

Key School Handbook

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CAROLINA
DAY SCHOOL

Please refer to the general online PreK-12 handbook. This information is relevant for all divisions of Carolina Day School.

Philosophy of the Key School

The administration and faculty of the Key School are committed to the preparation of each child for life in today's complex world. We recognize the diverse needs of our students and seek to enhance the individual worth of each child. Our purpose is to address the needs of each student within a small group context through successful development of individual potential. By fostering the "giftedness" in each child and addressing areas of learning differences, we work toward the fulfillment of the whole person.

Providing a complete educational experience includes a carefully planned sequential program which takes into account what is developmentally appropriate. The program involves an integrated approach to the academic, social, emotional, and physical areas incorporating the attainment of college preparatory skills while promoting individual expression, creativity, and critical and analytical thinking.

Our school provides a nurturing environment in which the child can develop self-reliance, self-esteem, and self-motivation. This atmosphere is conducive to the growth of moral integrity, social conscience, and respect for others. By encouraging our students to value a sense of unity, sportsmanship, and community service, we seek to build character.

Fulfilling this philosophy requires us to make every effort to recognize and promote continuity without sacrificing a vision of the future.

General Policies

Arrival and Departure from School

The Key School (all grades) begins at 8:00 each morning. Promptness to school lays the groundwork for a great school day. We appreciate your support with this. All students should be dropped off in front of the brick Key house at the drop-off circle between 7:45 and 8:00. Students in grades 1-3 should be picked up at 2:55; students in grades 4-5 should be picked up at 3:00 (unless child-care arrangements have been made). Students in grades 6-8 should be picked up near the drop-off circle at 3:30. **Please use school entrances.**

Students should not be on the school grounds after 3:30 p.m. unless they are with a parent or guardian or are participating in a school-supervised activity such as the Lower School's Afternoon Adventures clubs.

If your carpool includes children from the Lower School, we ask that you pick up Key students first. This works best with the flow of traffic at the end of the school day. And as you come off the back road and merge into the carpool line, please be alert if cars are backed up to Hendersonville Road. If this is the case, we urge you to let several cars from that lane move ahead before you join the main carpool line to alleviate the danger faced by the cars that are forced to wait in traffic on the highway.

3:30 After-School Care Option. Due to differences in MS/US and LS dismissal times, Carolina Day School offers a no-cost, supervised after-school care program. If your Key student has a sibling in the MS or US program, rides in a carpool with a MS or US student, or rides a bus, he may attend this "play time" until 3:30. Please notify Key if your child will require this service. **Due to safety regarding adequate supervision, we ask that these guidelines be adhered to.**

Extended after-school care is available. Please see the principal for more information.

Key students are not permitted to leave campus for any reason during the school day without the permission of their teacher or the principal. Parents should sign them out at the division office before leaving campus.

Key School Tardy Policy

The Key School day begins at 8:00 a.m. and students will be considered tardy after 8:05 a.m. Because late arrivals are extremely disruptive to classes, the school needs the cooperation of the parents of students to ensure that their children arrive on time. Arriving on time will also be of benefit to you due to the heavy traffic at the preschool at a slightly later time. Upon the third unexcused tardy, the student will lose privileges and parents will be contacted. The Key School principal will meet with the student and the student's parents to find resolution to problems of tardiness. In advance, we appreciate full cooperation with this issue so we can be sure your child does not miss critical instructional time.

Absence Policy

(See PK-12 online handbook page 4.)

Extended Absences

Due to the sequential nature of our program, extended absences significantly impede your child's progress. Please see PK-12 online handbook page 5.

Illness and Medication Info for Key Students

(See PK-12 online handbook page 5.)

Note to Parents Regarding Social Activities

Birthday Parties

Each child's birthday is a special event and we recognize the importance of being able to celebrate it at school with classmates. Parents can provide a treat for this event; however, it must be scheduled with the teacher in advance and should be held during snack time or lunch. Most teams celebrate student birthdays one day per month.

Please send invitations through the mail rather than bringing them to school. If a birthday party is held immediately after school, we ask that you include every child in the class, all the girls, or all the boys. It can be extremely difficult, even devastating, for a child to feel that he or she has been left out of a party that most of his or her classmates will be attending. We ask for your care and sensitivity in this regard.

If your child does not invite all members in the class, please ask your child not to talk about the party in front of others. In a small school, this can be very hurtful.

Bullying

At Carolina Day School we consider bullying as behavior that is mean, unkind, or unpleasant to another; an intent to hurt or hard someone else, either physically, emotionally, or both. Each year, students, with the help of counselors and teachers, will discuss the negative effects of bullying and ways to discourage bullying behaviors in our school.

Cell Phones

Key Middle School students may bring cell phones to school, **but should not have these on their person.** Phones should be used in an emergency with teacher or administrator permission. Phones should remain off between the hours of 7:45 A.M. and 4:00 P.M. Students who need to make calls between these hours in non-emergency situations should ask to use a phone in the Key office.

Electronic Devices

The use of portable electronic devices such as portable media or game players, cameras, video cameras, etc., are prohibited during school hours on campus. Special permission may be granted at times by teachers for specific projects or activities.

Toys in School

In order to keep each students's full focus and attention on the school's learning activities, toys of any kind (including computer games, key chains, and trading cards) cannot be brought to school unless specifically requested by teachers for a particular unit of study.

Lost & Found

Carolina Day School expects each student to respect the property of others, and we strive to teach each student to be responsible for his/her own property. **Parents and students are expected to label all jackets, sweaters, sweatshirts, lunch boxes, backpacks, and calculators with the student's name.** All items found should be placed in "lost and found" or turned into the office receptionist.

Key School Homework Policy

Homework is an important aspect of the educational experience in the Key School, extending student learning beyond the school day. Homework assignments can bring the home and school closer together by facilitating parent understanding of topics taught at school. The objective of homework is to assist and improve learning and to strengthen skills and understandings gained in the classroom. Homework allows teachers and students to cover more content, reinforces and supplements students' learning experiences, and fosters student initiative, independence, study habits, and responsibility. Homework should be an application or an adaptation of a classroom learning experience.

The Key School faculty will be sending home the homework policy the first week of school. This will be discussed on Parents' Night.

Level of Independence

Our master goal for your child is to enable him/her to fully recognize his/her learning differences, be aware that he/she will attain the skills and strategies to be successful, and then to take this to a level of self-advocacy and independence. This will enable him/her to take on new challenges and fully accept the responsibility for future learning when leaving our program. Every child progresses at a different rate. We realize we need to be giving parents and students an honest assessment as to where he/she is along the continuum. These stages of progression were prepared to give you this information about your child and will be included on each report card.

Level of Independence-Stages of Progression

I - Dependent Learner

II- Emerging Skills In Independence

III - Demonstrated Skills in Independence

IV - Very Independent/Strong Self-Advocacy

Code of Evaluation of Academic Subjects

A = Excellent Work/Very Consistent Performance

B = Good Work/Usually Consistent Performance

C = Fair Work/Inconsistent Performance

D = Poor Work/No Effort to Demonstrate Performance

Skills:

√+ Strong Progress

√ Satisfactory Progress

√- Area for Growth

NA Not Addressed this Trimester

Special Information for Key Lower School

Guidelines for Key Lower School Behavior

Discipline leads to the development of self-control and the creation of community. We believe that it is a subject that must be taught, just as reading and math are taught. Year by year, young children are in the process of learning appropriate behavior. Because discipline is essential to the academic and social success of each child and to his/her moral development, we will take the time to work with students, individually and as a class, to develop an understanding of appropriate behavior. When necessary, we will follow through with consequences for inappropriate behavior.

Our One Rule — The Golden Rule

Do unto others as you would have them do unto you. As a lower school, we consider the Golden Rule to be our first rule — our “one rule.” It provides us with a unifying principle from which we can create an ethical order and a sense of respect for oneself, other people, and the environment. The Golden Rule gives us a starting-point as we strive to make our classrooms and our school a good and safe place for students and teachers.

Each classroom or grade will begin the school year with several discussions about the most important rules they need in order to help them do their work in a safe, comfortable environment. The students and teacher will create their classroom rules together. These rules,

along with the Golden Rule, will provide guidelines for student behavior during the school year. Most routine disciplinary matters will be handled by the classroom teacher. Should the need arise, the lower school principal will assist in disciplinary matters.

Consequences & Disciplinary Procedures

When a student does not adhere to school or classroom rules, the following steps will be taken.

1. **The student will be invited to evaluate his /her behavior.**
A major goal is to encourage the student to assess his/her behavior to determine why it is not working.
2. **The teacher will help the student to develop an action plan.**
The most significant aspect of this step consists in helping the student to identify *specific* ways to change *inappropriate* behavior into *successful* behavior.
3. **The teacher will get a commitment from the student to change the behavior.**
4. **The teacher will refuse to accept excuses.** The student will be held accountable for his/her actions.
5. **If the plan is not successful and the behavior persists, the teacher will determine appropriate consequences for the inappropriate behavior.** Parents will be notified so that they can work with the teacher to bring about the desired changes in behavior and/or attitude. The principal of the lower school and school counselor will be consulted as needed throughout the process.
6. **The following behaviors cannot be tolerated and will result in the child being sent home immediately:**
 - a. Any actions which jeopardize the safety of other children or of the child him/herself.
 - b. Defiance of a teacher or refusal to follow directions given by the adult in charge.
7. **Repeated incidences of dangerous actions toward others, defiance of adult authority, or dishonest behavior (lying, cheating, or stealing) may result in suspension or expulsion from Carolina Day School.**

The purpose of our approach to discipline is to help children learn to take responsibility for their actions and to demonstrate positive behavior. We continually strive to affirm the development of self-respect, deep appreciation for the dignity of each individual, and concern for the rights and needs of others. However, if the child is not responsive and continues manifesting behaviors that threaten individuals, or the security and harmony of the school community, action will be taken to ensure the safety of others and to ensure that the values of the community are upheld.

Honor Pledge for Key Lower School Students

As I have learned from the Golden Rule, I promise that I will treat others in our school community as I want to be treated. This means that I will be honest in all that I say and do:

If I am asked about something that has happened or something I have done, I will tell the truth.

I will respect school property and the belongings of others. I will not take or use anything that belongs to someone else without permission from the owner.

I will do my own work. I will not copy another student's paper unless this is permitted by the teacher. I will not copy answers from the teacher's papers or books. I will not plagiarize.

I understand that I am responsible for my own behavior and that I can make the choice each day to live by the Honor Pledge.

Before- and After-School Care

The standards set for the school day will be maintained in the Before- and After-School Care Programs. For specifics on the Early-Morning and After-School Care, see pages 84 and 85, respectively.

Lower School Dress Code

(Key Lower School dress code can be found on the CDS website.)

Dating Behavior

Because we do not believe that “dating” or “courtship” behavior is developmentally appropriate for lower school students, we strongly discourage these types of activities. We believe that encouraging these “grown-up” behaviors in students in these grades may rob them of their innocence and may hasten behaviors that they are not yet ready to understand or handle. Although these activities normally take place outside of school, discussions about them and resulting exclusive behaviors can have a strong negative impact on the classroom environment.

Special Information for Key Middle School

Grading System

Carolina Day School uses the traditional four-point letter grade system in computing grades. Equivalent numbers are used only as guidelines in determining letter grades.

A+	=	4.33	=	97-100	
A	=	4.00	=	93-96	Excellent
A-	=	3.67	=	90-92	
B+	=	3.33	=	87-89	
B	=	3.00	=	83-86	Good
B-	=	2.67	=	80-82	
C+	=	2.33	=	77-79	
C	=	2.00	=	73-76	Satisfactory
C-	=	1.67	=	70-72	
D+	=	1.33	=	67-69	
D	=	1.00	=	63-66	Poor
D-	=	.67	=	60-62	
F	=	.00	=	Below 60	Failing
I	=	.00	=	Incomplete	

Effort/Consideration Grade

This grade reflects the degree to which the student has accepted the responsibility for his/her own learning. This includes: effort put forth, determination to turn in quality work, willingness to go above and beyond, kindness and respect for teachers and peers, and evidence that the student seeks clarification/help when needed.

Athletics & Physical Education

Based on the belief that physical education makes a significant contribution to the growth and development of each individual, the physical education program is a valuable and integral part of the total curriculum.

Carolina Day School is a member of the Carolina Athletic Association (CAA) and the North Carolina Independent Schools Athletic Association (NCISAA). Athletics at CDS are supervised after-school activities that are governed by their own rules and regulations adopted by the school administration and athletic staff. Prior to the start of each season, all team members must meet the academic eligibility guidelines.

Evaluation for physical education is primarily based on effort. Basic skills tests are given to objectively measure proficiency in particular skills. General attitude and daily participation (including having appropriate shoes) are also a part of the evaluation.

Carolina Day School asks each student who participates in the athletic program to have a complete physical examination once a year by his/her personal physician. Athletic Release Forms are available in the Middle School office and should be returned to the Middle School administrative assistant. No student on academic probation may participate in sports or extra-curricular activities without a waiver from the Division Principal. Students must apply for this waiver in writing.

Participation in Sports & Activities

To be eligible to participate in any extra-curricular activities, a student must have maintained a C- average with no failing grade in the previous trimester. Exceptions to this guideline will be considered on an individual basis by the Division Principal after consulting with the parents and faculty members involved. Prior to the start of each sports season, all team members must meet either the academic eligibility guidelines or gain a waiver from the Division Principal. All waivers are limited to a specific activity or sport and are subject to periodic review.

The Key School fully supports students becoming scholar athletes; however, the priority is academic success. **Therefore students participating in extra-curricular sports must have a Level of Independence of II or greater or have approval of the Key School principal.**

To participate in a sports event or school activity, the student must attend at least 50% of the school day. Any Middle School student who is present during P.E. and intramurals, but does not dress out and participate in the class, may not participate in an athletic contest on that day. Final decisions regarding a student's participation in sports and activities will be made by the Division Principal and Director of Athletics.

Attendance at After-School Athletic Events

Students are encouraged to support the School by attending athletic events. However, in order to assure student safety, students must be picked up after school. They are welcome to return to school when the game or match begins. Students may remain on campus after 3:40 *only* if they report to After-School Care program.

Arrival & Departure, Absence Policy, After-School Program, Illness & Medication, Procedure for School Cancellation

(See PK-12 online handbook page 3.)

Guidelines for Key Middle School Behavior

In the Key Middle School, we value the **dignity** and **worth** of each individual, and we expect each person within our community to **take responsibility for his/her behavior**.

A Carolina Day School student is expected to exhibit a courteous attitude both on and off campus. We feel that a Key Middle School student already should have learned society's rules of politeness and should be able to carry them out. However, a courteous attitude goes deeper than mere formal politeness. There are many ways to exhibit courteous behavior. Listed below are several ways you can exhibit a courteous attitude:

1. Respectful behavior towards all is expected. Look for the good qualities in others; reach out to others who may be lonely or left out of activities. Be slow to find fault, and be certain that communication is constructive and expressed with kindness. It is not only *what* you say but also *how* you say it.
2. Respect the personal space, property, and privacy of others.
3. When meeting adults or visitors on campus, greet them by name if possible. Introduce them to your friend. If the visitor seems in search of someone, please offer to assist him or her.
4. Should you meet one of your teachers off campus, don't forget to introduce him or her to your friends.
5. Offer to open doors, and to come to the assistance of those in obvious need.
6. Avoid interrupting others.
7. While classes are in session, do not disturb them by unnecessary noise or distractions.
8. Keep pathways open, and walk around people who are conversing.

9. Respect our environment and treat it well so it will be here for others in future years.
10. Remember that “please” and “thank you” are words that should be used frequently and sincerely.

Use this list as a guideline. **If you are unclear, ask.**

Consequences for Inappropriate Behavior

As a member of the Carolina Day School community, there are rules and regulations which must be followed. Most aspects of discipline or minor infractions of the rules are addressed by the adult involved and the student, and together appropriate consequences are decided. Should a student commit a major infraction of the rules or a repetition of minor infractions, the student, the student’s advisor, and administrator will meet to assign appropriate consequences. When appropriate, the school counselor will be included.

These consequences may include, but are not limited to, behavioral probation, suspension, or expulsion.

Behavioral probation: All are on notice — student, parents, teachers, administrators, and the counselor — that the student must pay particularly close attention to his or her behaviors and that improvement is imperative.

In-school suspension: The student will be isolated on campus from peers and other members of the community for a period of one-half or one or more school days.

Out-of-school suspension: The student will remain at home and is not welcome to interact with peers and other members of the community for a period of one or more school days.

Expulsion: The student will be withdrawn from the Carolina Day School community. **There will be a written record of all infractions which come under these headings.**

School-Sponsored Events *(See PK-12 online handbook page 9.)*

Sportsmanship Code *(See PK-12 online handbook page 10.)*

CDS Middle School Honor Code & Honor Pledge

The **Honor Code** has been developed to guide community members in achieving the goal of **understanding and practicing the values of honesty, self-discipline, self-respect, and respect for others**. The sense of trust that exists in our community enables all of us to interact positively and learn in a supportive and caring academic environment.

As a constant reminder of **the importance of integrity in regard to a student’s academic work**, students will be asked by their teachers—at the individual teacher’s discretion—to write and sign the following pledge on their homework, tests, quizzes, papers, and other major assignments.

***I have neither given nor received
help on this work.
Pledge
(student signature)***

At times an assignment requires students to work together, so the teacher may not require the pledge or may ask the students to change the word “I” to “We.”

Occasionally, a middle school student may witness an infraction of the **Honor Code**. Infractions undermine the integrity of our commu-

nity, and it is our hope that students will learn the importance of taking steps to ensure that the trust of the community is restored. The CDS Middle School community strongly encourages students who witness a violation to take some action* to ensure that the violation is addressed.

**Some steps a student could take to address a violation include:*

- 1. encouraging the offending student to inform a teacher or administrator of his/her infraction;*
 - 2. informing a teacher or administrator that an infraction has taken place, including the nature of the infraction and the identity of the person(s) involved;*
 - 3. informing a teacher or administrator that an infraction has occurred without naming the individual(s) involved; or*
 - 4. consulting with an advisor or other responsible adult to determine what steps might be appropriate under the circumstances.*
- At the beginning of the school year, each student in the middle school is asked to sign the Honor Pledge (below) to indicate his/her compliance with the **Honor Code**:*

The Middle School Honor Code and Pledge

As a member of the Carolina Day School Middle School community:

- My word will be honorable at all times. If asked a question about my conduct or school business, I will answer truthfully.*
- I will respect the property of other community members and will take or use it only with the express permission of the rightful owner.*
- The academic work that I submit will be mine alone unless outside help is permitted by the teacher.*
- I will value the dignity and worth of each individual in the school community and take responsibility for my behavior as it affects others, my school, and myself.*

Policy on Ethical Use of the CDS Network and Plagiarism

(See PK-12 online handbook page 6-7.)

Middle School Dress Code

(Middle School dress code can be found on the CDS website.)

Middle School Dances/Activities

(See middle school online handbook page 13.)