



CHARLOTTE COUNTRY DAY SCHOOL

Upper School Family Handbook

2026-2027

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1. INTRODUCTION

MISSION STATEMENT

Through excellence in education, Charlotte Country Day School develops the potential of each student by fostering intellectual curiosity, principled character, ethical leadership, and a responsibility to serve.

KEY VALUES & COMMITMENTS

Educational Excellence

We develop a love for learning by discovering and celebrating each student's abilities and talents through engagement with exceptional teachers in distinctive academic, artistic, athletic, and extracurricular experiences.

Character

We instill and expect integrity, honesty, moral courage, personal accountability, and compassion for others.

Community

We respect each individual, embrace diversity, and value the relationships uniting us as a school and connecting us with our local and global communities.

Service

We empower our students to address social, environmental, and global issues and to realize the obligation and value in giving of themselves for the public good.

AFFIRMATION OF COMMUNITY

Charlotte Country Day School is committed to living as an authentic, inclusive community.

- Building and sustaining a community diverse in membership.
- Acceptance and respect for differences in age, gender, race, ethnicity, religion, culture, sexual orientation, ability, physical attributes, and socioeconomic circumstances.
- Curriculum which equips students to think critically, to act respectfully, and to show sensitivity to the needs and feelings of others.
- Curriculum which educates for the future and which prepares students for participation in local and global communities.
- Faculty and staff who know and affirm each individual child, who actively seek to

understand and appreciate perspectives different from their own, and who model for their students the valuing of diversity.

- Accountability for behaviors which convey disrespect; courage and trust to acknowledge and grow from missteps and misunderstandings in our personal interactions within our diverse community.
- Inclusive school events which seek to create shared experiences, fellowship, and understanding.
- School culture and climate which allow each member to feel valued and affirmed and thereby promote belonging and foster community ownership.
- Awareness that living in community and embracing diversity are an active process, a continual journey which engages us in personal and institutional self-assessment, reflections, and openness to growth and change.

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that students and families may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and refer to the Handbook available online as you have questions. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. Note that not everything can be covered in one document. Please also note that whenever we have used the term “parent” in this Handbook, it is intended to include caregivers and legal guardians as well.

The provisions of this Handbook are not to be regarded as a contract between parents/students and Charlotte Country Day School. CCDS reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the School. CCDS also reserves the right to modify or discontinue any of the services, programs, or activities described in this Handbook. The only contract between parents/students and Charlotte Country Day School is the Enrollment Contract. In the event of a conflict between the provisions of the Enrollment Agreement and this Handbook, the terms of the Enrollment Agreement shall be applied.

This Handbook is intended to serve as a guide to help CCDS families with the basic policies and procedures that specifically pertain to the School, including, but not limited to, the programs, opportunities, and basic expectations. Please take the time to familiarize yourself with the contents. No set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this Handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they arise in the

manner deemed most appropriate by the School, taking into consideration the best interests of Charlotte Country Day School, its faculty, employees, students, or overall school community.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardian(s) to sign and authorize any medical care, consents, or other authorizations as required by the School and (2) student's agreement for the School to continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with their parents, the student should consult with the appropriate Division Head.

If you have any questions about the Handbook or any of its policies, please contact the appropriate Division Head.

2. ACADEMICS

CREDITS & GRADUATION REQUIREMENTS

Graduation Requirements

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

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

English (4.0 credits)

Mathematics (4.0 credits)

Sciences (3.0 credits)

History & Social Studies (3.0 credits)

Modern & Classical Languages (2.0 credits, same language, consecutive years)

Fine Arts (1.5 credits)

Diploma requirements also include:

A passing grade (D-/60) or above earned in all courses throughout the senior year, including semester electives. All seniors must have passing semester 2 grades (D-/60) or above in each year-long class, regardless of their cumulative average.

Transfer of Required Credits

Students who join Country Day after their ninth-grade year may apply coursework from previous institutions towards the Country Day graduation requirements. Courses eligible for transfer will be determined by the Upper School Director of Studies. Coursework completed at schools other than Country Day does not appear on the Country Day transcript and is not factored into the Country Day GPA. A transcript from a previously attended institution must be submitted to College Counseling for the college application process.

Transcripts

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

Summer School Credits

Country Day does not accept summer school courses for credit; however, advancement to a higher level of a subject, though rare, may be possible upon successful completion of a placement assessment by the department chair of the course in question. Completion of a summer course does not guarantee advancement. Please note that summer school courses may be taken in addition to, but not instead of, the graduation requirements. Students may not earn credit twice for the same course, and a repeated course does not “replace” the previously attempted or completed course on the Country Day transcript. Any coursework completed outside of Country Day that generates a transcript (e.g., a course at CPCC) can be included in a college application, provided that the student submits that transcript to College Counseling.

Independent Study

Independent Studies are an opportunity for students to pursue specialized topics not offered within the regular curriculum. Interested students *in good academic standing* may plan an Independent Study with a faculty member in the relevant department and submit a proposal to the Director of Studies for approval during course registration for the following year. Students are limited to one Independent Study credit per semester. In general, an Independent Study may not replace a graduation requirement. Students, advisors, and faculty sponsors will be notified via email whether a student’s proposal has been approved. Independent studies are graded as Credit/No Credit (CR/NC) based on criteria agreed upon between student and sponsor, as well as final approval by the Upper School Office. A final presentation to all department chairs, the Director of Studies, and the Head of Upper School is the capstone of the Independent Study project.

ACADEMIC WORK

Course Load

Students in grades 9-12 are expected to take six courses each semester, except for seniors in the spring semester, who may choose to take five courses. The decision to take five courses must be made during course registration, and second-semester courses may not be dropped at the end of the first semester of senior year. Should a senior need to drop a course, all colleges to which the student has applied and/or been accepted are required to be notified. In rare circumstances, a student in any grade may be recommended for a reduced course load with the approval of the Director of Studies. The Director of Studies may also limit the number of advanced-level courses or seventh courses for students. In some cases, the Director of Studies may require a student to drop a seventh course if the School determines the course load is negatively impacting the student’s academic or emotional well-being.

Homework, NMA, and NWD Days

On average, students should expect approximately 30 minutes of homework for each regular-level class per night; advanced classes will likely have more. Homework may

include studying for assessments, reviewing, writing papers and lab reports, working on long-term projects, reading, and completing other written work. Accepting late homework is at the teacher's discretion, and in many cases, no credit will be given for minor homework assignments not completed on time. Students may expect that no major assignments (NMA) will be due the first day back from Thanksgiving Break, Winter Break, or Spring Break. NWD days (No Work Due) usually occur after religious holidays or other school-wide or division-wide events and denote that no work, including regular homework, may be due. Designated NMA and NWD days are listed in the Student Planner.

BucsNet, Veracross, Microsoft Teams, Scoir, & Canvas

BucsNet is an informational online resource for families. Veracross provides access to confidential information for families. Microsoft Teams is the platform used for student-to-adult communication. Scoir is the online platform that College Counseling uses to support students and families with the college search and application process. The Canvas Learning Management System will be the primary platform for all academic-related communication. Each Upper School teacher maintains a Canvas page for each course where students may expect to find, at a minimum, course expectations, syllabi, unit materials, and a calendar of assignments, both major and minor. In general, assignments are posted at least one week ahead; however, they are subject to change as the class progresses.

Academic Work & Anticipated Absence

Students are responsible for work due during anticipated absences. Students must complete and return an *Anticipated Absence Form* to the Upper School Office with the required signatures. Prior to the absence, students should make arrangements with teachers about how and when to make up any assessments or homework that will be missed during the absence. Unless a student has made other arrangements, a teacher may expect to receive work due on a day of anticipated absence on or before the due date. Students who expect to be away from campus can submit completed work to teachers through Canvas.

Academic Work & Unanticipated Absence

When a student is absent from school, that student should first check Canvas for missed assignments and content. Additionally, a reliable peer can often guide a student to the assignment or provide notes from the class that day, though the Honor Code must always be followed regarding missed graded assignments. Once a student has completed all logical, independent steps, teachers should be contacted to inform them of the student's progress.

Homework, assessments, or other obligations missed as a result of a one-day absence should be completed whenever possible on the first day back to school. As a general guideline, all major work should be completed within the same number of days as the duration of the absence (i.e., a student who is out for 3 days should make every reasonable attempt to make up their work within their first 3 days back at school). Insofar as it is

reasonable, all missed work should be completed within a week of the student's return to school. If a student fails to adhere to the established and reasonable schedule for make-up work, the teacher may grade the work at a reduced value. When scheduling make-up work, the specific course's teacher can help the student prioritize current and make-up work.

It is the student's responsibility to maintain contact with teachers and the advisor to create and adhere to a make-up timeline that is reasonable and expedient. Extended illnesses often require special arrangements with the Director of Studies, and in some instances, medical leave may be advised or required.

ASSESSMENT/EXAM POLICIES

Assessment Policies

Students are not required to sit for more than two major assessments per school day. Major assessments are typically defined as tests or exams. In the event that a third major assessment is scheduled on any given day, students should alert the teacher(s) involved as soon as the last assessment is scheduled. Planning ahead is a fundamental part of being a student at Country Day. The two assessments that were scheduled first take priority, and the additional assessment(s) may be taken at a later time. Students may not choose which assessment to take at a later date. Students should talk with their teachers to arrange alternate testing times in accordance with this policy. Note that a teacher may change the content or format of the assessment to ensure assessment integrity, and students must uphold the Honor Code in relation to asking about or giving information related to the assessment.

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

Students who qualify for accommodations must make arrangements with their teachers in advance. Maximum allowable extended time is defined as 50% more of the regularly allotted time and is allowable on quizzes, tests, and exams. Students must make arrangements to complete the entire assessment on the same day, and teachers may give students portions of assessments rather than the whole if the student plans to leave the test site to return at a later time. In the case of an assessment taken in two or more sittings, students should remember their commitment to the Honor Code.

End-of-Semester Exam Policies

- Each exam block is two hours. Students with a documented accommodation for extended time may have up to 3 hours to complete an exam.
- Once students have access to their exam, there is to be no talking, and students may not leave the testing room.
- No books, notes, papers, smart watches, smart glasses, wearable technology, etc., may be brought into the examination room without the permission of the teacher and proctor. All cell phones must be stored in the provided wall caddies. All backpacks and personal items must be placed at the front of the testing room within the proctor's clear line of sight throughout the testing session. Students may not leave any materials, bags, or other possessions in the testing building.
- No exams will occur early. Pre-scheduled family travel does not constitute a legitimate reason for early exams. Exams may be taken late due to religious observances, illness, or a genuine emergency, only with specific permission from the Director of Studies or Head of Upper School.
- During end-of-semester exam days, students are not required to be on campus except during the scheduled exam periods.
- The exam accounts for 15% of the semester grade.
- In the event of inclement weather, the exams that were to have taken place will be given the very next day exams are held. All other exams shift accordingly.
- Athletics and Fine Arts practices are limited to one hour during the published Reading and Exam days, and are always optional for students who are taking two exams in a given day. Students should communicate with their coaches/directors when expecting to miss practice.

AP/IB Exam Policies

In May, students in AP or IB classes take their exams on campus. Please note that there are additional costs to register for AP or IB exams. Some students may qualify for waived fees, and they should contact the IB Program Coordinator for more information.

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

Senior Exam Exemptions

Seniors are exempted from second-semester final exams under the following conditions:

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

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

SCHEDULING & COURSE CHANGES

Course Registration

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

Add/Drop

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

Course selections and placements are made with great care, but occasionally a student is not in the appropriate course level for their circumstances. Students wishing to change levels must consult the relevant department chair and Director of Studies for approval. Students may not change levels after the first week of October. When a student changes course levels, an adjusted grade is carried to the new course, determined by the relevant teachers and department chair. After the first week of October, the Country Day transcript will reflect any changes made to a student's schedule, indicated by WP (Withdrawn/Passing) or WF (Withdrawn/Failing).

Seniors must have level changes and add/drops approved by their respective college counselor and the Director of Studies. They will also be required to inform college admissions offices.

Course Withdrawals

Permission to withdraw from a course is granted by the Director of Studies on a case-by-case basis. Withdrawals are recorded on the transcript as Withdrawn/Passing (WP) or

Withdrawn/Failing (WF). In general, a student may not be permitted to withdraw from a course if it means the minimum course load will not be carried.

GRADES & REPORTING

Grade Reporting

Grades are reported to families through the Veracross Portal. The Upper School academic year consists of two semesters, with grades and/or comments reported at four intervals in a semester. Formal narrative comments for all students are posted in October and March; at all other progress reports, teacher comments are typically only required for students earning a grade of 72 or below.

Grade Point Average & Class Rank

The Upper School calculates a semester and cumulative GPA for each student on semester report cards and the transcript. It is important to note that a student's GPA is determined by semester grades. The Charlotte Country Day School GPA calculation is a part of the criteria that determines the Top Scholar and the Cumulative Top Scholar for the graduating class. Top Scholar is determined by the academic record during the Senior year only. Cumulative Top Scholar is calculated using eight semesters of coursework at Charlotte Country Day. Students who have not attended Country Day for eight semesters are not eligible for Cumulative Top Scholar. Apart from determining the Top Scholar, Country Day does not rank students but uses quintile placement with colleges and universities to convey students' relative academic positions within their class.

Parent/Teacher Conferences

After the fall and spring mid-term reports, advisors meet with families to discuss the student's progress. Additional conferences may be arranged as the need arises. The many formal and informal occasions during the year when teachers and advisors inform parents/caregivers of student progress do not remove the responsibility each student has for keeping track of work and grades.

Academic Honor Societies

Second-semester sophomores and juniors with a cumulative GPA of 3.67 or higher who have completed a minimum of two semesters at Charlotte Country Day School are eligible to apply for membership in the National Honor Society. The application process will also require demonstration of leadership, character, and service. Academically qualified students who have transferred from another school may apply for induction in the fall of their senior year after completing at least two semesters at CCDS.

Second-semester seniors who have completed at least five semesters at CCDS with a cumulative GPA in the top 20% of the class are eligible for induction into the Cum Laude Society. The calculation for Cum Laude eligibility will include only sophomore, junior, and

first-semester senior grades at CCDS. For information about discipline-specific honor societies, contact the relevant department chair.

Athletic/Co-Curricular Eligibility

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

ACADEMIC PROBATION & SUPPORT

Academic Difficulty

The Director of Studies and Head of Upper School evaluate student progress at the mid-point and the endpoint of each semester. Students with *three or more grades below 73* are considered to be in Academic Difficulty. The student, their parents, and advisor will receive an Academic Difficulty warning communication with an invitation to meet from the Director of Studies at the end of the semester. The advisor is expected to work with the student and family on an improvement plan, including but not limited to grade targets, scheduled check-ins, and teacher communication expectations. The advisor and Director of Studies will monitor student progress through teacher feedback and regularly published grade reports. Parents are also encouraged to monitor student grades and reach out to teachers for regular updates. Students who spend two or more back-to-back semesters in Academic Difficulty will likely be placed on Academic Probation.

Academic Probation

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

When a student is placed on Academic Probation at the end of the first semester, the Head of Upper School will advise the Business Office to hold that student's enrollment contract for the following school year. At the conclusion of the second semester, a decision will be made regarding continued enrollment based on second-semester academic standing and other relevant considerations. If a student's grades at the end of the year are not above the threshold for Academic Probation (all grades at or above 70), the student will likely be asked to withdraw from Country Day. Any student placed on Academic Probation at the end of the second semester will be subject to a similar review of grades at the conclusion of the first semester of the following academic year. *Any student who has accumulated two or more semesters on Academic Probation will likely be asked to withdraw from Charlotte Country Day.*

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

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

Teacher Extra Help

Teachers at Country Day encourage students to meet with them outside of class, and time has been protected in the daily schedule for this purpose. In some cases, courses will offer a regular, general extra-help session during Flex or lunch, or before school. Students with questions or a need for clarification should schedule time to meet with their teachers during a mutual free period, Flex, lunch, or time before or after school. In-person requests or a Teams/Canvas message requesting availability is often the best way to set up an appointment. Students are expected to meet all of their academic commitments and may not miss one class to get help in another. Sometimes, teachers from within a department will assist students who are not in their classes; teachers will communicate if this is the case. Advisors can be great resources when students need help managing their time and communicating effectively with their teachers.

Language Waiver

Some students' psychoeducational profiles may indicate a high level of potential difficulty with the study of modern/classical language (e.g., a dyslexia diagnosis). Students who meet this profile may opt to waive the Country Day two-year language requirement. Frequently, students with this profile hold off on the study of modern/classical language in the ninth grade to facilitate a successful high school transition. Note that not all colleges honor the high school world language waiver, and application options may be limited by this choice. Also, participation in the IB program requires studying a modern or classical language, and language waivers are not honored by the IB organization.

HONOR CODE & HONOR COUNCIL

Honor Code

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

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

"I pledge my honor that I have neither given nor received aid on this work."

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

Academic Honor & Testing

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

Academic Honor & Writing

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

Due to the nature of generative AI and the lack of effective tools to establish with 100% certainty that a student has used it, teachers may refer a student as having *possibly* committed an Honor Code violation. All evidence of questionable work such as prior writing samples, uncharacteristic use of language, version history information, etc. may be presented as indicating the *likely* use of AI.

Academic Honor & Classwork/Homework

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

Academic Honor & Lab Work

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

Honor Council Hearings

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

Honor Hearing Procedure

- A faculty member or student brings the suspected honor offense to the attention of the Dean's Office. In most cases, the teacher will have already approached the student with the concern before reporting to the Dean.
- The Dean's Office reviews the facts with an Honor Council faculty advisor and the Head of Upper School. If the case proceeds to the Honor Council, the accused student's parent/guardian is informed of the charges. The hearing occurs as soon as possible after the report of the violation, and the hearing has priority over all other activities (academic, co-curricular, or otherwise).
- The Honor Council hears the case, deliberates, and submits its recommendation to the Dean's Office and the Head of Upper School. The Head of Upper School may modify the recommendation at their discretion, although this is rare. The Dean's Office contacts the student's parent/guardian with the final decision. Any decision resulting in a suspension may be appealed to the Head of Upper School, but one may expect that the Head will – except in the rarest cases – uphold the decision.
- For academic violations, the teacher will work in conjunction with the department chair and the Director of Studies to determine the value of the assignment/

assessment in question and the appropriate reduction in grade. For major assessments, including end-of-semester exams, students will likely earn no more than 50% on a required retake.

- Violations may affect membership or selection to honor societies, Governor's School, Cum Laude, and/or other academic awards.
- A first violation of the Honor Code typically results in a Day of Reflection. Second violations are rare and more serious. When they occur, the student should expect a multiple-day suspension. In the event a student violates the Honor Code for a third time, the student should expect dismissal from school.
- In the event of a recommendation of dismissal, the Head of Upper School may choose not to render a final decision until the following day.
- Decisions to dismiss may be appealed to the Head of School, who may review, modify, or uphold the decision.

Discipline Committee

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

HONORS/AP/IB POLICIES

Qualifying for Honors/AP Courses

Students must meet minimum qualifications to enter AP and Honors-level courses as set by the academic department. Certain courses have specific prerequisites or concurrent requirements, and this information may be found in the Course Catalog. Families should strongly consider the impact of students taking multiple Honors and AP courses, balancing workload and personal commitments outside of school with healthy relationships and rest. If a student/family disagrees with a course recommendation, they may request a review by the Director of Studies in collaboration with the department chair and current teacher to determine the final course placement decision.

The International Baccalaureate Program

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

3. STUDENT LIFE

DAILY SCHEDULE

Charlotte Country Day School Daily Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7		Assembly Schedule		Extended Assembly Schedule
8:00 9:05	A	F	D	B	G	E	C	8:00 9:00	1	8:00 9:00	1
9:05 9:35	1st Flex*	1st Flex*	1st Flex*	1st Flex*	1st Flex*	1st Flex*	1st Flex*	9:00 10:00	Assembly/ Event	9:00 10:15	Assembly/ Event
9:35 10:40	B	G	E	C	A	F	D	10:00 11:00	2	10:15 11:15	2
10:45 11:50	C	A	F	D	B	G	E	11:05 12:05	3	11:20 12:20	3
11:50 12:15	2nd Flex**	2nd Flex**	2nd Flex**	2nd Flex**	2nd Flex**	2nd Flex**	2nd Flex**	12:05 1:10	LUNCH/ TUTORIAL	12:20 1:10	LUNCH
12:15 1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	1:10 2:10	4	1:10 2:10	4
1:00 2:05	D	B	G	E	C	A	F	2:15 3:15	5	2:15 3:15	5
2:10 3:15	E	C	A	F	D	B	G				

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

**2nd Flex: Grade Level

ATTENDANCE & ABSENCES

Attendance

The school day runs from 8:00 am to 3:15 pm, and students are expected to arrive on time and meet their school commitments every day as long as health and family circumstances permit. Students should be in their first-period classroom ready to learn by 8:00 am, and students in good academic standing without a first-period class must sign in with the Upper School Office by 9:00 am.

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

school. Attendance is taken in each class throughout the day and reported to the Upper School Office. Attendance is also considered mandatory for special event days (Senior Programming, Class Retreats and Field Trips, Special Olympics, PSAT/Pre-ACT, etc.).

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

A major part of the Country Day experience can only be gained by being in the classroom. Students who miss 10 or more classes (regardless of whether the absences are excused, but not including school-related activities) in any one subject area will receive a letter of concern regarding their attendance. Students who miss 15 or more classes in any one subject area will receive an additional letter with an invitation to meet and may lose course credit. The Head of Upper School and Director of Studies will determine whether credit in that course or courses will be awarded.

Illness & Other Unanticipated Absences

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

Anticipated Absences From School

Family obligations, athletic opportunities, and college visits are just a few examples of planned absences from school. To obtain approval for an anticipated absence, students complete and return an *Anticipated Absence Form* (available from Ms. Carey in the Upper School Office) and have that form signed by a parent/guardian, advisor, and teachers (and, in the case of a college visit, by their college counselor).

As stated previously, prior to the absence, students should make arrangements with teachers about how and when to make up any assessments or homework that will be missed during the absence. Unless a student has made other arrangements, a teacher may expect to receive work due on a day of anticipated absence on or before the date due. Students who expect to be away from campus can submit completed work to teachers through Canvas.

Unexcused Absences

Absences for planned reasons without completing an *Anticipated Absence Form* or absence from school not accompanied by appropriate contact from a parent/guardian will be considered unexcused. Assessments or other work missed due to unexcused absence

will receive a grade reduction of up to 20% per day (at the teacher's discretion) until the work is submitted.

Late Arrival

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

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

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

Leaving Campus and Early Dismissal

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

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

Please note: Early dismissals are not necessarily considered excused absences from classes, and students may be penalized for missing a test or quiz and may not be able to participate in after-school activities such as sports, fine arts, etc. Students participating in after-school activities must obtain prior approval from the Dean of Students if they will be missing any class for any reason.

Free Periods

Students who have a free period are expected to remain on campus, unless they sign out in the Upper School Office during approved times. Students may work respectfully and

quietly in the library, cafeteria, classrooms, or other common spaces. Students may engage in other approved activities on campus, so long as they do not create a disruption to others.

Study Hall

Study Halls provide valuable time during the school day to devote to academic work. Students should maintain a quiet atmosphere conducive to studying while in study hall. Students may not leave study hall without explicit permission from the adult with whom they are meeting. Students may not work in the library during study hall. Ninth and tenth-grade students are required to be in the study hall.

SENIOR PRIVILEGES

Senior Lunch

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

Senior Lounge

The Senior Lounge is off limits to students in grades 9-11, and seniors should not invite them into the Lounge. Vandalism, destruction, disrespectful behavior or misuse of the Senior Lounge will not be tolerated. It is the seniors' responsibility, as a class, to regulate the behavior and conditions of the Senior Lounge. Failure to do so may result in an individual, a group, or the entire senior class losing this privilege.

Open Campus

Beginning in mid-April, during Open Campus, seniors in good academic and disciplinary standing may be off campus during times when they do not have another school obligation (this includes free periods, Flex, lunch, etc.). They must continue to attend all scheduled classes, mandatory assemblies, and special programs, athletic practices, and all events listed on the Senior Events Schedule. Students with open campus privileges must sign in and out in the Upper School Office whenever they arrive, depart, and return to campus. Failure to do so will result in the loss of this privilege. A permission form is required to authorize open campus privilege to any student. If a senior's grade in any subject drops below 73 open campus is suspended for that student pending improvement. Issues involving a senior's behavior or attendance may also result in loss of this privilege.

CO-CURRICULAR ACTIVITIES

Athletics

Charlotte Country Day School fields numerous sports teams, and many Upper School students participate in organized athletics at some point in four years. Country Day believes that the opportunity to join an athletic team should be afforded to all students. For further details about our athletic program, please see the Athletics section on BucsNet.

Theatre

The Upper School Theatre Arts program puts on three stage productions each year – one each in the fall, winter, and spring.

Student Senate

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

Honor Council

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

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

Student Clubs & Activities

Co-curricular clubs are a vibrant and vital part of the Upper School experience. Clubs and activities in the Upper School are formed based on student interest and are largely student-run. They provide students with opportunities for leadership, service, and organizational skills development. The Club Fair in early September is an excellent opportunity for students to learn more about existing clubs and decide where they would

like to get involved. High school is a balancing act, and students must be careful not to overload themselves with co-curricular commitments at the expense of their academic success. Students are encouraged to focus their efforts on a small number of meaningful clubs rather than joining too many.

Each club must fulfill a service requirement each year. Club fundraising is limited to on-campus groups and is not to be for personal benefit. An individual or group wishing to raise funds must have the approval of the Upper School Community Service Director and Dean of Students. Fundraising announcements may not be made at morning meeting without the approval of the Dean of Students.

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

Aquilifers Service Club
Big Brothers, Big Sisters
Bucs Investment Group
Chess Club
Diversity Awareness Forum:
 Amigos
 Asian Affinity
 Black Student Union
 Interfaith
 Jewish Culture Club
 PRISSM
 SWAG

Environmental Awareness
French Club
Interact Service Club
Latin Club
Math Club
Mental Health Awareness
Mind to Heart Tutoring
Mock Trial
Model United Nations

Outdoor Adventure Club
Photography Club
Running Works
Soccer Club
Spanish Club
Science Club
Ultimate Frisbee
Upcycle
3D Printing Club

Service

A spirit of service is central to Charlotte Country Day School's mission and values. Each grade level includes a Service Director among its class officers to help coordinate projects and service goals for the classes. Every club at Country Day has a required service component. During the academic year, the Upper School hosts the Special Olympics

Mecklenburg County Spring Games for two days. General participation in the daily life of the school means that all students will be exposed to meaningful service opportunities throughout their Upper School experience.

Daily Bulletin

The Daily Bulletin contains daily scheduling information, announcements, and reminders for students and faculty. It becomes available on Teams in the late afternoon each day. Students and faculty may place any student-life-related announcement in the bulletin by sending the announcement text in an email to usdb@charlottecountryday.org (with a subject line “Daily Bulletin”) by no later than 12:00 noon the day before publication. Announcements may be edited for content and length.

UPPER SCHOOL LIBRARY

The Upper School Library provides a comfortable, clean, and reasonably quiet environment for individual and collaborative work. The main library closes each school day at 4:00 pm; the library atrium is open until 5:00 pm. To maintain a productive learning atmosphere, students must adhere to the following expectations:

- Each student must occupy an individual designated chair or workspace during Flex and Lunch periods. Library furniture must remain in its original location during Flex and Lunch periods.
- Group study rooms accommodate no more than four students. Individual study pods are for single-student use only.
- Eating is prohibited unless permitted by a supervising adult.
- Throwing, kicking, or bouncing balls or other objects is prohibited.
- All policies regarding cell phones and personal electronic devices apply in the library during the academic day.
- Failure to adhere to these expectations or disrespect toward the library and its staff will result in loss of library privileges and/or further disciplinary action.

4. BEHAVIORAL EXPECTATIONS & DISCIPLINE

CONDUCT EXPECTATIONS

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

ON & OFF CAMPUS BEHAVIOR

The School does not seek to unnecessarily involve itself in a student's off-campus behavior or digital decision-making. However, the School reserves the right to act with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at school, impacts other students' or employees' ability to be comfortable at school, compromises the welfare of other students, or damages the reputation of the School.

The School's policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a school-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the; and in the evenings, on weekends, and during school breaks, including summer break.

In addition, the School regards any behavior prejudicial to the best interests of the School, its students, and its employees, whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and efforts will be made to ensure that decisions are not arbitrary.

The School's rules, policies, and standards provide general guidelines for the expected behavior. The rules, policies, and standards outlined below and elsewhere in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on honesty, respect, trust, and safety. Any behavior that constitutes a

breach of these school values may result in disciplinary action. Students are expected to comply with school standards and rules at all times, and they are also encouraged to discuss with their fellow students, teachers, or administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness and of what is best for each person in the school community.

DISCIPLINARY ACTIONS

Expectations & Consequences

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

Examples of school responses include, but are not limited to:

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

Detention (D-Hall)

Detention (D-Hall) is typically a one-hour lunch or after-school detention held on Tuesdays, Wednesdays, and Thursdays. Students serving D-Halls report to either Pell 101/115 (lunch) or Cramer 102 (after-school) for their assignments. In general, students serving D-Hall will be required to pick up trash, clean classrooms, wash equipment, or otherwise give back to the community through service. D-Halls should be served within two school days of being assigned.

When students receive three D-Halls in a single semester, the Dean's Office will notify the student's parent/guardian. Infractions beyond the 5th D-Hall may warrant further discipline.

Day of Reflection & Guidance

During a Day of Reflection, students spend the academic day on or off campus and are separated from the community. If on campus, students should bring a lunch, come prepared to work on class assignments, take tests, and should not expect extensions for any academic responsibilities. Students may expect a follow-up meeting during their Day of Reflection with the Dean of Students, an Upper School Counselor, and/or their teachers/advisor. If serving on campus, students will not be able to participate in co-curricular activities during the school day.

Suspension

Suspension from school is a period of disciplinary separation from the school community. Suspended students are responsible for all schoolwork assigned while they are away and for getting those assignments on their own. Students who are suspended from school may not be on campus nor participate in or attend school activities (including athletics, fine arts, etc.) during the day(s) of their suspension.

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

Dismissal

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

Reporting to Schools & Colleges

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

DRESS CODE

Dress Code Purpose

The Upper School Dress Code reflects our commitment to the Charlotte Country Day School Mission and Affirmation of Community. The dress code helps us to create an inclusive learning environment where all students feel comfortable, respected, and focused on their academic pursuits. Practicing with our students how to balance self-expression and dressing for a school environment helps to prepare them for life beyond Country Day. By choosing attire that is appropriate for school, students demonstrate respect for themselves, their peers, and the broader Country Day community.

The Upper School requires students to attend school properly attired in clothes that are neat, clean, and in good repair. We ask that parents and caregivers act as partners with the school to guide students in making sound and reasonable choices about what to wear to school. Common sense and discretion should dictate student choice of school clothes.

When a student is in doubt about whether a particular outfit or piece of clothing is within the dress code, it is the student's responsibility to seek input from the Dean's Office *before* wearing it.

If clothing is not aligned with our mission, the student will be asked to change their outfit.

Dress Code Expectations

- All clothing must provide appropriate coverage and fit.
- Undergarments should not be visible.
- Sheer clothing and exposed midsections are not permitted.
- Clothing must appropriately cover the chest, back, and sides.
- Tattered items are considered out of dress code. Small (quarter-sized) holes or rips are acceptable.
- T-shirts and collared shirts, regardless of fabric, may be worn every day.
- Leggings paired with a top that provides appropriate 360° coverage of the hips, front, and backside may be worn every day.
- Joggers made of structured fabric with a tapered or cuffed ankle may be worn every day.
- Athletic shorts, athletic skirts, athletic dresses, strapless tops/dresses, tank tops, sweatpants, and pajamas are not permitted at school.
- Clothing referencing political parties, candidates, or slogans is not permitted.
- Clothing displaying offensive logos, labels, and phrases or suggesting sex, alcohol, or drugs is strictly off limits.
- Shoes must be worn at all times, both indoors and outdoors.
- Baseball hats, knit hats, or hoods are not permitted indoors; religious head coverings are always permitted.

Appropriate school dress and appearance do not necessarily coincide with current trends and fashions. The Dean's Office will decide whether a student's dress meets school expectations, even if not specifically covered in this dress code. Students will receive a Teams message notifying them of a dress code infraction and can seek out their Class Dean with questions. On a first infraction, students will be issued a warning. Subsequent infractions will earn a detention and will warrant further consequences.

Dress-Up Days

On certain days throughout the year, students are asked to dress in more formal attire. These include special events, such as JK-12 community gatherings, ceremonies, and visits from distinguished guests. On these days, attire includes a shirt and tie, dress, skirt, or dress slacks with an appropriate top. Denim is not permitted on dress-up days.

CAMPUS POLICIES

Restricted Areas of Campus

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

- All parking lots, unless students are leaving school or re-entering school grounds under authorized conditions (students who wish to retrieve an item from their vehicle during the school day must obtain permission from the Upper School Office)
- The faculty mailroom, without permission
- The property of Carmel Cleaners on Carmel Road and all private property around the school between 8:00 am and 3:15 pm each school day
- Any unsupervised classroom or office, without permission, or disrupting any class in session
- The Bruton Smith Athletic Center, except during authorized times or with permission
- The Lower School portion of Cannon Campus
- The roof of any building at any time for any reason
- The Senior Lounge, except for the members of the current senior class and faculty
- Any school building is off limits to students after 4 pm, except with approved adult supervision

Care of Campus

The Charlotte Country Day School community values a well-kept, shared campus space. Vandalism, theft, or the willful destruction, abuse, or careless treatment of school property or the property of others will result in disciplinary action at the discretion of the

Dean's Office. Students may be asked to assist in the clean-up, and in some cases, to pay for items defaced, damaged, or destroyed.

Grade Level Responsibilities

Juniors and Seniors have collective responsibility for the tending and oversight of the following areas:

- The 12th grade oversees the Senior Courtyard and Senior Lounge
- The 11th grade oversees the Dowd Student Center

Every student, regardless of grade level responsibilities, is expected to respect all areas of our campus and its common spaces. Students are expected to pick up after themselves in common areas across campus, including the cafeteria, outdoor lunch tables, and their locker areas. Demonstrated disregard for the campus may result in an area being closed to all students for a period of time, the loss of individual or group privileges to use the area, detention, Day of Reflection, or suspension, as deemed appropriate.

Ordering Food to Campus

Students may place food delivery orders (DoorDash, Uber Eats, etc.) only with the express approval and supervision of a faculty member for a club or student event. Otherwise, the use of food delivery services is prohibited for students on campus.

Driving & Parking

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

- All student vehicles must be registered with the school and display a current parking sticker on the left rear bumper.
- If a student must bring an alternate vehicle to school, the student must report the make, model, and tag number of that vehicle to the Upper School Office upon arrival to campus. An unreported car without a parking sticker will be subject to a fine.
- No student vehicle may be parked between 7:00 am and 4:00 pm *in any area other than* the designated student parking lot.
- Sophomores and Juniors may not park in the Senior parking area.
- No student may engage in speeding or other careless or reckless driving.
- Students should park appropriately and in designated areas. Students should not park in the Visitor's lot nor any other reserved parking spaces.

Violations of any of the driving and parking rules will result in a \$25 fine and disciplinary action, including detention, suspension, and/or termination of parking privileges. All fines

are due to the Upper School Office within one school day of the citation. Failure to pay the fine on time will result in a detention each day until the fine is paid.

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

DRUGS, ALCOHOL, TOBACCO, & VAPING

General

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances, or possessing drug paraphernalia on or near school property or at school-related activities. “Mind-altering” substances include any type of substance ingested, snorted, smoked, or inserted into one’s body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over-the-counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale, or purchase of alcohol and other mind-altering substances is also prohibited.

Testing

Students may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and/or medical examinations under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in their system; (b) when a student suffers an injury or is involved in an accident while at school; (c) on a periodic or random basis, including but not limited to, in connection with the student’s participation in extracurricular activities; or (d) when a student is placed under disciplinary status and such screenings or examinations are terms of continued enrollment. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student’s parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the School) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited.

Self-Reporting

The School wants to help students who may have difficulties with substance abuse. Therefore, Students who choose to self-report their use of mind-altering substances to a

counselor or the administration prior to being selected for testing under this policy, or the School becoming aware of their alcohol or drug use, will not be subject to discipline for the self-report or use as long as the student complies with the terms of the School's guidelines, which will be set forth in a contract with the student and family. The contract will be specific to the individual and may include the following requirements: completing educational programs on substance abuse; completing a rehabilitation program; testing for substance abuse within the School's discretion; and other similar processes.

Consequences

In addition to determining the appropriate disciplinary action, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling or evaluation by a medical professional approved by the administration, including but not limited to requiring a reciprocal release so the School can communicate with the medical professional; therapeutic, medical or rehabilitative intervention by a medical professional or program approved by the administration; removal from all elected or appointed positions of leadership in the school; required random and/or regularly scheduled drug and/or alcohol testing at a school-approved local clinic or doctor's office for a time period and at intervals to be determined by the school administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these terms is considered a positive result and may result in expulsion.

Tobacco & Vaping

School policy expressly forbids students from smoking, vaping, dipping, or using tobacco and/or nicotine products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on school property, buses or other school vehicles, adjacent properties, and school-sponsored activities, including, without limitation, field trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc., or other devices similar to cigarettes, lighters, matches, etc., brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be reportable to law enforcement.

GAMBLING

Gambling or placing bets in person or online while on campus or at school-sponsored events on or off campus is prohibited.

BULLYING & HARASSMENT

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any

type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Unwanted or offensive touching, grabbing, kissing, or hugging
- Sexual or lewd jokes, remarks, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to protected classes (using racial slurs, racial or ethnic jokes, comments, name-calling based on protected classes).

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communication method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat, GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, online, or at a school-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a “prank” or “joke” do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the appropriate divisional administrator. We also expect that anyone, whether student, faculty, staff, or family member, who witnesses or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above. Delays in reporting may compromise the School’s ability to appropriately investigate.

When the school administration becomes aware of harassment or bullying, the situation will be investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations, even in the case of a single expression, act, or gesture. Allegations of bullying will be investigated and reviewed in the context of developmental and age appropriateness. Discipline, to the extent warranted, will also vary based on the age and developmental appropriateness of the conduct at issue.

Conduct need not meet the legal definition of harassment or bullying to violate the School’s expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good-faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

HAZING

Although we encourage students to participate in school-related athletics, clubs, associations, organizations, and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional, or physical discomfort, injury, fright, degradation, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student’s willingness or apparent willingness to participate. Hazing activities include, but are not

limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, requiring certain haircuts or styles, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or school policy, and any other activity that could fall within the definition of hazing.

A student violates this policy whenever the student engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the appropriate divisional administrator. The failure to make such a report is also a violation of this policy.

When the school administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good-faith report of hazing activity.

CRIMINAL ACTIVITIES

A student engaging in conduct that is defined under law as a civil infraction, a misdemeanor, or a felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the School may require consequences to be served during the summer or the following fall. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned consequence. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the Division Head.

CARE OF SCHOOL PROPERTY

Any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct, are prohibited. Students may be asked to assist in the clean-up and, in some cases, to pay for items defaced, damaged, or destroyed. For the protection of furniture and carpet, gum should be properly disposed of. Library books are furnished by the School and loaned to

the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

DISPLAYS OF AFFECTION & OTHER FORMS OF INAPPROPRIATE STUDENT INTERACTION

Students are prohibited from inappropriate displays of affection on campus or at any school-related events. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or at a school event must be immediately reported.

INVESTIGATIONS

The School will typically investigate issues and question students without a parent's presence. Students are expected to cooperate in investigations, including participating in interviews and answering questions. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation will be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including, without limitation, pending criminal charges, the School reserves the right to act, including proceeding without a statement from the student, to require the student to withdraw from school, or dismissal. A withdrawal from the School during the pendency of the investigation does not preclude the School from completing its investigation and reflecting in its records the outcome of such investigation and the fact that the student withdrew prior to the completion of the investigation, which may be shared with other schools.

INSPECTIONS

Parents and students authorize the School to inspect and conduct a search of any place or item on school campus or at a school-related event, including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices, at any time and without prior notice. Students may also be required to empty pockets and remove outer layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator or if on a field trip or other away from campus activity, the trip or activity leader. Inspection of electronic devices includes laptops, phones, tablets, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, applications, etc. whether such message or information

was sent over the School's system or any personal account such as Facebook, Instagram, Snapchat, Gmail, etc.). Students and their parents consent to the School logging into the device and its contents and applications, as well as accessing all communications, including, without limitation, stored communications. Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law. If a student or parent interferes with, fails to cooperate with, or otherwise impedes an inspection by the School, the student will be subject to disciplinary consequences up to and including immediate dismissal.

5. HEALTH & SAFETY

STUDENT/ADULT INTERACTIONS & COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust, with an understanding of appropriate boundaries between adults and students.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the appropriate division counselor or the division head.

Further, students and their parents should promptly notify the appropriate division counselor or the division head if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Communicating with a student by telephone or social media;
- Texting a student without including the student's parent, a school administrator, or other CCDS employee in the text (texting is only in case of emergency);
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's body, personal appearance, personal habits, etc.);
- Giving inappropriate gifts to a student or exchanging cards and letters;
- Inviting a student into their home or visiting a student in the student's home or other location without parent permission;
- Taking students off school property other than for approved field trips and school activities (including rides in the employee's vehicle);
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students, or calling or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips, performing arts, or sporting events;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing or making inappropriate sexual, racial/or ethnic comments;
- Telling off-color or other inappropriate jokes or stories;
- Showing pornography or sexual media to students;

- Providing students with alcohol, tobacco, drugs, or other mind-altering substances; or
- Vaping, smoking, drinking, or taking drugs with students.

Please note that the above list of actions and behaviors is not exhaustive—if a family is in doubt as to whether the conduct is appropriate, the family should contact the appropriate division counselor or the division head.

Immediate family members (including parents, legal guardians, and children for whom they have a direct biological relationship or legal guardianship) may communicate directly with their student(s) as needed. If they wish to contact another student who is a friend of their child, they must first obtain permission from that student's parent or legal guardian. They are required to keep documentation of this permission and provide it to school leadership upon request.

HEALTHCARE, IMMUNIZATIONS, & MEDICATION

Physical Exam

A physical exam is only required for new students; however, athletics requires the NCISAA Physical for all 7-12th graders who plan to play sports. Physicals are valid for 365 days from the date of the exam (with a 30-day grace period for insurance restrictions).

Immunizations

A current immunization record, a medical exemption, or a bona fide statement of religious belief, is required for all students. A state record, a physician-signed certificate of immunization, or an immunization waiver must be kept current, and a copy submitted to the school through Magnus.

- **New Students:** NC school immunization requirements, or medical/religious exemption is required for new students.
- **Rising 7th Graders:** Proof of tetanus booster and the first meningococcal vaccine is required prior to entering 7th grade.
- **Rising 12th Graders:** The second meningococcal vaccine is due prior to entering 12th grade.

According to North Carolina State law, while immunization records are due by the start of school, students have a 30-day grace period after that to submit appropriate documents. Students may not attend school after this time until valid forms are submitted.

School nurses are available to students daily. If a student is not feeling well, they should inform the classroom teacher and ask to be excused to go to the nurse's office. Students

will be released from school for medical reasons only with permission from the parent/guardian or from the person designated ahead of time by the parent/guardian.

Students may have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without a completed medication authorization form. This Magnus form must be completed by the parent and signed by a licensed healthcare provider for a student to receive any of the school stocked medications during school hours or school-sponsored activities (Ex: field trips, overnight trips, etc.). Non-stock medications must be provided by the student's parent and must include a provider's written order or be delivered to the health room in a current prescription bottle with an appropriate prescription label for the student receiving the medication.

The medicine, in its original container, labeled with the student's name, name of medicine, dose and time to be given, and doctor's name (if prescribed), must be given to the nurse.

Students who are absent from School for the following reasons below require a physician's clearance confirming the student's ability to return to School and necessary restrictions:

- Measles, mumps, chicken pox, ringworm, scarlet fever, Mononucleosis, hepatitis, extended illness or surgery

Students who are absent for the following diagnosed infections require 24 hours of antibiotics prior to return to school:

- Staph, strep, pink eye, impetigo, MRSA, and others* at the nurses' discretion.

Parents are responsible for informing the school nurse of any changes in their child's medications, health status, behavior, family dynamics or other factors that may affect their child's well-being during the school day. In addition, parents must immediately contact the counselor about behavior, comments, or other concerns that potentially evidence that their child could harm themselves or any other individual.

ILLNESS & COMMUNICABLE DISEASES

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The

School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages, masks or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include but are not limited to seasonal influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

Students with vomiting, diarrhea, or fever 100.0 or greater may not attend school. Students must have no fever, vomiting, etc. for 24 hours prior to their return to school. We rely on our parents to use good judgement to protect our school from infection. A sick child should not be in school but should remain at home in an environment where proper care may be given. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students should report to the health room prior to being released from school for illness. Students must be picked up within the hour of the School's request that the child be sent home due to illness. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) the student's symptoms should be improving without the aid of medications before returning to school.

If an outbreak or suspected outbreak of any vaccine preventable disease occurs, any student who, for whatever reason is not immunized, may be excluded from school and all school-related activities.

Parents/students who know or have a reasonable suspicion of being exposed to communicable disease should immediately contact their health provider. For the health and safety of the School community, parents should report all absences to the division

attendance desk. The School will follow state law in determining when the Department of Health is notified due to a student being sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, we rely upon guidance from the Department of Health and Human Services and healthcare provider.

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

Parent and students are reminded that anyone who takes deliberate action which endangers the health or safety of the school community, including coming to the School campus or school-sponsored activities with a dangerous viral infection, will face disciplinary action, up to and including expulsion.

ACCIDENTS & INJURIES

Any accident/injury in a school building, on the school property, at athletic practices, or at any athletic event sponsored by the School must be reported to the person in charge immediately. Students and parents should not assume that someone in authority knows there was an accident or injury.

ALLERGIES

Charlotte Country Day is committed to providing a safe environment for all its students, and we are aware that peanut/tree nut allergies are among the most common to the students we serve. While the School cannot guarantee that our campus is "nut free," we ask that members of our community help us to maintain as safe an environment as possible by refraining from bringing obvious nuts or nut products to campus for classroom use or other school-related activities. Please be aware that some foods that do not contain obvious nuts may contain trace amounts of nuts that could also cause a severe allergic reaction.

We also ask that parents of students with severe allergies requiring medical treatment provide an allergy action plan and an unexpired epi-pen to the school nurse, the Athletic Trainer, and the Director of Extended Day. Information derived from that action plan will be very important in helping provide as safe a school as possible.

Due to developmental conditions and differences, each school division has specific guidelines and policies as it relates to preventing allergic reactions on campus. They work individually with families of students with allergies to provide as safe an environment as possible. If you have questions specific to your child's division, please contact your Division Head and/or division's nurse.

ANIMALS ON CAMPUS

Due to concerns about the health, safety, and welfare of people in the school community, no animals are allowed on school property or at school-related events. This means that animals may not be brought onto school property for any reason (even if the animal remains in a vehicle or on a leash), including drop off, pick up, parties, games, and activities, and may not be brought to school-related events on or off campus. If you require a service animal, the School will determine what accommodations can be made.

MEDICAL LEAVE

Medical Leave Policy

Charlotte Country Day School recognizes that, at times, students may face physical or emotional health challenges that interfere with their ability to function effectively at school. In such cases, a medical leave may be initiated either by the student's family or by the school administration. Because each medical situation is unique, the specific details and expectations of the leave will be discussed and determined individually with the student's family. The School reserves the right to evaluate the legitimacy of the medical issue(s) in consultation with qualified health professionals and appropriate school personnel, including the school nurse, counselor, advisor, deans, and division head. School personnel will make the final determination regarding both the initiation and conclusion of a student's medical leave. Terms for a student's return may be established at the outset but can be modified as needed based on the evolving nature of the situation. During a medical leave, a parent must contact the School regarding attendance and maintain regular communication with the advisor and/or counselor. Medical documentation explaining the duration of the absence and any student limitations is required if the student is missing more than three days.

Short-Term Leave (Less Than Two Weeks)

During a short-term leave, students are encouraged to monitor Canvas and complete as much academic work as possible, understanding that gaps in content knowledge or skill acquisition can impact future success. The student, advisor, and teacher will communicate about work that can be excused or modified versus work that must be completed. In the case of required work, reasonable time, usually equivalent to the amount of time the student has been out, will be given to recover from the medical situation and complete the essential work. Upon return, the student and their advisor will meet with teachers as needed to assess

how best to reintegrate into classes and determine any reasonable accommodations necessary for a smooth transition back.

Long-Term Leave (More Than Two Weeks)

During a long-term leave, students are encouraged to complete as much academic work as possible, understanding that gaps in content knowledge or skill acquisition can impact future success and may impact the ability of a student to continue enrollment in a course upon return. Consistent communication between the medical provider and a counselor is required for the duration of the leave. The student, advisor, and/or counselor will communicate about academic work. Essential assignments may be adapted to focus on crucial skills. Students may receive additional support, such as extended deadlines or temporary pass/fail grading. Upon return, the department chair and teacher will evaluate the skill mastery necessary to determine ongoing enrollment in the course. Depending on the length of the absence and skill acquisition, the School may require the student to withdraw from individual classes or, if necessary, from the remainder of the semester or academic year. This decision will be made at the School's discretion in consideration of the student's well-being and academic continuity.

Return and Ongoing Support

Consistent with the School's mission, Charlotte Country Day School must determine whether it can appropriately support a student returning from medical leave. If the School concludes that it is not equipped to meet the student's needs, every effort will be made to assist the family in identifying a more suitable educational placement.

In order to return to school after a long-term leave, a parent must provide formal communication from a medical provider that clears the student to return and details any recommended ongoing restrictions or accommodations. A required re-entry meeting will include the parent, counselor, advisor, Director of Studies, and school nurse if needed.

EMERGENCY PROCEDURES

The School will conduct regular fire drills and other emergency response training with students. Students should move quickly and quietly to the designated area. Movement and noise during fire and other drills should be kept to a minimum. Talking should be kept to a minimum so students can hear instructions. Students will be educated about fire drills and other emergency responses in an age-appropriate fashion. We encourage parents to speak with their students about the importance of taking these drills seriously, following directions in emergencies, and remaining quiet. We also encourage students to talk with their parents about the importance of these drills.

It is important that in the event of an emergency, parents seek information from the School's emergency communication system rather than calling the School or their student.

CAMPUS VISITORS

This is a closed campus. Outside visitors are not allowed to visit campus, including but not limited to classrooms, cafes, libraries, gymnasiums, performance spaces, or hallways, without prior permission from the administration. Parents or guardians who need to visit campus for school-sanctioned events must follow these guidelines:

Make an Appointment: If you are coming to see an administrator or a faculty member, please call or email to make an appointment in advance.

Check in at the appropriate division office: When you arrive on campus, please report directly to the appropriate division office for authorization. If you need to proceed from there to any other part of the campus, you will be issued a visitor badge.

I.D. Check: You will be required to show identification. This is a safety measure intended to protect your children.

For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one or asked to leave campus.

WEAPONS & THREATS

Firearms, guns, explosives, knives, tasers, chemical irritants, airsoft-style guns, and other weapons are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Weapons are also prohibited from being in locked vehicles or trunks while parked or driving on campus.

Students and parents are prohibited from bringing any type of weapon or ammunition (whether operable or not and whether licensed or not) or things that resemble weapons, and look-alike or toy weapons to school (including, without limitation, parking lots, athletic fields, and outbuildings) or school-sponsored events. This prohibition includes, without limitation, knives (all types, including, without limitation, pocketknives, and even those that are part of a key chain), guns (all types), tasers, pepper spray, firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, reported to and turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

Employees, students, parents, and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or

threatening to exhibit or use a real, look-alike, or toy firearm, gun, explosive, knife, taser, or other weapon. Campus security officers may be armed on campus.

The School takes all threats seriously, even when students or parents make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the School. Violators of this Weapons and Threats Policy will be subject to disciplinary consequences from the School, up to and including expulsion, as well as subject to penalties imposed by governmental authorities.

All members of our community are required to immediately report to the appropriate divisional administrator any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee, or the School. If there is any communication or behavior that concerns you, report it to an appropriate divisional administrator.

The School reserves the right to address weapons and threats, and to impose discipline, in its discretion, up to and including dismissal if the School deems it appropriate. Threats of violence or acts of violence by a student, employee, parent, or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the School (i.e., access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

CHILD ABUSE & COOPERATION WITH GOVERNMENTAL AUTHORITIES

School teachers and other personnel are mandatory reporters under the North Carolina child abuse reporting laws. Please understand that we must take our obligations seriously, and if we assess that a situation requires it, we will make a report to law enforcement and/or child welfare authorities if we reasonably suspect abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report unless authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Head of School.

The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. Students and parents should further be aware that the School will cooperate with governmental authorities and provide requested information, which may include but is not limited to recordings, such as of virtual classes, and surveillance video, and will allow students to be interviewed if requested by government authorities or law enforcement. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

SEXUAL MISCONDUCT

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct, whether between students or adults and students, is unlawful and contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults;
- Any sexual activity between age-appropriate students (the legal age of consent in North Carolina is 16 years old) for which clear and voluntary consent has not been given in advance or in which the boundaries of consent have not been honored;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording, including the use of artificial intelligence to create inappropriate images or videos; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature.

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

Sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student's ability to be comfortable in the school environment, is a violation of our school values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to the appropriate Division Head or the Head of School. In accordance with

North Carolina law, the School reports suspected instances of abuse/sexual misconduct to Child Protective Services and may also report such instances to local law enforcement.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from school, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at school and beyond. The School reserves the right to act if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

CHILD SAFETY FROM SEXUAL OFFENDERS & PREDATORS

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees and those parents who volunteer for school activities with unsupervised access to our students are screened through the School's criminal background process. Although the School performs such screenings, the School cannot attest to the background of the various parents whom their child may associate with away from school.

To keep their children safe, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators may be obtained by visiting the North Carolina Sex Offender and Public Protection Registry, North Carolina State Bureau of Investigation: (<https://sexoffender.ncsbi.gov/search.aspx>). A list of other North Carolina Criminal Offender Searches can also be found here: (<https://www.dac.nc.gov/dac-services/criminal-offender-searches>). To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit <http://www.familywatchdog.us>.

Parents who are registered sex offenders must notify the School and will likely not be able to come on campus.

HEALTH INFORMATION SHARING

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the School to meet the medical or safety needs of the student and the community or the legal responsibilities of the School.

While the School strives to safeguard student medical information, it must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Parents/guardians and students consent to allow employees and agents of the School, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community.

6. COMMUNICATIONS & PARENT ENGAGEMENT

SCHOOL/FAMILY COMMUNICATION

- **Thoughtful Communication:** Parents/guardians should be mindful of when and how they communicate with faculty and staff, avoiding personal text messages except in true emergencies.
- **Open Communication:** Parents/guardians are advised to communicate concerns directly to the individual (advisor/teacher, staff, administrator) closest to the issue unless it involves student safety.
- **Response Times:** Teachers will check their email and phone messages at the beginning and end of each workday (7:30 am–3:45 pm) and respond within 24 hours.
- **24-Hour Rule:** When feasible, messages will be returned within 24 hours. If an employee does not have an answer within 24 hours, they should respond to acknowledge receipt and ask for more time.
- **Urgent Matters:** For immediate needs during the day, parents/guardians should contact the front office, as classroom teachers may not be able to respond during instructional time.
- **After-Hours Expectations:** Except for emergencies, teachers are not expected to return communications after 6 pm or on weekends/holidays. Faculty are encouraged to create healthy classroom norms to set expectations and boundaries for after-hours responses to student questions.

COMMUNICATIONS WITH STUDENTS

The purpose of this policy is to establish clear guidelines for communication between adults affiliated with the School and students to ensure proper boundaries, promote student safety, and comply with ethical standards. It is important to maintain appropriate and respectful communication at all times, avoiding any behavior that could be misinterpreted or lead to misunderstandings.

This policy applies to all school employees, including full-time, part-time, temporary, and contracted staff, as well as volunteers, coaches, and any individuals who interact with students in the course of their duties.

- **Methods of Communication**
 - Employees may only use official school communication channels to communicate with students electronically. These channels are as follows: emails to school email addresses, Canvas, Microsoft Teams, and school-sanctioned social media accounts. These methods provide a clear record of communication.

- No Personal Communication Channels for Student Contact
 - Employees may not use personal communication platforms, such as personal cell phones, personal social media accounts, or personal email addresses, to communicate with students.
 - Employees may not give students their personal phone numbers, personal email addresses, or other private contact information.
- Text Messaging Restrictions
 - Employees are prohibited from texting any current students and any former students under the age of 18.
- Social Media Communication
 - Employees may not engage in personal social media interactions with any current school students or any former students under the age of 18, whether via private messaging, comments, tagging, or other form of interaction.
 - Any school-sanctioned social media accounts used to communicate with students must be authorized by the administration and must comply with all school guidelines, including this policy.
- In-Person Communication
 - All in-person communications with students must take place in public or school-approved settings, such as classrooms, offices, or other school-designated spaces.
 - One-on-one meetings outside of class time must be scheduled with appropriate administrative oversight and/or parental consent when applicable.
- Appropriate Content
 - All communications, whether in writing, electronic, over the phone, or in-person, must be professional, respectful, and directly related to schoolwork or school-related activities.
 - Personal topics, informal language, or content of a sensitive or inappropriate nature may not be discussed with students.
- Monitoring and Record-Keeping
 - Employees should be aware that all communications with students, especially through official school channels, are subject to monitoring and record-keeping in accordance with school policies and/or applicable law.
- Communication with Former Students
 - For former students under the age of 18, the same communication restrictions apply as to current students.
 - If communication with former students is necessary (for example, regarding college recommendations or school-related inquiries), such communication must be conducted through official school channels.
- Response Time
 - Employees should respond to student inquiries within a reasonable time frame, typically within 24 hours on weekdays. Communication must remain professional, and employees should refrain from responding to

communications outside of normal working hours unless the matter is urgent.

- **Reporting Concerns**
 - Any employee who receives a communication from a student or former student that is inappropriate or violates this policy should immediately report the communication to their supervisor and/or the school administration.
 - Employees are also encouraged to report any suspected violations of this policy by others to their supervisor or to the Director of Human Resources.

Violations of this policy may result in disciplinary action, up to and including termination, as outlined in the School's employee handbook. In cases of serious violations, such as suspected abuse or misconduct, the School may be required to report the issue to law enforcement or other relevant authorities.

7. TECHNOLOGY & DIGITAL CITIZENSHIP

ACCEPTABLE USE OF TECHNOLOGY

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

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

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

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

Internet Access: Country Day filters internet content and limits access to offensive and inappropriate material. No filtering system is foolproof; we expect users to act

responsibly and immediately disengage from any site or materials that are inappropriate. Students should report accidental access to inappropriate content to the faculty member in charge of the activity. Students that are blocked from what they believe are valid educational resource sites should discuss the site with the faculty member. After review, the faculty member may request that the site be unblocked.

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

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

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

The Right of Country Day to Access and Inspect Electronic Communications:

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

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

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

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

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

File Sharing Services: File sharing services and/or "torrents" are prohibited at Country Day and must be disabled while on campus.

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

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

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

Student Device Responsibilities: Students are required to keep the device in the protective case provided by the School. Students are expected to run all security and software updates on the device. Please visit the Help Desk for any assistance. Students should not share their device with other students nor use someone else's device. Each student is responsible for the care and well-being of their own device

as outlined in the computer loan contract signed by students and parents/guardians.

If a device is damaged or experiences technical problems, it is the student's responsibility to promptly seek assistance at the Help Desk (US LC) or at the Information Systems Office (LE 010). If a device is lost or stolen, students must notify Information Systems and/or the Upper School office within 24 hours, or if over a holiday or weekend, at the next possible moment when on campus. If students are found to be in possession of a school device not issued to them, or they are using a school-issued device inappropriately, students may be subject to disciplinary consequences as deemed appropriate by school officials.

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

Electronic Device Security: Computers and other electronic devices should not be left anywhere on campus unattended. The School does not assume or accept any responsibility for loss or damage to laptops or electronic devices.

PERSONAL ELECTRONIC DEVICES

To the extent that students bring any electronic devices to school or to school activities (smart/cell phones, smart watches, smart glasses, headphones, AirPods, iPads, video games, etc.), students do so at their own risk. The School will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school or school activities must comply with all rules and regulations regarding the same.

Students may not use electronic devices, whether on or off campus, in any way that is inappropriate, harassing, or disruptive to the educational environment. The visible/audible content stored on an electronic device, such as images, wallpapers, and ringtones, is to be school-appropriate. Students are not permitted to use electronic devices to make threats, use camera features to take inappropriate pictures or videos, videotape, or record classes, send text messages to other students in class, or in ways that would otherwise violate a school rule. Students are not permitted to use electronic devices in restrooms, locker rooms, or the library. Students are responsible for any information contained on their personal cell phones, including text messages and other media.

Students who violate policies related to the possession of personal electronic devices may be subject to academic and/or disciplinary consequences.

Use of Cell Phones on Campus

To avoid unnecessary distractions during the school day, students are required to silence their phones and put them away (and entirely out of view) whenever indoors. To participate fully in the development of strong in-person relationships at school, we strongly encourage students to turn off their phones during the school day. Upper School students are not permitted to use their phones in classrooms, the library, the cafeteria, or any other indoor space on campus during the school day (unless they have a documented medical condition that requires monitoring through their personal device). Cell phone use is also not acceptable during assembly, advisory, special events, or morning meetings.

If a student needs to use their phone, it must be done only outside and during free time or lunch. If students or parents/guardians have a true emergency, that communication will be through the Upper School Office line: 704-943-4670.

Inappropriate use will result in a student losing their phone for the remainder of the school day. Confiscated phones may be retrieved from the Upper School Office at the end of the school day. Country Day is not responsible for lost, damaged, or stolen phones. Repeated infractions will result in more serious consequences, including but not limited to losing on-campus cell phone privileges.

Personal cell phones are not monitored by Country Day; therefore, we expect users to act responsibly in their use of personal devices. If a student is found accessing inappropriate content, they will be subject to disciplinary consequences, including detention, Day of Reflection, or suspension.

Use of Smart Watches, Smart Glasses, & Other Wearable Technology

Smart glasses with recording, communication, internet access, artificial intelligence, or similar capabilities are not permitted for use on campus at any time.

Smart watches may be worn during the school day; however, they may not be worn during quizzes, tests, exams, standardized testing, or any other graded assessment unless specifically authorized by the school as part of an approved accommodation. During assessments, smart watches must be removed and stored as directed by the teacher or proctor.

Use of Personal Music Players on Campus

Student use of a personal music player with headphones is permitted on the Upper School campus during breaks, Flex, lunch, or during a free period. Like cell phones, use of a personal music player or earbuds is not acceptable during class, assembly, advisory, special events, or morning meetings, or any other time when a student's attention should be otherwise engaged. During class changes, students may not wear or use headphones or earbuds unless they have a documented accommodation. Inappropriate use will result in

the device being confiscated. Under certain circumstances, teachers may grant students permission to use a personal music player with earbuds during independent work time or study hall. This use is left to the teacher's discretion. Cell phone use is prohibited indoors, and students should make arrangements to access their music without using cell phones.

PORNOGRAPHY & SEXTING

The possession, viewing, or distribution of pornography on campus or any school property, in either electronic or hard copy form, is a violation of school rules. The School reserves the right to determine what material is pornographic.

Sexting is the term used to describe a sharing of photos of persons (themselves or other individuals regardless of age) engaging in sexually-related behavior, or touching private body parts over or under clothes, or of persons partially or wholly nude, typically with private body areas uncovered through any form of electronic distribution. Students are prohibited from engaging in sexting, whether over the School's systems or using their own electronic devices, regardless of where the student was when the sexting occurred. Any student receiving or with knowledge of such a photo must immediately report the situation to an Administrator. Even seemingly joking or flirtatious sexting behavior is wrong and will not only lead to disciplinary action but could lead to a report to law enforcement. The School will comply with all state and local laws regarding sexting.

SOCIAL MEDIA GUIDELINES

Social media encompasses a broad array of online activity, including social networks/media such as Twitter/X, Flickr, Instagram, TikTok, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, it is important to communicate the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event: We do not permit students to access social media and/or social networking sites while on school property or at a school-related event unless such use is on a school social media platform or school-sanctioned site and the use is for school-related work. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on school property or at a school-related event, you should understand that your activities are in violation of school policy and may result in disciplinary action.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. Certain

activities might impact a student's relationships with other students or school employees, impact the School's rights, or disrupt the School's mission or activities, and we reserve the right to regulate those activities. All students should ensure that they are familiar with the School's conduct policies to avoid any online communications that might violate those policies.

Guidelines: Students should ensure that online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If a student posts or says something online that makes another student feel uncomfortable, their activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators may periodically check such sites and may determine that off-campus behavior violates the School conduct code. For example, a student making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities would be considered a violation of the School's policy.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the administration immediately.

In addition, posting on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, vaping, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logos, trademarks, service marks, or other similar school property in online activities without the permission of the School. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities online without the permission of the School. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Social/Political Issues: Students and parents who identify themselves as School students or parents on their personal social media accounts or when posting on a school-affiliated account must not engage in political or social actions or commentary reflecting personal views. Political messages that may be associated with the School are not authorized. Students and parents must be moderate and

professional when sharing social media posts, tagging the School's social media accounts, or when making any references to our School or programs.

Guidelines for Student Organizations: Any school-affiliated groups, clubs, organizations, etc., are not permitted to create a social media account without consent from the School's Marketing & Communications Department. See the School's Marketing & Communications Department for more information. Do not tag or geotag photos. Do not use the School logo or Bucs logo as your profile picture. Two club members, along with the club advisor, should know the login and password for your club account.

Online Identity: Students are responsible for any of their online activity, including but not limited to activity conducted with a school email address, which can be traced back to the School's domain, which uses school resources or assets, and/or which is contained on their personal devices or accounts.

What a student publishes on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on school property without prior notice. We also reserve the right to assess information in the public domain on the Internet or on private social media sites brought to the School's attention, and to discipline students for any violation of these guidelines.

ARTIFICIAL INTELLIGENCE

Artificial intelligence (AI) is becoming an increasingly important part of education, higher education, and the professional world. At Charlotte Country Day School, we believe students should graduate not only knowing how to use AI effectively, but also how to use it responsibly, ethically, and with sound judgment.

To support this goal, Charlotte Country Day has adopted Flint AI as its designated academic AI platform. Flint provides an educational environment designed specifically for teaching and learning, offering greater oversight, privacy protections, and instructional tools than general-purpose public AI platforms. Whenever artificial intelligence is appropriate for academic work, students and faculty are expected to use Flint unless a teacher authorizes another AI platform for a specific educational purpose.

The purpose of school is to help students grow intellectually, think critically, solve problems independently, and develop the habits of mind that prepare them to thrive. Artificial intelligence should enhance learning, not replace it. Students remain responsible

for developing their own understanding, producing original work when required, and demonstrating mastery of course content.

The use of AI varies by course, assignment, and assessment. Teachers will communicate when AI is encouraged, permitted, limited, or prohibited, as well as any expectations for acknowledging or documenting its use.

Students should recognize that AI-generated content may contain inaccuracies, bias, fabricated information, or incomplete citations. Students are responsible for evaluating and verifying any information before incorporating it into academic work. Students should also avoid entering confidential, personal, or sensitive information into publicly available AI platforms.

The use of artificial intelligence must always be consistent with the Charlotte Country Day Honor Code and any expectations established by the teacher for a particular assignment or assessment. Students who misuse AI or fail to follow teacher expectations may be subject to academic or disciplinary consequences, including referral to the Honor Council, in accordance with the Honor Code and other applicable school policies.

Students may not use AI to engage in illegal, harmful, deceptive, or harassing conduct or to violate another person's privacy or intellectual property rights. This includes using AI to manipulate or generate images, audio, or video in ways that misrepresent, exploit, or harm others.

ONLINE LEARNING MANAGEMENT SYSTEMS & COPPA INFORMATION

We are committed to high-quality teaching and learning. We realize that part of effective learning is adapting to the changing methods of communication and providing rich and varied content and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of effective education and provides students the opportunity to develop as literate and technologically competent individuals. Education now requires the use of online education tools, and our school uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting

personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

Such information may include your child's first name, last name, email address, username, profile picture and other information your child has added to their profile; contacts and calendar information; settings, such as audio and video settings and screen sharing settings; device information such as IP address, WiFi information, and device features; product usage, such as mouse movements and keystrokes, whether your child sends message and with whom they message, actions (using mute/unmute, video on or off, etc.) and other user actions; and school-related information, such as school name, class, and teacher name. Your signature on the Handbook Acknowledgment will also reflect and constitute your consent for your child to participate in these programs and services, which may also include video conferencing, podcasts, and live chats, which means that their identity will be revealed, their voice will be heard, and their image displayed to others, and both may be recorded. The recording may also include images, messages, Q&A, and other content shared by your child and other participants. The recordings of your child's image, voice, identity, and content may be used for any purpose deemed appropriate by the School, including for educational, disciplinary, and marketing purposes. If you do not want your student to participate in these programs, please notify the School's Marketing & Communications department.

Students are reminded that they should not place any confidential or sensitive information into cloud storage.

8. STUDENT SUPPORT SERVICES

COUNSELING

Counseling Services

The Upper School Counselors are dedicated to supporting students as they navigate the social, emotional, and academic challenges of adolescence. Students are encouraged to schedule appointments via Teams or email or to drop in as counselor availability allows. In addition to working directly with students, counselors serve as a valuable resource for parents, caregivers, and advisors, offering guidance, support, and collaboration.

Academic Anxiety and Stress

To best support students facing academic stress, the counselors collaborate closely with the Educational Resources Program (ERP), advisors, and teachers. Counselors work with students to provide strategies and advocacy to balance academic success with emotional well-being. Counselors may support students who request academic accommodations for mental health-related concerns with documentation from a medical provider. Some accommodations may be granted temporarily and must be followed up by a full

psychoeducational evaluation in order to be formalized and extended in accordance with ERP guidelines. Temporary accommodations granted through the Counseling office cannot be used to apply for standardized testing accommodations (e.g., ACT, SAT, AP/IB exams).

Social and Emotional Wellness

Counselors work individually with students or in small groups to support emotional balance and overall well-being. When appropriate, they may also coordinate care with outside professionals to ensure comprehensive support for students' mental health.

Substance Abuse Support

Country Day encourages students struggling with drug or alcohol use to seek help. Students who voluntarily disclose a substance-related issue to a school counselor in an effort to find support may be exempt from disciplinary action.

Confidentiality Policy

Counselor confidentiality can and will be broken under the following conditions: when a student is in imminent danger, expresses a desire to harm self or others, is being abused sexually, physically, or emotionally, or if subpoenaed by a court of law. Counselors will ensure students understand their right to confidentiality and the exceptions to confidentiality, as outlined above.

Student Safety and Mental Health Protocol

If a counselor has reason to believe that a student may pose a threat to themselves or others, the student's parents/caregivers and the Head of Upper School will be notified immediately. In such cases, the School will make appropriate referrals to external professionals or agencies for further evaluation and support. The student may not return to school until a qualified mental health professional has conducted an evaluation and provided written verification that the student is safe to return. The school may also require documentation outlining any recommended follow-up procedures to ensure ongoing support and safety. The school reserves the right to require additional measures to ensure student safety or the safety of others, including but not limited to ongoing counseling outside of school.

If a student is experiencing a mental health crisis outside of school hours, families should contact the appropriate emergency or mental health support services, such as crisis hotlines, mobile crisis teams, or emergency responders.

Care During Crisis

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

EDUCATIONAL RESOURCE PROGRAM (ERP) & TUTORING

Educational Resources Program (ERP)

The Educational Resources Program (ERP) in the Upper School provides academic support for students within the context of the school day for an additional per-hour fee.

Parents/caregivers may arrange academic coaching for a student by completing the request on BucsNet. Please note that every effort is made to accommodate student schedules, but a student may be scheduled during Flex or lunch. Students who are receiving academic support through ERP are still encouraged to meet with their classroom teacher for extra help. The classroom teacher has the “big picture” in mind and a sense of a student’s strengths, weaknesses, and performance trends.

Outside Tutoring

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

SERVICES FOR STUDENTS WITH LEARNING DIFFERENCES

We are committed to ensuring that all qualified individuals with learning differences have the opportunity to participate in educational programs and services on an equal basis. It supports the integration of all qualified individuals into its programs and is committed to full compliance with all applicable laws regarding equal opportunity for all students with a learning difference.

In general, it is the School’s policy to reasonably accommodate a student’s learning difference if the accommodation will not result in a fundamental change to our educational environment or mission, impose an undue burden on the School, or create a direct threat of harm to the learning difference student or to others. To the extent the accommodation requested would impose a financial undue hardship on the School, we may agree to provide the accommodation if the family agrees to bear the cost of the accommodation to eliminate the undue hardship. If a family needs to request accommodations, they should contact their respective Divisional ERP Director.

9. ADDITIONAL POLICIES & PROCEDURES

FAMILY MATTERS

The School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student's enrollment contract.

The School may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment. If your family has a court order in place, including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the School with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative may call 911 to request that an officer arrive at the School to resolve the dispute.

If a school employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the School is not a party, relating to a custody matter or otherwise, the School shall be entitled to recover from, at the School's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School, such as those associated with collecting documents and hiring substitute teachers or staff, and the School reserves the right to assess these costs prior to providing any such documents.

FIELD TRIPS

Day and overnight field trips are part of the educational process. It must be stressed, however, that only those students who, in the administration's sole discretion, have demonstrated good conduct during and acceptable academic standing in their classes will be permitted to attend.

A condition of a student's or parent's participation in any field trip is the execution of a field trip permission form. For any students whose parents have not executed the release, the student will have the option of attending an alternative class for the period of the field trip or remaining at home.

In addition to trip-specific policies set forth by the School or the sponsors and chaperones of any trip, all of the School's regular policies and procedures, including those set forth in this handbook, apply while a student is on school-related travel of any kind. Discipline will generally be handled through the School's regular disciplinary process. The School may at any time require parent(s), at their own expense, to arrange for return travel for a student due to injury, illness, or behavior.

FORCE MAJEURE EVENTS

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war or armed conflict, governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods, including, without limitation, converting to distance learning or a hybrid model. Parents may be required to sign a waiver as a condition of on-campus instruction, depending on the status of any force majeure event. The family's contractual financial obligations for tuition and fees remain in full force and effect, and the School shall not be liable for any such failure or delay in its performance. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

FUND RAISING

No class, individual, or organization is to begin any money-raising activity without permission from the School. No class, individual, or organization may request money from any other class, individual, or organization within or outside the School without permission from the administration. All extracurricular organizations should strive to be self-sufficient, raising money through approved concessions and approved service-type projects.

INTELLECTUAL PROPERTY

By enrolling the student in the School, the parent and student acknowledge that during student's attendance at the School all student Intellectual Property (defined below) related to or used in connection with the student's participation in any joint or group school activity (classroom, homework, athletic, artistic, scientific, etc.) is the exclusive property of the School. Intellectual Property includes all inventions, creations, videos,

audios, writings, prototypes, discoveries, developments, formulas, techniques, and improvements and all works of original authorship or images that are fixed in any tangible medium of expression, whether or not copyrightable, patentable, or otherwise protectable, which are conceived, designed, created, or developed by any of the School's students in conjunction with other students and/or school personnel. To be clear, if a student works on a project alone (such as a painting or music), such project is not Intellectual Property covered by this policy. Any parent or student who believes that they are eligible for a waiver to this policy should contact the Head of School to discuss the specific circumstances.

LOCKERS

Lockers are the property of the School. Students are to keep their lockers clean. Lockers are not to be shared. Personal items should be taken home each evening. Administration reserves the right, in its discretion, to open and/or search lockers and their contents. Lockers and their contents may be inspected periodically without prior notice or consent. An unauthorized lock will be removed with no notice to the student. If a change is made, the teacher must be notified. Lockers will be assigned by the teacher during the first week of school.

All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate. The School assumes no financial responsibility for items taken from lockers.

NON-DISCRIMINATION

The School admits students regardless of race, color, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our school community to the rights, privileges, programs, and activities generally accorded or made available to students at the school and the School does not discriminate on the basis of race, color, ethnic, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

PARENT/FAMILY COOPERATION

Parents agree that a positive, collaborative, and constructive relationship between the School and parents or other individuals interacting with the School and/or the school community by virtue of their relationship with their student (the "Associated Individuals") is essential to the mission of the School. Parents agree that if their or any Associated Individuals' behavior, communication, interaction on-campus or off-campus (including during school-sponsored events) or through digital or electronic communications

(including social media or online forums) is disruptive, reflects a loss of confidence in or serious disagreement with the School, including but not limited to disagreement with its decisions, strategies, policies, procedures, responsibilities, delivery of its programs, strategic initiatives, personnel, leadership or standards; otherwise impairs accomplishment of the School's educational purpose, programs or missions; threatens the health, safety or well-being of another member of the school community or is otherwise inconsistent with commitments shared by members of the school community, the School may dismiss their student from the School, the school property, a school event or take any other such corrective action as determined in the School's discretion. In addition, parents understand and agree that the School has the right to place restrictions on them or Associated Individuals with regard to an activity at the School, on school property, or at school-related events, if they or any Associated Individuals engage in behavior that the School determines, in its sole and exclusive discretion, to warrant such a restriction. They also agree, as a condition of their student's enrollment, not to record by any electronic means any conversation involving any staff member, trustee or student of the School without the consent and prior knowledge of all parties to the conversation.

PHOTO, IMAGES, & RECORDING

Parents agree to allow their student's name, photograph, voice, image, and information to be used by the School, and those acting with the School's permission, for use in the School's publications, promotional materials, website, and social media accounts, without compensation and without prior notice. Parents agree to allow their student to be interviewed by the media on campus or at school-related events. Parents also consent to the recording and distribution or live streaming of their student's voice, image, and video in instruction or presentations as may be deemed appropriate in the School's discretion. Parents release and hold the School harmless from any liability stemming from the use of their student's name, photograph, voice, video, image, or information.

POLITICAL DISCOURSE ON CAMPUS

The School recognizes the value of engaging in politics and political discussions. However, in an effort to maintain a supportive environment for everyone, members of the school community should use care when discussing politics on campus. Prohibited conduct includes:

- Using school time or assets to perform political activities;
- Speaking on behalf of the School when supporting a political candidate or cause;
- Using your affiliation with the School, the School's name, the School's logo, or the School's letterhead to support political candidates or causes;
- Distributing political literature on campus;

- Engaging in political conduct, discussions, or activities that violate school policy;
- Harassing, discriminating against, or retaliating against another person based upon their political beliefs or affiliation.

The School complies with the provisions of federal law governing 501(c)(3) organizations and partisan political activity. The School will not endorse candidates for public office nor allow any candidate to use the building or grounds for campaign purposes. Should you have any questions regarding this policy, please do not hesitate to contact the Head of School.

PROHIBITION ON RECORDING & SHARING INFORMATION

The School prohibits screenshots, photos, audio/video recordings, and distribution of any virtual or in-person educational experiences. This is in order to protect privacy, prevent cyberbullying, and reduce distribution of content from educational experiences. In virtual settings, parents/guardians and other household members who normally are not privy to day-to-day classroom activities agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to their proximity to virtual education. Parents and students must be mindful of anything in the background during virtual programs and activities, and the School is not responsible for any content shared during those sessions.

Parents, students, and other members of their family or individuals associated with them are prohibited from recording employees or other students while on campus or during school activities without their express consent.

RE-ENROLLMENT

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, the parents' failure to meet financial obligations, or a parent or family member causing disruption to the School or the School's educational mission can jeopardize a student's continued or future enrollment. Excessive absenteeism, excused or unexcused, may result in termination of enrollment, non-renewal of future enrollment, denial of grade promotion, or other disciplinary consequences. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

RESIDENCE

It is the School's position that in order for students to have the foundation necessary to excel in school and other endeavors, students must have appropriate living

accommodations, support, and supervision. As a result, the School requires that all students, regardless of age, continuously live with a parent or court-appointed legal guardian at least 25 years of age, so long as the student is enrolled at the School. Failure to do so will result in the student's dismissal from the School. Living with friends, distant relatives, nannies, or by themselves, etc., is not acceptable. There will be no refund of tuition where such enforced withdrawal occurs. A parent or legal guardian must immediately notify the School should a student's living arrangements change during the school year. The School reserves the right to request at any time and from time to time, satisfactory proof (in the School's sole discretion) of a student's living arrangements, including, without limitation, verification of with whom the student lives and where the student is living.

RIDESHARING

The School will not allow students under the age of 18 to use any Uber, Lyft, or similar transportation services to obtain transportation to or from school or any school-related activity, unless accompanied by an Uber or Lyft account holder who is over the age of 18. In addition, should the School become aware of a violation of this policy, the School may contact the third-party car service and report the behavior.

STUDENT IDENTIFICATION CARDS

Students are required to carry their school-issued identification card at all times during the school day. Identification cards must be used to access Upper School buildings and classrooms and to purchase food and beverages in the cafeteria.

STUDENT RECORDS & INFORMATION

Requests for student records and transcripts must be directed in writing to the appropriate Division Office. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student's transcript or other records/information will be released.

The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School must rely upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is restricted from receiving information about their child(ren) from the School, in visiting/picking up/dropping off their child(ren), in participating in parent/student conferences, and so on, such parent must provide a valid

court order to the School evidencing such restrictions. Parents are under an ongoing obligation to provide the School with new or subsequent orders promptly upon issuance.

STUDENTS WHO ARE OR WILL TURN 18 YEARS OLD

Students who are or reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. The student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18, the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with their parents/legal guardians, the student should consult with the Head of Upper School.

USE OF SCHOOL NAME/NON-SPONSORED ACTIVITIES

In order to, among other reasons, ensure that any implied association with the School is accurate and to protect the goodwill and value of the School's name, logos, trademarks, service marks, and other similar School Property, parents and students are not authorized to use or cause to be used by others the School's name, any likeness or reference to the School's name, and/or the School's crest, logos or mascot in any way ("School Property") without express prior written permission of the Director of Marketing & Communications. This restriction on the use of School Property, includes without limitation, online activities, use of School Property on merchandise, and attaching School Property (whether in print, online, or other medium) to a project, event, outing, club, sports team, group, or other activity ("Activity") or when describing such Activity that the student or parent may organize or lead or in which the student or parent may participate that is not school sponsored.

Parents and students should also understand that no Activity is sponsored or endorsed by the School unless the parents and students receive written notice from the Head of School or Director of Marketing & Communications stating that the Activity has been recognized by the School, even if the Activity is utilizing School Property, and even if the Activity is organized or led by another parent or other individual, including current and former employees. If a parent or student has any questions about whether an Activity is school-sponsored, please contact the Director of Marketing & Communications.

USE OF SURVEILLANCE EQUIPMENT

The School may, at any time, utilize surveillance video cameras in its non-private areas to assist with student and employee safety and security. Aside from bathrooms and locker

rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on school property, including, without limitation, parking lots. Therefore, please be on notice that your (students and parents) activities may be recorded and also may be monitored. These video recordings are the property of the School, and the School generally does not make these recordings available to parents or students. However, the School may, in its sole discretion, provide the recordings to law enforcement or other governmental agencies. By signing the Acknowledgment and Receipt of Student Handbook, the student and/or parent consents to the video and audio recording of the student and/or parents' activities on the School's property, aside from bathrooms and locker rooms.

Parents and students agree, as a condition of my enrollment, not to record by any electronic means any conversation involving any staff member, trustee, or student of the School without the consent and prior knowledge of all parties to the conversation.

Students and parents are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including dismissal.

VIRTUAL LEARNING

Parents and students acknowledge and agree that the School may decide, in its discretion, to convert its classes, programs, and activities to be virtual. If the School converts to virtual learning and programming, the policies in this Handbook and the School's Honor Code will apply whether students are on campus or engaging in distance learning.

VOLUNTEERS

The School appreciates the support and valuable service of our volunteers. To protect the safety and welfare of our students insofar as is reasonably possible, those who volunteer on campus or at school-related events where students are present may be screened through the School's criminal background process. It is our goal to implement this background check policy in a fair, consistent, and non-discriminatory manner, consistent with applicable law. However, the School may require a background check of any volunteer at any time, regardless of how frequently the individual volunteers or how long it has been since the individual's last background check. All screened volunteers must pass the background check to the School's satisfaction. Any volunteer who has a change in their criminal background, including but not limited to an arrest, charge, conviction, or indictment, is required to report such change prior to subsequently volunteering.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on the student's part and on the part of the student's parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which the student may find himself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Handbook. All Parents/guardians and students over age 18 must sign the form below.

We have read and understood all statements and provisions set forth in this Handbook and agree to comply with these terms. We understand and agree that if this Acknowledgement is signed electronically, a photocopy or an electronically signed version of this Acknowledgement is an acceptable substitute for the original and holds the same force and effect as wet ink signature.

Student

Age

Date

Parent or
Guardian

Relationship

Date

Parent or
Guardian

Relationship

Date