

PHOENIX COUNTRY DAY



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

Revised: May 31, 2024

SECTION ONE – ALL SCHOOL

PHOENIX COUNTRY DAY SCHOOL

3901 E. Stanford Drive

Paradise Valley, AZ 85253

www.pcds.org

Dear Phoenix Country Day School Families,

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

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

SOME USEFUL CONTACTS

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

Upper School Office Direct Number: 602-381-4523

Upper School Office email: usoffice@pcds.org

Upper School Fax: 602-224-6177

Middle School Office Direct Number: 602-381-4522

Middle School Office email: msoffice@pcds.org

Middle School Fax: 602-912-5607

Lower School Office Direct Number: 602-381-4527

Lower School Office email: lsoffice@pcds.org

Lower School Fax: 602-381-4552

Middle School Extended Day: 602-381-3054

Lower School Extended Day: 602-290-2751

Health Center Direct Number: 602-381-4543

Security Office: 602-381-4557

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

<i>MISSION AND PHILOSOPHY</i>	5
<i>CONDUCT</i>	5
Harassment/Intimidation/Bullying	7
Hazing	8
Property	8
Unlawful Use of Drugs and Alcohol	8
Weapons	9
<i>ACADEMIC HONESTY</i>	9
<i>DISCIPLINARY ACTIONS</i>	10
Disciplinary Warning and Probation	10
Suspension	10
Expulsion	11
<i>ENROLLMENT AND ACADEMIC ADVANCEMENT</i>	11
<i>TRANSCRIPTS/RECORDS REQUESTS</i>	11
<i>APPEALS PROCESS</i>	12
<i>SECURITY</i>	12
Visiting Campus	12
Deliveries	13
<i>CHILD ABUSE AND NEGLECT REPORTING</i>	13
<i>EMERGENCY NOTIFICATION</i>	14
<i>PETS ON CAMPUS</i>	14
<i>PARKING LOT SAFETY</i>	14
<i>HEALTH CENTER</i>	14
Policy Regarding Nuts	15
Excuse from Participation	15
Head Lice Policy	16
Health Forms	16
Medical Absences	16
Medications	17
<i>COUNSELING</i>	17
<i>STUDENT TECHNOLOGY POLICY</i>	18
Background/Philosophy	18
Policies Regarding Student Technology Use	19
Policy Regarding School-Provided Devices	21
Policy Violations	22
Internet Filter	22
Guidelines for Parents/Guardians	22

Policy Regarding Student Accounts	23
MIDDLE SCHOOL	24
Academic Expectations	29
Academic Warning	33
Academic Probation	33
Academic Integrity	33
<i>Dress Code</i>	34
Public Displays of Affection	
Students need to respect and be sensitive to each others' personal space.	36
Birthdays and Celebrations	36
Class Trips	36
Lockers	36
Lost and Found	37
Lunch	37
Messages/Cell Phones/Smartwatches	37
On-Campus School Events	37
Requests for Recommendation Letters	37
Tutoring	38
Visitors	38

MISSION AND PHILOSOPHY

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

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

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

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

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

CONDUCT

The School recognizes that families choosing PCDS value education and are seeking an environment that supports learning. The School expects members of the PCDS community, including students, family members, and other persons interacting with the School by virtue of

their relationship with a PCDS student, to conduct themselves in an appropriate manner while on campus, attending PCDS-related activities, and interacting with other members of the PCDS community. Conduct that jeopardizes the reputation of the School, disrupts the educational or working environment, is illegal, or detracts from the School's mission cannot be condoned and may result in disciplinary action up to and including a student's expulsion from the School, regardless of whether the conduct takes place on-campus or off-campus, in person or via technology, in public or in private. PCDS maintains sole authority to determine whether conduct violates the School's expectations and what, if any, further action the School will take. The School may consider factors such as the context of the conduct, the history of the individual(s) involved, the severity of the offense, and the impact on other member(s) of the PCDS community.

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

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

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

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

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

If the student, the student's family, or the student's legal guardian assert that the student's physical or mental health was a cause of the School's concern, the School will require appropriate medical certifications before it considers allowing a student to return to the School. If the School determines, in its sole discretion, that the medical certification provided by the student does not adequately ensure that the student no longer poses a risk or threat to

themselves or others, the School may require the student to submit to an independent medical examination to determine if the student remains a threat to themselves or the Phoenix Country Day School community. If the student's physical or mental health was a cause of the safety concern, the School may require ongoing professional counseling/treatment and proof thereof as a condition of returning to the School.

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

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

Harassment/Intimidation/Bullying

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

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

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

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

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

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

This conduct is considered bullying if it:

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

Hazing

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

Property

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

Unlawful Use of Drugs and Alcohol

The School prohibits student possession, transfer, use and/or evidence of use of mind-altering substances (e.g. alcohol, nicotine, illegal drugs or narcotics, etc.) or prescription drugs, taken without or in a manner not consistent with a valid prescription applicable to the user. Students are responsible for complying with this policy while on campus, while off campus for

School-related activities, or while acting as a representative of the School. Consistent with the School’s general conduct policy, the School may hold any student accountable for any unlawful activity by the student, regardless of whether the conduct occurs on campus or during PCDS-related activities.

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

Weapons

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

ACADEMIC HONESTY

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

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

- Plagiarism, or the act of using the knowledge or words of any source, Artificial Intelligence (AI) tool, or person without correctly giving credit to the original source. Undocumented sources include, but are not limited to, books, periodicals, various media, the Internet, and individuals. Individual departments may require students to submit papers electronically to a plagiarism-prevention or AI detection website.
- Excessive editing, citations, or assistance by parents, tutors, or fellow students to the extent that the work can no longer be deemed original to the student.

- Resubmitting work, in part or in whole, previously turned in for another class from the current or prior academic years.
- Copying or sharing of work on quizzes, homework, and other assignments when not authorized by the teacher.
- Enabling another student to use your work as their own.
- Sharing information pertaining to a test, quiz, or exam with students who have yet to take the test, quiz, or exam.
- The sale, purchase, or sharing of an individual's study guide. When a study guide is the product of teacher-authorized collaboration, those students who partake in constructing the study guide are the only students who may use the guide.
- The sale or purchase of another student's work or classroom materials.

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

DISCIPLINARY ACTIONS

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

Disciplinary Warning and Probation

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

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

Suspension

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

- Suspensions may be either short- or long-term and may be either in school or out of school, depending on the case.
- The parents will receive a letter outlining the events of the suspension from the Division Head. A copy of the letter will be placed in the student's permanent record.

Disciplinary actions may be shared if requested by schools or colleges to which a student may be applying.

- Any offense that would warrant a subsequent suspension may result in an expulsion.
- Students under charge for criminal activity that involves physical harm to self or others, regardless of whether the alleged crime occurred on or off campus, may be suspended until such a time as the charges are resolved, or expelled depending upon the severity of the alleged offense.
- The Division Head will inform the appropriate faculty of the nature and disposition of the suspension.
- The Head of School (or their designee) will review disciplinary decisions.

Expulsion

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

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

ENROLLMENT AND ACADEMIC ADVANCEMENT

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

TRANSCRIPTS/RECORDS REQUESTS

Generally, School records are considered confidential property of the School and access to them is limited. Parents may receive or review copies of the academic records pertaining to their student consistent with applicable law and school policy. To request that the School provide a doctor, counselor, or another school with a copy of records pertaining to a student, the student's parent must obtain, complete, and return to the School the appropriate form, which can be obtained from a Division office. All financial obligations to the School must be met before any records, including health records, can be sent. The procedure for withdrawing a child from the School requires a written communication to the Division Head and the Business Office.

Occasionally, especially at the conclusion of a grading period, the School receives requests from non-custodial parents for grades and reports. It is the School's practice to honor all such

requests unless the custodial parent has supplied the school with a copy of a court order, which specifically bars the sending of such materials to the non-custodial parent. If such an order does exist, it is the custodial parent's responsibility to submit a copy to the appropriate division office, likewise in the case of any other legal restrictions.

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

APPEALS PROCESS

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

SECURITY

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

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

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

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

Visiting Campus

PCDS views a student's education as a partnership between the school and your family. Parents/guardians may visit campus during the school day in accordance with the following visitor procedures. These procedures are put in place to ensure the safety and security of our students and adherence to the visitor procedures helps us achieve that goal. During visits,

please be respectful of our class routines and scheduled activities. This policy does not supersede any court orders regarding visitation or custody.

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

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

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

Deliveries

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

CHILD ABUSE AND NEGLECT REPORTING

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

EMERGENCY NOTIFICATION

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

PETS ON CAMPUS

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

PARKING LOT SAFETY

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

HEALTH CENTER

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

Students who are ill at school must first see a School Nurse prior to leaving campus. If a student is sent home ill, parents will be contacted by the Health Center staff to make

arrangements for transportation home. In the event of an emergency, students will be referred to an appropriate medical facility and parents will be called.

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

Policy Regarding Nuts

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

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

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

Excuse from Participation

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

Head Lice Policy

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

Health Forms

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

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

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

Medical Absences

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

- A student with a temperature of 100.4 or higher may not attend school for 24 hours after the temperature has returned to normal without fever reducing medication.
- A student who is vomiting may not attend school until 24 hours after the last episode.
- A student with diarrhea may not attend school for 24 hours after the last episode.
- A student with a sore throat should be checked by a physician. A student diagnosed with strep throat may not attend school until a minimum of 24 hours has passed after starting antibiotics.

- A student with a rash of unknown origin should be evaluated by a physician before returning to school.
- Any student exhibiting symptoms that exclude them from participating in learning or disrupt the learning of others may be asked to stay off campus until symptoms improve.

Medications

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

COUNSELING

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

- School counseling services are short-term services aimed at the more effective education and socialization of the student within the school community.
- School counseling services are not intended as a substitute for diagnosis or treatment for any mental health disorder.
- It is the student or family's responsibility to determine whether additional or different counseling, therapeutic, psychological or psychiatric services are necessary, and whether to seek them for the student. In certain circumstances, including when student or community safety is at risk, PCDS reserves the right to require a psychological evaluation and/or a referral for further assessment and/or treatment before a student will be permitted to continue their studies at PCDS or before the student will be readmitted to PCDS. If it is determined that more extensive services are necessary, the responsibility will lie with the student or their parent/guardian to seek such outside services. PCDS will be happy to provide a list of outside providers that are not in any way affiliated with PCDS, but no "recommendations" will be provided. Families may certainly choose to research outside agencies on their own. Many insurance companies have lists of available providers. PCDS will not be liable for these services.
- In order to build trust with the student, the school counselor will keep information confidential, with some possible exceptions.
- If school counselor services are being provided to minor children in the school setting,

the school counselor may share information with parents/guardians, the child's teacher, and/or administrators or school personnel who work with the child on a need-to-know basis, so that they may better assist the child as a team.

- The school counselor, is also required by law to share information with the authorities, parents (in certain situations) or others in the event the child is in danger of harm to self or others.
- The school counselor will make the student aware of these limits to confidentiality and will inform the child when sharing information with others.
- If the school counselor is asked to share information with a third party, such as a community counselor, psychiatrist, social services worker, or pediatrician, the student (if 18) or the student's parent will need to sign an additional release of information form.

STUDENT TECHNOLOGY POLICY

Background/Philosophy

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

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

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

PCDS also reserves the right to intervene in any Internet activity that violates PCDS's Student Technology Policy or other School policies or standards.

Policies Regarding Student Technology Use

- **Personal Conduct:** Conduct that takes place using technology falls under the same rules and standards of conduct that apply to face-to-face interactions when a student is using the School's property (including its networks and Internet access), when interacting with other members of the PCDS community, when activity is for School purposes, or when activity reflects on the School.
 - All conduct online that reflects poorly on the student or on the School, regardless of when or where it occurred, may be grounds for disciplinary action.
 - Technology and the Internet must not be used in a way that compromises the security of the School's network, disrupts the School community, or interferes with academic pursuits.
 - Students may not use online chatting or video conferencing with classmates during class without teacher permission.
- **Copyright Protections:** All members of the PCDS community need to respect copyright laws.
 - This includes crediting the authors of any material use in work, using music or video only if purchased, and not sharing the materials of others without proper permission. Software may not be copied without the license to do so. The School librarians are excellent resources for learning and following copyright rules.
- **Creation of PCDS-branded Social Media Accounts:**
 - No one may create any PCDS-branded or PCDS-oriented social media account (on Instagram, Facebook, etc.) without the express permission of the Director of Communications and Marketing.
- **Respect for Others:**
 - Any use or posting online of personally identifying information about any members of the School community (including photos, videos, names, addresses, phone numbers, email addresses, or work) without their permission is strictly prohibited.
 - Do not deliberately introduce viruses or other malware to PCDS systems.
 - Do not seek to circumvent PCDS security systems such as (but not limited to) antivirus software or the web filter.
- **Recording of Video, Sound, and/or Data:**
 - Do not take pictures, video, or sound recordings of teachers, staff, other students, or anyone on campus without their permission. Students attending or participating in campus public events, such as sporting events, will be presumed to have granted permission for appropriate taking of pictures, videos, or sound recordings, provided that these may not be shared outside of the PCDS community (students, teachers, and parents) without specific approval from those recorded.
 - If photographing a School activity for a student publication, it is required to obtain prior authorization from the publication's advisor. Regardless of

- permission, the recording features of any device may not be used in bathrooms or locker rooms in any circumstances.
- o Cameras, phones, tablets, computers, recordable pens, listening/recording devices, any and all devices currently available as well as yet to be developed are included in this policy, including the section regarding "Respect for Others."
 - o It is never appropriate to record private video and/or audio conversations without the permission of all parties. In some cases, this activity may violate applicable law and may subject the person making the recording to criminal or civil penalties.
 - o Students must obtain expressed consent from the teacher in order to do any type of video or audio recordings during class time.
 - o Students must have specific authorization from a teacher:
 - to use Skype, Zoom, Facetime, or any other video conferencing type of site, software, or application during class time.
 - before uploading to the Internet any video or audio recorded during class or in conjunction with a class project.
 - before altering or in any way changing a recording obtained in class or for a class project if the resulting recording will be disseminated either over the Internet or by other means.
- **Communications with School Employees:** Families and students must use School-approved methods when contacting School employees. Contact with School employees via text message or their personal cell phones should be limited to when necessary because of special circumstances (for example, when communicating about a group meeting point while on a School trip).
 - o Students should know that School employees may not "friend" or participate in the social networking sites of current students of the School (other than their own children) or former students unless the former student is 18 years of age or older.
 - **Monitoring:** The School reserves the right to confiscate and examine the contents of any electronic device if the School, in its discretion, believes that it is being used in violation of School policy. The School also monitors the use of its network and Internet connection, and students should have no expectation of privacy in their use of technology on campus, in their School activities, when using PCDS technology resources, or when interacting with other members of the School community.
 - o PCDS may restrict or terminate a student's access to its information systems at any time with notice of reason made known to appropriate school administration.
 - o PCDS may monitor and remove any content posted to the school's websites, social media sites, or other property. While the school strives to monitor these sites, the school does not accept any responsibility for content posted by others or without the school's permission.

Unlawful Use of an Electronic Communication Device by a Minor: Under Arizona law, it "is unlawful for a juvenile to intentionally or knowingly use an electronic communication device to transmit or display a visual depiction of a minor that depicts explicit sexual material." A.R.S. §8-309(A). It is also "unlawful for a juvenile to intentionally or knowingly possess a visual

depiction of a minor that depicts explicit sexual material and that was transmitted to the juvenile through the use of an electronic communication device.” A.R.S. §8-309(A). For purposes of those statutes, the term “explicit sexual material” means material that depicts human genitalia or that depicts nudity, sexual activity, sexual conduct, sexual excitement, or sadomasochistic abuse.

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

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

Policy Regarding School-Provided Devices

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

Students who leave school mid-year or leave PCDS for any other reason must return their school-provided device and accessories. All students will check-in their school-provided

devices for maintenance and updates during the summer break. The specific date for returning school-provided devices will be announced each year. If a school-provided device is lost or stolen, it is the responsibility of the family to immediately file a police report and notify the school. If the device is not recovered, the family agrees to reimburse the school for its replacement.

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

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

Policy Violations

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

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

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

Internet Filter

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

Guidelines for Parents/Guardians

The School recognizes that parents are a vital part of the PCDS community and are some of our best ambassadors. Their generous work on behalf of the institution is invaluable. The School also recognizes the importance of offering some guidance on how to help protect student privacy and the School's profile in the community.

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

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

Policy Regarding Student Accounts

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

MIDDLE SCHOOL

PORTRAIT OF A MIDDLE SCHOOL GRADUATE

Following in the footsteps of the Upper School "Portrait of a Graduate," the Middle School faculty has written its own POAMSG. The Middle School faculty spent a year in meetings working to define what it means to be a Phoenix Country Day School, Middle School graduate. Besides faculty input we polled the Middle School students for their thoughts and words that they felt defined their experience in the Middle School.

A broad based Middle School committee took these thoughts and words and completed the POAMSG below.

Our particular thanks go to Jennifer Sterling, Middle School and Upper School Spanish teacher who took all these thoughts and crafted the final words and Liz Olson, Middle School Curriculum Adviser, former Middle School Head, and math teacher for leading much of this effort with her creativity, sense of humor, and extraordinary sense of the essence of the Middle School experience at PCDS.

We are Middle School Graduates of Phoenix Country Day School
Discovering our passions and preparing for our futures

We are learning about ourselves.

We are compassionate, honest, and resilient individuals. We are becoming independent and responsible for our own learning. We can face challenges and fears because we know that we will learn from our mistakes. Through these experiences, we are beginning to appreciate our strengths and shortcomings. We strive for our personal best and are proud of our accomplishments.

We are learning that we are part of a whole.

We love our families, cherish our friends, and make new friends easily. We trust and respect our teachers because they trust and respect us. We laugh together. We cry together. We dream together. We recognize that these relationships are the heart and soul of our school. We are also aware of the larger environment around us. We appreciate the earth's diversity and treasure its resources. We understand our place in the world and are discovering ways that we can make a positive impact on it.

We are learning how to think.

We are curious and interested in many subjects. We know how to ask questions and how to ask for help. We can open our minds, listen to others, and make informed decisions. We are beginning to think on our feet and solve problems creatively. We are learning how to express ourselves clearly and confidently. We stand up for what we believe in and defend our positions because we know that what we think matters.

We are learning through action.

We love learning and having fun. We feel inspired to explore new things and discover our passions. We enjoy designing class projects, presenting onstage, creating art, making music, competing on the fields, and contributing to local and international communities. We are well-rounded students who are able to impress others with the knowledge and experiences we have gained. We are prepared to become leaders and make a difference in the world. We are Middle School graduates of Phoenix Country Day School, and we are ready for the journey ahead.

MIDDLE SCHOOL FACULTY 2024-2025

Mr. Andy Rodin	Head of School
Mr. Ben Sullivan	Head of Middle School
Ms. Kelly Butler	Assistant Head of Middle School
Ms. Loreta Aguirre	Middle School Administrative Assistant
Mrs. Carrie Bloomston	Art Grades 5 & 6, Arts Walk Coordinator
Mr. Nathan Botts	MS /US Music, Band
Ms. Elizabeth Broeder	MS Musical/Play
Mr. Keith Burns	Director of Arts
Ms. Jennifer Cunningham	Latin Grades 7 & 8, Spanish Grade 8, 7th grade Coordinator
Mr. Chris Eriksen	English Grade 5, 5th grade Trips Coordinator
Ms. Maurine Fleming	MS/US Music, Strings
Mrs. Maki Fullerton	Science Grade 5, MS Robotics, 5th Grade Coordinator
Mr. André Gibson-Starks	5th - 8th grade Physical Education
Mr. Brett Girod	Technology and Design Grades 5 & 6, MS Library
Mrs. Kara Harris	MS Music, Choir
Mr. Matthew Hull	Assistant Athletic Director
Mrs. Michele Huskey	Counselor and You & Others, Grades 7 & 8
Mrs. Taylor Jones	Social Studies Grade 5, 5th Grade Coordinator
Mrs. Shannon Kelty	Science Grade 6
Ms. Kavita Kukunoor	English Grade 7
Mr. Shane Lewis	Athletic Director
Ms. Emily Lindley	Math Grade 5
Ms. Sheila Marks	History Grade 8, 8 th grade Field Trips Coordinator
Ms. Katie McKean	History Grade 7, MS Extended Day Coordinator, 7th grade Trips Coordinator
Mrs. Magali Montes	Spanish Grade 5, French Grades 7 & 8
Mr. Jesse Munch	MS Robotics
Mr. Sean Newland	5th - 8th grade Physical Education
Mr. Charles Olsen	Social Studies Grade 6
Ms. Kristin Pruett	5th - 8th grade Physical Education
Ms. Maria Roman	Counselor and You & Others, Grades 5 & 6
Mr. Brent Root	Science Grade 8, Intro to Algebra, 8th grade Coordinator
Ms. Rachel Scarpone	Spanish Grades 7 & 8, 8th grade Coordinator
Mrs. Brandi Schwartz	Health Center Nurse
Mrs. Ellon Sears	English Grade 8
Mrs. Denise Sours	Art Grades 7 & 8
Ms. Brittany Stanchik	MS Speech & Debate
Ms. Shannon Stringer	English Grade 6, 6th Grade Coordinator
Mrs. Kaitlin Thursby	Health Center Nurse
Mr. Mark Trescott	Math Grade 7, Geometry Grade 8
Mrs. Esmi Viccina	Spanish Grade 6
Mr. Carlos Vicuña	Science Grade 7, 7th grade Coordinator
Mrs. Amy Walker	Math Grade 7 & 8
Mr. Jim Waller	Math Grade 6, 6th Grade Coordinator & Trip Coordinator

MIDDLE SCHOOL 2024-2025 COMMUNICATION DIRECTORY

ACADEMICS: Teacher, Advisor, Head of Middle School
ACTIVITIES: Student Council Coordinator, Head of Middle School
ADVISOR GROUPS: Advisor, Middle School Counselors, Head of Middle School
ATHLETICS & P.E.: Teacher/coach, Athletic Director, Shane Lewis, Asst. Athletic Director, Matthew Hull
ATTENDANCE/ABSENCE/FUTURE ABSENCES: MS Administrative Assistant, Loreta Aguirre
BUSES: Business Office, Jennifer Murray
CURRICULUM: Teacher, Department Head, Head of Middle School, Assistant Head of Middle School
DISCIPLINE: Grade Level Coordinators, Head of Middle School, Assistant Head of Middle School
EXTENDED DAY PROGRAM: Katie McKean
FINANCIAL AID: Director of Financial Aid – Kristie Berg
GIFTS/ANNUAL GIVING: Roz Abero
HOMEWORK: Grade Level Coordinators/Subject Teacher
LOCKERS: MS Administrative Assistant, Head of Middle School
LOST & FOUND: Middle School Office
LUNCHES: Head of Middle School
MAINTENANCE/BUILDING/GROUNDS: Business Office
MEDICAL: Health Center, Brandi Schwartz and Kaitlin Thursby
MESSAGES/DELIVERIES: (to students or faculty): MS Administrative Assistant, Loreta Aguirre
NEWS & INFORMATION: Web Site: www.PCDS.org
PARENT ASSOCIATION: President – Alejandra (Alie) Chaidez
SCHEDULING/SECTIONING/CLASS PLACEMENT: Head of Middle School
SOCIAL/PERSONAL/DEVELOPMENT: Middle School Counselors
SUMMER PROGRAMS: Kristie Berg, Melinda Flores, Chase McVey
TECHNOLOGY ASSISTANCE: Joe Boehle
TRANSCRIPTS: Middle School Administrative Assistant
VOLUNTEERING/SPECIAL TALENTS: Head of Middle School
** IF IN DOUBT: Middle School Administrative Assistant, Head of Middle School

Grade Level Coordinators

5th – Maki Fullerton and Taylor Jones

6th – Shannon Stringer and Jim Waller

7th – Jennifer Cunningham and Carlos Vicuña

8th – Brent Root and Rachel Scarpone

ATTENDANCE

The academic day begins from the time the student arrives at school and continues until the student is dismissed from their last school commitment. Students are expected to be in their first class, ready to learn, by 7:50 AM. It is expected that students will be dropped off for school by 7:40 AM at the latest in order to have time to go to their lockers and prepare for classes. We ask that parents join us in helping to start the school day on time for every student. Tardiness and especially chronic tardiness will result in consequences including after school detention, and may prevent the student from remaining enrolled at the School, receiving appropriate credit, or being offered an enrollment contract for a future year. Dismissal is at 3:00 PM Monday through Thursday and 2:05 PM on Friday. Students are required to be on campus for the duration of each school day and to attend any off-campus trips or activities that are part of the Middle School program

Vacations and Appointments

Family vacations should not exceed the bounds of regularly scheduled school breaks. In the event that school will be missed due to family vacations, *permission must be sought from the [Head of Middle School](#) and [Assistant Head of Middle School](#)*. Our block rotating schedule gives missing a day of class added negative significance.

Every effort should be made to schedule medical appointments after the school day or during school breaks. When this is not possible and the student needs to miss part of a school day, the Middle School office should be notified in advance. Please submit early dismissal/late arrivals due to appointments in the Parent Portal.

Absence and Tardiness

Please report the student's absence in the Parent Portal by 8:00 am.

If you need to pick your child early, please provide advance notice in the Parent Portal or via email to MSoffice@pcds.org. Students will need to sign-out at the Middle School Office before leaving campus.

Upon a late arrival, students must get a pass from the Middle School Office before attending class.

Please follow health center guidelines when deciding if your child should stay home or come to school.

After returning from an absence, students are responsible for making up missed work. In general, they are afforded as many days to make up the work as they were absent (e.g., two days absent, two days to make up the missed work upon return). Students should consult with their teachers about missed work due to absence.

If a student is absent from classes on any given school day, there will be no participation by that student in any school function on that day or evening (e.g., dances, concerts, plays, trips,

sports competition, etc.) unless an exception is made by the Head of the Middle School. Students observing a religious holiday must consult with the Head of Middle School regarding their after school participation.

Departure from campus

Students may not leave campus during the school day unless accompanied by an adult whose name appears on the student's Emergency Form or has signed, written consent by parent or guardian.

Early Dismissal: If a student is picked up during the school day, the Middle School Administrative Assistant must be notified by email to msoffice@pcds.org, and the student must sign out at the Middle School Office or, if appropriate, the Health Center.

Late Dismissal: Students who are not picked up by 3:20 pm (2:20 pm on Fridays) will be escorted to the Extended Day Program to be supervised until a ride arrives. This policy also applies to students not picked up after sports.

All students must leave campus immediately after dismissal, with the exception of students actively participating in school-supervised activities or attending Extended Day. Students are expected to arrange for prompt pick-up at dismissal or the conclusion of an activity. Students may remain at school to watch another activity (sports, musical rehearsal, etc.) when accompanied by a parent.

Parents need to make suitable arrangements for students who have an activity such as play practice or a late athletic game that does not begin immediately following dismissal. Parents may either pick the child up from school and return the child at the appropriate time, or make arrangements with the Middle School office for the child to be in Extended Day between dismissal and the activity.

At no time may Middle School students be unattended prior to parent pick-up. Further, Middle School students may not leave campus without adult supervision or advanced permission from the Head of Middle School or Assistant Head of Middle School.

The School Day

- The school day begins at 7:50 AM.
- Classes end at 3:00 PM Monday – Thursday. Friday dismissal is 2:05 PM.
- Most teachers are available until 3:30 PM Monday – Thursday.
- If there is a need for help with homework, it is recommended that students speak to a teacher ahead of time to make sure that adequate time is provided.
- Students in sports will go directly to practice and get picked up at the Dady Aquatic Center parking lot at 4:30 PM.
- Students are not allowed to return to the MS after practice and should take all books and backpacks with them to practice.
- Students not picked up by 3:20 PM and not involved in after school sports or clubs will report to Extended Day.

- Students in sports and not picked up by 4:45 PM at the Dady Aquatic Center parking lot will be escorted to Extended Day by a coach or security officer.

The Daily Schedule

The Middle School runs on a daily block schedule with a seven-day rotation. Students have four class periods per day. The first two periods are separated by a 45-minute Enrichment Time/Snack Break period. The Enrichment time is used for morning meetings, class meetings, electives, advisor group meetings, and assemblies. Part of the hour-long lunch period is used for homework help. There is a 15-minute break in the afternoon. (Exception: On Fridays, there is no Enrichment time and there are shorter breaks between each class. The third break is the 40-minute lunch period. This allows us to preserve the 2:05 PM dismissal time.)

Middle School Schedule

Monday-Thursday

Friday

Block 1	7:50-9:05	Block 1	7:50-9:05
Enrichment Time	9:05-9:50	Break	9:05-9:20
Block 2	9:55-11:10	Block 2	9:25-10:40
Lunch	11:10-12:10	Break	10:40-10:50
Block 3	12:15-1:30	Block 3	10:55-12:10
Break	1:30-1:40	Lunch	12:10-12:45
Block 4	1:45-3:00	Block 4	12:50-2:05

Electives

Electives meet once a week. Electives provide teachers with the unique opportunity to incorporate core curricular concepts into non-traditional activities with a focus on creativity and student interaction. Drawing from themes such as environmental awareness, citizenship, athletics, music, technology, science, art, and drama, students are able to choose the activity that best fits their interests and in turn fosters their passions and strengths as individuals.

ACADEMIC PROCEDURES AND POLICIES

Academic Expectations

Phoenix Country Day School is a college preparatory school; each student is expected to devote himself or herself to the academic requirements set forth by the school. Continued attendance at Phoenix Country Day School depends upon the students maintaining what is, in the opinion of the School, a satisfactory level of achievement.

Advisors

The chief aim of the advisory program is for the student to have at least one specifically designated adult at school to whom they can go to regularly about any concerns - schoolwork, grades, personal problems, disappointments, great ideas, and positive experiences.

One faculty member at the student's grade level will be assigned as the student's advisor. The advisor is the child's advocate and maintains close, informal lines of communication with individual teachers and parents to monitor the student's academic progress.

Any parent with a question regarding a child should call or email the student's advisor directly. If the problem cannot be resolved by phone, a conference should then be arranged. Serious issues requiring immediate attention should be directed to the Head of the Middle School or Assistant Head of Middle School.

Each student is assigned to an advisory group. While the advisor is often the adult that most closely advises a student on questions or issues, students are free to seek counsel with another faculty member, counselor, or the Head of Middle School or Assistant Head of Middle School.

Advisors will keep a written record of important information such as grades, conference reports, special interests, and activities.

Communication is the most important aspect of the advisor's role. Communication between the student, the advisor, other teachers, and parents can ensure that students receive the level of attention required to be successful in our school.

Conferences

There are two days during the year set aside for conferences with parents. In the fall, formal, parent/advisor conferences are held at the end of the first trimester. The spring conferences are "student led" allowing each student to reflect on successes and areas for improvement. Asking students to take responsibility for their learning is an important step in the educational process. Students will follow a process designed by the school to help prepare them for their role on that day.

Appointments for conference days are scheduled by the School in advance of each conference day. During the year, other conferences can be arranged when necessary. Parents are encouraged to call their child's advisor or grade coordinator if they feel the need for such a conference.

Course Placement

In sequential courses such as math and foreign language, the department makes the determination as to appropriate placement. This placement is based upon factors such as ability, achievement, motivation, interest and enthusiasm. Teacher recommendations, grades,

educational testing results, and other resources as deemed appropriate will be used to make the decision.

Grading System

Phoenix Country Day Middle School is on a trimester system. Narrative grade reports with specific grades are written at the end of the first and second trimester. Advisor letters, which are year-end summaries, are written at the end of the third trimester. End of year grades are based on an average of the three trimester grades and in the case of the seventh and eighth grades, the final exam grade.

In each academic class, grades are based on a student consistently showing comprehension of course content in tests, quizzes, written exercises, homework, projects, and class discussion. A student is expected to participate in a positive and cooperative manner and to be punctual and prepared for each class. The letter grades below represent the following:

A (93-100)

A- (90-92)

Indicates outstanding work

B+ (87-89)

B (83-86)

B- (80-82)

Indicates very good work

C+ (77-79)

C (73-76)

C- (70-72)

Indicates satisfactory (competence) work

D+ (67-69)

D (63-66)

D- (60-62)

Indicates a passing grade with serious weaknesses

F Below-60 – indicates failure to meet minimum standards in the course

Homework

Homework in the Middle School at PCDS is seen as an essential part of the learning process that gives a student time to review, apply or extend the work done in the classroom.

At any grade level, the time it takes for a student to complete homework will vary depending on the individual child, but as an approximation, students in the fifth and sixth grades can expect 1 - 2 hours per night of homework and students in the seventh and eighth grades 2 - 2 ½ hours per night. Based on our rotating schedule where core classes do not meet every day, students must develop their own system for preparing for each day's classes as scheduled. All

Middle School students have “Homework Help” time built into their schedules during their lunch period. Students in grades 6 – 8 also have at least one work period per rotation set aside for getting work done. On most days time is provided during the school day for students to start on their homework assignments.

Parents can establish sound, fair, and successful plans in their home, which will encourage their student’s responsibility for homework. The following practices are recommended:

1. It is important that parents help establish a homework routine with their children by determining a regular time and place free from distractions and by giving priority to homework as an out of school activity.
2. It is essential that parents recognize homework as the student’s work and responsibility. The parent should be available to encourage and listen and, when necessary, to help explain and review, but the responsibility for directing and completing the work should always rest with the child.
3. Parents should bear in mind that the speed or willingness with which a child tackles homework is sometimes a function of more than just the child’s interest, aptitude or maturity. Other factors include how well rested the child is, the length of the child’s day away from home, and how much of the child’s time out of school is already structured.
4. A parent should not hesitate to consult with the child’s advisor or teacher when there is a difficulty. Examples are where a child is routinely spending more than the prescribed time for homework, or where homework is causing constant friction between parent and child.
5. Parents who are interested in and supportive of school assignments are of great help to the School’s efforts. By establishing a routine, and consistent expectations at home, the parent not only reinforces what the teacher expects of the child in school, but also plays an essential part in enabling the child to become increasingly self-reliant and accountable.

Interim reports

Interim Progress Reports are written approximately half way through each trimester. They are intended to inform advisors, students, and parents of current achievement levels of below a C-, of serious changes in effort levels, of behavior that impedes the student's academic progress, and of steps to be taken to improve the student work. They may also be used to acknowledge improvement or significant achievement.

All Interim Progress Reports are reviewed by the Head of Middle School and Assistant Head of Middle School before emailing parents and a copy is given to the advisor. Both the teacher and the advisor discuss the interim report with the student.

ACADEMIC STATUS

Academic Warning

A student who receives two grades below "C-" or one failing grade at the end of any marking period (including interim marking periods) may be placed on Academic Warning. Academic Warning is the first official notice to students and parents that improvement is needed. If a student's grades improve and academic status returns to Satisfactory, no further action is taken. If a student continues on Academic Warning the following marking period (including fall trimester of the following year) or if a student is on Academic Warning for more than one trimester during an academic school year, the student is placed on Academic Probation.

A letter will be sent home explaining the reason for the academic warning.

Academic Probation

Academic Probation is the result of consecutive trimesters on Academic Warning within a school year. For the purposes of this policy, the School considers the spring trimester of one school year and fall trimester of the next to be consecutive trimesters. Academic Probation is a level of academic status that gives notice to students and parents that academic work has repeatedly not met the minimum standards required for continued enrollment at the school.

At the time school contracts are issued for the following year, the Head of Middle School and grade-level faculty will review the academic progress of students on Academic Warning or Probation in order to ascertain whether continued enrollment at Phoenix Country Day School is in the best interests of the student and the school. This review can occur again at the end of the year if a child's record merits a final review.

Academic Integrity

Phoenix Country Day School is dedicated to creating an environment which fosters intellectual growth through independent thinking and the free exchange of ideas. It expects students, faculty and staff to be truthful and to show respect for others. All members of the PCDS community share the responsibility for developing and maintaining this climate of inquiry, integrity and trust. Students are expected to deal openly and honestly with other members of the community in both academic and non-academic situations.

AI Policy

Students, faculty, and staff should foster an environment that promotes responsible leadership and adherence to an honor code. Students should acknowledge when and to what extent AI has assisted them in creating work across any academic discipline. We recommend instructors engage in the critical analysis and examination of AI technology with their students in order to understand and promote intellectual curiosity, reflection, and discussions ranging from the ethical, societal, and economic.

Instructors have the autonomy to set their own policies regarding the use of AI in their class. These policies should be clearly communicated and placed in their syllabi and at the

beginning of the semester. If a student requires further clarification, they should ask their instructor. In general, using AI should be thought of as getting assistance from another person. In that regard, AI used as a replacement for learning material, completing an assignment, quiz, test, exercise, paper, etc. is not permitted. If there is doubt, the default action is to disclose the information.

DISCIPLINARY PROCEDURES

The school uses a variety of means to deal with disciplinary situations. In many cases, discussion with a teacher, advisor, grade coordinator, Head of Middle School or Assistant Head of Middle School is sufficient. When appropriate, the Head of Middle School will confer with the Head of School in the case of suspensions and expulsions. Parents will be notified about infractions and any repeated behaviors (even minor ones) that are becoming patterns. Parents may not be notified about a minor infraction that is not a repeated problem, particularly at the older grade levels. Assisting students to learn to manage their behavior and choices without help from parents is an important step toward independence.

“NEST” (LIBRARY/MEDIA CENTER)

At PCDS we refer to our Middle School Library as the “Nest”. The “Nest” is a creative space that seeks to inspire our Middle School community to become the next generation of makers. The “Nest” provides access to thousands of books, computers, materials, and design tools that encourage STEAM activities. Students have access to the “Nest” as part of the academic curriculum and may also use the “Nest” during their lunch break with a permission slip from one of their teachers.

DRESS EXPECTATION PHILOSOPHY

Dress Code

- ❖ A student's academic day begins at home, as such, we ask for your help in fostering a dialogue with students around appropriate clothing choices for the school environment.

Middle School Dress Code

In general, the guidelines for appropriate school dress are as follows:

1. Clothing should be appropriate for a positive learning environment.
2. Students may not wear clothes or accessories with inappropriate slogans or sayings (either direct or indirect). In addition, clothing may not display sexual or sexually implied verbiage.
3. Clothing must not display or promote items related to alcohol, drugs, or guns.
4. No sunglasses or hats may be worn inside a building.
5. No undergarments may be showing at any time, including due to clothing being see-through. No pajamas may be worn.

6. Clothing must reach the end of the fists as the arms are straight at the side when standing upright. Generally, shorts should have a minimum 4-inch inseam.
 7. Clothing must cover the stomach.
 8. Swimsuits must meet the physical education dress code for all pool-related activities.
- ❖ All students must be in dress code from arrival at school until departure from school grounds.
 - ❖ After-school sports, clubs, activities: Students must remain in dress code unless specifically told by a teacher or coach otherwise.

Consequences for students not complying with the dress code:

The student will report to the Middle School office and will be asked to change into appropriate attire provided by the middle school office. The student will not be able to return to class until dressed appropriately. This violation will be recorded. Subsequent violations may also warrant additional disciplinary consequences.

AFTER SCHOOL SUPERVISION

To ensure the safety of PCDS Middle School students at all times, the following rules are set forth:

- ❖ The general rule is that students are to be in one of three places at the end of the school day
 - With parent
 - At Extended Day
 - At an after-school activity or as a participant in an athletic contest
- ❖ Coaches of home and visiting teams
 - Walk with players to locker room after any game
 - If coaching a second game, the coach will send someone to supervise the locker room and take students to Extended Day or send home with parents and wait in the parking lot until the last child is picked up.
- ❖ Students who are in a club or getting help from a teacher after school
 - Teacher walks student to parent
 - Teacher walks the student to Extended Day if not picked up by parent
- ❖ At no time are students to be in the front of the school without supervision.
- ❖ Afternoon dismissal: If a student is not picked up within 20 minutes of dismissal the dismissal supervisor will escort the student to Extended Day.
- ❖ If students are found on campus, unattended at any time after normal school hours, they will be sent to Extended Day.

- ❖ Game days: Students cannot spectate at games without parent supervision.

Public Displays of Affection

Students need to respect and be sensitive to each others' personal space.

GENERAL INFORMATION

Birthdays and Celebrations

Observance of birthdays and other celebrations should be inclusive. If the entire grade cannot be invited, then those who are asked to attend should be from a "defined" group, in order to avoid hurt feelings. Examples of "defined" groups are: all the girls, the soccer team, the advisory group, etc. In no event should invitees for birthdays or other celebrations leave school together as "the (perceived) chosen group." Gifts should not be given at school. Distribution of invitations at school must include the entire grade or be sent privately outside of school. Birthday snacks must be coordinated with the student's advisor. Only store-bought foods should be sent to school for birthday/party treats or snacks. Nuts and nut products are prohibited. Prior to selecting a treat, the parents/guardians should make arrangements with the teacher and inquire whether there are other food allergies making that choice inappropriate for that classroom.

Class Trips

In the Middle School, class trips and field trips are an integral part of the PCDS Middle School curriculum. Each of these trips relates to a specific aspect of the regular curriculum and clearly enhances the educational experience. As a school, we try to balance educational time spent on and off campus, but we do recognize that some of the best learning takes place outside the walls of a traditional classroom. Please ask students about special field trips or events they have participated in. Sharing the experience with you can reinforce what they have learned.

Extended Day Program (extendeddayms@pcds.org)

The Extended Day Program is designed for students whose parents cannot pick them up immediately following the school day or after-school activities. Adherence to the Extended Day guidelines is expected. A parent or guardian must email extendeddayms@pcds.org or call 602-291-6945 when they arrive on campus to pick up student(s).

Lockers

Each student is assigned a locker for the duration of the school year. Lockers must use a PCDS distributed padlock available at the Middle School Office. The School reserves the right to conduct random, mandatory searches of lockers and book bags or any other items located on the school grounds. Students are to keep their lockers clean. No food should be stored in lockers. Problems with lockers or locks should be brought to the attention of the Middle School Administrative Assistant.

Lost and Found

Please label all clothing, books and water bottles with the student's name. PCDS is not responsible for student possessions that are lost, stolen, vandalized or destroyed. Grade level faculty will sometimes collect books left around the Middle School before they are taken to the Lost and Found general storage. Check with the Middle School Office for the location of the general storage. Articles left in the gym, cafeteria, library, Burch Hall and similar areas often take several days or longer to get to the general storage. Students should check with the grade level team before going to the Lost and Found. All items not claimed will be donated at the end of each Trimester.

Lunch

All Middle School students participate in the school lunch program. Students may not bring their own lunch. Dietary needs or special considerations for lunch and snack need to be discussed with the Head of Middle School. No monetary compensation is paid to families not participating in school meals. Lunch will not be served on noon-dismissal days.

Messages/Cell Phones/Smartwatches

Messages that need to be delivered to a student during the school day can be communicated through the Middle School Administrative Assistant. You can email msoffice@pcds.org. Students are not permitted to use cell phones or smartwatches from the time they arrive on campus until 3:00 pm and the end of classes. Students using cell phones or smartwatches during the school day will have these devices confiscated and brought to the Head of Middle School. Parents will be required to retrieve the devices from the Head of Middle School. If a device is confiscated a second time, the Head of Middle School will keep the device for (5) consecutive school days.

If students need to contact parents during the school day, they can ask to use a teacher's phone or use the Middle School Office phone. Cell phones and smartwatches are not permitted on school trips or at on-campus events.

On-Campus School Events

The Parents' Association sponsors "Swim and Gym," which is an opportunity for middle school students to socialize, eat, and play games in the gym and swim. Chaperones include parent volunteers for this event. We view these events as important PCDS Middle School learning and social experiences.

Requests for Recommendation Letters

Recommendation Letters: In the event that a student requires recommendation letters from faculty, the following guidelines should be observed:

- 7th and 8th grade students, not parents, should request the recommendations in person. 5th and 6th grade parents may request recommendations on the student's behalf.

- Parents must fill out the PCDS Consent and Authorization Form before any letters of recommendation are requested. Please email the Middle School Office at msoffice@pcsd.org for this form or have the student pick one up.
- The student's name and personal information should be completely filled out before handing it to the recommender.
- Requests for recommendations should be given at least 14 days before winter break if at all possible. Any requests after that time will be fulfilled as the teacher's schedule permits.

Tutoring

PCDS faculty makes every effort to meet the academic needs of the students. Occasionally, assistance from an external private tutor for study skills or content can be beneficial to students. In this situation, parents are encouraged to facilitate communication between the tutor and the student's teachers in order to best coordinate efforts. All private tutoring must be done off campus. Students may not be tutored by teachers in their grade level.

Visitors

All visitors to campus must sign in at the Shepard Welcome Center.