

# Carolina Day School

## Handbook

### Grades PK - 12

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CAROLINA  
DAY SCHOOL

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## **A Short History of Carolina Day School**

Carolina Day School (CDS) is an independent, co-ed, college preparatory school with grades pre-kindergarten through twelve. Though only 22 years old, CDS traces its roots to one hundred years ago and draws on a rich educational history. Established in 1987 by the merger of two of Asheville, North Carolina's best private schools, Asheville Country Day School and St. Genevieve/Gibbons Hall, Carolina Day School embodies the highest standards of academic achievement and character development.

Asheville Country Day School (ACDS) was founded in 1936 by a group of local parents who sought better high school preparation for their children. First housed on Victoria Road, the K-9 school grew quickly and eventually combined with another local school, the Haseltine School, in 1949. The new school moved to a large building on Merrimon Avenue near the site of present-day Grace Covenant Presbyterian Church. As its reputation grew, so did its student body, and soon the school needed to move again. The Hendersonville Road campus, with its modern building surrounding a triangular courtyard, was designed by architect Bertam King and built on land donated by the Biltmore Company. The new campus opened in 1958. One hundred forty-nine (149) students were enrolled, and a high school division was added over the next two years. In 1970, an extension was built onto the main building to house the primary division (grades 1-3). Other than that, the campus remained intact through the 1980s. ACDS joined the National Association of Independent Schools (NAIS) in 1965 and the Southern Association of Colleges and Schools (SACS), the accrediting agency for schools in the Southeast, in 1982.

The area's other top day school, St. Genevieve/Gibbons Hall, also experienced growing pains over the years. Nuns from a French order known as "The Religious of Christian Education" established the original school, St. Genevieve-of-the-Pines (SGP), in 1908. In the beginning, it was both a day school for boys and girls, ages six to thirteen, and a boarding school for girls ages fourteen to eighteen. In 1912, St. Genevieve's College was added, which offered a two-year course in French as well as a four-year liberal arts curriculum. In 1930, the college evolved into a two-year college, called St. Genevieve's Junior College, which operated until 1955, when it became the School for Secretaries. In 1949, the boys in grades K-8 from the day school moved into a separate building and Gibbons Hall School for Boys was founded. Both SGP and Gibbons Hall were accredited by SACS; in fact, SGP was a charter member. At its zenith, the campus on Victoria Road encompassed over 35 acres.

In the 1960s and 1970s, private schools all over the country struggled to stay open. By 1971, the religious order was no longer able to support both SGP and Gibbons Hall. With the help of parents, the two schools merged to form St. Genevieve/Gibbons Hall School (SG/GH). SG/GH was an independent, co-ed, day school for boys and girls in kindergarten through ninth grade. In 1984, in an effort to combat rising costs and declining enrollments at both schools, SG/GH and ACDS began merger talks. In 1987, the two schools finally merged. The Victoria Road campus was sold to Asheville Buncombe Technical Community College (AB-Tech), and a new school, Carolina Day School, was born on the Hendersonville Road campus.

CDS started with 279 students in 1988; today, there are more than 600. To accommodate this growth, two major capital campaigns have been conducted. Supported mostly by parents, these funds helped the School renovate existing buildings, acquire additional property on Hendersonville Road, and build new buildings, such as the new athletic complex on nearby Sweeten Creek Road. In addition, the faculty has made numerous curriculum improvements over the years; for example, adding technology classes, Advanced Placement courses, and character education instruction. The school currently consists of four divisions: Lower School (PK-5); Middle School (6-8); Upper School (9-12); and the Key School (1-8), which serves bright students with language-based learning differences. In the spring of 2007, after three years of training faculty in the scientific evidence that documents biological gender differences that influence learning, CDS was honored with the designation of Gurian Model School. This training led the Middle School to incorporate single-sex core classes (2004-2005) in grades six and seven, and the School continues to promote professional development in this area. In addition to a solid academic program, a wide variety of extra-curricular activities are offered, including athletics, arts, community service, and special interest clubs.

The mission which Carolina Day School will pursue in the future draws on the inheritance of the schools of the past: to challenge young people to pursue their personal quest for excellence by offering them opportunities to educate the mind, the heart, the body, and the human spirit.

## Arrival & Departure From School

### School Hours

Pre-Kindergarten	8:15 - 12:00 12:00 - 3:00 Extended Care
Grades K - 5	8:15 - 3:00
Grades 1 - 5 (Key)	8:05 - 3:00
Grades 6 - 8	8:05 - 3:30
Grades 6 - 8 (Key)	8:05 - 3:25
Grades 9 - 12	8:00 - 3:30

### Arrival at School

**Lower School:** Because the early morning time before school is very important to teachers so that they can prepare for the day ahead, lower school students should not arrive in their classrooms until 8:00 a.m. each morning. If they arrive prior to 8 a.m., they must go directly to the cafeteria for early-morning care (see below). Classes begin promptly at 8:15.

**In order to help alleviate traffic congestion at 3:00, parents of full-day students in pre-kindergarten, as well as kindergarten and first-grade students, are asked to pick up your child at 2:45 if you do not have older students in your carpool.**

**Key School:** Because teachers need to prepare for the day, students should not arrive before 7:50. Early-morning care is available in the cafeteria. The students will report directly to the core teams at 8:00, and classes will begin at 8:05.

**Middle School:** The Middle School begins each morning with advisory at 8:05. We request that families establish a routine that will ensure students arrive at school between 7:40 and 7:55 so that they can order lunch, visit with friends, and get their books and supplies ready for first period. Students who wish to place a lunch order must do so between 7:50 and 8:00 A.M.

**Upper School:** Students should arrive at school by 7:50 (no earlier than 7:30) and must be in their first period class by 8:00. Students who do not have a first-period class must check in with the upper school secretary by 8:00. Classes are 45 minutes in length. Students are given a 10-minute morning break and a lunch period from 12:30 to 1:00 each day. Students may order lunches before school.

### Early-Morning Care for Lower School & Key School

Carolina Day offers early-morning care for lower school parents who must drop their children off before 8:00 a.m. Supervision is provided daily in the cafeteria from 7:15-8:00 at a small cost to parents. See the principal for further information.

Children who ride our school buses must also go to the cafeteria from the time the bus arrives (around 7:50) until 8:00. There is no charge for these students. If your child travels with a middle school sibling or carpool, he/she can go to the cafeteria between 7:50 and 8:00 at no charge. If they arrive prior to that time, you will be charged.

### Tardies

**Please help us start each day smoothly by making sure your child arrives on time.** Late arrivals are extremely disruptive to classes. A student will be considered tardy if not in the classroom by 8:00 in the Upper School, 8:05 in the Middle School and Key School, and 8:15 in the Lower School. To be counted as present for a full day, a student can miss no more than 1½ hours of the school day. To be counted present for a half day of school, a student must be in a school for at least three hours. Please see individual Division Handbooks for specific information about signing in and consequences for unexcused tardies.

### Leaving Campus During the School Day

**Students in grades PK-8 (including Key School)** are not permitted to leave campus during the school day without the permission of their teacher /advisor or the principal. Parents should sign them out in the division offices before leaving campus.

**Upper school students**, except seniors with privileges, are not permitted to leave campus for any reason without the permission of the principal or dean of students. They must sign out in the upper school secretary's office.

## **Dismissal**

**Grades PK-5 (Lower School & Key School): Pre-kindergartners** will be dismissed at 12 noon, or at 2:45/3:00 if enrolled for the full day. **Kindergartners** enrolled in the half-day program will be dismissed at 1:00 during the first half of the year. All other students in **grades K-5** will be dismissed at 3:00. **To avoid a major bottleneck at our 3:00 dismissal, we ask parents of students in grades PK-1 to pick up their children at 2:45 if they do not have older students in their carpool.**

If lower school students need to wait for their carpool until 3:30, they must go to the designated supervised play area. **They cannot be on campus after 3:30 unless attending an after-school club or an activity in which they are accompanied by a parent.**

When children are brought to school or are being picked up, parents should be careful not to park where others have difficulty entering or exiting. A driver should remain with his/her vehicle at all times unless the auto has been parked in one of the marked parking spaces.

**Grades 6-12:** Students in middle school are dismissed at 3:25 p.m. and upper school students at 3:30. Middle school students should not remain on the school premises after 3:50 p.m. (5 p.m. for upper school students) unless they are with their parent or guardian or are participating in a school-supervised activity such as sports, clubs, tutorials, or study hall.

## **After-School Care for Lower, Key & Middle Schools**

Recognizing the needs of today's families, Carolina Day School offers after-school care each day that school is in session. On half-days of school and holidays there will be no coverage.

The After-School Program is located in the cafeteria from 3:00-6:00 for lower school students and from 3:45-6:00 p.m. for middle school students. Students taking part in this program must be picked up **NO LATER THAN 6:00 p.m.** Options for the program are three days per week, five days per week, or individual days as needed or required. Information about the program and cost is available from the division principals and/or the business office.

Middle school students remaining on campus after 4:00 p.m. (unsupervised by an adult) will be required to participate in the program even though they are not officially signed up. Middle school students attending CDS home athletic events will not be required to stay in the After-School Program as long as they are picked up promptly after the game.

## **Absence Policy**

Regular attendance at school is imperative for sound academic progress. While make-up work can be done, the continuity of classwork is interrupted.

Students are expected to be present every class day. In order to be counted present, students must not miss more than 1½ hours for a scheduled appointment or due to tardiness. If a student misses more than 1½ hours but is present for at least three hours, he/she will receive credit for ½ day attendance.

**Students who are absent for more than ten percent of the school year** (18 days), for whatever reason, will jeopardize their chances to advance to the next grade. Parents will be advised during the school year if their child has been absent excessively from school. Continued enrollment of students with too many absences will be reviewed by the faculty and respective division principal at the end of the school year. Middle and upper school students who have excessive absences in a particular class for whatever reason will jeopardize their standing in the course.

**Notification required:** If a lower school, Key school, or middle school student is absent for illness, family emergencies, or other reasons, he or she is to *bring a note signed by a parent to school upon the day of return* listing the student's name, the dates absent, and the *definite* reason for the absence. This note should be given to the child's teacher in the Lower School, the student's advisor in the Middle School, and core teacher in the Key. In the Middle School, if a student is absent from class without an excuse (or if a student is asked to leave class), that student may receive a "zero" and may not be allowed to make up any quizzes or tests given during that class. For upper school students parents should notify the upper school administrative assistant's office by phone by 8 a.m. if the student is unable to attend that day.

**Parents should not schedule lessons or activities for their child (dance, equestrian, sports, etc.) that interfere with the school day.** Students are expected to be in school for the full day on a regular basis. To allow enough time to be dismissed from school, lessons and activities should be scheduled no earlier than 3:30 for lower school students or 4:00 for middle and upper school students.

**Whenever possible, parents are asked to schedule medical and dental appointments after regular school hours or during vacation periods.** If such absences are necessary during school hours, parents must advise in advance:

- Lower School: teachers and the school nurse
- Key School: core teachers and principal
- Middle School: teachers and administrative assistant
- Upper School: secretary

The student must sign out and in upon returning to campus.

**Should a student become ill during the school day**, the nurse will contact the parents. *For the safety of classmates, a student should not attend school if he /she is suffering from a fever, vomiting, diarrhea or any potentially contagious illnesses, and should not return until the symptoms have been gone for 24 hours.* If a student is not well enough to attend classes, he/she may not participate in after-school activities.

## **Extended and Planned Absences**

Extended and planned absences, including those just before or immediately following scheduled vacations, are generally unacceptable. Families are urged to plan absences around the school's calendar. Generally, the important dates for the calendar for the ensuing academic year are published in late January prior to that year. If, however, an extended or planned absence is necessary, students must fill out an Absence Request form which is signed by teachers and administrators. These forms may be obtained from the division offices. Any request for an extended or planned absence must be made to the division principal and teachers *at least one week in advance* of such absences. If such requests are not made in advance or are not approved, the school is under no obligation to assist the student in making up work or tests that were missed. *Please understand that teachers do not have time to give one-on-one instruction to students who have been away on vacation.*

Juniors and seniors may be excused from Carolina Day classes in order to visit colleges when in session, provided the student has made prior arrangements with the college or university and has spoken to each teacher. Juniors are allowed to miss two days and seniors are allowed to miss five days.

## **Make-Up Work**

Whenever students are absent, particularly for an extended period, it is their responsibility (parents need to assist lower school children in this regard) to talk with their teachers and find out what work and tests were missed so that make-up arrangements can be made in a timely fashion. In case of extended absences due to illness, the teachers and division principals will work with the returning student to schedule make-up arrangements and tests within a reasonable time frame, ensuring no undue pressure.

## **Illness & Medication**

Over-the-counter medications are available in the nurse's office and may be given at the nurse's discretion to those students who have written permission on file from parents. If the student requires some other type of medication during school hours, the medication must be sent in a pharmacy container to the nurse's offices, along with written parental permission. A signed statement from your physician is also required for prescription medicines. A form is available in the nurse's office or online. Most pharmacies are happy to prepare an extra label and bottle at the time you purchase a prescription if you expect your child may need it at school. **No prescription medicine should be kept by students at any time.** If your child may need an emergency medication, such as injectable epinephrine for bee sting allergy, parents *must* supply the School with a filled prescription to keep on hand.

**If a student becomes ill while at school**, he/she will be sent to the nurse's office. If it is determined that the student needs to go home or to medical care, every effort will be made to reach parents at home or work; if that is not possible, listed emergency contacts will be called. It is *essential* that the school has current phone numbers available.

**Students should be kept home if they are ill.** The school cannot take responsibility for giving a sick child adequate care for hours at a time, and there is certainly concern about infecting other children and staff. *After an illness, the child should be kept home until he/she has been free from any fever, vomiting, or diarrhea for at least 24 hours.* When your child is absent because of illness, please call to update the school nurse on his/her condition — this enables us to be aware of any developing health trends.

Parents may want to provide a tube of sunscreen for their child to keep in his/her locker to apply before anticipated exposure.

## **Procedure for School Cancellation**

The head of school (or if he/she is unavailable, the associate head of school/lower school principal) will determine as early as 6:00 a.m. whether or not school will be closed or if it will open late due to weather conditions or other circumstances. As quickly as this decision is made, you will receive a voice message via the School's ALERTNOW *Notification Service*. The School will also advise WLOS-Ch 13, WYFF-Ch 4, WWNC-570AM, KISS-99.9FM, WCQS-88.1FM, and WYMI-102.5FM.

Please do not call the head of school or other administrators or faculty as their lines must be kept open during these times in order to coordinate plans. We will not necessarily follow what city or county schools are doing.

**Families who live a great distance from the school and are facing inclement weather must decide for themselves whether or not it is safe to bring their children to school.** Our situation is far more complex than most other schools because our students travel across such wide areas. The weather may be promising in one area and threatening in another. Should school be in session and you cannot get your children to school, we will understand and make allowances. All reasonable care must be exercised by parents and school administrators.

There may be a situation when we must dismiss early. In this case, parents should have emergency arrangements pre-planned to accept children returning from school early. You will receive a phone voice message via the School's ALERTNOW *Notification Service* advising you of the dismissal time.

## **Student Dress Code**

The standard code of dress for each division can be found on the School website.

## **Textbook Replacement Charges**

Carolina Day School provides students with textbooks, generally at no additional charge. We expect to use a textbook for five years, and when it is issued to the student in August, the condition of the books is noted with one of the four adjectives: new, excellent, good, or fair. When a book has reached "poor" condition, it is replaced.

When the book is returned by the student in May, we expect a normal year's use and we expect that textbook to be returned in a condition one level lower than its issued condition. However, when there has been excessive wear, extraneous marking, or general abuse resulting in a returned condition lower than expected, the student is assessed a charge commensurate with the returned condition. Those charges are assessed at one-fifth replacement value of the book for each condition level lower than expected. In the event the textbook is lost, the student is assessed full replacement cost for the textbook.

## **Ethical Use of the Carolina Day School Network**

As Carolina Day School provides more opportunities for students to access the Internet and work online for research purposes, we have taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. Carolina Day School is not responsible for other people's actions or the quality and content of information available through this service.

Students need to remember that information is a form of property (like a book that you own) and electronic mail is personal (like a letter you write). Using another person's password is stealing, just as much as taking money from his/her wallet. Electronic mail should not be read without permission, any more than a personal letter should be. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, and of local, state and federal laws. You can be prosecuted for violating those laws. The following rules must be followed by students using the network or Internet:

**Be Polite** — Never send, or encourage others to send, abusive messages.

**Use Appropriate Language** — You are a representative of your school. Never swear, use vulgarities, or any other inappropriate language. The school can and may review any messages that are written through our network system.

**Representation** — Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.

**Privacy** — Do not reveal your home address, phone number, names or addresses of family members, or the names or addresses or phone numbers of other students.

**Software** — No software may be reproduced nor illegal copies of software used at school. The use of "cracks" or methods to bypass security features is prohibited.

**Information from the Internet** — Using the Internet to obtain material that is meant only for adults is not allowed. If you copy material, you must give credit to the author or source.

## Misuse of Network

Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, related equipment, or network hardware; to harm or destroy data of another user or of any other agencies or networks that are connected to the system; to gain access or attempt to gain access to unauthorized systems; to defame the Carolina Day School name; or to access inappropriate materials from school computers. Any misuse will result in loss of privileges, disciplinary action, or possible legal action.

Carolina Day School cannot control how students use technology away from campus; however, when the School is informed of students using personal technology to send messages to that are abusive, demeaning, of a bullying nature, or that threaten the safety of an individual or individuals, the School will act on the information, informing parents, and having consequences as deemed appropriate.

## Plagiarism

As early as the first and second grades, we begin teaching the process of research and students write research reports and develop projects. Because of this, it is essential that they learn very early what plagiarism is and why it is unethical.

*Plagiarism is the giving out as one's own work the intellectual, artistic, or literary work of another.* It may take two basic forms: (1) using the ideas of another person without giving credit to the source; or (2) using the words of another person without either giving credit to the source or using quotation marks. Either form of plagiarism is a violation of Carolina Day School's Honor Pledge/Code and is strictly prohibited.

## Sexual Harassment

Sexual harassment is not social or courting behavior. It is uninvited and unwanted and is best seen as an assertion of power. Sexual harassment has the effect of interfering with an employee's/student's work/academic performance, or creates an intimidating, hostile, offensive, or otherwise adverse working/learning environment. Sexual harassment may include but is not limited to:

1. Physical assault, including rape, or any coerced sexual relations.
2. Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of a healthy relationship.
3. Any demeaning sexual propositions.
4. Unnecessary touching in any form.
5. Leering or ogling at a person's body.
6. Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior.

7. Sexually stereotyped or sexually charged insults, humor, verbal abuse, or graffiti.
8. Inappropriate personal questions.
9. Any sexually inappropriate behavior that prevents an individual from participating fully in the life of the School.

## **Response Procedure for Any Type of Harassment**

Carolina Day School encourages any student who believes he/she has been subjected to any harassment (whether sexual, racial, emotional, social or physical) or believes he/she has observed another student being subjected to such harassment to report that fact.

It is expected that all reports of harassment will be made in good faith for legitimate purposes. Carolina Day School will attempt to maintain confidentiality. There are no automatic consequences in such cases. Each case will be evaluated in context and on its own merits.

Listed below is a suggested procedure for addressing a situation of harassment. It is recommended that an individual follow these steps. However, neither these steps nor their order are an individual's only option. Help can be found through many avenues. The purpose of the procedure is to help individuals receive the support and guidance necessary to stop the harassment.

- Let the offending person or people know you want the behavior to stop. Say NO firmly. Look directly at them with a straight face to give a clear message about how you feel. Do not apologize.
- Keep a record of when, where, and how you have been mistreated. Include witnesses, direct quotes, actions, evidence, and any written communication.
- Contact someone at school about the situation: advisor, faculty member, administrator, supervisor, director of student life, or school counselor. A written report prepared jointly by the person receiving the complaint and the complainant will be filed with the head of school.

## **Policy Regarding Student Use of Controlled Substances**

Carolina Day School prohibits the use, possession, sale or distribution of drugs, alcohol, and tobacco products by students on campus or at any school-related event. A student who is in violation of this policy or who is found to be under the influence of a controlled substance while under the supervision of the School will be subject to appropriate disciplinary action, which may include suspension or expulsion. In determining disciplinary consequences, consideration will be given to the student's willingness to confront substance abuse issues and participate in a corrective program including counseling and drug screening.

Although Carolina Day School recognizes the limits of its jurisdiction off campus, the School reserves the right to take disciplinary action if the behavior of a student jeopardizes the safety of him/herself or other Carolina Day students, or if it damages the reputation of the School.

### **Rationale**

Carolina Day School seeks to provide a safe and healthy environment for its students and to create a climate that discourages student experimentation with and tolerance of drug or alcohol use. In response to individual requests for help, the School offers assistance in dealing with a drug- or alcohol-related problem. The School's position is based on these facts:

- substance use has proven to be detrimental to the educational process;
- it is psychologically and physiologically harmful;
- the possession and use of drugs or alcohol by adolescents is illegal.

### **Procedure**

Carolina Day School will support, without threat of disciplinary action, those students who voluntarily seek help for a substance-related problem. The School will work to create a support structure and a personalized program which may include: a professional assessment,

counseling, and/or participation in a rehabilitation program. Parents will play an important part in developing the overall support plan for a student seeking help. Students must understand that any drug- or alcohol-related offense following the first voluntary admission or intervention will result in disciplinary action.

If a student is found to be in violation of the School's drug and alcohol policy, the student may be suspended immediately if, in the division principal's judgment, such action is needed to protect the well-being of the school community. In all cases, before final disciplinary action is taken, the student's parents and advisor, administrators, and the school counselor will be informed and included in a discussion of the problem and the creation of an appropriate course of action.

## **The Role of the School Counselors**

It is the mission of the school counselors to work with teachers, administrators, and parents to guide students toward the ultimate goal of becoming responsible, productive citizens. Our aim is to facilitate the process whereby students acquire a healthy self-concept emotionally, socially, and academically.

A major objective of counseling and guidance is to focus on the developmental needs of each student in the Lower School; to prepare adolescents for future educational experiences and further develop decision-making skills in the Middle School; and to teach upper school students to accept responsibility for their decisions and help them become more aware of themselves and the world in which they live. This includes an ongoing life skills curriculum that is integrated into the program at each grade level, as well as services to individual students when they are faced with challenges in any aspect of their school experience. The program provides students with the tools needed to become responsible for themselves by involving them in self-appraisal, self-understanding, and self-direction.

## **Fundraising Policy**

All fundraising goals and activities by any group within the school community (student, parent, teacher, etc.), must be approved in advance by the school administration. This policy is intended to prevent competing requests, to avoid the "saturation point" among our parents and patrons, and to maintain the emphasis upon the major traditional events such as the Auction and the Annual Fund campaign.

## **School-Sponsored Events**

**Definition:** School-sponsored events include anything occurring during the school day and functions on and off campus which are endorsed and chaperoned by the School, including athletic events, dances, parties, academic competitions, outdoor education trips, field trips, club activities, and transportation to and from a school event.

### **Guidelines For School-Sponsored Events**

1. At all times students are expected to behave in accordance with the rules, regulations, and standards established for a CDS student.
2. All school-sponsored student functions will have faculty and/or parent chaperones in attendance.
3. It is essential that each student going on a field trip have a permission slip and emergency release form properly completed, signed and on file in the school office prior to departure.
4. Chaperones (both faculty and/or parents) will be designated by the division principal and shall act with the authority of the School.
5. Students who are unable to behave in a responsible manner will be asked to leave the function by the chaperones. Their names will be reported to the school administration for action.
6. Students who do not attend Carolina Day School may attend school-sponsored student gatherings provided they are invited guests, have a ticket, adhere to the rules stated above, and have prior approval from the principal. CDS students should make sure that their guests understand the rules of acceptable behavior.

## Scheduling of Social Events

Social events such as club-sponsored events should be discussed and cleared with the division principal by the parent or faculty sponsor one month prior to the event. Sponsors are responsible for seeing that the event is placed on the master calendar and that arrangements are made for chaperones, security and clean-up.

## The Carolina Day School Sportsmanship Code

Athletic competition at Carolina Day School is guided by the following ideals:

### Participants should:

- A. Play hard within the rules of the game.
- B. Win with humility, lose graciously, thank officials, and congratulate opposing players and coaches after the contest.
- C. Serve as hosts to visiting teams and spectators by directing them to dressing and game locations.
- D. Never attempt to injure an opponent.
- E. Refrain from taunting, profanity, or gesturing to opponents or spectators.
- F. Demonstrate respect towards officials at all times. Only captains should speak to officials about rules' clarification. Judgment calls are accepted without questions or demonstration of displeasure.
- G. Respect the property and facilities of opponents. Leave locker rooms and bench areas clean and orderly after games.
- H. Be positive and supportive towards their own coaches and teammates.

### Coaches should always:

- A. Serve as a positive role model for their players.
- B. Show restraint and respect when dealing with officials. Proper application of the rules may be questioned; judgment calls should be accepted without overt demonstration. Avoid blaming officials for losses.
- C. Hold their players accountable for unsportsmanlike behavior. Players violating the above expectations should be removed from the game. A CDS player ejected from a contest for unsportsmanlike behavior shall be required to sit out of the next game or match.
- D. Refrain from publicly berating players for mistakes.
- E. Reinforce good sportsmanship in practice sessions.
- F. Have game officials fill out sportsmanship rating cards at home games.

### Spectators should always:

- A. Appreciate and commend good effort and skill no matter which individual or team exhibits it.
- B. Treat officials, opposing cheerleaders, players, coaches and fans with respect and courtesy.
- C. Refrain from calling opposing players by name, singling out an opposing player by name, singling out an opposing player for personal criticism, taunting, using profane language or cheers directed at officials, opponents, or cheerleaders.

## Fire Drills/Emergency Procedures

Fire drills are held monthly throughout the school year. The results of drills (time, quietness, orderly behavior, etc.) are recorded in the main office. When the fire alarm is sounded, windows and doors should be closed and the lights turned off. Students should proceed in a quiet and orderly fashion, attentive to instructions by the teacher or administrator. Be prepared to answer to your name when the roll is called. Do not return to the building until an "ALL CLEAR" signal has been given.

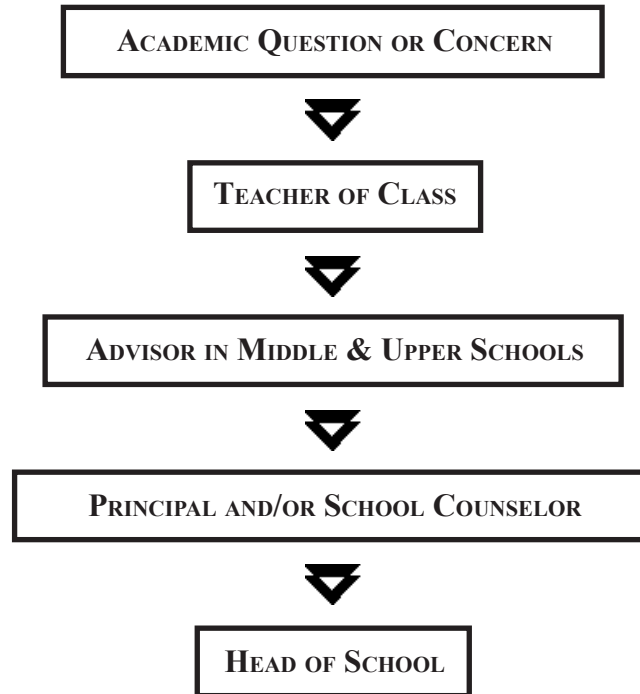
The School has an **Emergency Procedures Plan** which is updated each year. The faculty and staff are trained in the procedures at the beginning of each school year. Drills are conducted on a regular basis.

## **Preserving the Beauty of Our Campus**

Students, faculty, and parents are asked to post signs, notices, and announcements *only on existing bulletin boards*. Tape, especially duct tape, mars newly-painted surfaces and is difficult to remove from glass. Tacks and nails disfigure the natural wood finishes which make our campus attractive. Please do not deface or deform walls or lockers.

## Problem-Solving Procedures

The following flowchart shows the path a parent should take when trying to resolve a problem or to have a question answered in the **academic** area of the School. This allows the individual(s) with the most complete information and understanding to resolve the matter first.



The following flowchart shows the path a parent should take when trying to resolve a problem or to have a question answered in the **administrative** area of the School. This allows the individual(s) with the most complete information and understanding to resolve the matter first.

