



**CHARLOTTE
COUNTRY DAY
SCHOOL**

Lower School Family Handbook

2026-2027

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Lower School Family Handbook

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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 and 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. Our pursuit of this commitment to community recognizes and affirms the richness brought by difference and discovered through commonality. Our pursuit of this commitment manifests itself in these ways:

- *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 as well as 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, reflection, and openness to growth and change.*

- **Purpose of Handbook**

This Handbook was developed to answer many of the commonly asked questions that you and your parents 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 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 CCDS 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 CCDS, its faculty, employees, students or overall school community. 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 Warren Sepkowitz, Head of Lower School.

2. Academic Program

● Homework

Homework is designed to reinforce classroom learning, to keep families informed and involved in units of study, and to help students develop good learning/study habits. As students progress through the grades, the amount of homework increases at a developmentally appropriate rate. Teachers at each grade level collaborate to help students spend a reasonable amount of time on homework and

to make sure that major assignments are appropriately spaced. If your child is experiencing difficulty or frustration with his/her homework, please contact the child's teacher in order to review current homework routines and to establish strategies to assist the student. Some of the purposes homework serve at Country Day are to:

- Give students additional practice with and reinforcement of concepts, skills, and content studied in class
- Provide students with the opportunity to reflect on their learning and make their knowledge personal
- A home-school connection around what students are studying in class
- Allow students' opportunities to practice time management and study skills

It is critical that all assigned homework is completed daily, and we recommend that parents provide:

- a regular time for homework completion
- a comfortable work space
- appropriate school supplies

Time Spent on Homework:

Grade	Suggested Time
Kindergarten	10 – 20 mins
Grade 1	20 – 30 mins
Grade 2	25 – 35 mins
Grade 3	35 – 45 mins
Grade 4	45 – 55 mins

It is important to note that the times suggested refer to “on-task,” undistracted, focused time, and so it may seem longer if a student chooses to multi-task or take lots of breaks. It’s also important to note that students do work at different paces, and some may choose to spend more than the allotted time; the timeframe listed is simply a guideline. Teachers will partner with the learning specialist and families to make appropriate accommodations to the homework for students with documented needs. Students and families should consult with their teachers if students are spending significantly more or less than the allotted time.

Teachers do not assign work to be completed over Thanksgiving, winter or spring vacations or religious holidays. These days are reflected on page two of the 2026-27 school calendar.

The Parent/Guardian Role:

Parents/guardians can support their children at home by providing a quiet place and a regular time for students to complete homework. They should also encourage their children to devote time each day to recreational reading. While families are encouraged to facilitate the completion of homework, they should not teach the content. If a student

requires significant support with the content, it may be a sign that the assignment is too difficult, and parents/guardians should contact the teacher

- **Report Cards & Conferences**

Report Cards

The lower school has three trimesters (fall, winter and spring). In JK-4th grades, all report cards can be accessed online via Veracross. In the fall and winter, report cards will be available online by 4pm on the final day of conferences. The spring report will be made available on Veracross on the afternoon of the final work day for faculty and staff. Report cards consist of a detailed inventory of social emotional skills, work habits and academic skills/understandings for each grade level. The goal of report cards is to clearly communicate areas of strength and areas of growth for each child, and to show each child's progress towards end-of-the-year benchmarks. Families are encouraged to communicate any concerns directly with the classroom teacher at any point during the school year.

Conferences

Conferences are designed as an opportunity for families and teachers to partner together to ensure each child's success and to share information around each child's goals, progress, strengths and challenges. Four conference days are provided each school year: two in the fall and two in the spring. Parents are expected to attend conferences and can sign up for their times online after Parents' Night. Each family is designated one conference slot. If a parent cannot attend the conference due to a work conflict and/or vacation, the report can be accessed online, and families can set up a time for a follow-up phone conversation. We cannot guarantee that we will be able to provide a make-up conference date.

- **Accommodations & Modifications**

For students with learning differences, accommodations are strategies that allow students to fully access the curriculum. They do not involve a lessening or change in academic standards. In fact, many are considered "best practice" in instruction and benefit all students (e.g. repeat directions, use technology for notetaking/assignments, use a cover page, etc.). Country Day has an approved list of accommodations, and the ERP will work closely with teachers, families and students to implement the appropriate accommodations in the classroom. Country Day does not allow for modifications to the curriculum (a lessening of standards or substantive change to what is being taught) with one exception: foreign language exemptions. Exemptions must be recommended and

supported by assessment results of psychoeducational testing. In order for a student to utilize a recommended foreign language exemption, parents are required to discuss the impact and options of the exemption use and complete the foreign language exemption form, which requires review from the foreign language department head, ERP Director and the Division Head.

3. Student Life

- **Daily Schedule**

Grade Level	Start Time	Dismissal Time
Junior Kindergarten	8:00 AM	1:15 PM
Kindergarten	8:00 AM	2:00 PM
Grades 1 and 2	8:00 AM	2:50 PM
Grades 3 and 4	8:00 AM	3:05 PM

- **Arrival, Dismissal, & Late Pickups**

Morning Wait

Any child arriving between 7:15-7:45 must go to the Lower School Dining Hall for Supervised Wait. When dropping off at the Carmel Road carpool line, do not block the carpool line waiting for the 7:45 arrival. Note that students being dropped off for Morning Wait must be dropped off in front of the Lower School Office along the curb. A teacher is outside at that time to ensure that students get to the Dining Hall safely.

Arrival

Arrival is between 7:45-8:00. All students should be in the classroom and ready to begin at 8:00 am. Students arriving after 8:00 must be walked to the Lower School Office to sign in. They must then be walked to the appropriate classroom.

For the safety of our students, the back gate (Fairview Road entrance) is locked during school hours. It will automatically be opened and closed for carpools during the following hours:

Buccaneer Boulevard Gate Times (Fairview Road entrance)	
Gate Open	Gate Closed
7:00 AM	8:10 AM
12:50 PM	1:35 PM
2:30 PM	3:05 PM
4:00 PM	7:30 PM

Early Dismissal

For your child's safety, a note from home is required for early dismissal. Students must be signed out in the Lower School Office and then picked up from the classroom. If the student returns, an adult must sign the child back in and walk him/her to the classroom.

Late Pick Ups

If a child is not picked up 10 minutes after dismissal, the child will be taken to the Extended Day Program, and the family will be charged accordingly.

Morning Wait

For your convenience, we provide a morning wait program every morning from 7:15-7:45; it is free of charge. Students are dropped off on the sidewalk in front of the Lower School Office, and they walk to the Dawson Dining Hall, in the Lower School Cafeteria. A teacher is outside at that time to supervise students as they walk to the cafeteria, in addition to a group of teachers that manage Morning Wait. At 7:45, they will be dismissed to their respective classrooms.

After School Programming

All after school experiences (Extended Day and Enrichment Classes/Programs) are under the leadership of the Director of After School and Summer Programs, Elise Ernette, and Assistant Director, Sarah Fontaine. Please direct all questions and communications regarding Extended Day or after school programs via email to elise.ernette@charlottecountryday.org or sarah.fontaine@charlottecountryday.org, or by phone at 704-943-4702.

Extended Day Program

The Extended Day program offers homework time, organized activities and supervised play time. The afternoon sessions of Extended Day begin at the end of the child's regular school day, with a choice of dismissal times from 3:15-6:00 pm.

1. Families can enroll their children from 1-5 days per week on a monthly basis. Children who attend the Extended Day Program under contract can attend **ONLY** on those contracted days. No one is permitted to switch days during the week. Parents must call the office (704-943-4702) to add or delete days on a permanent basis.
2. Families may elect to attend the Extended Day Program on a drop in basis. To do so, please utilize the Drop In Request Form on BucsNet 24 hours in advance. Parents will be billed by the Finance Department when students attend the Extended Day program on a drop in basis. Full day programs on professional and conference days are only offered to students enrolled in the Extended Day program on contract. Parents will be notified when to register for these days and will be billed by the Finance Department. On conference days, we do offer a separate drop-in program; parents will be notified when to register and registration is on BucsNet.

3. Our Lower School students in Extended Day will be housed in the Brock Center for Extended Day located in the Hance Lower School Learning Center.
4. All parents/students MUST sign their child(ren) out before leaving.
5. After a 5 minute grace period, parents will be charged \$10 for every 10 minutes after the pick-up time or fraction thereof.
6. Pick up from the Extended Day program is in the carpool line located on Buccaneer Blvd outside the Extended Day Office. Contact the Extended Day office at 704-943-4702 for pick up arrangements. Pick-up changes must be made 24 hours in advance.

For answers to frequently asked questions about the Extended Day program, please see the BucsNet page for more guidelines and information.

After School Enrichment Classes

In addition to Extended Day, we offer after-school enrichment classes, which allow students to delve deeply into an area of interest. Families can select from classes scheduled once per week for several weeks or concentrated classes offered daily for shorter periods of time. Classes are offered based on student interest and cover everything from science, math and technology to sports, arts and music. Fall classes run from Sept-Dec., and winter and spring classes run from Jan-April. Please see BucsNet for a complete list of offerings.

For questions about the offerings and general program information, please see the BucsNet page for more guidelines and information.

● Attendance & Absence Policy

Changes in Pick Up Procedures

Parents must send a note with the child stating temporary arrangements. The parent should also note the carpool driver of any changes as needed. If a change occurs during the school day, email classroom teachers directly and copy Michelle Mulligan in the Lower School office at michelle.mulligan@charlottecountryday.org.

Tardies and Absences

If your child is absent or tardy, please notify your child's teacher and complete the Lower School attendance form on BucsNet.

Tardiness

Instruction begins promptly at 8:00 am, meaning that children should be in their classrooms at 8:00. If a child is not in his/her classroom, he/she will be marked absent

and a parent will need to sign him/her in at the Lower School office and then walk him/her to the classroom. Ten tardies or more per year are considered excessive, and families will need to speak with the Head of Lower School to put a plan in place for addressing the issue.

Absence Policy

Recognizing the importance of school attendance in the learning process, we ask that you make every effort to schedule family vacations when school is not in session. If your family has a special event that cannot be rescheduled, please alert the teachers and the Head of Lower School. While it is not possible to replicate the learning experiences for your child, teachers may be able to provide appropriate make-up work for students upon their return. In the event of an absence due to illness, teachers will make every effort to assist the student in making up written assignments, etc. when s/he returns to school.

- Excused absences include: illness or injury, quarantine, death in the immediate family, medical/dental appointments or religious observances.
- Arrivals after 11:00 am count as absences.
- An accumulated amount of unexcused absences over 10 in a school year will be considered excessive and result in a meeting with the Head of Lower School to address the issue.
- Excessive absences and/or tardies may result in a contract hold or grade retention

Illness

For the safety of all of our children, a child may not return to school until free of vomiting, fever and/or diarrhea for 24 hours. Any child returning prior to that will be sent home immediately with no exceptions.

● Carpool Guidelines

The following rules are designed to ensure the safety and health of our community members and will be strictly enforced. For the safety of all students, all children in carpool must be picked up curbside in the carpool line.

1. We have a NO IDLING policy. If you need to arrive early, wait or leave your car for any reason, you must park in the Visitor Lot (left of Levine). Please do not park along the curb during school hours.
2. NO CELL PHONES are allowed during carpool. Cell phones must be turned off until you have left the Country Day parking lot.

3. Please have your carpool nametag hanging from your mirror EVERY day at pickup. Also, please remain in the carpool line and pull forward with the traffic flow to the exit. For the safety of our children, DO NOT pull sideways out of the carpool line.
4. Adults picking up children should not motion or signal their children to cross lanes of traffic to get in the car. All pick-ups and drop-offs must be at the curb.
5. All children should remain buckled in their seats until they exit the car.
6. Double parking is prohibited.
7. Please refrain from bringing family pets on campus.

Carpool Locations

Morning Drop-Off:

Free Early Supervised Wait is provided in the Lower School Dining Hall starting at 7:15 am

Doors open for drop-off at 7:45 am, and volunteers will be on site to open doors and direct your child to the classroom.

- JK/K: located off Fairview Road
- Grades 1-4: located at main entrance on Carmel Road

Afternoon Carpool Pick-Up:

- JK (1:15 pm): Fairview Road Entrance. Please note: any child not picked up by 1:25 pm will be taken to paid Extended Day.
- Kindergarten (2:00 pm): Fairview Road Entrance. Please note: any child not picked up by 2:10 pm will be taken to paid Extended Day.
- First Grade (2:50 pm): Fairview Road Entrance. Please note: any child not picked up by 3:00 pm will be taken to paid Extended Day.
- Second Grade (2:50 pm): Main entrance on Carmel Road. After you enter campus, turn right and proceed to the 2 furthest lanes of the parking lot, keeping the bus lanes open. Please see maps. You will be directed as to when to pull up to the curb. After picking up your child, please remain in the carpool line and exit as directed. Please note: any child not picked up by 3:00 pm will be taken to paid Extended Day.
- Third Grade (3:05 pm): Fairview Road Entrance. Please note: any child not picked up by 3:15 pm will be taken to paid Extended Day.
- Fourth Grade (3:05 pm): Main entrance on Carmel Road. After you enter campus, turn right and proceed to the 2 furthest lanes of the parking lot, keeping the bus lanes open. Please see maps. You will be directed as to when to pull up

to the curb. After picking up your child, please remain in the carpool line and exit as directed. * Please note: any child not picked up by 3:15 will be taken to paid Extended Day.

Reminder: Younger children in carpools with older students will be escorted to and picked up at the location of the OLDEST CHILD in carpool (i.e. 1st grader and 4th grader riding together will be picked up at the 4th grade location).

Please Note the Times Above. Please DO NOT get in carpool line earlier than the dismissal time as the dismissal times are staggered to accommodate all the cars. If you arrive early, you will be asked to circle and park in visitor parking. Carpool maps will be available on BucsNet. Please pay attention to the signs on campus lots regarding carpool.

- **Playground Rules**

Country Day is committed to educating the whole child, and recess is a critical time for students to learn and practice social skills, to engage in physical activities, to interact with the outdoor environment and to have downtime. As a school, we value childhood and play, and recess is a critical time for kids to be kids. The following are age-appropriate rules for playground play:

- Children must wear gym/tennis shoes on the playground.
- Children are expected to obey all directions given by supervising adults.
- Students must be supervised by an adult on any play areas.
- Students are expected to follow agreed upon game and equipment rules.
- Students should model respectful, positive and considerate social skills.

We do not have students sit out or miss recess as a punishment. The only exception is when students are playing in a manner that is unsafe for them and their classmates. Teachers will establish more detailed guidelines with their classes as issues arise.

All playgrounds are closed to families and visitors during school hours (8:00 am-6:00 pm, Monday-Friday).

- **Lunch & Cafeteria Expectations**

A 30 minute lunch is scheduled for JK-4th grade classes. Students in JK eat lunch in their classrooms. Students in K-4 and teachers are allowed to select foods from a hot or

cold lunch menu. Daily menus are found on BucsNet. Guidelines are established to ensure a safe and enjoyable eating experience for all.

- Lead and assistant teachers are required to attend lunch with their students.
 - Faculty monitor their class' behavior during lunch.
- Children are expected to remain at their seats throughout the lunch period.
- ID cards may not be loaned to anyone else, nor may students share lunch.
 - You will be billed and responsible for any charges made on your child's card.
- Each student may purchase only one dessert. Students allergic to milk or juice may have water or bring a drink from home.
- Every child is responsible for cleaning the area around his/her seat as well as properly disposing of trash and trays.
- Lower School students are **not allowed** to go to the Upper School cafeteria before, during or after school, unless they are with a parent or teacher.

- **Birthday Parties & Social Guidelines**

At Country Day, we know how important birthdays are to our children, and we find ways to celebrate and acknowledge each child throughout the year. Please check with the classroom teachers about how they honor birthdays in their classroom. Note that we do not have students bring in birthday treats to school for student birthdays.

While students' social activities and parties are personal matters, any given social event may either positively or negatively affect classmates. Parents should use these occasions to help students learn social responsibilities. The following guidelines are provided to help families navigate these occasions:

- For parties, we recommend that families include either the whole class or substantively less than half the class; if you are hosting a single-gender party, please follow the same guidelines.
- Students should not give out verbal or written invitations at school for outside-of-school celebrations unless ALL classmates are invited.
- Be mindful of others' feelings when arranging playdates, special excursions, etc. in which students are picked up from school. Please be discreet to avoid hurt feelings.
- Do not use limousines for school pick-ups.
- Gifts should not be distributed at school.

- **Holidays and Celebrations**

Students and families of all faiths/backgrounds are encouraged to share their holidays/celebrations with their children's teachers. There are several holidays and special occasions that are formally observed by the school and have established policies/practices regarding their celebration.

- **Library**

Library Hours

The library is open from 7:45 am – 3:30 pm Monday through Thursday and 7:45 am - 3:00 pm on Friday. Students must be supervised after library hours at all times by a parent, guardian, tutor, or teacher.

Access

Students may use the library any time during library hours with permission from their teachers.

Book Check-Out

All Junior Kindergartners and Kindergarteners may have two books checked out at a time. First through Fourth graders may have three books checked out at a time. Parents/Guardians may have ten books checked out at a time.

Length of Check-Out

Materials may be checked out for two weeks for all students and parents. If the materials are needed longer, they can be renewed by request to a librarian.

Holds

Students may request that books be placed on hold. When a book becomes available, the student will be notified through their teacher.

Overdue Books

Overdue books count towards a student's book limit. As such, it is our hope that they will return them promptly upon completion.

- **Fines/ Replacement for Lost Books:** There are no fines for overdue books. However, should a book be lost or damaged, the charge for the replacement cost will be placed on the student's account. Books that are overdue by three or more months will be assumed lost and families will be billed.
- **Family Visits:** Families may visit the library anytime during library hours and are encouraged to check out books for all family members.

4. Behavioral Expectations & Discipline

Core Values & Conduct Expectations

Country Day's philosophy regarding discipline is derived from its mission statement, and guiding values, and Lower School Core Values (We Are Kind, We Work Hard, We Respect Others, We Are Brave). Embedded in these principles is the idea that discipline is rooted in respect for the individual; in a nurturing approach to helping students become empathetic, kind, responsible members of an inclusive learning community; and in a commitment to each child's social and emotional growth. Teachers at Country Day work purposefully to build classroom cultures based on respect, understanding, empathy, kindness and joy. At the start of the year, teachers work with their classes to establish developmentally appropriate rules and guidelines and to help them understand both the benefits and responsibilities of being a member of the community. At Country Day, it is the responsibility of all adults in the community to model and define respectful behavior for the children and to hold them (and ourselves) to a consistent standard.

Breaches in the community rules are viewed as learning experiences. Teachers and/or students discuss appropriate consequences for behaviors that run counter to the tenets of Country Day. These consequences should be logical and designed to teach, not to punish, and often involve a loss of privilege or an opportunity to step away from the situation and calm down. Teachers may also involve the counselor, lower school administration and families of those students whose behavior warrants closer guidance and more frequent monitoring through individual contracts, behavior plans or daily/periodic reporting to parents. Working closely with parents in a collaborative and trusting manner is essential for supporting student growth. If, after a series of interventions, the student's behavior does not change and remains disruptive to the learning environment, it may be necessary to consider excluding the child from the classroom or particular activities until the appropriate strategies/support are in place. In the case of persistent problems, students may be counseled out; such decisions are rare and involve the Head of School, the division head, teachers and parents.

● 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 School; 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.

- **Discipline Process**

Country Day follows this general process for dealing with ongoing behavioral issues, though depending on the severity of the situation, steps 2 or 3 may be invoked without moving through the first steps:

Step #1 Teacher/Student conversation, Teacher/Parent conversation, and logical consequence

When a child exhibits a pattern of problematic behavior, the teacher will identify the behavior with the child, communicate the behavior to his/her parents/guardians (as is fitting), and design a logical consequence for the behavior with the child.

Step #2 Head of Lower School/Parent conversation

If the pattern of problematic behavior does not improve after Step #1, the teacher will inform the Head of Lower School that the child is continuing to break the community rule. They will then confer with the parents/guardians of the child to discuss both the

behavior and ways of effectively communicating to the child that a breach in the community rule will not be tolerated. Parents, teachers, and the Lower School Administrative team will work together to follow through with any action plan established during this meeting.

Step #3 At-home reflection

If a similar negative behavior recurs after Step #2, the child will spend time at home reflecting on his/her actions. Then, the teacher, the parents/guardians, the child and the Head of Lower School will meet to reestablish expectations and develop a plan to ensure success. Sometimes, a child will go home immediately after an incident to reflect on his/her behavior. Other times, the meeting will be held the day following an incident, and the child will not return to school until an action plan has been created. In all instances, Country Day's priority is to support the child.

- **Dress Code**

As a community, we believe that cleanliness, neatness and simplicity of dress and appearance are important. We believe that attire or appearance should not be such a preoccupation as to detract from students' learning or their peers.

Clothing must be neat, clean, and in good repair. Dress up and theme days will be addressed individually by classroom teachers. Please follow the guidelines below:

- **Shirts and Tops:** All students must wear collared shirts, turtlenecks or mock turtlenecks with the exception of dresses and blouses/knit tops, which do not need to be collared. T-shirts are not permitted, except on "Spirit Fridays". No writing of any kind is allowed on tops (with the exception of small manufacturing logos). Sweatshirts worn over tops may have writing on them (team names, universities, etc.), provided the writing is appropriate.
- **Pants, Skirts and Dresses:** The length and tightness of bottoms should be appropriate for daily school activity. Students may wear dresses, jeans, shorts, corduroys or slacks; athletic wear is not allowed, with the exception of sweatpants for JK-1st grade students. When appropriate for recess and PE, dresses, skirts and tunic tops should have shorts or leggings underneath to allow movement.
- **Shoes and Accessories:** Gym shoes must be worn daily unless it's a dress up day. Hats and gloves are not to be worn inside. However, they may be worn for warmth/sun protection on the playground. Accessories should not interfere with play or physical education classes.
- **Rainy Weather:** Please provide a raincoat to be kept at school or in the student book bag. Umbrellas are not allowed.

- **Wearable Technology:** Wearable technology that can be used for texting/calls/internet browsing/ etc. is not allowed to be worn at school and must remain home or in student backpacks. Teachers will address concerns with individual students/families as they arise. Please note, phones are also not permitted at school and must stay in backpacks as well.
- **“Spirit Fridays”:** To encourage school spirit and pride in our school, students will be allowed to wear t-shirts on Fridays. On these “Spirit Fridays,” students will be encouraged to wear Country Day shirts or green. Other than the t-shirts, students are expected to otherwise be in dress code (so no athletic shorts). **Exceptions will be special dress down days (where they will be permitted to wear athletic shorts), and special events on Fridays like Convocation and Grandparents and Special Friends’ Day (where they will be in regular dress code or dressier).**

● **Technology & Internet Use**

In the Lower School, we are committed to providing students with developmentally appropriate access to technology in a scaffolded environment. This allows students to explore, and, predictably, make mistakes in order to grow and learn-- all within the context of a protected environment and with adult supervision and oversight. In order to ensure each child’s safety, we use website filters and tracking logs to safeguard your child as much as possible from inappropriate or harmful content, and we consistently monitor technology use (including emails). Respectful and mindful use of technology is also embedded within our curriculum. We use a framework developed by Common Sense Media that covers the following learning strands: internet safety, privacy and security, relationships and communication, cyberbullying, digital footprints and reputation, self-image and identity, information literacy and creative credits and copyright.

Students in kindergarten-2nd grade have access to classroom sets of iPads, and students in 3rd-4th grades have individual iPads. In addition, students in 3rd and 4th grades will be provided Country Day emails in order to login to school-supervised online programs. Beginning in 4th grade, students use their school-provided email to access the Google Suite. We expect all students to follow the responsible use policy below. Students will:

- Use the web only while under adult supervision
- Use only credible websites approved by teachers
- Use only tools provided by the teachers and not download any additional resources without teacher permission
- Use their school email appropriately for school use

- Credit sources
- Operate safely on the web or on online apps
- Demonstrate empathy, integrity and respect online
- Report any unsafe, inappropriate or unkind usage

Failure to follow these policies will result in loss of privileges or additional consequences as needed.

● **Bus Behavior Expectations**

On the first day of school, a member of the Lower School administrative team will meet with all bus students to go over rules and procedures that ensure the safety of each child. Please help reinforce the following behaviors:

- Students should learn their bus driver's name (*Mr. or Ms._____).
- Students should greet their driver upon boarding the bus and thank their driver upon departing the bus.
- Students should sit or stand quietly while waiting for the bus to arrive.
- Students should follow the bus duty teacher to buses in an orderly line.
- It is the student's responsibility to ride the bus in such a manner that the bus driver can stay focused and drive safely.
- Students should remain seated at all times while on the bus.
- Students should fasten their seatbelts and put bookbags under the seat in front of them prior to the bus moving.
- Students should talk quietly to their seatmates.
- Students should refrain from eating or drinking on the bus

● **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
- 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 communications 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 is 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 Interactions**

Students are prohibited from inappropriate displays of affection on campus or 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 a school event must be immediately reported.

- **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's 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, juuling, dipping, or using tobacco 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 a violation of school policy and reportable to law enforcement.

- **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 Interaction & 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 you 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.

- **Nurse, Family, & Teacher Responsibilities**

Lower School Nurse Responsibilities

- Nurses notify all teachers of students with severe allergies. This information is updated as parents notify the school.
- Nurses train ALL faculty/bus drivers regarding administration of EpiPens and emergency medications, as well as being able to recognize and treat anaphylaxis.
- Bus drivers are informed of any children with severe medical needs who are on their bus routes, and all bus drivers are trained to recognize and treat anaphylactic students.
- Nurses provide teachers with emergency medications needed for students prior to leaving campus for off-campus activities.
- Nurses will track expiration dates for all medications, including EpiPens. Parents will be notified prior to expiration date in order to have valid medication at school.
- Children at severe risk for anaphylaxis will work with nurses, teachers and family to devise a plan for carrying their EpiPens when away from the classroom.

Family/Teacher Responsibilities:

- Teachers will review medical records for students in their classroom with allergies, complete training for EpiPen administration and be able to recognize and treat anaphylaxis.
- Only classroom teachers will give food to the children in their class. No other teacher, staff member or bus driver will give a student something to eat.
- Teachers will follow guidelines from manufacturers for food brought into the classroom.
- ALL parents are asked not to bring in any outside treats or foods for parties that contain ANY peanuts/nuts.

- Parents of children with severe food allergies are asked to provide safe prepackaged snacks to be kept in the classroom for their child.
- Children with severe contact peanut/tree nut allergies are not permitted to sit with other students who are eating peanut products or other obvious nut products without written consent.
- Children DO NOT share food that has been brought from home or served in the dining hall.
- Children will be monitored by the teachers while in the dining hall and when eating in the classrooms and on field trips.
- Children at severe risk will work with the nurses/families and classroom teachers to devise a plan for carrying an EpiPen when away from the classroom.

- **Healthcare, Immunization, & 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 Division 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 also 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**

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.

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.

- **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, to following directions in emergencies and to 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 in 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 out buildings) 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 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. Communication & Parent Engagement

Policy on Communication 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, and coaches, 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 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.

- **Parent/Teacher Communication & Conferences**

Country Day believes that a strong home-school partnership is important to ensure the learning, growth and wellbeing of our students. Partnership is rooted in good communication, and Country Day expects respectful, thoughtful and ongoing communication on both ends.

- All parties should communicate concerns openly, constructively and directly to the individual (teacher, staff, administrator) closest to the issue first before involving supervisors, unless there is an issue of student safety.
- All parties should be thoughtful about the communications they send and choose the appropriate time/mode. We prohibit sending text messages to teachers' personal cell phones, except in the case of an emergency.
- Teachers check their email and classroom phone messages at the beginning and end of each work day (7:30-3:45 each day). All messages will be returned within 24 hours.
- If you have immediate needs and/or carpool changes that need to be communicated during the day, please contact Michelle Mulligan at 704-943-4645. Classroom teachers are busy with children, and it is difficult for them to respond during instructional time.
- Except for emergencies, please do not expect a teacher to return communications after 6:00 or on weekends/holidays. For the health of our staff, we encourage them to have a balanced life and use their work time to meet the needs of our school community.

- **Seesaw**

Seesaw is a communication tool, regularly used in JK-3rd grade, that allows for homeroom and special area teachers to share with parents, through pictures and text, students' learning. The purpose of Seesaw is to provide families with real-time information about the learning happening in classrooms across the school so that they can be true partners in their child's education. The school will provide information to school families on how to use Seesaw, and families will be notified in real time when work or any other information has been added.

7. Technology & Digital Citizenship

Acceptable Use Policy

We expect all students to follow the acceptable use policy below. Students will:

- Use the web only while under adult supervision
- Use only credible websites approved by teachers
- Use only tools provided by the teachers and not download any additional resources without teacher permission
- Use their school email appropriately for school use
- Credit sources
- Operate safely on the web or on online apps
- Demonstrate empathy, integrity and respect online
- Report any unsafe, inappropriate or unkind usage

Failure to follow these policies will result in loss of privileges or additional consequences as needed.

Personal Electronic Devices

While use of cell phones and wearable technology are forbidden in the Lower School, and required to stay in student backpacks, to the extent that students bring any electronic devices to school or to school activities (smart/cell phones, smart watches, 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, are 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.

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 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, postings 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 account(s) 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 and Communications Department. See the school's Marketing and 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 your 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.

- **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 contents 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 and communications department.

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

- **Generative AI**

Publicly available applications driven by GenAI, such as chatbots (ChatGPT, Google’s Bard, Microsoft’s Copilot, and Meta’s LLaMA), search engines (Microsoft Bing), or

image generators (DALL-E, Midjourney) (“GenAI Programs”), are impressive and widely popular. This policy applies to the use of any third-party or publicly available GenAI Programs that mimic human intelligence to generate answers, work product, or perform certain tasks. Certain of our courses and curriculum may explore GenAI Programs so students are aware of and understand these important tools. However, while these content-generating tools are important for students to be aware of and understand, there are a number of concerns associated with this new technology:

- GenAI Programs do not always produce accurate or complete information and results can include fictional people, places, facts, or events;
- The information entered into GenAI Programs is not confidential, is used by the GenAI Programs to continue to evolve, and are a potential target for hacking or other cyberattacks; and
- The results produced by these GenAI Programs do not cite to sources, so there is a serious risk of plagiarism.

Most importantly, the purpose of school is to allow students to grow, to be challenged intellectually, and to think critically about the material they are learning. As such, students are not allowed to use GenAI Programs, such as chatbots or image generators, either in school or at home in connection with any schoolwork, including, but not limited to: homework, projects, examinations, tests, quizzes, or as a substitute for reading assigned materials, unless expressly permitted by a teacher and attribution to GenAI Programs is provided by the student.

The specific requirements for its use and citing will be directed by the teacher, but will likely include: a citation of the GenAI Programs used, a description of the prompt(s) used, and a statement about how it was used in relation to the final draft of the assignment.

When a student is suspected of improperly using GenAI Programs, using it without their teacher’s permission and/or fails to properly cite its use, the student may be subject to disciplinary action, up to and including referral to the Honor Council or immediate dismissal.

Students will also be subject to disciplinary consequences for using GenAI Programs for any activities that are illegal, harmful, disclose confidential information, or infringe upon the privacy or intellectual property rights of others. Prohibited conduct includes using artificial intelligence to manipulate images, the voice, or videos of others.

8. Student Support Services

Counseling

The Lower School has two full-time counselors to assist in matters involving the personal growth and social adjustment of the students. Referrals may be made by teachers, parents, or the child. Parents are encouraged to contact the counselor if they have any concerns about the emotional development of their child. The counseling program consists of:

- Classroom Instruction
- Ongoing observations
- Short term 1:1 counseling of students or families
- Outside referrals for ongoing counseling/support as needed
- Small group sessions and affinity groups
- Parent Education Series

Educational Resource Program (ERP) & Testing

Research has shown that students learn in a variety of ways, and understanding and addressing those differences allows us to help each student reach his/her full potential. The Educational Resource Program at Country Day allows us to provide early interventions and support for our students so that they can build their confidence and skill in the classroom, while maintaining their love of learning.

The ERP partners with families, administration and teachers to offer in-house support for students experiencing academic difficulty.

ERP Testing

If a child is struggling academically in the classroom, the ERP may recommend additional testing to help pinpoint areas of difficulty and strength in order to create a plan for growth. To identify these areas, the ERP may suggest the following:

- Classroom observations to determine the need for additional testing
- Administer an individual achievement test at Country Day at no cost to parents. This is solely used to help determine the best way to help students find success in the classroom. This test assesses academic skills.
- Recommendation of further psychoeducational testing (see below for more details)

Psychoeducational Testing

A psychological evaluation may be requested by the school when a student demonstrates significant and/or continuous academic struggles; it is expected that evaluation results will be shared with the school. Psychoeducational testing involves a variety of targeted tests, designed to assess cognitive, processing, and academic ability. The results yield a detailed learning profile of a student's strengths and challenges, and, when warranted, provides a specific diagnosis.

Tests also provide helpful recommendations and accommodations for classroom support, interventions and resources. Country Day Testing will only be recommended through the ERP (not by individual teachers), and the ERP Director will provide each family with a list of professionals to whom we refer for evaluations. This list is based on professionalism, rapport with students, ability to interpret and explain results to parents and their skill at writing concise and thorough assessment reports. Additional details about the process are available online at BucsNet. Psychological evaluations must be updated every three years. An updated psychological evaluation or additional outside testing (e.g. neurological, language, behavioral, emotional) may be recommended prior to the three year policy if any of the following exceptions occur:

- a student exhibits significant changes in his or her academic performance
- a student exhibits significant changes in his or her behavior
- a previous evaluation is obtained by a psychologist not recommended by Charlotte Country Day

If a student is achieving success in the classroom without support or accommodations, updated psychological testing may not be required. For further details regarding updated testing, read the Psychoeducational Evaluation Report Policy available on BucsNet.

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.

Tutoring, Speech/Language, & OT Services

- **Tutoring**

Any student experiencing academic difficulty may be referred for tutoring services. The ERP employs tutors at all divisions, and their services are available on campus during the day. All tutors are experienced and knowledgeable about the curriculum and program at Country Day and many have degrees in special education and/or specific training in literacy, math and language development. Tutoring sessions are \$70.00 per session, and families are billed through the Business Office. See BucsNet for more details.

- **Speech/Language and Occupational Therapy**

In addition, speech-language screenings and therapy are provided for individual students who are recommended for these services through our partnership with *Terrific Talkers*.

Occupational Therapy screenings and services are provided through Southern Piedmont Pediatric Therapy Services. Both Speech-Language and Occupational Therapists contract with Country Day and set their own fees and communicate with parents directly.

- **Outside Tutors/Specialists**

Parents may choose to use tutors or specialists outside of Country Day. Please refer to the following information for details regarding communication expectations with professionals outside of Charlotte Country Day School. If you choose to utilize an outside tutor, please follow the appropriate Country Day protocol below:

- Outside tutors are responsible for initiating communication with Country Day teachers or administration via email.
- It is the responsibility of the outside tutor to assess, plan, and set learning goals for your child.

- Communication must be limited due to the amount of time teachers spend planning, meeting and teaching to make the classroom experience at Country Day as meaningful and as impactful as possible.
- **Outside Specialists**

When communicating with educational psychologists, therapists, neurologists, or pediatricians please follow the appropriate protocol below:

- All referrals for outside testing are made by the LS ERP Director, who can provide a list of professionals to whom we refer. The referral list is updated annually, and we recommend professionals based on their level of expertise, rapport with parents and students, and the quality of the assessments.
- If an outside professional requests that you have your child's teacher(s) complete rating scales, questionnaires or any other informational survey, please submit the requested form(s) to the LS ERP Director. The LS ERP Director will distribute, collect and send the rating scales, questionnaires, or other testing information directly to the appropriate outside professional.
- Please note that the questionnaires that teachers complete do not allow for much variation, and responses are based on classroom observations only. Parents generally are asked to complete the same type of questionnaire/survey as the teacher.

9. Additional Policies & Procedures

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.

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**

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.

- **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.

- **Lost & Found**

Children can be forgetful and leave personal items around campus. For this reason label all clothing, lunch boxes, and belongings with your child's LAST name, so they can be returned to the rightful owner.

- Unidentified articles found will be taken to the Lost and Found Cupboard located outside of the Claudia Watkins Belk Hall on the playground side.

- Students and parents may check the Lost and Found for lost articles.
- Unclaimed articles that are not labeled with a child's name will be donated to local charities three times during the school year – December, March and June.

- **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**

I 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 my student (the "Associated Individuals") is essential to the mission of the school. I agree that if my 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 my 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, I understand and agree that the school has the right to place restrictions on me or Associated Individuals with regard to an activity at the school, on school property, or at school-related events, if I or any Associated Individuals engage in behavior that the school determines, in its sole and exclusive discretion, to warrant such a restriction. I also agree, as a condition of my 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.

- **Photos, 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 the 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, 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 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.

- **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, student and/or parent consents to the video and audio recording of 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.

10. Faculty and Staff

Lower School Office Administrative Staff, Bray Hall

- **Head of Lower School:** Warren Sepkowitz, 704-943-4646
- **Administrative Assistant to the Head of Lower School, LS Business Coordinator, Registrar:** Kaysie Camacho, 704-943-4583
- **Early Childhood Director:** Rebecca Patterson, 704-943-4647
- **Lower School Director of Studies:** Lori Townsend Mahaffey, 704-943-4584
- **Lower School Administrative Assistant:** Michelle Mulligan, 704-943-4645

Lower School Educational Resource Program Director

- **Director:** Sherry Harris, 704-943-4550

After School and Summer Programming Administrative Staff

- **Director:** Elise Ernette, 704-943-4702
- **Assistant Director:** Sarah Fontaine, 704-943-4702

Lower School Counselors

- JG Bailey (2nd-4th), 704-943-4612
- Aleya Willis (JK-1st), 704-943-4950

Reading Specialist

- Jennie Roberts Creason, 704-943-4673

Health Room

- Sharon Ferris and Gwen Nix, 704-943-4568

Homeroom Teachers

- **Junior Kindergarten, Dickson Kindergarten Building**
 - Beth Ellis & Sara Badenhop, 704-943-4564
 - Kathleen Holtzman & Pam Freedman, 704-943-4740
 - SarahAnne Witman & Ashley Thomas, 704-943-4739

- **Kindergarten, Dickson Kindergarten Building**
 - Annie Giarla-Carr & Sarah Pritzker, 704-943-4657
 - Helen Heun & Kristie Hall, 704-943-4749
 - Sarah Johnson & Patrick Mast, 704-943-4738
 - Rachael Parker & Kim Fagade, 704-943-4742
 - Stephanie Sooroojnauth-Khan & Hampton Horton, 704-943-4743

- **First Grade, Belk Hall**
 - Natasha Alfano & Yvonne Turner, 704-943-4659
 - Erin Dudley & Kathy Thomas, 704-943-4733
 - Paige Kearnan & Dori Slutsky, 704-943-4731
 - Virginia McBryde & Ann Claire Hoch, 704-943-4737
 - Jovonne Taborn & Kaitlun Peterson, 704-943-4732

- **Second Grade, Katherine McKay Belk Hall**
 - McRea Brakefield & Ella Oliver, 704-943-4730
 - Tracy Dean & Mandy Jordan, 704-943-4736
 - Sydney Farrance & Linda Love, 704-943-4735
 - Kate FitzGerald & Nicola Roark, 704-943-4734
 - Madison Tuttle & Jamie Dorsey, 704-943-4729

- **Third Grade, Bray Hall**
 - Rebecca Daniel, Beth Eastridge, & Antonia Veneris, 704-943-4788
 - Amy Ilfeld & Brianna Klaver, 704-943-4721
 - Stacy Lynch & Jeanna Prevette, 704-943-4660
 - Melissa Salvato & Emma Sepkowitz, 704-943-4720
 - Kristin Van Stratt & Carter Fischer, 704-943-4661

- **Fourth Grade, Claudia Belk Hall**
 - Lacey Hester & Elizabeth Bingham, 704-943-4725
 - Chad Jarrett & Maggie Daniel, 704-943-4727
 - Andy Nicoletti & Karla Randle-Jackson, 704-943-4726
 - Cameron Tuomi & Jessica Stoner, 704-943-4724
 - Brooks Williams & Alexandra Eliasek, 704-943-4722

Special Area Teachers (To contact Special Area Teachers, please call 704-943-4500 and ask to be connected.)

- **Fine Arts, Gorelick Theater Building**
 - Art: Chelsea Wedwick (JK-1st) & Kandise Hayes (2nd-4th)
 - Drama: Krista Maggart & Lisa Pierce
 - Music: Emily Maxwell

- **Design Lab, Hance Learning Center**
 - Courtney Chambers (K, 1st, & 3rd) & Tim Moxley (JK, 2nd, & 4th)

- **Library, Hance Learning Center**
 - Alea Davey-Price (JK, 1st, & 3rd), Marie Langevin (K, 2nd, and 4th), & Heather Scott

- **Modern Language, Levine Building, Dawson Dining Hall, & Gorelick Theater Building**
 - French: Nadine Shenouda
 - Spanish: Elizabeth King & Judith Rivero

- **Physical Education, Bruton Smith Athletic Center**
 - Caroline Hoff, Nate McManis, Al Pearman, Laurel Shelley, & Logan Smith

- **Science, Belk Hall**
 - Tom Fredenberg (K, 2nd, & 4th) & Taryn Page (JK, 1st, & 3rd)