



COUNTRY DAY HIGH SCHOOL

STUDENT/PARENT HANDBOOK

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ACCREDITED BY: Middle States Association

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INTRODUCTION TO COUNTRY DAY SCHOOL

MISSION

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

OBJECTIVES

In keeping with this mission, Country Day School:

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

History of Country Day School

Country Day School was founded in 1963 as a private coeducational school, similar to the U.S. college preparatory schools. The school grew from an initial 18 students to its present combined

enrollment of over 850 students, representing over forty nationalities. We are located on a ten-acre campus in the town of Escazú, about seven kilometers west of the center of San José.

Country Day School is recognized throughout Costa Rica and Central America for its level of consistent excellence in academics. In the past twenty years, we have had sixteen National Merit Scholarship winners, including nine semi-finalists, six National Hispanic Scholars, and a Presidential Scholar. Median SAT scores among our seniors are 600 Math, 550 Verbal. Over 90% of Country Day graduates attend U.S. colleges and universities. Many of our graduates have been accepted at such prestigious institutions as Brandeis, Carnegie-Mellon, Columbia, Cornell, Dartmouth, Duke, Georgetown, Harvard, Northwestern, Oberlin, Reed, Rice, Smith, Stanford, the University of Virginia, Vassar, Wellesley, Williams, and Yale.

Accreditation

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

School Divisions

Country Day School consists of four divisions: the Early Learning Center (ELC) and Day Care-Prep; the Elementary School (ES), grades 1- 5; the Middle School (MS), grades 6-8; and the High School (HS), grades 9-12. Each division has its own principal and administrative staff. The school day begins at 7:55 a.m. in the High School and ends at 3:00 p.m. If you wish to visit, please feel free to call for an appointment. We need to have time to dedicate to each visitor, applicant, and family.

Parent Committee

The Parent Committee is an organization that acts as a liaison between the parents and the school administration and, on occasion, within the community. The Parent Committee believes that there is a direct relationship between parent participation and student performance at school.

The Parent Committee works to establish effective communication between parents and the school administration. They also work with the school administration, as a team effort, to support the academic and extracurricular efforts made on behalf of the students at Country Day School.

ADMISSIONS POLICY

Admission to Country Day School is selective. It requires a review of grades for the two previous years, letters of recommendation including a conduct report, and an interview. Original school transcripts, health records, and a photograph must be attached to the completed application form. A student may be admitted provisionally on the basis of these transcripts, and

the entrance or placement test may be given when the student arrives in Costa Rica. In order to reserve a space, it is important to apply before May for the following August. The Matriculation Fee needs to be paid to the business office by May 1st to ensure this place.

ATTENDANCE

The school operates a 'closed campus' and has a responsibility to know where every student is every day. Students are not allowed to leave the campus during the day unless accompanied by a parent or guardian. We keep careful attendance records and call home to inquire when a student is absent. The school appreciates the parents calling to explain an absence.

Class Attendance

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

Tardiness

Students who arrive after 7:55 a.m. are considered late for school, and must sign in with the secretary to obtain a late slip before proceeding to class. Excessive tardies are treated as a disciplinary issue.

Absence

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

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

It is the full responsibility of the student to find out about class assignments and tests missed due to absence, whether excused or unexcused, and to take the necessary steps to make up any such

class work missed. Any missed assignments must be completed, since that material will be covered on subsequent examinations. Grades for assignments and tests will be awarded only in cases of excused absences.

Prior to a known absence, it is the student's responsibility to obtain the pre-absence form for his/her teachers to fill out with respect to work that will be assigned and due upon the student's return.

Medical/Dental Appointments

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

Non-Medical Absence

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

We discourage students missing school on account of family vacations or recreational trips. Such requests must be submitted in writing to the principal at least one week in advance in order for the student to get the teachers' input on work that must be made up. Parents are encouraged to refer to the school calendar before planning such trips.

The CDS Student Code of Conduct

The CDS Code of Conduct reflects the core beliefs of the CDS community.

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

It is the responsibility of all CDS staff members to articulate, model, and enforce the CDS code of conduct. All students are expected to respond positively and immediately to the legitimate requests of a staff member. Failure to do so becomes an issue of insubordination, and is considered serious misconduct.

Chronic minor misconduct, or serious misconduct, should be referred to the school Principal. At those times, the Principal will usually consult with interested parties before taking disciplinary action.

General Conduct Grade

Class behavior during the quarterly grading period generally determines the general conduct grade, although behavior outside class (as in media centers, field trips, and assemblies) is also considered.

A) An overall conduct grade is assigned using the class conduct rubric:

B) Conduct grades in subjects are assigned with letter grades, but for averaging they have the following numerical values:

E	100% - 93%	NI	74% - 65%
G	92% - 85%	U	64% and below
S	84% - 75%		

C) Each quarter, students are identified for the Citizenship Honor Roll. A student must achieve a minimum of 93 in conduct in each subject for the quarterly grading period

D) To qualify for the Citizenship Award, a student must achieve the Citizenship Honor Roll for at least three quarters.

E) A quarterly conduct grade below 65 will be considered reason for conduct probation. The Ministry of Education considers a failure in conduct for the year to be a failure in every subject, requiring that the academic year be repeated.

Offenses and Consequences

The determination of the severity of the offense and appropriateness of the consequence will be based on the assessment of the staff and administration. The administration will be notified of repeated Group I offenses and all Group II and III offenses.

Group I Offenses
<ul style="list-style-type: none">• Disruptive behavior• Littering

- Chewing gum
- Tardiness
- Dress code violations (See Dress Code Section for details)
- Inappropriate displays of affection
- Eating or drinking in prohibited areas
- Use of cell phones or electronics in prohibited areas or times
- Inappropriate use of technology in school

Group I Consequences	
<i>First Offense</i>	<i>Repeated Offenses</i>
Range from <ul style="list-style-type: none"> • Verbal Warning • Parent Notification or Parent Conference • Mandatory Work Duty • Detention 	Range from <ul style="list-style-type: none"> • Verbal Warning • Parent Notification or Parent Conference • Mandatory Work Duty • Detention • Group II consequences

- | Group II Offenses |
|--|
| <ul style="list-style-type: none"> • Cutting class • Disrespectful, insubordinate, or harassing behavior • Use or possession of tobacco products • Intentional defacing or destruction of school property or property of others • Leaving campus without permission • Repeated Group I offenses • Violation of Technology Code of Conduct |

Group II Consequences	
<i>First Offense</i>	Repeated Offenses
Range from: <ul style="list-style-type: none"> • Parent Notification or Conference • Mandatory Work Duty • Detention 	Range from: <ul style="list-style-type: none"> • Parent Conference • Detention • Saturday Detention • Behavioral Probation • In School Suspension • Indefinite Suspension

Group III Offenses
<ul style="list-style-type: none"> • Physical intimidation, fighting, or other use of force • Stealing • Cheating or Plagiarizing • Possession of guns or other weapons, or the intent to use an instrument as a weapon • Calling in a false alarm or bomb threat • Use, sale, possession, and/or being under the influence of alcohol or illegal drugs • Repeated Group II Offenses

Group III Consequences	
<i>First Offense</i>	<i>Repeated Offenses</i>
Automatic Parent Conference and in addition will range from: <ul style="list-style-type: none"> • Required Counseling • Behavioral Probation • In School Suspension • Indefinite Suspension 	Automatic Parent Conference and in addition will range from: <ul style="list-style-type: none"> • Required Counseling • Behavioral Probation • In School Suspension • Indefinite Suspension

Detention: Teachers and administrators may give detentions to students for misconduct. In such cases, the administration will be notified in writing via a behavioral referral form. Detentions will consist of supervised periods of time primarily after school. During detention, students may be required to execute maintenance, repair duties, or assist staff consistent with the nature of the misconduct.

In-School Suspension: Students serving an in-school suspension will be assigned a physical space for the day in which to complete assigned work from his/her classes. The student will receive credit for work done during an in-school suspension.

Suspension:

1. The decision to suspend a student will be made by the principal after taking all reasonable measures to gather the relevant facts, consulting with any involved teacher or staff member, and meeting with the student.
2. The student and the parents will be notified immediately.
3. Parents must accompany the student upon his/her return to their classes following the suspension for a conference with the principal.
4. During a school suspension period, the student will receive “0’s” on all work assigned during that time.

Behavioral Probation:

In the case of Group II or Group III offenses, a student may be placed on behavioral probation. Conditions of probation will be set in writing at the discretion of the school administration, in the form of a contract between the student, the parents, and the school.

Indefinite Suspension

Group II or Group III offenses may be considered for indefinite suspension. In such cases, the student is suspended until the end of the academic year and may not be readmitted for the following academic year.

Dress Code

The school uniform is required whenever students are on campus or at designated school sponsored events. The principal must approve any exceptions, such as on "casual" days or field trips. We find that in many respects the uniform encourages a sense of equality and fraternity in a culturally diverse school.

- All students must wear the CDS polo shirt (white with the black logo for Seniors). All shirts must have the uniform logo. Any T-shirts worn under the CDS shirt should be short-sleeved. All shirts must be solid colored in white or navy blue or official school T-shirts.
- Students may wear sweaters, jackets, sweatshirts, which are navy blue. Other cold weather gear must be put in lockers during school hours.
- Students must wear straight-cut navy blue trousers. The trousers must not touch the floor and be worn at the waist. Skirts and blue jeans are not allowed. Oversized, torn, or faded trousers are not permitted.
- All Country Day students, through the tenth grade, are required to have a Physical Education uniform, which consists of red shorts, and a white T-shirt with the school logo emblazoned on its front. T-shirts purchased for the annual 1K-5K Fun Run, the Book Fair, or other official CDS events may be substituted for the school logo T-shirt.
- Students who participate in sports during lunch should wear a T-shirt for that activity, and then put the uniform shirt back on for class. T-shirts should be navy blue, white, or other official CDS shirts.
- Clothing which promotes alcohol, tobacco or drug use is not permitted. Explicit or insulting text or drawings on clothing is also not allowed.
- Students should have neat and conservative hairstyles. Boys with shoulder-length hair must keep it pulled back in a ponytail.
- Only moderate jewelry and cosmetics are allowed.
- Visible body piercing or excessively large earrings are not allowed.
- A black belt, navy socks, and black shoes are required. Athletic shoes may be worn as long as they are mostly black.
- Hats or other headgear are not permitted.
- Uniform trousers may be purchased in many local department stores. CDS-shirts logo patches, shirts, and PE uniforms are available for purchase at the CDS campus store.

A student who is found to be out of uniform will be sent to the office. There, the student **MAY BE SENT HOME TO CHANGE (PARENTS WILL BE CALLED TO PICK THEM UP)**. Otherwise, a note will be given to the student so that other teachers know that a report has been made. Repeated dress code violations will be met with Group II or Group III consequences.

Emergency Procedures

Emergency preparedness is our most important ally, and at school we run regular drills so that students will know exactly what to do in case of an emergency. At the beginning of each school year, the Director sends by letter to each family detailed information about emergency/evacuation procedures. The information below is given as a quick reference.

Fire/Earthquake Drills

The signal for an emergency drill is a continuous bell or a siren. Students and teachers should evacuate the buildings quickly, calmly and quietly to their designated areas. High School exits are as follows:

Main Building: third floor classes exit down the outside stairs to the first floor and out the main entrance; and ground floor rooms exit from the main entrance.

New Building: students should proceed down the stairs and walk around the outside of the High School Building (near to the car park).

In both cases students should proceed directly to the courtyard and regroup into their assigned groups. Students should remain with their teachers throughout the emergency drill. At the conclusion of the drill, the sounding of a long bell will signal the orderly return to classes.

Everyone should keep in mind that instructions for grouping or for location may vary, depending on the emergency.

Evacuation Plan

In the event of a major fire or earthquake, emergency information in both English and Spanish will be broadcast on Radio Monumental (93.5 on the FM dial or 670 on the AM dial) or TV Channel 7. Do not call the school, as phone lines must be kept open for calls related to the emergency. If phones are not working, the school may not be able to contact the media.

Should evacuation of the school be deemed necessary, parents must pick up their children since bus transport will not be available. In order to reduce traffic jams, only one-way traffic will be allowed on the road inside the gates.

Emergency Consent Forms

Country Day provides a consent form for parents to designate an alternate person to pick up their children in case of an emergency. These designated drivers should keep this form in their cars at all times. In an emergency, they will be allowed to pick up student/s only if they give the consent form to the teacher in charge.

Medical Emergency

In the event of injury to a student, the school will render first aid as necessary and will notify the parent immediately. Should the student be seriously injured, requiring immediate transport to a

hospital or clinic, the school will arrange for such transport by car or by ambulance and notify the parent immediately so they may proceed to the hospital. A student is never sent alone; he/she is always accompanied by the nurse, a teacher, or an administrator. All students have insurance coverage that provides for ambulance service if they need to be transported.

Accident Insurance

All students enrolled at Country Day are insured against accident and injury 24 hours per day, year round. At present, the policy covers medical expenses incurred from an accident with a 5% deductible. The current maximum coverage is €100.000. Claim forms, as well as more information, are available in the Business Office, for reimbursement of expenses incurred for medical treatment.

FACILITIES AND SERVICES

Guidance Counselor

The guidance counselor is available to talk with students about personal and academic issues that may arise during the school year. Other support programs such as orientation of new students, individual and group testing, academic scheduling, data analysis on student demographics, and consultation with faculty and parents are also provided. Please feel free to call for an appointment at any time.

College and Career Counseling

The college counseling program offers comprehensive individual guidance and support to each student in the process of selecting and applying to colleges. The College Counseling Office has many resources available, such as college view books and catalogs; *College View* and *College Explorer*, informative computer programs; and college guides, such as *Barron's Insider's Guide* and *The College Handbook*. The college counselor also assists with information necessary to college applications such as required courses, grade point averages, class rank, and SAT/ACT scores. Students may also find out how many credits they have accumulated, and how many more are needed for graduation.

U.S. colleges and universities rely on standardized examination scores to measure the scholastic potential of the student. The college counselor can explain in detail the test dates and all requirements necessary for the PSAT, SAT I, ACT, SAT II/Achievement Test, and Advanced Placement exams.

Other special events offered include grade level College Nights, where students and parents are briefed on the college application and selection process, and college fairs, when representatives visit to supply specific information.

Food Service

Hot and cold lunches, including a variety of drinks, snacks, desserts and a vegetarian menu, are available each day from the school cafeteria. Students may pay in cash or by deposit in the Business Office. Students may also choose to bring a bagged lunch from home. For safety reasons, we cannot allow glass bottles or other breakable containers on campus.

The high school also has a kiosk that is open for snack and beverage purchases during the break each day.

Health Service

Country Day offers the full-time services of a registered nurse, whose office is located in the Elementary Administration Building. The nurse will not administer medicine to any student, however, unless and until permission is given by the parents.

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

Lockers

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

Lost and Found

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

Money and Valuables

Though Country Day makes a valiant effort to provide on-campus security, it is not responsible for any money, cell phones, radios, compact disc/cassette players, cameras, laptop computers, ipods, clothing, guitars, or any other personal property brought to school by its students.

CD/cassette recorders, radios and skateboards are not allowed on campus, unless specifically requested by a teacher for a class assignment. Any such property brought on campus without permission will be held in safekeeping in the office.

Any money or valuables that must be brought to school should be entrusted with the secretary for safekeeping until the time needed.

Multimedia Center

The Country Day Secondary School Multimedia Center welcomes all students, parents, faculty and staff to use its facilities. We have over 15,000 titles in the collection with an assortment of newspapers, magazines, reference materials, videos, vertical files, laser discs, maps and posters.

The Multimedia Center is open from 7:45 a.m. to 4:30 p.m. during each school day. Students who want to come to the Media Center must bring a pass from the classroom teacher to be given to the librarian in order to sign in the time of arrival. When the student is ready to go back to class, the librarian will sign out the time of departure and return the pass. A limit of three students may come to the Media Center from any one teacher without special arrangements. Each student should be on a separate pass unless the time of arrival and departure will be the same for all.

The Multimedia Center offers an opportunity to learn computer technology, as well as to prepare class assignments and special projects. We ask that these guidelines be followed to ensure the safety of hardware and software:

1. Neither food nor beverages are allowed in the CDS Multimedia Center.
2. Ask the Technology Coordinator for permission before moving any equipment or altering software setups of any CDS computers or peripherals.
3. Any disk or CD used outside of the school must be scanned for viruses before it is used in CDS computers.
4. Unless asked to do otherwise, disconnect from shared folders, quit applications, and shut down before you leave your work station.
5. Multimedia equipment may be used during lunch and after-school as long as there is teacher supervision.
6. Non-educational game playing is not permitted on CDS computers.
7. Document files left outside of named folders are subject to deletion.
8. All rules of CDS conduct and courtesy apply in multimedia areas.

Books and periodicals: to check out a book, take it to the computer station at the main circulation desk. The librarian will charge the book out to you by scanning the bar codes of the materials you are taking. You must then sign the check-out list, and a dated card should be inserted in the pocket of each item to remind you of the due date. Books are checked out for two weeks (ten school days).

See the main circulation desk to check out periodicals. Back issues of periodicals circulate for two weeks, just as books do. Current newsmagazines and current newspapers, stored on shelves near the main entrance, do not leave the library. Other current magazines may be checked out on an overnight basis.

Bring your materials to the circulation desk to be renewed. Even if you forget to bring them, the librarian can renew them for you. You will have to remember the new date, if your materials are not stamped.

Returning materials: when returning library materials, please drop them into the slot at the end of the circulation desk.

Reserve books: Any material that is not currently available may be put on "reserve". When the material becomes available, it will be held while the requester is notified.

Reference materials: although encyclopedias and some reference books may not be checked out, most reference material may be checked out for a single class period. The student, however, may photocopy pertinent passages for a fee per page copied.

Computers: School computers may be used by students and staff, and parents may also use them when available. Rules for computer use are posted in each carrel. All rules for technology use across the school apply for the library computers as well. Please ask for help if you have any questions.

Copy machine: the copy machine in the Media Center is to facilitate use of library materials, as well as other student needs. Students are limited to twenty copies of school-related material. Photocopies may be made for a minimal charge that will be announced at the beginning of each year. Students are not allowed to make or print copies from their laptops or a disk on the other printers of the school. Students are strongly encouraged to make their copies of work and assignments at their homes – not at school.

Fines/ Lost books : books will circulate for a time period of two weeks (ten school days). Following a three-day grace period, a minimal fine will be assessed for each school day the item is overdue. A list of overdue materials will be sent to the office twice a month. The third or additional time you must be notified, you will also receive behavior reports. Go to the Media Center to see why you are on the list.

The charge for lost books, paperbacks, or magazines, whether in or out of print, will be the list price for replacement, in addition to the fine. Students have the option of replacing lost materials with other materials of equal value to the Media Center, provided the Head Librarian approves the trade. Students who have not returned books, who have lost books and have not paid for them, or who have library fines outstanding, will not receive their report cards until all such matters have been cleared with the CDS Library.

TRANSPORTATION

Bicycles

If a student rides a bicycle to school, it must be chained to the bicycle rack for safety reasons. CDS will not be responsible for its damage or theft.

Buses

Country Day hires local buses to provide transportation for many of its students. Buses drop off and pick up students at the main entrance to the school. Bus routes are available for almost any location in the greater metropolitan area of San José. New families should consult with the Transportation Coordinator about routes and schedules.

As a courtesy service, an after-school bus service at 4:30 p.m. operates for students participating in extracurricular activities. Express routes are established each year, not the regular routes, and cover various areas.

Change of Transportation

If parents wish to change their child's usual method of transportation home, they must send or fax a note in writing to the office. Phone calls will not be accepted, in keeping with our policy to insure the safety and well being of all Country Day students while on campus.

Carpools

Carpool drivers are asked to remain in their cars at all times, and to observe the orderly flow of traffic. Drivers must keep the traffic line moving -- if your child is not yet out, then go around again.

Student Drivers and Cars

Student drivers must have a valid driver's license and must park their cars in the enclosed lower parking lot. All student cars should remain parked in the designated area during school hours, and they may not be driven at lunchtime or any other times of the day. Student drivers are required to register their cars with the high school office during the first month of the first semester.

Parking

Please park your car outside the main gates, along the street, or in the enclosed visitor's parking lot. The parking spaces inside the main gates are reserved for faculty and staff only. After 3:30 p.m. or during evening school activities, you may park inside the main gates should there be space available. CDS will not be responsible for damage or theft to your vehicles.

Traffic Flow Plan

All vehicles must enter by the upper parking lot gate, and exit by the lower gate. The traffic must flow in this direction only. Please stay in a single line in the pickup area. Parents must drop off and pick up children only at the curb in front of the 2nd-3rd grade building. Please park and walk to the lower Elementary School gate, do not park at the roadside, and please do not wait at this gate.

ADMINISTRATIVE POLICIES

Appointments

Please feel free to make an appointment with your child's teacher, a counselor, or the principal at any time by calling the office secretary.

Telephone Calls

Messages from parents to students will be delivered as soon as possible after they are received. Phones in the school office are NOT available for personal student calls, except in cases of illness and emergency. Students may use the public phone in the gatehouse for personal calls by using the appropriate phone cards, available at the campus store.

Cell phones

Cell phones may not be used during class periods. Messages from parents to students will be delivered as soon as possible after they are received. Phones in the school office are NOT available for personal student calls, except in cases of illness and emergency. We request that parents NOT call students during class time, as active cell phones will be confiscated by the teachers.

Laptop Use

CDS has the benefit and advantages of a wireless network. As of 2009-2010 all students are required to bring a laptop to school.

All computer use, whether private laptop or school property, is subject to the rules and regulations stated within the CDS *Technology Acceptable Use Policy*. Students and parents are required to read the document, including the consequences for failing to adhere to the same. The document is published on the school's website. Attendance at CDS implies acceptance and adherence to these rules.

Within each classroom, teachers have the authority to establish specific guidelines of use pertinent to the subject and its needs for laptop use.

Textbooks and Supplies

At the beginning of each semester, students are issued textbooks for each subject studied. Each student's name is recorded with the corresponding number of the textbook. At the end of the semester, the textbooks are collected, with each student credited for the return of the book and book's condition noted.

Students know they must not write on or deface their textbooks, since these books must be used for other students in subsequent years. If, however, a student loses or damages a book, he/she is responsible for the full cost of replacing it. The replacement cost will be the price of a new textbook, regardless of the condition of the textbook lost or damaged.

Students may check out textbooks during school vacations, provided the principal has given approval and the replacement deposit has been paid in advance to the CDS Business Office.

Country Day, in accordance with tuition policies, provides each student with school supplies once a month during the homeroom period. Each student receives a pen, a pencil, and a pack of notebook paper. Any extra materials must be provided by the student. In some art classes, students must purchase specific materials needed in the courses.

Art supplies and science laboratory materials are distributed according to class use by the instructor. We believe in the educational value of hands-on experience, and so we expect a certain amount of normal wear and tear. Any unusual, excessive, or destructive use of materials and supplies, however, will have to be reimbursed at full cost by the student responsible for it.

Assemblies

On various occasions throughout the year, we have assemblies and performances with exceptional cultural, educational, or spirit-building value. So that each one of us may enjoy the assembly, we ask that each student observe the following rules of audience behavior:

1. Arrive promptly, accompanied by your teacher, at the designated area.
2. Find a seat in the area assigned for your grade or class, and remain seated throughout the assembly.
3. Remain quiet and attentive during the assembly. No eating or drinking.
4. Wait to be dismissed before leaving the assembly area.

Bulletin Boards

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

Closed Campus

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

Field Trips

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

If the field trip is optional, and the student has a test scheduled in another subject that day, the student must remain on campus for the scheduled test.

Parties

Parties may only be held during lunchtime or after school, not during classes. There are two types of parties: school parties and private parties. School parties or dances are arranged at school by a teacher or an organization, and must adhere to the following guidelines:

1. There must be two teacher-chaperones present.
2. There must be two parent-chaperones present.

Private parties are arranged off campus, and are the sole responsibility of the students and their parents.

Schedule changes

Changes in schedule are allowed only in unusual circumstances, with approval from the principal, and are usually made during the first weeks of a course.

Any student wishing to drop *a course* without penalty must do so no later than the end of the first week of the semester. After the one-week period, any course withdrawal will be noted on the student's transcript as passing or failing.

Any student wishing to drop an *AP or Honors course* without penalty, must do so no later than the end of the second week of the semester.

School Photos

Generally taken around September or October, school photos are made of each student by a professional photographer. Students will be notified in advance of the school photo schedule, i.e. what grade on which day.

Once all the photos are taken, a packet of prints will be sent home with the students. If you wish to purchase the packet, please send the exact amount of money in a sealed and labeled envelope with your child's name and grade to the teacher. Please do not send any money until you have seen the photos.

Note: If your child is absent on the scheduled photo-taking day, please note that a day for retakes is generally scheduled early in the second semester.

Messages

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

Parent/Teacher Communications – Individual Teacher Websites

Open communication between parents and teachers is an important support for children during their school years. Conferences between parents and teachers provide the opportunity to share information about the child's development at home and at school, and to plan for further growth. Please feel free to call anytime for an appointment for a conference with your child's teacher. Teachers also may need to conference and meet directly with you, in order to share information or concerns from the school's standpoint.

Each high school teacher has his/her own school website that parents and students may access with an activation code and password. Early in the year, the school sends home the access information for all parents new families. The websites contain information pertaining to the classes, assignments and tests, links, as well as other course-specific information. You may also wish to contact the teacher in writing through the individual website access.

Visitors

If a student wishes to invite a guest to the Country Day campus, prior approval should be obtained from the principal, and a visitor's schedule will be arranged at that time. Frequently, the visit will take place during the lunchtime. All visitors and guests enter through the gatehouse, and the guard will advise the office.

Yearbooks

Each family in the Country Day community is entitled to receive a copy of the yearbook, free of charge. If you would like to purchase additional copies, you may order and pre-pay in the CDS Business Office. Be sure to bring your receipt to pick up your additional copies.

Open House

Open House Evening is scheduled during one evening early in the first semester and is an opportunity for parents to follow their child's schedule for a typical day, find out more about the courses themselves and to meet the teachers. We look forward to seeing all high school parents at the annual Open House.

EVALUATION POLICIES

General Procedures

Student progress and achievement are reviewed regularly by the faculty. These evaluations are based on the comprehensive curriculum plans & syllabi that faculty develop for each course. In addition to regular homework assignments, the faculty utilizes unit tests, frequent quizzes, oral and written reports, and creative projects to provide maximum opportunities for students to master concepts and academic skills.

Late assignments

Students are expected to turn in assignments on the date they are due. Teachers may accept work that is *one day late*, but with a grade penalty. Assignments that are more than one day late are subject to receiving no credit. Each teacher establishes his/her grade penalty for the one-day late policy.

Make-up Policy

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

Semester Examinations

At the end of each semester, final exams are given in all high school academic courses. Advanced Placement students must take their AP course finals, in addition to the school's final exams. The time and schedule allowed for finals will be announced each semester, as they may vary. It should cover the material covered during that semester. These exams count for 20% of the semester grade.

Students will be excused from final exams only for certified medical reasons, for a death in the family, or for other very serious circumstances. In such cases, the student will be required to take the extraordinary exams. These are administered at the end of the summer prior to classes beginning for the next year.

Extraordinary Examinations

A student failing a course may redeem his/her grade by taking an extraordinary examination. The revised semester average is calculated by adding 70% of the extraordinary exam grade plus 30% of the failing grade.

Students will usually have only one opportunity to take an extraordinary exam, although a student in grade 12 may be given an additional opportunity. Written notification will be sent to the parents advising that the student is in danger of failing the semester and may have to take an extraordinary exam. The parents are responsible for contacting the school at the end of the semester to confirm the day and time of the exams.

If a student is scheduled to take an extraordinary exam, we recommend that the student receive additional instruction in the course material during the vacation period prior to the exam. Textbooks may be checked out over the vacation by paying a deposit in the CDS Business Office and requesting the book from the subject teacher.

Tracking procedures: the progress of each student is reviewed at the mid-point and end of each quarter by the principal and counselors. If needed, parents, teachers and the student will be called in to a Case Conference to assess progress in all subjects and evolve an improvement plan. Such students may receive a letter of Academic Concern or a letter outlining a Probationary period for improvement (see below).

Report Cards/Progress Reports

Grade reports for all students are posted on the Edline sites at the end of each quarter, and at least once mid-quarter. Please review these grades with your child. We recommend a parent-teacher conference be scheduled in any case where there are needs for solutions and remedies for any student's problems.

Edline sites will be blocked from access in the case of a student's outstanding library fines, or other bills such as transportation, tuition, photographs, or PE uniforms.

Academic Probation

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

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

Standardized Testing Programs

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

1. Students in grades 9-12, Honors Algebra I, and students in grade 8, participate in the Admission Testing Program organized by the College Entrance Examination Board. These tests include the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT I), and various Achievement Tests by school subject (SAT II). Some Juniors and Seniors will take a similar test offered by the American College Testing Program (ACT).
2. Students who complete the required material in certain disciplines with a high degree of success may advance, with the consent of the instructor, to Advanced Placement (AP) level courses. Students enrolled in such courses are required to take the AP examinations. Payment for these exams should be made during the first two weeks of the school year.
3. Selection for National Merit (NMSQT) recognition is based upon performance on the PSAT during the Junior year.

Academic Honor Rolls

There are two academic honor rolls in the school. The High Honor Roll is composed of students who have received all grades of 93 or above in all classes. The Honor Roll is composed of students who have received grades of 85 and above in all classes.

AWARDS

We take pride in giving special recognition for the excellent achievements of our students in the High School. Country Day grants certificates of recognition for Outstanding Achievement and Outstanding Improvement in all academic subjects; for Achievement of the Academic Honor Roll; Outstanding Service; and for Outstanding Citizenship.

The following annual awards have been established at CDS through gifts or bequests:

Abraham Lincoln Award for United States History sponsored by the Republicans Abroad of Costa Rica, is given to that member of the Junior

Class who ranks in the top 10% of the U.S. History classes and who by an essay has demonstrated scholarship in this field.

Aegis Award for Mathematics is given to both Juniors and Seniors in the Honors and Standard programs, who have demonstrated superior scholastic achievement on a cumulative basis in the mathematics classes taken at CDS, with a minimum cumulative average of 93%.

CDS Scholar-Athlete Award is given to that girl and boy, in both the Junior and Senior classes, who combine excellence in academics with outstanding athletic performance and sportsmanship.

Creative Writing Award sponsored by the Parent Committee, is given to a Junior or Senior who by virtue of exceptional creativity in poetry and/or prose have demonstrated excellence in this field.

Franklin Chang Díaz Award for Science Achievement, sponsored by the National Aeronautics and Space Administration (NASA) and the CDS Parent Committee, is given to that boy or girl in the Junior Class who demonstrate superior scholastic achievement on a cumulative basis in the three basic sciences taken at CDS, with a minimum average of 93%. This award is also presented to Seniors in AP Biology, AP Chemistry and AP Physics who have demonstrated outstanding scholastic achievement with a minimum average of 93%.

John Philip Sousa Award for Excellence in Band is presented to that member of the CDS Symphonic Band who has exhibited exceptional qualities of leadership, service, and advancement in musical skill.

The **Patrick Gilmore Award** is presented to the runner-up of the Sousa Award.

The **Linda Frazier Award for Excellence in Journalism**, sponsored by the Parent Committee, is presented to students from High School who have distinguished themselves as journalists, and who have been valuable contributors to the school newspaper throughout the year.

Ruth Fendell Memorial Award for Excellence in Art, sponsored by Periódicos Internacionales S.A. and the Fendell family, is presented to students who have distinguished themselves in art studies.

Parent Committee Award for Leadership is presented to those students who have demonstrated outstanding leadership among their peers.

Parent Committee Award for Service is presented to those students who have distinguished themselves for their dedication and excellence in service activities.

The **Colgate-Palmolive Award for Creative Writing** is given to students who have demonstrated excellence and scope in creative writing during a given year or throughout their high school career.

Rina Etkes Drama Awards are presented to students who have displayed excellence in acting, writing original scripts, and in the technical aspects of theater.

The Cantabile Award for Music is given to the graduating senior who has demonstrated outstanding participation and achievement in the music program of the school.

The **Onis Viquez Spanish Award**, sponsored by the Banco Federado, honors outstanding achievement in the Advanced Spanish Program, AP Spanish, and SSL.