



Student/Parent Handbook 2010

A College Preparatory Day and Boarding School

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A College Preparatory Day and Boarding School

Welcome to The Country Day School, Guanacaste, Costa Rica. You will find our students, parents and teachers to be adventurous and active in outdoor activities and learning opportunities. Costa Rica offers us the ability to provide a fun and exciting 'learn by doing' environment for our students and visiting groups. Our facility has a sports complex including full covered gym, soccer field, swimming pool, staff and student residences. New modern buildings were purpose built to house the Upper and Lower Schools and the Cafetorium. The campus is beautifully landscaped and staffed with full time security. Country Day School believes students have a variety of learning styles and intelligences, and considerable effort has been devoted to assuring Country Day's traditions of high academic standards and attention to the individual needs of students.

Mission

It is the mission of Country Day School, a private, non-sectarian, English-language school serving students from early childhood through high school, to provide its students with a traditional college preparatory education committed to high academic standards and achievement through a balanced program structured primarily on the United States curricula.

Objectives

In keeping with this mission, Country Day School:

1. Provides with the development of intellectual, social, aesthetic and moral values that satisfy the needs of our students.
2. Serves students from the expatriate and local communities.
3. Maintains high academic standards and fosters a love of learning.
4. Provides a program that focuses on the basics: English (literature, writing, speaking, and listening), math, science, social studies, Spanish, physical education and the arts.
5. Maintains a structured plan for learning, which clearly articulates curriculum content.
6. Evaluates student learning frequently with a variety of assessment tools to ensure that each child is progressing appropriately.
7. Helps students prepare for a world of rapid change in which continuing education, creative thought, the ability to use technology, and acquisition of skills are essential.
8. Values and teaches cultural understanding and knowledge of the complexities of our world.
9. Teaches and models virtues such as honesty, compassion, diligence, kindness, fairness, loyalty, and the "Golden Rule".
10. Prepares students for admission to universities in North America, Costa Rica and around the world.

History of Country Day School

Country Day School was founded in 1963 as a private coeducational school, similar to the U.S. college preparatory schools. The school grew from an initial 18 students to its present combined enrollment of over 850 students, representing over forty nationalities. Country Day School, long based in Escazu, a suburb of San Jose, is recognized throughout Costa Rica and Central America for its consistent level of excellence in academics. In the past twenty years, we have had sixteen National Merit Scholarship winners, including nine semi-finalists, six National Hispanic Scholars, and a Presidential Scholar. Median SAT scores among our seniors are 600 Math, 550 Verbal. Over 90% of Country Day graduates attend U.S. colleges and universities.

In 2000 we began the development of a second campus in the Northwest Province of Guanacaste, about 12 kilometers north of Tamarindo. CDS Guanacaste has grown to 160 day and boarding students over the past years. About half of the students are in grades 7-12 and the other half in pre-k through 6th. Typically about half of our students are from the U.S. and the remainder come from Canada, Europe, and the upper half of Latin America. Average class size in CDS Guanacaste is 12-16, with 16 students in the Class of 2008. We average around 20 boarders each year, divided between 5 and 7 day residents. Most teachers are recruited from the U.S. and are certified and educated in the areas they teach.

Accreditation

Country Day School Guanacaste is accredited by the Middle States Association of Colleges and Schools of the United States and the Ministerio de Educación Pública (MEP) of Costa Rica. We are also a member of the Association of American Schools of Central America (AASCA).

Parent Association

The Parent Association is an organization that acts as a liaison between the parents and the school administration and, on occasion, within the community to support and improve the school, its mission, its teachers and students. The Parent Association believes that there is a direct relationship between parent participation and student performance at school.

The Parent Association works to establish effective communication between parents and the school administration. We also work with the school administration to support the academic and extracurricular efforts made on behalf of the students at Country Day School.

Other items and activities sponsored by the Parent Association include the CDS The Beach Challenge, the Staff Appreciation Party, and various special awards for students in the areas of academics, sports, leadership, service, and spirit. The Parent Association invites interested parents to attend our meetings and to join our organization as a class representative or alternate.

Admissions Policy

Admission to Country Day School requires review of grades for the two previous years, an entrance examination or a placement test, and an interview. Original school transcripts, health records, and a photograph must be attached to the completed application form. A student may be admitted provisionally on the basis of these transcripts, and the entrance or placement test may be given when the student arrives in Costa Rica.

Attendance

The school operates a 'closed campus' and has a responsibility to know where every student is every day. We keep careful attendance records. The school appreciates the parents calling to explain an absence.

Class Attendance

Attending class is mandatory for every student. A pass from the teacher is required for any student who is out of class for any reason. Students who must miss any class or study hall must get written permission from the teacher at the beginning of the class, then take it to the office for approval.

Tardiness

Students who arrive after 7:30 a.m. are considered late for school, and must sign in with the secretary to obtain a late slip before proceeding to class.

Absence

There are two types of absences, excused and unexcused. Absences are excused for legitimate reasons, such as illness, death in the family, participation in athletic or interscholastic competition or other reasons at the principal's discretion. Students with excused absences will have the opportunity to make up assignments or examinations missed. Students who are absent without legitimate reason (unexcused) are not allowed make-ups and will receive a grade of zero in the class work or examinations missed.

If a student must miss school for an entire day or any portion of it, the parent should call the office that morning. Only a parent may call to request an excused absence. If no telephone contact with the school has been made when a student is absent, the student must bring a note from a parent on the first day of return to school, to be given to the secretary that morning. A doctor's note is required in case of prolonged absence, absence before or after a holiday, or absence/non participation in P.E. class.

It is the responsibility of the student to find out about class assignments and tests missed due to absence, whether excused or unexcused, and to take the necessary steps to make up any such class work missed. Any missed assignments must be completed, since that material will be covered on subsequent examinations. Grades for assignments and tests will be awarded only in cases of excused absences, and only if such makeup work is completed within a maximum of ten days.

Medical/Dental Appointments

CDS recommends that students make medical and dental appointments either after school hours or on Saturdays when possible. If the appointment must be made during the school day, the student must present a note signed by a parent. Before departing school grounds, the student must present a release form signed by the principal to the campus guard.

Non-Medical Absence

CDS firmly believes that students should not miss school for non-medical reasons, since such absence causes significant disruption and delay in their academic studies. Making up missed assignments and examinations becomes difficult for both the students and the faculty. This is particularly true for those days before and after school vacations.

We discourage students missing school on account of family vacations or recreational trips. Such requests must be submitted in writing to the principal at least one week in advance, though permission may not be granted. Such absences will be unexcused. Parents are encouraged to refer to the school calendar before planning such trips. When it is absolutely necessary to plan a college visit or an academically necessary activity, special permission may be granted. However, certain circumstances such as a death in the family, a dire emergency, or an extraordinary scholastic opportunity require that students miss school for non-medical reasons. In such cases, a written request must be presented to the principal before the intended absence.

Late Entrance Policy

Should a student miss ten or fewer days at the beginning of any quarter, any coursework missed must be made up. Should the student miss 11-15 school days at the beginning of any given quarter, the student has the option to make up any coursework missed, in order to receive credit for that quarter. Should the student miss more than 15 school days at the beginning of any quarter, no credit will be awarded for that quarter. A semester average may be awarded if the work is made up by the end of the second quarter of attendance.

Homework Policy

Primary Grades 1 – 5: you can expect your students to have between 30 minutes to 45 minutes of homework each evening on average. Homework will not be assigned over a weekend.

Grades 5 – 8: you can expect students to have between 1 – 1.5 hours of homework per night on average. Homework can be assigned over the weekend for completion for Monday's classes.

Grades 9 – 12: you can expect students to have between 1.5 – 2.5 hours of homework per night on average. Homework can be assigned over the weekend for completion for Monday's classes.

If a student misses work because of illness, the student will have one day per day missed in order to make up work.

Teachers will not take in late work except by prior arrangement.

An "incomplete" ("I") will be given at the end of a marking period only in exceptional circumstances, such as extended illness. Students who miss classes because of suspension will not be eligible for an "incomplete."

In the event that an "incomplete" becomes necessary, the due date for the catch-up work should be sent before the "I" is given. This date should fall, at the latest, within the first week of the subsequent marking period.

No "incompletes" will be given at the end of the spring term. If a student fails to submit catch-up material by the set date, the "I" for that trimester of main lesson (block) will be converted to an "F"

Conduct Policy

Students should always behave in a manner that reflects honesty, trust, concern for the rights and property of others, and an openness to ideas, feelings, and cultures that may differ from their own. Our community will not tolerate actions that are rude, disrespectful, or dishonest.

Minor Misconduct

behaviors of concern, to be disciplined by community service or suspension depending on the severity of the behavior, include, but are not limited to, the following:

1. Rowdy and disruptive behavior, either at school or on the bus.
2. Cutting class.
3. Gum chewing.
4. Tardiness.
5. Improper uniform.
6. Public displays of affection (other than holding hands).
7. Eating or drinking food or beverages in non-designated areas.
8. Littering.
9. Disrespectful behavior

Serious Misconduct

The following behaviors show a serious violation of the principles of honesty, respect, and concern for others, and merit serious discipline measures, including suspension, temporary or indefinite, from CDS.

1. Fighting, bullying other students, or any such lack of respect to another person on a physical level.
2. Stealing.
3. Cheating or plagiarism (taking another's work as your own).
4. Possession of knives, guns, or any other weapon.
5. Calling in a false fire alarm or bomb threat.
6. Use of tobacco products at school or school-related activities.
7. The use, possession, sale, purchase, or being under the influence of alcohol or other illegal drugs at school or at school-related activities.
8. Defacing or destroying school property.
9. Disrespect to faculty and staff, such as screaming, swearing, rude gestures, back-talk, or continued class disruption.

Behavior Reports

Students are responsible for their own behavior, and must understand that there are consequences when rules are broken. Generally, minor infractions will be corrected by the teacher. The administration of the disciplinary system is the responsibility of the principal, and will be approached fairly with the interests of the student and the community in mind. Detentions may be given by a teacher for minor infractions and repeated tardies. These are served after school on a designated day. Repeated detentions can lead to suspension.

Suspension

When punishment is a one-day suspension, the student will receive a grade of ZERO on class test or assignments on that day, with no right to make-ups.

Should a suspension occur for non-cumulative reasons, whether the suspension is temporary or indefinite, the following procedure will be followed:

1. The student and the parents will be notified immediately.
2. The decision to suspend a student on a temporary basis will be made by the principal after taking all reasonable measures to gather the relevant facts, consulting with any involved teacher or staff member, and meeting with the student.

Behavioral Probation

In the case of serious and/or chronic misbehavior, a student may be placed on behavioral probation at any time during the school year. Conditions of probation will be set in writing at the discretion of the school administration, in the form of a contract between the student, the parents and the school. The contract may include mandatory counseling as one of the conditions.

Indefinite Suspension

Serious misconduct, or failure to fulfill the contract terms of behavioral probation within the specified time, is considered grounds for indefinite suspension. In such cases, the student is suspended until the end of the academic year, and may not be re-admitted for the following academic year.

Privacy Rights of Students

In recognition of the rights of individuals, it is Country Day's policy and practice to conduct our daily business so as to protect the rights and privacy of all students. We shall do this in ways that are reasonable and consistent with our educational and community goals as well as international norms.

In the ongoing pursuit of this principle, the School will:

- Request and use only that personal information which is pertinent to the effective conduct of operating the School.
- Consider personal information collected and maintained to be of a confidential nature, recognizing our responsibility to provide adequate safeguards to maintain that confidentiality.
- Refuse to make available, without the knowledge of the student, and, if necessary, the student's parent(s) or guardian, personal information outside the School, except in normal applications processes on entry and exit from the School.
- Make available to all students upon proper request, any information that the School may maintain on them, recognizing our obligation to protect the privacy of the source of the information.
- Correct or delete any information found to be inaccurate, thus recognizing the importance of using timely and accurate information so that action that is adverse to an individual is not based on erroneous data.
- Expect all of our employees to conform to our ethical standards as to the confidentiality of student information held by the School.

Notwithstanding any of the foregoing, the School reserves the right, and every boarding student grants to the School the right to inspect at any time, without notice, the rooms of boarding students for cleanliness, fire, or other safety hazards that may be dangerous to the students or other occupants of the dormitory and to assure compliance with the rules and regulations set by the administration.

The School further reserves the right and every student grants to the School the right to enter at any time, without notice, a boarding student's room, or personal property, for the use, possession or control, or suspected use, possession or control of drugs, alcohol, or substances similarly classed, or with similar results, or whenever, in the School's determination, inspection in the attempt to recover any item that is the property of the School, or the property of any member of the School community, where there is an actual theft or suspicion of theft. In all cases, the School will respect insofar as possible the rights of all students involved, and any such action will be taken only upon reasonable cause as shall exist in the sole opinion of the School.

Athletic Eligibility

Misconduct during sports: Any misbehavior, disrespect, or irresponsibility shown during practices or games will lead to suspension from the game and/or team for a specified time period.

A student who is suspended from classes for misbehavior may not participate in practices or games during the period of suspension

Academic average: An overall academic average of 75% or higher is required for participation. Special consideration may be given to those students who are in English as a Second Language. A failing grade in any class, regardless of academic average, will automatically render a student ineligible. Classes that are worth less than full credits and may not meet everyday, i.e., PE-Art-Drama, will be grouped together as one grade. Grades are based on the most recent report card or mid-quarter progress report. If a student is ineligible, s/he must wait until the next reporting period (progress report or quarter grades) in order to determine eligibility. Students who are ineligible are expected to participate in scheduled practices. Failure to do so will result in suspension from the team. Students who are ineligible may participate in scrimmages during normal practice hours, but may not play in any games that involve other schools or teams or any games that are not played during regular practice hours.

Participation in AASCA events

All grades must be 75% or above..

A behavior suspension will disqualify the student.

Emergency Procedures

Emergency preparedness is our most important ally, and at school we run regular drills so that students will know exactly what to do in case of an emergency. At home, parents should talk with their children beforehand about what to expect should an emergency occur. Reassure them that they are doing their part by remaining at the school and following the instructions of their teachers, and that you or one of your designated alternates will pick them up as soon as possible.

Fire/Earthquake Drills

The signal for an emergency drill is a continuous bell or a siren. Students and teachers should evacuate the buildings quickly, calmly and quietly to the designated areas.

- All Gym and Dorm alarms, proceed to the Soccer Field
- All Main Building alarms, go to the Commons Area.

Stay in assigned area until you have been dismissed by an administrator-in-charge.

Evacuation Plan

In the event of a major fire or earthquake, emergency information in both English and Spanish will be broadcast on Radio Monumental (93.5 on the FM dial or 670 on the AM dial) or TV Channel 7. Do not call the school, as phone lines must be kept open for calls related to the emergency. If phones are not working, the school may not be able to contact the media. In that case you must make your own decision about whether to come to the school. Should evacuation of the school be deemed necessary, parents must pick up their children since bus transport will not be available. In order to reduce traffic jams, only one-way traffic will be allowed on the road inside the gates. Please follow this pattern, and the instructions of the guards and teachers directing traffic, so that evacuation flows as smoothly as possible.

Emergency

In the event of injury to a student, the school will render first aid as necessary and will notify the parent immediately. Should the student be seriously injured, requiring immediate transport to a hospital or clinic, the school will arrange for such transport by car or by ambulance and notify the parent immediately so they may proceed to the hospital. A student is never sent alone; he/she is always accompanied by a teacher, or an administrator according to availability.

Accident Insurance

All students enrolled at Country Day are insured against accident and injury 24 hours per day, year round. At present, the policy covers medical expenses incurred from an accident with a 5% deductible. The current maximum coverage is \$100,000. Claim forms, as well as more information, are available in the Business Office, for reimbursement of expenses incurred for medical treatment.

Facilities and Services

College and Career Counseling

The School offers individual guidance and support to each student in the process of selecting and applying to colleges. The Library has many resources available, such as college view books and catalogs; College View and College Explorer, informative computer programs; and college guides, such as Barron's Insider's Guide and The College Handbook. College counseling provides information necessary for college applications such as required courses, grade point averages, class rank, and SAT/ACT scores. Students may also find out how many credits they have accumulated, and how many more are needed for graduation. U.S. colleges and universities rely on standardized examinations scores to measure the scholastic potential of the student. The administration can explain in detail the test dates and all requirements necessary for the PSAT, SAT I, SAT II/Achievement Test, and Advanced Placement exams.

Food Service

Hot lunches, drinks, and snacks are available each day from the school cafeteria. Students establish debit accounts in the office for purchases. Students may also choose to bring a bagged lunch from home. For safety reasons, we cannot allow glass bottles or other breakable containers on campus.

Health Service

If a student develops a fever or otherwise becomes ill at school, the parents will be called immediately to come and pick up the student. Please do not send students to school if they have fever, vomiting, diarrhea, conjunctivitis, head lice, or any contagious virus or disease.

Lockers

Students are responsible for their books, study materials and personal possessions. They must use only the locker assigned to them. Students are expected to keep their lockers clean and in order. Periodic locker inspections will be made during each semester. Though we respect your right to be individuals, no stickers, writings or drawings of any kind are to be put on the lockers. Students will be billed for all damage done to their lockers.

Lost and Found

Personal items of whatever kind or description, which are found on the school campus, will be placed in the Lost and Found boxes located in the bodega behind the kitchen. Please feel free to come and search for lost items. Items labeled with the student's name will be returned as soon as they are turned in to Lost and Found. Please remember to label your belongings!

Money and Valuables

Though Country Day makes a valiant effort to provide on-campus security, it is not responsible for any money, radios, compact disc/cassette players, tape recorders, cameras, hand-held computers, clothing, guitars, or any other personal property brought to school by its students. Any money or valuables that must be brought to school should be entrusted with the secretary for safekeeping until the time needed.

Internet Safety and Computer Acceptable Use Rules

1. The computer network at CDSG is provided to students and staff for educational and research purposes. Students are not allowed to use chat lines, play computer games, or engage in commercial activities (buying, selling, and advertising) over the network.
2. CDSG is not responsible for any delays, non- or mis-delivery of e-mail, or any loss of data as a result of using the Internet.
3. The use of the Internet is a privilege. Any user identified as a security risk or having a history of problems with the use of computer systems will have his/her computer access severely limited.
4. The school has no responsibility for the accuracy or quality of information obtained through the Internet. The Internet is unregulated and all of the information found on the Internet has not been verified for accuracy. Each user must exercise critical thinking skills when using Internet resources as source material for schoolwork. The school system will not be held responsible for the accuracy or quality of the information obtained from the Internet.
5. Users should realize that electronic mail (e-mail) is not private. Students are cautioned not to include anything in a computer message that they would not want made public.
6. Each user is expected to abide by the generally accepted rules of network etiquette. These include being polite, using appropriate language (no profanity, obscenity or vulgarity), and not disrupting network use by other users.
7. Students should not reveal any personal information (description, telephone numbers, address, etc.) about themselves or other students over the Internet. They should not contact anyone they have met using Internet resources, without the knowledge and permission of their parents.
8. Loading software and/or files onto a school computer or network by a student without the permission of the school network supervisor is prohibited.
9. Students should not access sites or send material over the network that contains obscene, abusive, threatening, or illegal material. Users should not deliberately use the computer to annoy or harass others with language, images or threats.
10. A filter is in place to eliminate objectionable sites. If a student discovers inappropriate material during a routine search that was not recognized by the filter, he/she should notify the teacher immediately.
11. The principal authorizes all web pages that represent the school. Students may design and publish web pages through the school network as part of classroom instructional activities. These pages may be published through the school Intranet or on password-protected pages on the Internet.
12. Students may not check their e-mail when it interferes with instructional time.
13. Vandalism of computer hardware will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school's equipment or materials, data, and/or the computer/Internet network. Vandalism includes, but is not limited to, removing a mouse ball and/ or mouse, placing foreign objects such as paperclips, paper, or gum in disk or CD-ROM drives, and removing or altering placement of keyboard keys.

14. Vandalism of computer software will also result in disciplinary action. Software vandalism includes, but is not limited to, deliberate production or introduction of computer viruses, modifying passwords, tampering with the Internet filtering software, using passwords and logins assigned to other students or staff, accessing and/or modifying information to which the computer user has not been given appropriate authorization.
15. Student vandals will be required to compensate the school for any expenses or costs incurred relating to or arising out of such vandalism.
16. If the student identifies or perceives a security problem (for example, accessing files that should not be available), the student should immediately notify the principal, his/her designee or other appropriate staff. The student must not demonstrate the problem to other students.
17. All computer users at CDSG must adhere to the copyright law regarding copying and installing computer programs. The law states that it is illegal to make or distribute copies of copyrighted software without authorization.
18. Food and beverages are not allowed in the computer lab.

Transportation

Buses

Country Day hires local buses to provide transportation for many of its students. Buses drop off and pick up students at the main entrance to the school. Bus routes are available for Tamarindo, Flamingo, and Potrero. New families should contact the office about routes and schedules. As a courtesy service, an after-school bus service at 4:00 p.m. operates for students participating in extracurricular activities. At this time, the late bus only runs to Tamarindo.

Change of Transportation

If parents wish to change their child's usual method of transportation home, they must send or fax a note in writing to the classroom teacher with your child.

Cars

Student drivers must have a valid driver's license and must park their cars in the main parking lot. All student cars should remain parked in the designated area during school hours.

Parking

Please park your car outside the main gates, along the street or in the enclosed parking lot. CDS will not be responsible for damage or theft.

Administrative Policies

Appointments

Please feel free to make an appointment with your child's teacher, a counselor, or the principal at any time by calling the office secretary. Please do not interrupt classes for unscheduled conferences with the teacher.

Telephone Calls

Messages from parents to students will be delivered as soon as possible after they are received. Phones in the school office are NOT available for personal student calls, except in cases of illness and emergency.

Textbooks and Supplies

At the beginning of each semester, students are issued textbooks for each subject studied. Each student's name is recorded with the corresponding number of the textbook. At the end of the semester, the textbooks are collected, with each student credited for the return of the book and book's condition noted. Students know they must not write on or deface their textbooks, since these books must be used for other students in subsequent years. If, however, a student loses or damages a book, he/she is responsible for the full cost of replacing it. The replacement cost will be the price of a new textbook, regardless of the condition of the textbook lost or damaged. Art supplies and science laboratory materials are distributed according to class use by the instructor. We believe in the educational value of hands-on experience, and so we expect a certain amount of normal wear and tear. Any unusual, excessive, or destructive use of materials and supplies, however, will have to be reimbursed at full cost by the student responsible for it.

Bulletin Boards

All notices, posters, and announcements of interest to the school community to be placed on bulletin boards or around the campus must have the prior approval of the principal.

Closed Campus

Because the school is responsible for student safety and well-being, Country Day students in all school divisions must remain on campus during the school day, including after-school activities. Students who leave school without permission will be referred for behavioral probation. If, however, the student must leave campus for an appointment or other valid reason, the student may do so with written permission from a parent or guardian, and with a pass from the office.

Field Trips

Field trips are scheduled by faculty members for the purpose of educational enrichment or community awareness. Each student who wishes to participate must present a signed permission slip from his/her parents or guardian prior to leaving the campus. Students must wear the regulation uniform on the field trip, unless the principal has given prior approval for other attire.

Schedule Changes

Changes in schedule are allowed only in unusual circumstances, with approval from the principal, and are usually made during the first week of a course. Any student wishing to drop a course without penalty must do so no later than the end of the second week of the semester. After the two-week period, any course withdrawal will be noted on the student's transcript as passing or failing.

Messages

Please come to the office to leave messages or items, instead of interrupting class time. Even though the parent's message may be brief or the item quite small, such innocent, well-meaning presence causes a disruption of the educational process. The secretary will be happy to deliver such messages or items to any student or teacher as quickly as possible.

Parent/Teacher Conferences

The parent/teacher conferences provide a special opportunity to look at the student's work, as well as the report card, and to discuss individual progress. The office sends a letter to each parent with the scheduled time for the conference. Families who have more than one child at Country Day will be scheduled around the same time. If parents cannot attend at the scheduled time, please let us know. Since this is an occasion for parents, teachers, and administrators only, children should remain at home. Open communication between parents and teachers is an important support to children during their school years. Conferences give parents and teachers the opportunity to share information about the child's development at home and at school, and to plan for further growth. Please feel free to call anytime for an appointment for a conference with your child's teacher.

Dress Code

The school uniform is required. We find that in many respects it encourages a sense of equality and fraternity in a school having such a variety of cultures. All students must wear the CDS polo shirt that should be purchased from the school store. All shirts must have the uniform logo. Students who participate in sports during lunch should wear a T-shirt for that activity, then put the uniform shirt back on for class. T-shirts should be the same as those approved for P.E. classes. Boys and girls should have neat hairstyles. Only moderate jewelry and cosmetics are allowed. Visible body piercing or excessively obvious earrings are not allowed. Students may be required to leave school in order to comply with uniform regulations before returning.

Boys and girls must purchase the supplied shorts or shorts from the school store. Blue jeans, oversized, torn, or faded trousers are not permitted and the trousers must not touch the floor. Trousers should be worn at the waist. Students must wear sneakers, athletic shoes, and sandals. Flip flops are prohibited for safety reasons. Students may wear sweaters, jackets, or sweatshirts that are navy blue or those of CDS. Hats or other headgear are not permitted in classrooms. Any T-shirts worn under the shirt or blouse should be short-sleeved, solid color in white or blue or official school T-shirts. Students who are out of uniform may be sent home to change. Parents will be called to pick them up. In addition, all Country Day students are required to have a Physical Education (PE) uniform that consists of red shorts and a white T-shirt with the school logo emblazoned on its front. T-shirts purchased for the annual Beach Challenge may be substituted for the school logo T-shirt. All uniforms must be purchased at the school store.

Visitors

If a student wishes to invite a guest to the Country Day campus, prior approval should be obtained from the principal, and a visitor's schedule will be arranged at that time or the visit will normally take place during the lunch time. When the guest arrives at school, please notify the gatehouse guard, who will advise the office.

Open House

Open House occurs during one evening early in the first semester and is an opportunity for parents to follow their child's schedule for a typical day, find out more about the courses themselves and to meet the teacher.

Evaluation Policies

General Procedures

Student progress and achievement are reviewed regularly by the faculty. These evaluations are based on the comprehensive curriculum plans that the faculty develop for each course. In addition to regular homework assignment, the faculty administers unit tests, frequent quizzes, oral and written reports, and creative projects to achieve a complete mastery of the concepts and academic skills covered in each subject.

Late Assignments

Marks will be deducted at the rate of 10% per day for any unexcused late assignment. Chapter/Unit Tests At least three chapter/unit examinations per quarter are given at the teacher's discretion. These exams evaluate the student's understanding of the course material covered by class work and other relevant assignments.

Make-up Policy

Make-ups are offered only for excused absence. When the student does not come to class due to an excused absence, all assignments, including exams, must be completed within a reasonable period of time as determined by the teacher. Full credit is given to exams and

assignments completed on time; late assignments will result in a conduct report; and assignments late by three days or more may receive a score of zero. Make-ups for quizzes are not given. Missing quiz scores are not averaged with other grades.

Semester Examinations

At the end of each semester, final exams are given in all high school academic courses. Advanced Placement students may write the AP exam instead of a regular final. Finals are 90 minutes long, testing all material covered during that semester. These exams count for 20% of the semester grade. Final exams for quarterly courses are 45 minutes long, and count for 10% of the quarterly grade. Students will be excused from final exams only for certified medical reasons or for a death in the family. In such cases, the student will be required to take the extraordinary exams, which will count for 20% of the final grade.

Extraordinary Examinations

A student failing any course may redeem his grade by taking an extraordinary examination. Exams are given in August. They are 90 minutes long. The revised average is calculated by adding 70% of the extraordinary exam grade plus 30% of the failing grade. Written notification will be sent to the parents advising that the student is in danger of failing and may have to take an extraordinary exam. The parents are responsible for contacting the school at the end of the year to confirm the day and time of the exams.

In order to receive credit for the second semester after failing the first semester, the student must earn a minimum passing grade in the second semester's work. The grade reported in the transcript will be the better of the two grades.

We recommend that the student receive additional instruction in the course material during the vacation period prior to the exam. Textbooks should be checked out over the vacation by paying a deposit in the CDS Business Office and requesting the book from the subject teacher.

Report Cards/Progress Reports

Report cards are sent home at the end of each quarter. Mid-Quarter Progress Reports, along with your child's work for that period, are sent home midway through each quarter. Please review the report card and the mid-quarter report carefully with your child, sign them, and return them within the first week. We recommend a parent-teacher conference be scheduled to identify the child if they have outstanding library fines, or other bills, such as bus, tuition, photographs, or PE uniforms.

Academic Probation

A student will be placed on academic probation at any time during the school year if the student is failing three or more required courses or showing poor performance in four or more courses, or if there are serious problems in conduct or attendance. The probation status is to assist the student in improving his/her academic standing. To reach that goal, parental attention and involvement is necessary. The conditions and requirements of a student's probation will be set by the administration, after consultation with the faculty involved, then presented in writing to the student and to the parents.

Conditions of the probation may require that the student receive additional instruction outside of school hours. If improvement as set out in the contract does not occur within the given time, the student will be retained in the same grade, or may be refused admission for the following school year.

Standardized Testing Programs

Students have several opportunities to measure their achievement relative to the U.S. national norms:

1. Students in grades 9-12, participate in the Admission Testing Program organized by the College Entrance Examination Board. These tests include the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT I), and various Achievement Tests by school subject (SAT II). Some Juniors and Seniors will take a similar test offered by the American College Testing Program (ACT).
2. Students who complete the required material in certain disciplines with a high degree of success may advance, with the consent of the instructor, to Advanced Placement (AP) level courses. Students enrolled in such courses are required to take the AP examinations. Payment for these exams should be made along with the second semester tuition payment.
3. Students in grade 3-8 will take the Iowa Test of Basic Skills (ITBS) towards the end of the third quarter. These tests have two purposes. First, to give us data on individual students. Secondly, to provide the school with data indicating areas of strengths and areas needed for improvement.

Academic Honor Roll

The Honor Roll is composed of students who have an academic average of 87 or higher in all academic courses taken that quarter. Any grade below 75 will eliminate a student from the honor roll.

Boarding Students

The School issues a separate Handbook for Boarding Students. Please consult that for rules and expectations related to the dormitory and residential life program.