



# Middle School Student Handbook

Middle School Office: 513-979-0227    Middle School Fax: 513-527-7609

## FORWARD

The search for answers and alternatives is at the heart of learning. The Student Handbook is full of answers. It should provide you and your parents with much needed information. Even if you are a returning Middle Schooler, I would recommend that you read through this carefully from cover to cover. Then keep it in your binder so that you and your parents can refer to it when the need arises. The Middle School Handbook is also available on-line at the CCDS website: [www.countryday.net](http://www.countryday.net). The material contained in this Handbook will contribute to your success this year. Remember however, that as a learner you have an obligation. Stretch yourself and your mind. Be prepared to challenge your skills in searching for answers.

Theresa Hirschauer

Head of the Middle School

## USE OF THIS HANDBOOK

By presenting Middle School policies and procedures, this Handbook becomes a guide to behavior. Because a school is organic by nature, and because the aim is to keep the students at the center of our concern, these policies may be changed with or without notice and are subject to amendment and/or revision at any time. The *Handbook* is not a contract or agreement, yet policies contained in the enrollment contract are incorporated herein.

The School will make the *Middle School Student Handbook* available to all students and parents on the Middle School page of the CCDS website (<http://www.countryday.net>).

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## **THE FOUNDATIONS**

### **CCDS MISSION**

Cincinnati Country Day School provides each student with superior preparation for college and life. We inspire a passion for learning and independent thinking through a steadfast commitment to academic excellence, personal integrity, and service to others.

## **CCDS VIRTUES AND CODE OF CONDUCT**

### *Virtue in Action*

***Compassion • Courage • Integrity • Respect • Responsibility***

*As a Member of the Cincinnati Country Day School Community, I will*

Respect the dignity of each individual

Treat others with kindness

Be honest

Share with those in need

Encourage intellectual curiosity

Care for the environment and property

Have the courage to do the right thing

### **MIDDLE SCHOOL MISSION**

The Middle School provides a supportive environment in which students can move confidently from the concrete to the abstract, from child to adolescent. The program, designed to meet the developmental needs of early adolescence, includes a wide range of intellectual, social and physical experiences.

### **CCDS Non-discriminatory clause**

Cincinnati Country Day School does not discriminate on the basis of race, color, creed, sex, gender identity, sexual orientation, disability, age (40 or over), national origin, ancestry, or military service/veteran's status in the administration of its educational programs and policies, admission decisions, tuition aid programs, employment practices and benefits, athletic, or other school administered programs.

## MIDDLE SCHOOL PROGRAM

The CCDS Middle School faculty and staff recognize and appreciate the strengths and weaknesses of children in this particular period of life. The curriculum is designed to develop skills needed by all while also allowing for individual learning patterns and interests. A variety of exploratory courses and activities enable students to identify their individual interests and abilities in the areas of academics, creative and performing arts, athletics and social areas.

Ever mindful of the developmental needs of adolescents, the Middle School faculty provides quality guidance, support and resources for Middle School students. Individualized academic, artistic and athletic growth is nurtured in an environment that encourages and challenges each student. Character development and social growth are also an integral part of every program.

The Middle School faculty and administration, in partnership with students and parents, seeks to fulfill the following goals:

**Academics and Curriculum:** Promote intellectual curiosity, a lifelong love of learning, personal responsibility, and the development of an independent, personalized approach to learning. Address a variety of learning styles while engaging and challenging students to take risks. Develop a solid foundation of skills while emphasizing problem-solving and the learning process, and reinforce student work ethic as a fundamental principle in the learning process.

**Character:** Develop a healthy sense of responsibility, respect, integrity, compassion, courage, tolerance and sportsmanship.

**Self-Esteem:** Promote confidence by setting and achieving meaningful, challenging and age-appropriate goals.

**Social Development:** Expose students to a variety of ideas in order to encourage a global vision, and promote accountability, social decency and proper behavior.

## ALL SCHOOL CONTACTS

Absence/Tardy/Late Reporting.....	Divisional Offices
Admission/Financial Aid/Tours.....	Mr. Aaron Kellenberger
After School Program (Lower/Middle Schools).....	Mrs. Tina Moulin, Mr. Tom Cote
Alumni Director .....	Mrs. Paula Brock
Announcements.....	Divisional Offices
Calendar .....	Divisional Offices
Country Cottage .....	Parent Volunteer
Development.....	Chris Woodside
Dining Terrace/Food Service.....	Mr. Todd Witt
Directory Changes .....	Email: addresschanges@countryday.net
Discipline/Dress Code .....	Division Heads
Enrichment Programs/Clubs .....	Divisional Offices
Enrollment/Re-enrollment .....	Mr. Aaron Kellenberger
Extended Program Options (Lower/Middle School).....	Divisional Offices
Facility Rental.....	Mr. Todd Witt
Financial Matters .....	Mr. Todd Witt
Homework Assignments.....	Portal/Divisional Offices
Library.....	Ms. Amy Thonnerieux
Mailings .....	Divisional Offices
Medical Emergencies.....	Laurie Roessler
Missing Items/Police Reports .....	Mr. Todd Witt
News Releases/Media Contacts/Communications/Printing/Publications.....	Mr. Ralph Javens
Private Music Lessons .....	Divisional Offices
Prospective Student Visitors.....	Admission Office
Student Withdrawal .....	Aaron Kellenberger
Summer School/Summer Camp Programs .....	Mrs. Tina Moulin
Support Services .....	Divisional Offices
Technology.....	Tech Help Desk
Transcripts/Student Records .....	Divisional Offices
Transportation.....	Mr. Aaron Kellenberger

# THE SCHOOL DAY

## SCHOOL HOURS

The school day starts at 8:15 a.m. and ends at 3:15 p.m. on Monday through Friday. The Middle School building opens at 7:30 a.m. for students to arrive early. Since Advisory begins promptly at 8:15a.m., students are urged to arrive at school before 8:00 a.m. This provides important time for the students to access their lockers, organize their day, work or socialize in select areas, or receive extra help from teachers.

At the end of the day, Middle School students are expected to be picked up by 3:30 p.m. Middle School students on campus after 3:30 p.m. must report to the Middle School After-School Program. Fifth and sixth graders will be monitored by the after-school staff. Middle School Students are not allowed in the Lower School, Upper School, or Library areas.

The Middle School After-School Program runs each day from 3:30 – 6:00 pm. Interested fifth and sixth grade families should contact the Middle School Office or the Admissions Office for details about After-School fees. There will be a daily sign-in sheet for the Program.

## ABSENCES

If a student is going to be absent from school, parents are asked to telephone the Middle School office by 8:00 a.m. (513-979-0227) and inform Mr. Cote as to the reason for the absence. Please notify us in writing in advance of a planned absence or absence for a religious holiday. (Religious holidays will not be counted against a student's attendance record.) Students are expected to take the responsibility of seeing their teachers for any planned absence (including religious holidays) to request missed work.

**Attendance that falls below 90% in any given academic course for the year could result in the student not receiving credit for the course. Exceptions to this are possible only at the discretion of the Head of the Middle School.**

## TARDY POLICY

School starts promptly at 8:15 a.m. We encourage you to have your child here no later than 8:00 a.m. in order to start the day in an organized manner. To help foster student responsibility, minimize classroom interruptions and so that all students receive the same information during Advisory, we have instituted a formal tardy policy in the Middle School. A student is considered "tardy" if he/she arrives after Advisory begins at 8:15 a.m. A tardy will be considered unexcused for any reason other than the following: medical appointment (parent/guardian must call the MS office in advance of the tardy and submit the medical excuse in writing), a late arriving school bus, or mechanical problems with cars. In case of extreme weather conditions, allowances will be made.

**Tardy students must report to the MS office to sign in.**

## **EARLY DISMISSAL**

Once at school, students may not to leave campus before the end of the school day without permission from the school nurse, their parent, or the Middle School Head. **Any student leaving campus during the school day, must sign out in the Middle School office.**

## **THE CLASSROOM**

### **MIDDLE SCHOOL GRADING POLICY**

All students' Report Forms should present a numeric grade along with the respective letter grade.

97-100 = A+
93-96 = A
90-92 = A-
87-89 = B+
83-86 = B
80-82 = B-
77-79 = C+
73-76 = C
70-72 = C-
67-69 = D+
63-66 = D
60-62 = D-
59 & below = F
87 and above = Honors
69 and below = Academic Review

### **HONORS DESIGNATION**

A student achieves High Honors if he/she receives an average above 93%. A student achieves the designation of Honors if he/she receives an 87 %/B+ or better average. A Middle School Honor Roll will be published at the end of the year. In determining Honors, any student having an average less than 70%/C- in any course is disqualified from Honors consideration.

### **STUDY HALLS**

Study halls are built into the schedule for students to get a head start on daily homework and study for upcoming quizzes and tests. In addition, the students will have study halls during Advisor time on specific days.

## **TEST DAYS**

**Grade-Level Teams will coordinate assessments to ensure students do not have more than two tests on any given day.**

## **HOMEWORK POLICY**

***Purpose:*** Homework creates a learning situation in which students become more independent both in terms of scheduling their time and in understanding themselves as thinkers and problem solvers. Homework not only reinforces the materials and processes learned in class but also gives the students (and teachers) a tool to evaluate what the students know and what they still need to learn. The following guidelines have been developed using a Country Day student of average abilities as a guide:

***Grade 5:*** As a general rule, students should expect one and a quarter hours of homework each day. On most days, students should be able to complete a half hour of homework at school, leaving an hour of homework each night.

***Grade 6:*** As a general rule, students should expect one and a half hours of homework each day. On most days, students should be able to complete a half hour of homework at school, leaving an hour of homework each night.

***Grade 7:*** As a general rule, students should expect two hours of homework each day. On most days, students should be able to complete a half hour of homework at school, leaving an hour and a half of homework each night.

***Grade 8:*** As a general rule, students should expect two and one half hours of homework each day. On most days, students should be able to complete a half hour of homework at school, leaving two hours of homework each night.

***Grades 5, 6, 7 and 8:*** For each course, homework is assigned on a weekly basis (each Monday through the following Monday). Weekly homework assignments are posted on the Portal. Students who are absent because of illness or observance of a religious holiday are not expected to turn in homework on the day they return, but should meet with teachers to formulate a plan for its completion. Please notify us in writing in advance of a planned absence. (Religious holidays will not be counted against a student's attendance record.) Students are expected to take the responsibility of seeing their teachers for any planned absence (including religious holidays) to request missed work.

## BEYOND THE CLASSROOM

### SEVENTH AND EIGHTH GRADE SPORTS

In seventh and eighth grade, physical education is fulfilled through participation in team sports. Students are asked to choose one sport each season and to make a commitment to that sport for the entire season. The emphasis of the program is on participation. All team members are given the opportunity to participate in interscholastic contests. 8<sup>th</sup> graders can choose to take a study hall for one season if they can show physical activity outside of school hours.

Boys	Girls
<b>Fall Choices:</b>	<b>Fall Choices:</b>
Football	Volleyball
Soccer	Soccer
Cross Country	Cross Country
Golf	Tennis
	Golf
<b>Winter Choices:</b>	<b>Winter Choices:</b>
Swimming	Swimming
Basketball	Basketball
Wrestling	Gymnastics
F.A.S.T.	F.A.S.T.
<b>Spring Choices:</b>	<b>Spring Choices:</b>
Baseball	Softball
Lacrosse	Lacrosse
Track	Track
Tennis	

## MIDDLE SCHOOL CONDUCT RULES

### BUILDING BEHAVIOR

Running, throwing balls, and/or bouncing balls in the building is prohibited.

### BREAK

Unless receiving help from a teacher, classrooms are off limits during Break. Students may, however, visit the Country Cottage (when open) and any of the following locations:

**Study Hall Room:** The study hall will be in Room 10 of the Middle School. This is a quiet study hall.

**Front Fields:** This area is great for football, soccer, lacrosse and other games as well as conversation with friends. Students are expected to stay on the two front fields and not stray to the lower fields, the hill beyond, or the pine trees, and playing in the parking lot is strictly prohibited.

**Gym:** The South Gym (gym nearest the Dining Terrace) is open only when the front fields are closed. Basketball or conversations with groups on the bleachers are acceptable. Tag, soccer, wall ball, and half court shots are not permitted.

**Pad:** The Middle School Pad is open when weather permits. Basketball, 4 square and conversation are activity options on the Pad. The Gaga Pit may be set up in the MS Circle if traffic is blocked with cones. All other ball games are not permitted. Wall ball is not to be played on the CCDS campus.

**Commons:** The Middle School Commons is open during Break. Students may play corn hole, have conversations and play any of the games available. The Commons area is a NO Screen Area.

## **FOOD AND DRINKS**

Food and drinks are to be consumed in the Dining Terrace area. This rule covers morning hot chocolate as well as bagels. Gum is not allowed in the Middle School building at any time.

## **LOCKERS**

Students are required to **lock** their hallway and sports lockers with school-issued locks. Students are not to switch or decorate lockers (no stickers). Organized shelves and magnets are allowed.

## **SPORTS BAGS AND EQUIPMENT**

Sport bags and sport equipment are not to be stored in halls or classrooms. Sport bags and sport equipment are to be taken to the gym lockers before advisory begins at 8:15 a.m.

## **TABLES AND DESKTOPS**

Students are not to sit on any table or desktop in the Commons, classrooms, or halls.

## **ALCOHOL AND OTHER DRUGS - POLICY**

The use or possession of alcohol or other drugs (including look-alike drugs) is prohibited on campus or during any school function and will result in intervention and probation and could result in suspension or expulsion.

Intervention - suspension from school pending results of a drug abuse screen and report of incident to the Indian Hill Rangers. Drug Abuse Screen: negative = minimum of 5 intervention sessions with the school psychologist; positive = required to engage in a chemical dependency rehabilitation outside of school and extended suspension or expulsion.

Probation = a second incident at any time during a student's career at CCDS involving use, possession or being under the influence of alcohol or other drugs (including look-alike drugs) on campus or during any school function will result in expulsion.

## **WEAPONS**

The use or possession of weapons are not permitted on campus.

## **CHEATING, LYING, STEALING**

Cheating (by either giving or receiving information), lying, stealing, or any other act of dishonesty constitutes a serious breach of the school's rules and could result in suspension or expulsion. Plagiarism, which the New World Dictionary defines as "taking the ideas or writings of another and passing them off as one's own," is a very serious form of cheating. (See Honor Code/Honor Council)

## **PHONE AND CELL PHONE USAGE**

The office telephone is for school business and it may be used by students only in cases of emergency with permission of the child's teacher and administration. Students are not permitted to use cell phones during school unless authorized by their teacher or the Divisional Office.

Middle School students may have cell phones at school. The cell phone must remain in the student's locker and be turned off during school hours. Cell phones may be used after school hours for matters of family transportation purposes. Cell phones that are used or ring during the school day will be sent to the MS Head.

Permission to use a phone, including a personal cell phone, also applies to school sanctioned activities and trips.

## **CCDS TECHNOLOGY ACCEPTABLE USE POLICY**

## Philosophy (or “When in doubt”)

Computing at CCDS, whether on a student-owned or school-owned tablet PC or any other computer in use at school, is to be used for educational purposes that serve the school’s mission. Students and faculty are expected to use good judgment when working in gray areas not covered explicitly by the rules. Never provide personal information while online. You should assume that everything you do online can be seen by the entire world. All community members are expected to contribute to a stable and productive computing environment.

## Inappropriate Behavior

- \* The school’s codes of conduct extend to the electronic world including all forms of social media. Do not use your computers to harass or bully others, to steal or borrow intellectual work, to access or store inappropriate materials, to disrespect teachers by “multitasking” during class (emailing, social media, doing homework, etc.), or to bring discredit to CCDS.
- \* Playing games and watching entertainment video are not allowed during academic time (unless associated with a class).
- \* Do not access or use other people’s accounts, computers, or folders, nor borrow computers or computer accessories without express permission from the owner.
- \* Do not plagiarize. While covered in the first bullet point, this bears repeating. Using the work of others without giving them the credit, even if they say it’s okay, is plagiarizing. Don’t ask others for their homework. Don’t cut and paste from the web without full citation.
- \* Do not break copyright law by using unlicensed software or pirating audio or visual materials.

## Required by Virtue of our Network and Program

- \* Check your CCDS email daily. You are expected to do so, just as you will be in every professional situation after graduation.
- \* Be aware of the distractions that your tablet PC can present. You are a member of an amazing learning environment that extends far beyond your classroom walls. We have placed the world at your fingertips, but given this “constant connectivity,” you need to make a conscious effort to limit distractions to improve your productivity. This is an essential skill in today’s world. The business of school is to do well in classes and flourish in an academically rigorous program that prepares you for college and beyond.
- \* Don’t neglect or abuse your tablet PC. Penalties are significantly increasing for both, since they drain our resources, and there are limited replacements for major accidental

damage. Lock up your tablet when not in use, and do not leave it unattended. Do not remove your bump case and carry it in the school supplied bag as these are requirements of our extended warranty. You must avoid situations where it will get damaged, stepped on, cracked, etc.

\* Return loaners promptly, and treat them with respect. They are CCDS property, and it's the only way to ensure one will be there for you when you need it. You may be charged for damage to CCDS owned loaner computers.

\* Back up your work. You must have OneDrive sync client installed and in working order. This offers secure backup and streamlines collaboration between teachers and other students. If your computer has a critical failure, OneDrive ensures that all of your files will be safe and easily synced to your replacement device. Every user at CCDS has at least 1TB of storage.

\* Do not load non-standard software or plug-ins that will affect the functioning of your machine. Your tablet PC will be reimaged if it cannot handle your academic computing needs.

\* Do not use your computer as an excuse. Save often. If your machine fails at home, do your work on paper or in some other way.

## **BEHAVIOR CONSEQUENCES**

**Admirable behavior will be commended in the following ways:**

- a. Reports of particularly fine behavior will be sent to the parents and to the advisor.
- b. Students will be commended before their peers periodically throughout the school year.

Offenses will be dealt with as follows:

- a. A student will be issued a LB which will be noted in the Faculty One-Note. The accumulation of 4 LB will result in a detention.
- b. Excessive misconduct will be dealt with by the Disciplinary Committee, which consists of three faculty members and the Middle School Head. Violations of major school rules will be referred to the Disciplinary Committee.
- c. Offenses considered violations of the Honor Code (lying, cheating, and stealing) will likely be referred to the Honor Council. See Middle School Honor Code/Honor Council.

**Penalties include (but are not limited to) the following:**

1. Loss of Break (LB)
2. A Friday Afternoon (3:30-5:00 P.M.) Detention. A Friday detention is a restricted non-social time.
3. In-School Suspension. Students will be isolated from their peers and will be required to complete all academic assignments. In addition, students will be provided with an assignment related to their offense.
4. Probation. This time period will provide the student with an opportunity to improve his or her unacceptable conduct. Preceding the probation, a conference will be held including the student, his or her parents, the advisor, and the Middle School Head.
5. Suspension. This penalty is reserved for very serious situations. It will be preceded by a conference including the student, the parents, the advisor, and the Middle School Head. The student will be expected to complete all academic assignments during the period of suspension.
6. Expulsion. The Head of School reserves the right to expel a student: the head may take this action upon the recommendation of the Disciplinary Committee and the Middle School Head.

## **HONOR**

*Purpose:* The purpose of the Middle School Honor Code is to foster an atmosphere of trust and cooperation among students, faculty, and all other members of the Cincinnati Country Day School community. By having students take a pledge of honesty, the Honor Code places the responsibility for respect and honor on the students themselves. The honor and integrity of the school are reinforced by each and every student who signs the Honor Code. The Honor Code of the Middle School is based on three principles that must be honored by every member of our community: one will not lie, cheat, or steal or tolerate those who do.

*Honor Code Pledge:* The following pledge will be given to each and every student in the Middle School:

**I will not lie, cheat, steal, or tolerate those who do.**

*Student's Signature:*

On any graded assignment, a teacher may require students to pledge that they have not cheated in any manner. The pledge on graded work is simply represented by this short version

*Pledged..... Student's Initials*

## **ARTICLE I: VIOLATIONS**

*Violations of the Honor Code:*

- I. **Lying:** Knowingly misrepresenting the truth or willfully deceiving another member of the school community.
- II. **Cheating:** Academic dishonesty of any form, including plagiarism, self-plagiarism, misrepresenting work, and enabling another student's cheating.
  - a. **Plagiarism:** The taking of another's ideas or writings and presenting them as one's own without proper acknowledgment.
  - b. **Self-plagiarism:** The submission of the same piece of graded work in more than one course without the explicit permission of both teachers involved.
  - c. **Misrepresentation of work:** The submission of any piece of work prepared by another as one's own work.
- III. **Stealing:** The taking of another's property without the owner's permission, even with the intention of returning it.

## **ARTICLE II: THE HONOR COUNCIL**

### Section 1: Purpose

The purpose of the Honor Council is to adjudicate all cases of Honor Code violations in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, determine guilt or innocence when necessary, and make recommendations of consequences to the Middle School Head. Honor Code violations in the 5<sup>th</sup> grade will be handled by the Middle School Head and the student's advisor.

### Section 2: Structure

The Honor Council consists of one male and female representative from the sixth, seventh and eighth grades, the three officers of Middle School Student Council, and one Faculty Advisor. The Honor Council also has two alternate members, one from each class represented, all elected members of Student Council. The officers of Student Council serve as the officers of the Honor Council.

### Section 3: Responsibilities and Roles of Members

The Student Council President chairs all Honor Council meetings, establishes meeting times in cooperation with the Faculty Advisor, and formally presents all Honor Council recommendations to the Middle School Head.

The Student Council Vice-President assumes the duties of the President or Secretary in the case of his/her absence and otherwise carries the same responsibilities as other active members, including full voting rights.

The Student Council Secretary keeps a log of all Honor Council decisions, records the minutes of every meeting, and otherwise carries the same responsibilities as other active members, including full voting rights.

The members of the Honor Council attend all meetings, question witnesses and accused students, and discuss and vote on all Honor Council decisions.

ALL HONOR COUNCIL MEMBERS are prohibited from discussing any aspect of a case outside Honor Council meetings. This confidentiality includes discussion between council members when not in session. Violation of this confidentiality is a violation of the Honor Code and can result in dismissal from the Council. No student on Honor Probation can serve on the Honor Council.

## **BULLYING AND HARRASSMENT POLICY**

The Middle School is a caring, supportive community that provides opportunities for intellectual growth and personal development for every individual. The School's clearly defined structure emphasizes respect for all members of the community and yet allows informality. As a school that builds a broad-based community and encourages close friendships within that community, we find a need to clarify our position on harassment.

Inappropriate behavior in any form that disregards the self-esteem of others is unacceptable. The Middle School will not tolerate harassment or bullying of any kind, especially forbidden by law and based on race, gender, religion, sexual orientation, age, national origin, color, or physical or mental disability.

Harassment is any unwanted or unwelcome verbal, written, or physical conduct that has the purpose or effect of unreasonably interfering with a student's ability to study or learn or creating an intimidating, hostile or offensive school environment.

Harassment is best seen as an assertion of power over or against another person and may include, but is not limited to the following:

- demeaning comments such as verbally directed comments at the person, or indirect comments such as spreading rumors, posting demeaning comments online or through e-mail
- hazing, stalking, threats, or other intimidating conduct
- uninvited or unwanted physical contact

- display of explicit, offensive, or demeaning material
- pressure to buy or use alcohol, or drugs
- sexual harassment (see below)
- cornering, hovering, or otherwise causing a person to feel threatened by physical proximity
- coercing another person to perform demeaning, humiliating, or dangerous acts
- exclusion of another person from activities conducted on school grounds, or that are school-related or from physical areas of the school building. Including but not limited to, tables in the dining terrace, areas in the Middle School commons, activities on the Pad or in the gymnasium.
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical and non-physical conduct of a sexual nature.

**Any individual who believes that he/she has been subjected to harassment should report the incident to the Middle School staff. A harasser is subject to immediate discipline, which may include dismissal.**

### **Middle School Dress Code 2017-18**

Students are expected to be neat, clean, well-groomed and appropriately dressed, including accessories, when attending school. All clothing should be in good repair with no rips or tears. **Students are expected to respect the *spirit* of the dress code, not simply the letter of the code.**

The School reserves the right to send an inappropriately dressed student home for a change of clothes and/or require that appropriate clothes be brought from home.

#### **Tops**

- Collared shirt that buttons down the front, turtlenecks, rugby shirts, or front button polo shirts
- Tops must have sleeves and must completely cover the midriff
- Button down shirts must be buttoned
- See-through material and tightly fitted shirts are inappropriate
- No undergarments should be visible

#### **Pants / Shorts / Skirts**

- All pants / shorts / skirts must be worn at the waist / hip
- The distance between the knee and the bottom of shorts / skirts / skirts should be no greater than five inches when kneeling, **even if tights are worn underneath.**
- No blue denim or faded denim.

- No warm-up type pants, gym shorts, cut offs, sweat pants, stretch pants, yoga, or leggings

### **Outerwear**

- Solid-colored sweatshirts (CCDS, college or plain), fleece jackets, sweaters, or jacket style from Country Cottage.
- Collared shirts or turtlenecks must be worn beneath all outerwear, even if outerwear has a collar. There must be a collared shirt under quarter zips.
- Headwear may not be worn in the school building.
- T-shirts are not considered outerwear.

### **Shoes**

- Casual, comfortable shoes in good repair, including athletic shoes
- Low heel shoes only (no higher than one inch)
- No open toe shoes

### **Formal Dress Days**

- nice skirt/dress slacks or a dress (all outfits need to have three finger width straps but collars are optional)
- nice slacks, shirt and tie (jackets are preferred but not required)

### **Spirit Dress Days**

- CCDS t-shirt or sweatshirt
- Dress code shorts / skirts /skorts (see above), any jeans in good repair.
- Regular dress code shoes

### **Free Dress Days**

- These days will have specific instructions that will be communicated from Hirsch's office.

### **7<sup>th</sup> and 8<sup>th</sup> Sports Dress**

- Athletic Shoes
- Athletic Shorts
- T-Shirts – No tank tops or spaghetti straps
- Sweat Pants
- Sweat Shirt
- Swimsuit

### **5<sup>th</sup> and 6<sup>th</sup> Grade PE---1<sup>st</sup> Semester of 2017-18**

Due to the construction of the Leonard Athletic Center, the following guidelines will be used by the 5<sup>th</sup> and 6<sup>th</sup> grade students for PE.

- You must wear gym shoes to school, or have gym shoes in your school locker to put on

- You must wear dress code shorts, or have shorts on under a dress code skirt
- You must wear a dress code shirt, or wear a CCDS spirit dress shirt

These will be your clothes for the entire day when you have PE or racquet sports. Regular dress code is required on days when you don't have PE or racquet sports.

## **ROUTINES**

### **FIRE AND TORNADO PROCEDURES**

Regular fire and tornado drills will be scheduled at school, and students will be expected to become familiar with the procedures and respond immediately to warnings.

***Fire*** - When the fire alarm rings, students should silently leave the building in an orderly manner by the nearest exit. Doors and windows should be closed and lights and appliances turned off. Students should proceed to the front soccer fields and assemble in alphabetical order by grade. Attendance will be taken by the team leader for every grade. Directions are posted in each classroom.

***Severe storm or tornado*** - When the warning signal is given, students should go to their assigned areas (see below) and sit quietly on the floor with their backs to the wall and their heads covered. Students should try to assemble in alphabetical order by grade. Attendance will be taken by the team leader for each grade. Directions are posted in each classroom.

#### **Assigned areas for severe storms and tornadoes:**

Grade 5 – Students and faculty are to report to Room A3 (Mr. Froehlich's classroom) of the MS building and be seated along the walls.

Grade 6 – Students and faculty are to report to the Vocal Room in the Upper School

Grades 7 and 8 – Students and faculty are to report to the lower hallway in the Arts Center, between the theater and the dressing rooms.

### **LOCKDOWN PROCEDURE**

This is meant to keep students hidden and out of danger should a security issue arise on the campus until police would respond. Guidelines were developed in conjunction with local law enforcement and drills are done during the school year.

## **STUDENT HEALTH**

## **SCHOOL NURSE**

Cincinnati Country Day School employs a full time nurse on campus. She can be contacted directly at 979-0250.

Children will be sent to the nurse for all head injuries, major cuts, and bruises, and noticeable symptoms of illness such as vomiting or flushed appearance. Incidents requiring basic first aid will first be addressed by the teacher and referred to the nurse at the teacher's discretion. Should there be a major incident, 911 will be called immediately.

## **ADMINISTRATION OF MEDICATIONS**

A **CCDS Medication form** must be on file to ensure the health and safety of your child. The authorization form **MUST** be completed PRIOR to sending any medication to the school. The required form is located on the front page of the CCDS website or may be obtained from the nurse. The nurse can administer medication at school once the form is on file. When students are off campus during school hours, a designated teacher will be instructed to administer the medication.

### **Administration of Prescription and Non-Prescription Drugs, Herbs, or Supplements**

A school nurse, Headmaster, division head, or his/her designee (teachers and coaches) may administer medication to pupils in his/her school according to the following guidelines:

1. The parent/guardian shall request that whenever possible, physicians provide for medication to be given to students at times other than school hours.
2. Students are **not** permitted to carry any medication (prescription or over the counter) except inhalers, epi-pens, and insulin pumps.
3. Medication orders (available from our website or from the nurse) need to be renewed each school year. The parent/guardian will inform the nurse if medication is changed or discontinued throughout the year.
4. The parent/guardian shall sign an authorization and release for administering prescription and non prescription medication as well as herbal or natural supplements at school. The authorization and release form must also be signed by the licensed provider (physician, dentist, or CNP) before school personnel can administer medication.
5. All prescription and non prescription medication as well as herbal and natural supplements to be taken at school must be received by the school nurse (preferred), teacher, or administrator authorized to administer it, in the original container if over the counter or in a properly labeled prescription container.
6. All medication will be kept in the school nurse's office stored in a locked cabinet, except refrigerated medications which will be in the locked medication refrigerator in the nurse's office. Medications will be turned over to the appropriate adult during off campus and after hour events.

7. The school nurse, administrator, or teacher will administer the medication to students in accord with the licensed prescriber's written instructions.
8. In all cases, the parent must assume responsibility for the safe delivery of the medication to the school. All medications must be in the original containers, clearly marked by the pharmacist or manufacturer.

**Labeling must include:**

1. Student's name
2. Name of the medication
3. Dosage amount
4. Route of administration
5. The time interval of the dose
6. Pharmacy number (if prescription)
7. Licensed prescriber's name and telephone

## **ACCIDENT/ILLNESS REPORTS**

The CCDS School Nurse will complete an Accident/Illness Report to document minor accidents or illnesses that might need clarification. This is a simple way to ensure parents are kept informed.

## **COMMUNICABLE DISEASE POLICY**

The administration and teachers are routinely trained in recognizing communicable diseases. The Ohio Department of Health "Communicable Disease Chart" is posted in the Nurse's Office, Lower School and at the Early Childhood House. Notes will be sent home to all families when any child or teacher has become ill with a contagious disease while in attendance.

A child with signs of a communicable disease will be discharged to their parents within one hour. If both parents are unavailable, the persons designated on the emergency form will be called. Until the parents arrive, the child will be kept in isolation from the rest of the group, but within sight of the teacher, administrator or nurse. A form will be sent home with the child detailing his/her symptoms and information regarding his/her return to school.

A child with the following symptoms will be dismissed from school. The child will be readmitted when the symptoms have ceased for at least 24 hours without use of medications.

1. An oral temperature of 100 degrees or above (99 degrees using the auxiliary method) when in combination with other signs of illness
2. Diarrhea – (defined as: more watery, less formed, more frequent stools than typical for the child) more than one within a 24 hour period

3. Vomiting
4. Lice or other parasitic infestation – the school nurse must clear the child before the child returns to the school
5. Rashes of undetermined origin
6. Lethargy affecting the child’s ability to learn
7. Difficulty breathing, wheezing or rapid breathing, not associated with a pre-diagnosed medical condition
8. Unexplained blood in stools, unusually dark urine and/or grey or white stool
9. Discharge, itchiness or redness in the eyes
10. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
11. Sore throat or difficulty in swallowing
12. Symptoms that are thought to be infectious as listed on the Ohio Department of Health “Communicable Disease Chart”

## **HEALTH FORMS INFORMATION**

Please note that we are required to meet state guidelines regarding health forms for the current school year.

All required forms are located on the CCDS website or you may obtain them from the Upper School office.

### **EMERGENCY MEDICAL AUTHORIZATION FORM**

The Emergency Medical Authorization form is now a 2-sided form and asks for essential information about your child that will guide school personnel in providing optimal care in both daily and emergency situations. The questions regarding habitation and travel to countries outside the United States are mandatory and reflect the updated Tuberculosis policy at Cincinnati Country Day School which is required by law. You may access the updated policy in the student handbook or online at [www.countryday.net](http://www.countryday.net). All information is kept confidential and only shared with school personnel on a “need to know basis.” It is important to review all pre-printed fields on the EMA. Any corrections or additions you make will be updated in Senior Systems by school personnel.

### **STUDENT MEDICAL RECORD**

This form is required and must be completed annually for all students under the age of 6 years and new students. The form is due by the first day of school or sports practice.

### **MEDICATION ORDERS FROM PHYSICIAN**

This form is required only if your child might need to take medication during school hours, overnight field trips or sports activities. This includes any over the counter medications such as Tylenol and

Advil. Medication will not be administered unless there is a medication order on file signed by the physician and parent/guardian.

## **TUBERCULOSIS SCREENING POLICY**

CCDS has developed a Tuberculosis Screening Policy based on the minimum requirements for TB Screening in Hamilton County Schools.

### **Foreign Born and living in the US for 5 years or less:**

- On the first day of school or employment the individual must provide documented evidence of having a \*TB test, administered within 90 days of the first day of school or employment.
- For a period of no more than 30 days, pending the outcome of the \*TB test, an individual may begin attendance or employment if documentation of a negative screening for TB symptoms is verified by a licensed physician or nurse. (See screening tool)
- If the \*TB test is positive, the individual may remain in attendance but must provide verification of a normal chest x-ray and physician verification of the absence of communicable tuberculosis and TB symptoms. *Repeated chest x-rays are not required in the absence of TB symptoms.*
- Retesting is not required unless the individual returns to a high-risk setting as defined by the Hamilton County Board of Health for at least one week.

\*TB Test= Mantoux Test 5 TU PPD or QuantiFERON blood test

### **Travel to High-Risk Countries for at least 7 days**

- If an individual has traveled to a high-risk country for at least 7 days (as defined by the World Health Organization Global TB Control) in a non-tourist capacity, such as staying with a local family or mission trip they must provide documented evidence of having \*TB test, in no less than 60 days but no more than 90 days after the return from that setting.
- If the \*TB test is positive, the individual may remain in attendance but must provide verification of a normal chest x-ray and physician verification of the absence of communicable tuberculosis and TB symptoms. *Repeated chest x-rays are not required in the absence of TB symptoms.*
- Retesting is not required unless the individual returns to a high-risk setting as defined by the Hamilton County Board of Health.

\*TB Test= Mantoux Test 5 TU PPD or QuantiFERON blood test

## **FOOD ALLERGIES AND SERIOUS MEDICAL CONDITIONS**

Food allergies can be life threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish and shellfish. Because peanut and tree nut allergies are the most common and severe, we request that parents not send in any products containing nuts for classroom celebrations or projects. In order to keep our students safe from items that could possibly trigger a severe allergic reaction, the Lower School building is a “nut-free” zone. In addition, there is a “nut-free zone” in the Dining Terrace which includes several designated “nut-free” tables. To help reduce the risk of accidental exposure to these foods, we ask that you follow these guidelines:

- If your child has food allergy- you must inform the school at the beginning of each school year using the Emergency Medical Authorization form. We encourage you to call the school nurse and the food service director before the beginning of school to discuss specific food allergies.
- Should a child use yellow school bus service, the parent should inform the public school district transportation office and the bus driver regarding the specific food allergy. Transportation contact information can be found at <http://www.countryday.net/admission/transportation.aspx>.
- If an Epi-pen has been prescribed for your child, please make sure one is available at school.
- Students may carry their own Epi-pen, with written consent from the student's parents and health care provider. Contact the School Nurse for details.
- Educate your child about managing his/her allergy at school.
- Instruct your child to only eat foods at school approved by parent.

## **STUDENT MEDICAL RECORD**

The required forms are located on the CCDS website or you may obtain them from the School Nurse.

## **TUBERCULOSIS SCREENING TEST**

It is recommended that if a person is out of the United States for more than three weeks visiting in anywhere other than Western Europe or Canada, the person should have a TB test 8 weeks after their return to the United States. This is done as a precaution so that anyone testing positive could be given prophylactic medication to prevent the development of the disease.

## **TELEPHONE**

The CCDS telephone number is 513-561-7298. Mr. Cote may be reached by asking the switchboard operator for the Middle School or dialing extension 227 or by dialing the direct line to the Middle School which is 513-979-0227. If the lines are busy, please leave a message on the recorder and Mr. Cote will return your call as soon as possible. If you wish to send information by fax, a dedicated fax line is also available in the Middle School. The fax number is: 513-527-7608.

# APPENDIX

## DIVERSITY POLICIES AND PRACTICES

At CCDS a commitment to diversity means that we dedicate ourselves to an environment in which all people, regardless of race, gender, marital status, sexual orientations, political orientation, ideology, physical disability, ethnicity, socioeconomic level, age, or religion can thrive. It is the collective responsibility of the community of faculty, students, staff, administration, and parents to make this environment conducive to learning and to foster mutual respect.

The school employs the following practices:

- The school’s media promotes and demonstrates the CCDS commitment to diversity.
- The school provides opportunities both formally and informally, for dialogue among members of the school community about issues of diversity. Freedom to speak openly is encouraged.
- The school provides opportunities for leadership, participation in decision making, and community problem solving.
- The school expects all members of the school community to interact in a respectful way with regard to one another’s differences.
- The school ensures that school events, programs and activities are promoted in the spirit of inclusion.
- Students participate in an inclusive learning environment that balances respect for individual abilities, learning styles and life experiences with a commitment to common values and ideals.
- The school encourages a thriving student body that is multicultural, multitalented, and economically diverse and gender balanced.
- The school ensures that the faculty and staff are sensitive to a broad spectrum of ideas values and cultures, and that they recognize and dispel prejudice in curricular materials, programs and the classroom environment.
- The school’s curriculum and programs at all levels explore the contributions of diverse perspectives, experiences and cultures.

## MIDDLE SCHOOL MOVIE POLICY

Movies and shorts film clips are sometimes used in classrooms to support curricular objectives. To ensure that we show films with age-appropriate content, it is our policy to show 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> graders movies rated PG or “below.” 8<sup>th</sup> graders may be shown movies rated PG-13 and “below.” On rare occasions, a “higher” rated film may be considered, but only after first notifying parents and offering an alternate activity for families that choose to opt out.

## ENROLLMENT & TERMINATION POLICY

CCDS believes that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of the School's mission.

Thus, the school reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. The school may also terminate or refuse re-enrollment if the parent or guardian engages in conduct evidencing disregard of school policies or the CCDS Codes of Conduct, particularly where such conduct endangers the health, safety, or welfare of anyone in the school community on or off school grounds.

In addition, the school has the right to suspend or terminate the enrollment of a student at any time. Such a suspension or termination may result when:

- A student fails to abide by the rules and regulations of the school
- The school determines that a student's conduct or performance demonstrates an unwillingness or inability to be productive within the school community
- The school determines that the continued attendance of a student in the school is not in the best interest of the school.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that CCDS, with certain exceptions, obtain the consent of parents for disclosure of personally identifiable information from the student's education records. However, CCDS may disclose appropriately designated "directory information" without written consent, unless the parent or student has provided written notice to the contrary. Directory information is information that is not generally considered to be harmful or an invasion of privacy if released. CCDS has designated the following student information as directory information:

- Name
- Address
- Telephone listing
- Photograph
- Dates of attendance
- Grade level/Classroom
- Most recent school attended

The primary purpose of directory information is to allow CCDS to include this type of information in certain school publications. Examples of school publications in which this directory information would appear include, but are not limited to: the annual yearbook, school programs, grade/program rosters, and the Connection magazine.

If parents do not want CCDS to disclose directory information from the student's educational records without prior written consent, they must notify CCDS in writing.

## **STANDARDIZED TESTING**

Standardized achievement tests are given at Cincinnati Country Day School for use as a data point. They allow us to look at student capability vs. performance and they can be a predictor for success within our curriculum. We feel that they are one of the many important tools that allow us to purposefully monitor the progress of a student's achievement over time and to identify a student's relative subject area strengths and weaknesses. They also let us look at our overall school's performance compared to other schools in our norm reference group.

In the Middle School, Standardized testing takes place in March. Individual and group performance is compared to National Norms, Suburban Norms, and Private School Norms derived from over 300,000 test takers.

These tests normally take three days. We try to keep the atmosphere as stress-free as possible for the students. On the days students are taking standardized tests, we ask that you make sure they eat a healthy and complete breakfast and get a good night's sleep. The Test results will be kept on file and are available.

## **PRIVATE MUSIC LESSONS**

The school offers individual instruction in piano, violin, and other select instruments. The skills, understanding, and appreciation of music that your child attains now can be a source of enjoyment and relaxation throughout their life.

Lessons are offered to students in preschool through grade 12 during the school day and after school. A student has the option of a 30 minute lesson or a 45 minute lesson, scheduled once a week. Enrollment and fees for music lessons are by the semester. The student has the advantage of school convenience, equipment and space, plus qualified professional teachers. Make-up lessons are not scheduled due to family trips, school field trips, and school closings. Payment for the lessons is treated as tuition and is nonrefundable.

For a current list of private music teachers, lesson rates, or to enroll your child in music lessons for the current school year, please call the LS office at 979-0229. When you enroll your child in piano or instrumental lessons, we ask that you make arrangements for purchasing or renting the appropriate instrument before lessons begin. Having an instrument for practice is essential.

## **SUPPORT SERVICE PROCEDURES**

Within the context of the mission, CCDS offers all students enrolled in the school reasonable support for individual needs. The school provides a differentiated environment by adjusting structures, strategies, and teaching pedagogy that caters to a variety of learning styles.

When a student needs additional learning or behavioral support, the Support Services personnel and process is available to help each student be successful. The amount of additional support a student needs will vary depending on each situation. Please see the classroom teacher or Division Head if you have questions or concerns about your child's educational needs.

## **TUTORING**

Parents interested in seeking on-campus private tutoring for their child must contact Julia Joyce, Middle School Learning Specialist. On-campus tutors are required to go through a screening process prior to having access to our facilities and being assigned a tutoring location.

Private tutoring should take place before or after school hours unless otherwise approved. Arrangements between families and tutors are the responsibility of the parties involved. Tutoring for compensation cannot take place between a child and their current classroom teacher.

## **VISITOR POLICY**

The school policy is to welcome only those visitors who have legitimate business at the school. **Guests and visitors must register at one of the divisional offices and receive a visitor badge.** Parents are always welcome and asked to register in the school office upon their arrival also. Please be sure your visit has been scheduled with the teacher or divisional office. Students who wish to bring a guest to school or a school dance must obtain prior approval from the Division Head. All visitors must follow emergency procedures (fire drills, severe weather protection, etc.) if applicable during the school visit.