

# **PHOENIX COUNTRY DAY**



**2024-2025  
All School &  
Lower School  
Handbook**

Revised: May 31, 2024

## SECTION ONE – ALL SCHOOL

PHOENIX COUNTRY DAY SCHOOL

3901 E. Stanford Drive

Paradise Valley, AZ 85253

[www.pcds.org](http://www.pcds.org)

Dear Phoenix Country Day School Families,

This handbook has been prepared as a resource for families. It contains important information about our educational philosophy, as well as school procedures. As such, it does not represent a contract between the School and the student or between the School and the parent. Similarly, this handbook cannot and does not attempt to anticipate or cover every situation that may develop during the course of the school year. It is provided to help acquaint families with information relevant to the functioning of the School and is intended to describe the School and its current practices, procedures, rules, and regulations as of the distribution of this handbook. Students will be expected to know and abide by the rules and procedures covered in these pages. Parents/guardians should familiarize themselves with the content so that they can support students in following these policies and so that, in turn, we can all work together to achieve our goals.

Welcome to our school; we are glad that you are part of our community!

### SOME USEFUL CONTACTS

Main Number (7:30 a.m. – 4:00 p.m.): 602-955-8200

Upper School Office Direct Number: 602-381-4523

Upper School Office email: [usoffice@pcds.org](mailto:usoffice@pcds.org)

Upper School Fax: 602-224-6177

Middle School Office Direct Number: 602-381-4522

Middle School Office email: [msoffice@pcds.org](mailto:msoffice@pcds.org)

Middle School Fax: 602-912-5607

Lower School Office Direct Number: 602-381-4527

Lower School Office email: [lsoffice@pcds.org](mailto:lsoffice@pcds.org)

Lower School Fax: 602-381-4552

Middle School Extended Day: 602-381-3054

Lower School Extended Day: 602-290-2751

Health Center Direct Number: 602-381-4543

Security Office: 602-381-4557

Security (after school hours): 602-799-9966

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## MISSION AND PHILOSOPHY

Phoenix Country Day School strives to prepare promising students to become responsible leaders and lifelong learners through an education that emphasizes intellectual engagement, independence, collaboration, creativity, and integrity.

In keeping with its mission, PCDS expects its students to develop a coherent body of knowledge in the humanities, sciences, and the arts, and a comprehensive range of skills in athletics. Pursuing quality and excellence is fundamental to everything we do at PCDS. Excellence in the classroom is reflected in exceptional academic offerings. Excellence in athletics is reflected in a program that allows students to participate in and thus benefit from involvement in team sports. Excellence in the arts (visual studies, performing arts, music) is reflected in a program structure that allows time for study of and achievement in an area of interest. The balance of these areas and the lessons they offer create broad-thinking, well-rounded, intelligent students of character.

We introduce students to a curriculum that responds to the diverse and rapidly changing world where populations are living longer, interrelating in new ways, and using newly created technologies and new methods for communication. Students learn how to collaborate and how to be global thinkers; they develop excellent listening skills, maintain sensitivity to cultural backgrounds, and have an awareness of complicated and less streamlined decision-making. It is through the clear objective of quality and excellence, combined with the fundamentals of an extraordinary education, that our students gain a foundation and appreciation for a lifetime of learning.

The Phoenix Country Day School community strives to be one in which each individual is recognized and valued, each voice is heard, and each considered opinion can find a forum. However, no forms of expressions of hatred, prejudice, or bigotry that are in conflict with the goal of valuing each individual will not be tolerated. We recognize the richness of the diverse threads that strengthen the fabric of the School. We endeavor to ensure that this fabric reflects the diversity of Arizona and our nation. We want every member of our School community to value diversity and respect one another.

We strive to graduate students who love learning and pursue wisdom; use their talents and skills for the greater good; are adaptable, resilient, and responsible citizens in their local communities, their nation, and the world; and who engage in life with both honor and integrity. These values and goals are essential components of a PCDS education: An Education for Life.

## CONDUCT

The School recognizes that families choosing PCDS value education and are seeking an environment that supports learning. The School expects members of the PCDS community, including students, family members, and other persons interacting with the School by virtue of their relationship with a PCDS student, to conduct themselves in an appropriate manner while on campus, attending PCDS-related activities, and interacting with other members of the PCDS community. Conduct that jeopardizes the reputation of the School, disrupts the educational or working environment, is illegal, or detracts from the School's mission cannot be condoned and may result in disciplinary action up to and including a student's expulsion from the School, regardless of whether the conduct takes place on-campus or off-campus, in person or via technology, in public or in private. PCDS maintains sole authority to determine whether conduct violates the School's expectations and what, if any, further

action the School will take. The School may consider factors such as the context of the conduct, the history of the individual(s) involved, the severity of the offense, and the impact on other member(s) of the PCDS community.

Any verbal or physical action that threatens or compromises self or another's well-being will not be tolerated. Any similar action, which discourages another because of differences related to identity including, but not limited to, gender, race, religion, or sexual orientation, is unacceptable.

PCDS seeks to promote a safe environment in which the community members are free to express themselves appropriately without fear of recrimination.

Phoenix Country Day School strives to maintain a safe educational environment for its students, staff, faculty, and visitors. If PCDS has what the School considers a reasonable basis to believe that a student is a threat to themselves or others in the School community, the School may take any steps it deems appropriate under the circumstances to ensure the health and safety of the School's community. The Head of School (or their designee) will review issues of this nature on a case-by-case basis and determine the appropriate course of action. Examples of options available to the School include, but are not limited to:

- Placing a student on an immediate, indefinite leave of absence until the School has resolved the concerns it had that the student posed a threat to themselves or others, and/or:
- Notifying the proper authorities (i.e., police, firefighters, ambulance), depending on the circumstances.

A student on a leave of absence related to a matter of School or student safety is banned from the School's campus and any PCDS sponsored events unless and until the student receives written permission from the Head of School to return to School and/or School events. Similarly, PCDS may take action as the School deems appropriate if the School finds reasonable basis to believe that any person interacting with the School by virtue of their relationship to a student is a threat to the School environment.

If the student, the student's family, or the student's legal guardian assert that the student's physical or mental health was a cause of the School's concern, the School will require appropriate medical certifications before it considers allowing a student to return to the School. If the School determines, in its sole discretion, that the medical certification provided by the student does not adequately ensure that the student no longer poses a risk or threat to themselves or others, the School may require the student to submit to an independent medical examination to determine if the student remains a threat to themselves or the Phoenix Country Day School community. If the student's physical or mental health was a cause of the safety concern, the School may require ongoing professional counseling/treatment and proof thereof as a condition of returning to the School.

In cases where the threat is against the School or other students, state law applies. Arizona law (statute, A.R.S. 13-2911) prohibits interfering with or disrupting an academic institution and makes conduct in violation of the statute, whether deliberate or through reckless disregard, a felony.

The School will consider factors like the degree of severity of this misconduct and the cumulative effect of the misconduct in determining whether the offense warrants detention, suspension, dismissal, referral to a law-enforcement agency, or some alternative to or combination of these steps.

## Harassment/Intimidation/Bullying

If a student feels that they have been harassed, intimidated, or bullied by either an employee of the School or a fellow student, they should report such incidents to any PCDS faculty or staff member. All such reports will be passed on immediately to the Head of the division. In the event of any such report, the School will conduct an investigation into the matter and respond accordingly. Students must be aware that serious or repeated harassment/intimidation/bullying will result in disciplinary action by the School up to and including dismissal. Intentionally false and/or malicious accusations will also result in disciplinary action, up to and including dismissal. Retaliation against another student who reports any form of harassment, intimidation, or bullying will not be tolerated and may result in a disciplinary action.

Sexual Harassment is a violation of laws against discrimination (state law and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972). Sexual harassment at Phoenix Country School is unacceptable and will not be tolerated.

Sexual harassment can be defined as unwelcome or unwanted conduct of a sexual nature (verbal or physical) that substantially interferes with an individual's schoolwork or creates an intimidating, hostile or offensive school environment. Sexual harassment may include but is not limited to the following:

- Uninvited pressure for sexual activity, whether explicit or implicit
- Obscene or suggestive remarks or jokes, verbal abuse, insults
- Display of explicit, offensive or demeaning materials
- Comments which demean others with respect to gender

Bullying is engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the School and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of a school.

## Hazing

PCDS strictly prohibits all students from hazing, solicitation to engage in hazing, or aiding and abetting another person who is engaged in hazing another PCDS student. "Hazing" is defined as any intentional, knowing, or reckless act committed by a student, whether individually or in concert with



other persons, against another student, and in which both of the following apply: (1) the act is committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any school organization, club, society, cooperative athletic team, or other group that is affiliated with PCDS; and (2) the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm, or personal degradation. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. PCDS expects its students to report hazing to the appropriate Division Head, the Head of School, or to any other staff member. PCDS will, to the extent possible, respect the confidentiality of those involved, but will disclose the incident to those who have a need to know or as otherwise required by law. Any incident of hazing that includes possible violation of state or federal statutes shall be treated as required by statutory requirements and reported to law enforcement.<sup>0</sup>

### Property

The School cannot assure the security of any student property. Students should take care to protect their personal belongings and to respect the belongings of others. Damage to the possessions of others, theft, or damage to school property is prohibited.

### Unlawful Use of Drugs and Alcohol

The School prohibits student possession, transfer, use and/or evidence of use of mind-altering substances (e.g. alcohol, nicotine, illegal drugs or narcotics, etc.) or prescription drugs, taken without or in a manner not consistent with a valid prescription applicable to the user. Students are responsible for complying with this policy while on campus, while off campus for School-related activities, or while acting as a representative of the School. Consistent with the School's general conduct policy, the School may hold any student accountable for any unlawful activity by the student, regardless of whether the conduct occurs on campus or during PCDS-related activities.

In addition, the School, at its discretion, may require a student, at their family's expense, to undergo random screens for banned substances, to undergo professional evaluations of their use of mind-altering substances, and/or to participate in professional treatment for the use of mind-altering substances as a condition of their continued enrollment at the School. Action by the School in response to a student's violation of this policy does not preclude action by law enforcement agencies.

### Weapons

The School prohibits students from possessing at school, or at any school related activity, any weapons, including, but not limited to, any firearm, knife/pocketknife, ammunition, or explosive devices (including fireworks). For the purposes of this policy and determining what is appropriate to bring into the School environment, students should know that the School's definition of dangerous weapons is applied broadly and in addition to the items listed above includes any guns or gun-like mechanisms propelling projectiles by air or CO2 cartridges, BB guns, etc. When in doubt, students should not bring any questionable item onto PCDS property or PCDS-related activities without specific permission from the Head of School. Exceptions to this policy apply for items specifically

requested or supplied by the School for educational purposes (e.g. school-supplied safety scissors). Violators are subject to serious disciplinary action, including expulsion.

## ACADEMIC HONESTY

No member of the PCDS community will, with intent, deceive any other member of the community, whether student, administrator, faculty or staff member, or guest.

Academic honesty requires that each student will submit only their own work and will clearly identify any work that is not their own. Academic dishonesty is any act of deceitful behavior used to gain an unfair advantage on any school assignment. More specifically, academic dishonesty includes the following:

- Plagiarism, or the act of using the knowledge or words of any source, Artificial Intelligence (AI) tool, or person without correctly giving credit to the original source. Undocumented sources include, but are not limited to, books, periodicals, various media, the Internet, and individuals. Individual departments may require students to submit papers electronically to a plagiarism-prevention or AI detection website.
- Excessive editing, citations, or assistance by parents, tutors, or fellow students to the extent that the work can no longer be deemed original to the student.
- Resubmitting work, in part or in whole, previously turned in for another class from the current or prior academic years.
- Copying or sharing of work on quizzes, homework, and other assignments when not authorized by the teacher.
- Enabling another student to use your work as their own.
- Sharing information pertaining to a test, quiz, or exam with students who have yet to take the test, quiz, or exam.
- The sale, purchase, or sharing of an individual's study guide. When a study guide is the product of teacher-authorized collaboration, those students who partake in constructing the study guide are the only students who may use the guide.
- The sale or purchase of another student's work or classroom materials.

The School provides this list of possible violations solely as examples of acts of academic dishonesty, and not as an exhaustive list of all of the acts that might be considered academic dishonesty. Refer to applicable Division-level handbook sections for more specific information.

## DISCIPLINARY ACTIONS

Below is a list of some of the disciplinary actions available to the School. The School has the ultimate discretion as to whether a situation warrants disciplinary action, and, if so, what action. The School is not required to apply any of these steps or to follow any particular progression of steps.

### Disciplinary Warning and Probation

Disciplinary Warning is given to make clear that certain behavior will not be tolerated. The Division Heads may impose appropriate consequences and will communicate the decision to the family.

Disciplinary Probation is a formal response to egregious or repeated misconduct. The Division Head may set a formal probationary period. Breaking any major school rule or similar serious misbehavior during the probationary period is likely to result in expulsion. After the probation ends, a further severe offense may result in an additional suspension or expulsion.

### Suspension

A suspension policy is viewed by the School as a means of emphasizing the seriousness of a situation in which a student has not met the school's expectations.

- Suspensions may be either short- or long-term and may be either in school or out of school, depending on the case.
- The parents will receive a letter outlining the events of the suspension from the Division Head. A copy of the letter will be placed in the student's permanent record. Disciplinary actions may be shared if requested by schools or colleges to which a student may be applying.
- Any offense that would warrant a subsequent suspension may result in an expulsion.
- Students under charge for criminal activity that involves physical harm to self or others, regardless of whether the alleged crime occurred on or off campus, may be suspended until such a time as the charges are resolved, or expelled depending upon the severity of the alleged offense.
- The Division Head will inform the appropriate faculty of the nature and disposition of the suspension.
- The Head of School (or their designee) will review disciplinary decisions.

### Expulsion

PCDS may expel a student when the School determines that the student cannot function positively in the PCDS environment; that expulsion is necessary to protect the student or the PCDS community; or that expulsion is otherwise appropriate as provided for in the student's enrollment contract.

*Other Disciplinary Actions are Division Specific.  
Please refer to the Division section of this handbook.*

## ENROLLMENT AND ACADEMIC ADVANCEMENT

PCDS offers enrollment to students for one academic year at a time. A student will not be permitted to enroll at or attend the School without an appropriately executed enrollment contract for the academic year in which the student will attend the School. Neither the School nor the student/parents/legal guardians are obligated to enter an enrollment contract for any subsequent academic year. A student's enrollment will end no later than the end of the academic year for which PCDS and the student's parents/legal guardians last have entered a written enrollment contract regarding the student.

## TRANSCRIPTS/RECORDS REQUESTS

Generally, School records are considered confidential property of the School and access to them is limited. Parents may receive or review copies of the academic records pertaining to their student

consistent with applicable law and school policy. To request that the School provide a doctor, counselor, or another school with a copy of records pertaining to a student, the student's parent must obtain, complete, and return to the School the appropriate form, which can be obtained from a Division office. All financial obligations to the School must be met before any records, including health records, can be sent. The procedure for withdrawing a child from the School requires a written communication to the Division Head and the Business Office.

Occasionally, especially at the conclusion of a grading period, the School receives requests from non-custodial parents for grades and reports. It is the School's practice to honor all such requests unless the custodial parent has supplied the school with a copy of a court order, which specifically bars the sending of such materials to the non-custodial parent. If such an order does exist, it is the custodial parent's responsibility to submit a copy to the appropriate division office, likewise in the case of any other legal restrictions.

Any request to change a student's name on official school records must be accompanied by legal documentation of the name change.

## APPEALS PROCESS

Parents may always appeal to the Head of School in matters affecting their children. The Board of Trustees has charged the Head of School with the final decision in all such appeals.

## SECURITY

All students are strongly urged to take a common-sense approach regarding their personal security. Students are required to *immediately report any strangers or suspicious persons or activities* on or near school property to any on-campus Police Officer, their Division office, or a faculty or staff member. PCDS is not responsible for student possessions lost, stolen, vandalized, or destroyed.

The School reserves the right to open and inspect lockers, desks, vehicles, and other equipment made available to students, as well as any contents or articles that are in such lockers, desks, backpacks, vehicles or other equipment. This policy applies not just to physical spaces, but also to the contents of hard drives, computers, storage devices, and other electronics. Such an inspection may occur at any time, with or without advance notice or consent.

The following materials are prohibited: weapons of any type to include firearms, explosives, knives, swords or cutting instruments, simulated firearms, pellet guns, tobacco, cigarettes, vaping devices, illegal drugs or narcotics, alcohol, non-prescribed drugs or medications, and pornographic materials

PCDS will cooperate with appropriate police agencies, including the use of police dogs, to search for illegal drugs or other contraband on campus.

## Visiting Campus

PCDS views a student's education as a partnership between the school and your family. Parents/guardians may visit campus during the school day in accordance with the following visitor procedures. These procedures are put in place to ensure the safety and security of our students and adherence to the visitor procedures helps us achieve that goal. During visits, please be respectful of our class routines and scheduled activities. This policy does not supersede any court orders regarding visitation or custody.

ALL parent visitations will be "by invitation" from their students' teacher or PCDS staff for a special event or meeting and require approval from the appropriate school Division Head or designee. All parents must check in at either the Shepard Welcome Center or the Upper School Office. These are the only approved visitor entrances. Please allow adequate time to arrive on campus and to complete the check-in procedures at the appropriate visitor entrance.

Any parent/guardian who wishes to visit the PCDS campus or serve as a parent volunteer in any capacity on the PCDS campus must complete the Raptor Visitor Management System background check prior to being allowed on campus.

Upon arrival, parents/guardians will need to provide current government issued identification and complete the visitor management system process. The PCDS staff member checking the visitor in will then provide them with the approved PCDS visitor ID badge which must be displayed on the visitor's person in a visible manner at all times while on the PCDS campus.

#### Deliveries

All deliveries or pick-ups will be brought to or picked up at the Shepard Welcome Center front desk or the Upper School Administrative Office. Any medicines that need to be dropped off for the Health Center will be brought to the Shepard Welcome Center, who will then notify the Health Center. Only Health Center nurses are allowed to handle student medication. The items that are dropped off will be clearly labeled with the student's name on the outside of the package or bag. The front desk will ensure that the item is delivered to the student's classroom, when time permits, or that the student is notified for retrieval. If an item is to be picked up, the parent/guardian will check in with the front desk, who will arrange for the item to be collected. To avoid disrupting classroom activities, parents/guardians will not be allowed to deliver items to the classrooms.

#### CHILD ABUSE AND NEGLECT REPORTING

By state law, all school employees are mandated reporters and therefore must report suspected cases of child abuse to Child Protective Services and local law enforcement agencies. State law protects all individuals who are required to report suspected child abuse or neglect, from civil or criminal liability. Each Division has a coordinator for processing suspected cases of child abuse. PCDS adheres to mandatory reporting statute 13-3260.

#### EMERGENCY NOTIFICATION

The school has a system of broadcasting emergencies to families called SwiftK-12. It is an all-user computer calling system that is initiated by School administrators and will be the School's primary and preferred means for contacting parents in case of a national, local, or campus emergency requiring School evacuation, sheltering-in-place, or other mass departure from the School's usual procedures for student arrival, dismissal, or the School's operating status. This system is designed to assist the School in distributing important information in a timely manner.

## PETS ON CAMPUS

Pets of any species or size may not be brought on campus, unless with the express written permission of the Division Head. This policy does not prohibit the presence on-campus of assistance animals.

## PARKING LOT SAFETY

Any person operating a motor vehicle or electric vehicle on campus is required to obey all speed limit signs and exercise extreme caution while driving on any School property. We ask that drivers refrain from using a wireless phone (or other digital device) or texting while driving on campus or at the venue for any School-related activity. These rules should be respected and shared with any persons authorized to transport children to and from school. Anyone who operates a vehicle on campus in a manner that poses a hazard is subject to being banned from driving while on campus or banned entirely from campus. Such bans may result in the individual's loss of School services or participation in School activities and may jeopardize the enjoyment of services and participation in activities by any student depending on the individual for transportation or whose enrollment at the School is the basis for the individual's interaction with the PCDS campus.

## HEALTH CENTER

The PCDS Health Center, staffed by registered nurses, is available to students during school hours for injuries and illnesses that occur during the school day. The School Nurses manage campus illnesses and injuries, administers medications, educates, and are members of the Emergency Response Team. The Health Center maintains student health records and demonstrates compliance with health practices and reporting as required by the state of Arizona.

Students who are ill at school must first see a School Nurse prior to leaving campus. If a student is sent home ill, parents will be contacted by the Health Center staff to make arrangements for transportation home. In the event of an emergency, students will be referred to an appropriate medical facility and parents will be called.

Please refer to the Health Center section of the PCDS website for campus-wide health notices, school health policies and procedures, state immunization requirements, and downloadable forms.

## Policy Regarding Nuts

Phoenix Country Day School is a nut-free school. The policy applies year-round in all areas of the campus. Please do not send students to school with snacks or lunches that contain peanuts, peanut butter or other nut butters, including Nutella, tree nuts (almond, brazil, cashew, chestnut, filbert, hazelnut, macadamia, pecan, pine, pistachio, and walnut). This includes but is not limited to trail mixes, granola bars, cereal, nuts in salad, crackers with nut filling, muesli bars or biscuits, or anything cooked in peanut or other nut oils. Please read labels carefully to make sure that any products brought to school are nut free. This includes labels that read "may contain traces of peanuts/nuts" or "processed in a facility that processes products that contain peanuts/nuts." If food is to be shared, please do not send students to school with items processed in facilities that process peanuts or tree nuts.

Nuts account for the most severe anaphylactic reactions; highly allergic individuals can experience anaphylaxis if they touch, inhale or ingest even the slightest trace or residue of the allergen. Trace amounts of nut products may be passed from hands to a ball, chess piece, or another object, and thus come into contact with allergic individuals. In addition, to address reactions based on food residue, we encourage students who eat foods with nuts for breakfast to wash their hands and faces before entering school. Please inform the Health Center about any other allergies a student may have. We appreciate your help in keeping our students safe and healthy. For a list of peanut/tree nut free items please visit [www.snacksafely.com](http://www.snacksafely.com).

\*A note regarding sesame: due to recent changes in the food industry, the ubiquity of sesame flour in bakery items, including most commercial breads, makes it impossible to ensure that no sesame will be present on campus. However, we ask that families refrain from sending foods with sesame flour or sesame seeds to the extent possible. Please feel free to contact the Health Center with any questions or concerns.

## Excuse from Participation

If a student is unable to participate in some regular school activity due to a medical condition, a phone call, email or note should be directed to the Health Center, who will then take the responsibility to notify others involved. Under certain circumstances, students may be excused from physical education or other activities by determination of a School Nurse. Parents will be notified.

## Head Lice Policy

Phoenix Country Day School's Head Lice Policy is based on recommended guidelines by the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), National Association of School Nurses (NASN), and the Harvard School of Public Health (HSPH). The CDC, the AAP, the NASN and the HSPH all recommend that a student not be excluded from school for having nits and that the management of head lice should not disrupt a student's educational process. Confirmation of lice infestation does not warrant exclusion but does require treatment. Depending on the level of infestation, the school nurse has the authority to remove a student from the classroom and to supervise the timing and conditions of the student's return to the classroom if the student has a particularly active infestation or an infestation for which there is an apparent lack of adequate follow-through by parents or guardian.

## Health Forms

Best practices dictate that each child has a physical examination at least once a year. All PCDS students are required to have a yearly physical examination completed after January 1 for the upcoming school year, the documentation of which includes an up-to-date record of immunizations. Additionally, the Physical Exam form with an attached current immunization record and all other enrollment forms including the online information must be completed and submitted to the School by May 1.

The School requires a student's health care provider to notify the School in writing of any physical limitations or changes in health status that might affect participation in the academic or physical environment.

If a student plans to participate in Upper School sports activities, they will need to comply with AIA requirements, including having the physical exam completed after March 1.

## Medical Absences

Following Maricopa County Rules, parents shall adhere to the following guidelines established by the PCDS Health Center:

- A student with a temperature of 100.4 or higher may not attend school for 24 hours after the temperature has returned to normal without fever reducing medication.
- A student who is vomiting may not attend school until 24 hours after the last episode.
- A student with diarrhea may not attend school for 24 hours after the last episode.
- A student with a sore throat should be checked by a physician. A student diagnosed with strep throat may not attend school until a minimum of 24 hours has passed after starting antibiotics.
- A student with a rash of unknown origin should be evaluated by a physician before returning to school.
- Any student exhibiting symptoms that exclude them from participating in learning or disrupt the learning of others may be asked to stay off campus until symptoms improve.

## Medications

The School encourages parents to manage student medication so that medication is dispensed at home, rather than at School. If a student must receive medication while at School, the parent/guardian must deliver in-person to the School Health Center the medication (whether prescription or over-the-counter) in the medication's original container clearly marked with the student's name, medication, dosage, route, time, date and the care provider's name. While on campus, on School-related trips, or for School-related activities, students are prohibited from self-administering, using, or dispensing to other students any prescription or over-the-counter medication. Students whose parents have given permission may visit the nurse if they need over-the-counter medications during the school day.



## COUNSELING

PCDS values mental health and provides counseling services in each division. Some important information about our counseling services:

- School counseling services are short-term services aimed at the more effective education and socialization of the student within the school community.
- School counseling services are not intended as a substitute for diagnosis or treatment for any mental health disorder.
- It is the student or family's responsibility to determine whether additional or different counseling, therapeutic, psychological or psychiatric services are necessary, and whether to seek them for the student. In certain circumstances, including when student or community safety is at risk, PCDS reserves the right to require a psychological evaluation and/or a referral for further assessment and/or treatment before a student will be permitted to continue their studies at PCDS or before the student will be readmitted to PCDS. If it is determined that more extensive services are necessary, the responsibility will lie with the student or their parent/guardian to seek such outside services. PCDS will be happy to provide a list of outside providers that are not in any way affiliated with PCDS, but no "recommendations" will be provided. Families may certainly choose to research outside agencies on their own. Many insurance companies have lists of available providers. PCDS will not be liable for these services.
- In order to build trust with the student, the school counselor will keep information confidential, with some possible exceptions.
- If school counselor services are being provided to minor children in the school setting, the school counselor may share information with parents/guardians, the child's teacher, and/or administrators or school personnel who work with the child on a need-to-know basis, so that they may better assist the child as a team.
- The school counselor, is also required by law to share information with the authorities, parents (in certain situations) or others in the event the child is in danger of harm to self or others.
- The school counselor will make the student aware of these limits to confidentiality and will inform the child when sharing information with others.
- If the school counselor is asked to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, the student (if 18) or the student's parent will need to sign an additional release of information form.

## STUDENT TECHNOLOGY POLICY

Background/Philosophy

The PCDS computer resources and networks are established for the educational and professional use of students, faculty, and staff. The use of technology at PCDS is an integral part of the school. It is a privilege, not a right, to access the PCDS network. At any time when a student is using PCDS's network or technology, is present on School grounds or at a School-related activity, or is interacting with another member of the PCDS community, the student must adhere to the same standards of conduct that would apply to the student's in-person interaction with the PCDS community member.

Members of the PCDS community must use discretion in using technology to post information and images. Any posting may become public, even without the person's knowledge or consent. Any posting that becomes public can impact in an irreparable way the reputation of the School, faculty members, employees, fellow students or others. PCDS strongly encourages all students and their families, as well as faculty members and staff, to carefully review privacy settings on any applications, websites, social media and/or networking site they use (for example, Facebook, Snapchat, Instagram, YouTube, Twitter, Flickr, LinkedIn, Pinterest, Reddit, Tik Tok) and to exercise care and good judgment when posting content on such sites.

Additionally, students will be held accountable by PCDS for online behavior, on or off campus, whether through the School or a personal network, during or after the school day, that reflects poorly on the school; is bullying, discriminatory, or harassing in nature; or in any way violates the standards for conduct established by PCDS. PCDS reserves the right to monitor the School's network, including student files and email, as deemed necessary by the School and in all cases that affect the safety and well-being of members of this community. PCDS also reserves the right to intervene in any Internet activity that violates PCDS's Student Technology Policy or other School policies or standards.

#### Policies Regarding Student Technology Use

- **Personal Conduct:** Conduct that takes place using technology falls under the same rules and standards of conduct that apply to face-to-face interactions when a student is using the School's property (including its networks and Internet access), when interacting with other members of the PCDS community, when activity is for School purposes, or when activity reflects on the School.
  - All conduct online that reflects poorly on the student or on the School, regardless of when or where it occurred, may be grounds for disciplinary action.
  - Technology and the Internet must not be used in a way that compromises the security of the School's network, disrupts the School community, or interferes with academic pursuits.
  - Students may not use online chatting or video conferencing with classmates during class without teacher permission.
- **Copyright Protections:** All members of the PCDS community need to respect copyright laws.
  - This includes crediting the authors of any material use in work, using music or video only if purchased, and not sharing the materials of others without proper permission. Software may not be copied without the license to do so. The School librarians are excellent resources for learning and following copyright rules.
- **Creation of PCDS-branded Social Media Accounts:**
  - No one may create any PCDS-branded or PCDS-oriented social media account (on Instagram, Facebook, etc.) without the express permission of the Director of Communications and Marketing.

- **Respect for Others:**
  - Any use or posting online of personally identifying information about any members of the School community (including photos, videos, names, addresses, phone numbers, email addresses, or work) without their permission is strictly prohibited.
  - Do not deliberately introduce viruses or other malware to PCDS systems.
  - Do not seek to circumvent PCDS security systems such as (but not limited to) antivirus software or the web filter.
- **Recording of Video, Sound, and/or Data:**
  - Do not take pictures, video, or sound recordings of teachers, staff, other students, or anyone on campus without their permission. Students attending or participating in campus public events, such as sporting events, will be presumed to have granted permission for appropriate taking of pictures, videos, or sound recordings, provided that these may not be shared outside of the PCDS community (students, teachers, and parents) without specific approval from those recorded.
  - If photographing a School activity for a student publication, it is required to obtain prior authorization from the publication's advisor. Regardless of permission, the recording features of any device may not be used in bathrooms or locker rooms in any circumstances.
  - Cameras, phones, tablets, computers, recordable pens, listening/recording devices, any and all devices currently available as well as yet to be developed are included in this policy, including the section regarding "Respect for Others."
  - It is never appropriate to record private video and/or audio conversations without the permission of all parties. In some cases, this activity may violate applicable law and may subject the person making the recording to criminal or civil penalties.
  - Students must obtain expressed consent from the teacher in order to do any type of video or audio recordings during class time.
  - Students must have specific authorization from a teacher:
    - to use Skype, Zoom, Facetime, or any other video conferencing type of site, software, or application during class time.
    - before uploading to the Internet any video or audio recorded during class or in conjunction with a class project.
    - before altering or in any way changing a recording obtained in class or for a class project if the resulting recording will be disseminated either over the Internet or by other means.
- **Communications with School Employees:** Families and students must use School-approved methods when contacting School employees. Contact with School employees via text message or their personal cell phones should be limited to when necessary because of special circumstances (for example, when communicating about a group meeting point while on a School trip).
  - Students should know that School employees may not "friend" or participate in the social networking sites of current students of the School (other than their own children) or former students unless the former student is 18 years of age or older.
- **Monitoring:** The School reserves the right to confiscate and examine the contents of any electronic device if the School, in its discretion, believes that it is being used in violation of School policy. The School also monitors the use of its network and Internet connection, and students should have no expectation of privacy in their use of technology on campus, in their School activities, when using PCDS technology resources, or when interacting with other members of the School community.

- o PCDS may restrict or terminate a student's access to its information systems at any time with notice of reason made known to appropriate school administration.
- o PCDS may monitor and remove any content posted to the school's websites, social media sites, or other property. While the school strives to monitor these sites, the school does not accept any responsibility for content posted by others or without the school's permission.

**Unlawful Use of an Electronic Communication Device by a Minor:** Under Arizona law, it "is unlawful for a juvenile to intentionally or knowingly use an electronic communication device to transmit or display a visual depiction of a minor that depicts explicit sexual material." A.R.S. §8-309(A). It is also "unlawful for a juvenile to intentionally or knowingly possess a visual depiction of a minor that depicts explicit sexual material and that was transmitted to the juvenile through the use of an electronic communication device." A.R.S. §8-309(A). For purposes of those statutes, the term "explicit sexual material" means material that depicts human genitalia or that depicts nudity, sexual activity, sexual conduct, sexual excitement, or sadomasochistic abuse.

Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner, including via social media, that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules, is not permitted at PCDS. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing explicit sexual material or indecent visual depictions of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." *Unless otherwise banned under this policy or by the Head of School, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) it is used during the student's lunch period; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.*

PCDS expects any student who receives unlawful pictures/images or indecent visual depictions of another person through the use of a computer, electronic communication device or cellular telephone to immediately delete or report the visual depiction to their parent, guardian, school official, or law enforcement official. If such a report is made to PCDS, it will investigate and take whatever action it deems appropriate, and is required by law, which may include disciplinary action for any students involved, and/or notifying parents or legal guardians, outside agencies, or law enforcement. In addition to the foregoing, and as provided elsewhere in this Handbook, PCDS explicitly prohibits harassment and bullying of any kind, including harassment or bullying perpetrated through electronic communications. Student cell phones can be searched if there is probable cause that a criminal violation has occurred and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy.

Policy Regarding School-Provided Devices
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Should a student be assigned a school-provided device such as laptop or iPad and afforded the privilege of taking it to and from school, it must be brought to school each day in a fully charged condition. Devices that have cracked screens or other damage must be returned to the PCDS IT Department to be sent out for repair. The student will be responsible for any damage to the device and must return it and the accessories to the school in satisfactory condition. The student/family will be charged for any needed repairs. The length of time that a device is out for repair varies

depending on the type of damage and shipping schedules. Loaner devices are available from the school on a limited basis.

Students who leave school mid-year or leave PCDS for any other reason must return their school-provided device and accessories. All students will check-in their school-provided devices for maintenance and updates during the summer break. The specific date for returning school-provided devices will be announced each year. If a school-provided device is lost or stolen, it is the responsibility of the family to immediately file a police report and notify the school. If the device is not recovered, the family agrees to reimburse the school for its replacement.

Guidelines for acceptable use behavior set forth in the Student Technology Use Policy above apply to the use of school-provided devices off campus. Refer to the Policy Violations above for examples of disciplinary action taken when students violate the policy.

IMPORTANT: When using school-owned devices, students need to log out of all cloud services such as iCloud, Gmail, Google Drive, Canvas, etc. in order to prevent others from accessing their information.

#### Policy Violations

Any violation of this policy is grounds for the School to:

- Take disciplinary action against the student;
- Revoke and/or restrict the student's use of or access to Communication and Information Systems, including restricting networking privileges, access to the Internet and/or use of email; and/or
- Take action as the School determines appropriate in its discretion.

Students should report any policy violations to the Director of Technology, the Head of their Division, and/or the Head of School. Harassment; libel; copyright violation; and publication of threatening, profane, or sexually offensive material are violations of School policy and are in many cases illegal. Information stored or transmitted electronically, such as electronic mail, system access logs, and network records, may be considered public records and therefore be subject to disclosure or discovery in litigation.

#### Internet Filter

The Internet access that PCDS provides to students on campus is subject to content filtering. These filters cannot protect students from all possible inappropriate content online. To help in these efforts, while on campus, students are expected to limit Internet browsing to what is required for classes and other school activities.

#### Guidelines for Parents/Guardians

The School recognizes that parents are a vital part of the PCDS community and are some of our best ambassadors. Their generous work on behalf of the institution is invaluable. The School also

recognizes the importance of offering some guidance on how to help protect student privacy and the School's profile in the community.

Parents interested in using technology/social networking to promote the School should contact the Communications Office. They have a wide range of materials and resources available and can help select the ones best suited for an event or project.

Parents interested in sharing photos of PCDS events or of students representing PCDS are asked to coordinate these efforts with the Communications Office, who can help honor School community members' requests regarding privacy and the protection of their identities. Out of respect for the privacy of our community members and in an effort to avoid unintended issues, we ask that families not post images or work of students (other than your own children), employees, or other community members without obtaining their express permission and that of their guardians. Parents should communicate with their child's teachers via PCDS email or school phone numbers.

Policy Regarding Student Accounts
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Students in grades 5-12 are provided use of a PCDS email account, a Canvas account, and a Google Drive account. Access to these accounts is disabled following a student's departure or graduation from 12<sup>th</sup> grade. Students are expected to transfer files and forward emails prior to their departure from PCDS. All student accounts and their content are deleted 30 days following their departure or graduation. This policy only refers to accounts provided by the IT Department and does not apply to the School's official records regarding students.

# **PHOENIX COUNTRY DAY**



## **2024-2025 Lower School Handbook**

2024-2025  
PHOENIX COUNTRY DAY SCHOOL  
STUDENT/PARENT HANDBOOK  
SECTION TWO – LOWER SCHOOL

LOWER SCHOOL – Whom to See for What
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Academics:	Teacher, Head of Lower School
Attendance:	LS Office before 8:00 a.m. (myPCDS.org)
Bus:	Jesse North, Transportation Coordinator (jesse.north@pcds.org)
Conferences:	Teacher
Discipline:	Teacher, Special Subject Teacher, Head of Lower School
Directory Changes:	Online – myPCDS.org
Financial Aid:	Kristie Berg, Director of Financial Aid (kristie.berg@pcds.org)
Finance:	Abby Pontius, Director of Finance & Operations (abby.pontius@pcds.org)
Gifts/Annual Giving:	Ryan Joyce, Director of Advancement (ryan.joyce@pcds.org)
Leadership:	Andrew Rodin, Head of School (andrew.rodin@pcds.org)
	Roz Abero, Assistant Head of School (roz.abero@pcds.org)
LS Admissions:	Kaitlan Cady, LS Admissions (kaitlan.cady@pcds.org)
Medical:	Health Center (healthcenter@pcds.org)
	Nurse Kaitlin Thursby and Nurse Brandi Schwartz
Security:	Tim Mitten, Director of Operations and Campus Safety & Emergency Response Team (tim.mitten@pcds.org)
Social:	Teacher, Counselor: Carla Belsher (carla.belsher@pcds.org)
Summer Camp:	Melinda Flores, Director of Summer Programs (melinda.flores@pcds.org)
Technology:	Joe Boehle, Director of Technology (joe.boehle@pcds.org)
Transcripts:	Lower School Office (lsoffice@pcds.org)
Tuition:	Donna Corbett, Accounts Receivable Coordinator (donna.corbett@pcds.org)
The Weekly Eagle:	Chris Martinez, Director of Communications (chris.martinez@pcds.org).



## LOWER SCHOOL – Faculty and Staff

Pre-kindergarten	Seli Allen, (seli.allen@pcds.org) Kelly Blackson, (kelly.blackson@pcds.org) Sasha Eden, (sasha.eden@pcds.org) Claire Stephens, (claire.stephens@pcds.org)
Kindergarten	Julie Fine, (julie.fine@pcds.org) Pauline Fleming, (pauline.fleming@pcds.org) Jaime Sheridan, (jaime.sheridan@pcds.org) Michele Trescott, (michele.trescott@pcds.org)
Grade One	Julie Buckle, (julie.buckle@pcds.org) Kat Glaeseman, (kat.glaeseman@pcds.org) Ashley Rodrigues, (ashley.rodrigues@pcds.org) Maddie Williams, (maddie.williams@pcds.org)
Grade Two	Karen Bruntz, (karen.bruntz@pcds.org) Mayanthi Imbuldeniya, (mayanthi.imbuldeniya@pcds.org) Lisa Lieppert, (lisa.lieppert@pcds.org) Ashley Mace, (ashley.mace@pcds.org)
Grade Three	Brook Avenell, (brook.avenell@pcds.org) Shawn Ducusin, (shawn.ducusin@pcds.org) Phuong Pham, (phuong.pham@pcds.org) Joanna Wisniewska, (joanna.wisniewska@pcds.org)
Grade Four	Nichole Dawson, (nichole.dawson@pcds.org) Kirah Mueller, (kirah.mueller@pcds.org) Kelli Newsome, (kelli.newsome@pcds.org) Gina Saltonstall, (gina.saltonstall@pcds.org)
Counselor	Carla Belsher, (carla.belsher@pcds.org)
Art	Teeraya Tomlin, (teeraya.tomlin@pcds.org)
Extended Day	Karen Bruntz, (karen.bruntz@pcds.org)
Garden	Amy Hill, (amy.hill@pcds.org)
Learning & Curriculum Specialist	Kim Wass, (kim.wass@pcds.org)
Library	Sarah Vicuña, (sarah.vicuña@pcds.org)
Music	Dr. Carla Cose-Giallella, (carla.cose-giallella@pcds.org)

Physical Education	Kai Etheridge, (kai.etheridge@pcds.org)
Physical Education	Sadie Etheridge, (sadie.etheridge@pcds.org)
Science	Toni Hall, (toni.hall@pcds.org)
Spanish	Álvaro Otálora, (alvaro.otálora@pcds.org)
Technology	Andy McKean, (andy.mckean@pcds.org)
LS Communications & ASP	Julie Fine, (julie.fine@pcds.org)
LS Operations Manager	Amy Hill, (amy.hill@pcds.org)
Head of Lower School	Curtis Fee, (curtis.fee@pcds.org)

## LOWER SCHOOL – ATTENDANCE

### Daily Schedule

7:30 a.m.	Students may enter campus
7:50 a.m.	School day begins
2:45 p.m.	Pre-k dismissal, Monday-Thursday
3:00 p.m.	K-4th grade dismissal, Monday–Thursday
1:50 p.m.	Pre-k dismissal, Friday
2:05 p.m.	K-4th grade dismissal, Friday

### General Policy

Students are required to attend all scheduled classes in academics, the arts, and physical education unless they have cleared their absence with the Lower School office in advance.

Absences may not exceed 18 per school year. The Head of Lower School may excuse absences under exceptional circumstances arising from extreme illness, religious observances, or other personal situations. Excessive absences (more than 18), inclusive of tardies and early departures, may result in a decision by the School to not offer a student a contract for the subsequent year and/or a decision to terminate any existing enrollment contract, whether for a current or future academic year.

Parents are required to write a letter or email to the Head of Lower School when students will miss school for extended absences other than illness, including the dates of absence. (An extended absence is more than two days.) Parents are asked to make all dental and medical appointments for their children at times other than regular school hours.

If a student is absent from class on any given school day, there will be no participation by that student in any school function on that day or evening (e.g., concerts, plays, trips, etc.) unless an exception is made in writing by the Head of Lower School.

Please note that no one may pick up a student or sign permission slips on behalf of a student unless they are specifically added to the student's profile online at [mypcds.org](http://mypcds.org) and have the student's dismissal placard. Email the [Isoffice@pcds.org](mailto:Isoffice@pcds.org) for additional dismissal placards at least 24 hours in advance. To ensure the safety of our students, a blue dismissal placard is required to pick up any Lower School students.

## Reporting Absences

If a student must be absent, communication should be reported through myPCDS within the Parent Portal before 8:00 a.m. on the day of the absence to inform us of the reason for this absence. When the absence extends beyond two days, families may request schoolwork for the child, directly by emailing the student's teacher. If you need to pick your child early, please provide advance notice in the Parent Portal.

## Medical Absences

Following Maricopa County Rules, families shall adhere to the following guidelines established by the PCDS Health Center:

- A student with a temperature of 100.4 or higher may not attend school for 24 hours after the temperature has returned to normal.
- A student who is vomiting may not attend school until 24 hours after the last episode.
- A student with diarrhea may not attend school for 24 hours after the last episode.
- A student with a sore throat should be checked by a physician. A student diagnosed with strep throat may not attend school until a minimum of 24 hours has passed after starting antibiotics.

School policy requires a student stay home if he or she has:

- Symptoms that keep your child from participating in school, such as:
  - very tired or lack of appetite
  - cough that they cannot control, sneezing often
  - headache, body aches, or earache.
- Rash of unknown origin.

### 24-hour Rule

- Fever: Keep your student home until their fever has been gone WITHOUT medicine for 24 hours.
- Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and make others sick.
- Vomiting or diarrhea: Keep your student home for 24 hours after the LAST time they vomited or had diarrhea.

- Antibiotics: Keep your student home until 24 hours after the first dose of antibiotic for anything, for example, ear infection, strep throat, or pink eye.

## Tardiness

Attendance is taken daily at 7:50 a.m. in each classroom. Students are expected to attend class on time unless a valid excuse is presented. Students arriving after 7:50 a.m. must be signed in at the Shepard Welcome Center. If you need to pick up your child early, please report through myPCDS with advance notice. When you arrive on campus, go to the Shepard Welcome Center with your blue dismissal placard to sign out your child.

## LOWER SCHOOL – ARRIVAL AND DISMISSAL PROCEDURES

Students will not be released to any person other than those authorized and have the student's dismissal placard. Changes for authorization must be made online at myPCDS. Permission will not be accepted via phone.

## Lower School Parking Lot and Traffic Flow

To keep the flow of traffic moving, please do not park on campus. Follow the designated traffic patterns (map can be found on myPCDS) and instructions of PCDS staff. Only families with pre-k, kindergarten, or first grade students may park in the designated areas for their grade. For the safety of everyone, please remember to use the crosswalks when moving from the parking lot to the sidewalk and back again. Keep yourself and your children safe!

## Arrival

The Lower School day begins at 7:50 a.m. Faculty members are on duty beginning at 7:30 a.m. (The School provides no supervision prior to 7:30 a.m.) Students are considered tardy if they arrive later than 7:50 a.m.

Pre-kindergarten: Children must be signed in and signed out each day. Please park in the designated parking lot and walk your child to the dining hall.

Grades K-4: Drop-off will be located at the entrance of the Shepard Welcome Center.

## Dismissal and Afternoon Pick-up

Parents/Guardians are required to sign their children out at the Shepard Welcome Center if leaving campus during normal school hours. If picking up early, please email your child's teacher and [Isoffice@pcds.org](mailto:Isoffice@pcds.org) in advance and plan to meet your child in the Shepard Welcome Center with your dismissal placard.

Please note: To ensure the safety of our students, if you arrive on campus without your family placard, you may be asked to wait in a parking space until dismissal is over. Once dismissal is over, you must show photo identification to pick up your child.

Pre-kindergarten: Please park in the designated Early Childhood parking lot adjacent to the Dining Hall and walk through the main Shepard gate to the classroom to pick up your child(ren).

Kindergarten/Grade 1: Please park in the designated Early Childhood parking lot adjacent to the Dining Hall and walk through the main Shepard gate to the LS Courtyard to pick up your child(ren).

*[Families with pre-k/k/1st may pick up students through the 2nd/3rd grade lane instead of parking; the placard MUST be displayed for the student(s) to be called to the curb.]*

Grades 2-3: Pickup for grades 2-3 will be along the sidewalk closest to the Shepard Welcome Center.

Grade 4: Pickup for grade 4 will take place in the middle row of the Shepard Welcome Center parking lot.

Notes: If you are dropping off multiple students in the morning, please bring them to their respective drop-off locations. Only families with pre-k students can park in the designated Early Childhood parking lot for drop-off.

If you are picking up multiple students at the end of the day, please proceed to the pick-up area of the LOWEST grade represented in your family.

If a child is not picked up from the Lower School Office by 3:20 p.m. Mondays-Thursdays or 2:20 p.m. on Fridays (for pre-k students, 3:00 p.m. on Mon-Thu and 2:05 p.m. on Fri), they will be taken to the Lower School Extended Day Program in the Lower School library. A fee of \$35.00 per day, per student, is the billing rate for this service, regardless of time spent and without exception. Once in Extended Day, children may stay until 5:30 p.m. Monday-Friday. Please check myPCDS for the school calendar, Extended Day registration document, and/or the Opening of School Information document to see which school days Extended Day will be unavailable.

#### Inclement Weather Procedure

In case of extremely inclement weather, such as hail or lightning, the School has worked out plans to ensure the safety of the children. Parents/Guardians will be asked to remain in their cars. Students will wait at rainy day locations until an all clear is sounded and students will be dismissed at that time.

## LOWER SCHOOL – AFTER-SCHOOL PROGRAMS

## Extended Day Program

Phoenix Country Day School has an Extended Day Program to provide parents with an option for after-school supervision. Enrollment can be on a day-to-day basis or scheduled on a daily or weekly basis. Pre-registration forms are available on the Lower School section of the School's website. Enrollment on a scheduled basis is preferred to facilitate planning for the program.

Lower School Extended Day is open to pre-kindergarten through fourth grade students and is located in the library. The children are engaged in age-appropriate activities, which may include outdoor time and crafts. Younger children have time to rest or play in small groups as the older participants take advantage of study time. (After regular school hours, the direct contact number for Lower School Extended Day is 602.290.2751.)

The Extended Day Program is available beginning the first full day of school and ends the last full day of school. The program convenes at school dismissal time each day and is available until 5:30 p.m. Extended Day is not available on school days immediately preceding school breaks or when school is not in session. Specific dates are listed on the current Extended Day form.

Students scheduled to attend Extended Day will go to the Lower School Library upon dismissal. The Extended Day program is an extension of the regular school day. The same policies, procedures, and behavior guidelines outlined in this handbook for regular school hours also apply during Extended Day. If a situation arises during Extended Day, the student(s) may be referred to the Head of Lower School the next school day. Repeated problems may result in a student not being allowed to participate in the Extended Day program.

PCDS reserves the right to cancel participation of students whose parents fail to pick up their children before 5:30 p.m. more than two (2) times in a one-month (30-day) period.

## After-School Programs

After-school activities are available at various times throughout the school year. Details of these programs will be available on the School's website. There is a fee for these programs that is paid prior to the start of each session.

# LOWER SCHOOL – ACADEMIC PROCEDURES AND POLICIES

## Academic Status

Parents are informed of a student's academic status during parent/teacher conferences and trimester student reports. Parental involvement is needed when students are experiencing academic or behavioral difficulties. A comprehensive educational evaluation by a professional outside of the School may be recommended to gain additional information and support for a student.

## Reports and Conferences

The Lower School has three report periods per year. All reports include comments and descriptions of academic progress, effort, and social development. All grade levels hold scheduled conferences twice a year following the fall and winter reports. Parents and teachers are encouraged to keep in close contact and arrange additional conferences as needed.

## Parental Requests for Special Academic Consideration

When requesting special academic consideration for your child, please contact the classroom teacher who will determine what special adaptations can be established in the classroom setting. The teacher will confer with the Head of Lower School and Lower School Learning Specialist to determine if additional accommodations outside the classroom setting are necessary.

## Tutoring

In instances in which a learning disability has been identified, all recommendations for tutoring will be made in consultation with the Head of Lower School, Lower School Learning and Curriculum Specialist, and classroom teacher. Such communication helps to clarify the nature and necessity of the tutoring.

- Students are not normally allowed to leave campus for tutoring during normal school hours.
- All after-school tutoring must take place off campus.

## LOWER SCHOOL - Conduct

### General Statement

At Phoenix Country Day School, our goal is to create a learning environment in which students feel safe, accepted, and respected. We ask students to contribute to this atmosphere by showing kindness and consideration to others, by following the rules of their class and School, and by accepting responsibility for their actions. In the Lower School, children learn through adult models and experience. They learn to appreciate the basic values of respect, honesty, and compassion. Children are taught that they are responsible for their actions and must accept the consequences of their behavior. We have established the following expectations for behavior, which are explained to students at the beginning of each school year:

- Demonstrate respect for yourself and others.
- Demonstrate compassionate engagement with others.
- Take responsibility for your actions.

## Social Skills Development

Learning about yourself and others is at the heart of what we do in our affective education program. It is important to realize that mistakes will be made as children navigate the path of childhood and mature in their ability to control impulses, manage conflicts, and develop empathy. It is our goal to have students learn from their mistakes by supporting them in taking responsibility for their words and actions and in developing strategies for the future. We strive to support students in becoming responsible, resourceful, and resilient as they learn to interact with others within a school environment.

Teachers and administrators are available to listen, guide, and support students when problems arise. We ask that students tell us immediately if someone has hurt them physically, even if the student is confused or embarrassed about what happened or why. Each situation is different depending on the age, the kind of behaviors reported, and the frequency of occurrence. Students are given consequences according to our guidelines, and parents are informed. In some cases, the School may legally be required to contact law enforcement.

#### Standards for Behavior

Any serious breach of conduct is reported to the homeroom teacher and Head of Lower School. While it is not possible to create a list that identifies each and every unacceptable action or behavior, the following list provides examples of behaviors which are considered unacceptable at PCDS.

- Demonstrating disrespect for teachers, administrators, or fellow students
- Disrupting the orderly process of learning
- Dishonesty
- Cheating
  - Copying someone else's work, paper, or a test
  - Allowing someone else to copy your work or test
  - Using notes, aides, or written material in any form during a test
  - Passing information during a test
  - Giving or receiving information by signs, gestures, or whispering
- Defacing property
- Inappropriate language, touching, or physical behavior that threatens or compromises another's well-being
- Unauthorized departure from campus
- Possession of a weapon, illegal drugs, tobacco, or alcohol can lead to immediate expulsion

Any cell phones, smart watches, or portable electronic devices brought to school must remain in a student's backpack for the duration of the school day. The use of skateboards, roller blades, or bicycles on any of the school walkways is not allowed.

#### Head Lice Policy - Additional Information

Phoenix Country Day School's Head Lice Policy can be found in the all-school section of this document.

If lice or nits are found upon inspection of a child sent to the Health Center with an itchy scalp:



- Parents/Guardians will be notified and provided with information on the management of a head lice infestation.
- The child may remain at school unless the nurse determines that the student's symptoms are disruptive to the educational setting.
- The child may return to school once they have been treated with an FDA approved method of treatment, proper nit removal, and the treatment has been verified by the Health Center.
- Parents or guardians of students will receive an email to inform them of a reported case of head lice in their child's classroom and to encourage them to check their child's hair and scalp.
- Teachers will initiate customary classroom control measures.
- The school nurse has authorization to perform an entire classroom check at any time.

## Dress Code

The following rules apply to all Lower School students unless specific instructions or permission to the contrary is given by a faculty member:

- All clothing must be clean, neat, and in good repair.
- Students may not wear clothing with inappropriate slogans or (either direct or implied).
- Students may not wear clothing with figures that may frighten young children.
- Applying sunscreen and wearing hats for sun protection are strongly encouraged.
- Sneakers are required for PE class. Sneakers, shoes, or sandals with a back strap are required. Please avoid unsafe and uncomfortable sandals for children on the playground, particularly the thong (flip-flop) variety, smooth-soled shoes, shoes with heels and/or platform shoes, and plastic shoes with holes. Such footwear should be avoided, except for dress-up occasions.
- Tight or immodest clothing should not be worn to school. Included in this category are swimsuits and gymnastic outfits. Any tights worn should be covered by shorts, shirts, or over-shirts, which are long enough. Bare midriff shirts are considered inappropriate.
- Shorts and skirts must be an appropriate length, not excessively short.
- Shirts must naturally overlap the waistband of pants, shorts, or skirts.
- Fad items and accessories that are distracting to others or interfere with the educational environment in the classroom are not permitted.
- Makeup, other than lip balm, is not permitted. Similarly, false nails are not appropriate for school wear.
- Dangling earrings that could be pulled or caught by others at recess or during PE activities are not allowed.

On several occasions during the year, children may be asked to dress more formally. Information regarding dress will be sent home prior to the event.

## LOWER SCHOOL – Classroom Information

### Books and supplies

Books and basic supplies are provided for Lower School students. All students should use over-the-shoulder, lightweight backpacks of reasonable size. All students will need to bring a

reusable bottle, optional sweatshirt (in case they get chilly indoors), and a book they are reading for pleasure. Please label all your possessions with your first and last name.

#### Field Trips

Field trips are arranged throughout the school year at the discretion of the teacher and the Head of Lower School. The teacher will send information home about the trip along with a permission slip for parents to sign and return. Children without signed permission slips will not be permitted to go on the trip. Phone permission or handwritten notes are not acceptable. Parent chaperones may be utilized for local field trips depending on the need for supervision.

#### Parties and Invitations

Classroom parties are held at various times during the year. Room representatives will coordinate these parties with the teachers, and families will have the opportunity to assist with these activities. Birthday celebrations will be specific to each grade level, determined by the teachers of that grade level, and emphasize special activities that celebrate each child. Upon careful reflection, and with input from both our parent community and faculty, individual birthday snacks are not allowed to be brought in. *As always to avoid hurt feelings, all activities pertaining to private parties need to remain off-campus, inclusive of invitations, party pick-up or drop-off, gifts and thank-you notes. Please mail invitations to homes or use electronic means to invite students.* We ask that no exceptions be requested.

### LOWER SCHOOL – General Information

#### Communication

The main source of information for Lower School families is myPCDS. Lower School News & Events (announcements) and grade-level web pages are updated each week. These pages contain curriculum highlights, information, and details about special events and field trips.

Parents are encouraged to log in to myPCDS to review their children's grade-level information each week. In addition to the information on myPCDS, parents will receive "The Weekly Eagle" email from PCDS on the last school day of each attendance week. This email includes information for the entire PCDS community, highlights from Lower School News & Events, links to the grade-level pages, and information from the other divisions.

#### Electronic Devices

Any cell phones, smart watches, or portable electronic devices brought to school must remain in a student's backpack for the duration of the school day. Students are allowed to make phone calls from their classrooms or the Lower School office with permission. For exceptions, please see the Head of Lower School.

#### Library

The Lower School library is open 8:00 a.m. to 3:00 p.m. Monday through Thursday and 8:00 a.m. to 2:05 p.m. on Friday. Students may check out materials for two weeks at a time and are responsible for returning them when due.

#### Lost and Found

Please label all clothing, water bottles, and other belongings that your child brings to school so misplaced items may be easily returned. Items without labels will be on display for one week. Unlabeled items that are unclaimed will be donated.

#### Lunch

All Lower School students participate in the school lunch program. Students may only bring their own lunch if a Medical Dietary Restrictions form has been completed and signed by a medical professional as defined by the form and returned to the Health Center. Dietary needs or special considerations for lunch and snack need to be discussed with the Head of Lower School. No monetary compensation is paid to families not participating in school meals. Lunch will not be served on noon-dismissal days.

#### Pictures

Class and individual pictures are taken by a professional photographer for grades pre-k through 12. Parents will be informed of the exact date and the picture retake date for absentees. The purchase of pictures is optional.

#### Bus Service

Bus service is available for students in grades K-4 and is coordinated through the Facilities Services Department. The week prior to the start of school, your child's bus driver will call with information regarding the bus driver's name and phone number, designated pick-up stops, and time schedules. Upon arrival at school, students must go directly to their classrooms. Only scheduled bus riders may regularly ride the bus.

In special circumstances, with approval from the Facilities Services Department, if a student wishes to ride home on the bus with a friend, a written request from the parent is required. In addition, a written note from the parents of the regular bus rider must be sent confirming that they have permission to have the friend accompany them home. Available space on the bus will then be determined by the Facilities Services Department. (The student's parent should have a backup plan for pickup for the student if there is not available space on the bus of the regular student bus rider.)

Any changes in bus arrangements must be made through the Transportation Coordinator. Morning and afternoon bus service is available every school day including those days that the students are dismissed early.

Students who ride the school buses and vans are expected to conduct themselves courteously and with due consideration for the driver and their fellow passengers. All regulations pertaining to school property and behavior apply to the buses. Students found to be disruptive may be forbidden to ride the bus for a short or long period and may be subject to more severe discipline depending on the nature, severity, and frequency of the violation or disruption. Buses have seat belts, and it is mandatory that each child buckle and utilize his/her seatbelt for the entire journey.

## LOWER SCHOOL – Parent Activities and Information

### Parents' Association

Families are encouraged to become involved in activities sponsored by the Parents' Association. In the Lower School, a parent is selected to serve as Liaison between the Lower School Community and the Parents' Association. The Liaison works closely with the Head of Lower School, Lower School Administrative Assistant, Grade Representatives, and other volunteers. Feel free to contact the Liaison and Grade Representatives for explanation of functions and opportunities offered by the Parents' Association.

### Parents' Association Grade Representatives and Classroom Parent Participation

For some families, we realize that signing up to be a Grade Rep is the most accessible way to be involved. Lower School Grade Reps are asked to assist with grade-level activities and events throughout the school year. They assist with teacher-planned events and field trips, help organize and attend parent coffees, attend Back-to-School Night, and help as needed with school photos. They also attend 4-6 meetings a year with the Lower School Liaison and the Head of Lower School.

Other school-wide opportunities are available through the Parents' Association. Descriptions of these opportunities may be found in the Parents' Association section of the PCDS website.

### Classroom Participation Expectations

- Sign up with your child's teacher for a specific time to help; do not "drop in" to assist in a classroom.
- Please let the teacher know if you are not able to come at the time that you signed up for.
- Follow the teacher's instructions.
- Conversations with the teacher about your individual child are not appropriate when you are participating within the classroom.
- We ask that families sign up to help no more than once a month, to allow all families a chance to participate.

- Please, do not engage in any conversation with an individual child regarding their behavior, even if it involves your own child.
- All disciplinary action is the responsibility of PCDS staff. Please direct any comments regarding behavior to the classroom teacher.
- Keep all information about an individual student's behavior or academic achievement confidential.

Failure to follow these Expectations may result in the revocation of the privilege of participating within your child's classroom.

### Pre-Kindergarten – Additional Information

*More details about the policies and procedures outlined in this pre-k parent handbook may be found in the Lower School Student/Parent Handbook which applies to all Lower School families.*

### Statement of Philosophy

Phoenix Country Day School's pre-kindergarten philosophy is based on the belief that all children are "rich, capable, and competent". This philosophy encompasses a play-based curriculum and the belief that a child's school environment should be one of unqualified love, warmth, acceptance, and respect.

We believe that children should feel safe, be allowed to take risks, ask questions and find their own answers, make mistakes, and experience authentic success. We also believe that by treating children with respect and compassion, they will develop the ability to respect and be compassionate to others.

This approach provides a model for more project-based work with an emphasis on child-led curriculum. The goal for this curriculum is to provide deeper, more meaningful learning for children, as well as inspiration, reflection, and growth for the teachers.

We believe that, if a child's learning is meaningful to the child, the learning goes deeper and they have ownership of it. We also believe that each child has "hundreds of languages" that are expressed through their words (written and spoken), play, painting, building, sculpture, music, and building with found materials, exploring and combining these languages naturally, as they move throughout their day.

This philosophy guides all of our curriculum decisions and our interactions with children.

### Sign-in / Sign-out Procedures

The Arizona Department of Health Services requires that all pre-k students be signed in each morning by a parent or guardian in the classroom or official designee. In an effort to keep our community healthy, we are strongly suggesting that pre-k parents give their official permission for PCDS pre-k teachers to sign in/out their children in the pre-k classrooms. The signature must include a first initial and full last name. Children will be dismissed and must be signed out from the classroom teacher each afternoon by a parent, guardian, or official designee.

*For attendance recording purposes, families are also required to report through myPCDS if arriving late or leaving early during normal school hours.*

#### Licensing, Inspection Reports, and Insurance

As an Arizona Department of Health Services (150 North 18th Avenue, Phoenix, Arizona 85007, 602.364.2539) licensed facility for full-day care for school-age children, we must meet all State licensing requirements. We carry the State required liability insurance and maintain a copy on file at the School, should you like to review it. If you have questions in regard to State Licensing, a rulebook is online at: <https://www.azdhs.gov/licensing/childcare-facilities/index.php>. We also have all our inspection reports, along with a copy of our policy, which can be reviewed upon request.

#### Pesticide

At least a 48-hour written notice will be provided before any pesticide is applied to our facility.

#### Backpacks

Please have your child bring a small backpack each day that is labeled with your child's full name.

#### Clothing

Clothing should be comfortable and appropriate for active and messy play. Sneakers are required for PE class. Please send a labeled Ziploc bag with extra clothes. We ask you to include underwear, socks, shorts, long pants, and a shirt. An extra pair of shoes is helpful but not required. We keep these all year just in case.

#### Lunch and Snack

Our food service provides pre-k children with a daily snack and lunch. Lunch includes a variety of choices such as a hot meal, sandwiches, and fresh fruit. Milk is provided with lunch each day. If your child is unable to drink milk for any reason, please let the teacher know.

#### Rest

Pre-k students rest each afternoon (except for Friday) for about 40 minutes. Each child receives the same mat and cover each day. (The cover is laundered weekly.) Your child may bring a small blanket and stuffed animal to rest with each day.

#### Sunscreen

Parents should apply sunscreen for their children each day before coming to school.

#### Bathroom

Your child needs to be able to manage all aspects of dress and undress as well as caring for their own needs after using the toilet. Small wetting accidents are managed by having the child change clothes and wash up. In accordance with regulations set forth by the Arizona Department of Health Services, if your child has a bowel accident, the teacher will take your child to the Health Center, and the School Nurse will contact you to come to school to either change your child's clothing or take them home.

#### Water

Water is freely available to your child in the class and on the playground. It is necessary for the student to have a reusable water bottle, labeled with first and last name, sent with them every day.

#### Transportation and Field Trips

The PCDS pre-kindergarten program does not provide transportation for students and does not schedule any off-campus field trips for this grade level.

#### Admission, Enrollment Deposit, and Tuition Payment plan

Admissions and enrollment procedures are handled through the PCDS Admissions Office. Tuition for pre-k the 2024-25 academic year is \$27,200. In addition to the payment of tuition, Parents are jointly and severally responsible for the Student's School account for the full academic year. This account includes student's tuition, Tuition Refund Plan (if not specifically declined) and all fees for the grade in which the Student is to be enrolled in accordance with the Tuition and Other Charges published on the back of this contract, together with all costs including attorneys' fees, incurred in any action to collect these amounts, in the event that payments should become delinquent. It is understood and agreed to by the undersigned Parents that the School will continue to bear overhead and other costs associated with Student's enrollment, regardless of whether Student attends for the full Academic Year. Therefore, the parties agree that Parents will remain responsible for the full tuition amount, regardless of the duration of Student's attendance, except as provided under the Tuition Refund Plan.

**Enrollment Deposit:** The School requires a non-refundable enrollment deposit of \$2,435. The signed contract must be received by the due date set forth above to retain a place for the Student. Of this amount, \$2,000 will be held as a credit toward tuition and \$435 is for the Tuition Refund Plan. The enrollment deposit is non-refundable. No assurance can be given that a position will be available for the Student in the case of submission of the contract after the indicated due date.

**Tuition Payment Plan:** The Tuition Refund Plan is required for all pre-kindergarten students. If a payment via check or an automatic withdrawal fails due to non-sufficient funds, a \$25 fee will be charged.

- Single Payment Plan – payment of tuition for the entire year made on or before July 1, 2024.
- Two-Payment (60/40) Plan – 60% of tuition paid on or before July 1, 2024 and 40% of tuition paid on or before January 1, 2025.

- Four-Payment Plan – There is a \$200 processing fee to participate in this plan. This fee must be included with your enrollment deposit. Four equal payments made on or before July 1, 2024, October 1, 2024, January 1, 2025, and April 1, 2025.
- Ten-Payment Plan – There is a \$400 processing fee to participate in this plan. This fee must be included with your enrollment deposit. Ten equal payments made on a monthly basis beginning July 15, 2024 or July 25, 2024 and ending May 15, 2025 or May 25, 2025. Participants in this plan must use our automatic withdrawal program. Under the ten-payment plan, no payment is due in February 2025 when enrollment deposits for 2024-25 are due.

The Parents agree to pay all tuition and fees in a timely manner, as specified in this agreement. In the event that an account is 30 or more days delinquent, the School may suspend Student and refuse to allow Student to complete tests and/or exams until the account is brought into good standing. Parents acknowledge that accounts not paid by specified deadlines are subject to late fees in the amount of twelve percent (12%) per annum, applied on a monthly basis to all delinquent amounts.