the first school day following. Proposals for second semester independent studies must be submitted to the Director of Studies no later than November 7 or the first school day following. Late applications will be deferred to the following semester. Students, advisors and faculty supervisors will be notified via email whether a student's proposal has been approved, though scheduling cannot always be guaranteed. Independent studies are graded as Credit/No Credit (CR/NC) based on criteria agreed upon between student and supervisor as well as final approval by the Academic Council.

Scheduling & Course Changes

Course Registration

Country Day students make their course selections in April for the following school year. Advisors

speak to students about the options available and help them develop a challenging, yet reasonable and balanced, course load. As the schedule is built, the school honors as many requests as possible, though in certain circumstances, students may not get scheduled into a course they have requested. When elective courses are overenrolled, priority is given to older students.

Add/Drop

During the first seven cycle days of the first semester (for first semester and full-year courses) and at the beginning of the second semester (for second semester courses only), an Upper School student may follow the add/drop procedure to change courses. To initiate an add/drop, students should see the Upper School Scheduler. Students are *not* permitted to add a new course to their schedules after the add/drop period has ended.

Course selections and placements are made with great care, but it occasionally happens that a student is not in the appropriate course level for their circumstances. Students wishing to change levels must complete a Petition for Level Change (available from the Upper School Office) and submit it to the Director of Studies for approval. Students must petition for a level change by **October 7**. When a student changes course levels, an adjusted grade carries with him or her to the new course. After the first week of October, the Country Day transcript will reflect any changes made to a student's schedule, indicated by WP (Withdrawn/Passing) or WF (Withdrawn/Failing).

Seniors must have level changes and add/drop approved by their respective College Counselor, in addition to the other relevant signatories on the form. They may also be required to inform college admissions offices.

Course Withdrawals

Permission to withdraw from a course is granted by the Director of Studies on a case by case basis. Withdrawals are recorded on the transcript as Withdrawn/Passing (WP) or Withdrawn/Failing (WF). In general, a student may not be permitted to withdraw from a course if it means that s/he will drop below the minimum course load.

Qualifying for Honors/AP

Students must meet certain minimum qualifications to enter AP and Honors level courses. Advisors and department chairs are excellent sources of information for a student hoping to learn more about the expectations of an Honors or an AP course. Certain courses have specific pre-requisites or concurrent requirements, and this information may be found in the online Course Guide as well as the AP/

Upper School
Director of Studies
Tanya Andrysiak

Upper School
Scheduling
Coordinator
Rick Hackett

Upper School
Department Chairs

**Charles
Coddington,**
*History & Social
Studies*

Tom Collins,
Sciences

Tom Delaney,
Fine Arts

Katie Jolly,
*Modern & Classical
Languages*

Mike Roark,
English

Laura Trojan,
Mathematics

IB Program Coordinator
Stewart Peery

Director of ERP
**Lauren Folger-
Sweeting**

Honors Qualification sheet. Families should strongly consider the impact of students taking multiple Honors and AP courses, balancing workload and personal commitments outside of school with healthy relationships and rest.

The International Baccalaureate Program

Country Day is proud to offer the IB Diploma Program to interested and qualified students. The IB Diploma is a two-year course of study that students complete over grades 11 and 12. Application for the IB program takes place in the third quarter of 10th grade. Certain minimum requirements must be met; for more information, please see the online Course Guide, the IB page on the Country Day website, or contact the IB Program Coordinator.

Grades & Reporting

Grade Reporting

Grades are reported to families using an online system called NetClassroom. Each family has a unique login and can access the system through BucsNet. The Upper School academic year consists of two semesters, with grades and/or comments reported at four intervals in a semester. Formal narrative comments for all students are posted in October and March; at all other progress reports, teacher comments are often only required for students earning a grade of 72 or below.

Parent Conferences

After the fall and spring mid-term report, advisors meet with parents to discuss their student's progress. Additional conferences may be arranged as the need arises. The many formal and informal occasions during the year when teachers and advisors inform parents of student progress do not remove the responsibility each student has for keeping parents informed of his/her status at school.

Grade Point Average & Class Rank

The Upper School calculates a semester and cumulative GPA for each student on semester report cards and the transcript. For detailed information on how the GPA is calculated, please see Appendix B of the Online Course Catalog (available on BucsNet). It is important to note that a student's year grades do not determine the GPA, but instead **GPA is determined by his/her semester grades**. The GPA calculation is a part of the criteria that determine the Honor Roll and Head of School's List, as well as the deciding factor in Top Scholar and the Cumulative Top Scholar for the graduating class. Apart from determining the top scholar, Country Day does not rank students, but uses quintile placement with colleges and universities to convey students' relative academic position within their class. While student GPA is one factor in college admissions, it is not the only factor. Students' overall preparedness for college — including academic skills, independence, and emotional maturity — are ultimately more important in determining success than the Grade Point Average.

Academic Honor Rolls

Students earning a semester GPA of 3.50 or higher in a minimum of six courses with no grade lower than a B- will be placed on the Honor Roll. Students earning a semester GPA of 3.90 or higher in a minimum of six courses with no grade lower than a B- will be placed on the Head of School's List.

Academic Honor Societies

Second-semester sophomores and juniors with a cumulative GPA of 3.67 or higher for a minimum of 3 semesters at CCDS are eligible to apply for membership in the National Honor Society. The application process will also require demonstration of leadership, character, and service. Academically qualified students who have transferred from another school may appeal for induction in the fall of their senior year after completing 2 semesters at CCDS. Second semester seniors who have completed **five or more semesters** in the Upper School, with a cumulative GPA in the top 20% of the class, are eligible for induction into the Cum Laude Society. For information about other Honor Societies such as Tri-M, Mu Alpha Theta, and NAHS, contact the relevant department chair.

Athletic/Extracurricular Eligibility

Country Day's primary responsibility is academic preparation. In some cases, students in academic difficulty or on academic probation may be declared ineligible for athletic participation. This decision is at the discretion of the Director of Studies and the Head of Upper School.

Academic Difficulty

The Director of Studies and Head of the Upper School evaluate student progress at the mid-point and the end-point of each semester. Students with *three or more grades below 73* are considered to be in Academic Difficulty. The student and his/her advisor and parents will receive an academic difficulty warning from the Director of Studies or Head of Upper School, and the advisor is expected to communicate those concerns to the parent and work with the student on an improvement plan. Students who spend two or more back to back semesters in Academic Difficulty may be placed on academic probation.

Academic Probation

Any student whose semester report includes **two or more grades below 70, or one or more grades below 60**, will be placed on Academic Probation. Students with **one grade below 70 and two or more below 73** may also be placed on probation. The student, parents, advisor, and the Director of Studies will meet to discuss a plan of improvement for the student, and a letter will be sent home detailing areas of concern and particulars of that action plan.

When a student is placed on Academic Probation at the end of the first semester, the Head of Upper School will advise the Business Office to hold that student's enrollment contract for the following school year. At the conclusion of the second semester, a decision will be made regarding continued enrollment based on second semester academic standing and other relevant considerations. If a student's grades at the end of the year are not sufficiently improved for removal from probation status, that student may be asked to withdraw from Country Day. *Any student who has accumulated two or more semesters on academic probation may be asked to withdraw from Charlotte Country Day.*

Students on Academic Probation may expect diminished campus privileges pending academic improvement, which may include supervised study hall instead of free periods, reduced athletic participation, and/or loss of lunch and open campus privileges for 12th graders. Students on probation may not serve in any other campus role that potentially keeps them from their studies. In some cases, students on academic probation may be removed from athletic teams or other extracurricular responsibilities until the student shows academic improvement.

At any point in the year, the Director of Studies or the Head of Upper School may place a student on immediate Academic Probation if the student has suddenly and profoundly become unwilling or unable to maintain his/her academics standing.

Academic Support

Tutorial/ Teacher Extra Help

Tutorial takes place during first flex on some regular school days, usually Wednesdays, and during lunch on regular Assembly days. There is no Tutorial on Extended Assembly days.

In general, Tutorial occurs at least once a week on most weeks of the school year and should be used as a teacher's first option for scheduled extra help. If a teacher feels that a student or students will benefit from a meeting, the teacher should use the next scheduled Tutorial time to meet. If the week's Tutorial time has passed or been exhausted, teachers and students may need to look to other flex times, lunch, before and after school or common free periods/study halls. Students must make arrangements with teachers in advance. Students may also seek extra help with a teacher other than his or her classroom teacher, as availability permits.

In general, Tutorial is not a requirement. However, students may be assigned to Tutorial by any teacher at any time and if they are so assigned, but fail to show, they will be held accountable.

English as a Second Language

Country Day is proud to have a number of international students in all of its divisions. As a way to support students of English as a Second Language, the Upper School offers ESL credit options in both English and History. Eligible students may use English as a Second Language (ESL) courses to fulfill English credits, and the ESL history course offered each year may substitute for a History credit. As a general policy, ESL courses may not be used to fulfill prerequisites for Honors or AP Courses.

Grading Options for ESL students

In order to manage academic pressure while they are developing their language skills and adjusting to the expectations of Charlotte Country Day School, English as a Second Language students may opt to take certain course as Credit/No Credit (CR/NC), or as an Audit, rather than for a letter grade. Students must be enrolled in at least one ESL course to exercise this option. The Director of ESL and the Director of Studies make this recommendation for some ESL students on a case-by-case basis.

Educational Resources Program (ERP)

The Educational Resources Program (ERP) in the Upper School provides academic support for students within the context of the school day for an additional per-hour fee. Parents may arrange academic coaching for a student by completing the request on Bucsnet. Please note that every effort is made to accommodate student schedules but from time to time, a student may be scheduled during a flex time or over lunch. Students who are receiving academic support through ERP are still expected to meet with their classroom teacher for extra help. The classroom teacher has the "big picture" in mind and a sense of a student's strengths, weaknesses, and performance trends relative to the teacher's expectations and the performance of the rest of the class.

Outside Tutoring

Some families choose to make outside arrangements for academic support with a tutor. In some cases, such tutoring support is crucial to a student finding increased success in the classroom. However, as with ERP coaches, we expect students who are seeing an out of school tutor to continue to meet with their classroom teacher and to notify their teacher that they are receiving help outside of school. On written assignments completed with the support of a tutor, students must add the following language to their honor pledge: "I received tutoring on this assignment."

Foreign Language Waiver

Some students' psychoeducational profile may indicate a high level of potential difficulty with the study of foreign language (e.g. a dyslexia diagnosis). Students who meet this profile may opt to waive the Country Day two-year foreign language requirement. Frequently students with this profile hold off on the study of foreign language in the 9th grade to facilitate a successful high school transition. Many students with a foreign language exemption choose to take on the challenge of foreign language regardless, and many meet that challenge with success. Please see the Upper School ERP Director or Director of Studies for more information on this option. Note that not all colleges honor the high school foreign language waiver, and application options may be limited by this choice.

Approved Classroom Accommodations

Country Day strives to meet the needs of all of its students in and outside of the classroom. Students with a documented learning difference may be recommended for certain classroom accommodations, including but not limited to extended time (50% more time on tests and exams), alternative test conditions, and note resources. Although the advisor and the ERP Director may assist as student advocates, it is the student's responsibility to communicate with teachers about the accommodations s/he would like to exercise well before an assessment. *For more information on approved classroom accommodations, please contact the Upper School ERP Director or visit the ERP page on BucsNet.*

Concussion Management

A concussion is a type of traumatic brain injury that can have consequences for academic achievement. All concussions must be reported to the school athletic trainers or the school nurse. Concussed students who have visited a physician or specialist must submit a copy of the physician's recommendations to the Upper School Office. Once a concussion is reported, the Concussion Management Plan will be initiated. This plan involves a concussion assessment, symptom monitoring, follow-up recommendations, and return-to-learn as well as return-to-play protocols. For communication purposes, the athletic trainer serves as the school's medical team leader and the Director of Studies serves as the academic team leader. The Director of Studies will communicate and work with advisors and teachers concerning any academic accommodations that are warranted, and will create a personalized plan if necessary. Making up work after a concussion can take time. Students should work with their teachers along with the Director of Studies to create a schedule for make-up work that is reasonable. Students dealing with concussion symptoms during exams without clearance to take tests should see the Director of Studies to discuss options. In instances where concussion symptoms last for an extended period of time, a student may be required to reduce his or her course load. Students must be cleared by the athletic trainer in order to return to play.

Academic Work & Anticipated Absence

Students are responsible for work due during anticipated absences. They are expected to submit work before their departure or by the designated due date and time via Teams/OneNote or email. Students should clarify any expectations with their teachers before departure.

Academic Work & Unanticipated Absence/Illness

When a student is absent from school, that student should contact his or her teachers over email to find out what was missed rather than relying exclusively on Teams or word of mouth. Homework, tests or other obligations missed during a one-day absence should be completed on the first day back to school, unless the student has communicated directly with the teacher to make other arrangements. When scheduling make-up work, items already on the test calendar take precedence over make-up work. If a student fails to adhere to the established and reasonable schedule for make-up work, the teacher may grade the work at a reduced value. As a general guideline, all missed work should be completed within a week of the student's return to school. Extended illnesses often require special arrangements with the Director of Studies and the Head of Upper School and in some instances, medical leave may be advised or required.

Letter grades are assigned based on a 10-point grade scale, and grade points are calculated as follows:

"A" Range	90–92 (A-)	93–97 (A)	98–100 (A+)
"B" Range	80–82 (B-)	83–86 (B)	87–89 (B+)
"C" Range	70–72 (C-)	73–76 (C)	77–79 (C+)
"D" Range	60–62 (D-)	63–66 (D)	67–69 (D+)
"F" Range	59 & below (F)		

Charlotte Country Day School 2022-2023 Daily Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Assembly Schedule	Extended Assembly Schedule
8:00 9:05	A	F	D	B	G	E	C	1	1
9:05 9:35	1st Flex*	1st Flex*	1st Flex*	1st Flex*	1st Flex*	1st Flex*	1st Flex*	Assembly/ Event	Assembly/ Event
9:35 10:40	B	G	E	C	A	F	D	2	2
10:45 11:50	C	A	F	D	B	G	E		
11:50 12:15	2nd Flex**	2nd Flex**	2nd Flex**	2nd Flex**	2nd Flex**	2nd Flex**	2nd Flex**	3	3
12:15 1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH/ TUTORIAL	LUNCH
1:00 2:05	D	B	G	E	C	A	F	4	4
2:10 3:15	E	C	A	F	D	B	G	5	5

*1st Flex: Tutorial/Advisory/Clubs/Grade Level

**2nd Flex: Grade Level

Part 2: Community Life

Attendance 19

General Rules for Attendance • Illness & Other Unanticipated Absence • Anticipated Absences • Unexcused Absences • Late Arrival • Leaving Campus & Early Dismissal

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Attendance

The school day runs from 8:00 a.m. to 3:15 p.m., and students are expected to arrive on time and meet their school commitments every day as long as health and family circumstances permit. Students should be in their first period classroom ready to learn by 8:00 a.m., and students without a first period class must sign in with the Upper School office by 8:00 a.m.

Students may not "skip" school obligations (including, but not limited to, class, advisory meetings, mandatory assemblies, club meetings, etc.) and may not leave campus without proper authorization from a parent and from the school. Doing so may result in disciplinary action, including detention, Day of Reflection, or suspension from school.

Attendance is taken in each class throughout the day and reported to the Upper School office. Attendance is also considered mandatory for special event days (Special Olympics, Community Service Day, PSAT/Pre-ACT administration, etc.) class field trips, and certain evening presentations.

Any student who participates in the extracurricular life of the school (athletics, theatre, music, etc.) must attend the full school day to be eligible to participate in practice, games or performance. Students who miss all or part of the academic day due to illness or other reason require approval from the Upper School Office to participate in extracurricular activities that day.

Students who miss 5 or more classes in any one subject area will receive a letter of concern regarding their attendance. Students who miss 10 or more classes in any one subject area will receive an additional letter home and will need to meet with the Head of Upper School and the Director of Studies to determine whether credit in that course or courses will be achieved.

Assistant to the
Dean's Office

Peggy Carey

704-943-4670

Illness & Other Unanticipated Absences

When a student has an unplanned absence from school due to illness or family emergency, a parent/guardian should notify the Upper School office as soon as possible, preferably by 8:00 a.m. on the day of the absence. Notification can be made by email or left on the school's voicemail during non-school hours. It is often helpful, though not required, to inform the student's advisor as well.

Homework, tests or other obligations missed as a result of a one-day absence should be completed whenever possible on the first day back to school, unless the student has communicated with the teacher to make other plans. Extended illness or absence may require special arrangements with individual teachers. ***It is the student's responsibility to maintain contact with teachers and advisor to create and adhere to a make-up timeline that is reasonable but expedient.***

Anticipated Absences from School

Family obligations, athletic opportunities, and college visits are just a few examples of planned absences from school. In order to be considered 'excused,' planned absence days must be approved at least

24-48 hours in advance. To obtain approval, students complete an **Anticipated Absence Form** (available from Ms. Carey in the US Office) and have that form signed by a parent, advisor and teachers (and, in the case of a college visit, their college counselor). Prior to the absence, students should make arrangements with teachers about how and when to make up any tests, quizzes, or homework that will be missed during the absence. The completed Anticipated Absence Form should be submitted to the Upper School office. Unless a student has made other arrangements, a teacher may expect to receive work due on a day of anticipated absence on or before the date due. Students who expect to be away from campus can email completed work to teachers or submit through PowerSchool.

Unexcused Absences

Absences for planned reasons without completing an Anticipated Absence Form or absence from school not accompanied by appropriate contact from a parent may be considered unexcused. Tests, quizzes or other work missed due to unexcused absence may be penalized up to 20% of the earned grade at the teacher's discretion.

Late Arrival

Students who arrive to campus after 8:00 a.m. must sign in with the Upper School office to get a pass and then report directly to class. For a tardy to be considered "excused," a parent must communicate via written note, email or phone call with the Upper School office; if the school has no parent communication when the student arrives, the tardy will be considered "unexcused."

Traffic and unforeseen delays happen; however, students who are chronically late will be subject to the following disciplinary measures:

- Students who accumulate seven unexcused tardies to school in a single semester will serve a D-Hall (the student will receive a warning after the fifth tardy). Subsequent tardies will incur further disciplinary action.
- Students who accumulate four unexcused tardies to any individual class periods 2-5 in a single semester will receive a D-Hall (students receive a warning after the third tardy). Subsequent tardies to that class will incur further disciplinary action.

Leaving Campus and Early Dismissal

Students may not leave campus without permission. Students leaving school for any reason must sign out with the Upper School office and sign back in upon returning to campus. Failing to follow these procedures may result in disciplinary action, including detention, Day of Reflection, or suspension from school. No student may sign in or out for another student, and doing so would be considered a violation of the school's Honor Code.

If a student needs to leave campus before the end of the academic day, a parent or guardian must communicate the request to the Upper School office with a phone call, email or written note including the following information: reason for early dismissal; time leaving; time returning (or indication that they will not return); date; signature of parent or guardian (if written note).

Please note: Early dismissals are not necessarily considered excused absences from classes, and students may

be penalized for missing a test or quiz and may not be able to participate in after-school activities i.e., sports, fine arts, etc. Students participating in after-school activities must obtain prior approval from the Dean of Students if they will be missing any class for any reason.

Health and Safety

Health Forms

Student's health history and forms must be submitted annually to the Magnus System prior to the opening day of school each year. The Magnus System can be found on BUCSNET by clicking on the Online Health Forms Tab. Students may not participate in any athletic activity or field trip until all of the information required is submitted.

Accidents

Students are to report all accidents or physical mishaps at school to the school nurse. School officials will make every attempt to reach a parent or guardian in the event of an emergency, but if the parent or guardian cannot be reached, the school will notify the person(s) designated Emergency Contact in the Magnus System. In the event of an emergency requiring immediate medical care in which the school is unable to notify the parents, the Consent To Treat form within Magnus serves as consent to have the child treated by a qualified physician at a nearby emergency clinic.

Illness at school

Any Upper School student who becomes ill while at school **must report to the Health Room before going to the Upper School office to be dismissed.** Any student who has one or more of the following symptoms will be sent home: Vomiting, diarrhea, temperature greater than 100 degrees, rash of unknown origin, suspicion of communicable disease (i.e. chicken pox). Parents should encourage their child to go directly to the nurse if s/he contacts home to report that s/he is feeling unwell.

Medications

If a student's medication regimen necessitates the administration of medications during school hours, a Medication Authorization Form must be completed by the student's physician and submitted into the Magnus system. This form includes both Prescription Medications and Over the counter Medications that can be administered under the guidance of the school nurse. NO medications will be given if this form is not completed by both the parent and physician and submitted into Magnus. At no time is a student allowed to keep any medications (prescription or Over the counter) on his/her person without the explicit permission from the school nurse or athletic trainer.

The medical need for self-managed administration of medications must be evaluated individually by the school nurse (i.e. asthma inhalers). Written Direction for self-administration of medication must be obtained from a licensed physician as well as written permission from the parents. For the complete Medication Policy, please refer to BUCSnet under "Health Tab".

Fever-related Illness

Students who develop a fever of 100 degrees or greater, vomiting or diarrhea may not attend school until they are symptom-free, without the use of fever-reducing medications, for at least 24 hours.

Fire

In the event of a real fire or a fire drill, alarms will sound and all students, faculty, staff and visitors must quickly make their way to the field adjacent to Hance Fine Arts Center. Advisories will line up alphabetically by last name of advisor. Once on the field, students should report immediately to their advisor to check in and remain with their advisor in a line while the head-count occurs. Everyone must wait on the field in an orderly fashion until an all-clear signal is given, at which time the school day immediately resumes as usual.

Lightning

When lightning is detected in the nearby area, an alarm sounds and flashing indicators light up in the parking lots and pick-up/drop-off areas. The lightning alarm signals that it may be dangerous to be outdoors. During a lightning warning, students may not leave their current building, and if an alarm occurs during the school day, teachers will hold students in the classroom until the 'all clear' signal sounds. If we are under a lightning warning when the final bell rings at 3:15 p.m., students will not be permitted to leave the school building before the all-clear signal, without the escort of a parent or guardian. The all-clear signal sounds approximately 15 minutes after the last threat of lightning is detected.

Lockdown

In the event of an emergency in the area or an intrusion on campus that may put community members in danger, the school will initiate a full lockdown of campus. If the lockdown alarm sounds, all students, faculty, and staff must remain in a locked, enclosed area until the all clear sounds. All students must be in the presence of a faculty member during lockdown.

School Closure

In the case of extreme winter weather, it may be necessary to close the school for all or part of the day. In the event of a school closure, faculty and families will be notified through the phone notification system. In the event of a lighter storm, the school may elect to do a "late start" wherein the school day will begin at 10:00 a.m. and end as usual at 3:15 p.m. In the event of a late start, all scheduled Upper School classes will meet for an abbreviated period of time. Phone notification of school closure or late start is typically received the night before a closure or by 6am that morning. Please note that upon return to school, all divisions will skip the cycle day missed by the school closure and resume with the cycle day listed on the calendar.

Campus Policies & Procedures

Our Community Values Respect

Our community prides itself on being honorable and respectful in all areas of school life, and we believe it is our responsibility as a community to hold one another accountable to this expectation. All members of the community are expected to be polite and attentive assembly-goers, sportsmanlike spectators, and supportive audience members, whether they are listening to a faculty member, watching a hotly contested basketball game, attending a performance or hearing a talk from an outside speaker. Inappropriate, obscene, unsportsmanlike, rude or otherwise disrespectful behavior will not be tolerated and may result in disciplinary action, including D-Hall, Day of Reflection or suspension from school.

DRESS CODE

The Upper School requires students to attend school properly attired in clothes that are neat, clean, and in good repair. We ask that parents act as partners with the school to guide students in making sound and reasonable choices about what to wear to school. Common sense and discretion should dictate student choice of school clothes. **When a student is in doubt about whether a particular outfit or piece of clothing is acceptably within the dress code, it is the student's responsibility to get an opinion from the Dean's Office before wearing it.** If clothing is offensive, the student will be asked to change.

Dress Code Expectations

- All clothing should be neat, clean and in good repair. Rips, tears, and tattered items or items with holes are considered out of dress code.
- Clothing displaying offensive logos, labels, and phrases or suggesting sex, alcohol, or drugs is strictly off limits.
- Necklines should be no lower than an imaginary line between the tops of the armpits.
- Tank tops and dresses are only allowed if the strap is at least three fingers wide. Spaghetti straps and halter tops are not permitted.
- Sheer clothing and exposed midsections (front, back or side) are unacceptable.
- All dresses and skirts must be at least to finger-tip length. Shorts must be at least to thumb length.
- Sweatpants, joggers, and other athletic attire are prohibited, except for on casual dress days. Athletic shorts are not permitted.
- T-shirts, sweatshirts, and other similar tops may not be paired with leggings, except for on casual

dress days.

- Shoes must be worn at all times, both indoors and outdoors.
- Baseball hats, knit hats, or hoods are not permitted indoors; religious head coverings are always permitted.

Appropriate school dress and appearance do not necessarily coincide with current trends and fashions. The Dean's Office will be the ultimate arbiter of whether or not student dress meets school expectations, even if not specifically covered in this dress code. Students are expected to respect the decision of the faculty member confronting the dress code violation. On a first offense, students will be given a warning. Subsequent offenses will earn a D-Hall. Excessive violations will result in further discipline.

Casual Dress Days

Students may wear athleisure to school, as defined by leggings, joggers, yoga pants, or sweats. Athletic shorts are not permitted. All other dress code rules are in effect on Casual Dress Days.

Dress-up Days

On certain days throughout the year, students will be asked to dress in more formal attire. On these days appropriate attire includes a shirt and tie, dress, skirt, or dress slacks with an appropriate top. Denim is not permitted on dress-up days. Students who fail to dress up may expect a lunch detention.

RESTRICTED AREAS OF CAMPUS

The following areas are off limits to Upper School students during the school day. Students found in these areas without explicit permission of an administrator may expect disciplinary action.

- All parking lots, unless students are leaving school or re-entering school grounds under authorized conditions (students who wish to retrieve an item from their vehicle must obtain permission from the Upper School office)
- The faculty mailroom, without permission
- The property of Carmel Cleaners on Carmel Road and all private property around the school between 8:00 a.m. and 3:15 p.m. each school day.
- Any unsupervised classroom or office, without permission and/or disrupting any class in session.
- The Bruton Smith Athletic Center, except during authorized times or with permission
- The Lower School portion of Cannon Campus
- The roof of any building at any time for whatever reason.
- The Senior Lounge, except for the members of the current senior class and faculty.
- Any school building is off limits to students after 5pm, except with approved adult supervision.

**The
Dean's Office**

**Natalie
Hutchinson**

Dean of Students
704-943-4674

Steve Wall

*Assistant
Dean of Students*
704-943-4590

PROHIBITED ITEMS & BEHAVIORS

Students in possession of the following items or who participate in the following behaviors may expect disciplinary action up to and including suspension and dismissal.

Fighting

The threat of physical harm or actual fighting is not tolerated.

Tobacco/Nicotine

The use or possession of tobacco and/or nicotine in any form (cigarettes, e-cigarettes, vaping, “dip”/ smokeless tobacco, etc.) is prohibited on school grounds and at any school function or trip.

Weapons & other dangerous items

No weapons, including knives, guns, ammunition, or explosives, may be brought onto the campus (including vehicles in any of the parking lots used by the school) or to any school function, on or off-campus. Using any object in a threatening manner as a weapon is also a violation of the Charlotte Country Day’s weapons policy. Students who violate this policy risk immediate dismissal from the school.

Fake weapons, Toy Weapons & other Facsimiles

The school forbids students from having facsimile weapons at school, such as toy guns, water pistols, plastic swords or knives, except in special circumstances (e.g., as a prop for theatre production) approved in advance by the Head of Upper School or the Dean’s Office.

Responsibility to Report: *Whenever a student or parent becomes aware of a situation or behavior that could cause harm to another person or the school, the student or parent should speak immediately with any faculty member or school administrator. Students who knowingly withhold information from the school about circumstances that may pose a risk to the school or others may be subject to disciplinary action.*

CARE OF CAMPUS

The Charlotte Country Day School community values a well-kept, attractive campus. Vandalism, theft, or the willful destruction, abuse, or careless treatment of school property or the property of others may result in disciplinary action at the discretion of the Dean’s Office. Students may be asked to assist in the clean up and in some cases, to pay for items defaced, damaged, or destroyed.

Grade Level Responsibilities

Each grade has collective responsibility for the tending and oversight of the following areas:

- The 12th grade oversees the Senior Courtyard, Senior Lounge, and Gazebo Area
- The 11th grade oversees the Dining Hall and Student Center
- The 10th grade oversees the Composting Program
- The 9th grade oversees a portion of the Recycling Program

Every student, regardless of grade level responsibilities, is expected to respect all areas of our campus

and its common spaces. Demonstrated disregard for the campus may result in an area being closed to all students for a period of time, the loss of individual's or group's privilege to use the area for a day or period of days, D-Halls, Day of Reflection, or suspension, as deemed appropriate by school officials.

OTHER CAMPUS POLICIES

Digital Recordings

Students with specific academic accommodations through the Country Day Educational Resource Program may request to record a classroom experience. Students with these accommodations must notify the teacher when recording. Under certain circumstances, students without specific academic accommodations may also request to record a classroom experience. Requests must be directed to the teacher and, if questions arise, the Director of Studies. Recordings should only be used as a tool to aid student learning and should not be shared without explicit permission from the teacher. Students who violate this policy may be subject to disciplinary action.

Student Email

All Upper School students have a unique Charlotte Country Day School email address which is used for communication regarding whole-school, grade-level and individual level concerns. Students are expected to check their Country Day email at least once a day during the school week. Many students elect to forward their Country Day mail to another account. In general, student email addresses are created according to the formula first initial, last name, year of graduation ("Joe Smith" of the class of 2016 would be jsmith16@charlottecountryday.org).

Daily Bulletin

The Daily Bulletin contains daily scheduling information, announcements and reminders for students and faculty. Many parents also find it helpful to stay abreast of what is happening at school. It becomes available on Teams in the late afternoon each day. Students and faculty may place any school-related announcement in the bulletin by sending the announcement text in an email to usdb@charlottecountryday.org (with a subject line "Daily Bulletin") by no later than 12:00 noon the day before publication. Announcements may be edited for content and length.

Use of Cell Phones on Campus

Student cell phone use is permitted on the Upper School campus during breaks, flex time, lunch or during a free period. Cell phone use is not acceptable during class, study hall, assembly, advisory, special events or morning meeting, or any other time when a student's attention should be otherwise engaged. Inappropriate use will result in an infraction issued by the Dean's Office. Personal cell phones are not monitored by Country Day; therefore, we expect users to act responsibly in their use of personal devices. If a student is found accessing inappropriate content, he/she may be subject to disciplinary consequences, including D-Hall, Day of Reflection, or suspension, as deemed appropriate by school officials.

Use of Personal Music Players on Campus

Student use of a personal music player with headphones is permitted on the Upper School campus during breaks, flex time, lunch or during a free period. Like cell phones, use of a personal music player is not acceptable during class, study hall, assembly, advisory, special events or morning meetings, or any other time when a student's attention should be otherwise engaged. Inappropriate use will result in the device being confiscated. Under certain circumstances, teachers may grant students permission to use a personal music player with headphones during independent work time or study hall. This use is left to the discretion of the individual teacher and students should secure permission to use their personal music player on campus during any time that is not a break, flex time, lunch or a free period.

Visiting Campus?

Sign in and get your visitors' pass in the Upper School Office.

Questions?

Melanie Dennis

Upper School
Administrative
Assistant

Visitors to Campus

Any visitors (including prior Country Day students) to campus should sign in at the Upper School office and obtain a visitor's badge. From time to time, a current student has a family member or friend visit them for all or part of the school day. Although we welcome the visitors, the Upper School office must have advance notice of the visit from student and parent. This includes visitors who join a student for lunch. The Country Day student must introduce his or her visitor upon arrival to the Head of Upper School, Dean of Students, or other administrator in the office, and the host and guest must sign the Visitor's Book. While on campus, guests must be in the company of their Country Day host at all times. If the Country Day student does not give prior notice of the visit, the visitor may be asked to leave campus.

Please note that any student who has been dismissed for disciplinary reasons or required to withdraw from Charlotte Country Day School may not visit the campus during the academic day or attend Country Day events and functions without explicit permission from the Head of Upper School and/or the Dean's Office.

DRIVING & PARKING

All students who drive to school must complete and submit the Car Registration Form and \$10 fee for a student parking sticker at the beginning of the school year. Parking stickers are available in the Upper School office. Due to a limited number of available parking spaces, ninth graders are not permitted to drive to school. All students who bring a vehicle to school must adhere to the following guidelines:

- All student vehicles must be registered with the school and display a current parking sticker on the left rear bumper.
- In the event that a student must bring an alternate vehicle to school, the student must report the make, model and tag number of that vehicle to the Upper School office upon arrival to campus. An unreported car without a parking sticker will be subject to a fine.

- No student vehicle may be parked between 7:00am and 4:00pm in any area other than the designated student parking lot.
- Sophomores and Juniors may not park in the Senior parking area.
- No student may engage in speeding or other careless or reckless driving.
- Students should park appropriately and in designated areas.

Violations of any of the driving and parking rules will result in a \$25 fine and/or could warrant disciplinary action, including D-Halls, suspension and/or termination of parking privileges. All fines are due to the Upper School office within one school day of the citation. Failure to pay the fine on time will result in a D-Hall each day until the fine is paid.

Expectations for student honor and honesty extend to the parking lot and beyond. In the event of a minor car accident or “fender bender” in the school parking lot, students should report the incident to the Upper School office immediately, so the owner(s) of the other vehicle(s) involved can be reached, if needed. The school security guard can assist with filing the necessary accident report.

SENIOR PRIVILEGES

Senior Lunch

Seniors in good academic and disciplinary standing, with parental permission, are allowed to leave campus during lunch. Students must always sign out and back in with the Upper School office. Failure to sign in or out could result in detentions and/or loss of privilege. If a senior’s grade in any subject drops below **73%** at any time, senior lunch is suspended for that student pending improvement. Furthermore, issues involving a senior’s behavior or attendance may also result in loss of this privilege.

Senior Lounge

The Senior Lounge is off limits to students in grades 9-11, and seniors should not invite them into the Lounge. Unsuitable behavior or misuse of the Senior Lounge will not be tolerated. It is the seniors’ responsibility, as a class, to regulate the behavior and conditions of the senior lounge; failure to do so may result in an individual, a group or the entire senior class losing their lounge privileges.

Open Campus

The president of the senior class may petition the Upper School Academic Council for “Open Campus” privileges in the final weeks of school. Extension of this privilege is an indicator of the Council’s confidence in the character and responsibility of a senior class. During “Open Campus,” seniors in good academic and disciplinary standing may be off campus during times when they do not have another school obligation (this includes free periods, flextime, lunch, etc.). They must continue to attend all scheduled classes, mandatory assemblies and special programs, athletic practices, and all events listed on the Senior Events Schedule. Students with open campus privileges must sign in and out at the front desk whenever they arrive, depart, and return to campus and failure to do so may result in the loss of privilege for the respective senior. A parent permission form is required to authorize open campus privilege to any student. If a senior’s grade in any subject drops below **73%**,

open campus is suspended for that student pending improvement. Furthermore, issues involving a senior's behavior or attendance may also result in loss of this privilege.

Extra-curricular Activities

Athletics

Charlotte Country Day School fields 64 sports teams, and an average of 90 percent of Upper School students participate in organized athletics at some point in four years. Country Day believes that the opportunity to join an athletic team should be afforded to all students. Each season, at least one sport for boys and one for girls does not have a roster cap, so even if a student does not make a team in his or her sport of choice, an opportunity is still afforded the student to join an interscholastic team. For further details about our athletic program, please see the Athletics site on BucsNet.

Theatre

The Upper School Theatre Arts program puts on three stage productions each year—one each in the fall, winter, and spring. Students can earn the equivalent of a PE credit for participating in a theatre production onstage or back stage.

Student Senate

The Student Senate is comprised of elected student officers and representatives from all four grade levels and a faculty advisor. The Senate meets weekly to plan and organize student events, discuss relevant Upper School policies and activities and make proposals to the Dean of Students, Head of the Upper School, or Head of School. Class officers and other student senate representatives are chosen by peer election, a process that begins in the spring to determine representatives for the following school year.

Honor Council

The Honor Council is also a student-led group with representatives from all grade levels. Its primary function is to interpret and enforce the school's honor code. It is responsible for investigating possible honor violations and for recommending appropriate disciplinary measures to the Dean of Students and Head of Upper School. Honor Council members are responsible for the Honor Assembly to educate students about the Honor Code. They also assume a great responsibility for leadership, personal integrity and serve as good role models in the community.

Selection to the Honor Council occurs in the spring for the following school year. Interested individuals must submit a personal statement which is evaluated anonymously by the sitting members of the honor council. Once elected to the honor council, a student in good standing may remain in the position for the remainder of his or her time at Country Day. Each year, honor council membership includes one freshman, two sophomores, three juniors, five seniors and the senior body president (ex-officio). Two members of the Upper School faculty serve as advisors to the honor council.

Student Clubs & Activities

Extra-curricular clubs are a vibrant and vital part of the Upper School experience. Clubs and activities in the Upper School are formed based on student interest and are largely student-run. They

provide students with opportunities for leadership and organizational skills development. The “Club Fair” in early September is a great opportunity for students to learn more about existing clubs and decide where they’d like to get involved. High school is a balancing act and students must be careful not to overload themselves with extracurricular commitments at the expense of their academic success. Students are encouraged to focus their efforts into a small number of meaningful clubs rather than gaining membership into too many.

Club fundraising is limited to on-campus groups and is not to be for personal benefit. An individual or group wishing to raise funds must have the approval of the Dean of Students and the Head of Upper School. Announcements regarding fundraising may not be made at morning meetings without the approval of the Dean of Students.

Students who wish to establish a new club must obtain approval from the Dean of Students, and follow protocol to secure an advisor, build membership, develop a club constitution, and make arrangements to meet the service requirement. While some clubs rise and fall with student interest, in general the following clubs and activities tend to maintain an ongoing life at Charlotte Country Day:

A Cappella Club	<i>Interfaith</i>	Mock Trial
App and Tech Club	<i>International</i>	Model United Nations
Aquilifers Service Club	<i>PRISSM</i>	<i>Opus</i> Literary Magazine
Big Brothers, Big Sisters	<i>SWAG</i>	Outdoor Adventure Club
Buccaneer Business Club	Engineering Club	Robotics
Bucs Investment Group	Environmental Awareness	Running Works
Bucs Political Club	French Club	Science Club
Cookies for Kids Cancer	Game Club	Spanish Club
Diversity Awareness Forum:	Girl Code	Speech & Debate Club
<i>Asian Affinity</i>	Interact Service Club	Ultimate Frisbee
<i>Black Student Union</i>	Latin Club	
<i>Amigos</i>	Mental Health Awareness	

Social Media Guidelines for Student Organizations

Our school policy is to not identify students online. Do not tag or geotag photos. Do not use the school logo or Bucs logo as your profile picture. Two club members, along with the club advisor, should know the login and password for your club account. Follow and tag the official Country Day channels:

Facebook: www.facebook.com/charlottecountryday

Twitter: www.twitter.com/ccdsnews

Instagram: www.instagram.com/charlottecountrydayschool

Service

A spirit of service is central to Charlotte Country Day School's mission and values. Each grade level includes a Service Director among its class officers to help coordinate projects and service goals for the classes. Every club at Country Day has a required service component. During the academic year, the Upper School commits a day to service in the community and two days to host the Special Olympics Mecklenburg County Spring Games. While there is no graduation requirement in service hours, general participation in the daily life of the school means that all students will be exposed to meaningful service opportunities at various intervals over their Upper School experience.

Part 3: Student Support

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Advising Program

Ninth Grade Advisory

Ninth grade advisories are designed to help the student transition to the Upper School and begin navigating through high school, systematically tackling the most common challenges of the ninth grade year. The ninth grade advisor serves as sounding board and advocate for the student in all areas of school life, including academic, athletic, artistic, social, and honor matters. Through weekly meetings, advisors address common concerns specific to the ninth grade experience and get to know each student personally in order to best support them in the ninth grade year. The cohort of ninth grade advisors meets regularly throughout the year to discuss common concerns and help shape the ninth grade experience.

Advisory

After ninth grade, students move into a new advisory group, typically with a mixed group of students in grades 10-12. Most students will then stay with the same advisor through the senior year. However, students are given an option to make an advisory change at the end of each school year. Advisors receive the same published academic reports as parents, and help provide students with academic advice and personal guidance throughout the year. Parents should notify advisors with any concerns about academic progress, difficulties in a class, social or family situations. Advisors can quickly and confidentially communicate information to others on campus and can help determine how to best handle a situation. Because advisors receive frequent updates from teachers, they have a clear picture of a student's overall progress.

Advisors for New Students

All students new to the Upper School will be assigned an advisor during the summer. The selection of an advisor is an important decision and students are given an option to make a change at the end of each school year. The Director of Counseling Services works closely with advisors, students, and parents, and is available, along with the Head of Upper School, the Director of Studies, and the Dean of Students, to talk with students about concerns and problems in personal and academic life.

Parents' Night

Parents have the opportunity to meet their child's advisor and teachers on Parents' Night, during which parents follow their student's schedule and get a brief glimpse of the courses their child will be taking that academic year.

Communication Advisors & Teachers

Email is often more reliable than voicemail for reaching teachers with shared phone lines. Faculty email addresses at Country Day are formulated as `firstname.lastname` so a teacher named Susan Jackson would be ***susan.jackson@charlottecountryday.org***

Counseling Services

The Upper School Counselor is available to assist students in navigating the social, emotional, and academic stumbling blocks of the adolescent experience. Students can schedule a time to visit with the Upper School Counselor, or drop in as available. The Counselor also serves as a resource for parents and advisors in dealing with the ups and downs of raising adolescents. Some specific areas of counselor involvement include the following.

Academic anxiety and stress: In order to best serve students, the school counselors work with the Educational Resources Program to address issues of academic anxiety and stress. In cases of extreme or prolonged stress of anxiety, the Counselor may recommend a referral to outside resources for testing and/or a psycho educational evaluation when needed.

Social/Emotional Wellness: In an effort to help students maintain balance in their lives, the Counselor works with students individually or in small groups, and will often partner with outside professionals seeing to students' emotional wellness

Substance Abuse: Country Day encourages students who need counseling for drug or alcohol use to seek help from the school. Students who disclose a problem with alcohol or drug use to the school Counselor for the purposes of seeking help may be exempt from disciplinary action. For more information, see the "Conduct" section of this Handbook.

Confidentiality Policy

Counselor confidentiality can and will be broken under the following conditions: when a student is in imminent danger, expresses a desire to harm self or others, is being abused sexually, physically, or emotionally, or if subpoenaed by a court of law.

Harm to Self or Others

In situations where the counselor has reason to believe that a student is a threat to him/herself or others, parents and the Head of Upper School are immediately notified and appropriate referrals are made to outside agencies and/or counselors. Under such circumstances, the student may not return to school until an outside professional evaluates the student and provides verification to the contrary.

Mandatory Reporting

In any case of suspected or substantiated abuse or neglect, a representative of the school is obligated to contact the Department of Social Services.

Care During Crisis

Injury, prolonged illness, or death in the family or community may limit a student's ability to function properly in school. Under such circumstances, the Counselor can create a plan to help facilitate the well-being of the student while discreetly informing any necessary parties of the situation, including teachers, advisors, coaches, etc.

Director of
Counseling
Services:

Samantha Bosco

704-943-4677

Medical Leave

Charlotte Country Day occasionally encounters student medical issues that are physical and/or emotional in nature and that interfere with the students' ability to function in the school setting. When such a situation arises, the student's family or the school administration may initiate a medical leave for the student. Given the unique nature of prolonged illnesses or injuries, the details of each medical leave will be discussed with each family individually.

CCDS reserves the right to determine the legitimacy of the issues after consultation with health professionals and the appropriate school officials (nurse, school counselor, advisor, deans and division head).

The Divisional Administrative team will determine both the student's leave from and return to CCDS. The terms for return may be laid out at the time of the leave but adjusted as necessary, depending on the situation.

During a short-term leave, students will complete as much work as possible while absent. Upon return to school, the student and his/her advisor will meet with teachers to determine how the student can best resume his/her place in the class and the extent to which any other form of reasonable accommodations is required.

During a long-term leave, at the school's discretion, students may be required to withdraw from current classes and/or for the remainder of a semester or school year.

In keeping with the school's mission, the school reserves the right to determine whether a student returning from medical leave can appropriately be supported. In the case that the school determines that it is unable to support the student; the school will do its best to help the family find appropriate placement for their child.

College Guidance

The counselors in College Guidance, along with the faculty advisors, work with students one-on-one to help chart the most academically challenging path appropriate and encourage the development of any special skills or talents beyond the classroom. The college guidance team works closely with students to target colleges and universities that best match their needs, abilities, and interests and then guide students through the admissions process.

College Guidance:

Catherine Odum,
Director

Jonathan Woog,
Associate Director

Jordan McRae,
Assistant Director

Donna Witman,
Registrar

Juniors & Seniors

While there is contact with College Guidance beginning in the ninth grade, the "college process" begins in earnest in the eleventh grade year and continues through twelfth grade. While a ninth or tenth grader may not have a specific college counselor, the members of the college guidance office are available to answer college-related questions for underclassmen and their parents.

The support our college counselors provide to students throughout the application process is highly individualized and aimed to empower students to take ownership of their college search. The end goal is a school that is a good match for each student. Specific items to consider at each grade level are posted on the College Guidance page of the Country Day website.

Standardized Testing

Students in grade 9 take the PSAT in the spring of their 9th grade year; sophomores take the pre-ACT and juniors take the PSAT on campus in October; the school registers students for this test and no action is needed by the families. AP and IB exams are hosted on campus in the spring—please note that these tests involve an additional fee to families and the school does not complete the registration for these tests. Charlotte Country Day School is **not** a testing site for SAT, ACT, or SAT subject tests. Students wishing to take these tests should contact the testing organizations to find out about available local testing sites.

Educational Resource Program

The Educational Resource Program assists students with individual learning needs, providing in-school academic coaching for students, along with resources for students, parents, and faculty. Complete psychoeducational, and/or neurological testing documentation for students is kept on file in the ERP office, and confidential summary reports are shared with the teachers of individual students. Parents seeking academic support for their child during the school day should contact the Upper School Director of the ERP. Parents looking for referrals for psychoeducational testing should also contact the Upper School director of ERP.

Academic Accommodation

Based on the recommendations of a student's educational testing report, students may qualify for classroom accommodations. For a complete list of accommodations which Country Day is able to provide, please see the ERP page on BucsNet.

Standardized Testing & Accommodation

Please note that it is necessary to apply for accommodations with each of the major testing organizations (ACT, SAT, AP, and College Board). ***Accommodations granted for the Charlotte Country Day School classroom do not guarantee the same accommodations on any of the major standardized tests.*** For more information about requesting accommodation for standardized testing, please contact the Upper School Director of ERP.

Charlotte Country Day Tutoring Policies

Faculty may not tutor Country Day students within the same division for a fee. Outside tutors may not give instruction on Country Day property except in rare cases where permission is granted by the Head of Upper School.

School Nurse & Athletic Trainers

The school nurses and athletic trainers are available to treat injury and illness. In a case where emergency care is needed, the student is transported to the hospital with notification provided to the family member(s) named in the emergency contact section within Care Flow. Completion of this information also grants parental consent for emergency treatment. A school nurse or trainer will

assume responsibility for the student, acting as a prudent parent would, until the arrival of a parent/legal guardian. Financial responsibility emergency treatment is assumed by the parent/legal guardian.

See the Health and Safety section under Community Life in this handbook for more information on student health forms. All forms are available on the Upper School page of BucsNet.

Illness/Injury during school or athletics

Students may be sent to the Health Room or Athletic Training Room for illness/injury at the discretion of a teacher or coach, and students should inform their teacher or coach before going to the nurse or trainer on their own. If the nurse/athletic trainer determine that a student is able to return to class, they will be sent with a completed health room pass. If the nurse/athletic trainer determine that a student or athlete should not return to class or the playing field, the teacher/coach will be notified.

Students who become ill at school are sent home at the discretion of the school nurse. Minor injuries are evaluated and treated in the health room or athletic training room. Any student who has one or more of the following symptoms will be sent home: Vomiting, diarrhea, temperature greater than 100.0 F, rash of unknown origin, suspicion of communicable disease (i.e. chicken pox) Students are not allowed to return to school until symptom free for 24 hours.

Policy Regarding Students With Infectious Illness

A student with an infectious illness may remain at the school so long as his or her medical condition allows him or her to meet his or her school responsibilities and does not present a health or safety risk to other students, faculty, or staff. While at the school, a student with an infectious illness will be allowed to partake fully and equally in the educational, social, and extracurricular activities offered by the school, so long as such participation does not present a health or safety risk to the student, other students, faculty, or staff. The school will review, on an on-going basis, the enrollment of a student with an infectious illness and make decisions regarding whether and under what circumstances the student may remain at the school. The school will make these decisions in accordance with the school's interpretations of its policies and the applicable laws and in light of medical and scientific opinion and advice. In making such decisions, the school will, whenever practicable, consider, among other factors, the opinions and recommendations of the student, the student's parents or guardians, and the student's physician.

Policies on BucsNet

For specific policies regarding student health and safety, please refer to the Health Tab on BucsNet, where you will find the following:

- Epipen Policy
- Illness Policy
- Medication Policy
- Peanut and Nut Policy

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Expectations & Consequences

Expectations of the Community

Charlotte Country Day School strives to promote a supportive and ethical community for all. Every student and faculty member is expected to conduct themselves in a manner that demonstrates honesty, respect, and responsibility. As a community, we have a duty to uphold the Upper School Honor Code, the school's Mission and Values, and the policies explained in this handbook at all school-sponsored activities both during and after the regular school day.

A spectrum of school response is possible for violation of Upper School disciplinary policies. While these consequences may proceed in a linear manner regarding the severity of the offense, there is no presumed progression from one step to the other. The Head of Upper School reserves the right to impose any disciplinary action (including dismissal) or other condition that he considers appropriate to the circumstances, at his discretion. Any decision resulting in dismissal may be appealed within five days to the Head of School, who may review, reverse, modify, or uphold the decision. Students must wait 24 hours to appeal a dismissal. Only a decision resulting in dismissal may be appealed to the Head of School.

- A meeting or meetings with parent(s), Advisor, the Dean's Office, the Upper School Counselor and/or the Upper School Head
- Required assessment for drug and alcohol dependence and/or student well-being by a qualified outside professional approved by the school
- Follow up visits with the Counselor and/or ongoing counseling or treatment outside of school
- Removal from participation in athletics, dances, performances, extra-curricular/club activities, travel trips, and others school related functions for a designated period of time
- Forfeiture of an elected or appointed position of leadership
- Loss of student privileges which may include but are not limited to open campus, parking, etc.
- D-Hall (Detention), Day of Reflection, Suspension or Dismissal (see the following)

D-Hall (Detention)

D-Hall is a one-hour after-school detention held on Tuesdays, Wednesdays and Thursdays. Students serving D-Halls report to Cramer 102 immediately after school ends for their assignments. In general, students serving a D-Hall will be required to pick up trash, clean classrooms, wash equipment or otherwise give back to the community through service. D-Halls should be served within two school days of being assigned.

When a student receives three D-Halls in the span of a single semester, the Dean's Office will notify the student's parent(s). Infractions beyond the 5th D-hall may warrant further discipline.

Day of Reflection & Guidance

During a Day of Reflection, students spend the academic day on or off campus and are separated from the community. If on campus, students should bring a lunch, come prepared to work on class assignments, take tests and should not expect extensions for any academic responsibilities. Students may expect a follow-up meeting during their Day of Reflection with the Dean of Students, the Upper School Counselor, and/or his or her teachers/advisor, according to the infraction. If serving on campus, students will be able to compete in athletic contests at the end of the school day. However, if an athletic contest occurs during the school day, students will not be allowed to participate.

Suspension

Suspension from school is a period of disciplinary separation from the school community. Suspended students are responsible for all school work assigned while they are away and for getting those assignments on their own. Students who are suspended from school may not be on campus, participate in or attend school activities (including athletics, fine arts, etc.) during the day(s) of their consequence.

Second semester seniors who are involved in a major school violation may be required to complete all coursework off campus and not participate in any end-of-year events, including but not limited to Baccalaureate, Commencement, etc.

Dismissal

Dismissal is an immediate and permanent separation from the school. Students who have been dismissed may not visit campus or attend school events. In general, dismissal is reserved for grave disciplinary infractions, repeat infractions, or an accumulation of suspension-worthy infractions. The Head of School or the Head of the Upper School may dismiss a student at any time. In case of dismissal, the student may not be allowed to return to campus and/or attend school events. In case of withdrawal prior to dismissal, a student needs permission to return to campus or attend school events by the Head of Upper School.

Reporting to Schools & Colleges

In all cases, students are encouraged and expected to answer honestly when college application materials request information about prior discipline. If a college asks Charlotte Country Day School about a student's disciplinary record, all major infractions (generally those that result in suspension or dismissal) will be reported, while minor infractions are not reported. The school administration may also report major infractions and the resulting consequence to a college proactively when appropriate.

Honor Code Violations

"I understand that the Honor Code is the basis of student life at Charlotte Country Day School. It represents the spirit of decency and fair play which is the essential quality of a good citizen, and it places in the hands of each student the responsibility for honorable conduct as a way of life. As a student who attends Country Day, I willingly accept this responsibility."

(excerpt from the Upper School Honor Code)

The 2022-2023 Honor Council

Katie Fleischli

Honor Council Chair

Jeffrey Harrick

Davenport Hatcher

Lawton Logan

12th grade representatives

Maisie Collins, Vice-Chair

Elise Exson

Natalie Kleiderer

11th grade representatives

Wil Harrick

Reagan Harris

Akansha Swamy

10th grade representative

Lauren Johnson

9th grade representative

Mr. Bryan Stanton

Ms. Meghan Zepa

Faculty Advisors,

non-voting members

Students renew their commitment to honor in the community by signing the Honor Code (see page 4) at the beginning of each school year. In addition, every student is required to sign the Honor Pledge on all written work submitted for a grade. All students at Charlotte Country Day School are expected to be aware of the content and adhere to the principles of the school's honor code and to strive to be honorable citizens in any situation, on or off campus. Violations of the honor code will result in a hearing before the Honor Council.

Honor Council Hearings

There are three phases to any Honor Council hearing: 1) establishment of the facts, 2) deliberation, and 3) a recommendation of response made to the Head of Upper School. During the hearing, the student being charged with an honor offense is accompanied by his/her faculty advisor or another Upper School faculty member of his/her choosing (so long as that faculty member is not the parent of the student). The faculty member accompanies and serves as advocate for the student until the student has been dismissed from the hearing. During the deliberation phase only members of the Honor Council may be present in the room. The Honor Council does not hear appeals; however, in certain cases, an appeal may be made to the Head of Upper School (see Honor Hearing Procedure, following). Honor Council hearings are confidential and may not be recorded or discussed outside the room.

Honor Hearing Procedure

- A faculty member or student brings the suspected honor offense to the attention of the Dean's Office; in most cases, the teacher will have already confronted the student with the concern before reporting to the Dean.

- The Dean's Office reviews the facts with the Head of Upper School and an Honor Council faculty advisor. If the case proceeds to the Honor Council, the accused student's parent/guardian is informed of the charges. The hearing occurs as soon as possible after the report of the violation, and the hearing has priority over all other activities (academic or athletic, or otherwise).
- The Honor Council hears the case, deliberates and submits its recommendation to the Head of Upper School and/or the Dean's Office. The Head of Upper School may modify the recommendation at his discretion. The Dean's Office contacts the student's parent or guardian of the final decision. Any decision resulting in a suspension may be appealed to the Head of Upper School, but one may expect that the Head of Upper School will—except in the rarest cases—uphold the decision.
- For academic violations, the teacher will work in conjunction with the Director of Studies to determine the value of the assignment/assessment in question.
- Honor code violations could warrant suspension or dismissal from the school depending on the circumstances. Furthermore, violations may affect membership or selection to honor societies, Governor's School, Cum Laude, Heads/Honors Lists, and/or other academic awards.
- In the event of a recommendation of dismissal, the Head of Upper School may choose not to render a final decision until the following day.
- Decisions may be appealed to the Head of School, who may review, reverse, modify, or uphold the decision.

Discipline Committee

In the event a suspected honor offense occurs during a time when the Honor Council is unable to convene (including semester exams, etc.), a discipline committee comprised of the Head of Upper School, the Dean of Students, the Assistant Dean of Students, and an Honor Council faculty advisor will conduct the phases of the hearing in lieu of the Honor Council, following all procedures as outlined above.

Alcohol, Drugs & Other Substance Use

Charlotte Country Day School is committed to supporting students' health and well-being, and that includes deterring the use of alcohol, tobacco/nicotine, drugs and other controlled substances. While the primary responsibility for the education and supervision of students with regard alcohol and drug use belongs to parents, the Country Day curriculum aims to educate and empower students to make healthy choices; the Upper School Drug and Alcohol Policies (below) aim to deter use and provide an avenue for reform for those students who are found making poor decisions around substance use.

Policies & Expectations

- Any Country Day student who comes to campus or to a school-sponsored event on or off campus under the influence of alcohol, drugs or any other illegal substance, or is found in possession may expect suspension or dismissal.
- Any Country Day student who distributes or procures for others drugs, drug paraphernalia, alcohol or any other illegal item or substance on school property or at any school sponsored event on or off campus may expect suspension or dismissal.
- Any student in a school-related activity or event, on or off campus, who chooses to remain in the company of another person who is clearly, using, consuming, delivering, selling or possessing illegal drugs or alcohol, or abusing prescribed medication, may also be considered in violation of the policy and may expect disciplinary action up to and including dismissal unless he/she is clearly intervening to prevent a problem, to assist the person in difficulty or to get adult assistance.
- The Upper School administration and or its designee reserves the right to search a student's locker, book bag, automobile, computer, cell phone, or person or test a student for drug or alcohol use if he/she is suspected of being in possession or under the influence of any illegal drug or other substances.
- Country Day may select students to submit to a breathalyzer test at any school function or even during the academic day.
- Country Day may require a student to submit to drug testing with reasonable cause.

Reasonable Cause Drug Testing

The Upper School employs a reasonable cause drug testing policy to help maintain a safe and drug-free environment. Reasonable cause is determined by the Head of Upper School, or his designee, in consultation with the Dean's Office, and the Upper School Counselor if available. If reasonable cause for drug testing a student or students is determined, the parent(s) of the student(s) implicated will be contacted.

Refusal to be tested implies an unwillingness to abide by school policy, which is cause for disciplinary action, including suspension or dismissal.

Testing Procedure

- The student will report to the Upper School Office, and the parent or guardian will be contacted and informed of testing procedures.
- The parent or guardian will be responsible for taking the student to a Country Day approved

testing site. *If a parent or guardian cannot be reached immediately, the drug test will be postponed and the student will remain under supervision in the US Office until a parent or guardian can pick up the student.*

- Results of drug tests will be reported directly to the Head of Upper School, Dean's Office, and Upper School Counselor; and reported to the Head of School.
- The student may not return to campus, attend classes, or attend or participate in after school events until the Upper School Office obtains the drug test results and notifies the parent(s).

School Response

An Upper School official will investigate any alleged or suspected violation of the Drug and Alcohol Policies on or off campus. Students found in violation may expect a period of immediate suspension from the school community and all school activities, followed by a probationary period of one year or longer. **If the student has been charged with a criminal offense, that student will remain suspended and may not return to school until the school deems it appropriate.**

Prior to returning to school, the student will be required to undergo a professional assessment to determine the risk of chemical dependency with one of a list of approved specialists in the local area. The student and his or her parents must attend a follow-up meeting with designated school officials. If the specialist's evaluation determines a problem with chemical dependency, Country Day may further require, as a condition of return, that a student participate in an ongoing treatment program and/or submit to random drug testing for the remainder of his or her time at the school.

In addition to a period of suspension, probation and professional follow-up, students in violation of the Drug and Alcohol Policies may also be asked to forfeit any elected or appointed position of leadership within the school. In some circumstances, students may be suspended from participation in athletics, dances, performances, club activities, travel trips, and/or other activities for a period of time that may exceed the suspension from school.

Any or all of the above may be expected as a response to a first violation. Any further violation of the Drug and Alcohol Policies will almost certainly result in immediate dismissal from the school.

Charlotte Country Day School reserves the right to dismiss a student for first violations of these policies, according to the nature and severity of the offense, determined at the school's discretion.

Self-Referral or Referral by Others

A student who discloses a drug or alcohol problem to the School Counselor for the purpose of seeking help will not be subject to disciplinary action, so long as the disclosure occurs prior to the school's knowledge of the problem and the student agrees to comply with the Counselor's recommendations regarding testing and/or treatment. However, the student will be subject to the same rules as any other student and will be subject to disciplinary action for any future violations of school rules.

Parent Responsibilities

Parents are our most important partners in protecting our students from the dangers of alcohol/drug

use, and as such, parents must understand, commit to and support the Country Day Drug and Alcohol Policies. The school expects parents to understand and uphold state laws which hold them liable for creating or allowing circumstances that expose others' children to high-risk situations involving alcohol and drugs. **Substantiated report of a parent (or parents) procuring, providing opportunity and/or a venue for the underage use of alcohol and/or illegal drugs may result in a family being asked to withdraw from the school.**

Each Charlotte Country Day School enrollment contract contains the following agreement:

"I understand that students may be required to withdraw from the School because of disregard for major rules and regulations, violation of the law, personal maladjustment, prolonged academic deficiency, or any evidence of lack of parental cooperation. Withdrawal of a family may be required as a result of violations of the School's established drug and alcohol policy and/or violations of state laws that pertain to adult responsibilities for safeguarding the well-being of their children as well as the children of other parents."

Conduct of Students in Their Private Lives

Student Responsibilities

Charlotte Country Day School cannot assume responsibility for the off-campus and non-school-sponsored activities of its students. However, the school expects good judgment and healthy decisions by students in their private lives, including but not limited to non-school activities, holidays, or vacations. Substantiated improper behavior by a student off campus which may be considered damaging to the wellbeing of the student, the school's standards, or the school's reputation in the community, may be grounds for disciplinary action, including suspension or dismissal. Students who are in positions of leadership within the Upper School may be removed from such roles, and athletes may be suspended from play or even removed from their teams.

Internet Activities

For the protection of Country Day students, teachers, and officials and for reasons related to school safety and school reputation, we expect our students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the Internet whether on or off campus. As a result, if the school becomes aware that a student has posted, displayed, or distributed information or images on the Internet or any social media or other website (such as Facebook, YouTube, Twitter, Instagram, Snapchat, Tiktok, etc.) that involves inappropriate behavior including, but not limited to the use, possession, or distribution of drugs, alcohol, sexual activity, harassment, hazing, teasing, bullying, racism, illegal activities, or promoting violence, the Dean's Office may investigate the activity and that student may be subject to disciplinary action, up to and including suspension and dismissal.

Harassment Policy

Charlotte Country Day School is firmly committed to providing a campus and workplace free from harassment. Harassment of any kind will not be tolerated, including but not limited to intimidation, bullying, cyber bullying, humiliation, or degradation of any member of its community by any other individual on the basis of religion or on the basis of gender, race, color, religion, national origin, disability, age or sexual orientation. Substantiated report of harassment or bullying will result in disciplinary action for the aggressor(s), up to and including suspension or dismissal from the school. This policy includes conduct on campus or at any activity connected with the school, including athletic contests, concerts, and social functions, as well as communication online through social media, instant messaging or email. Cases of assault or abuse will be handled immediately by the Dean's Office and/or the Head of Upper School.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, references to an individual's body or sexual orientation and other verbal, visual, or physical conduct of a sexual nature that is intimidating, hostile, degrading, or offensive. The school recognizes that healthy social and personal relationships among adolescents may include some acceptable flirting behavior, the purpose of which is to compliment or convey respect. However, sexual comments, gestures or other forms of expression that are intimidating or degrading will not be tolerated.

Racial Harassment

Racial harassment includes intimidation, humiliation, or degradation of an individual or group on the basis of race. Racial harassment includes both easily identified acts of oral, written or physical harassment, and more subtle forms of harassment such as graffiti, epithets and racially offensive remarks or jokes.

Religious or Ethnic Harassment

Religious or ethnic harassment includes intimidating, humiliating or degrading remarks, jokes, gestures or other forms of behavior or expression that aim to demean or trivialize the religion or national origin of an individual or a group.

Verbal Harassment, Bullying, Cyber Bullying

Verbal Harassment, Bullying, Cyber Bullying includes intimidating, humiliating or degrading remarks, jokes, gestures or other forms of behavior or expression that aim to demean or trivialize an individual or a group.

Responsibility of the School Community

Any individual who believes that she/he is the victim of harassment/bullying should seek out an adult in the community to help stop the unwanted behavior of a peer. A witness to harassing behavior has an equal responsibility to act. With the assistance of the adult, students can decide if they want to confront the aggressor or if a faculty member or an administrator should speak with the offending person. Behavior that continues after it is known to be unwelcome should be reported to a faculty member, or Upper School administrator.

Acceptable Use of Technology

Country Day students will use the technology available to them in an acceptable manner. This policy contains guidelines for the use, access, monitoring, and disclosure of electronic communications used, created, sent, received, transmitted, or stored by students using any Country Day-provided communication system or equipment. "Electronic communications" include, among other things, messages, images, or any other information contained in e-mail, computers, mobile phones, Internet, or any type of removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Acceptable uses of Systems: Students may use Country Day Systems to communicate internally or externally for education-related purposes only.

Personal use of Systems: All computers on campus must remain consistent. Do not change computer settings or attempt to install software on Country Day desktop, classroom or lab computers.

Computer areas and care of equipment: Members of Country Day community will not abuse, tamper with, or willfully damage any equipment, use the equipment for other than appropriate work, or bring food or drink into any computer area. Intentional acts of vandalism will result in disciplinary action and students will be held responsible for replacement or repairs.

Internet access: Country Day filters internet content and limits access to offensive and inappropriate material. No filtering system is foolproof; we expect users to act responsibly and immediately disengage from any site or materials that are inappropriate. Students should report accidental access of inappropriate content to the faculty member in charge of the activity. Students that are blocked from what they believe are valid educational resource sites should discuss the site with the faculty member. After review the faculty member may request that the site be unblocked.

Internet safety: Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, social security number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted online without prior parental approval. Country Day is not liable in any way for irresponsible acts on the part of the student.

Forbidden uses of Country Day Systems: Students will not use Systems in any manner that violates our Mission Statement, Honor Code, Harassment Policy, or other Country Day policies. Students may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to a person or morale.

In addition, students may not use our Country Day systems:

- To carry defamatory, discriminatory, or obscene material.
- In a manner that violates the terms of any telecommunications license or any laws governing trans-border data flow including, but not limited to, laws dealing with data collection, protection, privacy, confidentiality and security.
- In any attempt to penetrate computer or network security of any Country Day or other system, or to gain unauthorized access or attempted access to any other person's electronic communications systems or equipment.
- In connection with any infringement of another person's intellectual property rights, including but not limited to copyright.

· In violation or attempted violation of any local, state, federal or international law.

The right of Country Day to access and inspect electronic communications: The Information Systems Department reserves the right to inspect computer files and to monitor e-mail and Internet activities if there is reason to believe that a violation of community or major expectations may be occurring. Serious violations of policy may lead to disciplinary action up to and including immediate dismissal.

Electronic forgery: Electronic forgery is defined as misrepresenting, disguising, or concealing your identity or another's identity in any way while using electronic communications; making changes to electronic communications without clearly indicating that you have made such changes; or using another person's account without prior written approval of the account owner and without identifying that you are the author. Electronic forgery is not allowed for any purpose.

Intellectual property rights: Students must respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information, and inventions. Downloaded software and other copyrighted material may be subject to licensing obligations or restrictions (In some cases this includes freeware and shareware). If questions arise in this regard, contact the Director of Technology or librarian. Country Day will cooperate with the copyright holder and legal officials in all copyright matters.

Integrity, security, and encryption: Students may not install a VPN or encryption programs. Students are prohibited from the unauthorized use of passwords and encryption keys belonging to other students to gain access to the other students' messages, information, or communications.

Viruses and malware: Every effort is made by Country Day to keep our system safe. Even with the best techniques, however, computer viruses or other malware can be distributed. Country Day is not responsible for the transmission, or damage incurred from software.

File sharing services and/or "torrents" are prohibited at CCDS and must be disabled while on campus.

Reporting requirements: Any student who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet must immediately report the concern to a faculty member so that the situation can be investigated and addressed appropriately.

Consequences: Inappropriate or illegal use or violations of this policy will result in the loss of privilege and disciplinary action. Disciplinary action may include suspension or withdrawal of system access, up to and including immediate dismissal of a student as well as possible civil liabilities or criminal prosecution.

School-provided device

Country Day provides every Upper School student with a Windows device as part of the one-to-one program. Students are entrusted with a school-owned computer and are expected to exercise caution in the care and support of the device. The device will be used for classwork, e-mail and homework. Students are expected to have the device charged and ready for every class.

Student device responsibilities

Students are required to keep the device in the protective case provided by the IS department.. Students are expected to run all security and software updates on the device. Please visit the Help Desk or the IS department for any assistance. Students should not share their device with other students nor use someone else's device. Each student is responsible for the care and well-being of their own device as outlined in the computer loan contract signed by students and parents.

If a device is damaged or experiences technical problems, it is the student's responsibility to promptly seek assistance at the Help Desk (US LC) or at the Information Systems Office (LE 010). If a device is lost or stolen, students must notify Information Systems and/or the US office

within 24 hours, or if over a holiday or weekend, at the next possible moment when on campus. If students are found to be in possession of a school Device not issued to them, or they are using a school issued device inappropriately, students may be subject to disciplinary consequences as deemed appropriate by school officials.

Technical support

Country Day offers daily support for all school issued computing devices for students and faculty. Students may seek support at The Help Desk located in Cannon Building and in the Information Systems office found in the lower level of the Levine Building. Hours are available Monday through Friday before classes start, during lunch times and after the class day. Personalized help is also available by appointment. The IS department can only provide technical support for school-issued devices.

Notes

Notes

Quick Reference Contact Sheet

The Upper School Administrative Team

Matthew Less , Head of Upper School	matthew.less
Tanya Andrysiak , Upper School Director of Studies	tanya.andrysiak
Samantha Bosco , Director of Counseling Services	samantha.bosco
Peggy Carey , Assistant to the Dean's Office	peggy.carey
Melanie Dennis , Upper School Administrative Assistant	melanie.dennis
Rick Hackett , Scheduling Coordinator	rick.hackett
Natalie Hutchinson , Dean of Students	natalie.hutchinson
Catherine Odum , Director of College Counseling	catherine.odum
Steve Wall , Assistant Dean of Students	steve.wall

Other Areas

Lauren Folger-Sweeting , Director of Upper School ERP	lauren.folger-sweeting
Stewart Peery , IB Program Coordinator	stewart.peery
Masanori Toguchi , Athletic Director	masanori.toguchi
Brian Wise , Director of Diversity	brian.wise
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Academic Department Chairs

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Tom Collins , Sciences	tom.collins
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