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Welcome CDS Students 2010-2011

As we begin our sixteenth year at Central Day School, we ask you to join us in praying the Lord will continue to bless our mission of educating boys and girls in the reality of God's world. We offer our welcome, as well as our appreciation to you for being part of the Central Church Family.

Our mission is to honor and glorify God and support the ministry of Central Church by providing an excellent education with a Christian foundation in a safe, encouraging environment. This statement serves as the benchmark by which all Central Day School policies are shaped and as the standard our teachers and staff are challenged to achieve. It is our desire for parents and students to witness the validation of this mission in every area of school life.

Central Day School provides an authentic Christian education where Biblical principles are integrated into every subject and aspect of a student's school experience. The goal of Central Day School is for each child to grow, learn, and thrive in a supportive and nurturing atmosphere. Our comprehensive approach to instruction includes every area of a student's life – academic, physical, social, and spiritual. The administration, teachers, and staff strive to provide love, acceptance and forgiveness, and, at the same time, establish an atmosphere of respect, order, and discipline following Biblical standards.

We believe that Jesus Christ is real and that He has a specific purpose and plan for every individual. We look forward to partnering with you to instruct and encourage your child to determine God's will for his or her life. It is our desire to provide an "education with eternal value."

*"For I know the plans that I have for you,"
declares the Lord,
"plans to prosper you and not to harm you,
plans to give you hope and a future."
Jeremiah 29:11*

Philosophy of Education

Central Day School Mission

To honor and glorify God and support the ministry of Central Church by providing an excellent education with a Christian foundation in a safe, encouraging environment.

Central Day School Beliefs

We believe:

1. *The Christian School exists in support of the home and in partnership with parents.*
 - a. According to Scripture, parents are the primary educators of their children (Proverbs 22:6; Deut. 6).
 - b. Within the context of the Christian school, teachers come alongside parents and partner with them in the education of their child.
 - c. The extent to which parents and teachers are able to collaborate together on behalf of the student will determine in large part his/her success while at school. Conversely, parents and teachers who are not able to work together stifle student growth and development.
 - d. Effective communication and collaboration using electronic, written, and oral means between parent and teacher in the decision making process facilitates student growth.
2. *A strong instructional program is key to the accomplishment of the school's mission.*
 - a. Quality instruction provided in a positive environment promotes student success.
 - b. Aristotle said, "We are what we repeatedly do. Excellence then, is not an act, but a habit." Academic excellence is defined by the development of good study habits put into practice over a period of time.
 - c. We believe that both he who expects great things from others and he who expects little things will get what he expects. Therefore, our teachers have high expectations for all students.
 - d. Staff development activities increase teaching effectiveness thereby enhancing instruction.
 - e. Scientifically based research and disaggregated data provide a strong foundation for sound instructional decisions.
3. *We are committed to preparing students for the twenty-first century and equipping them for*
4. *service to God and country.*
 - a. Embracing diversity is essential to producing world-class citizens and also responding to Christ's call to "make disciples of all the nations..." Matthew 28:19
 - b. God calls out servant-leaders from every generation to accomplish His purpose here on earth, which is also our purpose at Central Day School. "True greatness, true leadership, is achieved not by reducing men to one's service but in giving oneself in selfless service to them. The true spiritual leader is concerned infinitely more with the service he can render God and his fellow men than the benefits and pleasures he can extract from life. He aims to put more into life than he can take out of it." J. Oswald Sanders.
 - c. Students should be prepared for a technologically advanced society.
5. *Implementation of appropriate policies and procedures is accomplished through ongoing review of school data.*

Central Day School Objectives

The school's objectives are as follows:

1. For students to discover their God-given talents, and to experience God's purpose for their lives.

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11;

2. To equip tomorrow's leaders with the tools to be successful including a Christ-centered, biblically based worldview. *"It is said that when science finally peers over the crest of the mountain, it will find that religion had been sitting there all along." (Peter O'Toole, "Creator");*
3. To evaluate, determine, and provide for the needs that affect the education of every student;
4. To provide a safe environment which protects and encourages the student to use principles of safety and good health;
5. To utilize teaching techniques which promote student success;
6. To develop fluency in the basic reading, writing, listening, speaking and computational skills, and the ability to apply them effectively in communication and problem-solving;
7. To provide various opportunities that motivate students to develop their intellectual potential;
8. To provide opportunities which develop well-adjusted individuals with the highest principles of good character. *"It is by his deeds that a lad distinguishes himself, if his conduct is pure and right." Proverbs 20:11;*
9. To encourage an appreciation of cultural and aesthetic values;
10. To provide opportunities for parents, students, and the professional staff to work cooperatively for better communication between school and community;
11. To provide a total school program flexible enough to meet individual needs and stable enough to provide a sense of security.

Purpose of Handbook

In the course of everyday life, there is the necessity for purpose and order for the people of the world to interact in peace and harmony. It is no less so in our school. In establishing this handbook for Central Day School, we have to consider not only the more than 300 different students from CDS and their families, but also the hundreds of children associated with the Central Learning Center and Parents Day Out, as well as the ongoing daily ministries of Central Church. We all interact in ministry together throughout more than 200,000 square feet of building and 43 acres of grounds. Therefore, the integration of the tenets of the Handbook, with all the different facets of ministry at CDS, is necessary for the safety, security, and order for all concerned.

The Handbook outlines the rules and guidelines that through experience and study we believe bring about the best environment for all concerned. This enables us to carry out our mission of providing excellent academic education with a Christian foundation in a safe, encouraging environment.

We have a high expectation from our students for applying themselves to the pursuit of education with an eternal purpose. A part of that expectation is that students discipline themselves to follow the rules and guidelines set forth for the common good in establishing the environment most conducive to pursuing education. We also have a high level of expectation from our parents. We expect our parents to partner with the school in guiding our students to be disciplined in their pursuit of education. Furthermore, we expect our families to establish clear witness to our students of proper response to authority in following the provisions of the Handbook – even in those times when it would be easier and more convenient to “do it my way.”

We know that not everyone is willing to be subject to the discipline and order that it requires to have an environment where children can thrive as individuals yet be a part of a school community that functions with order and purpose for the mission of pursuing excellent Christian education. However, we believe that you have chosen us, and we have chosen you to partner together in enabling and empowering your student to be all that God has for him or her. We encourage you as a vital partner to familiarize yourself and your student with the Handbook and resolve to work with all of Central Day School in establishing and keeping the order and purpose set forth.

May the Lord bless this year of ministry and mission for all our families.

Admission Policy

Central Day School admits students of any religion, race, color and national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. CDS does not discriminate on the basis of race, color and national, or ethnic origin in administration of its educational policies, athletic and other school-administered programs. It is recommended that children be five years old on or before July 1 of the admission year to enter kindergarten. All new applicants will be evaluated based on entrance test scores, previous achievement test scores, previous academic and conduct grades, a personal interview and a recommendation from the previous school. Central Day School reserves the right to deny admission to any student that the school believes would be in the best interest of the student or school.

Animals at School

Normally parents and students are not permitted to bring live animals to school. Permission may be given in special circumstances when advance arrangements are made with the teacher.

Announcements

An e-newsletter, the *Tuesday Informer*, is emailed to all students' parents each Tuesday during the school year. It can also be viewed and/or downloaded from the school website. Careful attention to the items in the newsletter will keep parents and students informed as to school news, activities and schedules. Reminder notes and permission slips are also sent home as needed.

Announcements of Emergency Nature

In the event of inclement weather situations and/or dangerous traveling conditions, or any other need for timely communication, Central Day School will make announcements via automatic telephone dialing, the school website, e-mail, as well as over the local radio and TV stations to announce the school's situation.

Attendance Policies

All students must maintain regular attendance in order to keep up with daily work and comply with state laws. Under Tennessee state law the "principal or teacher of every public, private or parochial school must report promptly to the director of schools, or the director of schools' designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported." TN Law Annotated 49-6-3007 Every effort should be made to have family activity plans conform to the school calendar. Excessive absenteeism is counter productive to a child's accomplishing his best. Complete attendance records are maintained by the teacher and by the school office. Parents may access attendance records through the parent portal of TeacherEase.

Policy regarding absences

- I. Student absences from school fall into two categories, Excused and Unexcused.
 - A. **Excused Absences A:** Unavoidable absences are those such as personal illness, a serious illness in the family, a death in the family, a school sponsored trip, a medical appointment, a court appearance or an absence due to providential hindrance – absences for reasons beyond the control of the children or the parent. Documentation of the circumstances (such as a doctor's excuse, etc.) may be required at the sole discretion of CDS administration to classify the absence as unavoidable. Unavoidable absences will constitute an excused absence. Parents should notify the teacher or school office of a foreseeable pending absence by phone, note, or email to [cgsattendance@centraldayschool.com](mailto:cdsattendance@centraldayschool.com) as soon as possible. In the event of an unforeseen absence, the school should be notified the reason for the absence no later than the day the student returns to school. *Without proper notification, the absence will be treated as an Unexcused Absence.*
 - B. **Excused Absences B:** Absences for any other reason than stated in section A. are avoidable. An avoidable absence will be excused when it meets all of the following criteria:
 1. Notice must be received by the school prior to the absence.
 2. The absence is not during standardized tests.
 3. At the time of the absence, the student has six or fewer absences.
 4. The total year-to-date absences plus the requested absences does not exceed twelve. *Without proper notification, the absence will be treated as an Unexcused Absence.*
 - C. **Unexcused Absences:** Any absence that does not meet the requirements of Excused Absences in stated sections A or B will constitute an unexcused absence. It is necessary for a student to make up missed work after an unexcused absence. There will be a 10 point penalty per assignment for any missed work that is made up and turned in to the teacher. Any incomplete work resulting from five or more unexcused absences will be counted as a zero in the teacher's grade book. Families choosing to not adhere to the

requirement of A and/or B for Excused Absences are choosing to accept the penalties for an Unexcused Absence, thus the consequences should be carefully considered.

Policy regarding make up work and missed tests

It is important students and parents realize school will continue in cases of absence, early dismissal, and illness. It is the responsibility of students and parents to keep up with work and to make up any missed work. Upon returning to school, students will be given a specified amount of time, (usually one day for each day missed) at the teacher's and administration's discretion, to make up missed work and tests based on the length of and reason for the absence. There should not be any unreasonable expectation of postponement or cancellation of assigned responsibilities and work. In the case of avoidable absences, parents may request the student's assignments in advance of the absence; however, it is at the discretion of the teacher regarding the assignments and teacher's schedule if the assignments will be available in advance or all the missed work will have to be made up upon return. Missed tests will be made up on a day arranged by the teacher.

Returning to school after an absence

When a student returns to school from an absence, if notification of the absence was not provided prior to or during the absence, the parent is to provide an explanation to the teacher or school stating dates and reasons for the absence upon the student's day of return. This may be communicated by phone, note, or email to [cgsattendance@centraldayschool.com](mailto:cdsattendance@centraldayschool.com). The teacher should forward information they receive to the office. Unless the communication specifies a reason applying to the unavoidable absences, the absence will be treated as an Unexcused Absence.

Students who do not attend school at all on the day of any school sponsored activity may normally not participate in that day's school activity. A student must be present for four full periods to participate in extracurricular activities (i.e. athletic contests, band, choral concerts, drama, etc.).

Procedure for early dismissal (for appointments, etc.):

1. A parent should send a note or email the school office stating the reason for early dismissal with the date and time student is to be dismissed. We request this note is to be sent to the office at least one day prior to the appointment.
2. At the early dismissal time, the parent will go to the office to sign out the student, and the staff will call for the child. This includes parents of students in classrooms on the first floor. No child will be dismissed from the classroom or special classes (Library, PE, Music, etc.) without approval and a call from the office staff. Children may not be picked up from the information desk or sent to any outside door. Please do not put teachers and staff in the untenable position of asking them to violate policy.
3. Parents should make every effort to schedule appointments (i.e. routine doctor, dental or eye appointments) after school hours. Interruptions during the day should be kept to a minimum as it disrupts a student's learning process. Students will be sent to the office at the beginning of the class period prior to their requested dismissal time so the regular class period will not be disrupted. Teachers can provide parents with a schedule of classes.

Procedure regarding dismissal of sick students:

1. Parent, emergency friend, or other authorized person designated by the parent or guardian is contacted by the school. Parents must make arrangements for a student to be picked up within one hour of notification.
2. Parent or other authorized person will pick up child in the school office. At the early dismissal time, the parent will go to the office to sign out the student, and the staff will call for the child. This includes parents of students in classrooms on the first floor. No child will be dismissed from the classroom without approval and a call from the office staff. Children may not be picked up from the information desk or sent to any outside door. Please do not put teachers and staff in the untenable position of asking them to violate policy.

Procedure regarding tardiness:

1. School hours are from 8:15 a.m. until 3:15 p.m. for kindergarten through eighth grades. A teacher will be on duty 30 minutes before and 15 minutes after school hours. Students are expected to be on time and seated in the classroom ready to begin work at 8:15 a.m.
2. A student who arrives after 8:15 a.m. is considered tardy unless otherwise excused from carline. Repeated unexcused tardiness may result in a parent conference to communicate the detrimental and disruptive effect tardiness can cause for a student and classroom and to seek a remedy. An ongoing issue with unexcused tardiness will result in the reduction of conduct grades and possibly more serious actions if such disregard constitutes a refusal to conform to the standard set by the school.
3. All students who arrive after morning car line is completed must report to the school office accompanied by a parent where the tardiness will be recorded and the student will obtain a tardy slip in order to be admitted to class.
4. For a student to be considered for "perfect attendance" recognition, the student must not have more than four (4) tardies accumulated during the course of the school year and four (4) early dismissals accumulated during course of the school year. On the day of the tardy or early dismissal the student must be present at school for four or more hours during the school day to be counted as present for the entire day.

Campus Visitors

All parents or guests visiting the campus are to enter the main door of the Education Building (at the driveway canopy,) report **directly** to the information desk, sign in, and obtain a name tag or present a CDS Parent Pass. A CDS Parent Pass may be obtained on Orientation Day or from the school office. **Parents and visitors are not to go directly to the classrooms, including those with students in classrooms on the first floor.** Parents and visitors to the Day School should then report to the school office on the second floor and sign in. Any student who wishes to have a visitor in the school must obtain permission from the principal.

Care of Books

All hardback books must be covered by either a cloth or paper covering provided by students. Students are expected to have these on their books at all times. Any lost books will have to be replaced, and a fee will be assessed for damaged books. **Report cards will be held for any lost or damaged book fees that are not paid by the end of the school year.**

Cell Phones

On Campus: Unfortunately, throughout our society cell phones have been used for texting during school, for transmitting test information during school, and for other inappropriate usages during the school day. Since all communications with students should be done through the school office, there is no need for a student to use a cell phone during the school day. Therefore, all student cell phones should be turned off upon arriving at the school and kept in their backpacks. **Students are not to have cell phones and cell phone accessories out during the school day including restroom and lunch breaks, dismissal time and carline.** Faculty or staff will confiscate any cell phone in a student's possession other than a backpack during school hours. Any cell phone taken from a student will be available to parents in the school office at the end of the day. Repeated violations would constitute disruptive behavior and will be dealt with accordingly. Any communication, whether text, voice mail, or other, that occurs during or relevant to the school day may be reviewed by the administration.

Off Campus: Parents should be aware of student usage of cell phones at all times. Unfortunately, some of the most devastating harassment and bullying occurs via text messaging on cell phones and IMs and email on computers. Any harassment, bullying, or other inappropriate communication (written or photographic) via electronic venue is unacceptable and will be dealt with in accordance with Conduct Policies.

Challenged Materials Policy

As a Christian Organization, Central Day School is committed to Scriptural principles of conflict resolution as outlined in Matthew 18 and Matthew 5.

If a student/parent has a concern about material used in the educational process, or a faculty/staff member is aware of any such concern, then both parties are responsible for going to the other in the spirit of reconciliation to move into harmony with each other and with Christ.

In the event the issues prove to be beyond the individuals' ability to reconcile, the parties should seek reconciliation counsel with the Head of School/Principal.

If the proper Scriptural procedures are followed and the process is not resolved, then the grievance is to be directed to the appropriate school/church leadership in prayerful consultation with the CDS Board leadership to be the final determinant for resolution.

Change of Address, Phone, or Other Data

When a student's address, phone number, or a parent's work phone number, cell number or email address changes, it is imperative that the change be reported to the school office as soon as possible. It is vitally important to keep this information current and accurate. In today's environment, it is critical that the school have information to contact parents at any time. Change of information may be communicated via email to cdsoffice@centraldayschool.com, phoned to the office, or sent in writing.

Computer Usage

Students regularly attend computer classes. As this class is an academic part of the curriculum, homework and grades will be given. **Students must have permission from the computer teacher or the classroom teacher before using any computer in the lab or classroom.** Computers are not to be used for personal reasons including emailing or checking email. A student is not permitted to load or download software onto the computer in the classroom or lab without a teacher's permission. Students cannot use the Internet in the classroom or lab without the permission and supervision of a teacher. Failure to comply with the rules regarding computer use will result in consequences up to and including dismissal. Parents and students must sign the Computer Use Policy agreeing to comply with all policies and procedures before using the computer lab.

Concern for Property

God has provided our school property, facilities, and equipment. Central Day School students, parents, teachers, and staff should treat them accordingly. Students should consider our school a blessing from God and should do all in their power to keep the buildings attractive and in good order. Any student known to deface or destroy school property or the property of others will be subject to disciplinary action and will be assessed the full cost of repair or replacement.

Conduct Policies

Our school is based upon Biblical principles and Christ's teachings concerning conduct. Our staff and students alike are expected to maintain these levels of excellence in all their personal relationships, as well as any other actions. Christian conduct and respect for authority is expected of all Central Day School students.

Central Day School has an expectation of a high level of excellence and will require this level of excellence in the conduct of our students. Families have an expectation of an environment where their children can learn without disruption or external forces being a detriment. We cannot allow actions of individual students to create an unwholesome learning environment for others. Our objective is to foster a safe environment free of fear and intimidation for all children, parents, and staff.

As Christ commands, "You are to love your neighbor as yourself and to love the Lord your God with all your heart, soul, mind, and spirit." Matthew 22:37. Students are expected to demonstrate love and

concern for those around them. They are also expected to use their time, talents, and conversations meaningfully so God may receive the glory.

Partnership Between Home & School

A healthy partnership between the home and school is never more evident than when dealing with disciplinary problems at school. Conversely, an unhealthy partnership makes it difficult when dealing with a particular problem behavior because the home and school cannot agree on either its cause or remedy. Therefore, it is incumbent on teacher and parents to be very active in the following three practices;

1. **Make contact.** Take time to meet every teacher and parent at the beginning of the school year.
2. **Participate in the educational process.** Maintain on-going, open lines of communication with teachers and parents. Agree when you can and agree to disagree when you can't. Do not communicate via the student if there is any conflict or question present.
3. **Work toward a high level of trust between parents and teachers.** This takes time and effort, but when problems arise, it helps to trust the adult you are working with on behalf of the child.

Behavior Expectations

1. Students are expected to be trustworthy and honest. The disciplinary consequences of lying and cheating will be determined by the school administration.
2. Rude and disruptive behavior is not tolerated. All students are expected to respect others' rights to a calm, orderly environment for education, and to strive to maintain that orderly environment.
3. Running in the building is not allowed.
4. Chewing gum is not permitted in school, on the school vehicles, during recess, or on field trips.
5. Eating is not permitted in the building except in the classroom with the permission of the teacher at designated lunch times, snack times, or parties.
6. Magazines, tapes, videos, DVDs, CDs, CD players, MP3 players, iPods, or other electronic devices are not to be brought to school unless specifically requested by the teacher.
7. Toys and electronic games should not be brought to school unless specifically requested by the teacher.
8. Married students and student-parents are not allowed to attend Central Day School.
9. Any female student who becomes pregnant and any male student who is responsible for a pregnancy will be dismissed and will no longer be allowed to attend Central Day School. Parents will be responsible for the continuance of education, and there will be no refund of fees or tuition.

Offenses Against Our School Community

1. No illegal drugs, tobacco products, alcohol products, or inhalants may be brought to or used at school.
2. Knives, guns, or weapons of any sort are not to be brought to school or onto the church or school campus. In accordance with federal and state laws, any violator will be reported to law enforcement, which may result in arrest, fines, and dismissal.
3. Bullying: CDS defines bullying as ongoing, intentionally cruel behavior perpetrated by the same student(s) against the same victims. It is more than a single act: it is a pattern of behavior against victims with a destructive motive. Bullying will not be tolerated. Incidents of bullying will be aggressively addressed to protect students from any intimidation or fear.
4. Harassment: CDS defines harassment as creating an uncomfortable or intimidating atmosphere for others through speech, writings, internet, wireless communications, or physical actions. While not as severe an offense as bullying, CDS will not tolerate any student being placed into a situation of fear or intimidation. Harassment will not be tolerated.
5. Sexual harassment and/or sexual misconduct, including written, verbal or physical misconduct will not be tolerated.
6. Media/Communication: In today's world the media and communication outlets available through the internet, IMs, text messaging, email, social networking and other venues provide the opportunity for information/communication to disseminate world wide in seconds. While such tools can be used for great good, such tools can be used for evil as well. Any instance of

information or photos placed in the media and/or communication outlets regarding students, families, faculty, staff, or any aspect of CDS presented in an unfavorable light is unacceptable and will not be tolerated.

7. Foul or obscene language or gestures, and other such misconduct will not be tolerated.
8. Threats or acts of violence or physical harm will not be tolerated.

Consequences to such offenses will be determined at the sole discretion of the CDS administration. The consequences will be based upon the circumstances but may include academic penalties, suspension, dismissal, expulsion, and/or involvement of law enforcement authorities.

Global Application: It should be noted and understood that Offenses Against Our School Community can occur during school hours or outside of school hours — on the school campus or off campus. Our students and families are expected to uphold the standards of behavior at all times. Any offense will be responded to regardless of whether it occurs during normal school hours or outside normal school hours — on campus or off campus. Consequences to such offenses will be determined at the sole discretion of the CDS administration.

Disciplinary Procedures

Central Day School believes that discipline is a necessary part of the lives of its students. One of the most important responsibilities Central Day School undertakes is partnering with parents in the nurturing and guidance of students. A student who exemplifies self-discipline enhances maximum performance in the school setting; however, there are times when external means of discipline must be incorporated to ensure appropriate behavior.

Discipline includes many factors: a search for the reason for misbehavior, remedial actions to remove the cause for misbehavior, repentance on the part of the student, consequences of actions, and then restoration.

The first step in discipline is between the teacher and the student. Prayerfully, the student's respect for authority and instruction will bring the desired change in behavior. The next level of a discipline issue normally involves the student, the teacher, and the parents. It is hoped that any discipline problem will be resolved at this level. If it becomes necessary, the Principal or other officials may become involved.

Discipline should be consistent and fair. It is the desire of Central Day School for disciplinary measures to be appropriate to the offense and effective in correcting and teaching appropriate behavior. Therefore, the school may use a number of disciplinary methods. The measure will be evaluated by the administration and/or teacher. **Under no circumstances does Central Day School allow for continual non-compliance with rules, guidelines and policies, dishonor to God's Word, or disrespect to school personnel.** It is expected that parents will support the proper use of discipline within the school. The teacher will keep parents apprised of inappropriate behavior.

Listed below are some of the methods utilized regarding disciplinary action. These are not listed in any order of priority.

- Clean-up Assignments
- Corporal Punishment with Parental Consent*
- Detention
- Parent/Administrative Conferences
- Reduction of Conduct Grades
- Student/Administrative Conferences
- Student/Teacher Conferences
- Suspension – In/Out of School
- Permanent Dismissal or Expulsion

If a student demonstrates continual non-compliance or violates policy that calls for dismissal or expulsion, final approval of the dismissal or expulsion will be at the sole discretion of the administration.

***Central Day School will utilize corporal punishment as a form of punishment if a signed authorization from parents (guardians) is on file in the school office. Furthermore, the parents or**

guardians will be contacted before corporal punishment is administered. Corporal punishment is a Biblical form of correction when deemed appropriate with Proverbs 13:24, 22:15, and 29:15. The possibility of corporal punishment for many students is an effective deterrent encouraging students to forgo any continued unacceptable behavior. Thus, it can be used by the school in some instances as an effective form of discipline or a deterrent. Additionally, it is a less stringent step than having to bypass it for and move directly to a more severe method of discipline i.e. suspension, dismissal, or expulsion. The administering of corporal punishment, if approved by the parent, and after notification, will be only under the supervision of the Principal, Assistant Principal or other designated administrator and only on a same sex basis with a staff witness present. The punishment will involve spanking with a wooden paddle with no more than three firm strokes. There will be a Discipline Report completed with a copy sent home to parents.

Suspension, Dismissal, and Expulsion

Students may be suspended, dismissed, and/or expelled from school by the administration for activities which warrant such action. When a student is suspended, the determination of in-school or out-of-school suspension and the length of suspension will depend on the individual circumstances, after a conference with parents. Suspended students will normally receive a deduction of two points per subject on their quarterly report card average for each day of suspension. Dismissal is the result of cumulative actions of a student or family contrary to the best interest of the school requiring removal from the school. Expulsion is a serious violation of a student or family in a grievous manner requiring immediate removal from the school.

Conferences

A parent/teacher conference day will be scheduled during the first and second semesters of each school year to address a student's progress. Because of the importance of our partnership with parents in accomplishing our objectives, parents are strongly encouraged to meet with the teacher, particularly if you have specific concerns regarding your child's progress. **The parent of any child who is on Academic and/or Behavioral Probation is required to attend the conferences twice a year, in addition to any other administratively scheduled conference.** It is the responsibility of parents to schedule an appointment for conference day if needed. If a parent cannot schedule an appointment on conference day, the parent should contact the teacher to make arrangements to schedule a conference on another day. Parents will be notified about signing up for conferences through the Tuesday Informer. Parents may also request and schedule a conference with a teacher any time during the school year by contacting the teacher or school office. Teachers may also contact parents for additional conferences if warranted.

Unscheduled "drop-in" conferences are not available. Parents should not attempt to initiate an unscheduled conference at drop-off or pick-up time or in car line, as this is a time for teachers to attend to all their students.

Conflict Resolution

As a Christian Organization, Central Day School is committed to Scriptural principles of conflict resolution as outlined in Matthew 18 and Matthew 5.

If a student/parent has an issue involving the ministry and/or function of Central Day School, or a faculty/staff member is aware of any such concern, then both parties are responsible for going to the other in the spirit of reconciliation to move into harmony with each other and with Christ.

In the event the issues prove to be beyond the individuals' ability to reconcile, the parties should seek reconciliation counsel from the Head of School/Principal.

If the proper Scriptural procedures are followed and the process is not resolved, then the grievance is to be directed to the appropriate school/church leadership in prayerful consultation with the CDS Board leadership to be the final determination for resolution.

Court Documents

Anytime there are documents relating to the visitation, custody, or other legal issues regarding students it is imperative that the parent/guardian provide the school with the most recent document copies. CDS will honor the documents that are on file, and in the absence of any documents will follow the state laws regarding parental rights.

Deliveries

The delivery of flowers, balloons, etc. to the school for students is inappropriate and will not be accepted by the school office or classroom.

Devotions and Chapel

All students will have a devotional time each day in their classrooms. This may include the reading of Scripture, prayer and singing a hymn or praise chorus. All students attend chapel once a week.

Students are encouraged to make this worship time a meaningful and relevant spiritual experience. *“So that with one heart and mouth you may glorify God.”* Romans 15:6

Dress Code

“Whatever you do, do all to the Glory of God.” I Corinthians 10:31. Our dress code is established as part of our overall philosophy of maintaining excellence in all we do. We believe that students that are disciplined in their appearance and held accountable for that discipline will be more diligent in applying excellence to their studies and other aspects of their lives including home, school, and society. Therefore, we have a high expectation of students and parents following the dress code as an element of Central Day School. It is expected that parents and students are diligent about dressing in a manner that will honor and glorify God.

If a student is in violation of dress code, an “Out of Uniform Report” will be issued for students’ and parents’ understanding. This constitutes a warning. Repeated offenses will result in the student missing class until the parent brings appropriate attire to the school for the student to wear. At that time the student will be allowed to return to class. An ongoing uniform issue can result in the reduction of conduct grades and possibly more serious actions if such disregard constitutes a refusal to conform to the standard set by the school.

Our objective is to maintain an orderly environment for education, as well as to maintain consistency and excellence of appearance with our students. Uniform guidelines and policies may be subject to change during the school year at the discretion of the administration if such changes are needed.

CDS General Uniform Guidelines

Children in kindergarten through eighth grade are required to wear uniforms. The CDS uniform vendor is Dennis/Larose. All uniform clothing items except shoes and socks must be purchased from Dennis/Larose. Shoes and socks must meet certain color and design criteria as specified in the General Uniform Guidelines. In the store and on-line, please make sure you purchase only the items that are specified as CDS uniform items. The website to purchase uniforms is www.dennisuniform.com. Parents will be kept informed of special discount offers from Dennis/Larose to help you save on your purchases. All Dennis uniform items purchased for 2009/2010 are still acceptable for the 2010/2011. In addition, a few new items have been added. **Uniform shirts from previous vendors have been dropped from the uniforms guidelines and will no longer be acceptable.**

I. Special Notes for Uniforms – Students are expected to comply with all special notes.

A. Special Clothing Notes for All Students:

- Clothing must be neat, clean, modest, hemmed and free of excessive wear.
- Clothing must be the appropriate size, not baggy or tight.
- All tops and classroom outerwear must have a CDS logo.
- Turtleneck shirts are not allowed.
- Sweater vest must be worn with a solid shirt.
- Coats and jackets other than CDS logo items should not be worn inside the classroom/building.
- All students other than kindergarteners and first graders are to wear solid black, brown, khaki, or navy belts with pants or shorts that have belt loops.
- All belts must be purchased from Dennis.
- Boots may only be worn with pants. Heels may not be higher than one inch. Pants must be worn outside the boot.
- Undershirts must be solid white without graphics or writing.
- Long sleeve shirts may not be layered under short sleeve shirts.
- Students must wear solid colored socks. Socks must be of such length they can be visible above the top of the shoe.

B. Special Clothing Notes for Girls:

- Shorts and skorts must be no shorter than 3" above the top of the knee.
- Skirts and jumpers must be no shorter than 2" above the top of the knee.
- Navy and plaid jumpers must be worn with a white or yellow blouse with CDS logo. Jumpers may not be worn with a polo shirt.
- Tights must be full length. No leggings or footless tights. Tights should not be worn with socks.
- Polos, button-down shirts, and peter-pan blouses must be tucked in. Girls' fitted blouses may be worn untucked; however, shirt tails of blouses may not show beyond the hem of sweaters, vests and sweatshirts.

C. Special Clothing Notes for Boys:

- Ties for boys in grades K – 8 are optional, but may be requested for special events when representing the school. For boys in grades K – 5, the tie may be solid navy from Dennis/Larose or navy with a narrow gold stripe from Dennis/Larose. For boys in grades 6 – 8, the tie must be navy with a narrow gold stripe from Dennis/ Larose.
- Ties may not be worn with shorts or polo shirts.

II. Shoes and Socks

A. Girls' Socks and Tights

- Solid (no decorations or emblems) navy or white ankle, crew or knee length socks must be worn. Socks must show above the top of the shoe.
- Solid navy or white tights without texture or patterns may be worn instead of socks. Tights must be full length - no leggings.
- Sock and tights may not be worn together.

B. Girls' Shoes

- Shoes must be black, brown, navy, white, grey, or tan or a combination of these colors – no other shoe colors are allowed.
- Shoe trim colors must be black, brown, navy, white, grey or tan or a combination of these colors – girls may have light blue trim on their shoes - no other trim colors are allowed.
- Shoe laces must be black, brown, navy, white, grey, or tan – no other lace colors are allowed. Laces must be tied.

- **Soles of shoes, shocks, any other emblems or logos** must be black, brown, navy, white, grey, or tan - **no** other colors are allowed.
- Shoes may not be plaid or other patterns, have glitter, sparkles, wheels or lights.
- Shoes must be closed toe and heel. (no clogs, flip-flops or sandals)
- Shoe heels may not be higher than one inch.
- Athletic shoes may not have air shocks higher than one inch.
- Shoes for PE for grades K – 5 must meet the above/color design requirement. Students in grades 6 – 8 may wear special athletic shoes approved by the PE teacher.
- Boots may be worn with pants. Heels may not be higher than one inch. Pants must cover the top of the boot.

C. Boys' Socks

- Solid (no decorations or emblems) black, navy, or white ankle, crew or knee length socks must be worn. Socks must show above the top of the shoe

D. Boys' Shoes

- **Shoes** must be black, brown, navy, white, grey, or tan or a combination of these colors – **no** other shoe colors are allowed.
- **Shoe trim** colors must be black, brown, navy, white, grey or tan or a combination of these colors.
- **Shoe laces** must be black, brown, navy, white, grey, or tan – **no** other lace colors are allowed. Laces must be tied.
- **Soles of shoes, shocks, any other emblems or logos** must be black, brown, navy, white, grey, or tan - **no** other colors are allowed.
- Shoes may not be plaid or other patterns, have glitter, sparkles, wheels or lights.
- Shoes must be closed toe and heel. (no clogs, flip-flops or sandals)
- Shoe heels may not be higher than one inch.
- Athletic shoes may not have air shocks higher than one inch.
- Shoes for PE for grades K – 5 must meet the above/color design requirement. Students in grades 6 – 8 may wear special athletic shoes approved by the PE teacher.
- Boots may be worn with pants. Heels may not be higher than one inch. Pants must cover the top of the boot.

III. General Appearance for Girls and Boys

A. Girls' Appearance (hair, hair accessories, make-up, etc.)

- **Hair ribbons, head bands, scrunchies, pony tail holders, and barrettes should be simple, inconspicuous, and in keeping with the uniform colors.** Colors must be solid navy, white, black, brown or CDS plaid from Dennis/Larose **without** writing or other decoration – no other colors are allowed. Students are not allowed to wear head scarves or hats in the building and may only be worn on cold weather days outside.
- Hairstyles that are considered “fashion fads” or distractions from learning and coloring techniques other than those considered natural hair color are not allowed.
- For safety reasons, no jewelry, other than watches, medic-alert bracelets, and simple earrings are allowed for girls in grades K – 5, this includes necklaces, bracelets and rings.
- Girls in grades 6 – 8 may wear simple necklaces with **small Christian symbols** and **promise or purity** rings. Other necklaces and rings are not allowed. Necklaces must be removed for P.E.
- Jewelry may not be worn in any pierced body part except the lower lobe of the girl's ears. Only **one** pair of simple, non-dangling earrings may be worn by girls. The diameter of hoop earrings must be small so that a student's finger could not get caught in it.
- If a student fails to adhere to the jewelry code, the jewelry will be collected from the student and must be retrieved by the parent from the teacher.

- Make-up, nail polish, and false finger nails are not allowed for girls in grades K – 5. Only tasteful, minimal make-up and nail polish in neutral/skin tone colors is allowed for 6th - 8th grade girls.
- Tattoos, including stick-ons, are not allowed.
- Hats and head scarves may not be worn in the building and may be worn outside at recess only during cold weather.
- All garments should be labeled inside with the student's name.
- Students are expected to comply with all special notes in the dress code.

B. Boys' Appearance (hair length, etc.)

- Boys' hair length should not touch the collar of the polo style shirt and should not touch the eyebrows. Hair should be neatly trimmed and groomed with a conservative style. Coloring techniques other than those considered natural hair color are not allowed. Acceptability will be at the sole discretion of the school administration.
- Boys are to wear no jewelry other than watches and medic-alert bracelets. This includes earrings, necklaces, and bracelets. If a student fails to adhere to the jewelry code, the jewelry will be collected from the student and must be retrieved by the parent from the teacher.
- All garments should be labeled inside with the student's name.
- Hats and head scarves may not be worn in the building and may be worn outside only at recess
- only during cold weather.
- Tattoos, including stick-ons are not allowed.

IV. PE Uniforms for Girls and Boys

- Uniform shorts and pants with uniform shirts for grades K – 5. Middle school students in grades 6 – 8 are required to wear a uniform (shirt and shorts) that is issued by the school.
- Girls in grades K- 5 should wear uniform shorts underneath jumpers and skirts on PE days.

V. "Out-of-Uniform Day" Guidelines

The administration may designate specific days throughout the school year as "out-of-uniform days." On these days students must adhere to the out-of-uniform guidelines. Out-of-uniform days are not opportunities to dress shabbily, but to dress neatly in a different style of fashion. Clothing must be modest, in good taste, and not provide a source of distraction. If inappropriate clothing is worn on an out of uniform day, a parent will be contacted to bring appropriate attire to the school before a student can return to class. A student who chooses to repeatedly violate the out-of-uniform guidelines may lose the privilege to participate in future out-of-uniform days.

Examples of some items that are not acceptable on an "out-of-uniform" day include:

Girls:

- Short shorts, short skirts and short dresses (**the same uniform length standards apply on-out-of uniform days**)
- Spaghetti strap shirts and dresses
- Halter and tube tops
- Tops which expose the midriff area
- Shoes with heels higher than one inch for safety reasons

Boys:

- Tank and muscle shirts
- **Boys and Girls:**
- Hats and head scarves
- Sagging shorts/pants
- Clothing printed with inappropriate writing, images, or political statements
- Clothing that is ripped, tattered, has holes or is dirty.
- Flip-flops for safety reasons.

Examples of a few items that are *acceptable* on an out-of-uniform” day include:

Girls:

- Capri and crop pants
- Dresses and skirts of appropriate length
- Hair ribbons and accessories that are non-uniform colors
- **Girls and Boys:**
- Jeans and hemmed jeans shorts in good condition
- Shoes that are non-uniform colors (no flip-flops)
- Team t-shirts
- Many additional items may be worn but must be appropriate for a Christian school

The general guidelines for girls regarding jewelry will apply on out-of-uniform days due to safety reasons.

VI. Jeans Day

Certain days may be designated as “jeans day.” On jeans day students are permitted to wear jeans, capri jeans, and hemmed jeans shorts of appropriate length. These should be worn with a CDS uniform shirt, CDS activity shirt, or a CDS spirit shirt. Jeans must fit at the waist and be worn with a belt if they have belt loops. All jeans must be in clean and in good condition - not ripped, tattered, or with holes.

VII. Dennis/Larose Purchasing Information

- In-store – 6935 Appling Farms Parkway, Memphis - Directions from I-40, take the Whitten Rd. north exit (exit 14) / turn right at the 1st stop light by Burger King / Larose store is on the right.
- On-line @ www.dennisuniform.com – **Enter school code: MTCDS**
- Store Phone – (901) 386-4231 or National Customer Service (800) 854-6951
- Fax – (901) 387-1721

Drop-Off and Pick-Up Policy

School begins at 8:15 a.m. and is dismissed at 3:15 p.m. Morning car line begins at 7:45 a.m. and afternoon carline begins at 3:20 p.m. The school cannot assume responsibility for students prior to 7:45 a.m. or later than 3:30 p.m. (or until the time of the end of carline.) Parents’ cooperation is necessary in this matter for the safety of the students and for the care of the school facilities. Parents who must have their child at school before 7:45 a.m. and/or pick up the child after 3:30 p.m. must make arrangements with Central Learning Center or make other provisions for care of the student. Central Learning Center has excellent before and after school care for children from 7:00 a.m. until 6:00 p.m. All students who do not attend Central Learning Center’s after school care program are required to exit the building at dismissal time unless involved in an after school sponsored activity. A student may not re-enter the building after dismissal without the permission of the on-duty teacher or a school administrator. **Parents who enter the building after dismissal must enter through the main door of the Education Building and sign in at the information desk or present a CDS Parent Pass.** A CDS Parent Pass may be obtained on Orientation Day or in the school office.

Only parents or other authorized persons who are listed on the student’s emergency card are allowed to pick up children. Authorized persons must be prepared to present photo identification when picking up a child. **Any child that is not picked up in the car line can only be picked up in the office. For safety and security no parent or representative will be allowed to take children in the hallways or any other place.**

Late Pick-Up Fee

A student who is not picked up within 15 minutes of the scheduled dismissal time will be brought to the school office. The student must then be picked up in the school office. There will be a late pick-up charge

of \$1.00 per minute for each minute that exceeds the scheduled dismissal time by 15 minutes. Parents will be invoiced for all applicable late charges.

All parents or their representatives are expected to follow the prescribed procedures for drop-off and pick-up of children. These rules are for safety and security and are fair to all. Your cooperation is necessary for the orderly pickup for all concerned as well as a witness to our students that we are all subject to rules and regulations for the common good of everyone. Lack of cooperation unnecessarily compromises safety and security as well as disrupting the order of others. Continued lack of cooperation can result in consequences up to and including dismissal of students from Central Day School.

Elevators

The elevators located in the building are not for student use before or during school or at dismissal time. Students who are disabled due to an injury or illness may use the elevator only with the permission of a teacher or administrator.

Emergency Procedures

Periodic fire drills, tornado drills, earthquake drills and/or other emergency drills will be conducted. Central Day School has developed a Crisis Management Plan which will be implemented in case an emergency situation should arise during the school day. Teachers and students are instructed as to proper procedures to follow as the circumstances warrant.

Extracurricular Philosophy

Extracurricular activities are an important part of the school experience and student development for all grades. Extracurriculars include athletics, performing arts, and other activities sponsored by the school and related to the school program but taking place after school hours. Appropriate use of that 'developmental tool' varies with age, however. Academics remain the priority for a student's time and attention. Choices about extracurricular participation should be made by parent and child together, keeping academic priorities in mind. In certain cases, the school may limit a student's participation in line with this priority.

Participation in Extracurricular Activities

1. Students who do not attend school at all on the day of any school sponsored activity may normally not participate in that day's school activity. A student must be present for four full periods to participate in extracurricular activities (i.e. athletic contests, band, choral concerts, drama, etc.).
2. Students must maintain a C average or higher in all subjects in order to participate in extracurricular activities. Any student whose grade falls below a C average will be disallowed from participating until the grade is brought back up to at least a C average.
3. A student who is on suspension may not participate in ANY school activities during the suspension period.
4. Any student whose quarterly conduct grade is an N or U may not participate in school-sponsored extracurricular activities.

Field Trips

Educational research confirms that effective education balances facts, application, and experience. High educational achievement includes opportunities for students to implement and practice what they learn academically, socially, and spiritually.

Our field trips are considered part of our learning objectives which supplement our in-school learning objectives. They are not considered extracurricular or optional. All students are expected to attend these field trips and programs as a part of the regular curriculum. Because of the importance we place on these activities, CDS reserves the right to lower the student's grade in a particular discipline for non-attendance if he/she does not have an excused absence.

Teachers will plan field trips, normally not to exceed three per year. Parents and adult sponsors

participating in recreational, social, and educational activities should chaperone the students at all times and must assume the responsibility of seeing that the students conduct themselves properly. **For this reason, siblings will not be allowed on field trips.**

A signed field trip permission form must be on file with the school before a student is allowed to attend a field trip. Parents must complete a blanket permission form for field trips before school begins. Parents will receive ample notification regarding field trips. If a parent chooses for their child not to participate in a field trip, notification must be providing in writing to the teacher and arrangements must be made in advance with the teacher for an alternate activity that provides an educational experience for the student. A field trip day is considered a regular school day.

For all field trips outside of the immediate Memphis metropolitan area, parents will be required to sign a medical release form.

Parents may be required to sign additional release forms depending on the field trip venue.

Because of the Tennessee law requiring proof of insurance and for the protection of all drivers and passengers, we require a copy of a valid driver's license and proof of current insurance to be on file in the school office 72-hours prior to the field trip for anyone driving on a field trip.

All children must be properly restrained and secured at all times while they are in a vehicle on a school-sponsored trip in compliance with the child restraint laws of Tennessee (Tennessee Code Annotated 55-9-602) based on age, height, and any additional specifications prescribed by law. All adults must wear seatbelts at all times while they are in a vehicle on a school-sponsored trip. Drivers are expected to obey all traffic laws and parking regulations.

Parents who drive on field trips are expected to leave and return to school with the same group of children. Parents who agree to chaperone field trips should not smoke in vehicles while transporting children. Parents should avoid the use of cell phones while driving and should not text while driving. It is safer to pull over in a safe area and make a call or text while stopped.

Students and chaperones are not allowed to purchase souvenirs or gifts on field trips without the permission of the teacher.

Fundraising

All school fundraisers or collections of funds must be approved by the principal. **Central Day School does not allow "door-to-door" fundraising.**

Grading Policies

The school year at Central Day School consists of two semesters with two quarters in each semester. Each quarter consists of approximately nine weeks each. Grades are issued by report cards at the end of each quarter. Progress reports are issued mid-quarter for students whose work is deficient (below a C average.) Grades may be viewed throughout the school year online at TeacherEase.com.

Academic Grading

Grading Scale

The following scale will be carried out for graded subjects from First Grade through Eighth Grade:

A - Excellent	95-100
B - Good	86-94
C - Average	76-85
D - Below Average	70-75
F - Below Acceptable Standards	Below 70

Honor Roll

The following is an explanation of Honor Roll for grades 1 – 8: First grade begins Honor Roll recognition during the second semester. A student who makes all A's and does not make a grade below "S" in an ungraded class and no conduct grade below "S" will be on First Honor Roll. A student who makes all A's and one B and does not make a grade below "S" in an ungraded class and no conduct grade below "S" will be on Second Honor Roll.

Special Classes Grading

Progress in the ungraded subjects:

E - Excellent G - Good S - Satisfactory
N - Needs Improvement U - Unsatisfactory

Progress reports are also issued to kindergarten students.

Retention

A student may be retained in the current grade if he/she is not able to work independently at grade level or if a final grade of F is attained in 2 or more core subjects, or an F with more than one D in core subjects. *Core subjects are all subjects that are not considered ungraded subjects or special classes.

Report Cards Held

Report cards and records will be held at the end of each semester for non-payment of any financial obligations, including but not limited to: Central Day School tuition, Central Learning Center fees, library fines, damaged or lost school property, late pick-up fees, and lunch fees.

Conduct Grading Scale

A student's conduct will be graded on the following basis:

E - Excellent G - Good S - Satisfactory
N - Needs Improvement U - Unsatisfactory

Consequences of Unacceptable Behavior

The parents of a student whose year end conduct average grade is "N" or "U," will be required to attend a conference with the teacher, parents, and principal before being allowed to return the following year. If the student is allowed to return to school the following year, the student will be placed on behavioral probation for the following school year. A student placed on behavioral probation will be closely monitored and must show measurable improvement from the previous year. If an improvement in behavior is not achieved, the student may be dismissed from school.

Homework

While homework is an understood part of school, the idea that quantity means quality is not applicable in this area. Depending on the grade level, the time of the grading period, and the student, the amount of homework will be different. If a student seems to spend an excessive amount of time on homework, investigate these possibilities first: student procrastination with long-range assignments (e.g. projects, notebooks, book reports, etc.), improper use of study time at school, or inefficient study habits at home. If none of these seem to apply and the homework amount is frequently excessive, then please consult with the teacher.

Homework Guidelines

If utilized correctly, homework assignments can strengthen and enhance the learning process as it occurs each day in the classroom. In addition, it will have a cumulative effect that will better prepare your child for whatever college or career God is calling him/her to. Following are a few of the other, immediate benefits:

1. It provides parents with a daily opportunity to have a positive impact on their child's education and future.
2. It teaches responsibility to your child.
3. It provides a key link between home and school.
4. It reinforces skills taught in the classroom.

5. It develops study habits and time management skills needed throughout life.
6. It prepares students better for class discussion, tests, etc.
7. It facilitates understanding of new concepts.

Homework Time Frame

The average student should complete the assigned work within the following time frames:

Grades 1 through 3	15 - 30 minutes
Grades 4 through 5	30 - 60 minutes
Grades 6 through 8	60 - 75 minutes

Homework Coordination

Both home and school have responsibilities with respect to homework. We want to encourage family time and church participation. Consideration will be given to the amount homework on the nights of school sponsored events and Wednesday nights regarding church activities. We also encourage parents to plan homework slots (of grade level appropriate length) into regular afternoon or evening schedules. If no assignments come home, this time is for review, reading, and parent-child interaction.

Health

Immunizations

Students must meet all immunization requirements of the Memphis/Shelby County Health Department and the Tennessee Department of Health. Proof of the required immunizations and a physical must be provided to the school on the appropriate Tennessee Child Health Form before a student is allowed to attend school.

Individual Health Plan (IHP)

In order for the school to provide a safe and nurturing learning environment for a student who has been diagnosed with a serious health condition, an Individual Health Plan shall be developed in concert with parents, attending physicians, and school personnel. This cooperation will require a high level of communication to create an effective partnership between parents/guardians and school personnel to care for your child. In the event a student has been previously diagnosed or is diagnosed during the school year with diabetes, a life-threatening food allergy, seizures, a heart condition, or other significant medical conditions requiring an IHP, parents/guardians will be required to meet with school administration and other personnel determined to have a primary role in the development of the student's Individual Health Plan (IHP) before the child may attend school. A "Student Self-Administration Permission Form" must be completed for medications that are part of the IHP. Medic-alert bracelets are required for students who have an Individual Health Plan (IHP).

Medication Policy

If it is necessary for a student to take medication during school hours, parents must complete and sign a "**Student Self-Administration Medication Permission Form.**" This form is available in the school office.

All medication is self-administered by the student with the assistance of a CDS staff member. All medications must be taken in the presence of a member of the staff in the school office except as noted below.

Parents may provide acetaminophen (Tylenol) for a student to self-administer; however, we require the parent to provide the medication in the original, labeled container with the child's name affixed and to complete the Student Self-Administration Medication Permission Form in order a child to take this medication. Furthermore, for students who take any medication (prescription or over-the-counter), parents must provide the school with medication in its original container with the child's name affixed, and must have a signed Student Self-Administration Medication Permission Form on file in the office.

Students are not allowed to have access to any medicine without the teacher's knowledge.

Procedure for Administration of Medication:

1. All medication must come to school in its original, labeled container. The empty container or any unused medication will be returned to the parents at the end of the administration period.
2. Prescription and over-the-counter medication will be given only according to the labeled instruction on the container.
3. The signed Student Self-Administration Medication Permission Form will be kept on file in the school office.
4. No medication will be kept by the student or classroom teacher except for inhalers in compliance with the CDS Asthma/Respiratory Condition Protocol and medications in compliance with a student's IHP Action Plan.
5. Over-the-counter medication must have the student's name affixed to the container.
6. Students will go to the office to take medication. All medication must be self-administered by the student with the assistance of a CDS staff member and is taken in the presence of a CDS staff member.
7. A record of the administration of medication will be kept on file in the school office.
8. Medication will be kept in a locked area of the school office.

Parents of students who have been diagnosed with asthma are required to follow the procedures for Central Day School's Asthma Management Protocol in order for a student to keep an inhaler in their possession and self-administer an inhaler at school in compliance with Tennessee state laws.

Medic-alert bracelets are recommended for students who have serious medical conditions or severe allergic reactions.

The parents of the child must inform the school administration or teacher of any changes in the child's health status or change in medication.

Library

Students may check out books during their regular weekly library period. During the first semester, kindergarten teachers will check out books for their students to keep in the classroom. The second semester, kindergarten students are allowed to check out books to take home. Students in grades 1 – 5 must return books within one week of the checkout date. Students in grades 6 – 8 must return books within two weeks of the checkout date. The fine for an overdue book is five cents per day per book. Students in grades 2 – 8 may check out videos/DVDs for one week. The fine for overdue videos/DVDs is five cents per day per item. Library fines are not charged when a student has an excused absence from school. Overdue notices and /or owed notices will be sent weekly in each student's Tuesday Informer envelope. All school library books and videos/DVDs must be turned in before a student can receive his or her Report Card at the end of each semester. Other fines will be assessed for damaged or lost books.

Limit of Academic Service

Central Day School is a rigorous education designed to provide a strong academic foundation with a Christian worldview for future leaders who are college bound. We are able to make reasonable accommodations for those with learning differences within the scope and boundaries of our current available resources.

Teachers address diverse learning styles and accommodate a range of ability levels in a normal classroom setting. They are also willing to meet with students and parents by appointment to provide

additional assistance when needed. CDS is not responsible for hiring additional personnel or to require existing personnel to perform duties beyond the scope and training of their position.

It is the responsibility of the parent to inform the principal and all relevant classroom teachers of their student's learning differences that might require modifications and accommodations prior to the beginning of each school year or ones that might be discovered during the course of the school year. The request for modifications and accommodations will be considered to determine if the student's needs can be met in the normal classroom setting and how those needs can be met in order to best assist the student.

If, with reasonable modification and accommodation in a normal classroom setting, a student remains more than two levels below grade level by 5th grade in two academic areas and exhibits consistently failing grades in two or more subject areas, the parent will be responsible for finding appropriate placement for the student other than Central Day School.

Lockers

Lockers and locks for lockers are provided for middle school students. Students may not put their own locks on lockers. Student's lockers are to be kept orderly. **Lockers are the property of the school and are subject to inspection by teachers or administration at any time. Backpacks should be zipped up and hung neatly on coat hooks. Backpacks, book bags, and purses are also subject to inspection by teachers or administration when there is probable cause.** Students will be assessed \$15 for a lost lock. Reports cards will be held until this fee is paid.

Lost and Found

Items that are found should be turned in to the school office. Lost items may be claimed in the school office. Parents should label jackets, coats, sweaters, book bags, and lunchboxes with the student's name. Items that are unclaimed at the end of the semester will be donated to charity or discarded.

Lunch

Parents are responsible to send a lunch to school with their child or purchase a lunch from school. If a parent forgets to send a lunch for the child, the school will provide a lunch at a \$5.00 charge to the parent. Payment should be made within the week. Students are not allowed to call for parents to bring lunches. Sharing or exchanging lunches is not permitted. Students are not allowed to heat or refrigerate lunches, so lunches must be packed accordingly. Students are not allowed to bring carbonated beverages to school. Beverages and food should not be sent in glass bottles or containers. **Drinks with red food coloring are not allowed in the classroom for lunch, snacks or parties.** These include red colored Kool-aid, Gatorade or Hi-C fruit punch, etc. Red drink stains cannot be removed from the flooring. Parents are welcome to have lunch with the student after signing in at the school office.

Students are encouraged to bring healthy snacks and lunches to school. Research shows that students who eat well-balanced meals tend to stay better focused on tasks including school work. Examples of healthy snacks include fruits, raw veggies, trail mix, etc. Healthy lunches can be a sandwich with fruits and veggies.

Middle School Policies

Certain policies and procedures may pertain only to the Central Day School middle school, grades 6 – 8. Those particular policies and procedures are distributed in writing to middle school families as an addendum to this handbook.

Parking on Campus

Students enter the kindergarten stairwell door on the southwest side of the Education Building in the morning for drop-off. Students are picked up in the afternoon in designated areas determined by grade. A traffic pattern, including specified parking areas, will be established that parents are expected to follow. Should it become necessary for parents to come during the school day, parents should park in the west parking lot and enter using the main entrance to the Education Building. Parents should not park in the loop near the main entrance except for emergency pick-up, loading and unloading only.

Parents should not park in the loop on conferences days or during parties. Parents must comply with all local and state laws regarding parking on campus.

It is important for the safety of all concerned as well as for the orderly conduct of the ministry of all aspects of Central Church that parents follow these guidelines for vehicle use on church/school grounds. Failure to cooperate creates disagreements and divisions with other parents as well as compromises safety and security. Offenders will be asked to comply. Refusal to cooperate can result in actions up to and including dismissal from school.

Parties

Class Parties: In grades K – 5, there are three class parties each year: Christmas, Valentine’s Day, and End of the Year. We do not observe Halloween. Middle school students will have activities during these party times that are age appropriate. Parents participating in class parties should supervise the students at all times and must assume the responsibility of seeing that the students conduct themselves properly. **For this reason, siblings will not be allowed at class parties.**

We observe only the true meaning of Christmas and Easter.

Class parties are planned by room parents working in conjunction with the classroom teachers. All party activities must be approved by the teacher in advance of the party. Parties should be planned where there is parity between the two sections of the same grade level.

Birthdays Parties: Students may celebrate their birthday at school during lunchtime with a simple treat to share with the entire class such as cookies, cupcakes, popsicles, etc. Parents should always check with the teacher **first** to avoid conflict with another previously planned activity. **Please refrain from sending pizza, balloons or favors.** Also, do not send party invitations to be handed out in the classroom unless all of the students, or all of the boys or all of the girls are invited.

Parents who are planning parties or sending birthday treats to school should be aware that some students in the class may have food allergies. Parents should work with the teacher to make sure those allergic students are not exposed to their allergens.

P.E.

All students have P.E. class. Please refer to the dress code section for appropriate attire. If a student cannot participate in P. E. for any reason, the teacher must receive a written request or email from the parent and/or doctor in order for the student to be excused. The request should also include the date a student may resume P.E.

Phone Usage at School

1. Students will not be called to the telephone except in the case of an emergency.
2. Parents are requested not to call in a message for the student unless it is urgent.
3. Students may not use the classroom telephone, office telephone or church telephones without permission from school personnel. **This includes calling for forgotten lunches, text books, library books, homework, etc.**
4. Cell phones — Since all communications with students should be done through the school office, there is no need for a student to use a cell phone during the school day. Therefore, all student cell phones should be turned off upon arriving at the school and kept in their backpacks. **Students are not to have cell phones and cell phone accessories out during the school day.** Faculty or staff will confiscate any cell phone in a student’s possession during school hours. Any cell phone taken from a student will be returned to parents in the school office at the end of the day. Repeated violations would constitute disruptive behavior and will be dealt with accordingly. **Any communication whether text, voice mail, or other that occurs during or relevant to the school day may be reviewed by the administration.**

Policy Limits

CDS discipline guidelines apply to students while they are on campus, on Central Day School operated vehicles, or at recognized school functions including field trips. While behavior at other times or places is an individual and parental responsibility (and not the school’s), behavior that impairs the testimony of the school cannot be ignored. Therefore, our response to improper behavior occurring outside the

normal jurisdiction of the school will be evaluated based on its severity and the impact on the school's reputation.

Any behavior considered by the administration to be detrimental to the mission and purpose of Central Day School or Central Church may result in consequences up to and including dismissal at the sole discretion of the administration.

Program Attendance

Our music and drama programs are considered part of our learning objectives which supplement our in-school learning objectives. They are not considered extracurricular or optional. There are programs that will require the children's attendance at times other than regular school hours. Preparation for these programs is done in large part in the music class. All students are expected to attend these programs as a part of the regular curriculum. Because of the importance we place on these activities, CDS reserves the right to lower the student's grade in a particular discipline for non-attendance if he/she does not have an excused absence. An excused absence may be granted with advance written notification or in emergency situations such as student illness, injury, or family emergency.

Privacy

To protect the privacy of students, any photos of students, other than your own child, taken at school or during school sponsored events such as field trips cannot be used for public dissemination without the permission of the CDS administration.

Release of Records

Parents who request a student's records or any other information be released to another school should obtain a Release for Request of Student Information Form from the school office. The form must be completed, signed, and returned to the school office before records can be released. In addition, all financial obligations must be met before any records will be released.

Science Lab

Use of the Science Lab, its equipment, and materials is prohibited by students unless under the supervision and direction of a teacher. Rules and procedures established for the safety and protection of students must be followed at all times. Any student who does not comply with these rules and procedures will be subject to disciplinary action by the teacher, or administration.

Sports

Students in grades 1 - 8 will have the opportunity to participate in a variety of sports through league play. The types of sports offered may vary based on the ages and interest level of students. Notification of sign-up dates and fees is in the Tuesday Informer newsletter.

Sick Child Policy

Parents will be contacted by the office staff when it is determined your child is unable to function at school due to illness. Any child who has a fever of 100 degrees or more, is vomiting or has diarrhea will be sent home. The child needs to be picked up within an hour. If a parent cannot be reached promptly, the office will contact the persons listed as emergency authorized persons to pick up your child. **Children must be free of fever, diarrhea, vomiting, etc. for 24 hours without medication for such before being readmitted to school.** If a student has a rash, the child will be removed from the class until a physician has diagnosed the child as non-contagious. When a student is absent, parents should contact the school by phone or email at cdsattendance@centraldayschool.com and notify the office of the reason for the absence. **For illness, just as any other absence, a child should have a note from the parent stating the dates and reason for the student's absence; otherwise, the absence could be classified as unexcused.**

Traffic Pattern & Vehicles on Campus

On any given day there are a minimum of 700 children involved in the ministries of Central Church and Central Day School. On some days, children and adults will total more than 1000. These activities generate a substantial amount of vehicular traffic with various timing and purposes. **Central Church**

and Central Day School are very serious about maintaining the safety of all our students and visitors. Additionally, we are very serious about maintaining order and keeping the traffic flowing for everyone involved. This means that everyone has to yield to the greater good of all in obeying the rules and guidelines set forth.

Parents must observe the set school traffic pattern for drop off and pick up handed out on Orientation Day as well as being available in the office and on the website. This ensures the safety of students and others on the church and school campus. Your cooperation is necessary for the smooth flow of traffic for all concerned as well as a witness to our students that we are all subject to rules and regulations for the common good of everyone. Lack of cooperation unnecessarily compromises safety and security as well as disrupting the order of others. Continued lack of cooperation can result in consequences up to and including dismissal of students from Central Day School.

Withdrawal Policy

In the event it is necessary for a student to withdraw from Central Day School, parents should immediately notify the office in writing to make arrangements. Records will be forwarded to the student's new school upon their request, once all requirements for departure from Central Day School are fulfilled.

***** Please Note *****

The administration of Central Day School reserves the right to change any policy or procedure at any time at its sole discretion. Normally such changes will be provided in writing; however, failure to provide such notification does not negate CDS from altering any policy or procedure.