

ALEXANDRIA COUNTRY DAY SCHOOL PARENT/STUDENT HANDBOOK 2016-2017

I. MISSION STATEMENT

The Mission of Alexandria Country Day School (ACDS) is to provide a challenging learning culture where all students can become creative, innovative future leaders.

II. ADMISSIONS

A. ADMISSION POLICY

Alexandria Country Day School provides a challenging educational opportunity for students. Sound character, a willingness to accept responsibility for one's own actions, and a level of motivation sufficient to ensure a reasonable likelihood of success in a demanding academic program are essential. Alexandria Country Day School seeks and accepts students for admission without regard to sex, race, color, religion or ethnic origin. ACDS will ensure its admission practices are consistent with the Americans with Disabilities Act. Each individual is considered for what he or she might become.

A student must be 3 years old on or before September 30th to enter PreK 3. A student must be 4 years old on or before September 30th to enter PreK 4. Children seeking admission to both PreK 3 and PreK 4 must be fully potty trained before the first day of school. A PreK 3 and PreK 4 screening will be administered prior to admission. Any child not meeting the screening criteria will receive a refund of any monies paid to the school. To enter Kindergarten, a student must be 5 years old on or before September 30th. To be eligible for 1st grade, a student must be 6 years old on or before September 30th. Kindergarten and 1st grade students may also be screened to determine academic need.

Copies of the student's birth certificate, social security card, and current immunization records must be presented at the time of registration. According to Louisiana state law, no student will be admitted or assigned a class until the school has received these required documents.

For students entering grades 1 through 8, the parent should also arrange for complete academic and behavioral transcripts, including testing results from all schools attended, to be sent to ACDS. **An application is not complete until all documents are received directly from the sending school.**

2nd-8th grade students, who have applied for admissions to ACDS, are invited to spend a day with us on campus shadowing a student. This is a wonderful way for a new applicant to experience Country Day. Lunch in our cafeteria is included in

this visit. After the parents have completed an application and paid a testing fee through ERB, the Independent School Entrance Exam will be scheduled and administered at the school for students in grade two through eight who are seeking admission.

Consideration of any student for admission will result from reviews of an entrance exam, of all previous school records (academic and behavioral), and recommendations resulting from the school visit.

ACDS reserves the right to deny admission to any student based on the admissions policy criteria within the limits of both federal and state law.

B. WAITING LIST

A waiting list for admission is administered on a first-come, first-served basis, as classes reach maximum enrollment. Students must have met all the admission criteria before being placed on the waiting list.

C. REGISTRATION PERIOD

Registration is open in early spring (dates to be announced) for returning students and their siblings entering school for the first time and for students whose parents attended Country Day for a minimum of three years. It is imperative that all returning students register online at this time to help us plan for and accommodate each child. Places will not be held for any students, before or after registration. No exceptions.

Registration is held online for families new to ACDS after our online in-house re-enrollment. Following their online applications, new families will be notified of a date and time to bring their children back to the school in order to complete the screening process.

Re-enrollment fee for returning students:	
If re-enrolling during registration week:	\$150 per child
If re-enrolling after registration week:	\$250 per child
Registration for new students:	\$250 per child

Registration fees are non-refundable.

An Activity Fee is assessed per student at the time of registration. Cost varies by grade level. Information on activity fees can be found on the ACDS website.

D. TRANSFERS

In the event of a transfer to another school, students must be free of indebtedness in the following areas: tuition, library, cafeteria, and textbooks or records will not be released.

III. TUITION

Tuition rates and fees for ACDS are established annually by the Board of Trustees of ACDS. If an applicant is registered and accepted for enrollment at ACDS, no part of the tuition will be refunded in the event of withdrawal. However, if the parent of the student moves from his/her present domicile to one outside the area, thereby rendering it impossible for the student to attend ACDS, the unused portion of the tuition will be refunded upon receipt of proof of new address, after deducting any indebtedness to ACDS.

There are 4 options for payment of tuition:

1. Single payment tuition – This option requires full payment due June 1st. Only two (2) methods of payment for the single payment option are allowed: online payment or check. The single payment option for 2016-2017 is \$5840.00
2. Two-payment plan – The first payment of \$2920.00 is due on June 1st and the second payment of \$2920. is due January 1st.
3. Ten-payment plan – Monthly payments will be drafted using the account information provided with a choice of the draft being processed on the 5th or 15th of each month. The first payment, \$589.00 is due in June. Please note; no statements are mailed out.
4. Twelve-payment plan - Monthly payments will be drafted using the account information provided with a choice of the draft being processed on the 5th or 15th of each month. The first payment, \$491.67 is due in June. Please note; no statements are mailed out.

During the on-line registration process, applicants will be required to provide banking information for accounting purposes.

Failure to remit payments by the fifteenth of the month due will result in a late charge of \$25. If all or any portion of the tuition remains past due for a period of time exceeding sixty days and no arrangements can be made with the parent or guardian for payment of tuition owed, the student(s) will be dismissed immediately from Alexandria Country Day School. If an attorney or collection agency is employed for the collection of past due tuition, the parent/guardian will pay 15% of the total amount due as a reasonable fee. The board of ACDS for good cause shown may grant variances to this collection procedure.

A limited amount of financial aid is available. An application is available from the school business office.

Annual payers will receive a notice in the mail in May. Semi-annual payers will receive notices in the mail in May and December. Reminders will be sent via email.

Upon payment of the enrollment fee, the applicant has entered an admission agreement with ACDS and is required to fulfill all tuition responsibilities.

IV. ATTENDANCE

A. ATTENDANCE

The Louisiana Department of Education requirement for Non-Public Schools, states that a student must be present a minimum of 57,750 instructional minutes per school year. ACDS students are encouraged to be present each day of the school year. After 12 days have been missed, a letter will be sent to the parents from the administrator notifying them of the child's absentee status. There are 170 student days scheduled for the academic year.

Exceptions to the attendance policy can be made only in the event of extended personal illness verified by a physician. Days absent due to illness, as documented by a **physician's statement, must be presented to the school within (5) days of the student's return to school in order to be excused.** After (5) days, no documentation will be accepted.

Following an absence due to illness, children must be fever free and experience no vomiting or diarrhea for the last 24 hours before they will be allowed back in school.

Any student absent from school for a half day or more (**11:30 a.m.**) will not be allowed to participate in any extra-curricular activities that the school may be sponsoring that same evening.

B. MAKE-UP WORK

PlusPortals (<https://www.plusportals.com/ACDS>) is a system by which teachers and staff of Alexandria Country Day School electronically communicate with parents and students.

When a student is absent, parents may utilize the PlusPortals system to access his/her child's homework for each day missed and may communicate by email.

Please refer to Section VIII, subsection G. "TESTING" for guidelines for testing make-ups.

C. TARDY POLICY

The ACDS tardy policy has been developed to emphasize the importance of each student arriving on time to school every day. Learning the responsibility of getting to school on time is an integral part of ACDS's standard of excellence which prepares students for success. We believe that, if students are in class on time, this will contribute to their continued academic success. In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness a serious problem. We are asking parent cooperation in seeing that the students **arrive** at school **before 7:50 a.m.**

Thank you for your support in ensuring students make the maximum use of class time and learn to be on time each day. This can only happen if parents/guardians take an active role in assuring that their children are punctual each day. Please understand that our teachers want your children to be successful, be prepared, be punctual, and to be responsible. Class disruption because of tardiness causes other students in that class to lose focus. Not only that, but your child has missed necessary information.

A tardy will be defined as not being in the classroom when the tardy bell rings to signify the beginning of the school day which is 7:55 a.m. **It is the parent's/guardian's responsibility to come to the office to sign a tardy student into school.** Unexcused tardiness includes, but is not limited to, oversleeping, car/traffic, rain, problems, etc. and any others within discretion of administration. **All tardiness to classrooms between school periods will be considered unexcused unless express permission is given by the teacher in advance before class begins.** Students will receive one day's absence when they accumulate their 4th unexcused tardy during a nine-week grading period. An excuse for tardiness is expected upon arrival to school or faxed to school within 5 school days. Excused tardiness includes personal illness w/a doctor's excuse, serious illness or death in the immediate family, medical appointments, family emergencies, or religious holidays. Refer to the ACEDS Attendance Policy for requirements of school attendance.

Unexcused tardiness shall be dealt with in the following manner:

No perfect attendance certificates will be given to students who have 4 or more tardies per school year.

We are PARTNERS with you; please help us by making sure your child is on time every day.

D. ARRIVAL

The first bell rings at 7:50 a.m. and school begins promptly at 7:55 a.m. Students are NOT to arrive before 7:25 a.m. since no adult will be on duty. All PreK 3 and PreK 4, Kindergarten, 1st grade, and 2nd grade students report directly to their classrooms upon arrival at school. All 3rd – 8th grade students should report immediately to the gym and wait until they are dismissed to their classrooms. Students are not to go to their lockers until they are dismissed from the gym unless they receive written permission from a teacher or administrator.

Students in grades 3-8 without younger siblings **MUST** be dropped off each morning before school at the side Cafeteria Carpool location which may be accessed by Ball Lane. Children in grades Prek3 through 2nd grade should be dropped off at Front Carpool each morning.

For the purpose of safety and security, parents of students in grades 1-8 should **NOT** park and walk their students into the building each morning. This causes concerns with traffic flow and safety. It also makes it difficult to watch for individuals who should not be on our campus.

E. DISMISSAL

School ends at 3:00 p.m. Students in grades Prek and Kindergarten will dismiss at 2:45 p.m. from the front of the building for an Early Carpool. Students in grades 3-8 who have no younger siblings will dismiss at side Cafeteria Carpool beginning at 3:00 p.m. All students in grades 1 and 2 will dismiss at Front Carpool beginning at 3:00 p.m. Due to traffic safety concerns, parents are **NOT** allowed to park and come into the building to pick up students during afternoon dismissal carpools. Any child not picked up and/or not supervised by 3:30 p.m. will be sent to After School Care and charged the daily fee of \$10.00. Children may not remain at school unsupervised. Please refer to Section XI for further information about Carpool Dismissal

F. END-OF-DAY TELEPHONE CALLS

Due to the extremely high volume of telephone calls that the ACDS office receives daily between 2:30 pm and 3:00 pm, we cannot guarantee that we will be able to change your child's mode of transportation for dismissal for that same day. Please keep this in mind when needing to change arrangements for your child. We must be made aware of changes **BEFORE** 2:30 pm, and we need changes in writing, by fax (318-442-7924), or by email.

G. AFTER SCHOOL CARE (ASC)

Supervision is provided in an extended care program as a convenience for families in need of this service. The hours of operation are 3:30-5:30 p.m.

The fees for After School Care are set by the Board of Trustees of ACDS. The fees for After School Care are as follows:

9 days or more per month	\$85 per month per child
8 days or less per month	\$10 per day per child
Late fees begin at 5:30 p.m.	\$1 per minute per child

Forms for registration for After School Care can be obtained from the school office or on PlusPortals. When payment for After School Care fees is 30 days past due, there will be a 10 day grace period to pay the previous month's charges after which time the child will no longer be allowed to participate in ASC.

H. EARLY CHECK OUT POLICY

Students should leave early only in cases of an emergency or for a doctor's or a dentist's appointment. Any other reason will be considered an unexcused absence for that class period. Consistent early dismissal deprives a child of valuable instructional time and disrupts classroom learning for other students. Please note check-outs before 11:30 will result in a full day's absence.

No early check outs will be allowed after 2:30 p.m. except in the case of an emergency. If students must be checked out for doctors' appointments, we request that this be done before 2:30 p.m. We need to lessen congestion in the school office at the close of the school day and expedite car rider dismissal.

A parent must sign a student out in the office if it is necessary for early check out. When siblings or friends of the family wish to check out a student, the office staff must receive written permission from the parent/guardian. A member of the office staff may verify by calling the student's parent/guardian before the child is allowed to check out.

Legal documentation barring any individual from having contact with a student must be provided to the school in order for the school to comply with court-ordered requirements.

V. DRESS CODE

A. DRESS CODE

It is believed that grooming standards are a matter of choice by students and parents. However, the Board of Trustees and school officials accept the responsibility to protect the learning environment from disruption or distraction.

It is expected that parents, students, and school staff work together in the spirit of partnership to achieve a positive school atmosphere and image based on individual and group pride.

Grooming standards are established to teach hygiene, instill discipline, prevent disruption and distractions, avoid safety hazards, discourage extremes, teach respect for authority, and create a positive environment focused on learning. Students are expected to come to school neat and clean.

School should be viewed as a place of learning rather than a social institution when considering a choice of clothing or grooming. A relaxed but not too casual environment is expected. If questions arise regarding the appropriateness of certain articles of clothing, parents and staff members should consult with the administration.

The general tone regarding the enforcement for dress standards should be that of counseling. Disciplinary measures, however, will be used as necessary to assure compliance.

B. GENERAL GUIDELINES

1. Students are encouraged to wear suitable clothing. For students in grades 4, 5, and 6, dresses/skirts/shorts/skorts cannot be shorter than below the tips of the fingers when arms are held by the side. For students in grades 7 and 8, dresses/skirts/skorts/shorts must be, at most, four inches above the crease of the knee. No midriff is to be showing even when arms are raised above the head, student is seated, or student is bending over. Shirts must be long enough to tuck in if necessary. Low or revealing necklines are not allowed. Clothes that are tight-fitting or in any other way distasteful or disruptive are not to be worn.
2. No running shorts, tennis skirts, or yoga/workout apparel.
3. For grades 4-8, skirts, tunics, or tops worn over leggings cannot be shorter than below the tips of the fingers when the arms are held by the side. Leggings must have a finished hem, come below the knee, and must be a closed weaved fabric (no fish net, etc.). Leggings must be worn under the appropriate skirt or top. Leggings includes tights and jeggings.
4. Tank-top styled clothing (narrow shoulder straps, spaghetti straps, or racer-backs) is only to be worn under other garments or as part of a layered ensemble.
5. Clothes that have profanity, endorse beer, alcohol, drugs, tobacco, emphasize death, destruction, violence, defiance of authority, or depict offensive pictures or slogans shall not be worn.
6. Clothing intended as undergarments, including thermal underwear, tanks, bras, or boxers must be covered by other clothes and not visible. PE clothes are not to be worn outside of PE unless cleared with an administrator.
7. Hats are not to be worn inside the school buildings unless administrative permission is given.
8. Designs or symbols may not be shaved or cut into the hair.
9. Clothing shall be free of holes, tears, or patches anywhere above the knee. Any allowed alterations to the clothing should not ever be excessive or revealing.
10. Drop-crotch pants are not allowed.
11. Shoes must be worn at all times and should be appropriate for school. No extreme heel heights. Cleats or metal taps which may damage floor finishes are not allowed. Tennis shoes are required for PE. Shower shoes, such as rubber flip-flops or Crocs, are not allowed. Shoes with wheels (Heelys) are not allowed.
12. Hair is expected to be clean, neatly groomed, not in the eyes and not styled in extremes which may disrupt the orderly educational process.
13. Hair that has been dyed in extreme color is not allowed, i.e. blue, pink, purple, green, etc.
14. Punk, gothic, emo or other bizarre styles of dress, hairstyles and or accessories are prohibited.
15. Sponsors of curricular and extra-curricular activities may, at their discretion, establish written grooming guides that are more stringent

than the general guidelines. These must be approved by the administrator.

16. Male students shall not wear earrings on the school premises or at any school function. Males and females shall not wear body piercings.
17. Body tattoos are not allowed.

C. ENFORCEMENT PROCEDURES

Every attempt shall be made to protect the dignity of the individual while enforcing the ACDS dress code. The general tone expected regarding enforcement is that of "counseling." Every effort should be made to ensure that students do not miss class time because of dress code enforcement.

Parents and students will be expected to respect and cooperate with school officials who make judgments about violations of student attire. Should it be necessary, parents will be called to bring a change of clothing or to pick the child up to change clothes. Repeated violation of dress code may result in detention or suspension.

VI. GENERAL STUDENT INFORMATION

A. TELEPHONE USE

Students may not use school telephones except in the event of an emergency or due to a change in transportation. In case of illness, the school will notify the student's parent(s) as soon as possible.

Electronic devices such as cell phones, beepers, iPods, iPads, pagers, etc., may not be used by students on the school campus during school hours unless approved by a staff member. This includes all calls, text messages, picture taking or video recording. All electronic devices are to be turned off during school hours. These hours begin with arrival on campus and end after "all call", (3:30 p.m.). Operation of such a device for any reason during school hours shall result in the device being confiscated and can only be retrieved by a parent or guardian a minimum of 24 hours later, after signing a receipt at the principal's office at a time up to the discretion of the principal. After the fourth offense, the student will no longer be allowed to bring the electronic device to school for the remainder of the school year. Students must ask permission from a teacher or administrator before turning on any electronic device.

All student cell phones are to be placed in student lockers or student book bags, not in purses or pockets, during the school day. Cell phones must be turned "off" at all times. Cell phones are not to be taken into restrooms or into gym dressing rooms.



**We See It
We Hear It
We Take It**

Students may use digital book readers, such as Kindle or iPad, for the purpose of reading pre-installed books or for teacher approved assignments, with the permission of faculty/staff members. Students may download books under the guidance of the librarian or technology coordinator.

Social networking is prohibited on school grounds and according to Louisiana state law, any social networking that is conducted away from the school campus but causes disruption to the school environment is prohibited.

B. LOST ARTICLES

Personal items such as book bags, lunchboxes, gloves, jackets, and sweaters should be clearly marked with the student's name.

A lost article service is operated by ACDS and may be accessed by contacting the office. Also, all unidentified articles will be placed in a designated "Lost and Found" area located on the stage in the multi-purpose room. However, twice a year, at Christmas and at the end of the school year, unclaimed items will be donated to charity.

C. VISITORS

Parents and friends are always welcome at ACDS. To avoid any interruption in the daily routine and for the safety of our students and staff, all parents/visitors must sign in and pick up a visitor's tag at the office in the main building before going to any other area. **Parents are not allowed to visit with the classroom teacher before, during or after school.** Failure to do so will void visitation privileges. If they wish to observe in a classroom or confer with a teacher, visitors should make an appointment. Please refer to class schedules and teacher planning times when making these appointments.

VII. FOOD SERVICE

ACDS students are offered a well-balanced lunch daily under the direction of Piccadilly Cafeteria Services. A meal plan must be purchased for the year for \$791.00. A monthly payment of \$79.10 may be paid on the first of each month from August through May (ten months). Menus will be posted on the PlusPortals.

Students may also elect to bring their lunch from home, but must do so every day if the meal plan has not been purchased. Bringing meals into the cafeteria from other restaurants is highly discouraged.

Parents or family members who deliver lunches for their children during the school day are required to sign in at the school office and take the lunches directly to the lunchroom to place on a table designated for delivered lunches. It is critical that lunches are labeled with students' names prior to being delivered to school. **STUDENT LUNCHES ARE NOT TO BE LEFT IN THE OFFICE FOR PICK-UP OR DELIVERY.** The secretary is not allowed to notify the student of lunch delivery, nor may she hold lunches or deliver lunches.

Visitors are welcome to eat with the children, occasionally. The price of lunch for visitors is \$5.00.

VIII. PROGRAM OF STUDIES

A. CURRICULUM

Academic excellence is at the core of the Country Day learning experience. The curriculum followed by ACDS is based upon the Louisiana Department of Education Bulletin 741 for Non-Public Schools. The curriculum for grades K-8 is one of rigor and is composed of Language Arts (Reading/Literature, Spelling, English, & Writing), Singapore Mathematics, (grades K-6), Pre-Algebra and Algebra I, (grades 7 & 8), Social Studies, and Science.

In grades Pre-K – 4, weekly classes are provided in Art, Music, Spanish, Computer Instruction, and Library Skills.

In grades 5-7, Art, Computer Instruction, Science Lab, and Spanish are taught on a 9-week rotation.

All students in grades 3-7 receive additional Executive Functioning instruction, dedicated to supporting the development of study skills and planning competencies.

In grade 8, half-year courses of Art, Technology Literacy, Algebra II*, Fine Arts Survey*, French 1* and full-year courses of Civics*, Earth Science*, Latin 1*, and World History* are available for 8th graders. Students in grade 8 may be eligible to earn high school credit in English 1, French 1*, Latin 1*, Spanish 1, Physical Science, Algebra 1, Algebra 2*, Geometry*, and Technology Literacy.

Physical Education is taught to all classes, PreK-8 daily.

Co-curricular activities involve our students in Math Counts, Science Fair, Science Olympiad, and Geography Bee. These groups have consistently placed in the top ranks of their state competitions.

All aspects of the curriculum are subject to evaluation and review. This is an ongoing process that can involve changes when necessary.

Field trips that address content standards and enrich the curriculum are planned periodically at the discretion of the teacher. Participation in field trips is dependent on student cooperation and a student's behavior record. An ACDS Permission Form signed by a parent is required and can be found on PlusPortals.

*Louisiana School for Math Science and the Arts (LSMSA) virtual courses. These courses require additional tuition payment to LSMSA.

B. TEXTBOOKS

Textbooks are obtained from the State or by direct purchase from publishers. Textbooks are expensive, and students are expected to handle them carefully. All books must be kept free of pencil or ink marks. Books may not be covered with adhesive materials. Students are responsible for returning the book assigned by the school, with school-generated identifiers (i.e. labels, codes). If a book is lost or damaged through student carelessness, the student will be expected to pay replacement costs. Any textbook debt must be cleared with business office before student schedules can be received.

C. TECHNOLOGY USAGE AT ACDS

Alexandria Country Day School is committed to providing a wide range of instructional materials including access to electronic resources. These resources are in place to support educational instruction, as well as the school's vision, mission and goals.

All users of the network and other electronic informational services must maintain strict compliance with all ethical and legal regulations. All users must respect intellectual property rights. Student work stored on the network cannot be considered private because teachers and administrators can monitor all use of electronic resources. Student e-mail is only used for legitimate educational purposes and is subject to monitoring and reviews by school personnel. Access to any electronic resource is a privilege, not a right. Inappropriate use (as defined in the usage guidelines) will result in disciplinary action including restriction or cancellation of privileges.

It is important to note that with a global network it is impossible to control or predict all materials a user may accidentally or purposefully discover. We make every effort to educate and guide all users in the proper use of electronic resources, including the Internet. While ACDS does employ an electronic content filter to protect against offensive and inappropriate material, the Internet provides connections to computer systems around the world; users and parents must

understand that neither ACDS nor any staff member control the content of information on these other systems. Some materials may be controversial or offensive. We DO NOT CONDONE the use of such materials. It is imperative that the user be held accountable for the appropriate use of all technology.

At ACDS, students have access to computers and the school network in a variety of locations. The following appropriate use guidelines are in place and must be adhered to by all students:

1. Students will use proper care and handling of all equipment. Damage of any equipment or software will be considered destruction of school property.
2. Students will not modify system settings on computers; or other devices provided by the school. This includes adding, changing or deleting any of the data on the machine, and or, adding or deleting apps. Students with unique access privileges or logons that allow them to modify or change system settings MUST logoff when leaving a machine. Students are also required to log out of any web-based account (Google, etc.) when logging off a machine or device.
3. Students will respect the work of others and not delete or damage electronic files. They will not access the work of others without permission. Students will not use another individual's logon or account name without permission.
4. Students will not gain unauthorized access to another account, confidential school records or any other internal school systems.
5. Students will observe software copyright laws. No one will copy school software or bring software from home to copy on school computers. No data other than student-related work may be taken off school premises.
6. Students will not view, receive, or create inappropriate information including but not limited to (music video files, demeaning/pornographic text, graphics and photographs, sexually explicit, obscene, racist, profane or religiously offensive material, and depictions of realistic violence) at school. Students are responsible for their behavior and for following all rules and teacher instructions during any technology-connected lesson. They should report any problems or inappropriate materials to a teacher immediately.
7. Internet access is an important component of research projects at ACDS. Students will follow all posted policies and teacher directions and take responsibility for their behavior. Parents who do not agree to the use of the Internet by their child need to work with the teacher to find other means for research materials for school projects.

8. There is no access to personal e-mail, instant messaging, or chat room usage, social networking sites, etc., at school. For safety, students should never reveal personal information (address, phone number, age and description, e-mail address, financial information, etc.) to anyone on the Internet.
9. Social networking of any kind is not allowed on the school campus. Furthermore, any social networking that is done away from the school site that causes a disruption to the school environment is considered a serious infraction. Louisiana law prohibits any social networking or cyber-bullying that is harmful to the school climate or the orderly operation of the school.
10. There will be no purchasing of goods or services from a computer at ACDS.
11. Students will not use the network or Internet to engage in ANY type of illegal activity.
12. Students may not copy, change, read, or use files from another user without permission from the teacher. Students may not attempt to gain unauthorized access to the teaching or administrative system.
13. Students may not use technology for personal, financial or business gain.
14. Students may not log on the Internet, send e-mails, or perform any other type of activity using a fictitious name.
15. Students may not engage in any type of e-mail broadcasting or spamming.
16. Personal devices such as notebooks, personal computers, PDAs, etc. may not access the ACDS network without prior approval from the Head of School and appropriate security screening from an IT resource.
17. Students may not attach any type of device or software to the ACDS network that could potentially provide unauthorized access – this includes, but is not limited to: wireless access points, wireless bridges, and wireless routers, modems, proxy software, viruses, etc.
18. Students will not use any type of electronic device (camera, phone, etc.) to duplicate or transmit ACDS confidential data such as tests, etc.

D. LIBRARY

An excellent library is available for ACDS students. The library is available for student use, with the librarian's permission, before school and after school as well as during scheduled library periods. Library hours are from 7:45 a.m. until 3:30 p.m. Students who lose or damage library books must make reimbursement at the current replacement rate.

Parents are welcome to donate new or gently used books to the library. Donated books will be identified and acknowledged according to the donor's wishes.

E. HOME ASSIGNMENTS

Assignments to be completed outside the class (homework) should be challenging and meaningful. The following time frame should be the maximum spent on homework.

Kindergarten – 2 nd	45 minutes
3 rd – 4 th	60 minutes
5 th – 8 th	90 minutes

This does not include class assignments not completed during school hours. Students are encouraged to check daily assignments through PlusPortals.

F. GRADING SYSTEM

Grades PreK-2

Our Lower School will communicate student progress through non-graded achievement monitoring in the form of rubrics, progress reports, and conferences. The 1st and 2nd grade report card will indicate skill-based student progress. Criteria for promotion will be discussed with parents.

Grading Scale

The following scale is used for grades 3-8:

90-100 =	A
80-89 =	B
70-79 =	C
60-69 =	D
Below 60 =	F

G. TESTING

1. Testing Policy

In grades 5-8 no more than two major tests are to be scheduled on any given day. Major tests should be coordinated with major project assignments. Scheduled tests are posted on the teachers' individual PlusPortals pages. Test results must be given back within five school days from the date of the test. If a student is absent, it is the responsibility of the student and teacher to schedule and complete make-up tests within five days upon returning to school. No make-up tests shall be scheduled at a time when the student misses additional instructional time. Every missed test shall be made up by the student unless this requirement is waived by the Administrator upon recommendation of the teacher.

In PreK and Kindergarten, two conferences are held each year for the purpose of reporting student progress. Kindergarten children are required to meet certain criteria for promotion. These criteria are discussed with parents at Kindergarten orientation.

2. Achievement Testing

A nationally normed standardized test is given in the spring of each school year to all students in grades 3-8. State standardized testing is administered to all 8th grade students according to state guidelines.

H. ACADEMIC AWARDS

1. Honor Roll – Students in 3rd and 4th grades who attain straight A's or have A's and B's on their report card shall be on the Honor Roll. Students in the 5th through 8th grades who attain straight A's or A's and B's shall be on the Honor Roll. Any child with a C, U, or INC (Incomplete) on his/her report card will not be eligible for the Honor Roll.
2. Valedictorian and Salutatorian - Students must be enrolled at ACDS for the entire year in both 7th and 8th grades in order to be eligible for valedictorian and salutatorian. Averages are computed from grades earned in the 7th and 8th grades to determine valedictorian and salutatorian. Grades from the following subject areas are used in the calculations: history, math, languages, science, and technology.
3. Mr. and Miss ACDS – Students must be in attendance at ACDS for the entire year in both 7th and 8th grade in order to be eligible for Mr. and Miss ACDS. Mr. and Miss ACDS are chosen by the junior high faculty.
4. The Jacque Sanders Character Counts Award is given to one student who exemplifies outstanding character as chosen by fellow 8th grade students.
5. Graduation – Graduation is a special ceremony for the ACDS family when 8th graders are recognized for their accomplishments. Valedictorian, Salutatorian, Mr. and Miss ACDS and the Jacque Sanders Character Counts Award are announced at graduation.
6. Academic Awards Program – A special ceremony is held every year to recognize students in grades 5-8 for their academic achievements. An awards assembly is also held each year honoring the 3rd and 4th grade students.

I. REPORTING TO PARENTS

1. Prekindergarten and Kindergarten – 2 conferences are held each year for the purposes of reporting student progress.
2. Grades 1 and 2 – 1 conference day will be held in addition to scheduled P/T Conference Day.
3. Grades 3-8 – Periodic progress reports are posted to PlusPortals to keep parents informed of student progress. Report cards are issued electronically at the end of each 9-week period. Parents who wish to discuss their child's progress may schedule a conference with the child's

teacher by contacting the teacher directly via email or through the school office at 448-1475.

4. A school wide Parent/Teacher Conference day will be held in the fall for all parents.

J. PROMOTION CRITERIA

1. Prekindergarten: – Promotion will be determined by parent, teacher, and administration conferences. Consideration will be given to test scores, work samples, and developmental readiness.
2. Kindergarten: – The skills necessary for promotion will be discussed with parents at Kindergarten orientation and during fall and spring conferences.
3. Grades 1-3: – Students in grades 1-3 spend the majority of their day in the study of language arts and mathematics; therefore, any student not making satisfactory progress on the grade level in reading skills or mathematics skills may be retained. A conference between the teacher, parents, and administration will be held to determine retention or promotion.
4. Grades 4-8: – Students in grades 4-8 may be retained if they fail two major subjects or one major and two minor subjects. Minor subjects include Art, Physical Education, Spanish, Music, Technology Literacy, and Spelling.
5. Each student in grades 7 and 8 must complete a final test/assignment/project as required by the teacher of each class. Refusal to complete the final test/assignment/project as required will result in a failing grade in that class.
6. The possibility of the advanced placement of a child will be considered on an individual basis and is dependent upon the student's academic records from previous schools, recommendations from educators, and advanced standardized test scores that interpret to be at least one grade level above the student's current grade.

IX. FIRST AID

MEDICATION POLICY

A parent may come to the school office at any time to administer medication to his/her child.

Medication given at Alexandria Country Day School shall include all drugs, whether the medication is purchased over the counter or is prescribed by a licensed physician or dentist. The school shall adhere to the major components of ACT 87 of House Bill No. 397.

The Head of School shall designate at least two or as many persons to be trained as she deems necessary to assure the safe administration of medications and to reduce the occurrence of medication errors. The Head of School shall

release those trained personnel of all duties while administering medication(s). No teacher shall be required to administer medication unless he/she is trained and volunteers to provide for his/her student(s). Only trained personnel may administer medications at school.

Parents must complete required paperwork available from the school office. Once medication has been duly approved and received at school, the Head of School and the trained personnel are responsible for the safe treatment of said medications. All medication must be stored in a secured area accessible to trained personnel only.

Parents may pick up their child's medication only when the prescribed medication or dosage has been changed or discontinued as documented by doctor's orders or when the current school year has ended. If not retrieved by parent, all medication will be destroyed two weeks after school dismisses for the summer, following the notification of the parent.

Faxed orders from a physician or dentist may be accepted by the school. Trained personnel are responsible for recording the exact time medication is given and initialing the medication log at the time the medication is given. Medication training will be offered for non-medical personnel once a year.

Only oral, inhalant, topical ointment and emergency medications such as an EpiPen®, may be administered by trained unlicensed personnel. All aerosol medication shall be delivered to the school in premeasured dosage. Medications given at school are limited to medications which cannot be administered before or after school hours. All medication must be in the original container with the pharmacy label on it. The parent shall provide no more than a twenty day supply of medication(s) to be kept at school.

In the event of field trips, the parent must assume the responsibility for administering the medication.

Students will not be allowed to take nonprescription medication at school without doctors' orders. Such over the counter medication with accompanying doctor's orders must be brought to the school office by the parent.

Our medication policy addresses the safety and well-being of students of Alexandria Country Day School. Thank you for your cooperation.

X. SEXUAL HARASSMENT POLICY

It is the policy of Alexandria Country Day School to prohibit sexual harassment of employees, students, parents, or other persons. It is not the purpose of this policy to intrude upon the personal lives of our employees or to interfere with social relationships. However, sexual harassment has no place at ACDS and will not be permitted. "Sexual harassment" includes any unwelcome or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as uninvited touching or sexually related comments, either in person, written or sent electronically. Any individual who believes that he or she is being subjected to sexual harassment of any kind by

anyone connected with his or her work should report the matter promptly to the Administration or the President of the Board of Trustees. They or their designated representative will carefully and confidentially investigate each complaint of sexual harassment. It is the policy of ACDS to listen to any reasonable complaint, promptly investigate it, and take corrective action where appropriate. Violation of this policy by any individual at ACDS can result in discipline up to and including termination for an employee and up to and including suspension or expulsion for a student.

XI. TRANSPORTATION

A. SCHOOL BUS

Rapides Parish School Board provides bus transportation for ACDS. For information on, or questions regarding parish transportation, call 318-449-3108.

B. CARPOOL

The following procedures, developed in the interest of safety, are in effect for drop-off and pick-up of children who arrive and depart by car.

1. Carpool numbers are assigned at registration. A carpool number can be obtained from the school office for those who do not receive one at Open House or need extras for family members
2. In order to make the carpool process run smoothly, parents are required to **hang their carpool numbers from the rear view mirror in full view and left in full view until your child(ren) are in the vehicle**. All ACDS staff working the carpool line must see this number to call the child out and have him/her ready to load.
3. Parents will use the lane closest to the school when dropping off their children. School personnel will be on duty from 7:25 a.m. until 7:55 a.m. to assist children from their cars. Children in grades 3 – 8 should be dropped off in front of the cafeteria.
4. Parents will use the lane closest to the school when picking up their children. School personnel will be on duty until 3:30 p.m. to assist children to their cars. Children not picked up by “all call” or 3:30 p.m. will be sent to After School Care and the parent will be assessed according to the policy as noted in section IV subsection F of this document.
5. During school arrival and dismissal times, please do not park in the carpool area as this will interfere with the carpool flow of traffic.
6. Prekindergarten and Kindergarten children who are in carpools that do not include students from grades 1-8 may be picked up between 2:45 and 3:00 p.m. This is known as Early Carpool and PreK and Kindergarten parents will receive information on this during orientation.

C. EMERGENCY DISMISSAL

In the event school is dismissed early, the office personnel, with the help of teacher volunteers, will call, text, or email each student's parent or guardian to pick up his/her child. Parents may also be notified of unexpected school closings through text messages sent from the school (through PlusPortals) and by the local media.

XII. DISCIPLINE

Alexandria Country Day School has developed a comprehensive, cohesive discipline plan that will be implemented beginning August 2016. The Alexandria Country Day School School-Wide Discipline Plan can be found at the end of this document. Parent and student signatures will be required to verify adherence to the discipline policy.

BULLYING

“Bullying ends where kindness begins.” Teaching our children to treat everyone with kindness is the best way to combat bullying. ACDS believes that all students have a right to a safe and healthy school environment. The school community has an obligation to promote mutual respect, tolerance, and acceptance.

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear, or distress to another person or group of persons. An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate it, but perpetuates it.

Alexandria Country Day School expects students, faculty, and staff to immediately report incidents of bullying to the Head of School or designee. Faculty/staff who witness such acts are to take immediate steps to intervene when safe to do so. Each complaint of bullying should be investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during lunch periods, whether on or off campus, and during a school-sponsored activity.

Teachers will discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including suspension or expulsion.

Alexandria Country Day School **Student Code of Conduct** will be followed by every student while on school grounds, or when traveling to and from school or school-sponsored activities, and during lunch period, whether on or off campus.

The **Student Code of Conduct** includes, but is not limited to:

Any student who engages in bullying may be subject to disciplinary action up to and including suspension or expulsion.

Students are expected to immediately report incidents of bullying to the Head of School, faculty, or staff.

Students can rely on faculty/staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School. ACDS prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

All faculty, staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year as part of the *Handbook for Parents and Students*.

The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Faculty/staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witness in any way.

PLEASE NOTE: Intentional physically aggressive bullying may result in the aggressor being removed from school immediately until an investigation can be conducted.

COURTESY

ACDS considers itself to be a courteous and respectful community of parents, children and educators. Therefore, conversations and interactions between the various constituencies are expected to be respectful, sensitive and constructive. Whether at carpool, parent/teacher conference, or any school activity, adults and children should practice courtesy toward one another.

XIII. EXTRA-CURRICULAR ACTIVITIES

A. GUIDELINES FOR STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

1. While participation in extra-curricular activities is encouraged, school work and good behavior are considered first priority. A student must maintain a 2.0 GPA to participate in an ACDS sponsored extra-curricular activity. If, during the current school year, a student's GPA falls below a 2.0, that student will be ineligible to participate until such time as the School Building Level Committee (SBLC) ascertains that the student in question has complied with eligibility rules. The SBLC is composed of all teachers that currently have the student in question in their class, the administration, and a predetermined chairman.
2. Any club or organization operating under the name of Alexandria Country Day School must submit a constitution to the administration and the Board of Directors for approval.
3. Sponsors of curricular and extra-curricular activities may, at their discretion, establish written grooming guides that are more stringent than the general guidelines. These must be approved by the administration.
4. Students who are absent for a half day or more will not be allowed to participate in any extra-curricular activities held after school hours on the day of the absence.

B. SCHOOL PARTIES

Excluding PreK, and K, parties are as follows:

Grades 1, 2, & 3	3 parties per year (Halloween treat bags and Valentine card exchanges are not considered a party)
Grades 4, 5, & 6:	2 parties per year (Christmas and Easter)
7 th and 8 th Grade:	1 party per year (Christmas)

Students will NOT be allowed to distribute personal party invitations of any kind on the school campus.

C. STUDENT ACTIVITIES

ACDS SPONSORED SPORTS

Parents, volunteers, coaches, and teachers help in all aspects of ACDS sponsored sports, including concessions. The proceeds from concessions help fund year-end award programs. An end-of-the-year Athletic Awards Program is held to honor and recognize all participants in sports.

1. **BASKETBALL** – Teams represented at ACDS in interscholastic basketball competition are: 6th grade girls, 6th grade boys, 7th and 8th grade girls, 7th and 8th grade boys. All students in grades 6-8, will be given the opportunity to try out for these basketball teams. The season begins in September and concludes in December with each team playing approximately 25 games against area public, parochial, and independent schools. Transportation to and from games is the responsibility of the parents.
2. **INTRAMURAL BASKETBALL** – All ACDS students in grades 1-8 may participate in an intramural basketball program which begins in January and concludes in February. Parent volunteers coach intramural teams which practice once per week and play games on Saturdays in the ACDS gym. Registration forms and fees for this program will be available in November.
3. **CHEERLEADERS** – All 7th and 8th grade girls are eligible to try out for the Varsity Cheerleader squad. All 6th grade girls are eligible to try out for the Junior Varsity Cheerleader squad. Both squads practice twice a week and cheer and perform at all home basketball games. All cheerleaders are required to purchase their own uniforms and participate in summer cheerleader camp.
4. **BASEBALL** -- The baseball season begins the end of January and runs through March. Male students in grades 5-8 may participate.
5. **SOFTBALL** – Girls in grades 6-8 may participate in softball. The season begins in February and runs through the first week of April.
6. **SOCCER** – Students in grades 6-8 may participate in soccer. The season includes every Saturday in November. Parent volunteers coach this team.
7. **CROSS COUNTRY** – Students in grades 6-8 may participate in running cross country. The season includes six weeks during the fall months.

AFTER SCHOOL TUTORIAL

Study Zone, an After School tutorial program under the direction of ACDS teachers, is available for students in grades 3-8. Parents may contact the school for fees and additional information.

MUSIC INSTRUCTION

Piano classes, taught by Teresa Thomason (487-1343), Cathy Spurlock (449-9095), and Molly Sooter (640-8583) are available for K-8th graders. Tuition is paid monthly and a registration fee is required. Parents can register their children for piano instruction at Open House.

VOICE AND ACTING

Creative drama and voice are taught by Ross and Karen Schexnayder. For more information, you may contact them at Lagniappe Theater, (48-STAGE) or online at info@lagniappetheatre.com or www.lagniappetheatre.com. Parents may register at Open House.

TENNIS

Francisco Acuña, with the Alexandria Aquatic and Racquet Club, visits the campus during school PE hours to give group tennis instruction to interested

students. Parents may register their children for tennis lessons at Open House. Children are encouraged to bring their own tennis racquet.

CLUBS

1. **STUDENT COUNCIL** – ACDS students elect Student Council officers annually. Please contact the school office for more information on the ACDS Student Council.
2. **MATHCOUNTS** – Sponsored by the junior high math teacher, MathCounts is available to interested students from Grades 6, 7, & 8 meet weekly during the fall term. After the Christmas holidays, students meet more often to prepare for district competitions held in February and State competitions held in late April.
3. **STUDENT LITERARY MAGAZINE**– Depending upon student interest, 8th grade students may join the staff to publish a collection of ACDS student work. During years of publication, all students in grades 5-8 are eligible to contribute creative works.
4. **4-H CLUB** – In conjunction with the Rapides Parish 4-H Youth Development Program which is supervised by the Louisiana Cooperative Extension Service, ACDS has had a very active 4-H Club. During intercom announcements, students will be notified of membership opportunities.
5. **SCOUTING** – There are numerous scouting troops around Rapides Parish, both for boys and girls. If you are interested in scouting for boys, contact the local scouting office at 880-8100 for information on a Cub Scout or Boy Scout troop near your home. If you are interested in scouting for girls, contact Freda Berry at 484-4475.
6. **BETA CLUB** – Junior Beta Club is an educational organization for students in grades 5-8 at ACDS. Membership in Beta signifies that “the student has been approved by the administration of the school as a student of good character and mentality, creditable achievement, and commendable attitude.” Students are required to earn a pre-determined number of “service” hours per year.
7. **FCS** – The Fellowship of Christian Students is a student-led organization in which 7th and 8th grade students come together once a week to pray, share Bible passages, inspirational readings, and discuss their faith.

PARENT CLUB

Effective schools invest time and effort involving parents in a partnership dedicated to quality education.

The Alexandria Country Day School Parent Club is an organization which invites and encourages parental involvement. Every parent or guardian is

automatically a member of the ACDS Parent Club with their child's enrollment at ACDS. We encourage your participation in this club.

XIV. FIELD TRIPS

PURPOSE

Field trips should address content standards and enrich the curriculum. Teachers, parents, and students are representatives of the school while on field trips. Student participation is dependent upon student behavior and cooperation.

PERMISSION SLIP

Before a student can leave on a field trip, the parent or guardian must sign a permission slip and return it to the teacher in charge. The teacher will provide the permission slip.

CHANGES TO TRANSPORTATION ARRANGEMENT

If there is to be any change to how a student is to be transported to or from a field trip, these arrangements must be approved by the administration **in writing, before leaving on the trip.** This includes riding with any parent.

XV. ACDS FUNDRAISING

A. FUNDRAISING GUIDELINES

1. Each fundraising event should have a designated funds/money coordinator.
2. The funds coordinator is responsible for collection, record keeping, and "depositing" of all funds related to the fundraiser.
3. All monies turned into the office to be deposited must be in good order before being presented to the Business Office.
4. A log should be kept notating sales/donations/collections and amounts. This log should have a total that must agree to the funds "deposited" with

the ACDS Business Office. (Example log and deposit report is available upon request.)

5. A deposit report should also be completed and submitted to the ACDS Business Office along with the funds and log.
6. Expense Reimbursement
 - a. Must be approved in advance by fundraising coordinator, as well as included in the fundraising request form.
 - b. You must have a valid receipt.
 - c. The receipt must be turned in no later than 30 days after completion.

B. FUNDRAISING APPROVAL PROCESS

1. Complete a fundraiser request form. Forms may be found on PlusPortals.
2. Turn the fundraiser request form in to the Development Director.
3. The Development Committee will review the request and then approve or decline.
4. The fundraiser request form will be sent to the Head of School for final approval.
5. The Development Committee must not schedule more than 3 fundraising events at one time on the fundraising calendar.