



# LOWER SCHOOL PARENT HANDBOOK

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**HEAD OF LOWER SCHOOL'S OFFICE**  
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## **IMPORTANT TELEPHONE INFORMATION**

CCDS Receptionist	513-561-7298
Lower School Office	513-979-0229
Lower School Fax	513-527-7602
Attendance Line	513-979-0117
School Nurse	513-979-0250
Direct Dial to Faculty	513-979-0+Extension

## **DIVISIONAL OFFICE HOURS**

8:00 a.m. – 4:00 p.m.

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## CCDS 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.

*Adopted December 2007*

## CCDS CODES OF CONDUCT

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 environment and property

Have the **COURAGE** to do the right thing

## CCDS CHARACTER VIRTUES

Respect

Responsibility

Compassion

Integrity

Courage

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## ACCIDENT/ILLNESS REPORTS

The school nurse or teacher 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.

## ALLERGIES

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. Food items containing nuts will not be permitted in the building and other identified areas on campus.

### Food Allergy Policy

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. To help reduce the risk of accidental exposure to these foods, we ask that you follow these guidelines:

- If your child has a food allergy, you must inform the school at the beginning of each school year using the appropriate medical forms. 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.
- 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.

## ASSEMBLIES (Primary Section)

Weekly assemblies are a time when classes meet to share the work they have been doing in class. While occasionally there may be a special show or skit performed by a class, the normal program will involve more informal

sharing of work, such as reading stories, showing projects, or discussing recent events. The main goal of our assemblies is to help children develop confidence in speaking in front of a group and to build school community. Parents are welcome to join us for this weekly sharing event on Fridays at 8:45 a.m.

## ATTENDANCE AND ABSENCES

School attendance is necessary for successful learning. The spirit of the learning process, exciting ideas, and group discussions can never be made up after an absence. Holidays and vacation days are clearly noted on the school calendar. Returning to school at the appropriate time helps develop a sense of responsibility and respect. Please note these special times and plan your trips accordingly. The school is not responsible for providing work for students who are absent without a valid excuse. Family vacations are considered to be unexcused absences.

When a student is absent but is able to do homework, a parent may pick up his/her books and assignments at dismissal time in the school office or ask another student or sibling to bring the work home. Assignments are not available to be picked up until 3:15 p.m.

**To report an absence in the Lower School, please call the attendance line: 513-979-0117**

### Perfect Attendance

At the end of each semester, students are recognized for perfect attendance by the Lower School Head. Perfect attendance means the student has not been absent, tardy, or signed out for early dismissal. The only exception is school missed due to a religious holiday.

### Tardy Guidelines

School starts promptly at 8:30 a.m. In order to start the day in an organized manner, we encourage you to have your child here no later than 8:15 a.m. A student is considered “tardy” if he/she arrives after class begins at 8:30 a.m.

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If students arrive after 8:30 a.m., it is the responsibility of the adult dropping off to sign the student in at the office and escort them to class.

## **BEHAVIOR POLICY AND DISCIPLINE**

In school, discipline is viewed as a learning process. We strive for an environment that is safe, welcoming, and orderly so that meaningful work and play can effectively take place. Self-discipline and self-regulation within a group is encouraged and taught. We stress growth with intrinsic gratification rather than punitive actions.

### **Classroom Behavior**

At the beginning of the school year, each teacher will hold discussions with their class to establish expectations and norms within the individual classrooms. The students will actively participate in determining appropriate behavior as well as consequences for inappropriate actions.

### **Playground Behavior**

Every student is expected to conduct themselves in a safe and respectful manner. Teacher supervision is provided during recess to help ensure student safety. Students must stay within the play area boundaries at all times. They are also expected to play fairly, take turns, demonstrate good sportsmanship, and use all equipment properly and safely. Students are expected to be welcoming to others when playing games or sports and not exclude students from their groups.

The following actions on the playground are not permitted:

- Throwing non-sporting objects, including sand, rocks, or sticks
- Using equipment in a manner for which it is not designed
- Intentionally choosing not to adhere to the CCDS Codes of Conduct and/or established rules

### **Hallway and Common Area Behavior**

We encourage respectful hallway behavior. This means that all students and adults using our hallways will act in a manner that will not interfere with

student learning in the classroom. Using quiet voices at all times is just one example.

The Niehoff Commons is a place of work and gathering. Students are expected to use quiet voices and respectful behaviors. We ask that children not climb on the Bortz Risers and use the stairs to enter the risers and reading loft.

Students are frequently reminded of our expectations and the character traits we value as a community through assemblies, classroom lessons, role modeling, and daily discussions. It is helpful when students have the same expectations when accompanied by their parents as they do during the school day.

### **Dining Terrace Behavior**

Every student is expected to talk quietly with others at their table. Students should display appropriate manners dealing with food. When finished, students are expected to clean up after themselves and check the area around them.

When discipline is necessary, we use the idea of Rules and Logical Consequences from *The Responsive Classroom*® outlined here:

### **Discipline Premises**

- Our goal is to develop behaviors which will be most conducive to learning.
- Children need to share in the responsibility and decision-making which affects their education.
- Teachers regulate children's behavior to set limits, define objectives, and recognize progress.
- Discipline (external) ideally leads to self-discipline (internal) which becomes a foundation for self-approval and acceptance.
- Discipline is fed, nourished, and encouraged by the orderly classroom.

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## Logical Consequences – Reactive Discipline

The 3 R's of logical consequences:

- Respectful
- Relevant/Related
- Realistic/Reasonable

Three kinds of logical consequences:

- You break it – you fix it, using an “Apology of Action”
- Loss of privilege
- Time Out – Thinking Time

Should a serious discipline problem arise, parents will be informed and fully consulted at the earliest opportunity. If necessary, a behavior modification plan will be established by teachers, parents, and administration. **Unusual Incident Forms** may be used as documentation for recurring discipline issues.

The school reserves the right to communicate with the community regarding disciplinary policies or actions taken as a result of an infraction. The school will honor the confidentiality of its students and will not comment about specific individuals involved in incidents that require disciplinary action.

## BIRTHDAYS, PARTIES, AND SOCIAL EVENTS

Teachers will work with PA reps when planning special celebrations and will acknowledge a child's birthday in subtle but special ways. Students may choose to bring in a simple “nut free” snack to share with their classmates. Parents should confirm the date and snack with their child's teacher at least 24 hours in advance. Classroom catered/special lunches (pizza, etc.) can present challenges with our schedule and students and are therefore not permitted. Deliveries to students of flowers, balloons, or other gifts are not appropriate in the Lower School and if they occur, they will be re-routed to the home address.

An alternative to bringing in a food item to celebrate a child's birthday is participating in our Birthday Book Program.

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. We realize that it can be difficult to invite a whole class to a party and request that you model sensitivity to others' feelings. If you do not invite the whole class, we strongly suggest that 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 out of consideration for others. 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 Head of Lower School. Children should be reminded not to discuss parties at school and parents are encouraged to also model this behavior. Please be considerate.

## BUILDING 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 Lower School building or Early Childhood Center. In addition, contingency plans with the Indian Hill Rangers are in place should we ever need them. We ask you to please contact the Division Head to alert the school to potential problems or concerns.

## BUS SERVICE

A number of public school districts provide free student bus service. These districts determine their own pick up points, routes, and schedules. To obtain information on bus service, you must call your public school district's

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department of transportation or visit the transportation page on the School's website. Transportation is subject to change or elimination by the public school district at any time. Country Day is not responsible for changes or eliminations. Guest riders will not be permitted.

Occasionally, buses will arrive at school before our classrooms open at 8:00 a.m. When this occurs, students should report to Yeiser Auditorium until 8:00 a.m. for supervision at no cost to the parent.

Cincinnati Country Day School has contracted with a private bus company to provide transportation to our northern, suburban families (Mason, West Chester, Liberty Township, etc.). The private bus/shuttle price is determined by the Admission and Business Offices and communicated to interested families prior to the first day of school.

## CARLINE

### Carline Times

Morning Carline	8:00 a.m. – 8:30 a.m.
Pre-Primary Section	
Morning Program Dismissal	11:45 a.m. – Noon
Lunch Option Dismissal	12:45 p.m. – 1:00 p.m.
Afternoon Carline	3:15 p.m. – 3:30 p.m.
Learning Lab Carline	4:00 p.m. – 4:15 p.m.

### Early Childhood Center

Parents or guardians are asked to escort their child(ren) into the classroom every morning and come in to pick them up at the appropriate time (see Daily Schedule).

### Main Campus

School personnel are present to greet the students in the mornings and help them to their classrooms. The drive directly in front of the Lower School is for drop off only. Parents who would like to come into the school should use the main drive and park in the designated spaces. **Parking in fire lanes and cross walks is prohibited.** If you park and walk your student into the

building, please use the identified crosswalks or walk on the sidewalk to the building.

### Upper School Carline

Primary section students being picked up in the Upper School carline must have written permission on file in the division office.

## CARLINE PROCEDURES AND SAFETY

Our goal is to provide a safe and efficient process to transfer students. This requires everyone's cooperation and patience to accomplish this goal. Each family should use a carline "tag". Drivers are to form a carline and follow the directions of traffic personnel. Each car will stop at the "caller" at which time you will be given a pick up number and proceed to that number as directed by traffic personnel. The children will be escorted to the appropriate vehicle in carline. It is the responsibility of the driver to either seatbelt the child in the car or ask for assistance from a CCDS faculty/staff member.

### Please adhere to the following guidelines:

- Children should exit the car on the curb side/passenger side
- Pull into a drop off/pick up number square
- Do not get out of your car
- Put the car in park
- Faculty/staff will escort and assist your child in and out of the vehicle
- Follow the car in front of you while exiting
- Do not pull around other cars unless directed by school personnel
- Do not block crosswalk
- Refrain from using a cell phone
- Refrain from socializing on the sidewalk area in front of the building
- Do not have leashed animals on the sidewalk area

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## **CHARACTER**

Character coins are distributed to primary section students throughout the year when they are demonstrating our school's character virtues. Students are randomly assigned to Houses named after our five character virtues. School personnel will acknowledge students' actions or effort with a character coin. Topics of character and good choices are discussed regularly and reinforced in the classroom, assemblies, and House meetings.

## **CLASS/SCHOOL TRIPS**

Field trips are an important part of our school curriculum, which enrich and enhance curriculum. These experiences heighten students' awareness, expression, and appreciation for our community. They provide guided activities for learning and develop confidence and a sense of independence in students. Parents are often asked to work with classroom teachers as chaperones on these trips. Guidance is provided for these helpers by the teachers. Unless otherwise noted by the classroom teacher, trips will be limited to the children in the class and those parents assigned as chaperones. Signed parent permission is required from all students for participation.

Students are asked not to bring money on field trips. When this is the case, parents acting as chaperones should not purchase food items or souvenirs for their children or other children in the class.

## **CLASSROOM OBSERVATION POLICY**

CCDS welcomes visitors. This provides an opportunity to share with the community and see what we believe makes us a unique and exceptional learning environment. We are proud of what is happening throughout our programs and would be happy to assist you in visiting classrooms. In order to minimize distractions from teaching and learning, we have created the following policy.

Parents are asked to sign in and request a visitor badge from the Divisional Office upon arrival so we can account for who is on campus. It is strongly recommended that parents call ahead and schedule observations to ensure

visits are productive and meaningful. Please limit observations to 30 minutes per class. Extended observations tend to distract children from learning activities. When entering the classroom we request that you settle in discreetly and refrain from interrupting the teacher or disrupting the program. Feel free to move about the room and quietly observe the children working independently. We ask that any observations regarding other children in the classroom remain confidential and free of judgment. Observations are brief snapshots and can, in some cases, be confusing or misleading in the absence of additional information and context. If you have any comments, questions, or compliments we encourage you to share them during a follow-up meeting with the Division Head. We value your feedback and appreciate your input.

The classroom teacher reserves the right to request an observation end if it appears to be too much of a disruption on the program and may ask you to report to the Division Head.

All visitors must follow emergency procedures (fire drills, severe weather protection, etc.) if applicable during the school visit.

## **CLASS PLACEMENT**

Students are placed in classes by the grade level teaching team and the Head of Lower School. They carefully consider many factors which affect the emotional, social, and educational development of the students, including class balance, group dynamics, academic achievement, and individual learning styles. Parents with strong concerns regarding their child's placement should direct all comments or concerns directly to the Head of Lower School. This information should be conveyed using the Lower School Parent Input Form. This form can be obtained from the Divisional Office or the website and should be completed and returned by May 1. This information should not be a request for a specific teacher but for the educational and environmental needs for your child. Class lists are available at the beginning of August for the upcoming school year.

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## CLOTHING AND UNIFORM

Active play and participation is a vital and important part of our days in the Lower School. Students in all programs will spend ample time outdoors. Students should come to school dressed for the weather. All students are strongly encouraged to keep a pair of boots at school for use during campus excursions and inclement weather.

### Pre-Primary Section: Early Childhood, PK, and Montessori

Children should be dressed appropriately for the weather and in clothing that is suitable for active, hands-on learning. Clothing should support independence in dressing and toileting. Keep in mind that students will have daily opportunities to participate in art, movement, sensory, and outdoor activities. An extra set of clothes (shirt, bottoms, underwear, socks) labeled with the child's name need to be kept at school at all times. Please remember to bring appropriate clothes as the weather changes and as your child grows. Appropriate attire for swimming is swim shorts, swim shirt or one piece swimsuit. Items are kept at school and laundered weekly. If a student prefers to use goggles or a swim cap, these items may be kept at school.

Send your child in shoes that are appropriate for active play. Athletic shoes or sandals with a back strap that have a sturdy rubber sole are best for young children. Please refrain from sending your child in shoes without a back strap or that slip off easily. In addition, athletic shoes are required for movement classes.

Each child should bring a backpack or bag to carry items to and from home. Children should have bags that they can easily manipulate.

### Primary Section: K/Montessori K – Fourth Grade

Students must wear a CCDS uniform. Uniform articles can be purchased at local department stores or ordered through Lands' End. When ordering through Lands' End please use the preferred school code #9000-4453-8.

All clothing should be clean and in good repair. Please label clothing with the child's first and last name. The school is not responsible for returning unmarked items.

The school reserves the right to intercede if appearance or attire interferes in any way with the school's programs.

### Daily Uniform Options and Requirements

**Polo Shirts:** white or navy blue

**Turtlenecks:** white or navy blue can be worn alone or under a uniform shirt in cold weather

**Twill Pants/Capris:** navy blue or khaki

**Sweater:** white or navy blue, must wear a polo shirt or turtleneck underneath

**Sweatshirt:** CCDS logo or plain navy blue or white

**Shorts/Skorts/Skirts:** navy blue, khaki, or the School plaid through Land's End. Length must meet the knee and may be worn until November 1 and after Spring Break.

**School Tunic/Jumper:** blue, khaki or plaid which is available only through Land's End

**Shoes:** sturdy-soled shoes or shoes with a back strap must be worn daily; for movement/physical education, athletic shoes with socks must be worn (*students who do not have proper athletic shoes will not be able to participate in movement/physical education activities*)

**Jewelry:** simple non-distracting and inexpensive jewelry, earrings must be small studs

**Hair Accessories, Tights, and Socks:** must be simple and non-distracting

**Pool Attire:** swim shorts, swim shirt or one piece swimsuit (swim attire is kept at school and will be laundered each week)

### Field Trip Dress

Your child may be asked to wear appropriate clothing (i.e. rain gear, boots, etc.) for a particular field trip. Unless otherwise instructed, field trip dress code follows daily uniform requirements. This information will be provided by the classroom teacher.



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## Free Dress

On the days where free dress is permitted, clothing must be neat, clean, fit appropriately, and be free from any disrespectful or controversial language. Strapless, midriff baring, halter, or spaghetti strap shirts/dresses and short shorts are prohibited.

## Spirit Dress

The intent of spirit dress is to encourage school spirit. Students participating may wear navy blue or white clothing or CCDS logo attire. Denim and athletic wear may be worn. (Shorts may be worn until November 1 and after Spring Break).

## Theme Dress

There are several events where theme dress is permitted. You will receive further information prior to these special days. Participation is optional.

## 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 Health Services office, Early Childhood Center and Lower School. Parents in affected program(s) will be notified by a Health Alert email if their children have been exposed to reportable (to Health Department) infectious diseases. If a potential “outbreak” of any contagious disease occurs in a classroom, a Health Alert email will be sent to families if the outbreak exceeds 10% of affected students/staff in the particular classroom.

A child with signs of a communicable disease will be discharged to their parent/guardian as soon as possible. If both parents/guardians are unavailable, the person(s) identified as emergency contacts will be called. Until the parent/guardian arrives, an attempt will be made to isolate the child from other students, but within sight of the school nurse, classroom teacher, or administrator. Parents will receive communication detailing the child’s illness and information regarding his/her return to school.

Parents may be notified when a mildly ill child is experiencing symptoms and requests that he/she not participate in activities. If symptoms and level of participation do not improve, the parents will be asked to pick up the child from school. The school reserves the right to require a physician’s note if a child or parent asks for non-participation in activities for more than three consecutive school days.

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

- An oral temperature of 100 degrees or above (99 degrees using the auxiliary method)
- Diarrhea – (defined as: more watery, less formed, more frequent stools than typical for the child) more than one within a 24 hour period
- Vomiting
- Lice or other parasitic infestation – the school nurse must clear the child before the child returns to school
- Rashes of undetermined origin
- Lethargy affecting the child’s ability to learn
- Difficulty breathing, wheezing, or rapid breathing, not associated with a pre-diagnosed medical condition or relieved with medications prescribed for a diagnosed medical condition
- Unexplained blood in stools, unusually dark urine and/or grey or white stool
- Thick and purulent eye drainage
- Severe coughing, causing the child to become red or blue in the face, make a whooping sound, vomit, or cause a general continuous classroom disruption
- Sore throat or difficulty in swallowing accompanied by a fever or causing general malaise that inhibits classroom performance
- Symptoms that are thought to be infectious as listed on the Ohio Department of Health “Communicable Disease Chart”

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## COMMUNICATIONS

It is vital to keep communication open between home and school. Email addresses on file will be utilized.

During the year, two formal conferences are planned for parent-teacher exchanges. Teachers are available for informal conferences at any time during the year. Parents should schedule these directly with the teacher. Unscheduled impromptu conferences during the school day (8:00 a.m. - 3:15 p.m.) are usually not accommodated, as teachers are required to be with students.

Periodically there may be a need to inform parents of an unusual incident or minor accident that has occurred during the school day. If the school does not feel the situation renders direct communication, the appropriate paperwork in the form of an **accident report** will be sent home with the child. Parents may always contact the school if they feel further discussion is needed.

Throughout the year there will be parent meetings held to discuss events, proposed changes, curriculum, and parenting topics of interest. Notification of such meetings will be communicated through email.

## DELAYS

In the case that CCDS delays the start of school, morning pre-primary programs are canceled. Students enrolled in the extended day (lunch option or full day programs) should arrive at the delayed start time. If your child does not normally stay for the extended program options but you are interested in dropping in for the extended day, you must first get approval from the Divisional Office.

## DISMISSAL

### Early Pick Up

If it is necessary for your child to leave school before normal dismissal time, a note must be sent to the school clarifying the time and designating who will pick up your child. The person picking up must come to the Lower School

Office to sign the child out. If they are returning to school later that day, the person dropping off must report to the office to sign them back in.

### Late Pick Up

If you pick up after Noon or 1:00 p.m., your child will be taken to the Lower School Office. If you pick up after 3:30 p.m., your child will be taken to the After School program for safety reasons. Late pick up fees will be billed at the end of each month.

For the safety of children, **PARENTS/GUARDIANS MUST NOTIFY THE TEACHER IN WRITING** whenever there is a change in pick up routine. If the change is not known before the start of the school day, please call the office before 2:45 p.m.

**Important Note:** If you call after 2:45 p.m. and receive an answering machine, do not assume that the change will be conveyed to the child and teacher. While we will try our best to check messages after 2:45 p.m., this is a very busy time and it will not always be possible. If you do not reach someone, we advise you to keep trying or adhere to the normal pick up routine.

## EMERGENCY PROCEDURES

### Rapid Response Dismissal

The State of Ohio requires six fire and severe storm/wind drills per year.

### Fire

When the fire alarm rings, students are escorted in a quiet and orderly manner to the nearest exit and walk to their designated area where attendance is taken. Students may re-enter the building upon instruction by the teacher.

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## **Severe Storm**

When the warning signal is given, students are escorted in a quiet and orderly manner to their designated locations. The school practices drills in September, April, May, and June.

## **School Safety**

This is meant to keep students concealed and out of danger should a security issue arise on or near the campus until police respond. Guidelines were developed in conjunction with local law enforcement and drills are conducted three times throughout the school year.

## **ENROLLMENT AND 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 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.

## **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
- 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.

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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.

### **GIFTS TO FACULTY AND STAFF MEMBERS**

Occasionally families may wish to acknowledge a holiday or express their appreciation to a teacher or staff member in the form of a gift. Please note that this is not an expectation. Should a family wish to acknowledge someone in this manner, we encourage gifts made or initiated by the children. We encourage you to limit the monetary value of gifts to \$50.

Sometimes families will attempt to organize group gifts for teachers, where all families in a class participate in a joint gift. While this may seem like an effective way to honor a teacher, this process can be very awkward if not all families are comfortable participating. In order to respect the individuality of each family in a class, we ask that you do not attempt to arrange group gifts.

### **HARASSMENT POLICY**

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. CCDS strives to create a school environment that is free of any form of harassment. Accordingly, CCDS will not tolerate any form of harassment by staff, students, or parents. In addition, students have the responsibility of not engaging in conduct that is unwelcome or offensive to others.

All complaints of harassment will be investigated by the Division Head or his/her designee. Depending on the nature of the offense, disciplinary action ranging from counseling to suspension or expulsion may be taken.

Any student and/or a designated representative has the right to file a complaint regarding an alleged incident of harassment that has occurred in school, on school property, or while participating in a school-sanctioned curricular or extracurricular outing.

Any student (or parent or legal guardian of a student) who feels that he/she has been a target of harassment in school, on school property, or while participating in a school sanctioned curricular or extracurricular outing should report the incident promptly, orally, or in writing, to a school staff member, preferably the Division Head.

Students are encouraged to report harassment that they experience or witness. Any school staff member who receives a harassment complaint should report it immediately, orally, or in writing, to the Division Head.

All complaints will be handled promptly and in a manner appropriate to significant disciplinary infractions. While an isolated incident may not constitute harassment, CCDS desires to provide appropriate intervention and/or disciplinary measures to reduce or eliminate harassment and its negative effects on individuals.

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Retaliatory action may not be taken against a complainant or any witness who participates in an investigation. Such action will result in severe sanctions against the retaliator.

## HOME AND SCHOOL CONNECTION

The home and school connection is a vital component to each student's educational success. The program is most effective when parents and the school work in agreement about homework, school attendance, and student conduct. It is helpful to keep communications open and for students to have clear expectations of our educational program.

Teachers are available to meet with parents/guardians by appointment either before or after school, or occasionally during the school day. All teachers may be reached by either email or voicemail using the CCDS email and voicemail systems. Teacher's email can be accessed at [www.countryday.net](http://www.countryday.net) under Faculty and Staff Directory.

## HOMEWORK

The purpose of homework is to:

- extend learning and thinking activities beyond the classroom
- practice skills
- generate independent research
- prepare for classroom participation or experimentation
- develop study and reflection skills
- nurture responsibility of actions and ownership of knowledge

Homework time guidelines are based on the class norm, and will normally be assigned Monday - Thursday. The averages are as follows:

Grade 1	15 – 20 minutes
Grade 2	20 – 30 minutes
Grade 3	30 – 40 minutes
Grade 4	40 – 50 minutes

There may be the occasional exception to these guidelines, for example project work that is done at home. However, this should be rare and parents will usually be informed. If you find that your child is spending more time than the above guidelines on a daily basis, please contact your child's teacher to discuss the situation.

We support parental guidance regarding homework, however, look to the student to take responsibility for their own work. We recommend that parents do not correct or change their child's homework. By taking ownership of their homework, students learn responsibility and vital time management skills. You foster your child's independence and sense of responsibility by allowing them to deal with the consequences of incomplete or forgotten work, therefore, learning the significance of getting work in on time.

Parents can help their child by providing a place and time for uninterrupted study. Some students require more parental encouragement and supervision than others. Parental interest and discussion is always encouraged; parents are their child's first teachers. Should homework become a "battleground" between student and parents, we urge parents to eliminate the conflict by withdrawing from the argument and discussing these issues with the teacher immediately or allowing the student to deal with it the next day. This is a fairly common issue and is usually easily mediated by the teacher in cooperation with the student and parents.

## IMMUNIZATIONS

Cincinnati Country Day School complies with Section 3313.671 of the Ohio Revised Code, requiring that students be immunized to attend school. 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.

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## **LIBRARY POLICY**

The Hopple Library serves students, faculty, staff, and parents. Books are checked out on a weekly basis. Unless the title is in demand, books may be renewed. Any books not returned by the end of the school year will result in a \$20 replacement charge.

## **LOST AND FOUND**

Lost and found boxes are kept in the office and in the boys and girls locker rooms. We urge you to put your child's first and last name on all items of clothing and equipment brought to school. Any items not claimed at the end of winter, spring, and summer breaks are donated to charity.

## **LUNCH AND SNACKS**

Full day students are served a nutritionally balanced hot lunch daily. Vegetarian meals are a part of the daily menu and available for those students identified as vegetarian. Healthy snacks are also provided each day.

Families choosing to supplement their child's food choices during the school day need prior approval from the Division Head.

The Pre-Primary Section (EC, ECII, PKI, PKII, and Montessori) will be served in their classroom or designated area. K/Montessori K – 4<sup>th</sup> grade will be served lunch in the Dining Terrace.

All students are encouraged to make healthy choices and eat a balanced meal. Specific dietary needs should be communicated to the classroom teacher, school nurse, and dining service personnel.

## **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.

## **NON-DISCRIMINATORY CLAUSE AND PRACTICES**

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. 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, 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.

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- The school's curriculum and programs at all levels explore the contributions of diverse perspectives, experiences, and cultures.

## PARENT INFORMATION AREA

This area is located just inside the front entrance from the parking lot and is designated for adult use only. WiFi is available in this location as well as coffee, compliments of our Parents Association. Parent resources are available for check out and relevant information about parenting, education, and community events from various media sources are also on display in this area.

## PET POLICY

To ensure safety and limit issues surrounding pets in the building, the following guidelines must be followed:

### Classroom Pets

- All classroom pets must be caged unless supervised by a faculty/staff member.
- Classroom pets may only be handled with permission. Proper handling and hygiene will be practiced and taught.

### Visiting Pets

- A student who wants to bring their pet to school for a visit must get permission from their teacher and Division Head a week ahead of the desired visit.
- Visits should occur at the beginning or end of the school day.
- Visiting pets must be on leashes, in a box, or securely caged.
- Visiting pets on leashes or in unsecured boxes must stay outside at all times. Under no circumstances should pets be walked through the hallways. Only caged visiting pets may be carried through the hall.
- Leashed pets or pets in an unsecured box must stay in the yard outside of the classroom so students who choose to see them can go outside to visit. Caged pets may be brought to the classroom.
- Visiting pets may only be handled under the direct supervision of a faculty/staff member. Proper handling and hygiene will be practiced and taught.

## PRIVATE MUSIC LESSONS

The school offers individual instruction in piano, other select instruments, and voice. Lessons are offered to students in pre-primary through 12<sup>th</sup> grade 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. Payment for the lessons is treated as tuition and is nonrefundable.

## PROGRAM DESCRIPTIONS

**Early Morning** (7:30 a.m. – 8:00 a.m.) Students are not permitted in the hallways unsupervised before 8:00 a.m. If arriving before 8:00 a.m., please walk your child to the designated early morning location, where they will receive supervised care. A fee will be applied and billed at the end of each month.

**Pre-Primary Lunch Option** (11:45 a.m. – 12:45 p.m.) Children stay for an extended morning and are served a balanced lunch family style. Children will be escorted to carline from 12:45 p.m. – 1:00 p.m. Children at the Early Childhood Center may be picked up in the Mini Commons.

**Pre-Primary Extended Day** (11:45 a.m. – 3:15 p.m.) – After lunch, children spend time napping or resting. Afterwards, they continue to engage in developmentally appropriate stimulating activities and outdoor play.

**Pre-Primary After School** (3:15 p.m. – 6:00 p.m.) - The After School program is designed to accommodate families who need care after dismissal. This program provides a safe and educational environment, quality staff, healthy snacks, and enrichment opportunities.

**Primary After School Learning Lab** (3:15 – 4:00 p.m.) – **(Enrollment by contract only)** - This program provides an educationally sound environment which will allow students to take ownership of their homework while

# LOWER SCHOOL PARENT HANDBOOK

developing independence under the guidance of a collaborative teacher. “No Homework Fridays” will be spent participating in fun learning games and activities that are often related to in-class content and skill development.

## **Club for Creativity and Discovery** (4:00 – 6:00 p.m.)

This program (also known as Club CD) provides fun and unique experiences while exposing students to exciting individual and group activities. Students will participate in an array of high-level enrichment opportunities throughout the school year. Clubs will take place during the first hour of the program, Monday – Thursday, and will include fine arts, science, math, language, and sports themed groups. Following club time, students will have the opportunity to explore freely in the after school environment, both indoors and outdoors.

## **Daily Drop In** (3:15 – 6:00 p.m.)

Students choosing to drop in on a daily basis will be taken to Yeiser Auditorium at dismissal. They will not participate in Learning Lab but have a modified schedule which includes homework time and Club CD. After School drop in fees will apply.

## **Late Pick Up**

If a child remains after the 6:00 p.m. closing, a late fee will be charged at the end of the month. A fee of \$5.00 per family for the first 10 minutes and a dollar per minute for every minute after that will be charged. This late fee will be billed at the end of each month. **Excessive late pick ups could result in restriction from participating in the program.**

If your arrival will be after 6:00 p.m., please call **513-979-0242** (EC), **513-979-0263** (ECII-PKII/MII), or **513-979-0390** (K/MK – 4<sup>th</sup> grade) to notify the staff.

**Please make careful note of school opening and closing times, as the above procedures are *strictly* enforced.**

## **PROGRAM OPTIONS AND DAILY SCHEDULE**

Early Morning, Lunch, Extended Day, and After School programs are flexible and can be used on a drop in basis daily, weekly, monthly, or by semester. *Availability is dependent on space.* Arrangements to stay for the Lunch or Extended Day Programs must be made through the office at 513-979-0229.

## **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.

## **Benchmarking Assessments**

- PELI - Phonemic awareness, alphabetic principles, and comprehension assessment (PKII/MII)
- KRT - Kindergarten Readiness Test (PKII/MII)
- AIMS web – short, standardized measures of literacy and math conducted three times a year with all students for progress monitoring; not diagnostic (K–4<sup>th</sup> grade)

## **Achievement Testing**

- Stanford Achievement Test - provides an opportunity to practice test taking strategies before the results are relevant to academic needs and course selection (2<sup>nd</sup> grade)
- Stanford Achievement Test and Otis-Lennon School Ability Test - provides insight into each student’s ability to learn in school (3<sup>rd</sup> – 4<sup>th</sup> grade)

During the testing week, test taking skills and strategies are practiced. We try to keep the atmosphere as stress-free as possible for the students.



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## STATE STANDARDS AND LOWER SCHOOL COMPLIANCE

The CCDS Lower School's Pre-Primary Section is licensed by the State of Ohio's Department of Education. Licensed and monitored sites assure you that programs are located in safe, convenient facilities; are developmentally appropriate; are administered according to established rules, goals, objectives and procedures; are staffed by persons qualified to teach and nurture children; ensure that children are immunized; and involve parents in their child's education. The Department of Education licensing and monitoring process includes annual site visits.

The license is posted in the Lower School Office, and the Ohio laws governing the division are available in the office. If any person suspects the Pre-Primary Section to be in violation of these laws he/she should contact the Department of Education through this number: (614)466-0224. All employees are required by law to report any suspicions of child abuse or child neglect to the proper authorities. It is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin.

The Department of Education requires that section 3301-37-10 be included in our parent handbook.

### **3301-37-10 Behavior Management/Discipline**

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

(C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

1. No discipline shall be delegated to any other child.
2. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
3. No child shall be in a locked room or confined in an enclosed area such as a closet, a box or a similar cubical.
4. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
5. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
6. Techniques of discipline shall not humiliate, shame, or frighten a child.
7. Discipline shall not include withholding food, rest, or toilet use.
8. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
9. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(D) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

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## STUDENT HEALTH

CCDS has a full time school nurse on campus, who can be directly reached at 513-979-0250.

Children will be sent to the nurse *immediately* if the following should it occur:

- All injuries pertaining to the head
- Major cuts and bruises
- Noticeable symptoms of illness (i.e. vomiting, flushed, fever, etc.)

Incidents requiring basic first aid will be addressed and referred to the nurse at the teacher's discretion.

In the event of an emergency, we reserve the right to call 911.

## STUDENT HEALTH FORMS

### Individual Student Health Plan

Please inform the school nurse of any food allergies or health conditions that your child may have or develop during the school year. The school nurse will evaluate your child's situation and determine if an individualized health plan should be put in place.

### 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 Form

A Student Medical Record Form is required upon initial enrollment and every 13 months thereafter through Kindergarten and all new students upon entrance. **This form must be on file the first day of school.**

### Tuberculosis Screening Policy

Our Tuberculosis Screening Policy is based on the minimum requirements for TB Screening in Hamilton County Schools.

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

- Foreign-born adults and children coming to the U.S. from high risk countries (as defined by the World Health Organization) must provide documented evidence of having a negative \*TB test within 90 days of their first day of employment or enrollment in the school
- 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.* \*TB Test= Mantoux Test 5 TU PPD or QuantiFERON blood test
- Retesting is not required unless the individual returns to a high-risk setting as defined by the Hamilton County Board of Health.

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## **SUPPLIES**

Most necessary books and classroom supplies are provided and are dispensed by the classroom teacher. Occasionally, some grade levels will ask students to supply a special notebook or materials for a particular project, but these requests will be kept to a minimum. Book bags, backpacks, sweatshirts, and other items with the CCDS logo are available at the Country Cottage, located next to the dining terrace.

## **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 cater to a variety of learning styles.

When a student needs additional learning, behavioral, or emotional support, Support Service personnel will collaborate and create a plan 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.

## **TELEPHONE**

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

## **TOYS AND PERSONAL BELONGINGS**

Toys, electronic equipment, and other personal belongings should be left at home. If, for any reason such as "show and tell" or teacher request, an item is brought to school, it should only be taken from book bags with the teacher's permission. Students may bring sporting items such as balls or tennis racquets to school for use at recess. However, the student is responsible for maintaining these items and the school is not responsible for

any damage. Items which could potentially hurt another student are not permitted.

All toys and other personal belongings should be labeled with the students' first and last name to avoid ownership problems.

Students are not allowed to sell any merchandise of any kind to classmates at school.

## **TUTORING**

Parents interested in seeking on campus private tutoring for their child should go through the School Psychologist. On-campus tutors are required to go through a screening process prior to having access to our facility.

Private tutoring should take place before or after school hours unless otherwise approved through an accommodation plan. Arrangements between families and tutors are the responsibility of the parties involved. Tutoring for compensation between a child and their *current* classroom teacher is prohibited.

## **WEATHER/EMERGENCY COMMUNICATION SYSTEM**

When circumstances of weather or other emergencies make it necessary to cancel a school session, everyone will receive a simultaneous phone call with relevant information. The message will be sent to all phone numbers we have in the database. An updated message will also appear on the school website at [www.countryday.net](http://www.countryday.net).

## **YOUTH SPORTS PROGRAM AND POLICY**

CCDS Youth Sports strives to achieve the following goals:

- Provide the opportunity for students to learn and develop skills.
- Have fun while promoting fitness.
- Reinforce the CCDS Character Virtues of respect, responsibility, integrity, compassion and courage through team play.
- Build community.

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We rely on parent volunteers to coach and lead practices. Practices are held at CCDS, with games and tournaments held around the local area. Practice times are determined by field/gym availability and coach's preference. Registration information will be sent out during the school year and can be found on the CCDS website.

### **Youth Sports After School Policy**

Students participating in the Lower School After School Program must be signed out from the program in order to attend sport practices/games. Parents must complete a pick up authorization form required by the school. Often, the coach or another team parent is willing to take on this responsibility, but it is ultimately the responsibility of the parent to transport their child to and from practice.