



**2020-2021
PARENT/STUDENT HANDBOOK**

Please note that the *Parent/Student Handbook* is not a contract.

LCDS has full discretion in the interpretation of the rules and policies that are described in it, and the right to change the rules and policies at any time.

Revised 08/31/2020

Loudoun Country Day School does not discriminate on the basis of race; color; religion; sex; sexual orientation; gender identity; marital status; age; veteran status; national origin; or pregnancy, childbirth, or related medical conditions.



Loudoun Country Day School is a 501(c)(3), nonprofit, educational institution.

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2020-2021 School Calendar

August	28	Friday	New Faculty Orientation
	31-Sep 4	Mon.-Fri.	Faculty Workdays - No Classes
September	7	Monday	Labor Day - No Classes
	8	Tuesday	Orientation for PS, PK, K, 6 th , and all New Students
	9	Wednesday	First Day of Classes
October	12	Monday	Columbus Day - No Classes
	13	Tuesday	Professional Development Day - No Classes
	23	Friday	Parent-Teacher Conference Day - No Classes
November	25-30	Wed.-Mon.	Thanksgiving Holiday - No Classes
December	1	Tuesday	Classes Resume
	21-Jan. 1	Mon.-Fri.	Winter Break - No Classes
January	4	Monday	Classes Resume
	18	Monday	Martin Luther King, Jr. Day - No Classes
February	8	Monday	Winter One-Hour Delayed Opening
	15	Monday	President's Day - No Classes
	16	Tuesday	Professional Development Day - No Classes
March	8	Monday	Faculty Workday - No Classes
	9-12	Tue.-Fri.	ERB Testing Week
	29-Apr 5	Mon.-Mon.	Spring Break - No Classes
April	6	Tuesday	Classes Resume
May	7	Friday	Grandparents' Day - Noon Dismissal
	31	Monday	Memorial Day - No Classes
June	10	Thursday	Last Day of Classes - Noon Dismissal
	11	Friday	Closing Exercises - 11:00 a.m.
	14-18	Mon.-Fri.	Faculty Workdays - No Classes

HISTORY and PHILOSOPHY

Loudoun Country Day School in Leesburg, Virginia, is an independent, nonprofit, nonsectarian, coeducational school comprising prekindergarten through eighth grade. Founded in 1953 and incorporated in 1959, it serves Loudoun and adjoining counties. The responsibility for the daily operations of the school is entrusted to the headmaster. The ultimate governance of the school is the charge of a board of trustees, most of whom are parents of current or former students or are alumni.

The purpose of Loudoun Country Day School is to educate and develop each student academically, physically, artistically, socially, and emotionally. We believe that the formative elementary and middle school years of a child's development are vital, and we are privileged to engage the process during the period when an individual's potential for learning is at its highest. Our goal is to discover each child's potential and develop it as much as possible through a robust educational program, an excellent student-teacher ratio, attention to individual needs, teaching methods that vary according to instructional objectives, and an atmosphere of respect and love.

Our academic program emphasizes the development of strong basic skills in communication: reading, writing, speaking, listening; reasoning: mathematics, science, technology; culture: history, art, music, drama, and foreign languages. We strive to develop our students' abilities to think creatively and critically, and to become independent thinkers and effective problem solvers. Believing in the ancient Greek idea of a sound mind in a sound body, we are proud of our physical education and athletic programs, particularly our emphasis on skill development, teamwork, sportsmanship, and the importance of exercise in leading a healthy, productive life. The major strength of our program resides in the faculty. Our teachers are chosen for their talent, experience, professionalism, dedication, and ability to promote a nurturing environment, imbued with respect.

We expect Loudoun Country Day School students to develop as principled individuals, who respect and enjoy learning, who seek to acquire skills necessary for those higher pursuits, and who care for others, their community, and the larger world.

MISSION STATEMENT

We inspire our students to become lifelong learners, to think critically and creatively, and to lead with courage, compassion, and character.

STATEMENT OF OBJECTIVES

- I. To attract students of above average abilities;
- II. To promote the intellectual, artistic, social, emotional, and physical development of the child;
- III. To provide a safe and nurturing environment, and promote a sense of community;
- IV. To provide well-qualified and dedicated teachers who inspire a joy of learning for its own sake;
- V. To provide a rigorous core curriculum;
- VI. To provide excellent programs in foreign languages, technology, art, music, and athletics;
- VII. To enable each student to reach his or her potential through small class sizes and attention to individual needs; and
- VIII. To cultivate in each child self-esteem, a sense of moral responsibility, a love of learning, and a passion for excellence.

PARENTS' RIGHTS AND RESPONSIBILITIES

RIGHTS

1. Parents have the right to be treated respectfully.
2. Parents have the right to be periodically informed of their child's educational progress and to be informed in a timely manner any time that performance deteriorates significantly.
3. Parents have the right to schedule meetings with teachers to discuss their child's educational progress, independent of the regularly scheduled parent/ teacher conferences.
4. Parents have the right to be informed of the specific communication channels they should follow with their child's teachers and administrators.
5. Parents have the right to be informed of major student assignments, assessments and class events in a timely manner.
6. Parents have the right to receive acknowledgement of any of their inquiries within one business day.
7. Parents have the right to be notified of extended teacher absences and the name and contact information of the replacement teacher.
8. Parents have the right to be trusted to be motivated by a sincere concern for their children and a commitment to the LCDS mission.

RESPONSIBILITIES

1. Parents have the responsibility to treat teachers and staff respectfully.
2. Parents have the responsibility to support their child's education at home and to keep informed of their child's progress and the dates of major assignments, assessments and class events.
3. Parents have the responsibility to use established, published communication channels when communicating questions or concerns.
4. Parents have the responsibility to acknowledge and respond appropriately, in a timely manner, to communication from teachers.
5. Parents have the responsibility to ensure that their child arrives at school on time and to notify teachers at least one week in advance of planned student absences.
6. Parents have the responsibility to monitor, as best they can, any of their child's online communications that make reference to any LCDS students and employees.
7. Parents have the responsibility to share with teachers and/or administrators information about incidents or social dynamics that negatively affect their child and/or the school environment.
8. Parents have the responsibility to trust administrators and teachers to be motivated by a sincere concern for the well-being of the students and a commitment to the LCDS mission.

GENERAL POLICIES AND PROCEDURES

COMMUNICATION OPTIONS

School Office: (703) 777-3841
FAX: (703) 771-1346
Website: www.lcds.org
Faculty E-mail*: FirstName.LastName@lcds.org
Address: 20600 Red Cedar Drive
Leesburg, Virginia 20175

ACCREDITATION

LCDS is a member of the National Association of Independent Schools, Independent Education, the Secondary School Admission Test Board, and the Educational Records Bureau. LCDS is accredited by the Virginia Association of Independent Schools (VAIS), an organization recognized by the Virginia Board of Education. We completed our most recent re-accreditation process in November 2013 and the Membership Committee of VAIS then voted unanimously to extend full re-accreditation to LCDS.

ADMISSIONS

LCDS accepts applications throughout the year. The admissions' season generally runs from November through February, as applicants for the next school year are encouraged to apply by February in order to complete the process at the same time that reenrollment offers are made to current students. LCDS also accepts applications for immediate enrollment, provided there is space in the grade to which the student is applying.

The preschool application process consists of attendance at an activity session led by lower school teachers and submission of a recommendation. The prekindergarten application process includes the completion of a developmental screening test administered at LCDS by LCDS staff, submission of a recommendation and a day care center transcript (if applicable), and attendance at an activity session. The kindergarten process includes the submission of WPPSI or WISC-V test results, submission of a recommendation and transcript (if applicable), and attendance at an activity session. The first through eighth grade process includes the submission of WISC-V test results, submission of a recommendation and transcript, and a full day school visit that includes attending several classes and completing several LCDS developed language arts and math assessments.

WPPSI and WISC-V test results must be no more than one year old and have been administered by a licensed clinical psychologist. LCDS maintains a list of recommended psychologists. An admissions committee reviews each application and makes admissions recommendations to the headmaster.

SCHOOL DELAYS AND CLOSINGS

Though LCDS takes into consideration the decisions of Loudoun and Fairfax County public schools regarding school delays and closings, we reserve the right to make independent decisions and have done so on numerous occasions. Any delays or closings will be announced by email, as well as text or voicemail for those who sign-up for that service. It will also be posted on WTOP Radio, Fox News, ABC News, NBC News, the LCDS website banner, and on the school's voicemail system. On any occasion that we are open, but your road is impassable, please contact your division director.

SCHOOL DAY

Regular arrival time starts at 8:00 am. Students are considered tardy if they are not in their homeroom when attendance is taken (8:15 am for middle school students and 8:25 am for lower school students).

Classes begin promptly at 8:20 am for middle school students and 8:30 am for lower school students. Preschool classes end at 11:30 am on Tuesday, Wednesday and Thursday and prekindergarten classes end at Noon every day. Classes for all other students end at 3:10 pm (2:10 pm on Fridays). Students are then sent to their respective dismissal areas. The dismissal process takes place from 3:20 pm to 3:40 pm.

TRANSPORTATION

The school provides a safe, reliable, and efficient bus transportation system for every family that wishes to use the service. A fee is charged for this service. Parents who sign-up for bus service will be given their bus driver's phone number.

Parents should notify the main office and their child's bus driver of any changes in routine transportation arrangements. If there is change in plan for a child who rides in the morning, parents are asked to call the main office and the bus driver the prior evening or before 6:30 am in the morning. If there is a change in plan for a child who rides in the afternoon, parents are asked to call the main office and the bus driver as early in the day as possible and at least one hour before dismissal. We cannot act on only the child's word about changes in routine. Parents should be as prompt as possible in picking up children at designated locations. Bus drivers are required to wait until all students are picked up before leaving each drop-off location. Parents who are late may be assessed an additional charge to cover the cost of the bus driver's overtime.

All of our bus drivers have cell phones. If there is a problem on the bus or if a breakdown occurs, the driver can have instant communication with the school. Drivers may also use the phone to call parents if there is uncertainty about the pick-up or drop-off location or time. If a parent must get a message to a child on a bus, the parent should call the main office, and we will relay the message to the bus driver. Parents should not directly call bus drivers once they have started their bus routes, unless the parents are unable to contact someone in the main office.

ABSENCES

Parents should notify their child's homeroom teacher via phone or email prior to the beginning of the school day if their child will be absent. We ask that parents make every effort to schedule vacations and regular medical and dental appointments such that they do not occur during school days. If such a circumstance occurs, parents should notify their child's homeroom teacher at least ten days in advance of any vacation plans and regular appointments that conflict with classes. It is important that the following events not be missed due to vacations or appointments:

- Team-Building Days in September (6th through 8th graders)
- Veterans' Day in November (Prekindergarten through 8th graders)
- Music Festival in December (6th through 8th graders)
- Winter Concert in December (Prekindergarten through 8th graders)
- ERB Test Administration in March (2nd through 8th graders)
- Spring Concert in May (Prekindergarten through 8th graders)
- Grandparents Day in May (Prekindergarten through 8th graders)
- Graduation Closing Exercises in June (7th and 8th graders)
- Class Field Trips

Any time a student is absent for three consecutive days or for five total days during a trimester, the division director will contact the student's parents to discuss the reason for the student's absences and develop a plan for the student to make-up missed work. The division director may require the parents to provide written medical documentation of the reason for their child's past and future absences and may require the student to stay for an hour after school on one or more days to complete missing work.

When a student is absent for any reason, it is still his/her responsibility to meet course requirements.

For example:

- It is the student's responsibility to collect classwork that was done and homework that was assigned on the day he or she was absent. This can be accomplished in several ways, including calling the school to make sure a sibling or a classmate who is a neighbor brings work home, by the parent coming to school during dismissal to pick up the work, or by calling fellow students after school.
- The student is responsible for learning the material that he or she missed. Teachers are not obligated to re-teach the material that a student missed. Parents may need to get tutoring for students who are absent for extended periods of time.
- If a project or research paper is due on the day the student is absent, it still must be turned in by the time that class meets during that day. This can be accomplished by having a sibling or classmate who is a neighbor bring the project to school, by the parent bringing the project to school or, depending on the type of project, by emailing the project to the teacher.
- If a test or quiz is given on the day the student is absent, the student should be expected to take the test or quiz the day he or she returns to school.
- If a student is absent or arrives at school after 10:00 am on the day of a school event (including athletic activities), he or she is not eligible to participate in the event, unless authorized by the division director.

TARDIES AND EARLY DISMISSALS

Parents are strongly urged to make sure their children are on time. Tardiness is detrimental to the tardy student, who misses valuable class time and must interrupt class. Tardiness is also disruptive to the classroom environment and negatively affects the educational experience of the other students. Middle school students are tardy if they are not in their homeroom by 8:15 am and lower school students are tardy if they are not in their homeroom by 8:25 am. Students who are tardy must stop by the main office when they enter the school, where they will be given a tardy slip to bring to class.

Early dismissals are also detrimental to the student being dismissed and disruptive to the rest of the class. Parents are encouraged to schedule student appointments after 3:30 pm to enable their children to remain in school for the full day. If a student needs to be dismissed early, the parent must notify the student's homeroom teacher and the main office in the morning, either through a phone call, an email, or a note sent in with the student. All students who are to be dismissed early will be sent to the main office to be picked-up, with the exception that middle school students dismissed during P.E. class must be picked-up at the gym or playing field. The person picking up a student must always come into the main office to sign-out the student. This includes the parents of middle school students being picked-up during P.E. class at either the gym or playing field.

If a student is tardy or dismissed early five times during any trimester, the division director will contact the student's parents to discuss the seriousness of the issue and importance of corrective action. If any student is tardy or dismissed early ten times in any trimester, a conference will be scheduled between the assistant head, the division director, and the student's parents to develop a corrective plan to ensure that the student arrives and departs on time in the future.

ARRIVAL PROCEDURES

No students are permitted in the school before 7:00 am. Students who arrive between 7:00 am and 8:00 am must go to the lower school STEM classroom and sign into the Morning Extended Day program. There is a charge for this program that is described in the Extended Day Program section of this

Handbook. Regular arrival time starts at 8:00 am. The following policies and principles guide the arrival process:

- All parents and students must enter the building through the main doors.
- Parents may drive to the circle in front of the school to drop-off their child or they may park their cars and walk their child into the school.
- The Headmaster and other staff are generally at the circle to welcome students, open vehicle doors and help unload belongings. Parents are urged to remain in their vehicles and allow LCDS staff to assist in unloading the students and their belongings, and to be patient when waiting for other students to disembark from buses or other vehicles.
- Parents who park and walk must park in designated parking spaces; not around the circle in front of the school, in the carpool line, on the grass, behind parked cars, in the fire lanes or crosswalks, etc. Students must always be escorted by an adult when crossing the parking lot.
- At 8:00 am, middle school students are dismissed from the STEM classroom to their homerooms. Middle school students who arrive after 8:00 am go directly to their homerooms. Middle school students are considered tardy if they are not in their homeroom when attendance is taken at 8:15 am.
- At 8:00 am, lower school students are dismissed from the STEM classroom to their grade's designated holding area. Lower school students who arrive between 8:00 am and 8:20 am go directly to their grade's holding area. In August, the location of each grade's holding area is communicated to parents. At 8:20 am, lower school students are dismissed from their holding areas to their homerooms. Students who arrive after 8:20 am go directly to their homerooms. Lower school students are considered tardy if they are not in their homeroom when attendance is taken at 8:25 am.
- Students who are going to be tardy must stop by the main office when they enter the school to receive a tardy slip to bring to class.

DISMISSAL PROCEDURES

Preschool students are dismissed at 11:30 am and prekindergarten students are dismissed at Noon from the PS/PK/K lobby. Dismissal for the rest of the students takes place at 3:20 pm (2:20 pm on Fridays). Lower school students gather in the MPR and middle school students gather in the middle school lobby. The following policies and principles guide the dismissal process:

- In August, parents are given a placard bearing their last name. They should place the placard in their right visor (not the dashboard) for the dismissal process during the entire year.
- Parents of lower school students may drive to the circle in front of the school to pick-up their children or they may park their cars and walk into the school. Parents of middle school students should drive to the semi-circle in front of the middle school lobby to pick-up their children.
- The Headmaster and several teachers are positioned at the circle in front of the school to open vehicle doors and help load lower school children and belongings. Parents following this process are urged to remain in their vehicles and allow LCDS faculty and staff to assist in loading the students, and to be patient when waiting for other students to board buses or other vehicles. Middle school teachers are in the middle school lobby to facilitate their process.
- Parents who park and walk must park in designated parking spaces; not around the circle in front of the school, in the carpool line, on the grass, behind parked cars, in the fire lanes or crosswalks, etc. Lower school parents must pick-up their children in the MPR or the main lobby; not their children's classrooms. Students must always be escorted by an adult when crossing the parking lot.
- Parents with students in both the lower and middle school should pick-up their lower school children first and then advance to the semi-circle in front of the middle school lobby.

- Any students not picked-up by 3:40 pm (2:40 pm on Fridays) are placed in the After School Extended Day Program. There is a charge for this program that is described in the Extended Day Program section of this *Handbook*.

CHANGES IN PICK-UP PLANS

Parents are required to call the main office *and* send an email to their child's homeroom teacher and/or ExtendedDay@LCDS.org if there is a change in their child's pick-up plan, including whether a different person is picking up their child, whether the child has permission to walk home or walk to a classmate's home, or whether the child is participating in the Extended Day or an After School Activities program.

EXTENDED DAY PROGRAM

LCDS offers parents the option of reliable and convenient student supervision through the following extended day programs:

- Morning Extended Day, from 7:00 am to 8:00 am
- Afternoon Prekindergarten Extended Day, from Noon to 3:30 pm
- After School Extended Day, from 3:30 pm (2:30 pm on Fridays) to 6:00 pm

The fee for participating in any Extended Day program is \$9.00 per hour rounded to the nearest quarter hour. A late pick-up fee will be assessed at \$15.00 per any part of the first 15 minutes and \$30.00 for any part of the next 15 minutes. The monthly total usage hours are calculated per child and the business office invoices parents monthly for the previous month's fees.

Half-day prekindergarten students may participate in Afternoon Prekindergarten Extended Day Program. This program is taught by the prekindergarten teachers and assistants and includes both unstructured and teacher directed activities. Virginia law limits the number of children allowed in the program, so participating students must be confirmed for enrollment in order to participate. Drop-ins are only allowed if parents send an email to ExtendedDay@LCDS.org and to their child's homeroom teacher, and then receive confirmation that space is available.

All prekindergarten through eighth grade students may participate in the Morning and After School Extended Day programs. Parents of a participating child should send an email to their child's homeroom teacher and to ExtendedDay@LCDS.org. Parents of a child who will be a regular participant do not have to send an email every day, but may, instead, send one email that describes the child's participation schedule. Students who arrive before 8:00 am, students who are picked-up after 3:40 pm (2:40 pm on Fridays) and students who are not picked up from an athletic or other after school activity at the conclusion or pick-up time associated with the activity are automatically enrolled in the After School Extended Day Program for that day and are billed accordingly.

AFTER SCHOOL ACTIVITIES

A variety of after-school activities are offered throughout the school year as opportunities for children to acquire new skills and explore various interests. The year is divided into three sessions and some activities are offered during just one session, while others are offered for the entire year. One of the more popular after-school activities is the LCDS Eagles Swim Team. This is a year long program open to students in second through eighth grade. In the past, practices have taken place on Friday afternoons at Ida Lee Recreation Center, with bus transportation provided by LCDS. Swim meets are scheduled throughout the year. Tutoring and music lessons are also offered during the year. After-school activities, tutoring and music lessons are posted on the LCDS website under the 'Community' tab.

If a child is enrolled in an after-school activity, but will not participate that day or will be picked-up by someone other than the parent, then the child's parents must send an email to the teacher who is directing the after-school activity and to the child's homeroom teacher to let them know.

MIDDLE SCHOOL ATHLETIC GAMES

The middle school PE program often features interscholastic games. These games are usually scheduled after school. Parents are encouraged to attend the games and to take their children home with them after the games. End times for the home games and return times for the away games will be posted, and students whose parents do not attend the games should be picked up at the LCDS gym at those times. Please note that students who normally ride the bus home will not do so on game days.

EVENING and OVERNIGHT EVENTS and ACTIVITIES

Students are expected to attend some events and activities that take place outside of the school day. For example, all students are expected to attend the annual Winter Concert and Spring Concert. There are overnight field trips in some older grades to such destinations as Philadelphia, Baltimore, Gettysburg, and Washington DC. There are also some grades that hold evening performances. Examples include the Hungry Caterpillar play, Simple Machines night, the Science Fair, and the Civics Debates. During Back-to-School Night, parents are informed of any events and activities that will take place outside of the school day during the school year.

LUNCH

Students generally bring their own lunches to school. Parents are encouraged to pack healthy food for their children. Students are not permitted to share or trade food items with other students. Each year, LCDS contracts with specific food vendors to offer prepared lunch options. Each August, and then prior to the beginning of each trimester, these options are communicated to parents. Parents may sign-up their children to participate in any of these programs for the entire year or for just one semester at a time. Since lower school students also have a scheduled snack time, students who participate in any of the lunch programs should still bring a snack to school.

GRADUATION CLOSING EXERCISES

All parents and students are invited to attend our annual Closing Exercises Ceremony in June. Please note that students in seventh grade perform during the event and are expected to attend.

LCDS WEEKLY UPDATE

Each Friday afternoon, the *LCDS Weekly Update* is emailed to all parents. It describes all of the school-wide or division-wide events, activities, and deadlines that are scheduled for the following week. All communications from the LCDS lunch program office, development department, auxiliary programs department, the Student Council, the Parents' Association, and any other LCDS administrative office are funneled through the *LCDS Weekly Update*. It is very important for parents to read it each week as it is the only source of email communication from all of those departments.

LCDS WEBSITE

Parents are encouraged to familiarize themselves with the content of the LCDS website (www.lcds.org), particularly the school calendar, information about the academic, athletic and after-school programs, and opportunities to support the school. When they first enroll at LCDS, parents are given a family user name and password that is needed in order to enter the password protected "MY LCDS" Community Portal. Many forms and documents can only be accessed through this portal, including student supply lists, summer reading lists, community directories, and sign-ups for the lunch

program, athletic team alerts, and after-school activities and summer camps. Parents may click 'MY LCDS' on the top toolbar to enter the portal.

EMERGENCY CONTACT and MEDICAL/ALLERGY/IMMUNIZATION INFORMATION

Parents of new students must complete the *New Student Information and Medical Emergency Form*. This form is completed online at the LCDS website, per instructions provided by the admissions director. This form must be completed in its entirety before a child will be permitted to attend school. Parents of new students must also submit the *Virginia School Entrance Health Form* (all three parts), signed by a medical provider or health department official. This form must be completed and signed no more than one year prior to the day it is submitted to LCDS, and the form must be submitted to LCDS within thirty days of the student's first day of school, in order for the student to continue to attend school.

Parents of current students who are reenrolling for the next year will be sent a prefilled *Student Reenrollment Registration Form* and will be required to confirm the accuracy of the information on the form and/or make any necessary edits. This form must be completed in its entirety before a child will be permitted to attend school in the fall. Parents of current students rising to kindergarten and sixth grade must also submit the *Certification of Immunization* (Part II of the *Virginia School Entrance Health Form*), signed by a medical provider or health department official. This form must be submitted to LCDS within thirty days of the first day of school in the fall, in order for the student to continue to attend school.

Parents who would like to exempt their child from the requirement to submit the *Certification of Immunization* (Part II of the Health Form) or the *Comprehensive Physical Examination Report* (Part III of the Health Form) must submit a notarized *Certificate of Religious Exemption* within the first thirty days of their child's first day of school (new students) or the first day of school in the fall (current students).

TITLE IX POLICY

Consistent with Title IX of the Education Amendments of 1972 ("Title IX"), Loudoun Country Day School (the "School") does not discriminate on the basis of sex in its educational programs and activities, course offerings, financial aid, athletics, or employment.

In addition to this Title IX policy, the School has established separate policies, that, among other things: (1) outline the School's mandated reporting guidelines; (2) outline the School's processes for managing interpersonal relationships safely and appropriately; and (3) seek to prevent sex-based discrimination, harassment, and violence. Please see the School's Student & Parent Handbook or Employee Handbook, as applicable, for further information about these policies.

Students, parents/guardians, and employees are also encouraged to communicate with Compliance Coordinators listed below with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and is essential to fostering a culture of personal responsibility, mutual accountability, and positive leadership.

Compliance Coordinator

The Compliance Coordinator is responsible for administering and ensuring the School's compliance with Title IX. In order to ensure compliance with Title IX in all facets of the School's operation, the Compliance Coordinator will coordinate with the School's Administration to implement and administer this policy and the School's related grievance procedures for resolving Title IX complaints.

The Compliance Coordinator is also responsible for investigating complaints of sex-based discrimination, harassment, violence, or other allegations regarding violations of Title IX; working with law enforcement regarding such complaints when necessary; and ensuring that complaints are resolved promptly and appropriately to the extent possible. The Compliance Coordinator may delegate these duties to other school employees or external investigators, as necessary and in his or her sole discretion, to ensure the prompt and appropriate resolution of any complaint.

The Compliance Coordinator (or his or her designee) may also meet with the School's students, parents/guardians, and/or employees regarding their rights and obligations under Title IX and to address any questions regarding the School's compliance with such obligations.

Inquiries concerning this policy, Title IX, and any related issues of sex-based discrimination should be directed to the School's Compliance Coordinator:

Compliance Coordinator for Employees:

Kim Martino
Business Manager
Loudoun Country Day School
20600 Red Cedar Drive
Leesburg, VA 20175
(703) 777-3841
Kim.Martino@LCDS.org

Compliance Coordinator for Students:

Susan Tucker
Director, Auxiliary Programs
Loudoun Country Day School
20600 Red Cedar Drive
Leesburg, VA 20175
(703) 777-3841
Susan.Tucker@LCDS.org

Sex-Based Harassment

The School prohibits sex-based harassment by students, employees, or third parties when the conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the School's educational programs and activities; submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of admission or employment or the basis for an admission or employment decision; or such conduct has the purpose or effect of unreasonably interfering with performance or creating an intimidating, hostile, humiliating, or sexually offensive learning or work environment.

Title IX prohibits several types of sex-based harassment. For the purposes of this policy, the following definitions apply. Sex-based harassment means unwanted conduct that is related to an individual's sex or the sex of another person. Sexual violence is a form of sex-based harassment and refers to physical sexual acts perpetrated against a person's will or where an individual is incapable of giving consent (e.g., due to the individual's age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex-based discrimination prohibited by Title IX.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents

to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

Sex-based harassment may occur between students, between students and employees, between employees, between students and third parties, and between employees and third parties, regardless of the genders of the victim and harasser.

Complaints and Investigation Process

The responsibility to investigate complaints (and/or designate other individuals to conduct investigations) under this policy has been assigned to the Compliance Coordinator. Students or employees who experience or witness conduct in violation of this policy should immediately report it to the Compliance Coordinator or any member of the School's Administration. Any member of the School's Administration receiving a complaint is required to immediately report it to the Compliance Coordinator.

Complaints may be reported orally or by using the School's Title IX Complaint Form. The Title IX Complaint Form and the School's Title IX Grievance Procedures may be obtained from the Compliance Coordinator.

Upon receipt of a complaint, the Compliance Coordinator (or his or her designee) will promptly conduct an investigation in such a way as to maintain confidentiality to the extent practical under the circumstances. The Compliance Coordinator (or his or her designee) will conduct the investigation in compliance with the School's Title IX Grievance Procedures.

Any student or employee who is found to have harassed another student or employee will be subject to disciplinary action (up to and including expulsion and/or termination of employment). The School will also take appropriate corrective action to address harassment by third parties.

Prohibition Against Retaliation

Retaliation or reprisal by any student or employee against complainants, witnesses, or any other individual who reports allegations of sex-based harassment, discrimination, and/or violence or provides information to assist in an investigation is strictly prohibited. Individuals who believe they have been retaliated against in connection with such action should immediately report such conduct to the Compliance Coordinator.

Any student or employee who is found to have retaliated against a student or employee in connection with a good-faith report of sex-based harassment or discrimination will be subject to disciplinary action (up to and including expulsion and/or termination of employment).

SERIOUS MEDICAL CONDITIONS

Allergies

Based on recommendations developed by an LCDS Board-appointed task force that included medical professionals, the following policies pertaining to students with serious allergies have been adopted:

- LCDS faculty and staff are informed of the names and allergens of students with severe allergies, and receive biennial first aid training and annual training in Epi-Pen administration;

- The parents of students enrolled in a class with someone who has a severe allergy, as well as the students in the class, are notified of the presence of a student with a severe allergy, the specific allergen(s), and the risks associated with exposure to that allergen; and
- LCDS implements cleanliness protocols in the cafeteria and in classrooms where food is eaten to minimize the possibility of a student with a severe allergy from being exposed to an allergen.

The task force recommended that LCDS not officially ban any specific food products. There were two core conclusions that informed that decision. First, there are so many severe food allergies it is problematic to ban one allergen without banning the others. Second, despite one's best efforts, banning a food product cannot reduce the risk of exposure to zero, which means that a ban could actually create a dangerous, false sense of security for the student with the severe food allergy.

Illnesses

We encourage parents to keep their child home, schedule an appointment with a medical professional, and notify the main office and their child's homeroom teacher if they suspect their child has a serious or contagious illness. When a child is not feeling well, the child should not be medicated to mask the symptoms so the child can come to school. This will expose the other children to infection and, when the medication wears off and the symptoms return, may require the parent to come and pick up the child from school. The Centers for Disease Control (CDC) recommends that students diagnosed with strep stay home until they have taken antibiotics for at least 24 hours, and that students diagnosed with influenza stay home until they have been fever free for at least 24 hours. LCDS may require a doctor's note before permitting a student to return to class. Students diagnosed with head lice must be checked by an LCDS staff member and declared lice free before being readmitted to class. Parents of a child diagnosed with head lice are encouraged to follow CDC recommendations

(<http://www.cdc.gov/parasites/lice/head/treatment.html>).

Injuries, including concussions

Parents who would like to request an accommodation for or exempt their child from participating in any aspect of the LCDS program due to an injury must provide a note from a medical professional describing the injury and the specific limitations that should be placed on the student's participation in the program. Parents must then keep LCDS informed of any changes in the recommendations of the medical professional(s). LCDS reserves the right to limit a student's participation in any activity out of concern for a student's safety.

LEARNING and PHYSICAL DISABILITIES

Parents are required to inform LCDS if their child has been diagnosed with a learning disability. Parents should notify their child's teacher and/or division director if they suspect their child has a learning disability. Division directors will notify parents if they suspect a child has a learning disability. Psycho-educational testing is required to diagnose a child with a learning disability. Once a learning disability is diagnosed by a licensed school psychologist or medical professional, LCDS staff, including the division director, the resource program director, and at least one of the child's teachers will meet with parents to discuss the best ways to meet the child's needs. They may propose accommodations to various components of the program for the student. Such accommodations are developed on a case-by-case basis and subject to review and evaluation. LCDS is committed to providing accommodations to permit students with disabilities to participate equally with other students, provided the proposed accommodations are reasonable and necessary to participate in the program, and do not alter the fundamental nature of the program or create an undue burden on the school.

CHILD ABUSE PROCEDURES

There are many forms of child abuse; physical, neglect, sexual, and emotional/mental. Each year, LCDS faculty and staff receive training to help define abuse, identify indicators of abuse, and understand the legal responsibility to report suspected abuse. Parents who learn about possible abuse involving LCDS students should contact the headmaster, assistant head or a division director, who will then conduct an investigation. School personnel are considered to be 'mandated reporters' under Virginia law. This means that, if an LCDS administrator or teacher suspects that a child is a victim of abuse, s/he is required by law to contact the Loudoun County Department of Child Protective Services. LCDS staff is not legally required to and, in some cases, is discouraged from notifying parents of such an impending action.

All LCDS teachers and staff are required to submit to a Criminal History Records Check managed by the Virginia State Police, and to be screened through the Virginia Child Abuse and Neglect Central Registry managed by the Virginia Department of Social Services. Any parent volunteer who could have unsupervised access to LCDS students, such as during an overnight field trip, must also be screened through the Virginia Child Abuse and Neglect Central Registry. Parents who learn about possible abuse involving LCDS students and staff, teachers, and/or volunteers should contact the headmaster and assistant head, who will then conduct an investigation.

MEDICATION

All medication, both prescription and nonprescription, must be left in the main office for lower school students and the middle school director's office for middle school students. Medication must be in its original container, clearly marked with instructions from the physician and any special instructions from parents. Students are not allowed to carry medication with them during the school day without permission from the administration. If a child is going to be on medication for several days, parents should send enough for the duration, to avoid sending the container back and forth each day.

Students often request Tylenol or Advil to treat minor aches and pains. These will be distributed per parent instructions on the Emergency Medical Forms. That said, we will assess the need for those medications on an individual basis and may suggest alternative solutions such as a short rest or ice to reduce swelling. We encourage families to counsel children about safe, effective use of these medicines. Unusually frequent requests for pain relievers will be brought to the attention of a parent.

INVITATIONS TO PARTIES

Invitations to parties may only be handed out at school if all of the students from the child's grade, or if all of the students of the same gender from the child's grade, are invited to the party. If it is not possible to follow that guideline, parents must email or mail party invitations from home and not distribute them at school. Regardless of how the invitation is sent, it is strongly recommended that parents ensure that there is no appearance that one or two children are being excluded from a party.

DIVORCED PARENTS COMMUNICATION

Parents who are divorced should notify the main office and the child's homeroom teacher if two copies of report cards or other LCDS correspondence should be sent home. In addition, if special custody arrangements have been mandated by a judge, parents should bring to the main office a copy of the custody order. LCDS cannot legally restrict access to a child by a parent unless there is a copy of the judge's directive on file.

FIELD TRIPS

Students undertake field trips in every grade. Parents and other volunteers are sometimes offered the

opportunity to serve as chaperones. Anyone who serves as a field trip chaperone must agree to follow the directions of and rules communicated by the LCDS teachers at all times. Anyone who serves as a chaperone during a field trip in which the chaperone could have unsupervised access to LCDS students, such as an overnight trip, must be screened through the Virginia Child Abuse and Neglect Central Registry.

MOVIE GUIDELINES

There are no restrictions associated with showing G-rated movies to any students or PG-rated movies to third through eighth grade students. If a teacher wants to show a PG-rated movie to preschool through second grade students or a PG13-rated movie to any students, the teacher must inform the parents in advance and offer an alternative for students not permitted by their parents to see the movie. It is not permissible to show an R-rated movie, although it is permissible to show an educationally valuable excerpt from an R-rated movie to fourth through eighth graders, provided the teacher notifies parents in advance and offers an alternative. This policy applies to any school-sponsored activity, such as field trips and bus rides, and all school related activities that take place during normal school hours.

STUDENT SUPPLIES and TEXTBOOKS

The student supply list for each grade can be accessed by signing into the My LCDS portal and selecting 'Parent Forms and Information'. Students must arrive at school on the first day with all of the supplies listed. Parents must contact the main office well before the first day of school if they cannot find an item on the list. LCDS provides all other instructional materials such as textbooks and consumable workbooks. If a student loses a book or workbook during the year, the teacher will replace it, but parents will be billed the replacement cost. If a student does not return a textbook or other non-consumable book at the end of the school year, parents will be billed the replacement cost.

PE and ATHLETIC UNIFORMS

One of the student supply items for fourth through eighth graders is the PE uniform. Students must dress in their PE uniforms, and wear sneakers (or cleats, if applicable) and athletic socks, for all PE classes and practices. PE uniforms should be washed regularly. The uniforms are the property of the student. Middle school students will also be issued athletic, game only team uniforms, for each team sport. The team uniforms are the property of LCDS and must be returned clean, in good condition, to the PE department at the end of each sports season. If a uniform is lost or damaged, parents will be charged the replacement cost. Students may wear only navy blue sweatshirts and sweatpants over the top of their PE and team uniforms during colder weather.

BYOT (Bring Your Own Technology)

Students in fourth through eighth grade are expected to bring a charged and functioning laptop or Chromebook to school every day with its charger. Specific hardware and software requirements are described in the 'LCDS BYOT Program' document which can be accessed on the LCDS website. Parents may drop-off their child's device at LCDS during the 'device set-up days' that are scheduled in August and LCDS staff will load the required software. LCDS maintains a limited inventory of Chromebooks for students whose devices have broken or malfunctioned and are being repaired. Parents must email their child's homeroom teacher to request a temporary Chromebook in such cases. If a student fails to bring a functioning laptop or Chromebook to class, and the parent has not sent such an email, that student will be considered to be unprepared for class.

RESPONSIBLE USE AGREEMENT

At LCDS, technology is an integral part of teaching, learning and communicating. A variety of technology tools are used by students and staff to help students learn the information, skills and

behaviors they will need to succeed beyond their years at LCDS. These technologies may include, but are not limited to school-provided equipment, network, applications/online services and student-owned personal devices (laptops/netbooks, tablets, cell phones, e-readers, and more).

The use of these technologies provides great opportunities for learning and character development. Loudoun Country Day School staff and students are expected to be responsible digital citizens. The LCDS Responsible Use Agreement for Students is the standard each student is expected to follow while in school or participating in any LCDS-related event (on or off site). Students and parents are required to read, sign and follow Loudoun Country Day School's Responsible Use Agreement. In doing so, students acknowledge and agree to abide by the following rules and conditions:

- The LCDS student will use technology resources, provided by the school, productively and appropriately for school-related purposes. He/she will avoid using any technology resources in such a way that would disrupt classroom activities and/or learning.
- Personal devices will always be used in a meaningful, safe, and responsible way while the student is on school property or at a school sponsored activity.
- Students will follow school/classroom rules regarding the use of devices for "free time". Games or content with explicit language, violence, or sexual content are never permitted during school hours or during after-hours school activities.
- BYOT devices will meet the school's published minimum requirements and have all required software/links installed prior to the start of the school year.
- The LCDS student represents the school in all online activities. The student understands that what he or she does on any online resource (social media, websites, forums, blogs, LCDS domain email etc.) should not reflect negatively on fellow students, teachers, or on their school.
- Students may not create any type of publicly viewable online content which represents the school or use any version of the school name or logos on existing online/social sites without the expressed permission of the headmaster.
- Students will respect the works of others. Students will not log on to an account that is not their own, will not alter or delete another student's work, and will not share passwords with peers.
- The LCDS student will use their @lcds.org email and other means of school-provided communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly and for assigned purposes only.
- The LCDS student understands that the school network and student accounts are property of LCDS and anything that he/she does can be monitored.
- The LCDS student will not use monitor blocking services, such as incognito browsing, or services to bypass the school's content filtering program, and will subscribe to and run the Hapara Highlights extension.
- The LCDS student understands that the use of personal phones and tablets may be permitted by their classroom teachers or as determined by school administration. Devices not in use for approved purposes must be off and stored in a manner that is not a distraction to the student or their peers.
- The LCDS student is responsible for the care and maintenance of any personal devices brought to LCDS. Devices are expected to be adequately protected (cases, etc.), charged, and in working order prior to use at school. LCDS is not responsible for the loss or damage of personal devices.
- The LCDS student will not use the school's network, equipment or services for commerce or personal financial gain.
- The LCDS student will use technology in accordance with the laws of the United States and the State of Virginia. Students will not willfully conduct: Criminal acts – These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or

unauthorized tampering with computer systems. Libel laws - Publicly defaming people through the published material on the Internet, email, etc. Copyright violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using the words or ideas of others as your own).

- LCDS students and parents understand violations of the Responsible Use Agreement may result in consequences appropriate to the violation. Consequences may include: suspension of computer privileges, disciplinary action, and/or referral to law enforcement.

LOCKERS

All students are assigned lockers or cubbies. All items must fit securely inside the locker so that the doors can be shut tightly. Students may put locks on their lockers, but a copy of the combination or an extra key to any lock must be left with the office staff.

STUDENT VALUABLES (including electronics, cell phones, and toys)

Students are discouraged from bringing anything of value to school and do so at their own risk. LCDS is not responsible for personal items that are lost. All personal items, including electronics, cell phones, smartwatches, and toys, must be stored in a locker during the school day and may not be taken out of the locker unless specifically authorized by a teacher.

STUDENT PHONE CALLS

Students who want to make a phone call or send a text message during the school day must get permission from a teacher, and all calls and texts must be made in the presence of a teacher.

LOST and FOUND

The lost and found is located in the lower school wing of the building. Unclaimed items that are left for long periods of time will be donated to a charitable organization.

STANDARDIZED TESTING

The Education Records Bureau's (ERB) Comprehensive Testing Program tests are administered each spring to students in second through eighth grade. Parents are asked to refrain from scheduling vacations and appointments that conflict with the ERB dates. Students do not study for the ERBs, so regular homework and assessments are permitted during ERB week. The ERB tests measure verbal and quantitative ability and performance. Their primary purpose is to give us more information about our school's academic program in those subjects. They are also beneficial in providing information about individual students. It is important to note, however, that individual results can be volatile and conclusions should only be drawn when a pattern is observed. ERB test results are not used when evaluating students for report cards, do not affect a child's ability to move on to the next grade, aggregate ERB test results are not used to rank schools, and the tests do not measure student knowledge of science, history or any other subjects. ERB scores are used as one of several factors in determining the appropriate math group for each child entering fourth through eighth grade. Test results are sent home in June in a mailing that includes the year-end report cards.

SECONDARY SCHOOL SELECTION PROCESS

LCDS offers several programs to help parents and students identify and gain acceptance to the secondary school that is the best match for each student. There is a Secondary School Seminar in October, where a panel of LCDS alumni and parents of alumni share their experience and knowledge of the application process. A week later there is a Secondary School Fair, which is generally attended by representatives from 30 secondary schools from the eastern part of the United States. Each fall, the secondary school counselor offers SSAT Prep Courses for seventh and eighth graders. LCDS is also a

host site for the administration of the SSAT, thereby giving our students a familiar, comfortable place to take the test. There is also a *Selecting a Secondary School Handbook*. LCDS has an excellent record of student acceptance to all of the private secondary schools in the Washington DC metropolitan area, as well as the Academies of Loudoun and Thomas Jefferson High School for Science and Technology.

FACILITY RENTALS

LCDS rents its facilities and fields to outside organizations for sports, events, and a variety of uses. The facilities are also available to LCDS members at a discounted rate. The discount applies if the facility use is personal (birthday party, etc.), not for an affiliated organization or professional use. For organizations and professional use, the standard rates apply. To inquire about rentals, email Rentals@LCDS.org.

ANNUAL GIVING

Fundraising programs are important to the fiscal well-being of all independent schools. Our yearly Annual Giving Campaign, in particular, is integral to LCDS's financial health. All donations to Annual Giving are tax deductible. All constituencies are encouraged to participate, and all donations are appreciated and make a difference. In fact, the participation rate for each constituency can be nearly as important as the total dollars raised. In the fall, the chair of the Board of Trustees' development committee announces the Annual Giving campaign goal.

FUND-RAISERS and FEES

LCDS takes pride in that fact that no mandatory charges are assessed, other than tuition. There are no technology, athletic or field trip fees, which are commonly charged by other schools. LCDS classes and groups do, however, sponsor various fund-raisers. The year is divided, such that each month is dedicated to one class or group. For example, a sponsoring class or group may hold a bake sale during its designated month and then donate the proceeds to a specific charity selected by the group. The Fund-Raiser calendar is distributed each fall. Though LCDS covers nearly all student costs associated with field trips, students can be expected to pay for their own souvenirs and lunches, and parents who wish to chaperone a field trip may be required to cover the entire cost of their own attendance (lodging, tickets, meals, etc.)

PARENTS' ASSOCIATION

All parents whose children attend LCDS are members of the Parents' Association (PA). The PA is managed by an Executive Council consisting of the PA president, vice-president, secretary, treasurer, designated representatives from each class, and the headmaster. The PA's mission is to support the mission and program of the school and to promote the partnership between parents and teachers and staff. The PA coordinates numerous events during the school year, including the Fall Fun Fair, Bingo Night, the Auction, and the Spring Social, among others.

PARENT CLASS REPRESENTATIVES

At the beginning of the school year, the PA seeks volunteers in each homeroom to serve as class representatives. Class reps work with their homeroom teachers to coordinate class parties, the production of items to be donated to the annual Auction, lunch or recess coverage during some events involving the homeroom teachers, and possibly other activities. Working with the PA executive council, the class reps develop a budget in the fall and then request a 'Sunshine Fund' donation from the parents of the students in the class to cover the costs of those activities.

QUESTIONS / CONCERNS ABOUT PROGRAM or CLASSROOM ISSUES

Parents with questions or concerns about educational, social, or behavioral issues in the classroom are encouraged to share those concerns with us. The first step would be for parents to contact their child's

homeroom teacher. If that communication is via email, parents are encouraged to 'cc' the appropriate division director. In the event the issue is not addressed to the parent's satisfaction, s/he is welcome to contact the division director directly. If this communication is via email, the parent is encouraged to 'cc' the assistant head and headmaster. Parents may decide to communicate via phone or email or request a parent/teacher conference. LCDS works best when there is a candid and close partnership between parents, teachers and staff, so we urge parents to share feedback with us.

STUDENT POLICIES AND PROCEDURES

TEACHER COMMUNICATION

Prekindergarten through fifth grade homeroom teachers send an email to parents each Friday afternoon summarizing what was done in class that week and noting important events for the following week and beyond. Middle school teachers periodically post summaries of what is being done in class in the 'announcement' section of the students' NetClassroom pages.

STUDENT AGENDAS

On the first day of school, all students in first through eighth grade are given an assignment book that includes a school year calendar. Students are expected to write their homework assignments and future test, quiz, and project due dates in their agendas.

EAGLE APPS

All LCDS students have a Google Apps for Education account (called 'Eagle Apps') and a username and password to access the account. Signing into a student's Eagle Apps account gives one access to the student's LCDS email account, Google Drive, and an entire suite of productivity applications (Google Docs, Sheets, Slides, etc.). Students store and organize in their Google Drive most of the work they produce for their courses, classroom materials provided by teachers, shared student group work, and even many graded assessments. Teachers often communicate with students and share classroom materials using the student's LCDS email accounts. Parents can access their child's Eagle Apps account, and are encouraged to do so frequently, using their child's username and password. Parents of third through eighth grade students are also given instructions for signing into a program called Hapara, through which they can have 'read-only' access to their child's Eagle Apps account.

ONLINE ACCESS TO GRADES

Each first through eighth grade student is assigned a unique NetClassroom user name and password. Graded assignments and the grades that are earned on them are posted on this site. Grades are expected to be entered within two weeks of an assessment or an assignment's due date. Parents and students are encouraged to periodically check student grades on NetClassroom.

ONLINE ACCESS TO IMAGES of CLASS ACTIVITIES

For each grade, there is a password-protected, on line program to post and share student images associated with class activities, field trips, etc. In some grades, the program is Shutterfly and in other grades it is Vidigami. Instructions in its use and how to access one's user name and password, is communicated at Back-to-School Night.

BACK-TO-SCHOOL NIGHT and ORIENTATION NIGHT

Every grade hosts a Back-to-School program during an evening in September and an Orientation program during an evening in February. The purpose of Back-to-School Night is to acquaint parents with the curriculum, program and activities for the coming year. The purpose of Orientation Night is to acquaint parents with the curriculum, program and activities for the following year. These are adult-only events. Parents are encouraged to ask questions about the program during these events. This is not an appropriate time, however, to discuss issues related to a specific child's performance. Such discussions are more appropriate during parent/teacher conferences.

PARENT/TEACHER CONFERENCES

The Friday after the first trimester's interim date is designated as Parent/Teacher Conference Day. There is no school that day. Lower school homeroom teachers distribute sign-up sheets and all parents

are asked to sign-up. The meetings are generally scheduled for 15-20 minutes each. The middle school director may select specific students whose parents will be asked to attend a meeting with specific middle school teachers. Parents of other middle school students are invited to make an appointment to meet with any of the middle school teachers that day. Division directors, teachers or parents may initiate a request for a conference on any other day during the school year.

GRADING

Report cards are sent home at the end of each trimester. Teachers of first through eighth grade students enter grades in NetClassroom. The following standards are used in report cards:

Prekindergarten and Kindergarten

Students are graded on several dozen habits, skills and abilities. A developmental standard is applied and the following scale is used: (S) Secure, (D) Developing, and (N) Needs Support.

First and Second Grade

Students are given an academic grade in all subjects. A developmental standard is applied and the following scale is used: (S) Secure, (D) Developing, and (N) Needs Support.

Students are also graded on approximately a dozen work habits and citizenship characteristics. A developmental standard is applied and the following scale is used: (1) Secure, (2) Developing, and (3) Needs Support.

Third Grade

Students are given an academic grade in all subjects. The following scale is used:

- (S+) 96-100, (S) 91-95, (S-) 86-90, (D+) 81-85, (D) 76-80, (D-) 71-75, (N+) 66-70, (N) 61-65, (N-) <61

Students are also graded on approximately a dozen work habits and citizenship characteristics. A developmental standard is applied and the following scale is used: (1) Secure, (2) Developing, and (3) Needs Support.

Fourth and Fifth Grade

Students are given an academic grade and an effort grade in all subjects. The following scale is used:

- (A+) 98-100, (A) 93-97, (A-) 90-92, (B+) 87-89, (B) 83-86, (B-) 80-82,
(C+) 77-79, (C) 73-76, (C-) 70-72, (D+) 67-69, (D) 63-66, (D-) 60-62, (F) <60

Students are also graded on approximately a dozen work habits and citizenship characteristics. A developmental standard is applied and the following scale is used: (1) Secure, (2) Developing, and (3) Needs Support.

Sixth through Eighth Grade

Students are given an academic grade in all subjects. The following scale is used:

- (A+) 98-100, (A) 93-97, (A-) 90-92, (B+) 87-89, (B) 83-86, (B-) 80-82,
(C+) 77-79, (C) 73-76, (C-) 70-72, (D+) 67-69, (D) 63-66, (D-) 60-62, (F) <60

Students are also graded on approximately a half dozen work habits and citizenship characteristics. The following scale is used: (1) Satisfactory, (2) Needs Improvement, and (3) Needs Significant Improvement.

HONOR ROLLS

At the end of each trimester, an Academic Honor Roll is calculated for students in fourth through eighth grades. Honor Roll is based on a student's GPA. Letter grades are converted to a numerical value, based on the traditional four-point scale. Grades in English, Math, Social Studies, Science, and sixth through eighth grade World Languages are given a full weight and grades in Art, Music, STEM,

PE, and in fourth-eighth grade; and Foreign Language in fourth and fifth grade) are assigned a $\frac{1}{4}$ weight. Students who achieve at least a 4.0 GPA average are placed on the High Honor Roll and students who achieve a 3.75 GPA are placed on the Honor Roll. Students must receive a B- or greater in all core and specialty subject areas to qualify for the Honor Roll or High Honor Roll.

END-OF-THE-YEAR EXAMS (Middle School)

In each of the middle school core academic subjects, the teacher will give a comprehensive exam at the end of the school year. For sixth graders, the exam will count as one test grade that is included in the third trimester average. For seventh and eighth graders, the exam will be averaged into their final year-end grade and count as one-seventh of that grade.

HOMEWORK

The suggestions below are meant to serve as guidelines as to how much homework to assign your students. As a general rule, homework should be assigned with the thought that the 'average' student can complete it within the suggested time frame. Since daily homework is usually assigned for language arts and math, specialty teachers must coordinate with language arts and math teachers before assigning any homework to ensure that these guidelines are not exceeded.

- Prekindergarten: Occasional optional homework
- Kindergarten: Regular optional homework
- First-Second Grade: 15 to 30 minutes per night
- Third Grade: 45 minutes per night
- Fourth-Fifth Grade: 60 minutes per night
- Sixth Grade: 90 minutes per night
- Seventh-Eighth Grade: 120 minutes per night (20-25 minutes per core subject)

STUDENT COUNCIL

The Student Council provides students with leadership opportunities. The Student Council consists of a president, vice president, treasurer, secretary, and two students elected from each fourth through eighth grade homeroom. The president must be in eighth grade and the other three officers must be in sixth through eighth grade. All four officers serve for the entire school year, while the homeroom representatives serve one trimester terms. Generally, the sixth through eighth grade members meet separately from the fourth and fifth grade members, due to conflicting schedules. Designated Student Council Faculty Advisors coordinate the activities of the student council, maintain and enforce the bylaws, and manage any money that is raised and spent.

HONOR CODE

Our guiding principles are few, but they are important. We emphasize:

- Respect: for self, others, property, rules, and the law
- Honesty and integrity
- Kindness and consideration
- Adherence to all school rules

DISCIPLINE AND STUDENT CONDUCT

LCDS administration and faculty apply the word discipline in its original sense: *disciplina*, meaning teaching or training. We approach all matters involving disciplinary action in a manner that instructs as well as corrects, always preserving the dignity and self-respect of the student. We consider ourselves child advocates, and believe it is our duty to act in accordance with what is best for the child. LCDS does not apply corporal punishment in any situation. Please note that student lockers and backpacks can and will be inspected or searched as deemed necessary by the administration. The following

summarizes our school rules:

- Respect the learning of others by walking and talking quietly in the halls.
- Respect the boundaries of the school's property and remain on school grounds at all times, unless accompanied by a teacher or supervising adult.
- Respect school property and the property of others.
- Respect other students; do not harass or tease fellow students.
- Respect the standards of proper, appropriate expression at all times, including online communication.
- Respect your teachers and cooperate with them in their chief purpose: teaching.
- Respect the school's schedule for beginning the day; be on time and be fully prepared for all classes.
- Conduct yourself in a respectful, dignified manner at all times
- Respect the values of integrity and independence; the work students submit as their own must be their own.
- Respect our uniform code; dress according to the guidelines of the LCDS uniform.
- Respect the law and principles of good health: do not bring cigarettes, drugs, alcohol or weapons on campus.
- Do not chew gum.
- Do not bring the toys to school without special permission from a teacher.

Students who violate the above rules and principles may face disciplinary consequences. In addition to imposing disciplinary consequences for behavior that occurs on campus or during an LCDS sponsored event that is being held off-campus, LCDS may also impose consequences for behavior that occurs off campus when students are not engaged in an LCDS sponsored event, if the behavior affects the school community. LCDS also reserves the right to include information about such behaviors and their consequences when a request has been made for the student's school record and/or transcript. These consequences could include:

- Lunch and/or recess detention
- Restriction from school activities
- After-school detention
- School-day detention
- Suspension
- Expulsion

LCDS deplores and prohibits bullying as a violation of our guiding principles and basic rules and has zero tolerance for bullying. By its very nature, bullying does deeper harm to a victim's sense of value and feeling of safety, and does more damage to the caring, compassionate and respectful atmosphere that we strive to create than other transgressions. The U.S. Department of Education defines bullying as "unwanted, aggressive behavior that involves a real or perceived power imbalance, and the behavior is repeated, or has the potential to be repeated." Each year, faculty members receive training to define bullying and identify warning signs of bullying, effective strategies to address bullying, and effective strategies to create a bully-free environment.

A centerpiece of our anti-bullying strategy is to respond quickly. Therefore, it is imperative for students to be monitored as closely as practicable, for parents and students to be encouraged to share feedback when they witness or suspect bullying, and for parent and student feedback alleging bullying to be taken seriously and investigated quickly and thoroughly. Faculty and staff should notify the division director when there is any suspicion of bullying. "Bullying" is an emotionally charged term and ascribing it to misbehaviors that do not fit its definition can make it more difficult to

effectively address discipline issues. Therefore, it is imperative that the response to allegations of bullying be discussed and coordinated with the division director.

BEHAVIOR ON BUSES

Acceptable classroom standards of conduct are expected of bus passengers. Bus drivers will ensure that riders abide by the rules at all times. A driver may recommend suspending bus transportation for a student who will not heed the driver's warnings for inappropriate behavior. The Headmaster will take final action in such cases. A driver may not remove a child from the bus or refuse transportation to a child on a bus without proper authorization by the Headmaster, except in cases where the immediate safety of pupils is in question. The Headmaster will be notified of such extreme cases immediately. Drivers will report all disciplinary cases to the Headmaster. If the foregoing rules are followed, in letter and spirit, there never should be any behavioral or disciplinary problems, and all students will be assured safe, comfortable bus rides. The following rules are set forth for the purpose of ensuring a safe ride on the bus to and from school. Students are required to adhere to each rule.

- Respect the bus driver as the authority on the bus, and obey and be courteous to him or her.
- Go directly to a seat and remain seated unless otherwise directed by the driver.
- Always remain seated and facing forward while the bus is moving; wait until the bus has stopped completely before leaving your seat.
- Talk at a normal volume and in a normal tone. The driver is the judge of what is normal.
- Be respectful regarding all conversations and comments. Inappropriate language, comments, and conversations are not tolerated.
- Do not touch the emergency door.
- Do not wave or shout at pedestrians or other vehicles.
- Do not put hands or arms out the window.
- Do not throw objects inside the bus or out a window; do not throw objects at the bus from the outside.
- Bring on the bus only appropriate items that can be held safely in your lap.
- Be respectful, helpful, and considerate of other students.
- Keep the bus neat and clean.
- Do not damage the bus (interior or exterior) in any way.
- Always enter and exit the bus in an orderly manner.

DRESS CODE

Our dress code is important to the LCDS mission and philosophy. The dress code creates an atmosphere that reminds our students that school is important. It also encourages individual students to see themselves as part of the wider LCDS community. In sum, the dress code promotes school spirit and respect for learning.

Parents will be notified if a student is out of compliance with the dress code. An infraction could result in a student being denied admission to class until the infraction is corrected. Repeated infractions will lead to a conference with the appropriate division director.

Parents are encouraged to purchase dress code items from one of the vendors identified below. You can access the specific clothing associated with the LCDS dress code after 'registering' at either website. Parents may purchase items from other vendors, but it is imperative that the style and color of clothing match the style and color associated with these two vendors:

- Lands End - www.landsend.com/school
- Flynn & O'Hara - <https://www.flynnohara.com>

Parents are encouraged to join us in supporting the virtues of a dress code and to encourage their children to see its benefits. Please review this document very carefully to ensure that your child is always dressed appropriately.

GENERAL COMMENTS

Parents are strongly urged to write their child(ren)'s name(s) on the tag of every item of clothing and to periodically check the 'lost and found' to find missing items. Hairstyle, hair color, jewelry, and makeup must be appropriate and not distract from the learning environment. Periodically, students are permitted to wear clothing that deviates from the dress code, usually as part of a 'free' or 'theme' dress day. Regardless of the theme or the use of the term 'free', the following are never permitted:

- Footwear: Sandals, flipflops, Crocs, open-toed shoes, or any footwear in which the foot is exposed, platform shoes and shoes with a 1" or higher heel, and shoes with wheels;
- Clothing: Shorts that do not extend to the student's longest fingertip when their arm is held straight by their body, cropped or midriff baring shirts, or strapless or spaghetti strap tops, or any clothing with rips or tears.

PRESCHOOL, PREKINDERGARTEN, AND KINDERGARTEN

There is no official dress code for this age group. For health and safety reasons, however, we do prohibit sandals, flipflops, Crocs, open-toed shoes, or any footwear in which the foot is exposed, platform shoes and shoes with a 1" or higher heel, and shoes with wheels, and anything deemed by the administration to be unsafe. We also request that students not wear jeans, sweatpants, t-shirts emblazoned with movie or cartoon characters, or light-up shoes. Students will be given a specific field trip t-shirt that they must wear on every field trip.

FIRST THROUGH EIGHTH GRADE

BOYS

- Pants, including shorts: Style must be chino and color must be solid navy or khaki. Students in 5th through 8th grade must wear a belt. *Concert Attire*: Note that 3rd and 4th grade students will need a pair of navy pants to wear during concerts.
- Shirt: Style must be Polo or button-down dress shirt. Polo shirts must be solid white, navy or hunter/evergreen, and dress shirts must be solid white. Logos are not permitted, with the exception of the LCDS logo. Shirts must be tucked-in. *Concert Attire*: Note that 3rd and 4th grade students will need a white shirt to wear during concerts.
- Footwear: Most shoe and sneaker styles and colors are acceptable, except sandals, flipflops, Crocs, open-toed shoes, or any footwear in which the foot is exposed, platform shoes and shoes with a 1" or higher heel, shoes with wheels, and anything deemed by the administration to be unsafe. Winter boots (including Uggs boots) may only be worn from November through March, or any other day on which snow is on the ground or forecast.
- Outerwear: Only cardigan style sweaters, fleece style jackets, and LCDS logo sweatshirts are permitted in the classroom. Sweaters and fleece jackets must be solid white, navy, or hunter/evergreen. Fleece jackets must have a full-length zipper. Logos are not permitted, with the exception of the LCDS logo. Sweatshirts must have an LCDS logo.

GIRLS

- Jumpers, Skirts, Skorts, Dresses: Must be no shorter than two inches above the knee. Color must be solid navy, khaki, or 'hunter/classic navy plaid'. Pants, including shorts: Style must be chino and color must be solid navy or khaki. Students in 5th through 8th grade must wear a belt.

Concert Attire: Note that 3rd and 4th grade students will need a navy jumper, skirt, skort or pair of pants to wear during concerts.

- Shirt: Style must be Polo or button-down dress shirt. Polo shirts must be solid white, navy or hunter/evergreen, and dress shirts must be solid white. Logos are not permitted, with the exception of the LCDS logo. Shirts must be tucked-in. *Concert Attire:* Note that 3rd and 4th grade students will need a white shirt to wear during concerts.
- Footwear: Most shoe and sneaker styles and colors are acceptable, except sandals, flipflops, Crocs, open-toed shoes, or any footwear in which the foot is exposed, platform shoes and shoes with a 1" or higher heel, shoes with wheels, and anything deemed by the administration to be unsafe. Winter boots (including Uggs boots) may only be worn from November through March, or any other day on which snow is on the ground or forecast.
- Outerwear: Only cardigan style sweaters, fleece style jackets, and LCDS logo sweatshirts are permitted in the classroom. Sweaters and fleece jackets must be solid white, navy, or hunter/evergreen. Fleece jackets must have a full-length zipper. Logos are not permitted, with the exception of the LCDS logo. Sweatshirts must have an LCDS logo.

FIFTH THROUGH EIGHTH GRADE "MONDAY DRESS" and CONCERT ATTIRE

BOYS

- Clothing: Solid navy, chino-style pants or shorts, belt, solid white, button-down dress shirt, and a tie. Logos are not permitted, with the exception of the LCDS logo. Shirts must be tucked-in. If an undershirt is worn, it must be solid white.
- Footwear: Socks must be worn and they must be solid white, navy or black, with no logos. Shoes must be solid black, navy, or brown, and they must be leather or leather-like dress shoes. Anything resembling a sneaker or boot (including Ugg-style boots), and anything made of canvas is not permitted.
- Outerwear: Only sweaters and fleece style jackets are permitted in the classroom. Sweaters and fleece jackets must be solid white, navy, or hunter/evergreen. Fleece jackets must have a full-length zipper. Logos are not permitted, with the exception of the LCDS logo.

GIRLS

- Clothing: Solid navy jumper, skirt, skort, or chino-style pants or shorts, and a solid white button-down dress shirt. The jumper, skirt, or skort must be no shorter than two inches above the knee. If pants are worn, a belt must be worn. Logos are not permitted, with the exception of the LCDS logo. Shirts must be tucked-in. If an undershirt is worn, it must be solid white.
- Footwear: Socks, tights or leggings must be worn and they must be solid white, navy or black, with no logos. Shoes must be solid black, navy, or brown, and they must be leather or leather-like dress shoes. Anything resembling a sneaker or boot (including Ugg-style boots), and anything made of canvas is not permitted.
- Outerwear: Only sweaters and fleece style jackets are permitted in the classroom. Sweaters and fleece jackets must be solid white, navy, or hunter/evergreen. Fleece jackets must have a full-length zipper. Logos are not permitted, with the exception of the LCDS logo.