

Carolina Day Middle School Handbook Grades 6 - 8

Table of Contents

Middle School Program	2
Course of Study.....	2
Homework Policy.....	2
Grading System.....	4
Policy for Grade Reporting and Comments.....	5
Academic Probation.....	5
Community Service.....	5
Athletics and Physical Education.....	6
Guidelines for Middle School Behavior	7
Consequences for Inappropriate Behavior.....	7
Tardiness to School.....	9
Middle School Dress Code.....	9
Bullying.....	10
Suggested Guidelines for Out-of-School Social Events.....	10
Honor Code.....	11
Honor Pledge.....	11
Additional Programs, Services & Policies	12
Lost & Found.....	12
Advisors.....	12
Communication with Parents.....	12
Trips.....	12
Student Council.....	13
Middle School Dances/Activities.....	13
Middle School Student Recognition.....	13
Parent Meeting Committee Members by Grade.....	15



CAROLINA
DAY SCHOOL

Middle School Program

Carolina Day School's Middle School program seeks to meet the unique educational and developmental needs of learners in grades 6-8. Our goal is to provide a challenging academic program in a climate which fosters growth and supports students as they develop into sensitive, caring people who are confident and eager to adjust to changes in their world.

The exploratory curriculum emphasizes critical and independent thinking skills, organizational and study skills, fine arts, athletics, character education, and community service. Our advisor system allows us to closely monitor individual progress and to facilitate growth in a positive and productive manner.

Middle School Course of Study

Sixth Grade

Language Arts
Social Studies
Intermediate Math/Enriched Intermediate Math
Science
French/Spanish
Visual Art
Physical Education
Health
Library/Research
Computer
Intramurals
Exploratory
Performing Arts

Seventh Grade

Language Arts
Social Studies
Pre-Algebra/Enriched Pre-Algebra
Science
French/Spanish
Visual Art
Physical Education
Library/Research
Intramurals
Exploratory
Performing Arts

Eighth Grade

Language Arts
Social Studies
*Algebra 1/Enriched Algebra 1
Science
*French/*Spanish
Visual Art
Physical Education
Library/Research
Intramurals
Exploratory
Performing Arts

The middle school principal works with math teachers to determine placement in our enriched math classes. While parents may request consideration for enriched math for their child, the School makes this determination based on a student's level of motivation, passion for math, maturity, responsibility, and readiness for the challenge.

* At the eighth-grade level, an average of C+ or better (with teacher approval) in Spanish or French is required to move to Level 2 in the ninth grade. An average of C+ or better (with teacher approval) in Algebra 1 is required to move to geometry in the ninth grade. No high school credits are given for course work completed at the middle school level. At the end of the eighth grade year, teachers make course recommendations for rising ninth grade students in math and modern language.

Homework Policy

Homework is an important aspect of the educational experience in the Middle School at Carolina Day, 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.

All must work together and share responsibilities to create the best homework learning opportunities for students:

School Responsibility:

- Teachers have a responsibility to assign valid and relevant homework with a purpose.
- Teachers should make every effort to explain each homework assignment clearly and thoroughly.
- Teachers at each grade level should coordinate assignments and cooperate with one another, especially as major tests, examinations, research papers, and required reading are concerned.
- Teachers should post all assignments daily and give students time to copy assignments in their assignment notebook. In addition, tests, quizzes, and projects should be posted on the individual grade calendars located on the middle school community bulletin board.
- The length and frequency of homework assignments will generally be determined by the developmental stage of the students. It is impossible to give every student the same amount of homework (in terms of time) each evening. Students vary in their ability and motivation. With these variables in mind, core and modern language teachers will strive to give students homework assignments that—when combined—require the average student 10-15 minutes per grade level. Thus a seventh grade student could expect between 70 - 105 minutes of homework most evenings.
- Teachers will monitor the completion of homework assignments and contact parents to discuss any on-going concerns.
- As a general rule, homework will not be assigned during vacation/school holidays or extended weekends. Teachers may assign weekend homework.
- Teachers and administrators will strive to be aware of religious holidays and will make an effort to avoid major assignments during or immediately following these events. Teachers understand that students are not expected to attend school, do homework, or take tests during these events. When necessary, students will be given additional time to make up work missed on these days. Teachers and administrators do appreciate reminders at least two weeks in advance of these holidays.

Student Responsibility

- Record all assignments in your assignment notebook.
- Complete assignments neatly, carefully, and on time. Label homework with student name, date, and a brief description of the assignment
For example: Pre-Algebra, page 35.
- Keep a neat locker, organize notebooks and papers, and keep track of all materials and assignments.
- Work with parents to create a suitable study environment.
- Pick a good time to do homework. Use time efficiently. Plan ahead. Make time for long-term projects.
- Do the work independently and ask for help only after you have given an assignment your best effort.
- Complete, in a timely fashion, your part of an assignment that involves the cooperation of one or more other students.
- Communicate when you have a problem. Talk with your teacher or your parents if you are struggling with the completion of homework. Seek extra help from your teacher.
- When you know in advance that you will miss school for a family trip, you should ask your advisor/teachers to assist in the completion of an "Absence Request Form" (available in the office) three to five days in advance of the trip. Once core and modern language teachers have completed their part of the form, you should submit it to the principal or assistant principal for approval. Whenever possible, work ahead to complete homework assignments before the trip.
- When an assignment is missed, for whatever reason, it is your responsibility to ensure that all work is submitted as soon as possible. If you fail to complete an assignment on the day it is due, make sure to take responsibility to get the missing work turned in the following day. Points will be deducted from unexcused late work at the teacher's discretion. When you return from an absence you should meet with each teacher to find out what you have missed and then work to get those assignments turned in as the teacher suggests.

Parent Responsibility

- Help your child understand the value of homework and support the homework policy.
- Make homework a priority. When possible, schedule family activities after homework is completed.
- Help create a relatively distraction-free, organized place and time for student homework.
- Help your child prioritize and make good choices.
- Provide appropriate consequences when necessary.
- Encourage your student to be responsible for thoroughly recording all assignments in his/her assignment notebook.
- Recognize that the amount of time spent on homework will depend not only on the assignment itself, but also on a student's ability, work habits, and motivation.
- Encourage your child to approach his/her teacher with questions about homework.
- When you have a concern about homework in a particular class, your first call should be to the teacher involved. Your calls are welcomed and teachers need to know when there is a problem.
- Do not rescue your child by bringing forgotten/misplaced assignments to school. Please do not fax or e-mail your child's assignments.

- Encourage your child to work toward independence in regard to his/her assignments. Be only minimally involved in the completion of your child's homework. Some creative homework assignments are "interactive" and include activities middle school students can do with their parents or other relatives. When needed/requested, do provide assistance with memory drills by calling out words, definitions, or questions. Don't get involved in helping your child to write/revise a paper or complete a project. Chances are great that parents will get too involved in this type of assignment.
- When your child has worked on his/her assignments for a disproportionate amount of time, please stop your child, even if she/he is not finished with homework assignments. Send a note to the teacher the following morning to explain the situation. If this situation happens frequently, parents, teachers, and advisor should meet to try and find a solution.
- When your child is sick and absent from school, please do not call the office to get your child's assignments. The administrative assistant does not have time to gather books and assignments for all the students who are absent each day. (Students who have been ill are not expected to have all work completed on the day they return.) Instead, please check the teachers' web pages for daily assignments. These are generally updated by 2:00 p.m. each day. You may pick up books or materials (that the child does not have at home) from the student's locker at any time during the day.

(Please remember to check in at the middle school office before heading to your child's locker.) Additionally, there is information in your family directory to assist you in e-mailing or in sending voice mail messages to any school employee.

Revised Summer 2006

Grading System

Carolina Day School uses the traditional 4.33-point letter grade system in computing grades. The following grade guidelines are used in the Middle School.

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 Grade Scale

A	=	Consistently well-prepared Consistent hard effort Initiative Diligence Persistence Positive, willing participation Cooperative Working independently Working independently in groups
B	=	Usually well-prepared Misses some homework assignments Usually persistent Participates Usually cooperative
C	=	Sometimes prepared, but sporadic Very inconsistent Uncooperative Seldom participates

Consideration Grade Scale

How student treats others (teachers/staff/peers/visitors)
Conduct — both in and out of class
Respect for property
Knowing and respecting boundaries
Following behavioral guidelines outlined in the handbook

A	=	Consistently considerate of others
B	=	Usually considerate of others
N	=	Needs to make serious efforts to be more considerate of others

Middle School Honors

Core (math, science, social studies, and language arts) and modern language courses have twice the weight of specials classes (visual arts, performing arts, P.E., computer, and exploratory) in computing academic averages for honors. In the Middle School, enriched math is viewed as a means to differentiate instruction for students who are ready for a greater challenge. Therefore we do not give greater weighted value for enriched math courses for honor roll eligibility.

As **sixth grade** students are in their first year of transitioning into the middle school environment, they are not included for honor roll eligibility.

Each trimester **seventh and eighth grade** students with an average effort grade of 3.8 (or higher) and an average consideration grade of 3.67 (or higher) are eligible for the **Effort and Consideration Honor Roll**.

Eighth grade students with an academic average of 3.9 (or higher) earn **Honor Roll** standing. Those eighth grade honor roll students who also have an average effort grade of 3.8 (or higher) and an average consideration grade of 3.67 (or higher) earn **High Honors**.

The Middle School does not post the names of honors recipients. Instead, within two weeks of the time progress reports are sent home to parents each trimester, students in seventh or eighth grade who earn honors receive a congratulatory letter of notification from the middle school principal

Policy for Grade Reporting & Comments

The only grades that the school officially recognizes are letter grades. The transcript will reflect only trimester grades and the final grade. Each student receives grades and comments at the end of each trimester that become a part of his/her permanent transcript. Every six weeks, interim grade ranges are sent home. These are informal reports and do not become a part of the permanent transcript. Grades received from another school are not averaged with CDS Middle School grades to determine a yearly average. Final grades represent academic work completed during time spent at CDS.

Academic Probation

A student may be placed on academic probation for a number of reasons. This probation may affect a student's participation in any extra-curricular activity. The reasons for academic probation may include, but are not limited to:

- The student is not working to his/her potential as determined by teachers, parents, or the student.
- The student's grades have dropped significantly in one or more subject areas.

A written record will be created stating the reasons for, implications of, and time table for probation. This report will be signed by the student, teachers, parents, administrator, advisor, and coach (when applicable).

Community Service

Our aim is to foster the habit of service. Students and teachers work together on community service projects such as feeding the homeless, visiting the elderly in retirement facilities, providing for the needy during the holiday season, and helping to support the charitable work of the Eblen Foundation.

Middle School students are also encouraged to participate individually in other community service activities. The Student Council established a Community Service Award to honor those students who contribute at least 35 hours to the service of others outside the normal school day. The Middle School Community Service Committee seeks opportunities for community service and makes decisions regarding the award. Students who submit hours must do so in writing. The form may be obtained from the Middle School Administrative Assistant. The deadline for submitting community service forms will be announced to students each spring with reminders.

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 dressing out) 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 online and should be returned to the athletic department. 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 minimum of 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.

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.

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

(See PK-12 online handbook page 3)

Guidelines for Middle School Behavior

In the Carolina Day 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 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.
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, the parent(s)/guardian(s), and administrator will meet. When appropriate, the school counselor will be included. The administration is ultimately responsible for assigning appropriate consequences.

Often behavioral infractions do not fit cleanly into a particular category. The age/grade of the student, as well as the number of previous disciplinary situations the student has been involved in, will be considered as consequences are determined.

Depending on the circumstances and the seriousness of the infraction, these consequences may include:

Reflections on Behaviors — Middle school students are asked to reflect upon violations of school or classroom rules by completing a "yellow card." The purpose of asking a student to complete a yellow card is to give a tangible message that a rule was violated so the student can make necessary adjustments in behavior. Students who receive an excessive number of yellow cards will serve one or more detention periods.

A Discussion with a Middle School Administrator: This may include a call to parents and/or some in-school service activity to serve as a means of reminding the student of his/her responsibility.

Detention — Students may serve detention at break times, after school, or on Saturdays as determined by school administrators. Students in detention may be asked to perform community service or do an activity designed for reflection on their behavior.

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 behavior and that improvement is imperative, a subsequent infraction is likely to mean suspension or expulsion for the student. The student's behavioral status will be reviewed by teachers and administrators at appropriately determined times.

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. Teachers are under no obligation to assist the student in making up work missed. The student will receive a zero for any work that is not completed and turned in on the day following the suspension.

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. Teachers are under no obligation to assist the student in making up work missed. The student will receive zeros for any work that is not completed and turned in on the day following suspension.

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.**

Major Infractions may include but are not limited to:

1. Behavior which compromises the safety of an individual or group.
2. Infractions of the Honor Code.
3. Any illegal activity including but not limited to:
 - a. possession, use, or involvement with alcohol, tobacco, marijuana, controlled substances, and their associated paraphernalia at any time on or off campus.
 - b. violation of copyright laws, e.g. computer hacking, copying, etc.
 - c. possession of weapons of any kind and/or their associated paraphernalia on campus or at school functions.
 - d. the communication (written, oral, through drawings, or computer/phone messaging) of inappropriate, threatening, or violent information.
 - e. vandalism or malicious mischief on or off campus.
4. Leaving campus or a school function without the consent of a parent/guardian or school authority. All departures and returns must be recorded in the main office.
5. Fighting, physical aggression, or inappropriate physical contact.
6. Personal behavior which makes it inappropriate for the student to represent or be associated with our school, including gross misconduct on or off campus during any school function.
7. Misusing school or personal property.
8. Personal harassment of any kind: sexual, racial, emotional, social, physical.
9. Stealing—on or off campus.
10. Repetition of minor infractions.

Minor Infractions may include but are not limited to:

1. Being unprepared for class – without necessary materials and assignments.
2. Not being where you are supposed to be—unexcused absence from a class or from school.
3. Being tardy.
4. Creating disturbances by noise or actions.
5. Eating at inappropriate places and during inappropriate times.
6. Chewing gum during school hours.
7. Inappropriately displaying affection.
8. Using vulgar or obscene language or gestures.
9. Violating the dress code.
10. Displaying discourteous behavior and/or attitude.
11. Using cell phones or other electronics in violation of middle school rules.

Other Guides for Student Behavior:

1. Be on time for class and appointments. This means being in your seat and ready to work so that class may begin on time.
2. Bring homework assignments to class on time. Follow the homework policy.
3. Be prepared for class, i.e., textbook, workbook, pencil, paper, notebook, student planner, as required by the teacher.
4. Return library books on time. Take care of fines in a timely fashion. Students will not be allowed to take exams at the end of the second or third trimester if they have not taken care of library responsibilities prior to the exams.
5. On the occasions when you forget lunch money and borrow from the office, be sure to pay back the money on the following day.
6. Observe quiet outside classrooms that are in session. Observe appropriate class behavior.
7. Do not go into another student's locker for any reason, without permission from the student or from a CDS adult.

8. Consume food and drink in the cafeteria, outside of the building, or in the tiled foyer of Stephens Hall. Food may be served and consumed in the classrooms only when there is a special teacher-approved situation.
9. When using the sidewalks as a play area during break times, please remember to look for adults and visitors, and move aside while they walk through the area where you are playing.
10. Whenever possible, walk on the right side of hallways and sidewalks and be conscious of adults and visitors who are walking in the opposite direction. Don't run others off of the sidewalk while you are having conversations with friends.
11. Be responsible for keeping our campus and buildings clean. Pick up trash and put it in the nearest trash receptacle. Make an effort to recycle as appropriate.
12. Observe safety procedures in the drop-off and pick-up area of the parking lot—no running, no crossing the drive-except at crosswalks, no ball playing in the pick-up area near the Nash Athletic Center. Students should never cross over the pick-up lane to enter a car in the thru lane of traffic.
13. Refrain from the public display of affection on campus or at school-related events.
14. Keep up with items that belong to you. Do not place items on top of lockers. Do not leave gym bags, instruments, book bags, etc. in the hallways.
15. Label your jackets and sweaters with your name. Regularly check the lost and found for missing items.
16. Be proud of your school and take care of school property. Leave school spaces, especially locker rooms and rest rooms, in good condition for others to use.
17. Bring “indoor shoes” to use in the gymnasium during PE. Help to keep the gym floors free of dirt and gravel that will harm the finishes on the floor.
18. For safety reasons, individuals and small groups of students are not to use the wooded path between Stephens Hall and the library. This includes time after and before school. The exception is when an adult is traveling the path with students.
19. CDS students are not to cross Hendersonville Road from campus at any time.
20. Middle school students may bring cell phones to school, but should not have these on their person. Phones should be used only in an emergency with teacher or administrator permission. Phones should remain off between the hours of 7:45 A.M. and 3:40 P.M. Students who need to make calls between these hours in non-emergency situations should ask to use a phone in the middle school office.
21. The use of portable electronic devices such as portable media or game players, iPods, cameras, video cameras, etc., are prohibited during school hours on campus. Special permission may be granted at times by teachers for specific supervised projects or activities.
22. Students are required to use a portable memory device for storing and transporting computer documents and data between school and home. Students should not rely on the school's network to save their work. Students may not send or receive e-mails on the school's network.

Tardiness to School

Students are considered tardy to school if they are not in class by 8:05 a.m. Being on time is a sign of consideration and respect for others. When a student is tardy to school, he or she should report to the office for a blue tardy card. Upon the fourth tardy to school during a given trimester, and for subsequent tardies in the same trimester, students will serve detention as determined by a middle school administrator. The Middle School does not differentiate between excused/unexcused tardies to school.

Middle School Dress Code

The middle school dress code can be found on the School's website.

The Standard Code of Dress and Middle School Athletes

On days of athletic games, student athletes are expected to dress in the Standard Code of Dress for home and away events unless otherwise instructed by the Athletic Department or Middle School/Key School principal.

Bullying

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

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

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

Suggested Guidelines for Out-of-School Social Events Involving CDS Middle School Students

Carolina Day School cannot mandate a policy for “out-of-school” social events for CDS students. However, such events, which often include primarily CDS middle school students, are frequently viewed as an extension of our school day. In addition, these events certainly affect student behaviors and feelings at school. In response to a number of parents who have asked for guidelines, and because the Middle School seeks, through its character education program, to promote an “inclusive” environment, we hope that parents and students who plan and sponsor such events will consider the following guidelines:

That special care be given when considering “who to invite” to out-of-school social events:

- Most of our middle school classes number approximately 45-57 students. It is often not practical, nor affordable, to invite every student, or even every student of one gender. If inviting only some of the class, we suggest that parents and students look at the class numbers and choose to invite a number that will not make some students feel that they were in a small minority of uninvited guests
- When everyone is not invited, it is a good idea to encourage all the students who are invited to be discreet. Talking about parties/events at school will only cause hurt feelings and feelings of exclusion.
- CDS does ask that party invitations not be handed out at school, unless all students (boys and girls) are invited. (Please contact the middle school principal, before sending any invitations to school.) Invitations for smaller groups should be mailed.
- In the past, some of our parents have joined together to plan a party/get-together inviting the entire class. For example, parents of three or four students who have birthdays in the same month pool resources to host a party for the entire group—everyone is included and the expense is shared.

That such events focus more on the reason for the celebration with less emphasis on gift giving and receiving:

Large numbers of personal gifts can be overwhelming for both the givers and the receiver, and students at this age will make comparisons. In the past, both parents and students have come up with some creative alternatives to gift giving that have been well received:

- The child picks a favorite charity and invites guests to donate to that organization. For example, students bring cans of pet food to donate to the Humane Society, mittens to donate to ABCCM, a \$3.00 donation to Manna Food Bank, etc.
- Some write on the invitation: “Your presence is the present.”
- Some host parties that promote “the event” as opposed to “gift-giving,” such as bowling, skating, trips to athletic events, hiking, wall climbing, candle-making, etc.

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 community, 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)

Additional Programs and Services

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, and calculators with the student's name.** All items found should be placed in "lost and found" or turned into the office receptionist.

Large amounts of cash should not be brought to school.

Advisors

Each student will be assigned an advisor at the beginning of the year who will monitor and be involved in all aspects of your Middle School program. Your advisor is your parents' contact person at school and is there to give you individual attention, to help you with any questions or concerns you may have, and to assist you in having the best possible school year. Please feel free to ask your advisor for help — whether it is an academic concern, a social concern, or if you just need someone to talk with. Your advisor is your advocate.

School Counselors *(See PK-12 online handbook page 9)*

Communication for Parents (PC)

Each Tuesday and Thursday, the Middle School sends home important school/community information to parents. Parents will need to access this information (PCs) through email or from the School's website.

An email is sent to parents each Tuesday and Thursday with a link to the School's website and the specific documents.

Early in the school year parents will be asked to provide an email address as a means of receiving communications. It is vital for the success of our students and our program that parents be diligent in checking the parent communication items on a regular basis each Tuesday and Thursday.

Communication—To serve the school community, Carolina Day School's communications system includes voice mail and e-mail which will speed your access to anyone on the staff and to timely information about the School.

Trips

While day field trips are scheduled throughout the year, especially for sixth grade, overnight trips will occur at each grade level. These trips are an integral part of the academic program and are directly related to the curriculum. All students are involved. We view the trips as opportunities to broaden students' horizons and to take them out into the "classroom" beyond school walls. All middle school students participate in the fall overnight trip which takes place within the first month of school.

In addition, all classes will have the opportunity to participate in a class trip. From year to year, these trips are subject to change depending on cost, safety issues, and curricular needs.

Parents will be charged for all trips. The costs of these trips vary from year to year. Parents will receive detailed information about the trips and are encouraged to call the middle school principal with any questions. At times, some financial assistance may be available. While on school trips, students are expected to accept and uphold Carolina Day School standards of behavior. *(See PK-12 online handbook page 9 for clarification.)* When students fail to behave safely and appropriately on a school trip, parents will be notified and depending on seriousness of the infraction and the student's ability to change his/her behavior, parents may need to make arrangements for their child to leave the trip and return home.

Student Council

The Middle School Student Council will consist of an eighth-grade Leadership Committee composed of six eighth-grade middle school students and three eighth-grade Key School students. This group, selected in the spring of their seventh-grade year, will provide leadership and direction for the Middle School Student Council made up of the Leadership Team and student representatives from each grade of middle school and Key School elected in the fall. Student Council responsibilities include middle school dances and other social events, campus projects to improve the school environment, leadership opportunities, honors assemblies, service opportunities and fundraising.

Middle School Dances/Activities

The Middle School will host three faculty-chaperoned dances each year. All Middle School students are welcome and encouraged to participate. This is a time to relax and enjoy each other's company in an informal, fun environment.

- Dress is casual, but appropriate. Principals will discuss this with students in the days prior to the dance. This is *not* the time to purchase new clothes. Expenses to attend the dances should be limited to the admission fee and occasional assistance with refreshments.
- Parents are asked to drop off their children at the dance within 15 minutes of the starting time and to pick them up in the parking lot when it ends. Once students are at the dance, they may not leave until the dance ends and a parent or guardian picks them up (an older sibling, with parents' permission, is acceptable).
- Dating and "couples" are not appropriate for middle school dances.
- The middle school faculty asks *both parents and students* to help us create a welcoming, informal, and inclusive atmosphere at our dances.
- Limos are not appropriate for middle school dances/activities.

In addition, the Middle School regularly hosts other activities/social events for our students, possibly including movie nights, cookouts, bowling events, etc. Parents will be informed, in advance, of these events.

Middle School Student Recognition

The Middle School will have two programs each spring where awards and recognitions are given to middle school students. These include the MS Awards Program and the MS Celebration. In addition, sports-related MS awards are presented during the end-of-year CDS Sports Awards Program.

The **CDS Sports Awards Program** will include the following MS Awards whose recipients are selected by the middle school faculty:

The Leslie Hall Kennedy Award: This award is given to the most improved female athlete who is involved in sports and actively involved in physical education classes and intramurals. It is given to a seventh and eighth grader.

The Jerry Hess Award: This award is given to the most improved male athlete who is involved in sports and actively involved in physical education classes and intramurals. It is given to a seventh and eighth grader.

Michael Jon Wellisch Scholar/Athlete: This award is presented to the eighth grader who has been outstanding in scholarship, sportsmanship, teamwork, and cooperation with teachers and coaches. Effort and participation as well as athletic ability are important. The award is a memorial to the scholarship and athletic leadership exhibited by Mike Wellisch, 1981 graduate of St. Genevieve/Gibbons Hall.

At the **Middle School Awards Program**, students receive the following recognitions:

Middle School Student Council: Members receive leadership certificates for their dedication to the efforts of the Middle School Student Council.

President's Award for Educational Excellence: This recognition is given to students graduating from the Middle School. The award criteria are set by the Federal Department of Education and the middle school principal. This year's criteria requires that students earn a 3.67 grade point average in their middle school years through the second trimester of 8th grade along with national achievement test scores in the 90th percentile or higher in reading or math.

President's Award for Academic Improvement: This award is given to one or more eighth grade students who have shown extraordinary effort in their academic performance for the year.

Community Service: (grades 6 – 8) The Middle School recognizes students who commit their time to the service of others. We present this award to students who accumulate at least 35 hours of service activity approved by the Middle School Community Service Committee. Since our aim is to foster the habit of service, students are eligible to receive the Community Service Award in each year of their middle school experience.

Excellence in Academics: Certificates are presented to 8th grade students who have demonstrated outstanding accomplishments in the following academic areas: language arts, social studies, math, science, Spanish, French, performing arts, and visual arts.

At the Middle School Celebration on the last day of school we present the following awards, honors, and recognitions:

Grade Scholar: This award is given to the 7th grade student and the 8th grade student with the highest academic average for the year.

Love of Learning Award: This award is given to students who consistently and independently want to learn more. A student who receives this award demonstrates not only an open-mindedness for exploring new topics, but also a focused passion for a particular subject, topic, or philosophy. The interest is driven from within, not for a grade, but by a genuine thirst for knowledge which causes the student to ask questions, engage in conversation beyond the classroom, or do independent research. (grades 6 – 8)

Creative and Independent Thinking Award: This award recognizes students who offer unique perspectives and are willing to step outside and look at a problem through a different lens. When presenting their unique perspectives, they are willing to take risks, recognizing that others may see their ideas as unconventional. Their energy and effort serve to enlighten those around them. (grades 6 – 8)

The William Hill Brown IV, Strength of Character Award: This award is given in honor of Hill Brown. While he was a teacher in the Middle School at Carolina Day from 1993 – 2003, Mr. Brown exemplified our high standards of character – inspiring respect, admiration, loyalty, and trust. His integrity and strength of character made him a role model and beloved teacher in our community. (grades 6 – 8)

Wayne Ann Neblett Spirit of the Middle School Award: This award is given as a memorial to the spirit of Wayne Ann Neblett, an active parent of the Asheville Country Day School community. The Spirit of the Middle School Award is given to the member or members of the eighth-grade class who have given excitedly of themselves, igniting those around to experience enthusiasm also.

Joseph M. Lalley, Jr. Award: This award recognizes the eighth grade student who has demonstrated qualities of integrity, honesty, sincerity, and sound moral principle. Sustained personal effort in academic work and extracurricular activities are also essential factors. The award is given in honor of the former headmaster of St. Genevieve/Gibbons Hall.

Middle School Division Parent Meeting Committee

Middle School Vice President Jennifer Bock 277-8933

Sixth Grade

Lisbeth Nagle	273-3648
Ashley Stanier	274-1033
Marcy Sirkin	645-2099
Lisa & Stephen Ryan	338-0330
Florence Krupnick	274-4528
Lori Paulus	570-428-4331

Seventh Grade

Allison Delevan	628-6522
Catherine Gay	681-8668
Carol Ann McLendon	606-0190
Gwen Murrah	676-0397
Heike Schaper	667-2414

Eighth Grade

Jill Abernethy	253-6429
Betsy Harlan	281-2654
Lisa Lindsay	273-2610
Sarah Pearsall	274-8700
Suzanne Rose	252-7933
Pamela Van Praag	277-2483