Middle School Handbook

Dear Students and Parents:

Thank you for your attention to the Cincinnati Country Day Student/Parent handbook. This document details important information to help support students to navigate their Country Day education and sets expectations that will hopefully lead to a culture that promotes the highest level of learning for our students.

When we think about the type of school and community we wish to be, we look to our mission and guiding statements. While these statements are not lengthy, they have been carefully chosen and each word contributes to the fabric of the student experience and subsequent outcomes. This handbook, in contrast, is a more complete document. It's not exhaustive, but it seeks to outline expectations and processes for guiding day-to-day life at school as well as address student behaviors that do not reflect the character virtues that Country Day works to instill in our students.

Youth is a time to form character and to learn from our mistakes. While certain major school rules result in significant consequences and should therefore be understood, the majority of student behaviors that deviate from community expectations are opportunities to grow. In response to community feedback, this year, we have endeavored to make expectations clear and the procedures behind student discipline more fully known and transparent so that when students make mistakes, they and their parents can have a better understanding of the School's response.

For students to achieve their best outcomes, it is crucial for the School and parents to work together to support our students. To that end, we have added a Parent-School covenant to the handbook. This covenant lets parents know what they can expect of the School, and what the School expects of them to best support their child.

We ask students and parents to review this document as expectations in our rapidly changing world need to be flexible. For example, our Acceptable Use Policy has been updated significantly this year. At the core, though, expectations remain tied to our guiding statements. We seek to create a culture of character and for our community members not only to meet "reasonable" levels of decorum but to exceed them and serve as a model on campus and beyond.

Sincerely,

Tony Jaccaci
Head of School
Cincinnati Country Day School

Mission Statement

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.

Culture of Character

Our school community is based upon mutual trust and respect. All members of the community should assume goodwill on the part of other members of the community. We also know that the process of learning is lifelong and that members of the community will make mistakes. At Country Day, we strive to grow and learn from our own mistakes and those of our fellow community members. We use our character virtues as a guide to help us through this growth.

Character Virtues

Respect: We expect members of our community to demonstrate respect to themselves, others, and the world around them by being kind, sharing with those in need, and always seeking the good in others.

Responsibility: We expect members of our community to demonstrate responsibility for themselves, their actions, and the consequences of those actions.

Integrity: We expect members of our community to demonstrate integrity by being honest, forthright, and principled.

Compassion: We expect members of our community to demonstrate compassion by displaying empathy, understanding, patience, and acceptance.

Courage: We expect members of our community to demonstrate courage by showing persistence in the face of adversity, by demonstrating a willingness to take risks, and by experiencing failure with fortitude.

Families and the School

CCDS works best when each of us understands the basic tenets of learning together in a close-knit community such as ours. Structure, support, trust, inclusion, and honesty go hand in hand to guide students towards success here, in college, and in life. The Student Handbook articulates the foundation of trust and honesty that undergird our school and describes the many ways that CCDS supports each member of our community. The Handbook further outlines the various expectations by which we all live during the year, expectations that build our unique culture of academic excellence, inclusion, and integrity.

Every student and family should review the Divisional Handbook carefully and completely to understand the important expectations and responsibilities within our community. As a community, we all have duties, obligations, and expectations to uphold, so please read the handbook and familiarize yourselves with our Mission and Culture of Character guidelines.

CCDS is fortunate to have so many families choose the School for their children's education(s). Although we acknowledge this as a choice, it is also a privilege. The School works to meet all families' ideals, while maintaining the integrity of the program, and the needs of the community as a whole, as guided by the mission.

Parent-School Covenant

Fundamentally, the relationship between Cincinnati Country Day School (school employees, full time and/or part time) and our parents should begin with the presumption of good will. Parents love their children. They want and need to look out for their children's best interests. The School, for its part, hires educators who nurture and challenge students according to educational best practices. As educators, we too are charged with looking out for your children's best interests while challenging them to grow beyond their comfort levels.

This covenant sets guidelines for the creation of the most effective relationships between the School and parents in support of our Country Day students.

Effective school-parent collaboration will include:

1. the presumption of good will and mutual respect
2. clearly defined responsibilities
3. a commitment to private, productive, and consistent communication in which both parties speak and listen
4. a common vision of the goal to be reached: engaged and challenged students connected with teachers in a process that develops responsible college-ready students and world-ready citizens.

What parents can expect from CCDS:

1. Teachers will know and nurture students and honor their individual gifts.
2. Teachers will engage, challenge, and connect with students to help them achieve their fullest potentials.
3. The School will provide opportunities to students to cultivate leadership skills and take risks inside and outside of the classroom with the goal of developing well-rounded, resilient students.
4. The School will communicate with parents about student progress through interim reports and report cards; faculty members will be accessible and responsive to parents through email and voicemail.
5. The School will provide support to students who experience academic difficulty through support meetings with learning teams, advisors, and support services when appropriate.
6. Administrators and teachers will be current in their subject areas and pedagogies, will model the school's character virtues, and will uphold the highest level of educational professionalism.
7. The School will provide a safe and secure learning environment.
8. CCDS Trustees and staff (employees) will be good stewards of the school's financial resources.
9. The School will celebrate student success.

What CCDS expects from parents:

1. The School expects parents to assume good will about our work with your child(ren) and with you.
2. The School expects parents to be open communicators with us. We seek the parental perspective on a child as a person and as a learner.
3. The School expects parents to support the mission, purpose, and character virtues by taking an active role in your child(ren)'s education. This includes attending conferences, school activities, and PA events.
4. The School expects parents to provide a home environment and experience beyond school that supports the development of positive learning attitudes and habits, including each student's increasing autonomy.
5. The School expects parents to involve themselves in the financial sustainability of the school. This includes making timely tuition payments, participating in annual giving and capital campaigns when possible.
6. When concerns arise, the School expects parents to seek information directly from the school, consulting with the adult at CCDS who is closest to the situation (teacher/coach, advisor, or administrator in that order.)
7. The School expects that parents will refrain from any conversation that undermines the community's virtues, such as rumor or hearsay.

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MESSAGE FROM MIDDLE SCHOOL HEAD

The search for answers and alternatives is at the heart of learning. For the middle school students and parents, this handbook is full of answers. It should provide you with much needed information to complete the middle school journey. Even if you are a veteran of the Middle School, I would recommend that you read through this carefully from cover to cover. Middle School is a very tough developmental age and a very complex time. Students are experiencing a variety of significant changes, both individually and collectively. The range of academic ability and physical and emotional development is huge. The relationships of a middle school student tend to change daily which is difficult for the individual and those who love them. The material contained in this Handbook will help guide the daily changes and help challenge our students in searching for answers. While searching for answers, the Middle School faculty will stretch each student to reach their full potential. While difficult at times, the foundation and skills developed in the Middle School will be key for high school and beyond. I'm thrilled to be part of the journey and look forward to watching the growth of the student body during the coming year. As Country Day MS legend Susie Lewis said "we have skills! And we can do this!"

Theresa Hirschauer, Head of the Middle School

USE OF THE MIDDLE SCHOOL HANDBOOK

By presenting Middle School policies and procedures, this Handbook becomes a guide to policies and 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).

Remote Learning Policies and Responsibilities

Based on the spring of 2020, there is a chance that we might experience blended learning during the 2020-21 school year. The schedule has been created to allow for easy shifting from learning on campus to Country Day Connected. If we must return to Country Day connected, there will be an appendix added to the Middle School Handbook with Student Remote Learning Responsibilities.

CCDS NON-DISCRIMINATORY CLAUSE

Cincinnati Country Day School does not discriminate on the basis of race, color, creed, sex, gender identity, gender expression, sexual orientation, mental and/or physical ability, 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. 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, equity, and inclusion.
- The school provides opportunities both formally and informally, for dialogue among members of the school community about issues of diversity, equity, and inclusion. 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, economically diverse, gender balanced, and equitable.
- 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.

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.

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.

MIDDLE SCHOOL ADMINISTRATION AND FACULTY

Theresa Hirschauer, MS HEAD

Tom Cote, MS Administrative Assistant

Casey Schnieber, MS DEAN and 6th Grade Team Leader

Dan Wood, MS Honor Council and 7th Grade Team Leader

Rachel Corwin, 8th Grade Team Leader

Molly Petre, 5th Grade Team Leader

Brady Brandt, MS Athletic Director

Julia Joyce, MS Support Services

Alexis Nordrum, MS School Psychologist (Monday, Wednesday, and Thursday)

5th Grade Team: Molly Petre (English), Beth Langenbahn (Social Studies and Math), Rick Schoeny (Science and Spanish), Rachel Corwin (French), Julia Joyce (Student Skills/Advisor), Amy Thonnerieux (Library Skills), Ully Marin (Art), Stephanie Wietmarschen (Band/Vocal), Steve Conner (PE), Shelly Salter (Swimming).

6th Grade Team: Casey Schnieber (Science), AJ Froehlich (Math), Andrea Rogers (Health and Social Emotional Learning), Christine Bridge (English), Molly Petre (English), Nico Rumboll (Social Studies), Rachel Corwin (French), Karla Uehlein (Spanish), Ully Marin (Art), Stephanie Wietmarschen (Band/Vocal), Steve Conner (PE), Shelly Salter (Swimming), Rob Baker (STEAM), Lois Rust (Drama) and Kaki Scheer (Outdoor Education).

7th Grade Team: Dan Wood (Science), Brittany Woods (Culture Studies), Kyle Scully (English and Outdoor Education), Brady Brandt (Algebra), AJ Froehlich (Algebra), Rachel Corwin (French), Karla Uehlein (Spanish), Rhoda Weston (Chinese), Ully Marin (Art), Stephanie Wietmarschen (Band), Rob Baker (STEAM), Evan DiTullio (Tech Theater) and Kaki Scheer (Outdoor Education).

8th Grade Team: Rachel Corwin (French), Nate Johnston (Science), Catherine Phillips (Algebra), Lucia Jaccaci (History), Emily DiMatteo (English), Rhoda Weston (Chinese), Karla Uehlein (Spanish), Ully Marin (Art), Stephanie Wietmarschen (Band), Kate Nolan Rice (Vocal), Evan DiTullio (Tech Theater), Nat Tracey-Miller (Graphic Novels), Kaki Scheer (Outdoor Education).

Middle School Telephone Information

Main School Number (Reception):	513-561-7298
Head of Middle School:	513-979-0226
Middle School Office:	513-979-0227

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 ..... Development Office
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..... Teacher.io

Library ..... Mr Nat Tracey-Miller and Ms. Amy Thonnerieux
Mailings ..... Divisional Offices
Medical Emergencies..... Jackie Fiora
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..... Mrs. Julia Joyce and Mrs Alexis Nordrum
Technology…… ……Tech Help Desk
Transcripts/Student Records..... Divisional Offices
Transportation..... Mr. Aaron Kellenberger

THE SCHOOL DAY

SCHOOL HOURS (This information will be updated if we have blended learning and arrival times could vary)

The school day starts at 8:30 a.m. and ends at 3:30 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 8:30 a.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.

Administrators and teachers (etc.) will be accessible and responsive to parents and model honest and respectful dialogue. It is reasonable to expect a response within 24 hours between 7am and 7pm. (Please note that on weekends and over school breaks, faculty are not expected to respond within 24 hours.)

ABSENCES

If a student is going to be absent from school—synchronous or asynchronous, parents are asked to telephone or e-mail the Middle School office by 8:00 a.m. (513-979-0227 or cotet@countryday.net)) 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.

Extended absences of three or more days requires a re-entry plan that will be coordinated by the student's advisor.

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.

CCDX WEEK 3.0

CCDX week (March 15-19) is a mandatory week of classes. Students must be present, positive, and productive contributors to the week. CCDXfest on the final day is the culminating event and an expectation for all students.

TARDY POLICY

School starts promptly at 8:30 a.m. We encourage you to have your child here no later than 8:15 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 8:30 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.**

WEATHER DELAY

School delay/closing information will be posted on our website, social media, sent in a One Call message, and in a broadcast email. CCDS does not list delay/closing information on television or radio.

If you are concerned about your family's commute to school due to weather or road conditions, please keep your student at home. It will not be counted as an absence for your child.

SECURITY

The safety and security of every child is a **priority** at Cincinnati Country Day School. Planning and procedures are designed to prevent situations that could compromise our students' safety. Preparations to ensure all reasonable precautions have been taken, and building entrances are secure. All doors are kept locked during the school day and students are instructed not to open doors for anyone. Parents' help in providing a safe and secure school building is greatly appreciated. Please plan to use only the designated office doors of the Middle School building. We ask you to please contact the Division Head to alert the school to potential problems or concerns. In addition, contingency plans with the Indian Hill Rangers are in place should we ever need them. To provide additional safety, CCDS has placed security cameras around the campus.

THE CLASSROOM

MIDDLE SCHOOL GRADING POLICY

All students' Report Forms will show a letter grade and a student skills grade.

93-100 = 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 3.8 on a 4.0 grade point scale. A student achieves the designation of Honors if he/she receives a 3.5 to 3.79 on a 4.0

grade point scale. A Middle School Honor Roll will be published at the end of the year. In determining Honors, any student having an average less than C- in any course is disqualified from Honors consideration.

INCOMPLETE GRADES

If a student's work is incomplete, the report card will indicate an "I" and a deadline for completion will be set, usually within two weeks of the end of the quarter for make-up work and clarified with the student and advisor and family. When the deadline is reached the MS Head will record the grade. A student cannot receive an Incomplete for a course requirement and still pass the course.

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). Homework is not allowed to be assigned on days when the class does not meet. 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

AFTERSCHOOL PROGRAM

The Middle School AfterSchool program is for students in Grade 5 and 6. The program will partner with the LS to provide activities for students from 4:00-6:00. There will be a academic study hall from 3:30-4:00 before the activities. Please contact the Middle School Office/Admission Office if you are interested in the program.

BIRTHDAYS, PARTIES, AND SOCIAL EVENTS

Students may bring in a simple "nut free" snack to share with their advisory. The snack should be small enough for the student to carry by themselves in one trip. Parents or students should confirm the date and snack with their child's advisor at least 24 hours in advance. Advisory special lunches (pizza, etc.) are not permitted. Deliveries to students of flowers, balloons, or other gifts are not appropriate in the Middle School and if they occur, they will be re-routed to the home address.

Parties held away from school, which do not include all members of a particular class or gender, should not be discussed or planned at school to avoid hurting children's feelings. It can be difficult to invite a whole class to a party. Please model sensitivity to others' feelings. If you do not invite the whole class, we strongly suggest you limit the invitations to a very small number of children. Inviting everyone in the class, except for one or two children, is unacceptable. **Invitations should be mailed. Do not bring invitations to school to hand out.**

Please do not bring presents to school, even if a party is scheduled immediately after the school day. We ask parents not to pick up groups of children at school for parties.

Any questions regarding parties and celebrations not mentioned under our guidelines should be brought to the attention of the MS Head. Children should be reminded not to discuss parties at school, and parents are encouraged to model this behavior. Please be considerate.

Clubs

The middle school host a variety of clubs during the school year. Similar to the Lower School, there will be offerings in the fall and the winter. These offerings will vary each year based on

faculty availability. Club examples are Guitar, Clay, Girls on the Go, Farm to Table, Karate, Yoga, and others. In addition, the middle school students can sign up for ski club, chess club, Power of Pen, Mathcounts, and Minnecraft club which are offered.

House System

The Middle School places all middle school personnel and students in one of our 5 Houses – **Respect, Responsibility, Compassion, Integrity, and Courage**. Students meet to celebrate and discuss topics involving their roles and responsibilities as members of Cincinnati Country Day and the Middle School.

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. 8th graders can choose to take a study hall for one season if they can show physical activity outside of school hours.

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

YOUTH SPORTS PROGRAM

The CCDS Youth Sports Program allows 5th and 6th students a chance to compete and learn athletic skills with their own classmates in a comfortable and safe environment. The youth sports program offers a range of athletic opportunities and is always looking for new athletic

clinics/teams. Contact Brady Brandt, 5th and 6th Grade Youth Sports Coordinator, for more information on current or upcoming offers.

MIDDLE SCHOOL CONDUCT RULES

ALCOHOL AND OTHER DRUGS - POLICY

The use or possession of alcohol, cigarettes, electronic cigarettes (including vaping or Juuling) 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.

BREAK

Unless receiving help from a teacher, classrooms and areas outside band/vocal classrooms are off limits during break without supervision. Messer Gallery is off limits. 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, Gaga Pit and conversation are activity options on the Pad. 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.

BRINGING DISCREDIT TO CCDS

While the school has no interest in policing student behavior outside school hours, it is the case that certain acts and activities, even if they take pace off campus, can damage the school's reputation or have an impact on a community member's ability to learn in an emotionally and physically safe environment. Any student who engages in behavior, on or off campus, which brings discredit to him/her and, thereby, the school, or negatively impacts the school life of another community member, will be subject to disciplinary action. Students should be particularly mindful of this in its application to the Acceptable Use Policy (See Appendix).

BUILDING BEHAVIOR

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

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)

CHILD ABUSE OR NEGLECT

Cincinnati Country Day School recognizes the obligation of the school and its employees to report child abuse or neglect to the appropriate authorities. We also acknowledge that such reporting is **mandatory and must be done immediately in accordance to Ohio Law 2151.421.** Victims of abuse or neglect may be too young to share with others or too frightened or ashamed to reveal the identities of those responsible for the abuse or neglect. We take our role seriously in helping to address abuse and neglect and will act accordingly

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 <u>at any time</u>.

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.

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 in airplane mode or 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.

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 8:30 a.m.

TABLES AND DESKTOPS

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

WEAPONS

The use or possession of weapons are not permitted on campus. Weapons are defined as any implement used to cause harm to others. Students found to be in possession of a weapon on campus will be subject to disciplinary action.

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 in a quarter will result in a detention. The Dean of Students will monitor the One Note page for parental communication.

b. Excessive misconduct will be dealt with by the Disciplinary Committee, which consists of three faculty members and the Dean of Students. Violations of major school rules (Physical Altercations, Repeated detentions, Bullying, and Cyberbullying) will be referred to the Disciplinary Committee.

c. Offenses considered violations of the Honor Code (lying, cheating, and stealing) will 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)

Some examples of conduct which could result in an LB are talking in class, dress code, wrong location at break, and improper language.

2. A Friday Afternoon (3:30-5:00 P.M.) Detention. A Friday detention is a restricted non-social time.

Some examples of conduct which could result in a detention are violation of the Acceptable Use Policy, improper use of cell phone during school hours, disrespectful behavior, and accumulating 4 LB in a quarter.

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. The Disciplinary Committee and/or the Honor Council could recommend an in-school suspension.

4. Out of School 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. The Disciplinary Committee and/or the Honor Council could recommend an out of school suspension.

5. 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.

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 CODE

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

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.

THE HONOR COUNCIL

Purpose

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

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-- Mr. Dan Wood. 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.

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 HARASSMENT 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. Middle School is a very difficult

developmental age and it is important to distinguish when mean behavior crosses a line and becomes bullying behavior.

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. By definition, bullying is deliberate, repeated harm inflicted by one or more toward another who is unable to effectively defend him or herself.

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.

Cyber-Bullying shall mean any act of communicating or causing a communication to be sent by mechanical or electronic means, including posting statements on the internet or through a computer or email network, disseminating embarrassing or sexually explicit photographs; disseminating private, personal, false or sexual information, or sending hate mail, with no legitimate private, personal, or public purpose, with the intent to harass, annoy, threaten, abuse, taunt, intimidate, humiliate or otherwise inflict significant emotional harm on another person. It includes, but is not limited to, e-mail, instant messages, text messages, internet postings on any social media platform.

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 student who believes he/she is a target of harassment, bullying, cyber-bullying should report the incident orally or in writing to MS Head or MS Dean of Students. A harasser is subject to immediate discipline, which may include dismissal.

EMERGENCY DRILLS

FIRE, TORNADO and WIND 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/Tornado/Wind - 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"

CONCUSSIONS/RETURN TO LEARN

The Academic Framework (See Appendix) is a guideline to school accommodations, but adaptations may be needed based on individual cases. The focus of the academic framework is on the students return to class and completing academic work and is separate from **Return to Play Protocols** for physical activity. **Return to physical activity and athletic participation will not be allowed until Step 5 and only after Return to Play Protocols have been completed. Student will not be allowed or expected to participate in athletics until academic recovery protocol has been completed.**
Any student recovering from a concussion as diagnosed by a qualified medical personal is required to have their doctor complete the Physician (MD/OD) Recommended School Accommodation Following Concussion form. All complete forms should be returned to student's division head in order to plan personal accommodation plan using Concussion Protocol: Academic Framework. The entry step for any student recovering from a concussion will be based on **Physician (MD/OD) Recommended School Accommodation Following Concussion form.**

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

An Emergency Medical Authorization Form is required for every student. You must access Magnus to complete this form. Magnus can be accessed through the Parent Portal. **This form must be on file the first day of school.**

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 PHYSICAN

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

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.

IMMUNIZATIONS

Cincinnati Country Day School complies with Section 3313.671 of the Ohio Revised Code, requiring that students be immunized to attend school or submit a waiver for exemption. At the time of initial entry or at the beginning of each school year, no student shall be permitted to remain in school for more than 14 days without written evidence that the student has been immunized by a method approved by the Department of Health pursuant to section 3701.13 of the Revised Code.

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.

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 MS office at 979-0227. When you enroll your child in piano or instrumental lessons, we ask that you plan for purchasing or renting the appropriate instrument before lessons begin. Having an instrument for practice is essential.

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 April. 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.

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.

CCDS aims to provide an environment that is safe and supportive to all students, including those who identify as straight, gay, bisexual, and transgender or gender non-conforming. If a student

wishes to have accommodations made that are not currently provided at school, they should see the someone on the MS Support Services Team (Mrs. Joyce, Mrs. Nordrum, or Ms. Hirschauer)

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.

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.

WITHDRAWAL POLICY

All families who withdraw a student from CCDS midyear must complete the school's withdrawal form. This form is available from the divisional office and must be signed by the parent before transcripts can be released. The form reiterates the school's withdrawal policy, affirms the family's financial obligation to the school, and explains the process for returning supplies, books, laptops, etc.

The enrollment contract is binding, and signee is obligated to pay the fees for the full academic year-unconditionally, and no portion of fees paid or outstanding will be refunded or cancelled in the event of absence, withdrawal, or dismissal from the School for any reason. The School charges interest on any unpaid balance as of 30 days past the due date at the rate of 1.5% each month until the account is paid in full.

APPENDIX

CCDS TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Expectations

Computing at CCDS, whether on a personal or school-owned device, is to be used for educational purposes that serve the school's mission. Community members are expected to follow the school's culture of character guidelines when working in gray areas not covered explicitly by the rules. All community members are expected to contribute to a safe, stable, and productive computing environment.

We expect that community members will be thoughtful and use good judgement when online. Community members should consider their personal reputations and the feelings of other members of the community before sending or posting. **Before posting anything students should ask themselves: Is it true? Is it helpful? Is it kind? Would I say this to the person's face?** If the answer to any of those questions is no, students should refrain from posting.

We expect students will adhere to the school's policy on Interpersonal Relationships as outlined in the handbook in online communications and representations and will refrain from bullying, harassing, or hazing others via electronic communication of any kind. This includes, but is not limited to, "sexting".

We expect that community members understand that all electronic communication is permanent and becomes part of their digital footprints that will follow them for the rest of their lives. Community members should guard their personal information while online and assume that everything they do electronically can be seen by the entire world. It has been said, "when you post, you publish."

Inappropriate Behavior

The school's culture of character guidelines extend to the electronic world including all forms of social media. The time of day, account, location, or device are irrelevant when a post affects the safety, well-being, or reputation of community members or the School itself.

- **Students will be subject to disciplinary action if they…**
    - harass or bully others.
    - steal or borrow intellectual work.
    - access, send, or store inappropriate materials.
    - disrespect teachers by "multitasking" during class (emailing, engaging in social media, doing homework, etc.)
- **Students will not portray themselves, the school, or anyone associated with The School in a manner that is in conflict with the school's policies and practices that concern respect, honesty, and integrity and the general standards for community behavior**.

- **Students will not play games or watch entertainment videos during the academic day (unless associated with a class).**
- **Students will not access or use other people's accounts, computers, or folders, nor borrow computers or computer accessories without express permission from the owner.**
- **Students will not plagiarize.** Electronic resources make it easy to use others' work. 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.
- **Students will not break copyright law by using unlicensed software or pirating audio or visual materials.**

Student Requirements by Virtue of our Network and Program

- **Check CCDS accounts (Email, HW portal, etc) daily.** Students are expected to do so, just as they will be in every professional situation after graduation.
- **Be aware of the distractions that your digital devices can present.** Students are members of an amazing learning environment that extends far beyond the classroom walls. CCDS has placed the world at students' fingertips, but given this "constant connectivity," students need to make a conscious effort to limit distractions to improve 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.
- **Take care not to 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 tablets when they are not in use, and do not leave them unattended. Do not remove bump cases and do carry them in the school-supplied bags, as these are requirements of our extended warranty. Students must avoid situations where tablet PCs 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 they will be available when students need them. Students may be charged for damage to CCDS-owned loaner computers.
- **Back up your work.** Students must have OneDrive sync client installed and in working order. This offers secure backup and streamlines collaboration between teachers and other students. If a student computer has a critical failure, OneDrive ensures that all files will be safe and easily synced to the student's 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 a machine.** Tablet PCs will be reimaged if they cannot handle your academic computing needs.
- **Do not use a computer as an excuse.** Save often. If a machine fails at home, do the work on paper or in some other way. Just get it done.

System Monitoring

Users acknowledge should understand and acknowledge that they do not have a reasonable expectation of privacy with regard to the use of The School's System. The School may conduct direct searches of data and/or tablet PCs when there is a reasonable suspicion that electronic resources have been misused, policy has been violated, or when routine maintenance and

monitoring of computers and the network reveal possible violations of policy. The school may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Cincinnati Country Day School may also on occasion access, read, copy, reproduce, print, retain, move, store, destroy and/or disclose information, including files, messages or documents stored in or sent over the System. Teachers and administrators have the ability to monitor use while on campus during school hours.

CONCUSSION AND RETURN TO LEARN POLICY

The following provides a framework for students who have suffered a concussion and the guidelines for recovery and returning to full academic work expectations. The Academic Framework outlined below is a guideline to school accommodations, but adaptations may be needed based on individual cases. The focus of the academic framework is on the student's return to class and completing academic work and is separate from **Return to Play Protocols** for physical activity. **Return to physical activity and athletic participation will not be allowed until Step 5 and only after Return to Play Protocols have been completed. Student will not be allowed or expected to participate in athletics until academic recovery protocol has been completed.**

Any student recovering from a concussion as diagnosed by a qualified medical personal is required to have their doctor complete the <u>Physician (MD/OD) Recommended School Accommodation Following Concussion</u> form. All complete forms should be returned to student's division head in order to create a personal accommodation plan using Concussion Protocol: Academic Framework.

The entry step for any student recovering from a concussion will be based on **<u>Physician (MD/OD) Recommended School Accommodation Following Concussion</u> form.**

Step 1 - No School

Physician recommends: Student be placed on full brain rest and body rest as possible

CCDS Academic Expectations: The school expects no academic work will be completed during Step 1. Students should not be completing any work in any form including screen time, reading, or writing. Students are expected to be focused entirely on rest and recovery.

Step 2 – No School Attendance but not on full rest protocol

Physicians Recommends: Student remain at home with limited strain on brain or body.

CCDS Academic Expectations: The school expects none or little academic work completion but will provide assignments which do not need to be completed using screens. These assignments may be adjusted as possible. Students may work on assignments for short periods of time as long as they are not feeling any symptoms. Teachers will prioritize material and eliminate any non-essential work when possible or adjust assignments.

Step 3 – Partial Return to School

Physicians Recommends: Student return to limited school participation based on concussion symptoms.

CCDS Academic Expectations: The school will recommend a time period for attendance based on the student's schedule with a focus on attending core classes. Classwork

should be adjusted to limit or eliminate any screen time. Assignments may be adjusted as possible. Students may work on assignments as long as they are not feeling any symptoms. Teachers will prioritize material and eliminate any non-essential work when possible or adjust assignments to allow shorter periods of work from student. Accommodations for water bottles, snacks, light protection (sunglasses/hats), breaks and periods of rest will be allowed when needed. No activities or classes involving physical activity will be attended. No tests, quizzes, or projects are expected to be completed during this step.

Step 4 – Full Day Attendance with Accommodations

Physician Recommends: Student returns to full academic participation with accommodations based on remaining concussion symptoms.

CCDS Academic Expectations: The school will expect full attendance of academic classes as symptoms are not active. Classwork/assignments may be adjusted when necessary or possible. Students may be expected to take quizzes or test with accommodations but will not be expected to have more than one major assessment per day. Larger test may be broken up into sections when possible or needed. Screen time may be limited as needed. Accommodations for water bottles, snacks, light protection (sunglasses/hats), breaks and periods of rest will be allowed when recommended. Student will not participate in any physical activity.

Step 5 – Full Attendance and Expectations

Physician Recommends: Student return to full academic expectations as long as symptoms are not present.

CCDS Academic Expectations: Full participation in all academic classes and curriculum. Teachers and students should meet to plan completion of any necessary work that was missed with a focus on reducing stress. Student will not participate in any physicals activity until cleared by physician or trainer who will follow **Return to Play Guidelines.**

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.

ENROLLMENT & TERMINATION POLICY

CCDS believes that a positive and constructive working relationship between the school and parents/guardians is essential to the fulfillment of the school's mission.

Thus, the school reserves the right not to continue enrollment or not to reenroll 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 reenrollment 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.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law passed in 1974, is designed to protect the privacy rights of students. FERPA contains four basic principles:

1. Generally, FERPA makes it illegal for a school to release, transfer, communicate, or otherwise disclose any personally identifiable information contained in a student's education records.

CCDS, with certain exceptions, obtains 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
- Email
- Photograph (unless otherwise specified on the enrollment contract)
- 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 Connections 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.

2. Upon request, FERPA requires schools to give parents an opportunity to inspect and review their child's educational records. Parents can request in writing to view their child's student records. The Divisional office will schedule an appointment for the file to be viewed in the presence of the Division Head. The school will comply with the request within 45 days. Parents under no circumstances can remove documents from their child's student records.

3. FERPA also gives parents the right to request the amendment of any portion of their child's education record they feel is misleading or incorrect, and establishes a procedure for dealing with such requests.

4. FERPA requires schools to notify parents and students of these rights on an annual basis.

Middle School Dress Code 2020-21 when Students are on Campus
(There will be a remote learning dress code if needed—stay tuned!)

The purpose of the dress code is to represent CCDS as an **exceptional learning environment**. 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
- Appropriately fitted collared or uncollared blouses/dress 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
- Shorts, skirts, skorts must reach mid-thigh
- All denim jeans ARE permitted. No holes and must be in good repair.
- Tights/leggings with a tunic, or covered by dress code shorts, skirts or dress.
- Tunics ARE NOT hoodies, jackets, or other outerwear.
- No warm-up type pants, gym shorts, cut offs, or sweat pants.

Outerwear

- Solid-colored sweatshirts (CCDS, college or plain), fleece jackets, sweaters, or jacket style from Country Cottage.
- Pullover crew/1/4 zip/hooded sweater or sweat shirt can be worn with no collar underneath.
- Non-religious headwear may not be worn in the school building.
- T-shirts are not considered outwear.

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 (No strapless dresses or spaghetti straps)
- 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)/pants
- Regular dress code shoes

Free Dress Days

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

7th and 8th Sports Dress

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

5th and 6th Grade PE

- You will change into your PE clothes before class.
- Athletic Shoes
- Athletic Shorts
- T-Shirts – No tank tops or spaghetti straps
- Sweat-Pants
- Sweat-Shirt
- A one-piece swimsuit
- You must change back into dress code after class

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 5th, 6th, and 7th graders movies rated PG or "below." 8th 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.

MEDICATION POLICY

It is required that the school nurse have written doctor's orders and written parental permission to administer any medication during the school day. This includes over-the-counter medications (including sunscreen and topical ointments) and all prescription medications. The school nurse has generic Tylenol and Advil on hand. Any other medication must be provided by the parent in its original packaging. It is the parent's responsibility to safely deliver medication to the nurse.

Parents must complete a medication policy form for each medication required. Completed forms can be dropped off with the school nurse or faxed directly to 513-527-7638.

Private Music Lessons

The school offers individual instruction in piano, other select instruments, and voice. Lessons are offered to students in pre-primary through 12th grade. A student has the option of a 30-minute lesson or a 45-minute lesson, scheduled weekly.

There is an additional cost for private music lessons and enrollment and fees for music lessons are by the semester. The student is expected to practice at home and be responsible for remembering their materials.

- It is the responsibility of the student to have all materials available and to arrive at the lesson location on time. Lessons will not be rescheduled for students who miss lessons or forget to bring their materials.
- Make-up lessons are built into each semester for lessons missed due to school closures, field trips, and special events.
- An attempt to make-up lessons due to student illness with be made but are not guaranteed.
- Teachers are granted two (2) sick days during each semester and make-up lessons will not be given. Make-up lessons for teacher illness will begin with the third missed lesson.
- Cost of enrollment into individualized music lessons is considered tuition. Lessons are not based on a per lesson cost and cannot be paid accordingly. As a tuition-based program, there are no refunds for students who decide to discontinue lessons.
- Lessons are scheduled before, during and after school.
- For instrument lessons, a student must be enrolled in PKII or higher. For voice lessons, a student must be enrolled in 3rd grade or higher.

RETURN TO PLAY DOCUMENT

Physician (MD/OD) Recommended School Accommodation Following Concussion

Patient Name_____ Date_____
I, _____, give permission for my physician to share the following information with my child's school and for communication to occur between the school and my physician for changes to these recommendations.

Physicians Name_____ Contact Information
_____

Physicians Signature_____
Date_____
Patient will be reevaluated of these recommendations in _____ weeks.

Area	Requested Modifications	Comments/Clarification
Attendance	☐**No School** ☐**Partial Day as tolerated by student** ☐**Full Day as tolerated by student**	
Visual Stimulus	☐**Limited Computer, TV screen, bright screen use** ☐**Allow handwritten assignments (as opposed to computer)** ☐**Allow Student to wear sunglasses/hat in school; seat student away from windows and bright lights** ☐**Reduce brightness on monitors/screens**	
Academic Work	☐**Simplify Tasks (3 steps)** ☐**Short Breaks between tasks** ☐**Reduce overall amount of in-class work** ☐**Prorate workload/eliminate non-essential work** ☐**No homework** ☐**Reduce amount of nightly homework** ***_____min per class; _____min maximum per night*** ☐**Will attempt homework but stop if symptoms occur** ☐**Extra tutoring/assistance requested** ☐**May begin make-up of essential work**	
Testing	☐**No Testing** ☐**Additional time for testing/ untimed testing** ☐**Alternative testing: Oral delivery of questions, oral response, scribe**	

	☐**No more than one test a day** ☐**No standardized testing**	
Educational Plan	☐**Student is in need of a Learning Action Plan (for prolonged symptoms lasting >3 months, if interfering with academic performance)**	
Physical Activity	☐**No physical exertion/athletics/gym/recess** ☐**Walking in PE/Recess only** ☐**May return to play following OHSAA Return to Play protocol**	