

# Welcome to the 2021–2022 School Year at Aylett Country Day School!

The Aylett Country Day School Handbook is a valuable tool for all parents, faculty, administration, and members of the Board of Directors as we work together to “prepare children for a lifetime of learning.”

The policies and procedures contained in this Handbook are intended to set forth Aylett’s general expectations of all its students. Parents are asked to read the entire Handbook and review the school’s policies with your child.

For our Pre-Kindergarten families, additional information is located in a special section of the Handbook.

Due to the needs of the school or to unforeseen circumstances, and especially as we work to mitigate the spread of COVID-19, it may be necessary to depart from some of the policies and procedures set forth in this Handbook without prior notice. The school may also revise policies and procedures from time to time without notice.

Please use this booklet, along with your school calendar and weekly newsletters, to be actively involved in the education of your child.

## MISSION STATEMENT

The mission of Aylett Country Day School is to develop children’s full potential in a creative, nurturing environment. We are committed to academic excellence through an innovative, enriching curriculum. As a school community, we are dedicated to building character and fostering traditional values including citizenship, honesty and respect.

## OUR VISION

Aylett Country Day School will be the school of choice for families who seek an environment in which their children will succeed personally, academically, artistically, and athletically.



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## ACADEMICS

### ACADEMICS AND DISCIPLINARY RECORDS

Each student enrolled at Aylett Country Day School has the right to accurate and complete school records, maintained in accordance with applicable federal and state laws. The policy for use of these records is as follows:

1. All cumulative student record folders shall be kept in locked, fireproof files.
2. School personnel shall have access to all student records.
3. It is customary when a student leaves Aylett that the legally transferable scholastic and disciplinary records shall be sent to the designated school upon request from that school or from the parent. Parents should supply a postage paid envelope with the transcript release form for sending school records. Before records are released, all financial obligations to the school must be met.
4. Parents may challenge the accuracy of their child's records by meeting with the Head of School, who will fully inspect the records for any inaccuracies or discrepancies.

### CURRICULUM

Aylett Country Day School's curriculum is challenging and students are expected to accept responsibility for completing work on time to the best of their ability. The core subjects consist of language, reading, mathematics, social studies, and science in the Lower School. Middle School core subjects consist of English/literature, history/world geography, science, mathematics, and Spanish. Students build skills in the early grades that will prepare them for fourth and fifth grades and then for the rigorous middle school curriculum.

#### **Middle School Math**

In collaboration with the teacher, parents and student, a math curriculum path will be planned and implemented that fits each student's best interest. There are three paths for your consideration:

1. Math 6→ Math 7→ Math 8
2. Math 6/7→ Math 8/Pre-Algebra→ Algebra 1
3. Math 8/Pre-Algebra→ Algebra 1→ Geometry

#### **Special Classes**

Physical education, music, flow arts, and art supplement the core curriculum and provide challenge, creativity and enrichment for students. These special classes are an integral part of the curriculum in Aylett's mission to develop the whole child.

Through weekly library visits and library instruction in the lower grades, children learn to value and enjoy reading.

Students in middle school are able to complete a two-year Spanish course for high school credit (Spanish 1).

Interdisciplinary and community service projects, all school performances, and a myriad of activities round out a strong curriculum in which children can challenge themselves in a supportive environment.

### GRADING SCALE

The academic grading scale for grades 5-8 is as follows:

A 93-100	D 68-72
B 83-92	F 0-67
C 73- 82	

A "+" or "-" appearing after a grade denotes a point average at either end of the number range for that grade.

Through fifth grade, classroom conduct and effort in art, music, and physical education are measured by the scale:

<b>E</b> Excellent	<b>G</b> Good	<b>S</b> Satisfactory
<b>N</b> Needs Improvement	<b>P</b> Poor	

**REMINDER:** Students must accept responsibility for good behavior and for putting forth their best effort in classes where letter grades are not given. Failure to do so will result in a lower effort grade.

Physical education classes for grades six, seven and eight will be graded with a letter grade and thus will affect honor and merit roll status.

Comprehensive examinations are administered in grades seven and eight at the end of each semester. Exam grades represent one-fifth of the semester grade and are averaged with the two other quarter grades.

In the eighth grade, the valedictorian and salutatorian are determined by the highest grade point averages at the end of the sixth week of the fourth grading period.

## HOMEWORK

Homework is an extension of class work and is intended to reinforce learning, review skills, and provide an opportunity to strengthen research skills. Students will be given long and short-term written assignments as well as study assignments. Through homework, children practice skills already learned or review previous material necessary for continued progress in understanding a concept. Students are expected to complete homework assignments when assigned. Students are responsible for recording their homework and projects in their assignment book daily or checking Google Classroom for posted assignments.

Since each student works at his/her own pace, the following time schedule is to be used as a guideline. Homework is assigned daily, and children are encouraged to space their long-term assignments so that their workload is evenly distributed.

Grades 1-4	10-50 minutes
Grades 5-8	40-90 minutes

Homework may be checked and graded. Teachers try to coordinate their schedules so that no more than two major tests are given on any one day. Weekly spelling tests are not considered major tests, but are scheduled tests. In addition, teachers will make every effort to coordinate homework so that work is distributed as evenly as possible. In the beginning of each school year, each teacher will make known to the students the policy for late or incomplete work.

Faculty members make a determination about whether the missed homework is excused or not. Generally this decision is made based on whether the student had enough control of this time the night before.

## STUDENT RESPONSIBILITIES

Students are responsible for getting all homework assignments when they leave school early, as well as seeing a teacher about missed work after an absence.

Students should plan ahead for long-term assignments and tests in order to evenly distribute their workload.

It is the responsibility of the student to make sure that he/she understands the assignments before leaving the classroom.

Students should write all homework assignments and reports in their own words and should properly document all sources when completing a report.

It is the responsibility of all students to review math skills on a daily basis. In addition, independent reading should be a part of each day's routine.

## PARENT RESPONSIBILITIES

Parents should provide a structured time and a quiet place for working at home. This should be a time when there are no interruptions. Televisions, phones, computers, video games, and other distractions should be discouraged during study time. **Consistency is the key to homework success.** Please plan family activities so that they support the academic demands of Aylett Country Day School.

**Parents are strongly encouraged to read with children and to review math facts with them daily.**

Parental supervision and checking of homework depends upon the age of the child and the student's level of independence. Under no

circumstances should parents do their child's work or homework. Good study habits include the ability to work purposefully with little or no supervision.

## COMMUNITY SERVICE

Aylett Country Day School believes that having a sense of community awareness through service, volunteerism, and helping one's fellow man will have lasting effects and will set the stage for students' becoming better, more productive citizens in the future.

•Students must complete the following number of community service hours beginning the summer prior to the particular school year they will be entering.

- 6th grade – 5 Hours
- 7th grade – 10 Hours
- 8th grade – 15 Hours

Preferably, at least half of the total number of hours must be earned outside of school.

•Students who enroll at ACDS at any point after the beginning of their 6<sup>th</sup> grade year will have the hours that they are required to serve prorated based on the date of their enrolling in school.

•Students who do not complete their hours during this time frame may, along with their parents or guardians, be required to meet with the Head of School to devise a plan for the completion of these hours.

•Hours worked during the summer must be submitted by October 1 of the current school year. These hours must either be worked through the school or through a bona fide charitable/non-profit organization, and students may not be paid.

•Work done through a school-sponsored club or organization does count toward this requirement. Household chores, babysitting, helping neighbors, working for a family business, etc. are not considered acceptable service activities.

•Service at school must be pre-arranged and involve contact with other students or formalized with faculty/staff supervision. Examples of in-school service include student to student assistance, classroom help,

school grounds clean up, staff/teacher assistance, parent association help, ushering for special events, and uncompensated ACDS summer camp assistance, etc.

•Time volunteered at events to benefit your class does not count as valid service.

•Valid service to a place of worship includes: teaching, nursery care, administrative and church property care. Participating in a worship service does not count as valid service (e.g. acolyte, choir, etc.)

•Hours in excess of the yearly requirement do not carry over from one year to the next but they do count towards the Spirit of ACDS Award.

•Hours must be performed under the supervision of an adult and verified by this supervisor.

•Service may not be an internship or job training that is required for future employment or certification.

•Events sponsored by one's place of worship to benefit another group or agency, such as mission trips, may count in their entirety towards school service hours.

•Students who are unsure if an endeavor with which they are helping would qualify should consult with the Head of School prior to engaging in the activity.

•Community service hours will not be counted unless the form verifying them has been turned in to the Head of School. These should be turned in as soon as they are completed.

### **Spirit of ACDS Award**

This award recognizes students at graduation who have earned a minimum of 60 hours of community service.

## **HONOR/MERIT ROLL REQUIREMENTS** (applies to students in grades 5 or above)

### **HONOR ROLL**

1. All academic grades of A- or above;
2. All progress and citizenship grades S- or above;

## MERIT ROLL

1. All academic grades of B- or above;
2. All progress and citizenship grades S- or above;

## PROMOTION/RETENTION POLICY

A student in the Early Childhood program may be recommended for retention by the teacher on the basis of observation, lack of social readiness, and/or evidence of academic delay sufficient to keep the child from succeeding at the next level.

A student in kindergarten through grade three may be retained if satisfactory progress is not made in reading or mathematics. The student's teacher and the Head of School in consultation with the parents will make the decision.

A student in grades four or five may be retained if he or she fails reading, language, or mathematics or if a student fails two or more core subjects.

A student in grades six through eight may be retained if he or she fails English or if a student fails two core subjects. In grade eight, if a student is retained, he/she will not be permitted to participate in graduation.

## REPORT CARDS

Report cards are an important communication tool between home and school. Parents are encouraged to look them over carefully and discuss them with their children. Parents are asked to pay attention to effort and behavior grades, as well as academic achievement.

**Signed report cards should be returned to the school within three days.**

Pre-Kindergarten four (PK4) and five (PK5) students receive written reports in January and June. Students in grades kindergarten through grade eight receive official report cards on a nine-week basis.

## INTERIMS

Parents of students with an 82 average or below in a class will be sent an interim at the midpoint of each grading period. All middle school students receive interim reports.

## TECHNOLOGY ACCEPTABLE USE POLICY

### **Safe Use of Technology**

Students should be mindful of safety considerations when using technology at school and especially when away from school. Students have Aylett e-mail accounts which are used for communication with faculty. All Middle School students use Google applications in their classes. Students need to be aware of basic safety considerations whenever they are using computers and cell phones.

- Use Aylett accounts only for school purposes.
- Protect all logins and passwords, sharing them only with parents.
- Ensure that all internet access is filtered and that all social networks are appropriate to the age of the student and are set to private.
- E-mail, chat, text, IM, and network only with people you know.
- Never divulge personally identifying information, including your name, phone number, or address, to an unknown site or person.
- Keep all content, including text, photos, and videos, appropriate.
- Alert a parent or teacher if anything inappropriate takes place while using technology

**Students should be aware that almost everything they do online can be found and could be revealed even years in the future, with possible damage to their reputations, college admissions, and even careers.**

### **Acceptable Use of Technology**

The age of technology is providing opportunities for learning, accessing information, and communicating never before seen in schools. Along

with these opportunities comes the obligation of using technology in an appropriate, responsible manner.

The acceptable use of technology should be ethical; reflect academic honesty; demonstrate respect for intellectual property, ownership of data and system security; and guarantee the individual's rights to privacy and freedom from intimidation, harassment, and annoyance. Above all, the use of technology should be for educational purposes.

Students should not expect their privacy to extend to communications and information on School information systems. To ensure compliance with this policy, computer, Internet, and e-mail usage may be monitored by the School. The School has the right to access information and may conduct unannounced inspections of School information systems. If monitoring reveals inappropriate usage of the system, this information will be provided to the Head of School for appropriate follow-up. The School will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the School's system.

In making acceptable use of computers, software, local and wide area of network resources, and related technology equipment, users must:

- Use only for educational purposes during the school day.
- Represent the school in an appropriate manner.
- Access only files and data that are their own, that are publicly available, or to which they have been authorized access.
- Adhere to all copyright laws and fair-use guidelines.
- Use only legal versions of copyrighted software in compliance with vendor requirements.
- Be considerate in their use of shared resources.
- Appropriately cite information resources as set forth in the citing resources doc.

In making acceptable use of computers, software, network resources, and related technology equipment users must NOT:

- Play games or movies during the school day.

- Make or use illegal copies of the copyrighted software, store such copies on school systems, or transmit them over school networks.
- Use another person's system, ID, password, files or data.
- Use computer programs to decode passwords or access security software in an attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services or damaging files.
- Monopolize systems, overload networks with excessive data, or waste computer time, connect time, disk space, printer paper, manuals, or other resources.
- Use e-mail, or other social networking services to harass, intimidate, or otherwise annoy another person. Cyber-bullying is strictly prohibited.

Students who violate the established guidelines are subject to penalty as set forth by the school's behavior expectations.

### **Responsible Use of Technology**

When using a shared technology resource at school, a student must make every effort to leave it the way they found it. Even minor changes to the shared set-up and to the hardware are not allowed. Damaging equipment in any way can be considered vandalism, with accompanying serious penalties including payment for the repairs needed. The following are some examples of rules for student use of equipment:

- Do not change desktop or screensaver designs.
- Saving documents to the hard drive does not ensure the document will be there the next time you login. Always save to a flash drive or use Google Docs.
- Do not unplug or move headphones, mice, or keyboards from one computer to another without teacher permission.
- Be sure to return laptops and Chromebooks promptly to the proper slot in the proper cart and plug in the charging cord.

- Do not waste printer paper. Printing is only allowed for school-related purposes.
- Portable school-owned computers should be set to use the Aylett wireless network. Do not change this setting.

## TESTING

Aylett Country Day School may use the following assessments to glean students data to make instructional decisions:

### PRESCHOOL

Brigance (PK4, when applicable - spring)  
 Kindergarten Readiness (PK4/PK5 – spring)  
 PALS

### LOWER and MIDDLE SCHOOL

Achieve3000 Literacy  
 PALS

## CONDUCT

### OBJECTIVE

At Aylett Country Day School we believe that for a student to function successfully, he or she must have a clear set of guidelines defining standards of behavior. The following Code of Behavior sets forth guidelines and the possible consequences for misconduct. **By enrolling their children at Aylett, parents agree to fully support the school in its enforcement of the Code of Behavior.**

### INTENT

The Code of Behavior is designed to protect the well being and rights of all students and to assure safe, efficient school operations. This Code serves to:

- establish a fair and objective process for responding to unacceptable conduct or academic performance;

- distinguish between less serious and more serious actions of misconduct and provide corrective action accordingly; and
- provide school administration and teachers a more efficient way to manage and provide guidance to students when problems arise.

The Code of Behavior is intended to be illustrative, but not all-inclusive. Accordingly, an infraction which is not listed but, in the judgment of the administration, undermines the effectiveness of the school's activities or the student's performance will be treated in a manner consistent with the provisions of this policy.

The Code of Behavior is intended to insure uniformity and fairness among students, parents, and teachers, which will ultimately improve Aylett's goal of providing a superior academic environment. However, in order to make this policy successful, full cooperation between parents, school, and administration is needed. Every instance will be reviewed on its own merits and will be dealt with fairly, effectively, and with the student's and the school's best interests in mind.

## CODE OF BEHAVIOR

Any student who engages in unlawful conduct or other conduct which endangers the health, safety, or reputation of herself/himself or other members of the school community is subject to discipline for violation of a major school rule.

The following infractions will be classified as major offenses, which require immediate formal action. The administration reserves the right to adjust the consequences depending on the severity and frequency of the offense. The consequence may be reduced in light of mitigating circumstances. Mitigating circumstances may include consideration of a student's history of otherwise satisfactory academic performance or behavior. Violations will be a part of the student's file.

### Major Offenses

1. Fighting
2. Lying – being untruthful
3. Forgery – the unauthorized signing or initialing of any document or statement for another person is also considered lying.



3. Cheating – giving or receiving unauthorized help with academic work (includes tests, quizzes, papers, or homework).
4. Plagiarism – Due to the many new technologies for communication, plagiarism has become a growing concern. Plagiarism is using someone else’s words, ideas or research without the proper attribution, so that the words, ideas or research paper appear to be one’s own.
5. Stealing – borrowing without permission
6. Inappropriate use of Computer Technology Policy
7. Destruction of property
8. Possession or use of e-cigarettes, tobacco, or alcohol products \*
9. Possession of firearms, explosives, or dangerous weapons \*
10. Leaving campus without permission \*
11. Possession or use of illegal drugs and/or prescription drugs will result in immediate dismissal\*

*\* Police may be notified*

Consequence for the above infractions may include:

A conference with parent, teacher, administrator, and student, and following this conference, a student may be suspended or expelled.

Plagiarism is intentional, it is dishonest, and a violation of the Aylett Country Day School Honor Code. Unintentional plagiarism can be avoided by knowing the following guidelines. Unintentional plagiarism out of carelessness can also be considered an honor violation.

Guidelines for Plagiarism:

1. Notetaking – as you take notes in research, be sure to include enough bibliographic information so that you can cite the source when you write the paper.
2. Exact words – either put your notes in your own words (paraphrase) as you take them, summarize in your own words, or use quotation marks around exact phrases. Avoid long quotes. It is best to indicate the name of the person being quoted and his/her relevance within the text of your paper or report itself.
3. Copy/paste – any time you copy text into any kind of paper it will need to be in quotes. Also, keep in mind the limits of the education Fair Use exemption with copying images, sounds, etc.

4. Source use – attempt to use sources that are understandable for the level of your report or paper. Beware of search engines which give you unevaluated information. Quoting extensive and complicated vocabulary that you might not even understand makes it look like the paper is not yours. If you are not sure whether information is “common knowledge” or not, you should cite where you found it.
5. Proofreading – you can get so involved in writing that you can miss where you need to paraphrase or summarize in order to avoid plagiarism. Leave enough time to proof for this.

Minor Offenses

Most other infractions are considered minor offenses including the unauthorized use of cell phones, iPods, and other electronic games on the bus, at school, and during school activities.

Consequences for minor infractions may include:

- conference with an administrator;
- confiscation of certain items with release to parents;
- written notice to parents;
- phone call to parents; and
- possible suspension.

**STUDENT CONTRACT FOR CLASSROOM BEHAVIOR**

At Aylett, we hold a high standard for classroom behavior. At the beginning of the school year, students in kindergarten through 8th grade will become familiar with *Aylett’s Student Contract for Classroom Behavior*. The contract states:

I, \_\_\_\_\_ understand that:

*The mission of Aylett Country Day School is to develop children’s full potential in a creative, nurturing environment. We are committed to academic excellence through an innovative, enriching curriculum. As a school community, we are dedicated to building character and fostering traditional values including citizenship, honesty and respect.*

I, \_\_\_\_\_ hereby acknowledge my duty to honor Aylett's mission by exhibiting classroom behavior that fosters learning, responsibility, cooperation, and respect for authority. I will also abide by my school's guidelines for mask-wearing.

I, \_\_\_\_\_ understand that I may be dismissed from Aylett should I impede the mission of Aylett Country Day School by:

- **Demonstrating a pattern of disruptive behavior (including repeated outbursts, interruptions or intentional distractions) that hinders or detracts from the learning environment of my classmates.**
- **Engaging in behavior or speech that disrespects the character and authority of my teachers, the administration, or the school support staff.**

By signing my name to this Contract for Classroom Behavior, I acknowledge and accept my responsibilities in upholding the values and mission of Aylett Country Day School.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

### TEASING, BULLYING, AND HARASSMENT

ACDS strives to create a community in which all individuals enjoy respect and security in their relationships with others. Teasing is a good natured, playful, back and forth repartee characterized with a friendly tone. Sometimes good-natured teasing can go too far when the intent of the teasing does not match the impact and feelings are hurt; students need to learn how to be careful about this. Some teasing is mean-spirited. Mean-spirited teasing takes advantage of another person and the teaser knows that the behavior is upsetting to that person. Bullying involves unwanted, aggressive behavior that is repeated over time and is intended to be hurtful. Cyber-bullying is being cruel to others by using digital technology to send or post upsetting material.

If a student personally experiences mean-spirited teasing, bullying, or harassment, he is encouraged to first use a strategy to manage the situation (ask the person to stop, discuss the situation, ignore the situation, walk away, change the topic, or use humor). If the mean-spirited teasing, bullying, or harassment continues, he should tell an adult at school. Another student who observes mean-spirited teasing, bullying, or harassment is expected to stand up for his classmate or to tell a teacher. A student who engages in mean-spirited teasing, bullying, or harassment will receive natural/logical consequences, as well as support for changing behavior.

When an adult at school becomes aware of the mean-spirited teasing, bullying, or harassment, these steps may occur depending on the circumstances surrounding the alleged incident.

The adult (teacher or advisor) will learn the details of the situation and talk with the students involved. The adult and students will create a plan for preventing further mean-spirited teasing, bullying, or harassment and will monitor the situation.

If the mean-spirited teasing, bullying, or harassment continues, students will be asked to have no contact with each other. Consequences will be implemented for the offender. Both parties will receive support from adults at school, and parents will be informed.

In the event of another infraction, the offender will speak with the Head of School who will determine an appropriate consequence, which will typically result in suspension.

A student who has not responded to the above steps jeopardizes continued participation in the ACDS community.

### USE OF CELL PHONES, IPODS, AND ELECTRONIC DEVICES

**The unauthorized use of cell phones by students is prohibited at school and on school grounds/ property during school hours and at school functions. ACDS will not be responsible for lost personal electronic items.** If a student needs a cell phone/smart device for security purposes, the storage of the phone/watch during school hours

and school functions will be in the lower school student's backpack or the middle school classroom.

Should a student use his/her device on school grounds/property or during school events (League meetings, school plays, away games, etc), it may be taken and kept in the office until the parents and the Head of School can meet and discuss disciplinary action.

## APPEAL PROCEDURES

Should a parent disagree with disciplinary action of the school, the parent may appeal the decision to the Head of School. If the parent is dissatisfied with the result of the appeal to the Head of School, the parent may appeal to the President of the Board of Directors.

## COMMUNICATION BETWEEN HOME AND SCHOOL

### ATTENDANCE:

1. Regular student attendance and punctuality is essential to ensure continuous progress in school. For their own benefit, students should be in attendance except for serious reasons, such as illness, a family emergency, or a religious observance. As make-up work is a poor substitute for classroom instruction, the school strongly urges that family vacations be scheduled to coincide with school vacations.

Prolonged absence from school makes a challenging situation for students and teachers and should be avoided if at all possible. Family circumstances are certainly important, but please remember that if students are away from school for reasons other than illness or family emergencies, they must accept the consequences if their grades are affected by the prolonged absence. It is difficult for students to find time to meet with teachers for instruction and to schedule missed quizzes and tests while the class is moving on to new material.

2. A written excuse is required for a student to be excused from physical education class.

3. If a student leaves school early, the parent should send a note to the teacher explaining the reason for the early dismissal and the time that the student will be picked up. The student will be called to the office at the time requested.

4. All students are expected to attend school programs in which their class is participating such as Graduation, Grandparents' Day, school plays and other events that may come up during the school year. Parents are responsible for their transportation if the programs are not during school hours. Sometimes when students participate in interscholastic sports, parents will be responsible to transport students.

### ABSENCES:

1. Parents are expected to notify the school as soon as possible if the student will be absent.

2. If parents would like to pick up the student's missed work, email the teachers directly.

3. Any student who acquires six or more absences per quarter will be contacted by the school and a meeting may be required for an explanation of absences.

4. If a student has more than 20 absences in a given year, an evaluation will be necessary for promotion.

5. When students are absent, it is their responsibility to get class work or homework assignments by calling a classmate. Students and parents should not depend on the internet to provide the necessary assignments or work missed.

6. If students are too ill to complete homework or do not have materials at home, they should meet with each teacher when they return to school in order to make plans for getting work completed in a timely manner. A call should be made to the teacher(s) to inform them of the situation.

7. In order for a student to be recognized for perfect attendance, he or she must be present every day. In the event of a family emergency, doctor's appointment, etc., four hours would constitute a full day's attendance. (See tardy policy below.)

8. If a student is to participate in an after school activity (sports, dances, play), the student must be in attendance no less than four hours on the day of the scheduled event.

9. Students must give a note to the homeroom teacher when they return to school. The note should state the date and the reason for the absence.

### TARDIES:

1. A student is tardy if the student is not present in the classroom by 8:30 A.M. The student's parent must sign the student in at the front door and indicate the reason for the tardiness. The student will then receive a late slip to present to the teacher.

2. If a student is late due to a medical appointment, the student should receive a note from the medical office that must be presented at the front desk when the student signs in. The medical slip will be signed by office personnel and then presented to the teacher when the student goes to class.

### ARRIVAL/DISMISSAL PROCEDURES:

**Entrance and Exit:** To ensure the safety of our students, please use the "2nd" entrance when you are entering ACDS and use the "1st" entrance when you are exiting ACDS. This will eliminate congestion and be safer for our students and patrons.

### **Arrival:**

Students can be dropped off between 8:10 and 8:30. Drivers should remain in their vehicles to keep the line moving. Students should be ready to get out of the vehicle once it stops in front of the school. Buses arrive between 8:20-8:25. Instruction begins at 8:30. Students arriving after 8:30 are considered tardy.

### **Dismissal Procedures:**

- 2:45 PreK and kindergarten car rider dismissal; Aides will escort students to car line
- 2:53 Buses will line up
- 2:55 Ms. Mercer will collect Extended Care students, starting with PreK
- 2:55 Middle school students will board the buses and be seated in

the back

- 2:55 Lower school students will board the buses (students will leave the building from their assigned door)
- 3:00 PreK students will exit using the PreK door and board the buses
- 3:02 Buses depart
- 3:03 Car rider line begins for 1st-8th grade students

### **Car rider line rules:**

- The car rider line is a No Cell Phone Zone!
- Do NOT pass cars in front of you. Be patient and stay in line.
- Stay in your vehicle. This allows the line to move more efficiently.
- Drive slowly when pulling away.
- Use the designated Exit.

## FINANCIAL OBLIGATIONS

Upon signing an enrollment contract with Aylett Country Day School, an enrollment fee of \$100.00 is due. This fee is deducted from the tuition. Parents may pay the balance on an annual, semi-annual or twelve month payment plan basis. If the annual plan is chosen, a 1.5% discount on tuition may be taken if paid by July 1. If the semi-annual plan is chosen, one-half of the balance is due on July 1 and the remaining one-half is due on January 1. The monthly plan is twelve equal installments due on the fifth or twentieth of each month from July through June.

Milk orders are due on or before Open House. If a student will be riding the bus for any portion of time, the full bus fee is required and will be added to your tuition rate. There is a charge for Kindergarten Readiness testing. Parents will be notified of testing dates and cost prior to testing.

A late charge is assessed on payments more than seven days past due. The rate is 5% per overdue payment. If an account becomes delinquent (an account not paid in full by June 30), charges accrue on the balance at

an annual rate of 18%. If the school must begin collection proceedings, the signer(s) of the contract must pay all costs.

In the event that tuition or other school fees are not paid in a timely manner, the school reserves the right to withhold an education at ACDS, report cards, certificates of successful completion of any course, enrollment for succeeding years, transfer or records to other schools, or participation in extracurricular activities, including graduation, pending full payment of tuition. Families will be billed for lost classroom materials.

## THE LEAGUE

The League is Aylett's parent organization. The group meets four times during the school year for special programs, updates on the school, and to plan and carry out fundraisers. The proceeds of the fundraisers are a vital part of the school's yearly revenue. All patrons of Aylett Country Day School are expected to join the League, attend the monthly meetings and participate in its activities.

## FUNDRAISING

Distribution of materials for the sale of goods, tickets, etc. is not permitted except with the consent of the Head of School.

## WEEKLY NEWSLETTER

The school publishes a weekly Newsletter every Tuesday so that the school community is informed about school matters. This information is very important! All items for the Newsletter should be submitted in writing or via email to the school office by noon on Monday. Please email Tara Garner at [tgarner@acdspatriots.net](mailto:tgarner@acdspatriots.net). The Newsletter is distributed via email and is listed on the ACDS website every Tuesday afternoon.

## ROOM PARENTS

At the beginning of the school year at each grade level, a parent is asked to volunteer to be a Room Parent. The Room Parent's responsibilities include: helping to coordinate with teachers and parents seasonal parties throughout the year, coordinating with the League re: activities and functions, and communicating to parents activities for Teacher Appreciation Week.

Room Parents may also be asked to assist the classroom teachers with special activities.

## PARENTAL CONCERNS

Parents are strongly encouraged to follow a structured procedure when they have concerns. This should begin with a note, phone call, or email to the student's teacher to inform the teacher of the concern or to set up a conference time for discussing the concern. This enables the teacher and the parent to discuss the concern right away or to meet at the appointed time and discuss the concern in a productive, focused manner. Parents should come to the conference with the problem outlined and teachers should come prepared to offer suggestions for solving the problem. Often it is helpful to have other teachers or administrators present if the concern is one that affects other disciplines or areas of school life. The discussion should be kept private by all parties unless other school personnel or outside resources need to become involved.

If, after meeting with the teacher, the problem is not resolved satisfactorily, parents should direct their concerns to an administrator (Middle School Coordinator or Head of School). Unscheduled conferences are difficult for school personnel, especially immediately before school starts or at the end of the day before the buses leave. These are the times when teachers and administrators are busy with the needs of all of their students.

## PARENT/TEACHER RESPONSIBILITIES

Parents should respond to school correspondence and return signed papers, permission slips, report cards, etc. in a timely manner.

Teachers are expected to correspond with parents at the beginning of the school year with letters outlining class goals and expectations. Information is sent home throughout the school year in order to keep parents informed about class activities, projects, field trips, and other school related matters.

Teachers should monitor academic progress and advise parents when summer remediation or retention is foreseeable.

Parent conferences may be scheduled at any time during the school year by either the parent or the teacher. There is a conference day scheduled in the fall and on an as needed basis in order for parents and teachers to discuss the progress of each student in the class.

As part of their educational experience, students in kindergarten through eighth grade need to learn responsibility for unpacking, turning in homework, keeping desks neat, bringing messages to and from school, keeping needed supplies at school, and demonstrating appropriate classroom behavior. Therefore, if your student is in grades one through eight, please do not accompany him/her to the classroom in the morning.

Students are responsible for their personal belongings at school. Lost and Found boxes are placed in the Lower and Middle school offices, and students are encouraged to look there for misplaced items. Articles unclaimed after a few weeks will be donated to a local charity.

Parents should notify the school in writing if changes are to be made in a student's transportation arrangements. Any changes that must be made by phone should be completed before 1:30 P.M. if at all possible. If sending a transportation change request during the school day, please call the office. This ensures the teacher and student are informed of the change via intercom. Emailing or texting a teacher with transportation changes is NOT a guaranteed way to get the message to the student before dismissal time.

Students through grade five staying as spectators for an after school athletic event must have adult supervision. Students in grades six through eight must bring a note from home in order to be a spectator. All students need to be picked up directly at the conclusion of an afterschool event.

Students should not be on the school playground and equipment after school without adult supervision.

Students are not allowed in the gym after school without teacher or parent supervision.

There will be no individual birthday parties at school. Due to disruptions and potential hurt feelings, party invitations may not be distributed at school.

## SCHOOL CLOSINGS

School closing for inclement weather will be announced on radio stations WRAR – 105.5 FM, WNNT – 107.5 FM, and on WWBT - TV Channel 12 (www.nbc12.com), as well as through the school's Facebook page and phone tree. Parents are requested to tune in these stations. As soon as a decision has been made to close school, TV and radio stations will announce the closing time. If it is necessary to close school during the day because of snow, drivers may follow the snow bus route.

Emergency bus routes will be announced in the same manner. A detailed listing of stops will be sent home in the fall and are posted on the ACDS website.

Opening school on days when we must run an emergency bus route is always a calculated risk. Please put safety first when deciding whether or not to meet a bus or bring the student to school.

# SCHOOL LIFE

## BUS RULES

All rules in the Code of Behavior apply on buses and at bus stops. In addition, the following rules apply:

1. Each student must obey the bus driver at all times and respect the rights of others.
2. Keep talking to a low volume.
3. TALKING TO THE BUS DRIVER WHILE THE BUS IS IN MOTION SHOULD OCCUR ONLY IN AN EMERGENCY.
4. Silence should be maintained while the bus driver is speaking.
5. No eating, or chewing gum on the bus. Drinking water is allowed if it does not cause a problem.
6. No student is ever to sit in the driver's seat.
7. Do not stick hands, head, arms, legs or feet out of the bus windows.
8. Students must remain seated while the bus is in motion. Once seated, a student may not change seats, except with permission of the driver. There will be no feet in the aisle while the bus is stopped.
9. Continual poor behavior will result in loss of bus privileges. Daily disciplinary measures are at the discretion of the driver. Phone calls home and conduct reports will be sent home if necessary.
10. Any time a student's transportation plans change (i.e. riding different bus, not riding bus, riding bus when usually transported by car, etc.) parents must send written notice to school. If changes in transportation must be made during the day, parents should call the office **before 1:30 P.M.** if at all possible. **IT IS VERY IMPORTANT TO NOTIFY THE SCHOOL OFFICE WHENEVER THE STUDENT'S TRANSPORTATION PLANS CHANGE.**
11. The student will be placed on his/her regular bus, unless the school is otherwise instructed in writing.
12. The use of cell phones, chromebooks, iPods, and electronic video games is prohibited, unless the driver grants special permission.
13. When using a bus stop which is on public or private property (shopping center/parking lot), please respect the property owner by not allowing children to run around or horseplay while waiting for the bus. This is a safety and liability issue for the property owner and the school.

14. Students should be prepared to load the bus once it has come to a complete stop. All school notes should be written prior to the arrival of the bus. It is extremely important for the buses to stay on schedule throughout each route.

## ALL STUDENTS ARE EXPECTED TO ADHERE TO THESE RULES.

## BUS STOP POLICY

1. A parent or a designee should be at the bus stop on time to receive the student each afternoon. Bus stop times may vary by a few minutes depending on the number of riders, so please plan to be at the stop a few minutes before the scheduled bus arrival time.
2. Parents may allow a student to be picked up by another parent (neighbor, carpool, or friend) on a regular basis by notifying the bus driver in writing. These notices will be filed at school.
3. In unusual circumstances, when a parent is not present at the stop, another parent often will take responsibility until the student's parent arrives. This practice will continue unless you notify the bus driver in writing not to allow this practice for the student.
4. Students will not be dropped off at public places (grocery stores, libraries) without written permission from parents. This permission may be given daily or may be granted for the year.
5. If an emergency arises and there is not a parent at the stop and no one designated to receive the student, then the bus driver will take the student back to school for parent pick up. Bus Driver's phone numbers are listed in the Directory and parents are expected to pick up the student as soon as possible.

## CARE OF SCHOOL PROPERTY

Students are responsible for taking care of school property (including textbooks and equipment). They should take pride in all areas of ACDS including the halls, bathrooms, classrooms, lockers, buses, and school grounds.

## STANDARD DRESS POLICY

The standard dress policy at Aylett Country Day School (ACDS) represents the belief that appropriate standard dress is required by the school and that students' behavior is, at least in part, affected by the way they dress. Parents can help by supporting the concept that school is a student's workplace and that the student should come dressed to work. Parents should check their child's attire each morning to be sure that the child is in compliance with the standard dress policy at ACDS. Students should come to school each day dressed neatly and in clean clothing that reflects the ACDS's standard dress policy.

All students in grades K through 8<sup>th</sup> are required to wear items of clothing included in ACDS standard dress wardrobe, purchased from vendor- Land's End or any other vendor that sells items that are compatible in kind and quality. For students in pre-school, standard dress is optional.

If the student comes to school in an outfit that does not conform to the standard dress policy, the parent will receive a call from the teacher or office requesting: (1.) the parent to bring a standard dress outfit to school for the student or (2.) the parent takes the student home to change into the appropriate standard dress. If the situation occurs a second time, the student will be subject to disciplinary action by the Head of School.

### ACDS standard dress includes the following choices:

#### Pants:

Khaki or navy  
Plain or pleated (no cargo)

#### Shorts:

Khaki or navy  
Plain or pleated (no cargo)  
Finger-tip length  
May be worn through October and after March

#### Skirts/Skortts:

Khaki, navy, or Lands' End clear blue plaid

Plain (no cargo)  
Just above the knee

#### Jumper:

Khaki or navy  
Plain  
Lands' End clear blue plaid

#### Shirts:

White, red, navy, or chambray blue  
Polo style  
Long or short sleeve  
Tuck-in required

#### Oxfords:

White or chambray blue  
Long or short sleeve  
Tuck-in required

#### Blouses:

White or chambray blue  
Long or short sleeve  
Tuck-in required

#### Dresses:

White, red, navy, or chambray blue  
Polo style  
Long or short sleeve

#### Sweaters:

White, red or navy  
Crew or V-neck  
Long or short sleeve

#### Sweater vest:

White, red, or navy  
Crew or V-neck



Cardigan:

White, red, or navy  
Plain or hoodie

Footwear (Lower school):

Closed toe and heel  
*Note: Slick-soled shoes (i.e. Crocs and cowboy boots) are unsafe on climbing structures*

Footwear (Middle school):

Closed toe and/or heel  
Flip flops - May be worn through October and after March

Outerwear:

Any coat or jacket

Outerwear worn inside when appropriate:

ACDS brand sweatshirt, fleece jacket or vest (this includes all fundraising garments sold throughout the year)  
White, red, navy, or grey

Hosiery (optional):

Tights (white or navy) – to be worn under skirts or dresses  
Leggings (white or navy) – to be worn under skirts or dresses  
Knee socks (white or navy)

Belts:

Any style

**In PE classes:**

Students in all grades should wear or bring sneakers for use in P.E. class.

**On school picture day:**

Students will be allowed to wear any combination of standard dress.

**On field trips and special school events:**

Students are required to wear a navy polo shirt with the school logo on all field trips and at any other function deemed necessary by the administration. Any such instance will be properly notified via the

Newsletter, website, or email. These shirts can be purchased from the school or Lands' End. On field trips where planned activities require formal or less formal dress, teachers will determine alternate dress and inform parents and students prior to the trip.

Graduation attire will be announced in the spring (no shorts).

**Friday Spirit Day:**

On Fridays only, students are permitted to wear any ACDS spirit top (ISAC tournaments, sports fundraiser, Rockfish tournament, etc.), along with standard dress bottoms.

**Dress-down Days:**

Unless the day is a special event, field trip, away sporting/school event, or school picture day, school-wide dress-down days will be the last school day of each month.

There will be other dress-down days periodically throughout the school year. These days will be announced in advance via the weekly newsletter.

\*\*Standards for dress-down days should be kept in mind when coming to school on these days. All shorts must be mid-thigh. Shirts shall have straps that are three fingers in width. Midriffs shall be covered. Age-appropriate clothing is recommended and desired.

**FIRE AND EMERGENCY PROCEDURES**

The school conducts fire drills each week in September and one each consecutive month of the academic year to educate students/faculty on evacuation procedures. The school also conducts an annual bus evacuation drill in the fall and two tornado/emergency drills.

Fire evacuation routes, tornado preparedness locations, and off-campus shelter information are posted in each classroom.

In addition, ACDS has a Crisis Intervention and Management Plan as required by the Virginia Association of Independent Schools. A copy is located in the main office for review.

## BUILDING SECURITY AND EMERGENCY PROCEDURES

1. Exterior doors of the school will be locked during the school day. If you come to the school during those times, ring the bell located at the front door and a staff member will let you in. All visitors (including parents) must sign in before going to classes in the main building and middle school. Middle school students will be escorted to and from their classes in the main building by teachers. No visitors will be allowed in the middle school without the proper identification badge.
2. If we need to close or evacuate the school due to an emergency situation, parents will be notified via phone tree.
3. If it is necessary to evacuate campus, we will follow the orders of Essex County Sheriff's office and State Police. Children and faculty will evacuate to Smyrna Christian Church at 3655 Powcan Road, Bruington, VA 23023.

## LIBRARY POLICY

At all times the atmosphere in the library should be quiet and conducive to study. Food and drinks are not allowed in the library.

Books must be checked out at the circulation desk before they are removed. If the librarian is away, a student can sign the card and put it in the basket on the checkout desk. Reference materials and audio-visual materials are not to be removed from the library by students. Teachers may sign these items out for classroom use.

Students should be considerate of others who use the library by returning materials by the due dates. Materials may be renewed (unless they are reserved). Reserved shelving is provided for those times when a class or several classes need to share materials. Reserved materials must not be removed from the library without permission. Reserved books are clearly indicated.

Students through grade two (2) may check out only one book at a time. Older students may check out books as needed. Students who repeatedly fail to return books when due may be limited to one at a time. Students

may check out materials during the day with their teacher's permission, or during their scheduled library time.

Students are responsible for the materials they borrow. They must pay for lost or damaged materials.

Birthday books, videos, DVDs, and magazine subscriptions are an excellent way to honor the student and help build the library's collection. Parents may present the library with a copy of a book or video the student especially enjoyed. They may check with the librarian for suggested titles, or they may present the librarian with a check and have an item ordered. Also, donations of used hardbacks, paperbacks, videos, and magazines will be greatly appreciated at any time.

## MEDICATION-IMMUNIZATION-ILLNESS POLICY

1. It is the school's policy not to administer any medications except those required for emergencies or by law.

2. It is the school's policy not to administer sunscreen or insect repellent.

3. Parents must provide documentation that each student has received the immunizations required by the State Board of Health before the student can attend school.

Exemptions: Documentation of immunizations is not required for any student whose (i) parent submits an affidavit to the school, on the form entitled "Certification of Religious Exemption," stating that the administration of immunizing agents conflicts with the parent's or student's religious tenets or practices, or (ii) physician or local health department states on a Department of Health approved form that one or more of the required immunizations may be detrimental to the student's health.

4. Parents must provide documentation that each student has had a physical examination by or under the direction of a physician before the student can attend school.

5. Within twelve months of entering kindergarten, parents must provide documentation of physical examination by or under the direction of a physician as well as updated immunization information.

6. Students should not return to school following an illness until all symptoms (temperature, vomiting, diarrhea, etc.) have disappeared for at least a 24-hour period.

7. Following an absence from school with certain illnesses (chicken pox, fifth's disease, mono, etc.), students must have a note from the doctor before returning to school that states the student is clear of all symptoms.

8. Parent(s)/guardians agree to inform the school within 24 hours or the next school day after the student or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

## FOOD ALLERGENS

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens. Aylett Country Day School is committed to taking precautions against anaphylactic reactions in its students, especially those with nut allergies. While we cannot guarantee that a student will never experience a peanut or other allergy-related event while at school, we are committed to student safety; therefore, **we ask that you use discernment in sending foods containing tree nuts or peanut products to school. This includes, but is not limited to, peanuts, peanut butter, walnuts, peanut oils, pecans, almonds, pistachios, and macadamias. Students who do bring nut products to school will be refrained from sitting at the peanut-free table.**

## EPI-PEN POLICY

### **Authorization**

Parents/guardians of students who have a known condition requiring the use of epinephrine shall provide the school with written instructions from the students' health care providers for managing anaphylaxis and

shall provide all necessary medications for implementing the student specific order on an annual basis or more often as needed.

Two doses of weight appropriate, auto-injectable epinephrine are located in the main office. Stock epinephrine may be administered to any student believed to be having an anaphylaxis reaction on school grounds while school is in session. It is not intended to replace epinephrine for students with known anaphylaxis. For a student known to be at risk for anaphylaxis, epinephrine should be provided by the parent/guardian prior to the first day of school or promptly after diagnosis. The epinephrine must have the original prescription label and be replaced annually and prior to expiration by the parent/guardian. Parents/guardians must annually submit an Allergy Action Plan (completed by physician).

### **Off-Campus Activities**

Stock epinephrine is intended for use by the general student population on school premises and should not be carried offsite. **Student specific epinephrine should not only be provided by the parent/guardian for administration during the school day, but also for field trips, other off-campus activities, and before and after school activities.**

It is unlikely that trained personnel will be available for all before school, after school, and off-campus activities. It is not even certain that trained personnel will always be immediately available at all times even on campus during the regular school day. It may therefore be necessary, from time to time, for adults or even more mature students other than those specifically trained in use of the EpiPen to nevertheless use the EpiPen to assist a victim of apparent anaphylaxis.

Parents/guardians of students who have a diagnosis of severe allergy are to bring student specific epinephrine when they accompany their children on off-campus activities. When such students are not accompanied by their parents or guardians on such occasions, the parents should furnish an EpiPen for the child to carry on his/her person.

Parents or guardians of a student at risk for anaphylaxis who are unable to supply their child with an EpiPen to carry off-campus, or who are unwilling to accept the risk that the EpiPen so provided will not be properly used, should specify in writing before the start of the school

year that their child is not to be permitted to participate in off-campus activities.

## PLAYGROUND BEHAVIOR

Students WILL:        Respect other's games, activities, and possessions  
                                  Share  
                                  Stay in playground area designated  
                                  Swing alone, seated only  
                                  Slide one at a time  
                                  Wear shoes safe for playing/climbing (*Crocs and cowboy boots are not safe options for playground structures*)

WILL NOT:             Go into building during recess without permission  
                                  Play roughly

### Lower School Playground Rules

1. Students may not go in the woods; they must remain within sight of the teacher.
2. No throwing or poking others with sticks, rocks, or other sharp objects.
3. Keep hands and feet to oneself (no tackle football, pushing, or shoving).
4. Students may not climb on top of any playground equipment; students must hang from equipment using hands only.
5. Feet first on slide; one at a time; no climbing up the slide.
6. Walk on the sidewalk to the playground.

## SPORTS PROGRAM

Participation, for students in grades five (5) through eight (8), in all interscholastic sports will be determined using the following guidelines:

1. Students with a “D” or “F” in any course at the midpoint or end of the quarter, may not miss class for an athletic event or extracurricular trip until the end of that quarter or the next time interims are sent.

2. A student with a “D” or “F” may miss a study hall or a class in which he or she is doing satisfactory work in order to go on an away trip.
3. When parental permission is granted for a student to play in games away from school, it should be understood that the parent might have to share the responsibility of transporting team members.
4. Parents and students are expected to display and promote good sportsmanship.
5. Please refer to the Athletic Handbook for any other athletic related information or questions.
6. Each student must have a physical and a completed Athletic Participation Form on file at school prior to any sports activity.

## ATHLETIC HANDBOOK

**ACDS Patriots Sports Teams** (*subject to change based on participation numbers*)

### **Fall:**

Co-ed Soccer (grades 5 – 8)

Co-ed Golf (grades 4 – 8)

Co-ed Trap (grade 6-8)

Girls’ Volleyball (grades 6 – 8)

### **Winter:**

Girls’ Basketball (grades 5 – 8)

Boys’ Basketball (grades 6 – 8)

### **Spring:**

Girls’ Softball (grades 6-8)

Boys Baseball (grades 6 – 8)

Co-ed Trap (grade 6-8)

*All teams consist of student-athletes between grades 5 and 8, unless noted above. There are no cuts; however, it is up to the discretion of the coaches and the Athletic Director as to who plays on what teams.*

### **Athletic Philosophy**

The purpose of the athletic program at Aylett Country Day School (ACDS) is to develop healthy lifestyles and recreational skills. ACDS believes in comprehensive physical activity for all students. The athletic program seeks to promote mental, emotional, and social health in addition to the physical development necessary for an active life. ACDS has designed its athletic program to provide an environment in which each student is given the opportunity to become an intellectually and physically stronger person by offering a variety of athletic opportunities for differing levels of ability. ACDS encourages each student to explore all aspects of human experience in order to become a more complete person. ACDS has dedicated its athletic program to the development of the whole person and to teach commitment, self-discipline, self-sacrifice, teamwork, sportsmanship, cooperation, loyalty, and pride in self and school community.

### **Statement of Purpose**

The success of Aylett Country Day School's athletic program is measured by the overall development of the student/athlete, not wins or losses. The goals of the ACDS athletic program are to provide students the following learning opportunities to grow and develop:

1. To develop characteristics important for all aspects of life, including positive attitude, self-control, cooperation, pride,

commitment, perseverance, loyalty, teamwork, courage, trust, honesty, and respect for self and others.

2. To exemplify good sportsmanship as a means for learning good citizenship.
3. To experience team unity.
4. To experience both winning and losing and the valuable lessons that are taught by both.
5. To experience both self-worth and develop self-confidence.
6. To develop special skills appropriate for each sport and the student's physical ability.
7. To develop worthy use of leisure time in later life, either as a participant or spectator.
8. To develop leadership skills.
9. To learn the value of teamwork and to understand the importance of dedication, hard work, and sacrifice on behalf of the team.

### **Sportsmanship**

ACDS is committed to sportsmanship and providing a healthy environment for competition. As players, coaches, and parents, ACDS strives to observe the following ideals:

1. Always exhibit good sportsmanship.
2. Treat all opponents, coaches, and spectators with respect.
3. Accept all decisions of contest officials.
4. Cheer for your team and not against the opponent.
5. Emphasize the success of the team versus the success of the individual.
6. Win with character; lose with dignity.

### **Eligibility**

Participation in all interscholastic sports will be determined using the following guidelines:

1. Each student must maintain a “C” average overall in order to participate.
2. At the discretion of a coach, teacher, or administrator, a student may be withheld from participating in one or more athletic events due to academic and/or disciplinary problems.
3. When parental permission is granted for a student to play in games away from school, it should be understood that the parent must share the responsibility of transporting team members when called upon.
4. Parents and students are expected to display and promote good sportsmanship.
5. If a student is to participate in an athletic activity, he or she must be in attendance at school that day no fewer than four (4) hours.
6. Each student must have a physical and the Athletic Participation Form needs to be completed and returned to school prior to the first game. If the form has not been received, the student will not be allowed to play.

### **Student Athlete Responsibility**

1. Be on time for practices and games. Notify the coach 24 hours in advance if an appointment will interfere with a practice or game. Unexcused absences from practices may result in reduced playing time in games.
2. Accept judgment calls of officials without question or demonstration of displeasure.
3. Support teammates and coaches; do not cheer against the opponent.
4. Win with humility and lose with dignity and grace. Congratulate opposing players and coaches after the contest.
5. Keep grades at or above eligibility standard.
6. Take appropriate care of school uniforms and equipment; return clean uniforms promptly.
7. Listen to and receive corrective instruction from the coach.

8. Respect the property and facilities of opponents. Leave locker rooms and bench areas clean and orderly after games.

### **Coaches' Responsibilities**

1. Motivate our athletes to excel in the classroom as well as on the playing field.
2. Lead and motivate students to bring out the best in themselves.
3. Serve as positive role models for their players.
4. Promote good sportsmanship by showing respect when dealing with officials, discussing judgment calls with restraint, avoiding blaming officials for losses, and holding players accountable for unsportsmanlike behavior.
5. Refrain from publicly berating players for mistakes.
6. Provide a safe practice environment.
7. Report any conflicts or problems to the Athletic Director.
8. Know the Aylett Country Day School Athletic Philosophy. The Athletic Director, Head of School, and Coaches will meet and discuss the athletic policy and expectations of the team prior to each season to ensure coaching practices are aligned with the school's philosophy.
9. Be a good communicator to his/her team and parents. Discuss with a player and his or her parents any measures that limit the opportunity for the athlete to participate. Inform families of locations and times of all practices and contests.
10. Review the Athletic Handbook at first practice.

### **Parent Responsibilities**

1. Be a good model of sportsmanship.
2. Make every effort to attend your child's games.
3. Cheer for all players on the team.
4. Respect the officials and coaches.
5. Instruct their children to respect the authority of the coach.

6. Be responsible to get their children to and from practice.
7. Encourage their child's positive contribution to the team.
8. Direct their child to discuss problems or concerns with the coach before involving the parent in the situation. When parents feel that it is necessary to discuss their concerns with the coach, they should wait 24 hours before setting up a time to meet. Never confront a coach before or after a practice or game. If satisfactory resolution is not reached, the parent should set up an appointment with the Athletic Director and subsequently the Head of School, if necessary. In each case, discussion of the player's improvement and contributions to the team should be emphasized.
9. Exercise discernment and self-control in offering advice to their sons or daughters. Never go to the bench during games to talk to your child. This area is designated for players only.
10. Be positive and supportive when teams win or lose.
11. Look for opportunities to work with your child on the skills of the game.
12. Review the Athletic Handbook with your child.

### **Participation**

ACDS fields sports teams that compete against schools in and outside of the Independent School Athletic Conference (I.S.A.C.) that share Aylett's philosophy and approach to athletics. All students in grades 5 – 8 are encouraged to participate. Generally, students in grades 7 and 8 who participate will play on the varsity team. Fifth and sixth graders will play on the J.V. team. However, students in grade 6 may play on varsity, and students in grade 7 may play on the JV team, depending on the skill level of the athlete and the needs of the team.

With regard to playing time in games, our JV players, as long as they attend practices and give good effort, should be rewarded with game action, though not necessarily the same amount. On varsity teams, the

same philosophy holds true.–Students on varsity teams need to begin to learn that the amount of effort they put into something (quite often away from the team practices) will translate into what they get out of it. In this way, students start to understand that as they get older, they will have to earn things, and these things won't just be given to them. This is often a difficult lesson for students (and parents, too), but one that is very important, one that we as a school need to teach our students as we prepare them to leave Aylett.

Good sportsmanship is an important quality of our program; therefore, if a student athlete receives a "technical foul" from an official during a game, he/she will not be allowed to play in the remainder of the game and will be suspended from the following game.

### **Athletic Facilities**

ACDS has one gymnasium that houses our physical education classes and our athletic teams. There is bleacher space for about 150 spectators for games and as many as 300 + for non-sporting events. The gym area includes both male and female dressing areas. Ancillary areas are located just outside the main gym entrance from the middle school hall. Concessions are available from the cafeteria at most home contests. Outdoor facilities include a soccer field and ample area for track and field events. There is a pavilion and space for many non-athletic events on school grounds.

### **Uniforms and Equipment**

All uniforms and equipment are property of ACDS and need to be kept in the best working order as possible. Uniforms will be handed out at the beginning of a season, before the first contest, and will be collected immediately following the end of the season. It is the responsibility of all athletes to make sure they have their *uniform prior to departure for away games* and that they are on hand for all home games. Calls home

requesting a parent to bring a uniform to a game location will not be permitted once the team has left school. If a student does not have a uniform, he/she is still expected to attend the game and help as needed, while being an encouragement to his or her teammates. If a uniform is lost or stolen, there will be a \$50.00 reimbursement fee payable to ACDS in order to replace the uniform.

Equipment is not cheap, and what we have is well used and needs to serve the needs of many students; therefore, we ask that you take good care of all balls and other equipment issued by ACDS.

### **Injuries**

Unfortunately, injuries are common parts of sports. We ask that you take preventative measures to avoid injury by listening to your coaches, eating and hydrating properly, stretching, and resting properly. *In the case of injury either in a game, at practice, or at home, please report it to your coach.*

Be sure to let your coaches know of any physical problems you may have, such as allergies or ailments that require special attention. Conditioning is your responsibility prior to the start of the season. Prepare yourself so that you can stand the stress that practice will put upon you. Begin easily and work up to a higher level of conditioning so you will be ready for the start of the season.

### **Transportation**

When buses are available with CDL drivers, they will be used to transport student-athletes. Currently we often must rely on parental assistance to transport students to and from games. The average away game will consist of 15 to 30 athletes, which means roughly 3 to 6 vehicles per away contest. Please consider the need and sign-up on days,

as needed. The school needs a copy of your driver's license and current car insurance information on file.

### **Awards**

Student-athletes will be recognized with an end of school year awards presentation.

### **Coaches**

Coaches are in high demand at ACDS. Both male and female coaches are needed. If you have any insight into a specific sport and would be willing to work with young people, please contact Ayrton Pitts or Tara Garner for more information at 443-3214.

### **Schedules**

Athletic schedules are made annually and are designed around the Independent School Athletic Conference (ISAC) rules. The ISAC is currently made up of four schools, which schedule to play each other twice, (home and away), during a season. In order to have more games, ACDS will go outside of the conference to play other independent schools or public schools.

### **Competition**

Winning and losing is part of life. At the middle school level, we will focus on implementing a game plan for success. If success means your child learns a new sport and its rules, or if success means your child is more physically fit and confident, then we are doing what we should as coaches and instructors. There is no need to pressure kids into thinking that if they are not successful at any time during the course of a game, they are not good players. We play as a team. We rely on one another as



teammates, and we need to be selfless, not selfish. We want to encourage our kids to play in high school, if they desire to do so.

### **Cell Phone Use During Athletic Events**

Student-athletes may not use cell phones/electronic devices during a game or while watching other games prior to or after their contest. **They are to remain in the student's backpack or gym bag at all times.**

### **LUNCH POLICY**

Students should bring their own lunch to school each day, as Aylett's hot lunch program will be unavailable until further notice. Soft drinks are highly discouraged. Ice cream products will be sold on Fridays to students in grades K – 8.

### **EARLY CHILDHOOD/PRE-KINDERGARTEN**

#### **LICENSING INFORMATION**

The Commonwealth of Virginia helps assure parents that child day care programs that assume responsibility for the supervision, protection, and well being of a child for any part of a 24 hour day are safe. Title 63.1, chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day care centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, and a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes. Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In

addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation. The school's most current license is posted in the main office. If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Central Regional Office  
1604 Santa Rosa Road  
Suite 130  
Richmond, VA 23229-5008  
(804) 662-9743

#### **PHILOSOPHY**

We believe the Early Childhood programs to be a bridge between the family centered life of a young child and his role as a citizen of the larger school community. We wish to instill within each child the joy of learning, a sense of self worth, and the skills needed to interact positively with others. At each level, educational experience appropriate to the developmental needs of the child will be provided. Our goal is to prepare each individual to meet the social, emotional, physical, and academic challenges of the primary curriculum at Aylett Country Day School.

The school strives to provide quality educational opportunities for the children of the community without regard to race, color, creed, or ethnic origin; to develop the full potential of each individual in mind, body, and spirit; to strengthen each child's ability to think for himself; and to cultivate the desire to learn.

## OUR STAFF

We are pleased that our teachers and classroom aides have extensive training and experience.

Teachers and classroom aides attend in-service training sessions and workshops throughout the school year. All early childhood employees have been cleared through the State Criminal Records System. Employees are required to have T.B. tests administered every two years.

## EARLY CHILDHOOD FACULTY

Early Childhood 3	Ann Bladen Ball B.S., Longwood University B.S., Brigham Young University
Pre-Kindergarten 4	Shaina Walker B.I.S, M.T., Virginia Commonwealth University
Pre-Kindergarten 5	Denise Wyatt B.A., College of William & Mary Patricia Olten C.D.A. Penn Foster College

## PLACEMENT CONSIDERATION FOR CHILDREN ENTERING EC3, PK4, and PK5:

Families interested in pursuing admission to ACDS schedule an appointment to tour the school and discuss Aylett's program and mission with the Admissions Director. Applicants for the Early Childhood 3 (EC3) program must turn three by December 31. Students applying for the Pre-Kindergarten 4 (PK4) or 5 (PK5) program must be four by December 31.

The logical placement for a three year old is the Early Childhood 3 program. If the applicant has turned three prior to his or her visit, he or she will be administered the Brigance screening by an Early Childhood teacher.

The Pre-Kindergarten 4 program is for students who will turn four by December 31. Social and academic developmental benchmarks generally place four year old students in PK4. The Early Childhood teacher will use the Brigance screening instrument to determine social and academic readiness indicators. The Brigance, a standard readiness screening, is used as a teacher's tool and is only one part of the evaluation that is used in determining placement of young children. Based on the teacher's observations, recommendations, and the results of the Brigance screening, a placement decision will be made by the Admissions Committee.

The Pre-Kindergarten 5 program (PK5) is for children who exhibit academic and social maturity beyond that which is typical for a four-year-old. A child who transitions smoothly from one activity to another, has a broadened attention span, exhibits developmentally appropriate fine motor skills, and recognizes his name and/or letters in his name may be considered for placement in PK5. Many factors are considered by the Admissions Committee for placement in PK5. Children will receive the Brigance and will visit in the PK5 classroom. Social development milestones must include an ability to share and play with other children, the ability to be tolerant and patient, and the ability to take care of bathroom needs. Academic milestones must include being able to follow directions and simple rules of the classroom; being able to solve problems of management and play; and the ability to exhibit developmentally appropriate independence.

Some parents request an additional year of pre-school, even though their child may test ready for kindergarten, and meet the age requirement of five years-old before September 1. Sometimes emotional and social readiness may indicate that the additional year of pre-school is needed.

All children applying for admission to the Aylett Country Day School Early Childhood program will receive a Brigance screening, and be invited for a visitation day in the classroom. Based upon the results of the screening and the teacher observations, the Admissions Committee will make a decision for the child's placement in May. Parents will then be notified by letter of their child's placement for the coming year. The Admissions Committee is responsible for placing children where they will grow and flourish. They are dedicated to the goal of recommending

the classroom placement that will best serve the needs of each child entering the Early Childhood program.

## CLASSROOM VISITATION

Due to COVID-19, visitors will not be allowed into the classrooms until further notice.

## COMMUNICATION WITH YOUR CHILD

Let your child know how excited you are that he/she is now in school. Ask questions and praise projects brought home. They represent important developmental stages. It's great fun to save a few and see their growth by the end of the year. Be sure to date them because time goes by so quickly you may just forget.

## ARRIVAL AND DEPARTURE

If you provide your child's transportation, make every effort to have him/her at school on time and pick him/her up promptly at the end of his/her school day. This will become a secure routine for him/her, and he/she will look forward to sharing with you the events of the day.

The classroom teacher is responsible for her children until the designated adult arrives to pick up the child at the end of their school day. If the adult is late, the child will return to the classroom with the teachers and must be picked up there.

Designated adults include only those persons listed on the Emergency Medical Information and Authorization Form, which you fill out at the beginning of each school year. Changes in designated adults must be made in writing.

When leaving your child at school, it is best not to linger. Be firm and loving with your child – tell him/her that you're off "to work" or to "do errands", etc. and that you will be back after they have had their snack and fun. This is very difficult if your child is crying and clinging, but it does work best. Do not sneak out when your child is not looking. It will only shake his/her trust and cause him/her to cling harder the next day. It

is not at all unusual for a child to take 4-6 weeks to adjust to this new routine. We will call you if your child is excessively upset.

Children who ride school buses are supervised at arrival and departure times by school personnel. The route between bus and school is safe and away from moving traffic.

Your child will be put on his regular bus unless the school is otherwise instructed in writing.

## SCHOOL INSURANCE

Aylett Country Day School carries a student accident insurance policy on all students. Please check at the office if you need to make a claim.

## CHILD PROTECTIVE SERVICES

The school will follow all guidelines set up by the Social Services Child Protective Services. Reports of suspected neglect would be directed to the child's home county.

## ILLNESS / MEDICATION

Children running temperatures should not be sent to school until they have been fever-free for 24 hours. When your child becomes sick at school, we will make every attempt to notify you. If we cannot locate you, we will then notify the persons listed as emergency contacts.

If your child is diagnosed as having a communicable disease, such as COVID-19, chicken pox, strep, or head lice, please notify the school immediately.

Please review the MEDICATION-IMMUNIZATION-ILLNESS POLICY in this handbook.

## DRESSING FOR SCHOOL

For children in PK classes, standard dress is optional.

Dress your child for school in comfortable play clothes and tennis shoes. They crawl, climb and run a part of each day. Cowboy boots and slick soled dress shoes can cause accidents. Each child needs to bring an extra set of clothing to be kept at school.

Pants that can be removed easily by the child when toileting are good for that “grown-up” feeling of independence.

### SCHOOL ATTENDANCE

Encourage regular school attendance. We have found that missing even a day or two of school can be difficult for some children.

### REST MATS FOR FULL DAY PK STUDENTS

Rest mats must be vinyl covered and at least 1” in thickness. We recommend a 1” x 19” x 45” Kinder mat available at most Wal-Mart stores. The school is required to sanitize mats after each use and parents are required to provide linens or a light weight cover which will be sent home weekly for washing. We suggest a one piece cover of your choice which measures about 45” x 45”. This will allow your child to lie on the sheet or blanket and be covered by it. Please label linens and mats with your child’s name.

### SNACKS AND LUNCHES

The Department of Social Services asks us to monitor food that is brought by the children for snack and lunch. Their interest is to ensure that children are eating nutritionally balanced and safe foods. They recommend that snacks include foods from at least two food groups (juice and crackers, yogurt and juice, fruit and cheese, etc.) They strongly discourage foods that pose potential choking hazards such as raisins, peanuts, popcorn, whole grapes, cut up hot dogs, and sunflower or other seeds.

### PARTY INVITATIONS

There will be no individual birthday parties at school. Due to disruptions and potential hurt feelings, party invitations may not be distributed at school.

### COMMUNICATE WITH THE TEACHERS

We are here to provide for you and your child a positive, enriching experience. It is important for us to know of anything unusual that is going on in your child’s life (for example, a parent away on a trip, a separation or divorce, relative visiting, death, etc.). Pre-schoolers are very aware and sensitive to family changes, and it is important for us to be well informed so we can work with your child.

A copy of the classroom daily schedule is posted in each classroom for parents to review.

### DISCIPLINE POLICY

Children entering pre-school at Aylett Country Day School are viewed as the students needing the greatest amount of care, attention, and supervision simply based on the fact that they are so very young. It is our goal to provide a structured academic program and an enjoyable social atmosphere in which children can learn to play with and respect one another. As teachers, administrators, and staff, we understand that young children come to us with vast parameters of emotional maturity. It is because we are sometimes likely to see extreme variations of behavior that we believe standards for a discipline policy must be understood by both parents of the children and the children themselves. We seek not only to help children grow to an age appropriate level of maturity for their own benefit, but also to provide a safe environment which protects the health and well being of all children within the classroom.

There is already in place a procedure for teachers to follow when pre-school children are hurt, even slightly, or injured at school. The

incident is reported in an injury log, and a note is written to the parent, or the parent is called by phone. What is also important to address are behavioral incidents which may or may not result in injury to other students. The potential for injury to others is just as important to address as well as an actual injury. Teachers and staff are responsible for assessing behavior, maintaining a safe environment, and recognizing dangerous or potentially injurious behaviors of children. Behavior which is potentially injurious or dangerous includes biting, scratching, hitting, punching, kicking, throwing objects at others, using objects to inflict pain on others, and forceful pushing and shoving. This is not an all inclusive list. Most pre-school scuffles can be dealt with by reasoning with the children involved. Some incidents must have consequences.

Children who inflict injury or harm on other children will not be allowed to put others at risk. When an incident occurs that a teacher feels is not appropriate, the following steps are taken depending upon the severity of the behavior:

1. The child is reasoned with; sometimes an apology is necessary. It is always emphasized that it is the inappropriate behavior we are addressing, not the child himself. Children understand that they are loved and respected, even when their behavior may not be appropriate.
2. The child may be asked to sit in time-out. (This is usually no more than a few minutes.)
3. For more serious injurious behavior, the child is removed from the classroom, and the parent is called. For a first time offense, the child is reasoned with, but both the child and the parent understand that a repeat of this behavior will result in the child being taken home by the parents immediately.
4. If another purposeful injurious behavior occurs, the parents will be called to take their child home. The child will be welcomed back into the classroom the following school day.
5. If a third purposeful, injurious behavior occurs, a meeting will be called with the parent, the teachers, and the Head of School. The child will not be admitted back at school until this meeting takes place.

6. Children who inflict injury or harm on other children will not be allowed to put others at risk; we have a responsibility to all of the children in the classroom.
7. If the Early Childhood Committee deems a child's behavior too much of a risk to the safety of other children, the parents will be notified that their child will be dismissed from the program. This will occur after consultation with the Head of School.

## **Aylett Country Day School COVID-19 Mitigation Health Plan**

The following practices will be implemented to mitigate the spread of COVID-19.

### Social Distancing and Masks

Students and staff will wear facial masks while indoors and on buses and socially distance as feasible. Masks are optional while outdoors. Students will be socially distanced while eating lunch.

### Daily Arrival

Students will enter the building each morning using 4 entrances. Parents will not be permitted to enter the school unless they request an appointment.

### Field Trips

Field trips are an important part of an Aylett education and will continue with safety precautions in place, i.e. mask-wearing and outdoors. Some field trips will need to be virtual.

### Monday Morning Assemblies

We will not gather as a large group until further notice.

### Lunch

- PreK/lower school students will eat in their classroom
- Middle school classes may eat spaced apart in the cafeteria

## Dismissal Procedures

Students will be dismissed at staggered times.

\*Note: If parents are picking up their child early, they must call ahead and make and the child will be escorted to the car.

## After-school Sports

- ACDS will participate in competitive sports with ISAC this fall. Student-athletes will not be required to wear masks while competing, but will wear masks when sitting together. All indoor spectators must wear masks.

## Utilizing Additional Space

- Teachers are encouraged to use outdoor spaces to teach and have picnic lunches with students.

## Daily Cleaning

- In addition to typical cleaning and sanitizing, a professional cleaning company will “deep clean” the school twice/month.

## Miscellaneous

- Hand sanitizer stations are installed throughout the buildings.
- Parents will be accountable for monitoring their children’s health at home each morning.
- Staff will monitor their own health each morning
- All students need to bring a wide-mouth water bottle. Water fountains should not be used. Teachers should teach students how to appropriately use the water bottle filling stations.
- Signs have been placed in restrooms to remind students to thoroughly wash their hands before leaving the restroom
- If a student is sick, a parent/guardian will be required to pick up within one hour.
- The clinic and isolation room will be thoroughly cleaned by the nurse after a sick student has been in the area.

## If a child or staff member is exposed to COVID-19 or tests positive:

- The school nurse or office staff should be notified immediately by the family or staff member.
- The school nurse will notify the local Virginia Department of Health.
- VDH will guide ACDS on what preventative or reactive measures should be taken.
- Teachers and families will be notified as needed.
- Students and/or classes will quarantine when recommended by the local VDH.