



**CARROLLWOOD
DAY SCHOOL**
Education with Character

STUDENT & PARENT HANDBOOK 2024-2025

Bearss Avenue Campus

1515 W. Bearss Avenue
Tampa, Florida 33613
813.920.2288

Office Hours: 7:45 a.m. - 4:00 p.m.
School Hours: Monday - Friday
Elementary School: 8:00 a.m. - 3:00 p.m.
Middle School: 8:00 a.m. - 3:05 p.m.
Upper School: 8:30 a.m. - 3:30 p.m.
**Wednesday all divisions start one hour later.*

Early Childhood Campus

12606 Casey Road
Tampa, Florida 33618
813.963.2388

Office Hours: 7:30 a.m. - 6:00 p.m.
School Hours: Monday - Friday
Kindergarten: 8:15 a.m. - 2:45 p.m.
PreK 4: 8:30 a.m. - 2:15 p.m.
PreK 3 & Toddlers:
Half-Day: 9:00 a.m. - 11:45 a.m.
Full-Day: 9:00 a.m. - 2:15 p.m.

www.CDSPatriots.org

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Welcome!

Welcome to Carrollwood Day School! The combined efforts of the PTO, Booster Club, FOPA, the CDS Board, and the school offer many opportunities for families to participate in their children’s school experiences and to enjoy a sense of fellowship with other families. The handbook includes school policies and procedures that apply to all CDS students. We ask that you and your students read and review these policies and procedures. **It is a condition of enrollment that you comply with school policies.**

We anticipate an enriching year of education and growth. We prioritize maintaining high behavior standards and provide guidelines in the handbook. Collaboration among faculty, parents, and administrators is essential, with parents encouraged to support school rules for a safe environment.

Whom to Call about What

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

Head of School	<u>Sara Rubinstein</u>
Division Heads	<u>Stephen Higgins</u> , Head of Upper School <u>Dr. Chuck Maddox</u> , Head of Middle School <u>Dawn Wilson</u> , Head of Lower School
Academic Concerns & Curriculum	<u>Tim Walsh</u> , Assistant Head of School for Academics <u>Dawn Wilson</u> , Head of Lower School <u>Stacey Frankel</u> , Assistant Head of Middle School <u>Nancy Hsu</u> , Assistant Head of Upper School
Student Life	<u>Anna Boodoo</u> , Assistant Head of Lower School, ECC <u>Lindsey Davis</u> , Assistant Head of Lower School, Elementary <u>Colin DeHate</u> , Middle School Dean of Students <u>Elizabeth Eby</u> , Upper School Dean of Students
International Baccalaureate	<u>Lisa Vicencio</u> , PYP Coordinator <u>Sabrina McCartney</u> , MYP Coordinator <u>Jenna Alpert</u> , DP Coordinator
Admission/Re-Enrollment	<u>Dawn Schweitzer</u> , Director of Admissions for MS/US <u>Michelle Cáceres</u> , Director of Admissions for LS <u>Charlotte Benziger</u> , Assistant Director of Admissions <u>Vianca Danner</u> , Admissions Associate MS/US <u>Jes Nugent</u> , Admissions Associate LS <u>Rachel Paggio</u> , Admissions Assistant
Advancement/Fundraising/Alumni	<u>Felicia Smith</u> , Chief Advancement Officer

	<u>Ashley Gerb</u> , Director of Annual Giving
	<u>Kathy Hinton-Scott</u> , Assistant Director of Advancement
	<u>Sharon Spencer</u> , Special Events Coordinator
	<u>Carli Mianne</u> , Alumni Engagement Coordinator
Marketing & Communications	<u>Nicki Ragan</u> , Director of Marketing & Communications
	<u>Hannah Burkowske</u> , Marketing Coordinator
	<u>Sarah Winseman</u> , Communications Coordinator
Counseling	<u>Claire Doshier</u> , LS Counselor (Toddlers - Gr. 2)
	<u>Kristin Calvert</u> , LS Counselor (Gr. 3-5)
	<u>Sara Tullis</u> , Dept. Chair, MS Counselor
	<u>Pedro Miller</u> , US Counselor
	<u>Fay Noil</u> , US Counselor
College Counseling	<u>Drew Guarino</u> , Director of College Counseling
	<u>Sharon Bikoundou</u> , Associate Director of College Counseling
	<u>Danielle Cohen</u> , Associate Director of College Counseling
	<u>Corie DiPhilippo</u> , College Counseling Associate
Learning Support	<u>Danielle Earle</u> , Lower School Academic Learning Specialist
	<u>Taylor Hosey</u> , Lower School Academic Learning Specialist
	<u>Aliya Killion</u> , Middle School Academic Learning Specialist
	<u>Jamie Kiner</u> , Upper School Learning Specialist
Athletic Programs	<u>Barry Chamberlin</u> , Athletics Director
	<u>Casey Higgins</u> , Assistant Athletics Director for Upper School
	<u>Nayda Hawkins</u> , Assistant Athletics Director for Lower School
	<u>Tyler Van Bussum</u> , Assistant Athletic Director for Middle School
Absence Notifications	<u>Veracross Parent Portal</u>
Bus Service	<u>Carl Storck</u> , Transportation Manager
Business Office	<u>Larry Pittman</u> , CEO/COO
Student Billing	<u>Synthia Fuentes</u> , Accounts Receivable Specialist
Financial Aid Inquiries	<u>Larry Pittman</u> , CEO/COO
	<u>Dawn Schweitzer</u> , Director of Admissions for MS/US
Gifts to the School	<u>Felicia Smith</u> , Chief Advancement Officer
	<u>Ashley Gerb</u> , Director of Annual Giving
	<u>Kathy Hinton-Scott</u> , Assistant Director of Advancement
Carpools	<u>Michelle Cáceres</u> , Director of Admissions for LS
	<u>Charlotte Benziger</u> , Assistant Director of Admissions
Auxiliary & Summer Camp Programs	<u>Joe Ali</u> , Head of Auxiliary Programs
Security	<u>Ann Quagliana</u> , Director of Security
Nurse	<u>Sarah Romano</u> , Nurse
	<u>Jackie Silvers</u> , Nurse
Technology Support	<u>helpdesk@cdspatriots.org</u>

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

Mission Statements

CDS Mission Statement

As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

IBO Mission Statement

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

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

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

Our Vision

Build a community prepared and inspired to better the world.

Our Motto

Education with Character

CDS Honor Code

As a member of the CDS community, I acknowledge and affirm my duty to act with honesty, integrity, and respect in all aspects of school life, and I expect others to do the same. I believe in education with character.

CDS School Song

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

CDS Patriot Spirit Song

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

The Essential Agreements

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

- Attentive Listening
- Appreciations/No Put Downs
- The Right to Pass/Right to Participate
- Mutual Respect
- Act With Integrity

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

Values and Guiding Principles

Building Community Together: We believe that we are better, stronger, and more resilient when we work and grow together. Our community is built on compassion, respect, engagement, and authenticity.

Intercultural Respect and Understanding: We believe that every member of the CDS community is a global citizen encouraged to see the world through multiple lenses to build mutual respect, empathy, and understanding. Only by embracing and working with, not despite, our differences can we change the world.

Moral Courage: As a school of character, we believe that problems and challenges should be met with integrity, honesty, accountability, confidence, and advocacy for self and others. At CDS, we believe in taking ownership of our decisions and growing from our mistakes as much as our successes.

Entrepreneurial Mindset: We believe that there is more than one solution to every problem and that every solution is based in creativity, innovation, knowledge, and agency. Our community encourages growth, risk, reflection, and seeing possibilities out of every challenge.

Pursuit of Excellence: We believe in being ambitious and striving for success with purpose and character. We bring our best selves to our community, in academics, athletics, technology, and the arts. We resolve to make the most of every opportunity.

School Accreditations

FCIS Accreditation

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

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

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

IB Accreditation

The International Baccalaureate (IB) organization accredits Carrollwood Day School. The accreditation confirms that the school has met the rigorous standards set by the IB and is authorized to offer IB programs, such as the Primary Years Programme (PYP), Middle Years Programme (MYP), and Diploma Programme (DP). During the accreditation process, schools undergo an evaluation that assesses various aspects, including curriculum, teaching practices, assessment methods, staff qualifications, and resources. Achieving IB Accreditation signifies that a school has demonstrated its commitment to providing a high-quality international education, promoting inquiry-based learning, fostering global-mindedness, and preparing students for success in higher education and beyond.

SACS CASI Accreditation

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

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

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

Nondiscrimination Statement

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

Diversity and Inclusion Statement

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

Philosophy of Education

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

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

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

International Baccalaureate

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

Primary Years Programme (PYP):

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

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

Middle Years Programme (MYP):

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

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

Diploma Programme (DP):

The IB Diploma Programme is a rigorous pre-university course of studies that meets the needs of highly motivated secondary school students. The IBO's reputation for rigorous assessment gives IB diploma holders access to the world's leading universities and solid preparation for high achievement once enrolled. Students who elect not to pursue the full IBO diploma will be offered the chance to take exams for college credit individual subject areas. In February 2008, CDS became fully authorized to offer the prestigious IB Diploma Programme. CDS is the sixth school in the U.S. authorized to offer the continuum of IB programming from 3 years old through high school.

Recognitions/Awards/Affiliations

Cum Laude Society

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

Duke of Edinburgh Award

The Duke of Edinburgh Award is an internationally recognized program that encourages young people aged 14-24 to participate in a range of activities to develop their skills, community service, physical fitness, and adventurous pursuits. Participants work towards achieving Bronze, Silver, and Gold levels of the award by completing specific requirements in each category. The program aims to promote personal growth, leadership, resilience, and a sense of responsibility among young individuals, fostering their overall development and preparing them for future challenges.

Entrepreneurial School

CDS participated in the National Consortium for Entrepreneurship Education in 2019 and earned the distinction of being an Entrepreneurial School. To earn this distinction, all CDS lower, middle, and upper school students participated in an entrepreneurship activity on National Entrepreneurs Day on 11/19/19.

National School of Character

CDS was one of ten schools selected to be a 2023 National School of Character in recognition of its exemplary work to encourage the social, ethical, and academic development of its students through character education. This award program is sponsored and administered by Character.org, a national nonprofit, nonpartisan, and nonsectarian coalition based in Washington, DC. In 2017, as part of the 20th anniversary of Schools of Character, CDS was invited to re-apply to be named a National School of Character for a second time. It is quite a feat to be named a School of Character more than once and is a testament to the legacy of character development created by CDS. Of the seven schools in Florida honored as a State School of Character in 2017, CDS is the only school that goes through high school.

Round Square

In 2022, CDS became the 21st Round Square school in the United States and one of only three Round Square schools in Florida. Round Square is an international network of schools committed to promoting six shared IDEALS of global citizenship: International Understanding, Democracy, Environmental Awareness, Adventure, Leadership, and Service

Character Education

Carrollwood Day School is known for its leadership in Character Education, fostering a caring environment within the school community. Through various programs and initiatives, including the IB program, students are taught acceptance, caring, and community engagement. Starting from a young age, students participate in community service and engage in discussions about behavior expectations and class rules. Middle and upper school students receive guidance through advisory homeroom classes and regular lessons from school counselors. The school emphasizes the pursuit of excellence, academically and personally, encouraging students to embrace challenges and become lifelong learners. Character development is a crucial aspect of this pursuit, as students are expected to embody the qualities outlined in the IB Learner Profile, striving to be productive, caring, and supportive members of the CDS and larger communities.

They will strive to be:

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

CDS General Policies and Procedures

Arrival and Dismissal

Students are welcome at CDS every day at 7:30 a.m. Elementary students should report to the multi-purpose room, Middle School students should report to the student union, and Upper School students should report to the upstairs lounges. CDS is not responsible before 7:30 a.m. or after 3:30 p.m. as no supervision is provided unless children are signed into after-school care or enrolled in an after-school enrichment program.

Parents must notify the school via the Veracross Parent Portal before 2:00 p.m. if plans change unexpectedly and a student needs to stay for aftercare or ride home with a friend. This deadline is necessary to assure that the student, teachers, and bus drivers can be notified in time of the change in plans.

Rideshare Policy: Students should not be taking Uber/Lyft/RideShare rides to or from school without a supervising adult. Minors should not ride alone.

Timeliness

Parents who are always late dropping off or picking up children from school are a source of considerable concern to the staff. Please arrive on time. If an emergency has come up and you are unavoidably late, a phone call to us is in order.

- **ECC**

- Arrival at School

Kindergarten	8:00 a.m. - 8:15 a.m.
Prekindergarten 4	8:15 a.m. - 8:30 a.m.
Prekindergarten 3	8:45 a.m. - 9:00 a.m.
Toddlers	8:45 a.m. - 9:00 a.m.

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

- Dismissal from School

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

	HALF DAY	FULL DAY
Toddlers	11:45 a.m.	2:15 p.m.
Prekindergarten 3	12:00 p.m.	2:15 p.m.
Prekindergarten 4		2:15 p.m.
Kindergarten		2:45 p.m.

Please pull up to the front door and allow a teacher to open your car door to help your child to take their seat. It is **mandatory** that you place the provided sign in your front window, listing the names of each child going in your car. Teachers will not dismiss your child to anyone except those who have been named on your Authorization Form. It is essential that you send a written notice when you have a change in your routine pick-up person. School staff will not strap students into car seats. At no time should a child be left unattended in a vehicle.

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

- **Elementary**

- Arrival at School

- **The school day for elementary students is from 8:00 am - 3:00 pm.**
 - All families with their youngest child in grades 1 - 3 use the **East Entrance** for drop-off and pick-up of students at arrival and dismissal time. Children in grades 4 & 5 can be dropped off at the **West Entrance** and picked up at the **East Entrance**. The **East Entrance** is closer to I-275.
 - **The East Entrance gate is locked between the hours of 9:00 a.m. and 2:00 p.m.** Between 9:00 a.m. and 2:00 p.m., all visitors to the elementary campus must enter through the West Entrance gate. The access road ("cut-through") that connects the front entrance loop and elementary parking lot will be open during those hours.
 - Elementary School dismisses at 3:00 p.m.

- Dismissal from School

- All Lower School families must download the PikMyKid app to their phones and use this app to announce their arrival at dismissal. Parents should also use this app to change their LS students' dismissal plan, delegating an alternate person for pick up and ensuring that individual has the PikMyKid app downloaded on their phone
 - The school will not dismiss your Lower School child to anyone who is not listed on your authorized pick up list. The school will not dismiss your child, as per your telephone instructions, if the individual is not listed on your child's records. Please add to your child's records those individuals who may be sent to get your child at dismissal time. If you are going out of town, please make written arrangements with the school office prior to leaving. We must have a written notice if someone different than usual is picking your child up from school. Authorized adults not known to CDS staff will be asked to provide photo identification.
 - Each Lower School family must display their school-issued Carpool Sign from their rearview mirror - even if they are picking up only their own child.
 - When exiting the campus, a **right turn only** will be allowed onto Bearss Avenue.

- If students must leave early, arrangements must be made to pick up students by 2:00 p.m. before cars begin to arrive for dismissal.
 - Parents should plan to arrive at the dismissal time of their **oldest** student. **Older siblings will not be dismissed early.**
 - Students will be supervised during dismissal and will arrive at the carline to be dismissed in an orderly manner. **Parents should not leave cars to retrieve children.**
 - Students arriving by car are dropped off and picked up from their designated area. Cars circle according to the diagram provided prior to the beginning of the school year. **Walking children across the traffic is not allowed during dismissal and is discouraged during arrival.** Please drive through the designated car loop. The safety and efficiency of the arrival and dismissal procedure depend on all drivers remaining in their cars in line.
 - With the exception of those who won the “first in line” designation at auction, no parents can pick up or drop off students in the bus loop during normal arrival and dismissal times.
 - No parents can pick up or drop off students in the bus loop during normal arrival and dismissal times.
 - Parents are discouraged from visiting campus during the school day to spend time with their children. School hours are best utilized for students to have uninterrupted access to their classes and social times.
 - Please note if there are weather delays during arrival and dismissal, CDS will use its text system to let our community know of any changes.
- **Middle**
 - Arrival at School
 - The school day for Middle School students is from 8:00 am - 3:05 pm.
 - Families with their youngest child in 6th grade are assigned to the **West Entrance** for drop-off and pick-up.
 - Middle school students with siblings in grades 4 - 5 have the option to drop off on either side.
 - When arriving to school, students must report to the Student Union or the quad until class begins. Students are not permitted to be at Wimbledon. Students cannot be inside the school building until 10 minutes before the start of class.
 - Dismissal from School
 - Middle School dismisses at 3:05 p.m.
 - Parents should plan to arrive at the dismissal time of their **oldest** student. **Older siblings will not be dismissed early.**
 - Students will be supervised during dismissal and will arrive at the carline to be dismissed in an orderly manner. **Parents should not leave cars to retrieve children.**
 - Students arriving by car are dropped off and picked up from their designated area. Cars circle according to the diagram provided prior to the beginning of the school year. **Walking children across the traffic is not allowed during dismissal and is discouraged during arrival.** Please drive through the designated car loop. The safety and efficiency of the arrival and dismissal procedure depend on all drivers remaining in their cars in line.

- Parents are discouraged from visiting campus during the school day to spend time with their children. School hours are best utilized for students to have uninterrupted access to their classes and social times.
- Please note if there are weather delays during arrival and dismissal, CDS will use its text system to let our community know of any changes.
- Student supervision is provided on Wimbledon (elementary field) after school from 3:05 p.m. to 3:30 p.m. Students who are not being picked up at 3:05 may play basketball, football, soccer, or spend time with their friends at Wimbledon until 3:30. At 3:30, all students must either be in The Quad waiting for their car or in the after school study hall. After school study hall is offered from 3:30 p.m. to 6:00 p.m. and is located above International Square. All students must be in after school study hall at 4:00 p.m.
- **Students will be allowed to sign themselves out of study hall** when their ride home arrives; parents will not need to come in to sign out their child. Parents should call or text students once they have arrived on campus. Some cell service does not work inside the school building; if you are unable to contact your child directly, parents should call the school (813-920-2288), and the Welcome Center will notify the study hall supervisor to dismiss your child. Once a child is signed out of study hall, they will not be allowed to return. Once children are signed out of study hall, they will no longer be supervised by CDS faculty.
- After-school athletic events are wonderful family events; however, the school does not provide student supervision at these events. After-school athletic events are not chaperoned student events like a dance or field trip. Parents are encouraged to closely supervise their children during these events.

- **Upper**

Student drivers will need to display parking passes every day. Parking passes are distributed to seniors first, then by lottery to juniors and sophomores, depending on availability. The location of parking is communicated to each grade level by the Upper School administrative team via Schoology depending on their athletic and extracurricular commitments.

For their safety, student drivers may not leave the building until 3:30 pm and should never attempt to back out into the car line if it is still extending into the student lot, even if it is past 3:30 pm. Because of the seriousness of this safety violation, any student driver who breaks this rule will have his or her driving privileges revoked.

Arrival at School

- **The school day for Upper School students is from 8:30 a.m. - 3:30 p.m.**
- Families with their youngest child in 6th grade are assigned to the **West Entrance** for drop-off and pick-up.
- Upper school students with siblings in grades 1 - 3 are assigned to use the **East Entrance** for drop-off and pick-up of students at arrival and dismissal time. US students with youngest siblings in grades 4 & 5 may be dropped off on either side; dismissal will be at the **East Entrance**.

Dismissal from School

- Upper School dismisses at 3:30 p.m.
- By 4:00 p.m. students must be participating in an extracurricular activity (working with a teacher, attending an after school program, athletic team practice, drama/music rehearsal, etc.) or must leave campus.

Power Hour Wednesdays

All divisions will start 1 hour later on Wednesdays. For the first hour of every Wednesday, our faculty and staff will be able to work on curriculum development, continuing education opportunities, and other professional experiences. At the same time, students can benefit from an extra hour of sleep, Wednesday family breakfasts, or come to school at the same time that they are used to and take advantage of study halls/before care or enrichment programs offered through the Auxiliary Programs department..

Instructional start times will be:

- Lower school (Toddlers - 5th Grade) - 9:00 am
- Middle school (6th - 8th Grades) - 9:00 am
- Upper school (9th - 12th Grades) - 9:30 am

Standard drop off rules and regulations are still applicable during Power Hour Wednesdays. We have FREE before care/study hall offered starting at 7:30 am. Auxiliary programming and registration details will be shared in Thursday Folders. REGISTRATION IS REQUIRED FOR LOWER SCHOOL STUDENTS.

Athletic Sports Programs

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

Purpose of Athletic Sports Programs

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

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

Lower School Sports

Our younger students at the ECC have the opportunity to participate in their own enrichment sports programs. The Elementary Athletic Program offers three seasons that approximate the Middle School and Upper School schedules. These programs offer weekly instruction and participation in a variety of sports throughout the year. Emphasis is placed on learning about the sport, the rules, terminology, etc. Good sportsmanship, teamwork, and cooperation are also stressed, the traits necessary to become a fine CDS Patriot athlete.

Middle and Upper School Sports

CDS offers competitive sports for Middle and Upper School students. Please navigate to our [website](#) to view all the athletics programs available.

Interscholastic Athletic Sports

CDS is a member of the Florida West Coast League (FWCL) and the Florida High School Athletic Association (FHSAA) which are designed as education based athletic organizations that promote participation and good sportsmanship. The leagues emphasize excellence, accommodate different ages and proficiency levels, and maintain a controlled, competitive environment for our Middle and Upper School teams.

CDS athletic equipment must be kept clean and handled with care. Athletic equipment is the direct responsibility of the student to whom it is issued. Students must pay for any lost, damaged or stolen items. Report cards and other student privileges may be withheld until payment is received.

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

Attendance Policy

If a student will be absent all day (planned or personal), parents must report their child's absence via the Veracross Parent Portal in advance, as soon as possible. If a student will be absent for a portion of a school day, parents must report their child's absence via the Veracross Parent Portal. Parents will receive an email once the request has been approved in Veracross.

To report an absence

Parents should log into their [Veracross Parent Portal](#) and click on the right-hand button to “Submit an Absence.” They will be prompted to choose the date(s), the reason for the request, and end date of the absence, and any additional information the division office needs to know. **Parents will receive an email once the request has been approved in Veracross.** If your child has undergone a medical procedure or significant change in health please report to the school nurse nurse@carrollwooddayschool.org

Planned Absences

When a student is aware of an upcoming planned absence, parents must report this in advance in the Veracross Parent Portal and the students must notify their teachers via Schoology or email. This includes full day athletic events and college visits. (Emails do not need to be sent for athletic events requiring a student to miss part of the school day. However, the student is still required to inform the teacher of their absence and arrange to make up the work prior to the absence).

- Lower School Planned Absence: In addition to reporting it in Veracross, Lower School families are required to notify the classroom teacher of a planned absence via Seesaw. The

teacher will work with parents to create a plan for make-up work. While material may be sent home ahead of time, due to the collaborative nature of an IB education, there is no expectation that the teacher will provide all assignments prior to the absence. The student will have one day for every day absent to make up the assignments for full credit.

- Middle & Upper school students are responsible for acquiring assignments from each teacher and arranging a schedule to make up all work missed prior to the absence (at teacher's discretion). Failure to do so in a timely manner could result in incomplete or failing grades.

Excused Absences

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

- Academic competitions/conferences
- FHSAA sanctioned athletic competitions
- College visits
- School sponsored field trips
- Observing a traditional religious holiday
- Personal Absences: minor illness, a death in the family, and medical appointments
- Student illness: A doctor's note is required after the third consecutive day, or the absence will be considered a personal absence. If a serious illness causes a student to miss more than 8 days during a semester, a *Medical Leave* may be necessary. Please see the [Medical Leave](#) section for more information.

In order to receive full credit, all tests, quizzes and class work missed as a result of a personal absence must be made up/submitted within two (2) class rotations unless other arrangements have been made with the teacher. Any test, quiz or class work not made up within the required time may be recorded as a failing grade.

Excessive Absences

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

- When a student accumulates five (5) absences during the academic year a letter will be automatically generated and emailed notifying the student and their parents of the total days missed.
- When a student accumulates ten (10) absences during the academic year, a letter will be automatically generated and emailed requiring a conversation between the parent/guardian and divisional leadership.

- When a student accumulates fifteen (15) absences during the academic year, a letter will be automatically generated and emailed requiring a meeting between divisional leadership and parent/guardian to discuss the excessive absences and potential consequences.
- This process will continue in increments of five absences with appropriate interventions. Parents/guardians must notify school via Veracross in advance of any planned absences. It is the Division Head's discretion as to whether the absence will be considered excused or unexcused.
- If a student exceeds five (5) unexcused absences per semester.

Student attendance is the number one predictor of academic success. School absences should be avoided whenever possible, although we encourage students to stay home when sick. Family vacations should be taken during school breaks. Family vacations are not excused absences. If you have a question on what constitutes excused vs. unexcused absences, please contact your division assistant for more information.

Tardies

- When a student accumulates ten (10) tardies to school throughout the academic year a letter will be automatically generated and emailed sent home notifying the student and their parents of the total days they were tardy.
- When a student accumulates twenty (20) tardies to school throughout the academic year, a letter will be automatically generated and emailed requiring a conversation between the parent/guardian and will be contacted by divisional leadership.
- When a student accumulates thirty (30) tardies to school throughout the academic year, a letter will be automatically generated and emailed requiring a meeting between divisional leadership and parent/guardian to discuss the excessive tardies and consequences.
- Middle & Upper School - A student may not accumulate more than five unexcused tardies to a single class in one quarter. Doing so will result in a meeting with the Dean of Students and potential disciplinary action.

Partial Day Absences/Early Release

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

Students who have an appointment or obligation during the school day are required to have a parent or guardian report this absence/early dismissal via the Veracross Parent Portal at least two (2) hours in advance, requesting permission for the student to miss part of the school day. The request should explain the necessity of the appointment or obligation. The school assumes that parents and students realize the importance of keeping to a minimum any appointments that may interrupt the academic

day. Students are required to sign out with the front desk and back in with the front desk if they are returning to school.

Students anticipating a conflict with any scheduled school appointment should see their advisor and then consult with the Division Head/Dean of Students regarding how to arrange the absence.

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

Illness

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

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

After an illness

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

- **Respiratory Viruses** - Students with a respiratory virus should stay home and away from others. Students should return to school after at least 24 hours, symptoms are improving overall, and if a fever was present, it has gone without use of a fever reducing medicine.
- **Open Sores**- No child will be readmitted to school until all sores have crusted over or dried out. A physician's note may be required to return.
- **Fever** - Students with a fever of 100.4 F child must remain home until free from fever for 24 hours with no fever reducing medication.
- **Congestion** - Clear, runny noses are often signs of allergies. Discolored discharge frequently indicates illness or infection. Children with non-allergy symptoms must not attend school.
- **Lice** - Please report any cases of lice found within your family unit. Children will not be able to return to the classroom until proof of treatment is provided. No child may remain in the classroom with active head lice.
- **Active Vomiting/Diarrhea** - Students should not come to school 1 day from the last episode.
- **Bacterial infection and Antibiotic Treatment** - Students should not attend school for the first 24 hours after being diagnosed with a viral infection, or treatment with an antibiotic for a Bacterial infection.

Please review the [CDS Sick Day Policy](#) for more information.

Medical Leave

Carrollwood Day School recognizes that extended health related issues, either physical or mental, can influence a student's attendance thereby impacting a student's academic achievement. Families should proactively contact the Assistant Head of their division if they are navigating a health-related situation so that a re-entry plan can be put into place with teachers and monitored by an administrator. The goal of the re-entry plan is to determine what portion of the missed academic

work must be made up and the timeline for make-up work to receive credit. If a health-related absence results in a student missing 20% of any or all subjects or lasts more than a consecutive 3-week period, administration will make a determination about the likelihood of the student's being able to return to school and receive credit for the semester. Return from a medical leave is contingent on agreement of the school and recommendation of the health care provider.

Extended Parent Absence

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

Bathroom Policy

In compliance with Florida law, all sex-designated group bathrooms and changing spaces are for use by people aligned with the posted biological sex at birth. Unisex single bathrooms are available in each building for use by any students, employees, and visitors to campus. Per Florida law, students and employees who violate this policy will be subject to disciplinary action aligned with our policies and progression of consequences.

Consent, Authorization, and Release

This Waiver and Release of Liability, Assumption of Risk, and Indemnity Agreement ("Release"), executed as of the date below by the undersigned parent or legal guardian of the minor child identified herein ("Participant"),¹ along with the covenants and agreements set forth herein, is hereby provided to Carrollwood Day School, in consideration of and exchange for the opportunity to attend Carrollwood Day School and participate in all school-related events, activities, sports, and athletics, which may occur on or off campus. Please [click here](#) to read this policy in its entirety for acknowledgement.

Closing of the School

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

In order to provide families with time-sensitive information in the most efficient and accurate manner possible, CDS will send a text to the mobile phone number listed in Veracross. To update contact information in Veracross, please go ([hyperlink](#)). CDS will also post announcements on the school website and email messages alerting families about unplanned school closings and other critical information. Please make sure your information in [Veracross](#) is up to date.

Conduct and Discipline

Honor Code

Admission to and attendance at Carrollwood Day School is considered a privilege. Carrollwood Day School seeks to create an opportunity for each student to realize his or her own potential within an environment that is supportive, encouraging, and respectful. Students attending Carrollwood Day School are expected to conduct themselves with honor, integrity, and a high regard for others. It is expected that students accept full personal responsibility for their actions and attitudes, and that they adhere to the tenants of the **Carrollwood Day School Honor Code**.

As a member of the CDS community, I acknowledge and affirm my duty to act with honesty, integrity, and respect in all aspects of school life, and I expect others to do the same. I believe in education with character.

All students are expected to adhere to the following:

- Be timely and prepared for school daily.
- Show respect for faculty members and fellow students, as well as the working environment both in and outside the classroom
- Communicate using appropriate language and value others opinions.
- Students should act as ambassadors for CDS and maintain exemplary conduct when in public.
- Respect school property as well as the property of others.
- Do not possess or use firearms/weapons of any kind.
- Refrain from the use or possession of drugs, alcohol, tobacco, and vaping products.
- Do not bring to school items that are dangerous, illegal, or disruptive.
- Refrain from the use of any electronic device that causes disruption to student learning or the orderly functioning of school activities.
- Do not leave the established boundaries of campus without permission.

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

Academic Honesty

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

Student responsibilities

- Act with integrity in all of their schoolwork by making sure that their work is their own and not copied from other sources
- Abide by the CDS honor code when taking online classes through FLVS or other sources.
- Cite all the sources used, even if it was paraphrased or summarized - including AI sources

- Clearly distinguish between their work and the sources being used (using quotation marks, indentation, or a similar method).
- Cite sources according to the reference style outlined by the teacher.

Possible Consequences for Academic Dishonesty

- Re-do the assignment
- Receive an F for the assignment
- Meet with the Administration
- Review about MLA format and citations with Assistant Head
- Meeting with the parents
- Academic probation
- Suspension
- Withdrawal from the school

Academic dishonesty is divided into two categories: plagiarism and cheating.

Plagiarism (submitted work that is not properly referenced, including AI generated work)

Consequences may include the following:

First Offense

- must re-do after meeting with teacher and may receive full credit
- teacher reports to the Assistant Head
- notification to parents and a call/meeting with either the teacher, department chair or an administrator
- the student's name may be shared with their current teachers, with teachers encouraged to show students how to properly cite in other subjects

Second Offense

- students must re-do the work for no credit (failing grade in Schoology)
- a report to the Assistant Head
- notification home to parents & meeting with the Assistant Head and the teacher concerned
- the student's name may be shared with the upper school faculty
- lunch detention
- a meeting with the parents

Third Offense

- failing grade for the work
- DP must re-do but will not get the grade for the work if it is a IB assessed component
- notification home to parents & meeting with the Assistant Head and the teacher concerned
- notification to parents that the student's name will also be shared with the upper school faculty
- an in-school suspension
- class credit will be reviewed in all classes
- incident will be reported to College Counseling (for upper school)

Cheating Consequence (Inappropriate use of technology, using a cheat sheet, communication during a test, receiving materials prior to the assessment/assignment, submitting work that is not your own including AI generated work).

- Failing grade awarded for the 1st offense
- Parents, Dean of Students and Divisional Assistant Head are contacted
- Category 1 or Category 2 Behavior Consequence for the first offense which may include a verbal warning, retention after class, and detention

For subsequent offenses, students will be awarded an F and receive Category 2 and 3 behavior consequences. Multiple incidents of academic dishonesty (cheating or plagiarism) may lead to dismissal from Carrollwood Day School.

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

AI (artificial intelligence) at CDS

One of the major goals of assessment at CDS is to measure how much and how well students are learning. Many students have become aware of new advances in AI which has made it possible for users of platforms such as ChatGPT to perform complex tasks. In many cases, the prompts created to direct AI are able to create shortcuts or products that do not accurately reflect what students know and understand. In this new and changing environment, it is important that students are aware of the CDS stance regarding academic integrity especially as it relates to AI.

In line with the IB and CDS Honor Code, the following expectations apply to students:

CDS students:

- act with integrity in all of their schoolwork by making sure that their work is their own and not copied from other sources. This includes AI sources.
- cite all sources used, including AI sources, even if paraphrasing or summarizing. Failure to do so is considered plagiarism; school sanctions for plagiarism are described in the CDS Student Handbook.
- clearly distinguish between their work and the sources being used (using quotation marks, indentation, or a similar method). Work turned in that is predominantly in quotes will receive little, if any credit.
- cite sources according to the reference style outlined by the teacher.
- never use AI for purposes that could harm others, misrepresent a person's identity, or fail to follow our community standards as a National School of Character.

Given its usefulness as a tool to support learning, teachers may allow students to take advantage of certain AI functions such as idea generation, source suggestions, or revision feedback for example. In each case, allowing the use of AI will be at the discretion of the teacher; students should not assume it can be used on assignments without permission.

Lockers Policy

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

Discipline

Statement on Disclosure

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

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

Lower School

The faculty and staff of CDS understand that promoting each child's independence and self-esteem is the foundation for all human development. Our discipline policy has been developed with this understanding and further recognizes that the school has a responsibility to promote and facilitate:

- A feeling of one's value and importance
- An understanding of one's right to be respected, to be heard and the right not to be intentionally injured either physically or emotionally
- The development of personal controls and the ability to direct one's actions
- An ability to communicate verbally one's needs and wants
- Growing ability to respond appropriately to the needs of others

We believe that rule making and breaking helps children develop a sense of boundaries and expectations. Children share with teachers in creating the "rules" for appropriate behaviors and the consequences of not behaving within these guidelines. As CDS Patriots, all students are expected to follow the schoolwide Essential Agreements as well as their class-developed Essential Agreements. These Agreements form the central tenets for positive behavior management.

Although considered one division, we address the Early Childhood and Elementary campuses separately due to the developmental differences of the grade bands. The policies are designed to be frameworks that allow for differentiation based on the age and individual development of the child.

Early Childhood Center Discipline Policy

Adults in an environment such as CDS ECC are not attempting to manage or control children but rather to help children manage and control themselves. This is a process that develops individually within each child. While these skills are developing children are expected to function in a manner that is safe for themselves and not harmful to other children and adults. However, if a child persists in behavior that is inappropriate they may be removed from the group and redirected so that they can calm themselves. This time is shared with a teacher in a loving manner who then helps the child rejoin the other children.

At no time will there be any form of discipline that is punitive, degrading, or embarrassing. In compliance with Florida Law there is NO physical discipline (such as spanking) allowed at CDS nor is the practice of withholding food or water allowed.

Elementary Discipline Policy

Category 1: Disruptive offenses

These are offenses that may minorly disrupt the classroom as they violate Essential Agreements.

These behaviors may include, but are not limited to:

- Disruption or distraction
- Non-compliance or avoidance
- Poor time management
- Unkind, impolite, or disrespectful language or actions
- Physical contact
- Property or technology misuse

Consequences are designed to promote responsible behavior and personal growth. Depending on the behavior, the following consequences may be employed by the classroom teachers:

- Verbal warning
- Email to parents
- Removal of item or privileges
- Think Sheet sent home to parents

Category 2: Significant offenses or repeated Category 1 Behaviors

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

- Vulgar or discriminatory language or actions
- Intentionally inflicting bodily harm on another student or staff member
- Bullying, as outlined in the [Freedom from Bullying Policy](#)
- Violations of the Carrollwood Day School Honor Code

Consequences are designed to promote responsible behavior and targeted improvement. These interventions involve the Lower School Administrators, Counselors, parents, and teachers.

Consequences may include, but are not limited to:

- Temporary removal of student or item from class
- Communication with parents, inclusive of possible parent meeting
- Conflict mediation/counseling

- Loss of privileges
- Suspension: re-entry meeting required
- Conditional behavioral contract through the Head of Lower School

Category 3: Serious offenses or repeated Category 1 or 2 Behaviors

These are offenses that may violate the right of others or are dangerous or illegal, or are repeated Category 2 offenses. These behaviors may include, but are not limited to:

- Repeated violations of the Honor Code, Freedom from Bullying Policy, or Acceptable Use of Technology Policy
- Vandalism
- Derogatory/racially-charged/hate speech
- Threats of school violence
- Possession of weapons or illegal items

Consequences are designed to restrict privileges if a student does not respect the rights of others. This may involve Lower School Administrators, teachers, parents, Head of School, and support agencies if necessary; due process will be followed. Consequences may include, but are not limited to:

- Suspension
- Parent, teacher, administrator meeting(s)
- Replacement of property and/or expenses
- Loss of privileges, including field trips
- Incident to be reviewed by Head of School
- Report to local authorities
- Probationary behavior contract through Head of Lower School
- Revocation on enrollment contract

Disciplinary Investigation Procedures

- A student suspected of a Category 2 or 3 violation will discuss the incident with the Head of Lower School or designee, who will document their findings.
- If, upon reviewing relevant evidence, the Head of Lower School believes that a violation may have taken place, the Head of Lower School will notify the parents.
- The Head of Lower School will attempt to meet with the parents before a decision is made. The meeting may be over the phone if the parent is unavailable to come to school in an adequate time frame to ensure the issue is dealt with swiftly.
- The school will inform the parents of the disciplinary consequence assigned to the student.
- As with any suspension, a student/parent reentry meeting with the Head of Lower School is required before reentry to school.
- Decisions resulting in the revocation of an enrollment contract may be appealed, in writing to the Head of School, whose decision is final.

Middle & Upper School

CDS understands that all students will make mistakes and have errors in judgment during their teenage years. Although this does not dismiss accountability, the process of learning from the mistakes and gaining essential life skills is an important part of becoming an adult. The Dean of Students will process any disciplinary situation and assign appropriate consequences, in consultation with the Division Head. CDS does not tolerate behavior that disrupts or interferes with the education of other students. Additionally, parents and students are responsible for reporting bullying when it happens within our community.

Infractions

There are three broad categories of discipline infractions at CDS.

Category 1 - Behaviors demonstrating lack of personal responsibility

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

- tardy to class
- excessive absences from class
- dress code infraction
- littering
- breach of academic honesty
- breach of responsible use policy for technology & electronic devices
- breach of social media policy
- accessing any form media/texting during class without permission (i.e., websites, phones)
- disturbing your own learning (including social media, online games, etc.)
- traffic citation

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

- verbal warning
- retention after class
- email to parents
- confiscation of item
- report, if necessary, to MS/US Dean of Students or MS/US Head
- lunch/after school detention
- restorative practices
- bag/locker/personal device search
- Further consequences at the discretion of the teacher/admin

Category 2 - Disrespectful behaviors or repeated Category 1 behaviors

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

- repeatedly disturbing your own learning or others' learning
- reckless behavior
- disrespectful behavior towards faculty/staff
- disrespectful behavior towards students (excessive teasing, name calling, etc.)
- frequent tardiness to class
- play fighting or horseplay

- encouraging others to participate in negative behaviors (e.g. instigating or endorsing)
- touching/hiding another's belongings
- vulgar language
- inappropriate displays of affection
- the use of any electronic device that causes disruption to student learning or the orderly functioning of school activities.
- absence from class without permission
- breach of academic honesty

Consequences are designed to promote responsible behavior and promote improvement. These interventions involve the MS/US Dean of Students, counselors, parents, and teachers.

- temporary removal of student or removal of item for duration of class
- internal or external school suspension
- email and/or phone call to parent(s) and/or meeting with parents
- conflict mediation/counseling
- restorative practices
- loss of privileges
- detention
- limiting access to personal media/technology
- initiation of progress reports by Dean of Students/counselor
- removal from field trips/overnight trips
- conditional behavioral contract through the Division Head
- bag/locker/personal device search
- other consequences as deemed appropriate by the Dean of Students/Division Head

Category 3 - Serious offenses or repeated Category 2 behaviors

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

- instances of violence
- reckless behavior that could or does endanger others
- threats of violence
- leaving campus without permission
- derogatory/racially-charged/hate speech
- vandalism
- theft
- possession of dangerous or illegal items (e.g. possession of a weapon or any instrument that can place a person in reasonable fear of serious harm)
- possessing, accessing, distributing, creating, or discussing pornographic material
- possession or use of drugs, alcohol, tobacco, and vaping products
- compromising IT systems, computer hacking, or downloading viruses knowingly)
- impersonation of another individual
- tampering with another person's intellectual property
- [repeated acts of](#) academic dishonesty
- using or possessing tobacco, e-cigarettes/vaping paraphernalia, or illegal substances on school property or field trips, or in school uniform, or at school events
- bullying/harassment (including online)

- any instance that brings the name of the school into disrepute
- lying to a teacher or administrator

Consequences are designed to restrict privileges if a student does not respect the rights of others. This may involve the Dean of Students, teachers, parents, Head of Middle/Upper School, Head of School, and support agencies, if necessary; due process will be followed. Consequences may include, but are not limited to:

- restorative practices
- internal or external school suspension
- loss of privileges
- parent, teacher, administrator meeting(s)
- replacement of property and or expenses
- referral for outside counseling
- removal from field trip/overnight trips
- incident to be reviewed by Head of School
- report to local authorities
- probationary behavior contract through Division Head
- academic probation
- bag/locker/personal device search
- expulsion
- rescinding offer of enrollment

Disciplinary Investigation Procedures

- A student suspected of a Category 2 or 3 violation will discuss and document the incident with the MS/US Dean of Students or MS/US Head.
- If, upon reviewing the student's position and any relevant evidence, the MS/US Dean of Students or MS/US Head believes that a violation may have taken place, the MS/US Head will notify the parents.
- The MS/US Dean of Students or the MS/US Head will attempt to meet with the parents before a decision is made. The meeting may be over the phone if the parent is unavailable to come to school in an adequate time frame to ensure the issue is dealt with swiftly.
- The student and parent will be informed of the decision.
- Student/parent reentry meeting with MS/US Dean of Students or the MS/US Head will be required before reentry to school.
- Decisions resulting in the expulsion/rescinding of future enrollment of a student from school may be appealed, in writing to the Head of School, whose decision is final.
- Students acknowledge that their possessions may be searched at the discretion of the administration, including electronics. Students are expected to comply with searches. Students are responsible for items located within their belongings and are subject to the same disciplinary consequences that they would face for possession of unacceptable items on their person.

If a student is suspected of drug use, the parents will be immediately advised and the student may be suspended from school indefinitely. Parents have the right to provide appropriate medical evidence (e.g., drug test administered by certified provider) to demonstrate that their son or daughter is no longer a threat to themselves or others for consideration of reinstatement. Students found to have provided drugs to others may result in an immediate expulsion.

Suspension: A student may not attend after-school activities, including athletic games or practices, performances, and rehearsals on the day they serve a suspension. Students who earn a suspension for negative behavior may not be permitted to travel on grade-level overnight trips.

Behavior Warning

If a student incurs a significant number of behavioral infractions they will be on a behavior warning. A student may also be placed on behavior warning at the discretion of the Division Head. The administrator will send notification to the student, their parents/guardians, and relevant faculty members to schedule a conference with the student and the parents/guardians. Students on behavior warning will have their progress monitored by an administrator and may be required to attend additional support sessions as necessary.

Behavior Probation

If a student incurs a significant number of behavioral infractions or engages in a category 3 infraction at the end of any semester while on behavior warning, they will be placed on behavior probation. A student may be placed on behavior probation at the discretion of the Division Head without previously being placed on behavior warning. The administrator will send notification to the student, their parents/guardians, and relevant faculty members to schedule a conference with the student and their parents/guardians. If the student's behavior improves during the next semester, then they will be placed on behavior warning. If improvement continues during the following semester, then they will be removed from behavior warning. Students on behavior probation will have their progress monitored by an administrator and be required to attend additional support as outlined in the letter. Failure to maintain satisfactory behavior may result in dismissal from Carrollwood Day School.

The school reserves the right to bypass these steps if the student/family is not honest or acting in good faith to modify the behaviors to align with the school's expectations. The school can rescind enrollment at any time if it is deemed the student has not lived up to the school's values and expectations.

Communication Home

[“Thursday Folder”](#)

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

[CampBrain](#)

CampBrain is the registration portal for all auxiliary programs at CDS. This includes Power Hour, After-School Care, After-School enrichments and summer programs. All registration, communication and auxiliary offerings will be provided through this registration system. Families should create an account if they foresee themselves registering for any auxiliary programs in the near future.

[Seesaw](#)

Seesaw provides a secure and safe, easy-to-use, way for Lower School students, teachers, and parents to seamlessly communicate and collaborate to enhance students’ learning and success. Seesaw is a digital portfolio that students and teachers use to share what students are learning and doing at school. Teachers prepare regular class newsletters that are posted in Seesaw for parents with information about classroom activities and upcoming events. The access codes and instructions for creating parent Seesaw accounts are sent home to Lower School parents during the first two weeks of school.

[Schoolology](#)

Schoolology is a web-based learning management system (LMS) used in grades 6 - 12. Schoolology provides a secure and safe, easy-to-use, social network for teachers, students, parents, and administrators to seamlessly communicate and collaborate to enhance students’ learning and success. Schoolology provides a portal for communication, assignments, and course resource materials. All grade levels utilize Schoolology to share academic content and build connections between teachers, students, and parents.

[Veracross](#)

Veracross is the platform that all families should use to maintain accurate contact information for all individuals who should receive school communications. Additionally, enrolled student information including class times and semester grades, conference sign-ups, invoices, and other pertinent student information can be found in your parent Veracross portal.

[Messages](#)

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

Conferences with Teachers

At least two conference days per year are scheduled within the school calendar. Parents requesting a conference with their child's teacher or a telephone call from the child's teacher outside of the scheduled conference days should email the teacher. CDS uses Veracross for parents to schedule individual appointments for conferences with teachers on scheduled conference days. Parents who are unable to set up appointments during conference days are welcome to contact teachers individually to set an appointment to meet at another mutually convenient time.

Parents should never hesitate to report a concern to their child's teacher or advisor; such reports are sometimes the only way the school knows that a problem exists. The school considers discussions concerning your child as confidential and accordingly, any discussion about a child is inappropriate in casual settings.

To schedule an additional conference, please contact:

- ECC: Your child's classroom teacher or the appropriate special area teacher
- Grades 1 - 5: Your child's classroom teacher or the appropriate special area teacher
- Grades 6 - 8: Individual subject-area teacher or student's advisor
- Grades 9 - 12: Individual faculty member or grade level lead

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

Dances

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

- CDS dances are chaperoned by faculty.
- Middle School students may not attend Upper School dances.
- In order to be admitted, students must be dressed according to the previously announced dress code.
- There are no "in and out" privileges at dances; once a student exits, he or she cannot be readmitted.
- All school policies regarding drugs/alcohol apply to dances and other school sponsored activities.
- Dancing must be appropriate. Dancing that is deemed inappropriate by faculty or supervisors may lead to the removal of that student from the dance.
- Any music played at the dance must have acceptable lyrics.
- Only CDS students may attend a school dance or any other school sponsored activity in the Lower and Middle School. Upper School students can fill out special permission forms to bring non-CDS students to dances..

Any student found by a chaperone to be in violation of the rules may be removed from the dance, and a refund may not be issued. The chaperone's ruling is final and absolute.

Upon purchasing entrance to a CDS dance, **it is understood that the student subscribes to the CDS Honor Code and rules of appropriate behavior.**

Dress Code

It is the intent of uniform to create a cohesive environment conducive to a high level of learning while promoting a sense of community.

Carrollwood Day School is a uniform/dress code school for students in kindergarten through high school. The responsibility for ensuring students are in the proper dress ultimately lies with the parents and the individual student. The school expects all students to be dressed appropriately on campus. Students may not be allowed to attend classes unless in appropriate uniform. Repeated dress code infractions will result in the student's parents/guardians being called or other disciplinary measures. Additionally, administration reserves the right to provide the student with proper uniform apparel at a cost to be billed to the parent(s).

Risse Brothers is the school uniform provider for Carrollwood Day School. Risse Brothers has a local retail outlet located at 4228 N. Armenia Avenue, Tampa, FL 33607 (phone 813. 282.8338). Risse Brothers' local store has a special department for CDS uniforms where selections can be tried on and purchased. Uniforms can also be purchased online at <https://www.rissebrothers.com/>. CDS will host used uniform sales throughout the year. We also have a spirit store with CDS spirit wear. www.CDSSpiritStore.org

Preschool

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

Elementary Students Approved Uniform Apparel

Elementary Students (Grades K - 5)

Tops: Long sleeve or short sleeve CDS Polo: red or white; white blouse, CDS White $\frac{3}{4}$ sleeve blouse, CDS white puff sleeve blouse with red piping

Bottoms: CDS Khaki shorts, skorts or pants or plaid skort

Jumper/Dress: CDS plaid Jumper, red knit Polo dress

Shoes: Closed toe athletic shoes; **no** boots, crocs, or sandals; **no** light up or heellys sneakers

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

Cold weather: CDS Cardigan sweater: red or white; CDS red pullover or hooded sweatshirt; CDS red sweatpants; CDS black joggers (spirit shop), CDS zip-up red fleece jacket; CDS logo outerwear apparel purchased from Risse Brothers and the spirit store.

Personal outerwear (jacket) is permitted for walking into school or outside time.

Middle & Upper School Approved Uniform Apparel

Tops: Red, white, grey, or black (upper school only for black) CDS polo shirt or CDS athletic team polos.

Bottoms: Khaki, non-denim, unripped slacks; khaki shorts; or khaki or grey skorts (upper school only for grey skorts); Joggers sold through the CDS Spirit Store or the athletics team branded pants. **Cargo shorts, cargo or pants, or sweatpants are not permitted.**

Shoes: Closed toe shoes must be worn; **crocs, sandals/slides, Uggs, slippers, clogs, or**

moccasins are not permitted

Outerwear: CDS quarter zips, CDS logo'd sweatshirts, CDS logo'd outerwear apparel sold through Risse Brothers or the CDS Spirit Store. A CDS polo shirt needs to be worn underneath outerwear. Note: personal outerwear (jacket) is permitted for traveling to and from school.

CDS reserves the right to ask students to change shoes or clothing for any reason.

Spirit Fridays

CDS Spirit shirt, CDS sport or club shirt, CDS short sleeve or long-sleeved collarless t-shirts, CDS uniform tops, and approved uniform bottoms. Sweatpants are only allowed on spirit Friday's. Joggers sold on CDS Spirit Shop will be allowed on cold weather days.

Additional Information on Uniforms

- Skorts/jumpers/shorts are to be worn within 4" of the back of the knee.
- Be sure that buttons on shorts, pants, and skorts are secure and that zippers work.
- Students may not wear their P.E. shirt under their uniform shirt.
- Closed-toe shoes appropriate for school activities must be worn each day.
- Students will be advised when they may wear or change into a team uniform.
- High heels/platform shoes, light-up shoes, sneakers with wheels (heelies), sandals, boots, recovery shoes, and "Crocs" are not appropriate school attire.
- Shirts worn under the uniform top must not be visible.
- **Any apparel that is inappropriate or distracts from the intent of the uniform is not permitted.**

Non-Uniform Dress Code

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

- Students may wear solid T-shirts or T-shirts with college or sports team logos. Students may not display slogans, drug-related pictures or music promotions, advertisements, or offensive pictures.
- Cut-off shirts, midriff tops, or tank tops are not appropriate school attire, even on free dress days.
- Closed shoes must be worn.
- Shorts and skirts cannot be more than 4 inches above the back of the knee.
- Jeans, slacks, or long shorts are acceptable. Ripped or torn jeans are not acceptable.
- We recommend that names be written on the inside of the neckband or waistband.

General Uniform Reminder

In very few cases, the skort/shorts that fit the waist and hip may be too short or too long. In these cases, altering may be necessary. Please allow for growth during the year. If the uniform is not the appropriate length, the student will not be allowed to wear the uniform to school.

Hair

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

Hats & Hoods

CDS hooded sweatshirts may be worn in school; however, hats and sweatshirt **hoods** are **not** allowed to be worn in school buildings. Hats and sweatshirt hoods may be worn outdoors during lunch, P.E., or recess. Students who consistently challenge this rule will not be allowed to bring hats or hooded sweatshirts to school. Their hat or hooded sweatshirt will be held in the office or by the Dean of Students. The expectation is that students will remove hoods, hats, and earbuds while in the classroom.

Jewelry

Any jewelry must be appropriate for outdoor play. CDS will not be responsible for the loss of any jewelry brought to school by students.

Durable Medical Equipment and Devices Policy

The purpose of this policy is to ensure that Carrollwood Day School can effectively assist and support students who have a medical need to use equipment and devices while on campus to ensure their academic success is not affected. Please [click here](#) to read the policy in its entirety.

Elevator Use

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

Emergency Drills: Fire drills, lock down and security drills

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

Enrichment/Field Trips

Field trips play an integral part in the curriculum program and are taken seriously at CDS. They further support a concept or theme of a particular unit. In the event the student chooses not to attend the field trip, parents must make alternative arrangements for them for that instructional day. Enrichment trips may be school day; weekend day; or long-term overnight off-campus school-sponsored trips. The Division Head will approve all trips. Long-term, overnight, off-campus school-sponsored trips will not interfere with the school schedule. Preschool classes do not go on field trips. All kindergarten trips will be scheduled during the regular school day.

The Consent, Authorization, and Release form that parents are required to sign on Magnus Health before the beginning of each school year includes permission for students to participate in all school and classroom-sponsored field trips. Middle School parents are required to also sign a general permission slip for

all field trips prior to the beginning of the school year. These forms must be signed on Magnus Health in order for the student to participate. Additional permission slips may be sent home ahead of individual field trips.

At times, parents are invited to participate in field trips as drivers and/or chaperones. All chaperones are expected to act in accordance with the CDS Code of Conduct. It is school policy that no siblings be included on class trips and no extra stops or drive-thrus may be made with students in the car. No special arrangements can be made that will interfere with the educational or social value of the trip. All lower school students, regardless of parent chaperone, are expected to ride the school bus to the field trip.

- **Mode of Transportation:** CDS school buses, chartered motor coaches, airplanes, and boats.
- **Field Trip Behavior Code of Conduct:** When on a field trip, parents, students, and faculty alike are ambassadors of the school. Consequently, smoking, disruptive behavior, and profane language are prohibited. School standards are always in effect during school-related functions on or off campus.
- **Spending Money:** On some of the field trips, students might go through a gift shop at a museum or a major public attraction. It may be helpful for parents to send along a prearranged and budgeted amount of money for such instances. Teachers will notify their classes when this is an option.

At CDS, we are proud to offer field trips and cultural experiences which involve international travel. These trips tend to last several days and often take place during school vacation time to minimize disruption to students' on-campus learning program. Depending upon the nature of the destination and travel arrangements, there may be additional requirements of students prior to departure and/or during the excursion itself. These could include, but are not limited to, additional governmental, visa, health, insurance and/or travel regulations. **The CDS staff will determine all field trip arrangements, including any necessary authorizations needed.**

Extended School Day – Before and After School

- **ECC**

Arrival for Morning Before Care

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

Pick-Up from Afterschool Care

Parents or other authorized adults must use PikMyKid for dismissal from After School Care. Parents or other authorized adults should remain in their car in the pick-up line and “announce” on PikMyKid. An Afterschool team member will bring your child to you.

- **Elementary**

Arrival for Morning Before Care

Please walk your child into the multi-purpose room where they will be until the start of the school day. The CDS staff members will greet your child and record attendance.

Pick-Up from Afterschool Care

After school care for students in grades 1- 5 is available at the Bearss Avenue Campus each school day until 6:00 p.m. Aftercare includes supervised activities and enrichment classes. Students should be registered in advance using the CampBrain. CDS assumes no responsibility for children who stay later than 6:00 p.m. as no supervision is provided. Children may participate in the after school care program only on days when they are in attendance at school.

All students who are not picked up at dismissal by 3:30 p.m. (or 12:00 p.m. on half-days) will be checked into after school care. A 30 minute grace-period will be provided to all families when joining Aftercare following school dismissal between 3:30 - 4:00 p.m.. If a student is checked out after 4:00 p.m. and not registered for Aftercare through CampBrain, a \$20 drop-in fee will be assessed. If parents arrive to pick up students after 3:30 p.m. and the car line has been completed, they will need to come to the elementary multi-purpose room to sign out their child(ren).

- **Middle School**

MS Study Hall

No student will be allowed to remain on campus unsupervised after dismissal. By 3:45 p.m. all students must be in an extracurricular activity (working with a teacher, attending an after school program, athletic team practice, drama/music rehearsal, etc.) or report to the supervised MS study hall located in the student union. Parents will not be billed a fee for students to attend this study hall. At this time, students who are not participating in an athletic team practice session are **not** allowed to be in the gymnasium or fitness center after school. These facilities are fully booked by the athletic teams.

All students reporting to MS study hall will sign in to record their attendance.

Students will be allowed to sign themselves out of study hall when their ride home arrives; parents will not need to come in to sign out their child. Parents should call or text students once they have arrived on campus. Some cell service does not work inside the school building; if you are unable to contact your child directly, parents should call the school (813-920-2288), and the Welcome Center will notify the study hall supervisor to dismiss your child.

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

- **Upper School**

By 4:00 p.m. students must be participating in an extracurricular activity (working with a teacher, attending an after school program, athletic team practice, drama/music rehearsal, etc.) or leave campus.

After-School Enrichment Programs

Students can choose from a variety of after-school enrichment programs designed to create enthusiasm for learning while building creativity, imagination, and positive social skills. These programs are offered by CDS staff and other professionals who want to share their talent and passion for their field. There is a separate fee for participation in these activities. Registration for enrichments will be done through CampBrain. Refunds will not be issued for any absences due to travel, sickness or schedule conflicts. All enrichment registration is on a first-come, first-served basis and students are not able to join enrichment without prior registration and payment through the CampBrain registration software.

Freedom from Bullying Policy

Carrollwood Day School (CDS) strives to create a caring, safe, and inclusive school climate in which students may excel, not only in academics, but also ethically, socially, and emotionally. To this aim, CDS prohibits bullying, including cyberbullying, as defined herein by our Student Welfare - Freedom from Bullying Policy. The full policy is available on the school website [here](#).

Statement of Prohibited Conduct

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

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

Definitions

A. Bullying

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

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

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

B. Cyberbullying

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

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

Bystander Policy

All Carrollwood Day School community members are obligated to take reasonable action to prevent, stop, or report violations of the CDS Honor Code, including instances of bullying. Students are required to do the following:

- Discourage others from engaging in misconduct
- Confront, prevent, or report misconduct to a school official or a trusted adult
- Remove oneself from a situation in which misconduct is occurring
- Promote positive and collegial behavior on campus between students

Students who are negligent of following the bystander policy may face disciplinary action.

False Claims

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

Protection from Retaliation

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

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

Disciplinary Consequences

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

Notice to Parents or Guardians

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

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

Reporting Procedures - [Bullying reporting form](#)

Student Reporting

- 1) Any student who believes they have been the victim of bullying, witnesses or has knowledge of acts of bullying shall report the alleged acts immediately to the Division Head, Dean of Students, or School Counselor.
- 2) Inform CDS immediately (within 24 hours) if they believe their child is being bullied or is bullying others
- 3) Cooperate fully with school personnel in identifying and resolving issues.

Failure to immediately report may impair CDS's ability to fully investigate and address the prohibited conduct. Upon receipt of a report of bullying, CDS will commence an investigation.

Employee Reporting

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

Investigative Procedures

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

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

Follow Up Procedures

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

Homework Policy

Homework assignments vary by grade level and teacher. Homework purposes include research, review, test preparation, completion of assignments, and development of responsibility. A homework routine should be established.

Lost and Found

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

Lunches

Students have the choice of bringing a nutritious lunch from home or participating in the Flik opt-out, all-inclusive lunch plan. The options for the Flik plan are participating annually (billed monthly), purchased in a block (25 at a time), or purchased on an as-needed basis for \$13/meal. There is also a Retail a la carte option for middle and upper school students. For students bringing in their lunch from home, in order to protect lunch tables, it is required that student lunches be packaged in paper bags or "soft" lunch boxes. For safety's sake, do not send glass containers in lunches. Student lunches cannot be refrigerated at school. Microwave ovens are available for students in grades 4 through 12 . Be sure that your child's name is on their lunch. Soda, candy, and food delivery services are prohibited.

As CDS' food service provider, **FLIK Independent School Dining** believes in a holistic approach to nutrition and wellness. Balance, variety, and moderation are always promoted.

FLIK's various signature programs and new promotions are highlighted monthly and focus on important food groups: fruits, vegetables, whole grains, and legumes. All programs are reviewed annually to assess successes and current innovative trends. Our Flik Opt-out program services our ECC through US students. For more information about our dining program, please visit www.cdspatriots.org/parents/school-lunches.

If students are not purchasing lunch, they must bring their lunch with them when they arrive at school. **Students are not allowed off campus for lunch or to pick up lunch, with the exception of seniors who may have earned privileges. Additionally, restaurant, parent or other lunch deliveries to either campus are not permitted.**

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

Party Invitations and Birthday Celebrations - Lower School

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

Birthday Celebrations

Birthdays are a special time in a child's life. It is indeed appropriate for your child to share this excitement with their classmates. Simply coordinate a date with your child's teacher. Summer birthdays are honored typically during the last month of school. Your child may then bring a small food treat for every person in their class. Please check with the teacher for food allergies. Balloons and party favors are not permitted. Elementary families are welcome to come to campus and bring a special birthday lunch for the birthday student to enjoy with family.

Physical Education

All students in pre-kindergarten through grade 9 will participate in physical education classes unless a medical excuse from the child's physician or parent states the child should not participate. The excuse must be received in writing at the front desk or division office at the beginning of the school day. Any student excused from the activity will sit nearby and observe the activities.

CDS athletic gear are required to be purchased through Risse Brothers and worn during class from 1st grade on. **The only other apparel allowed is CDS athletics team apparel.** A small towel is also recommended. Students must wear sneakers with laces tied. Students who come to class without the appropriate attire will be considered inadequately prepared. Students should always have official shorts and shirts available.

Physicals, Immunization Requirements, & Medications

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

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

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

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

Students entering seventh grade must show proof of Tdap vaccine.

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

- 1) FHSAA EL2 Preparticipation Physical Examination
- 2) FHSAA EL3 Consent and Release Form
- 3) Impact Test Guidelines
- 4) FHSAA GA4 Affidavit of Compliance with Policy of Athletic Recruiting
One time only form for athletes NEW to CDS in 10th, 11th, & 12th grade

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

Medications

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

- 1) **A signed, completed Prescription Medication Form by the parent/guardian requesting the administration of medication and signed by a physician must accompany all medication and must be uploaded to the student's record in Carrollwood Day School's Magnus Health Portal.**
- 2) Medication should be sent to school via a responsible adult.
 - All medications to be administered by school personnel must be **received, counted, and witnessed at the time of receipt, and stored in the original containers.**
 - This policy requires some time for the adult who must count with one of our staff, so please leave time to accomplish this task. This safety measure is necessary for us to administer the medication.
 - Please do not send medications to school with students.
- 3) Prescription medication must be in the prescription container with date, dosage, name of drug, and student's and physician's name clearly marked. Medication must remain in the container in which it was originally dispensed. Inhalers need to come in the original box.
- 4) Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school on a daily or weekly basis. Pharmacists are able to supply a second labeled bottle for use.
- 5) **Non-prescription** (over-the-counter) medication, supplements, or sample drugs will be dispensed only when accompanied by written orders signed by a physician and written parental authorization. **Parents need to upload these documents to the student's record in Carrollwood Day School's Magnus Health Portal.** Physicians may write a prescription with more than one over-the-counter

medication listed, to include dosage and necessity for administration. These prescriptions will be attached to the parent authorization form. The parent must provide non-prescription medicines and lotions. We do not keep them on hand to dispense to students.

- **For the safety of students , cough drops are discouraged (choking hazard).**
- **With specific parental permission, school can dispense recommended dosages of Acetaminophen, Ibuprofen, Benadryl, and/or TUMS to middle school and upper school students only.**

Florida Statutes 1006.062 is the reference for the above policy.

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

Room Representatives

Parents interested in becoming room reps should express their interest in the spring or summer before school begins. Room reps play an important role in supporting the initiatives of the school and teachers as well as keeping parents informed and coordinating school activities and events. [PTO - Carrollwood Day School](#)

School Counselors

The CDS School Counselors work with students, faculty, and administrators to ensure the emotional well-being of the school body and its students. The counselor provides short-term individual counseling and/or referral for students and their parents/guardians. The school counselor subscribes to a general policy of confidentiality in dealing with anyone who comes for help. However, if the counselor feels there is sufficient reason to believe that a student is a threat to him/herself or others, then the counselor will immediately notify the parents/guardians and recommend, and in some cases, require professional evaluation and/or testing.

The following risk factors are used to determine if a student is a threat to self and/or others:

- Has considered or is considering suicide.
- Has considered or is considering self-harm.
- Is or has threatened to harm others.

Once a threat to self/others has been identified, the following actions may be required prior to return to school:

- Appointment with physician (family practitioner, psychiatrist).
- Appointment with a qualified therapist/psychologist.
- A behavioral health/risk assessment with a qualified practitioner.
- A signed consent form that promotes on-going communication and care.

If the situation continues without intervention, divisional leadership in consultation with the Head of School, reserves the right to dismiss the student from CDS.

Social Media Guidelines

Purpose for Social Media Guidelines

Carrollwood Day School understands that life in the 21st Century requires adapting to changing methods of communication. Our school has policies and procedures for the appropriate use of social media for parents, students, faculty, and staff. As part of the CDS community, we have a responsibility to engage appropriately with social media that is linked to our school. The spirit of this policy is a reminder that your online personal profile is a direct reflection of your character. This is a community and we are all responsible for our behavior beyond the limits of the school day and campus borders. We ask that you be respectful of others.

School Values

CDS encourages its community to set and maintain high ethical standards in their use of social networking. Our community reflects a diverse set of customs, values, and points of view. Be respectful of the opinions of others in your posts or comments. Under no circumstances should offensive comments be made about students, parents, or staff. Your posts and comments should help build and support the CDS community. Do not comment on or forward unsupported information, gossip, and rumors.

E-safety and Conduct

CDS expects members of its community to behave in a civilized nature online and will not tolerate any inappropriate online behavior, including but not limited to, posting defamatory comments about parents, pupils, the school, or its employees or complaints about the school's values and methods on social media. Breaches of this code of conduct will be taken seriously by the school and, in the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution. CDS retains the right to request any damaging material to be removed from social media websites.

School's Honor Code and Bullying and Harassment Policy

Your posts and comments should help build and support the school community. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. While CDS will not go out of the way to search the internet out of respect for the individual's rights, it is possible that negative or disrespectful behavior represented online could come to the school's attention and will be handled in accordance with the Honor Code and Bullying and Harassment Policy. CDS reserves the right to suspend or dismiss any student whose social or behavioral performance is deemed unacceptable and brings discredit to the student or the school.

Confidential Information

Do not publish, post, or release information that is considered confidential or private. Online conversations are never private. Do not share photos or last names of any CDS students from school events, unless there is consent from that student's family. Do not share confidential information, internal school discussions, or specific information about students, staff, or parents.

Individual Accountability

CDS community members are personally responsible for the content that they post, share, and respond to online. All online posts are considered representative of your views and opinions and not those of CDS.

Staff-Parent Relations

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

Privacy

When posting, even on the strictest settings, CDS community members should act on the assumption that all postings are in the public domain.

School Logos

The CDS name and all logos must have express written authorization of the Director of Marketing and Communications and be in accordance with school policies before publishing. This includes all athletic logos and seals. School logos and seals may only be used in a professional capacity. When using social media for CDS or school-related purposes, please follow the CDS Brand Guidelines. If you wish to promote a specific CDS activity or event, please use the [Marketing Request Form](#).

Student Life

Clubs

Middle and Upper School clubs provide students an opportunity to engage in activities beyond the classroom that are both fun and meaningful. Some clubs meet during the school day – during students’ study hall, lunch, and recess - while others meet before or after school. Participation in clubs and activities can enrich a students' CDS experience. Being active in a club is an excellent way for students to become more involved in the CDS community, enrich their academic experience, and participate in service opportunities.

All students have the opportunity to become involved in the Student Council, and students can be invited to join several honor and service societies. The Student Council and Honor Societies are made up of students who strive for high academic achievement and lead with strong moral character. To remain on Student Council or in an Honor Society, students are expected to meet the following criteria. If they do not, administration reserves the right to revoke opportunities:

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

Community Service Program

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

Student Council & Leadership Societies

Students in the grades 4-12 are encouraged to run for Student Council. Elections are held in the fall semester at the start of school. The Student Council also has numerous committees that any middle and upper school student may join. At the end of each school year, prior to the beginning of the following school year the student body will elect two students from each class. The role of the student government is to plan and run specific school convocations, plan and organize special community service and social events, and support the advisory program.

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

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

Student Placement

The administration at CDS welcomes any information about students that would be helpful in their classroom placement. Lower School parents will receive a “Parent Input Form” in the spring to be completed electronically. MS and US parents should contact the Assistant Head of Middle/Upper School with placement questions. Every effort will be made to place your child in the classroom environment that will best foster their social, emotional, and academic growth. **No teacher requests are accepted.**

Student Records

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

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

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

Students with Disabilities Policy

Philosophy

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

General Policy

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

Assessment and Identification of Disability

CDS relies on the parent or guardian of current or prospective students to communicate the student's disabilities and request a reasonable accommodation, auxiliary aid/service, or modification (collectively, "accommodation") of CDS's policies, practices or procedures based on the student's disability. Student progress is also regularly monitored and reviewed by faculty.

If a parent or guardian requests an accommodation, or CDS faculty identify a pattern of concern, a "student concern team" comprised of at least one teacher with knowledge of the student, a parent or guardian, and the learning specialist meet for an interactive process to discuss next steps. Based on individualized assessment and in collaboration with the student concern team, a plan for classroom differentiation and/or a CDS Accommodation Plan (CDS AP) may be created. Not all educational needs will require a CDS AP; some may be met by differentiation of classroom instruction as necessary and appropriate to accommodate individual student needs.

CDS may request appropriate documentation from the parent or guardian, including, but not limited to, a full psycho-educational battery including cognitive and achievement testing by a licensed and qualified practitioner identifying a disability. Recommendations from outside professionals will be reviewed and considered, but CDS cannot guarantee its ability to implement recommendations that would fundamentally alter the nature of the school or cause CDS an undue burden. If parents do not provide the full psychoeducational evaluation to the academic team, an AP will not be created.

CDS Accommodation Plans

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

- Responsibility for follow-through on specific recommended accommodations is shared between the parent or guardian, student, and relevant CDS staff, depending on the nature of the disability and age of student.

Communication of Policy

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

College Board (SAT), ACT, and IB Accommodations

In most cases, to request accommodations through College Board, ACT, and IB, the student's full psycho-educational testing must be current (within the past three years) and on file with CDS. The parent or guardian maintains responsibility for taking the following steps regarding requests for standardized test accommodations, keeping in mind that the identification of a learning difference does not necessarily mean that extra time will be granted and is subject to review by the testing agency. In these cases, and with the exception of IB, the parent or guardian has the right to apply directly.

- **College Board (PSAT/SAT)**
 - During the 9th-grade year, schedule a meeting with the Learning Specialist to ensure that the correct information is submitted to the College Board. Accommodation requests can be granted prior to a student signing up for their first SAT exam.
 - It is suggested that the accommodations request be made by the end of 9th grade to ensure coverage for accommodations throughout high school (through 12th grade).
 - If approved, when a student logs into the College Board site to register for any future test, students will need to check off that they would like to use their accommodations for that particular exam.
- **ACT/Pre-ACT**
 - Note: accommodations are not granted prior to signing up for a test, but rather after a student signs up for their first exam.
 - At least 3 months prior to the intended first ACT, follow registration instructions on the ACT website and indicate the request for accommodations at the time of registration for the first test.
 - The Learning Specialist at CDS will receive a notice of registration and will begin the process of requesting accommodations.

- If approved, the student will see their accommodations pop up upon any further ACT test registrations moving forward.
- **IB**
 - In the fall of senior year, accommodation requests will be submitted to IB, based on those accommodations being used during the regular school day and for college entrance exams.

Technology Responsible Use Policy

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

When using technology, faculty and students are expected to comply with the general rules of behavior established by Carrollwood Day School in accordance with the CDS Honor Code. This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using computing devices on the school campus. Technology resources at Carrollwood Day School are provided for the purpose of supporting the educational mission of the School. The School's goal in providing computing devices is to promote educational excellence: by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

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

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

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

Wearable Technology

Wearable technology usage should be in an appropriate and respectful manner on campus in accordance with the honor code and technology policies.

In general, cell phone usage must be governed by the need for community engagement and civility. Our approach to cell phones seeks to provide important and reliable communication links between students and parents, while at the same time maintaining the unique culture of Carrollwood Day School. Parents should refrain from anything but emergency contact with their child during the school day. The use of cell phones or any other electronic devices in the classroom will be at the discretion of each individual teacher.

Lower School:

All lower school phones, ipads, and watches must be turned off and left in the student's backpack for the duration of the school day. This includes field trips. Parents may reach a student by contacting the front office.

In the upper school students are able to use their cell phones responsibly in between class in accordance with the honor code and technology policy.

Middle School:

Middle school students must keep their phones in their backpacks for the entirety of the school day. Middle school students may not bring their cell phones to PE class. Phones should be left in the student's locker/backpack during this time. Students may wear smart watches, but they should not use them during instructional times.

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

- Loss of Phone for
 - First Offense - Warning: Phone turned into the office for one day
 - Second Offense - Phone turned into the office for five days
 - Third Offense - Phone turned into the office for one month
 - Fourth Offense - Student is placed on a phone contract for the duration of the semester.

Under no circumstances should phones be out in bathrooms or locker rooms.

Cell phone usage for academic dishonesty will result in disciplinary consequences.

Cell phones may **not** be used or visible:

- in the theater
- outside, during lunch/recess or physical education class (Elementary and Middle)
- during class time, unless you have received teacher permission.
Having a cell phone in use during an assessment is an instance of a category 2 offense (breach of academic honesty).
- In bathrooms, locker rooms, or changing rooms.
- During sleeping hours when on overnight trips in the Upper School [specific guidelines will be communicated via the trip lead]

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

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

Cell Phone usage for breach of academic dishonesty will result in disciplinary consequences.

Upper School:

Upper school students are permitted to use their cell phones responsibly in between classes and at teacher discretion, in accordance with the honor code and technology responsible use policy. Violations of the policy may result in disciplinary consequences.

Under no circumstances should phones be out in bathrooms or locker rooms.

Textbooks

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

Transportation

Carrollwood Day School offers transportation to and from the Bearss Avenue Campus on a fleet of school-owned buses. This service is maintained for the convenience of CDS families. CDS has established bus stops at various locations on each of our bus routes. In addition to the route bus stops, there is a shuttle between the ECC and Bearss Avenue Campus to assist families with children enrolled at both campuses.

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

Bus Rider Safety Regulations

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

- c) **Keep hands, feet & personal items confined to oneself** – Respect for the rights and property of other students, as well as for school property, is expected. Students may not put any part of their body out of the window at any time. Windows may be opened only to the 2nd opening notch.
- d) **Talk quietly** – Shouting out the window and excessive noise within the bus are not permitted.
- 6) **Profanity** is prohibited at all times, in all forms.
- 7) Students must refrain from sitting in the driver's seat, tampering with bus controls and equipment (including unauthorized opening or closing of bus doors), tampering with emergency exits, and committing any act that might endanger other people.
- 8) The bus will not stop at any point other than scheduled stops to load or discharge students. If a student misses the bus at their assigned stop, they may meet it at the next scheduled stop.
- 9) Students will be discharged from the bus only at their designated stop unless prior permission and arrangements have been made through the Manager of Transportation. This includes friends occasionally riding home with daily bus riders. **(There is a fee.)**
- 10) When a student is required to board from the left-hand side of the street, they may do so only when the roadway is clear and only after the driver has activated the red crossing flashers and signaled to the student(s) to cross.
- 11) Students are required to be on site 5 minutes prior to their published pick-up time and at the proper place for boarding the bus. The responsible adult retrieving a Lower School student (grades K thru 5th) in the afternoon shall be at the drop-off point 5 minutes before the published stop time.
- 12) The bus is to be kept clean—a trash receptacle is provided. Throwing objects in or out of a bus window is forbidden.
- 13) No animals (fish, snails, birds, etc.) caged or otherwise, may be transported on the bus.
- 14) The seating capacity of the bus is regulated by Florida law. At no time will the driver permit more than the lawful passenger capacity.
- 15) In the event of an accident, all passengers must remain on site until responding authorities approve dismissal.**

Bus Schedule

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

Visiting the School

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

Withdrawing from School

Parents are required to pay the full year's tuition unless written notice of a student's withdrawal is received prior to April 1 before the start of the new school year. All students will be enrolled in the Tuition Refund Plan as specified in the enrollment contract. Withdrawal from school because of unexpected relocation to another region/state or due to documented medical, academic, and/or psychological reasons may be reviewed by the Head of School and CFO for consideration of releasing family from their contracted financial obligation to the school. If withdrawal is approved, the family will be responsible for paying the percentage of tuition and fees, as calculated below, not inclusive of the non-refundable \$1,000 deposit.

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

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

All mid-year withdrawals will be discussed with the appropriate Division Head prior to withdrawal. If withdrawal is agreed upon by all parties, parents will be asked to sign a release and consent form for the release of report cards/transcripts, teacher recommendations, and standardized testing separately from the release of any other information, including completion of the teacher/administration recommendation forms. All requests by parents must be in accordance with the procedures set forth herein. [Student Release Form](#)

Yearbooks

Pictures of students will be offered by an external vendor for the yearbook in the fall; the yearbook will arrive in the spring. Every student receives a yearbook at no additional charge. Senior students will receive information about scheduling senior pictures at the official CDS school photographer's studio. These will be the only headshots allowed in the yearbook.

Early Childhood Guide for Preschool & Kindergarten

Age Groups

The Early Childhood Campus includes the following groups:

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

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

Attendance

Preschool Attendance

While preschool attendance is not mandatory, a child usually benefits the most from participation that is as continuous as possible. Your child will be building relationships with their teachers and the other children at school and learning important skills and content that will serve as the foundation of their academic journey. Consistent and timely attendance is very important. When a preschool student will be absent, please log into the [Veracross Parent Portal](#) to record or plan their absence. Students who have not arrived by 10:30 a.m. will not be admitted for the school day due to the significant disruption this late arrival causes for all children. **Please see the attendance under the general information section above for Kindergarten Attendance.**

Extended School Day - ECC

ECC - Arrival for Morning Before Care

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

ECC - Pick-Up from Afterschool Care

Parents or other authorized adults must use PikMyKid for dismissal from ASC.

Lunches/Snacks

Students have the choice of bringing a nutritious lunch from home or participating in the Flik opt-out, all-inclusive lunch plan. The options for the Flik plan are participating annually (billed monthly), purchased in a block (25 at a time), or purchased on an as-needed basis for \$13/meal. There is also a Retail a la carte option for middle and upper school students. For students bringing in their lunch from home, in order to protect lunch tables, it is required that student lunches be packaged in paper bags or “soft” lunch boxes. For safety’s sake, do not send glass containers in lunches. Student lunches cannot be refrigerated at school.

Microwave ovens are available for students in grades 4 through 12 . Be sure that your child's name is on their lunch. Soda, candy, and food delivery services are prohibited.

As CDS' food service provider, **FLIK Independent School Dining** believes in a holistic approach to nutrition and wellness. Balance, variety, and moderation are always promoted.

FLIK's various signature programs and new promotions are highlighted monthly and focus on important food groups: fruits, vegetables, whole grains, and legumes. All programs are reviewed annually to assess successes and current innovative trends. Our Flik Opt-out program services our ECC through US students. For more information about our dining program, please visit www.cdspatriots.org/parents/school-lunches.

If students are not purchasing lunch, they must bring their lunch with them when they arrive at school. **Students are not allowed off campus for lunch or to pick up lunch, with the exception of seniors who may have earned privileges. Additionally, restaurant, parent or other lunch deliveries to either campus are not permitted.**

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

Progress Reports and Report Cards

Toddler, Prekindergarten 3, Prekindergarten 4, and Kindergarten students receive progress reports at the completion of the first and third quarters, and a formal report at the end of each semester. All reports are designed to reflect growth and development as it has been observed and documented in the classroom.

School Bag

Please send your child to school each day with a school bag. Include a change of clothing so that your child can change if necessary. Please label all personal items.

Elementary School Information

For information about arrival and dismissal, attendance policies, discipline, dress code, extended day, homework policy, and physical education, refer to the general policies section above.

Academic Programming

All Elementary students will receive core instruction through the [Programme of Inquiry](#). Students are expected to make adequate progress in the classroom with the support of and differentiation by the classroom teacher. The Student Success Team meets regularly to determine appropriate levels of support that may be needed for the student successful within the academic program. For more information about Student Support, please see the Students With Disabilities section above.

Media Center

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

Progress Reports and Report Cards

Elementary students receive progress reports at the completion of the first and third quarters, and a formal report at the end of each semester. All reports are designed to reflect growth and development as it has been observed and documented in the classroom.

Standardized Tests

All students in grades 1 - 5 take standardized achievement tests called Measures of Academic Progress™ (MAP). We give students MAP tests to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year in the areas of Reading and Math. MAP tests are taken on a device and adapt to be appropriate for each child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. Teachers will use the data collected from each MAP assessment to guide instruction in the classroom to enhance student growth. Results of MAP testing will be shared with parents in Veracross at the end of the first and fourth quarters.

Who do I contact?

Knowing whom to contact for information or help can solve many problems, which occur in school life. The following list of personnel will help **parents** when you have specific questions.

Changing my contact information	Veracross
Reporting Absences	Veracross, Classroom Teacher (via Seesaw)
My child's progress	Classroom Teacher

Social/emotional support	Lower School Counselors
Behavioral Concerns	Assistant Heads or Bullying Report Form
IB Primary Years Programme	PYP Coordinator
Before & After School Programming	Head of Auxiliary Programs
Athletics	Lower School Athletics Director
Academic Student Support	Lower School Learning Support
PikMyKid	Lower School Technology Teacher
Setting up my child's school device	IT Department
Change in custodial arrangements	Lower School Division Head
Any other issues not mentioned above	Lower School Administrative Assistant

Middle School Information

For information about arrival and dismissal, attendance policies, discipline, dress code, extended day, homework policy, and physical education, refer to the general policies section above.

Academics (Grades 6 – 8) [Middle School Curriculum Guide](#)

Program of Studies

6th Grade (IB Middle Years Programme)

Language and Literature, Earth Science, Humanities, Mathematics, Language Acquisition, Fine Arts, Design Technology, Physical Education

7th Grade (IB Middle Years Programme)

Language and Literature, Life Science, Individuals and Societies, Mathematics, Language Acquisition, Fine Arts, Design Technology, Physical Education

8th Grade (IB Middle Years Programme)

Language and Literature, Physical Science, Individuals and Societies, Mathematics, Language Acquisition, Fine Arts, Design Technology, Physical Education

Changing a Class (Grades 6 - 8)

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

Academic Eligibility Requirements

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

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

Academic Warning

If a student has two "D"s or one "F" at the end of any quarter, they will be placed on academic warning. A student may also be placed on academic warning at the administration's discretion. A communication will be sent to the student, their parents/guardians, and their advisor, and a conference may be scheduled with the student and parents. A student on academic warning may lose the privilege of participating in extracurricular activities and school events. A student on academic warning will have their progress monitored by an administrator and must attend help sessions during teacher FLEX times.

Academic Probation

A student who struggles academically can be placed on Academic Probation with the goal of putting a plan in place to avoid dismissal from Carrollwood Day School.

Typical situations that warrant academic probation include but are not limited to:

- if a student has recurring academic warnings,
- if a student does not maintain a 2.0 GPA,
- if a student is failing multiple courses in any given quarter,
- if a student is found guilty of academic dishonesty.

A communication will be sent to the student and their parents/guardians, and a conference will be scheduled with the student and parents. If the student ends the next quarter without two “D”s or one “F,” they will be placed on academic warning. If improvement continues during the following quarter, they will be removed from academic warning. Students on academic probation will have their progress monitored by an administrator and may be required make changes to courses and/or to attend extra help sessions in those specific subjects. If a student earns a D or F for the second semester in a subject area, they will be required to remediate if possible. These students may also be dismissed from Carrollwood Day School if the terms of their probation are not fulfilled.

Exams

All 8th grade students will sit for a culminating assessment at the end of each semester. Exams are administered in a classroom setting. The exam schedule will be distributed prior to exam week for students to develop a studying plan. The school believes it is imperative for students to take their exams during the scheduled exam period. If a student is ill, their parent/guardian must notify the school office before 8:00 a.m. The student will be expected to take the exam during the scheduled makeup period. Dress code expectations will apply during exam periods. 8th grade final exams count as 15% toward the final grade.

Grading Scale

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

Middle School		
Letter Grade	Percent Grade	Grade Point
A+	97 – 100	4.3
A	93- 96	4.0
A-	90- 92	3.7

B+	87- 89	3.3
B	83- 86	3.0
B-	80- 82	2.7
C+	79- 77	2.3
C	76- 73	2.0
C-	70- 72	1.7
D+	69- 67	1.3
D	66- 63	1.0
D-	60- 62	0.7
F	Under 60	0.0

Middle School Honor Roll

Middle School Honor Roll will have two tiers based on the student’s semester letter grades. The two tiers are: Head of School Honor Roll (no grade lower than an A-); Honor Roll (no grade lower than a B-). Honor Roll is posted on students report card on Veracross.

Reporting Grades

Interim Reports

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

Report Cards

Report cards are published on Veracross at the end of each semester. The evaluation is based on a student’s academic trend grades. These grades are also posted on Schoology.

Standardized Tests

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

All middle school students will take MAP tests annually in the fall and spring. Following each testing period, the child’s growth report will be posted to Veracross for parents to view. Teachers will use the data collected from each MAP assessment to guide instruction in the classroom to enhance student growth.

8th grade students who take French or Spanish will take the ACTFL Assessment of Performance Towards Proficiency in Languages (AAPPL). The purpose of the AAPPL assessment is to measure the growth and attainment of students over the course of their time learning in our language program. These assessments are taken on a student’s computer and are given annually. with a proctor.

Academic Eligibility Requirements

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

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

Upper School Information

Whom do I see?

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

Change my contact information	Veracross
When I am having problems with a particular subject	The subject teacher
When I have medical problems	School Nurse
About social/emotional support	Upper School Counselor
Questions about transcripts, University/College Applications	College Counselor
About Florida State requirements	College Counselor
To arrange a teacher conference	The Subject Teacher
About Community Service	Community Engagement Coordinator
Athletics	Coach, and then the Athletic Director
About the Upper School Curriculum	Assistant Head of Upper School
About the Middle Years Program (grades 9 & 10)	Middle Years Programme Coordinator
About the Diploma Program (grades 11 & 12)	Diploma Programme Coordinator
Reporting Absences	Veracross
Attendance concerns and prearranged absences	Upper School Administrative Assistant
behavior, announcements, uniform, advisory	Dean of Students
With questions about academic support	US Learning Specialist
Any other issues not mentioned above	Upper School Administrative Assistant

<u>For the students... If I have</u>	<u>Where do I go</u>
An academic question or concern about grades	Subject Teacher
A community service question	Community Engagement Coordinator
A social emotional concern	Upper School Counselor
A question about a college applications	College Counselor
A mistake on my report card	Assistant Head of Upper School
A tardy in the morning	Sign in with the Upper School Administrative Assistant
A proposal to introduce a school wide activity	Dean of Students
Incorrectly recorded attendance	Subject Teacher

<u>If I want to...</u>	<u>Where do I go?</u>
Know my schedule	Veracross
Find out my assignment grades	Schoology
Access my report card	Veracross
Start a club	Dean of Students
Ask for a prearranged absence form	Upper School Administrative Assistant
Turn in an absence excuse	Upper School Administrative Assistant
Ask for a formal recommendation	Teacher of choice
Join a club even after it has already started	Dean of Students
Put in an announcement	stugov@carrollwooddayschool.org
To have a fundraiser	Dean of Students
Know the consequences of excessive absences or specific behaviors	Student Handbook - Attendance Policy
Know how many tardies I have	Veracross
Leave school because I am feeling sick	Nurse and then Upper School Administrative

	Assistant
Search for something I have lost/gone missing	Lost and found and then the Upper School Administrative Assistant
Change a course or class	Registrar
Veracross or Schoology is not working	IT Department
Arrange bus transportation	Upper School Administrative Assistant
Check SAT/ACT dates	College Counseling Office
Use the gym	Administrative Assistant for Athletics
Return books	Subject Teacher
Parking Permit	JotForm

Academics (Grades 9 – 12)

Program of Studies

Course offerings for the current school year are listed in the current year [curriculum guide](#).

Changing a Class (Grades 9 – 12)

A student-initiated schedule change request should be submitted to the Registrar. All schedule changes must be requested by the end of the second week of school and are dependent on the availability in the schedule. Any request received after the deadline will need the approval of the upper school administration.

Homework Expectations

Proper time management should result in approximately two hours of school work per night in addition to any study halls. IB Higher Level courses are more rigorous and will require additional homework time.

Graduation Requirements (Grades 9 - 12)

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

Course	Credits
English	4.0
Mathematics	4.0

Science	3.0
Humanities	3.0
World Language	3.0
Fine Arts	1.0
Physical Education and Health	1.0
Elective*	5.0
Community Service	100 hours by graduation
Total Credits:	24

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

College Counseling Program

College Counseling

The mission of the Carrollwood Day School college counseling department is to find the best competitive and financial fit institution both inside and outside the classroom for each student. Given the complexities of the college admission process, the intention of the department is to gradually release information to students and families in an effort to simplify and explain each aspect of the process to ensure that families feel supported and are given proper guidance. The office is staffed by a director, two associate directors, and the college counseling associate.

To act on this objective, the college counseling department emphasizes programming and the transparency of information to ensure that families fully understand each aspect of the college search and selection process. The department will collaborate with students as early as eighth grade to begin to prepare each individual for the eventual submission of college applications.

Beginning in ninth grade, students are assigned a dedicated college counselor who will work in harmony with each family to support their college aspirations. College counseling sponsors myriad programming to provide a high level of education to encourage this endeavor:

- Required individual college counseling meetings in 9th, 10th, & 11th grades with at least one parent present.
- Required individual college counseling “exit” meeting at the end of 11th grade with at least one parent present to strategize for the upcoming college application process.
- Required evening grade level presentations in 9th, 10th, 11th, & 12th grades. 8th grades are invited and strongly recommended to join the 9th grade presentation, but are not required to attend.
- Students in grades 9-11 are required to sit for both the PSAT and Pre-ACT offered at CDS in October to ensure practice for future standardized testing for college admission.

- Students are encouraged to participate in standardized test preparation courses held both in the spring semester and over the summer for both the SAT & ACT.
- College visits from admission representatives in both the fall and spring, open to students (only) in grades 10-12.
- A financial aid night is held annually for students and parents in grades 6-12.
- In conjunction with the Tampa Bay Area Independent Schools, a case studies program is sponsored for both students and families in grades 9-11 to provide insight as to how applications are reviewed.
- A college admission director's panel and/or guest speakers from higher education are open to students and parents in grades 6-12.
- College counseling coffee series open to parents (only) in grades 6-12 for a discussion on pertinent issues and trends related to college admission.
- College counseling advisory class that meets weekly for students in grade 11 (spring semester) continuing in grade 12 (fall semester) to work on college application materials and discuss important topics related to the process.

In addition to these programming efforts, college counseling provides one-on-one supervision for students as they are submitting their college applications. Students are required to submit all college applications with their assigned college counselor (families are welcome) using one of three internal deadlines: September 15th, October 1st, or October 15th. Students must submit college applications no later than November 1st to ensure they are adhering to the deadlines set forth by institutions across the country and internationally.

The purpose of the department will always remain student-focused. Through detailed programming, required yearly meetings with families present, and active support in the application preparation and execution process, the needs of all students will always remain at the forefront of our efforts. These meetings will ensure that counselors understand the student's academic and social aspirations, while confirming the "must-haves" in order to find institutional matches.

For further information, please visit the college counseling website:
<https://www.cdspatriots.org/academics/college-counseling>.

Statement on Disclosure

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

Assessments

Assessment and reporting statement

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

Grade 11 and 12 DP courses include a variety of IB Diploma subject specific summative, formative, and internal assessments (IA). IB Diploma Programme candidates are also assessed upon their completion of IB core tasks (Theory of Knowledge, Extended Essay and CAS). A calendar of IB assessments is established and communicated to the students to minimize potential conflicts and work overload.

Expectations for students

- Students will make sure they are regularly checking Schoology.
- Any potential clashes with other assignments need to be brought to the teacher's attention immediately and more than one (1) day prior to an assessment. Students should alert their teacher in advance whenever they anticipate three (3) or more assessments have been scheduled for the same day.
- Any prearranged absences (e.g., for sports) need to be reviewed with attention to the assessment posted on Schoology. The minimum expectation is a week's notice. Students should agree with each teacher their individual due date, if appropriate.
- The prearranged absence form is available from the Upper School Administrative Assistant.
- Missing major assignment deadlines may forfeit feedback from teachers.
- All assignments are due at the beginning of class unless otherwise noted. Formative assessments can be awarded an F if not turned in at the beginning of class.

Recording and reporting in Upper School

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

Granting of extensions

Unless specifically noted, all assessments are due at the start of the class on the due date. Granting of extensions is at the discretion of the teacher. These extensions will be shared during grade level meetings with other teachers to help spot if there is a pattern and should be detailed in the notes field in Schoology.

Exams - Mid-Term/Final

Upper school students will sit for mid-term exams before the December break. At the end of the year, students in grades 9 - 11 will take final exams for all core courses. Exams are

administered in a group setting and will last 1.5 - 2 hours per exam. Dates/times of exams will be announced in the Thursday folder and/or via email. 12th grade students will take both their midterm exams & final IB exams in a location off campus.

The school believes it is imperative for students to take their exams during the scheduled exam period. If a student is ill, their parent/guardian must record the absence in the Veracross Parent Portal. The student will be expected to take the exam during the scheduled makeup period.

Dress code expectations will apply during exam periods. Upper school students may leave campus after their last exam of the day. Students may not leave campus between exams. The midterm and final exams count 15% for students in 9th & 10th and 20% toward the semester grade for grades 11 through 12.

Grading Scale

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

Upper School				Grades 9 - 12	Grades 11-12
Letter Grade	IB Score	Percent Grade	Grade Point	Honors	IB Equivalent
A+	7/8	97 – 100	4.3	4.8	5.3
A	6	93 – 96	4.0	4.5	5.0
A-	5	90 – 92	3.7	4.2	4.7
B+	5	87 – 89	3.3	3.8	4.3
B	4	83 – 86	3.0	3.5	4.0
B-	4	80 – 82	2.7	3.2	3.7
C+	MYP 3/DP 4	77 – 79	2.3	2.8	3.3
C	3	73 – 76	2.0	2.5	3.0
C-	3	70 – 72	1.7	2.2	2.7
D+	MYP 2/DP 3	67 – 69	1.3	1.8	2.3
D	2	63 – 66	1.0	1.5	2.0
D-	2	60 – 62	0.7	1.2	1.7
F	1	51 - 59	0.0	0.0	0.0
F	0	50	0.0	0,0	0.0

Students must maintain an overall GPA of 2.0.

Academic Warning

If a student has two “D”s or below and/ or one failing grade at the end of any quarter, they will be placed on academic warning. A student may also be placed on academic warning at the administration’s discretion. Communication will be sent to the student, their parents/guardians, advisor and their Grade Level Lead, and a conference may be scheduled with the student and parents. Students on academic warning will have their progress monitored by an administrator and may be required make changes to courses and/or attend extra help sessions in those specific subjects. A student on academic warning may lose the

privilege of participating in extracurricular activities or attending CDS events.

Academic Probation

A student who struggles academically can be placed on Academic Probation with the goal of putting a plan in place to avoid dismissal from Carrollwood Day School. Typical situations that warrant academic probation include but are not limited to:

- if a student has recurring academic warnings,
- if a student does not maintain a 2.0 GPA,
- if a student is failing multiple courses in any given quarter,
- if a student is failing a course or courses related to graduation requirements,
- if a student is found guilty of academic dishonesty.

A communication will be sent to the student, their parents/guardians and their Grade Level Lead, and a conference will be scheduled with the student and parents. If the student ends the next quarter without two “D”s or one “F,” they will be placed on academic warning. If improvement continues during the following quarter, they will be removed from academic warning. Students on academic probation will have their progress monitored by an administrator and may be required make changes to courses and/or to attend extra help sessions in those specific subjects. If a student earns a D or F for the second semester in a subject area, they will be required to remediate if possible.. These students may also be dismissed from Carrollwood Day School if the terms of their probation are not fulfilled.

IBDP and IBMYP Descriptors

Grade	Descriptors
7/8	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them almost faultlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
6	A consistent and thorough understanding of the required knowledge and skills and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality and insight.
5	A consistent and thorough understanding of the required knowledge and skills, the ability to apply them in a wide variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.

3	Limited achievement against most objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support.
2	Very limited achievement against all of the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support.
1	Minimal achievement in terms of the objectives.

Reporting Grades

Interim Reports

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

Report Cards

Report cards are published in Veracross following the end of each semester. The evaluation is based on a student's academic trend grades derived from formative and summative assessments during the semester. Upper school students' weighted GPA will appear in Veracross.

Upper School Honor Roll and Graduating with Honors

The upper school honor roll will have two tiers based on the student's semester letter grade. The two tiers are "Honor Roll" (no grade lower than a B-) and "High Honor Roll" (no grade lower than an A-). Excessive absences can impact a student's eligibility for Honor Roll. See attendance policy in this Handbook for details.

Further, if a student earns a cumulative GPA of 3.75 or higher over the course of their high school career, the student will graduate with Honors from CDS.

D/F Grades & Credit Make Up

Students who receive a final semester grade of a 'D' are strongly recommended to make up the course through Florida Virtual School (FLVS) or another school outlet. 'D-range' grades are not considered to be college-ready and will negatively impact the student's chances for college admissibility. The student's college counselor will reach out to the family should this occur to discuss next steps once grades are finalized.

If a student receives a final grade of a 'F' for the semester, it is required to be made up through FLVS or another school outlet to ensure that the student is adhering to CDS

graduation requirements. The student's college counselor will reach out to the family should this occur to discuss next steps once grades are finalized.

Make-up grades will not replace CDS grades or be utilized in the calculation of a student's cumulative, weighted GPA at CDS; however, CDS will include the FLVS (or other school outlet) transcript as a supplemental piece of the college application. All course make-ups must be completed prior to the start of the following school year. Failure to do so may result in being placed on Academic Warning/Probation or dismissal from the school.

Independent Research

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

Personal Project

A culminating activity of the MYP, the Personal Project, is a significant piece of work that is the product of the student's own initiative and creativity. The project consists of three main parts: a presentation, a final product, and a report (paper or screencast). This project holds a very important place in the programme, providing an excellent opportunity for students to produce a truly creative piece of work of their choice and to demonstrate the skills they have developed in Approaches to Learning.

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

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

Extended Essay

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

Standardized Tests

All students in grades 9-10 take computer-based adaptive tests called Measures of Academic Progress™ (MAP). We give students MAP tests to determine your child's academic level, to measure academic growth throughout the school year, and growth from year to year in the areas of Reading and Math. MAP tests are taken on a computer and adapt to be appropriate for each child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing.

All upper school students will take MAP tests annually in the fall and spring. Following each testing period, the child's growth report will be posted to Veracross for parents to view. Teachers will use the data collected from each MAP assessment to guide instruction in the classroom to enhance student growth.

9-10th grade students who take taking French or Spanish will take the ACTFL Assessment of Performance Towards Proficiency in Languages (AAPPL). The purpose of the AAPPL assessment is to measure the growth and attainment of students over the course of their time learning in our language program. These assessments are taken on a student's computer and are given annually.

Student Driving Privileges and Policies

Use of Vehicles

Students in grades 10, 11 and 12 who are licensed drivers may drive and park at the school. A "[Campus Parking Permit Request](#)" form will need to be completed and signed by the student driver and the parents.

Parking

Auto hang tags will be issued by the Security Office and vehicles must be parked in the designated student parking area. Students may not access the parking lot or any vehicle during the school day without permission from the US Head or Dean of Students. At the end of the day, student drivers will have to wait until 3:30 pm to go to their cars to leave campus.

Riders and Drivers

A form must be completed and signed by parents that will designate who is permitted to ride with a student and permitted to transport to and from school grounds or school sponsored activities. A violation of this rule is a very serious breach of trust with the school and the students' families. The school will withdraw this privilege if it is abused, and further disciplinary action may be necessary as well. [Student-Athlete Driver/Passenger Permissions and Waiver of Liability](#)

Leaving Campus

No student may leave campus except for a school sponsored function and/or with permission of a parent/guardian. The student must sign out at the front desk and have parental permission. Special privileges may be extended to qualifying seniors which also requires students to check in and out with the Upper School Administrative Assistant.

Driving Safety

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

Consequences*

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

Vehicle Searches

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

Carrollwood Day School Events

A wide range of activities and events are scheduled throughout the year to enhance and enrich the school experience for CDS students and their families. To keep track of all the events at CDS, log into your Veracross Parent Portal and subscribe to the CDS Calendars.

- [2024-2025 Key Events](#)

Carrollwood Day School- Parent Engagement Opportunities

Parent Volunteers play a pivotal role in enhancing the Carrollwood Day School experience. Each school year, dedicated and enthusiastic parents come together through our different parent organizations and committees to actively support the Carrollwood Day School. We invite you to join us as a participant and/or volunteer, as it greatly enriches our sense of community.

Parent Teacher Organization- PTO

The PTO functions in three different aspects: events and services related to parent/family support, activities related to teacher/classroom support, and programs and events supporting the school overall. Within these PTO functions, there are many opportunities to participate. PTO provides a great momentum for active involvement by parents and teachers. The PTO is a not-for-profit volunteer organization. A non-paid Executive Committee directs the operations of the PTO. Membership on the Executive Committee is comprised of the following: parents, faculty and appointed standing or special committee chairpersons. The Executive Committee is advisory in nature. Its purpose is to support and augment functions of the school. <https://www.cdspatriots.org/parents/pto>

At the beginning of the school year PTO sponsors a Back to School Volunteer Coffee where parents can catch up with friends and mingle with returning and new parents from all grade levels. Parents will also have an opportunity to sign up to help with any of the many PTO committees. The PTO sponsors a variety of events during the year including Fall Festival, Staff Appreciation, US Parents' Breakfasts, and new initiatives such as STEM events, divisional dances, and used uniform pop-up shops.

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

The Patriot Booster Club

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

For more information about the Patriot Booster Club, contact the Booster Club at [cgsboosters@cdspatriots.org](mailto:cdsboosters@cdspatriots.org).

Friends of the Performing Arts

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

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

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

Annual Giving Committee

The Annual Giving Committee is composed of parents of current students and alumni who support the institution with a philanthropic focus. This committee is responsible for leading and advocating among their peers and in the CDS community. This committee promotes and supports CDS Day of Giving every fall.

For more information, contact Ashely Gerb at agerb@carrollwooddayschool.org.

The Patriot Gala Committee

The Patriot Gala Committee was created by joining talented and dedicated Parents with the CDS Advancement Team. Together they plan and execute this signature fundraiser. Each year the committee is tasked with securing sponsors and inviting guests to attend the event. They also work to build amazing packages for the silent and live auctions. The Patriot Gala revenue is invaluable to the growth and development of all the programs we provide here at CDS.

For more information, contact Sharon Spencer at sspencer@carrollwooddayschool.org.

Acknowledgement Form

Please click the link below to acknowledge receipt and confirm that you have read the Student Parent Handbook.

[2024-2025 Student Parent Handbook Acknowledgement Form](#)