

Welcome

The faculty, staff, and administration of Capital Day School welcome each of you to an exciting, challenging year. We are pleased that you have chosen Capital Day School. We look forward to working with you to provide the best education possible for our students.

This is your handbook. Read it carefully. It will help you to know what is expected and will provide answers to many questions that students and parents frequently ask.

We urge the students to become involved in the total school program. They are encouraged to join our sports programs, extracurricular activities, and academic teams and to lend support to the development of school unity.

School Information and Class Hours

Arrival Time:	7:50 a.m.
Supervision provided:	7:15 to 7:40 a.m.
Preschool Hours:	8:00 a.m. to noon
P.M. Preschool:	Noon to 2:50 p.m.
Preschool Extended Day	2:50 p.m to 5:00 p.m.
Lower and Middle School Hours:	8:00 a.m. to 3:00 p.m.
Extended Day:	3:00 to 5:00 p.m.

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Capital Day School Mission Statement

Capital Day School is dedicated to providing an accelerated and enriched curriculum that inspires academic excellence. The school promotes intellectual, cultural, physical, and social growth and instills in students a strong sense of responsibility for others and for themselves. Capital Day School fosters a love of learning in a positive, nurturing, and safe environment.

Philosophy of School

Capital Day School is an independent school for preschool through the eighth grade. The school stresses the highest standards of academic pursuit and personal development.

The academic standards are achieved through knowledgeable and stimulating instruction carried on in small classes, thus creating a caring atmosphere. A strong emphasis is placed on reading, mathematics, creative and expository writing, science, languages, and the arts. Personal standards are maintained through self-discipline and responsibility on the part of each student, a growing awareness of each individual's needs, and the understanding and respect of others.

Goals for the Individual Student include

1. An Appreciation for Diversity
2. Communication Skills
3. Computer Skills
4. Proper Study Habits
5. Library and Research Skills
6. An Appreciation for Reading
7. A Strong Mathematics Foundation
8. A Respect for Others and Service to the Community
9. Physical Education and Involvement in Athletics
10. Responsibility for Self
11. Personal Independence
12. Aesthetic Appreciation
13. Empathy toward Others
14. The Ability to Observe, Analyze, and Explain
15. Truthfulness, Honesty, and Integrity

Optimal Learning Experiences include

1. Safe Environment
2. High-Quality Teachers
3. Positive Learning Environment
4. High Academic Standards
5. Preparation for Life
6. Dedication to Keeping Students Motivated
7. Individual Development
8. Parent Involvement

School History

Capital Day School was founded in 1955 by three Frankfort families, the Humes, Thompsons, and Johnstons, to provide students with an enriched, accelerated curriculum. It has adhered to that goal ever since. The school began with grades kindergarten through fourth, and an additional grade level was added each succeeding year until reaching the eighth grade. The first class graduated from eighth grade in 1960.

Capital Day School first occupied two converted houses on Capital Avenue. The students shared in the responsibility of maintenance of the building and grounds. In 1967, the school moved from South Frankfort to its present location on Deepwood Drive. In 1982, an addition was built on the rear of the main building to house the library and science rooms. In 1989, remodeling of the school added a detached art room, office space, and an enlarged preschool area. During the summer of 1996, a new preschool building consisting of six classrooms was erected on the north side of the school's property. Capital Day School celebrated its Fiftieth Birthday in the fall of 2005 with a community-wide celebration.

The student body includes children from Franklin and surrounding counties. The school has hundreds of alumni who have been well served by the strong foundation that they received at CDS and of whom the CDS community is justifiably proud.

Accreditation and Memberships

Capital Day School is a member of and is accredited by the Independent Schools Association of the Central States (ISACS), an organization of more than 500 independent schools from 13 states. The school receives rigorous review through a seven year review cycle to maintain its accreditation. In 2009 our accreditation by ISACS was renewed.

The school also is a member of the National Association of Independent Schools (NAIS), the Kentucky Association on Independent Schools (KAIS), and the National Middle School Association (NMSA).

School Divisions

Capital Day School has three divisions: the Preschool, ages 3 and 4; the Lower School, Kindergarten through Grade Four; and the Middle School, Grades Five through Eight.

Admissions

Capital Day School seeks students who are committed to academic excellence, have a desire to achieve, and have good character. Classes are small. Teachers observe their students, identify their unique learning styles, and challenge them along a path of personal best. A sophisticated liberal arts curriculum, combined with a supportive environment and insightful discipline, makes the atmosphere of Capital Day School one of vision and true growth.

Teachers, parents, and alumni are encouraged to take an active role in the recruitment of new students. Admission is based on establishing a match between the parents' expectations and the school's stated mission, prior academic performance, the results of admission tests, and a recommendation from a previous teacher. A tour of the school and an interview with the parents usually precede the formal application and screening.

Nondiscriminatory Policy

Capital Day School does not discriminate on the basis of race, sex, color, religion, or ethnic origin in the administration of its education policies, admission policies, employment policies, financial aid awards, athletic programs, and other school administrated programs.

Board of Trustees

The business and affairs of Capital Day School are governed by its Board of Trustees, consisting of 14 elected members, together with the President of the Parent Council. The Head of School and most recent Past-president of the Board serve as *ex officio* trustees without vote.

Among the Board's duties are its responsibilities to ensure that the school's mission is appropriate, relevant, and vital to the community it serves and that the school is successful in fulfilling its mission. The Board selects, supports, and nurtures the Head of School. The Board is accountable for the financial well-being of the school, including management of assets, establishing operating budgets, and fundraising.

The terms of 12 elected members are three years, with one third of them being elected each year. Two additional elected board members fill one year terms. Terms begin July 1 and expire June 30. The Trusteeship Committee of the Board makes nominations for the Board of Trustees, and trustees are elected at the board's meeting in June. Officers of the Board of Trustees are elected by and from its membership at the annual meeting. Officers may serve consecutive terms. The President is encouraged to serve two consecutive terms, if nominated and elected, to provide continuity.

Meetings of the Board of Trustees generally are held in the school library on the fourth Thursday of each month at 5:00 p.m.

Parent Council

The Parent Council is an organization which serves as a liaison between the parents and the school board, administration, and faculty. All parents are encouraged to join and take part in the service and fundraising activities the Parent Council performs. The president is a voting member of the Board of Trustees.

The Parent Council operates by authorization of the Board of Trustees of Capital Day School. Every parent is a member of the Capital Day School Parent Council and is encouraged to pay yearly dues and to help with various committees formed by the Parent Council. Proposed dues for the 2009-2010 school year are \$35.00 per family. The Parent Council dues are used for the hospitality provided at various school events.

The Parent Council Board is made up of two representatives of each class (preschool through eighth grade) and five officers: President, Vice President, Treasurer, and Secretary and Assistant Secretary. The election of officers takes place at the end of the school year (May meeting). The officers serve one-year terms. The president-elect must be a current member of the Parent Council Board.

The Parent Council President retains a seat on the Capital Day School Board of Trustees. The Parent Council President is a fully empowered and voting member of the Board of Trustees. This allows for direct input from the Parent Council to the Board of Trustees and helps keep the lines of communication open.

Parent Council Representatives are selected each year, normally in the May meeting of the current school year, to serve during the next school year. Any parent may volunteer for this position by notifying the office the he or she is interested in serving as the Parent Council representative for a certain class.

Parent Council Representative Job Description - There are generally two parent council representatives and an alternate for each class. The Representatives are the main contacts / organizers for their class. Representatives

- Help to organize and coordinate volunteers for the four special snack days during the school year.
- Help to organize whatever Parent Council sponsored event that class is responsible for during the year. The events and the classes assigned are as follows in the order that they usually occur over the school year.
 - All School Picnic - First grade - August or September
 - Grandparents/Special Friends Day - Sixth Grade – September or October
 - Book Fair - Fifth Grade - October
 - Fall Festival - Third and Fourth Grades -October
 - Holiday Sing - Kindergarten - December
 - A Capital Affair - All grades - March

- Character Night - Second Grade -April
- ArtsFest - Pre-K3 and Pre-K 4 classes - April
- Teacher Appreciation Week - Eighth Grade - May
- Graduation - Seventh Grade- May

For most events, the responsibility means organizing refreshments and volunteers. The Fall Festival is our most involved event and requires participation from all classes. It is organized and chaired by the Third and Fourth Grades grade parents. The Parent Council maintains cumulative folders of information with records of how the events have been organized from year to year for guidance.

- Attend Parent Council meetings to represent their class by voting on decisions about funding and purchases.
- Help with fundraising activities like A Capital Affair and Pizza Sales.
- Help recruit new representatives to take their place for the next school year.

The purpose of the Parent Council is

- To promote the ideals of Capital Day School.
- To plan, initiate, and implement fundraising events for the benefit of Capital Day School.
- To assist the staff and administration of the school in school volunteer programs.
- To encourage parent interaction with the school staff, administration, and other parents.
- To strengthen home-school relations.

Parent Council meetings are generally held monthly on the first Tuesday of the month and are listed on the school calendar and are published in the weekly Capital Comments. Teachers and staff are encouraged to participate in Parent Council meetings and functions. A Capital Day School Board of Trustees member will be present at each regularly scheduled Parent Council meeting. All committees consist of at least one Parent Council Board representative and whatever additional support they may need from the parent body as a whole.

Requests of any kind from students, parents, and all other entities made of the Parent Council must be presented to the Parent Council Board members and voted on for approval before granted. Requests from faculty and staff must be presented with the approval of the Head. Vote is by simple majority. In case of emergency, a telephone vote of the members may be taken by the President or other executive officer of the Parent Council. Major expenditures by the Parent Council (in excess of \$500.00) require Board of Trustee authorization prior to any such expenditure being made.

Fundraising

Fundraising events and activities of Capital Day School are coordinated through the Development or Advancement Office. The school's primary fundraising program is the annual appeal to the Fund for Capital Day School. Gifts in support of CDS are solicited from parents, faculty and staff, grandparents, alumni, past parents, and friends.

The Fund for Capital Day School makes up the difference between tuition and fees and the actual costs of educating the children. All parents are asked to participate in annual giving to the Fund for Capital Day School at a level that is personally meaningful to them. Gifts are tax-deductible. The Annual Appeal is launched in the fall,

and the gifts are credited to donors based on the school's fiscal year of September 1 through August 31.

The second largest fundraiser is "A Capital Affair", the dinner and auction which is planned and coordinated by the Parent Council and held in late winter or early spring each year. Proceeds of A Capital Affair historically have been used to fund special projects such as new playground equipment or special technology needs. The Parent Council's ordinarily raises funds in the fall through a pizza sale.

Funds are also raised through the Kroger Gift Card program, which in past years has resulted in income of more than \$5,000 annually. The program presently pays the school 4% of all "recharges" to the gift cards purchased from the school. The cards are available in the school office. Participation in this program earns significant funds for the school at no cost to the card user.

The General Mills Box Tops for Education program raises funds through saved box top logos and also through supporters shopping online through the Box Tops Marketplace, www.boxtops4education.com.

Smaller fundraising activities may be implemented for the benefit of charities, specific classrooms, or other school projects. Any fundraising is coordinated through the Development Office.

Attendance

Daily attendance is important at all ages. Each student is required to attend school unless excused by illness or extenuating circumstances. If a student is absent, a note of explanation from parents is required upon his/her return. After ten absences, a parent, teacher, head conference is required. Parents should arrange to pick up missed assignments in the office after 3:00 p.m.

The school head must be notified of any planned absence exceeding one day at least three days prior to departure. Vacations during the school year and absences the day before and after holidays are discouraged. Assignments given prior to the absence are due the day the student returns to class. It is the student's responsibility to collect assignments.

Attendance is an important consideration in promotion. If a student is absent more than **20** days, special review by the head and faculty will take place before promotion is made.

Choose to Be on Time

All students should be at school no later than 7:50 a.m. in order to have time to prepare for the day. School begins promptly at 8:00 a.m. Outside doors are locked. **For the Superkids Building, parents will need to escort their children to the office in the Main Building and someone will come over and unlock the door to the Superkids Building.** Superkids Building teachers should not leave their classrooms to come answer the doorbell. It is a disruption to their class and students.

Consistent routines are essential to the school's program and for the students' success. Excessive tardiness for any reason is disruptive, both to the late student and to his/her classmates. Older students who receive three unexcused tardies per quarter will be asked to participate in an individualized program aimed at solving persistent tardiness.

A physician's note will excuse the student's tardy. Any second through eighth grade student who arrives late must sign in at the office before going to class. The preschool through first grade teachers will notify the office via e-mail of student's late arrival time.

Arrival and Dismissal

Courtesy and caution are critical to the safe delivery and pick-up of our children. Please drive slowly and carefully in the school area. Do not park in carpool areas at the front of each building. It is not safe to park on the curve of Deepwood Drive across from the Superkids Building because it blocks the view of parents and children walking into school. **Per KRS 189.430, it is against the law to leave a car unattended with the motor running. For the safety of our students, drivers must turn off their engines prior to exiting their vehicles and entering the building.**

Students will only be dismissed to the parents. If someone else is designated to pick up the child, permission must be stated in writing or e-mail. If a parent needs to pick up his/her child early, he/she must come to the classroom in the Superkids Building or the Office in the Main Building and sign out the child.

Main Building:

Students in grades two through eight arriving before 7:40 a.m. must report to the supervised morning study hall program on the first floor of the main building which opens at 7:15 a.m. The school does not assume responsibility for children in unsupervised areas upstairs. School classrooms do not open for students and are not supervised until 7:40 a.m.

During arrival and dismissal, grades two through eight drivers must remain in line on the right hand side of Deepwood Drive coming down the hill toward the school. Students are not permitted to cross the street to leave or meet vehicles. This policy is essential in order to provide for the safety of your child, and your cooperation in this regard is critical.

For pick-up, parents are asked to attach a large card to the outside of their flipped down sun visor which displays the names of the children in their car pool. Once again, during delivery and pick-up times, do not park or leave your car directly in front of the school, in front of the driveway-or across the street. Also, please do not double park along the fence thus blocking teacher departure.

Prompt pick-up of children is important. Children who have not been picked up by 3:20 p.m. will attend the Extended Day Program and pay the fee of \$8.25 per day for this service.

Superkids Building:

Children in preschool, kindergarten, and first grade may enter the Superkids building as early as 7:15 a.m. and remain with the supervising teacher until the classroom teacher begins to supervise them. The early duty teacher will open the gate at the top of the stairs; this is a signal that the children may enter the building. The teacher supervising the children will turn the light on in her room and open the door. The other classrooms doors will be closed.

During arrival and dismissal, parents of preschool through grade one children should approach the Superkids Building from the direction of the main building with passenger doors nearest the school. A teacher will open the car door and assist the child in or out of the car. Children will not be allowed to cross the street to a car. Parents who want to walk their child into the building must park on the right side of the road. It is OK to park in the circle, but do not block driveways or park on the grass. Once again, please do not park on the left side of Deepwood Drive. Parking on the curve creates a blind spot and is unsafe. Parents who do not follow this procedure complicate the traffic pattern. Please be prompt at the two dismissal times. If a parent is late, he or she will need to

pick up the child inside the building. Any child still at school after 12:15 p.m. or 3:10 p.m. will be charged the drop in fee for P.M. Preschool or Extended Day programs.

Backpacks

Your students' backpacks are a means to carry essential daily communication. All students need to bring a backpack daily. At home, the backpack needs to be checked daily for notes, artwork, class work, and homework assignments. This is especially important for Preschool and Lower School students. We encourage Middle School students to have rolling backpacks.

Toys

Please keep toys, trinkets, and jewelry at home unless they are requested for a special activity. If these items are lost at school, the child is upset and this becomes distracting in the classroom. P.M. Preschool students may bring one stuffed animal or doll for rest time, but these must stay in the tote bag until that time.

Preschool and Kindergarten Dress Code

Clothing for preschoolers and kindergarteners should be appropriate for school and encourage independence. The clothing should be easy to manipulate by the child, simple, comfortable, appropriately sized, washable, and weather appropriate.

Recommended - plain and simple clothing; elastic waist pants or shorts with no belts; **shoes without ties** (Velcro closures are easy); and for cold weather warm, hooded jackets (preferably with zippers), hats and mittens.

Not recommended – Shoes with shoestrings, flip-flops, cowboy boots, and dress shoes; distracting clothing such as t-shirts with action figures, or clothing with excess decoration such as ribbons, zippers and snaps; pants with drawstrings; jewelry and tattoos; expensive or precious apparel; fleece shirts with half-zippers (hard for children to get on and off); and umbrellas, which are considered a hazard and are not allowed.

Lower School Dress Code

We encourage all students to purchase at least one polo shirt in any color with the CDS logo embroidered on it. (See Land's End ordering information under Middle School Dress Code or look for flyers from school for periodic orders of CDS logo wear from CLS Screen Printing). Please read the previous and following dress codes and use them as guidelines for your child. Please refrain from letting students wear the following: pants with holes, short shorts and skirts, spaghetti straps, shirts with cut-out sleeves, sport sandals, and flip flops.

Middle School Dress Code

Purpose: Capital Day School has implemented a dress code in order to promote an atmosphere of professionalism that enhances our academic excellence. Implementation of this dress code also supports a safe, nurturing environment filled with equality and respect for all students regardless of race, ethnic origin, religion, or gender. In our efforts to promote intellectual, cultural, physical, and social growth, the dress code is intended to help our students learn to dress modestly and appropriately for their

age and circumstances. By learning to dress appropriately, our children learn to respect themselves and take responsibility for their own lives and actions.

The following information is to help clarify and support Middle School students' decisions about what to wear.

General:

- **Applies to all students 5th through 8th grade students while on school property**

All clothing and shoes should be clean and in good repair.

Shirts:

- Shirts may be left untucked at the option of the student
- Shirts with collars are recommended, i.e., golf, polo-style, and oxford shirts.
- Shirts may be worn in layers as long as the top shirt adheres to the dress code.
- Shirts with sleeves, hems, and those which are appropriately sized for the individual may be worn.
- Capped sleeve may be worn.
- *Sleeveless shirts and blouses may not be worn.*
- *Shirts which are not long enough to cover the midriff when the arms are fully extended above the head may not be worn.*
- *Cleavage and torso may not show.*
- *Clothing or body art with inappropriate sayings or tobacco, alcohol, or politically-related topics may not be worn.*
- *Undergarments (bra, underwear, boxers, briefs) may not show.*

Outwear:

- Waist length or longer jackets that accompany an outfit may be worn in class.
- *Heavy, lined jackets may not be worn in the classroom.*
- *Hats may not be worn in the building.*

Pants, Shorts, Skorts:

- Jeans, Capri pants, pedal pushers, slacks, pants, shorts, skirts and skorts may be worn.
- Belts are necessary when pants have loops and the shirt is tucked.
- *Sagging pants may not be worn.*
- *Pants with holes or tears may not be worn.*
- *Jogging or exercise suits, sweat pants, gym shorts, or biker shorts may not be worn.*
- *Skorts, skirts, and shorts which are at mini length may not be worn. Please wear shorts that fall just above the knee. Anything else is not recommended.*

Dresses:

- Dresses with sleeves may be worn.
- Jumpers with a shirt or blouse (see above under shirt) may be worn.
- *Sleeveless dresses may not be worn.*
- *Dresses and jumpers which are at mini length may not be worn. Use the fingertips when the arms are relaxed at the sides to help gage.*

Shoes:

- Athletic shoes and socks are required for physical education classes.

- *Flip-flops or slip-on athletic sandals may not be worn.*

Honors Afternoon (End-of the-Year Assembly), Grandparents' Day and all Field Trips:

- Nicer clothes or clothing options may be worn.
- Capital Day School Shirt may be worn. **We encourage all students to purchase at least one polo shirt in any color with CDS embroidered on it.**
- *Denim may not be worn*

Fridays:

- Casual dress days are Fridays and other days as designated by the Head of School
- The dress code must be followed with these exceptions:
- Athletic jerseys may be worn with a T-shirt
- Athletic pants, jackets, and shorts (shorts must meet length requirements as stated above) may be worn

Failure to adhere to the dress code shall result in the following:

- *1st offense – The student will be given a warning and a record is kept in the office.*
- *2nd offense – A parent or guardian will be called to bring the student appropriate clothing.*
- **At any time, the decision concerning appropriateness and enforcement of dress is at the sole discretion of the Head of School, is not negotiable, and is final.**

Clothing options:

CLS Screen Printing & Embroidery

Families can purchase t-shirts, polo, sweatshirts and car magnets from CLS Screen Printing & Embroidery. Order forms can be downloaded from the Capital Day website. A hardcopy is available in the office. <http://www.capitaldayschool.net>



To order clothing from Lands' End please visit <http://www.landsend.com/school>. Be sure to use the CDS Preferred School Number when you place your order. Our Preferred School Number is 9001-1363-0. Lands' End will return 3% of net sales to CDS. A limited number of catalogues are available in the office, also.



To order clothing from J.C. Penney please visit <http://www.jcpenney.com>.

Health

The **state regulations** require that all Capital Day students have a current physical, a copy of a legal birth certificate and an up-to-date immunization record on file at the school. Children who have had a fever, diarrhea, or vomiting should be symptom free for 24 hours without medication (ibuprophen, acteminophin, immodium, etc) before returning to school. If a child develops these symptoms after arriving at school, the child will be isolated and the parent notified to pick up the child. When preschool children return to school they will need to be able to follow the daily routine with their class. All students should be well enough to participate in recess and enrichment classes before returning to school.

Medication cannot be dispensed without a completed medication form. This policy applies to all prescription medication, any over the counter medication that has a “**Drug Facts**” label, including cough drops and any topical products, including sunscreen and hand sanitizer. Medication must be sent to school in the original container and must be stored in a locked box. Medication of any kind cannot be stored in the student’s backpack.

Academic Standards

Capital Day School strives for academic excellence through high expectations and stimulating instruction. Creativity in all subject areas is encouraged. The range of academic pursuits is designed to lay the groundwork for success in secondary education and later, university performance.

These standards are designed to recognize the differences in performance by each individual. Only through impartial evaluation can good performance be recognized and acknowledged and poor performance be identified and addressed.

Capital Day School teachers assess student performance in the following ways.

Preschool acknowledges developmental areas.

Performance Key: Yes or Not Yet

Kindergarten uses lists of skills that are marked throughout the year.

Performance Key: * Strength, √ Competent, x Weakness

Grades One through Three: Academic Progress

Performance Key: E – Excellent, G – Good, S – Satisfactory,
N – Needs Improvement, U – Unsatisfactory

Grades One through Four: Work Habits and Behavior

Performance Key: * Strength, √ Competent, √ - Weakness

Grades Four through Eight: Academic Progress

Performance Key: 95-100 = A, 85-94 = B, 75-84 = C,
70- 74 = D, 69 – below = F

Middle School Behavior/ Conduct grades

Performance Key: S – Satisfactory, W – Warning, U – Unsatisfactory

Certain conduct and academic performance deemed to be serious in nature may warrant immediate consequences up to, and including, expulsion at the discretion of the Head of School. Any Middle School student who fails a course may not be eligible to be promoted or to graduate.

Since Capital Day School places high expectations upon its students, a student's grades cannot and should not be compared to those of other schools. Grades are also incomplete and imperfect indicators of a student's knowledge or progress. Therefore, parents should encourage their child to work for knowledge, not for the grade.

Weekly Communication

The Preschool, Kindergarten, and First Grade teachers will send home a weekly communications sheet to keep parents informed of what is going on in the classroom. The Second, Third and Fourth Grade teachers periodically send communication to parents, appropriately timed. Most weeks, the Fifth Grade through Eighth Grade students will receive a weekly Tuesday Report to give the parents. Middle School students who are missing work or who are behind will have special help from their advocacy teacher. This practice helps to place the responsibility with the student.

Middle School students who are failing a subject will not be eligible to participate in extracurricular Capital Day School activities from Tuesday to Monday. In addition, the infraction applies to sports, academic, and social events as noted under Extracurricular Activities. Exceptions may be made when the student's non-participation jeopardizes a team in tournament play. The student will have then alternate consequences. We encourage our students to seek help from their teachers and to make their school work a priority.

Homework Hero

All the teachers use the Homework Hero as a means to communicate on the CDS website. Each teacher posts what is happening in the teacher's classroom, and for older students the homework assignments are given. Students are still expected to use their planners.

Mid-Quarter Communication

In the **Lower and Middle Schools**, mid-quarter progress reports are sent home four weeks into the quarter, reflecting the student's current performance. These are to be signed by a parent and returned by the child on the next school day. Parents are encouraged to respond on the slip with comments, questions, or suggestions. **Preschool** has a check list that the teachers use at the first conference with the parents which coincides with the mid-quarter. Teachers use e-mail and conferencing throughout the year.

Quarter (9 Weeks) Communication

Report cards for students in first through eighth grades and a skills progress check list for Preschool and Kindergarten are given every nine weeks. The Middle School has exams at the end of each semester.

Middle School Honor Roll

The Honor Roll is a formal recognition of special accomplishments each nine-week term. Students receiving an A in all courses receive All A Honor Roll distinction, and those receiving an A or B in all courses are listed on the A/B Honor Roll. Students receiving a U in conduct on the report card are not eligible for Honor Roll distinction. We believe that this behavior indicates a disregard for the teacher's expectations, and displays a lack of consideration for the learning time of the other students. Teachers will indicate on the Tuesday Report if a student is in danger of receiving a U on their report card and strategies for improvement by using a W, which denotes a warning.

Homework

Homework is an extension of class work. Students are responsible for the completion of all homework assignments. Parents and students should set aside time for homework each day, allowing extra time for study after written work is completed. Parents are encouraged to check for their child's punctual completion of homework.

Emphasis is placed on the following:

- Homework assignments are an important part of the educational experience at Capital Day. It is important for academic success, the development of self-discipline, and good work habits.
- Children not completing their assignments in grades one through four will walk during recess. For Middle School students, teachers report missing assignments to the office, and those students may be asked to do a Guided Study Hall if necessary to help them organize or complete work.
- Untidy or unsatisfactory homework may need to be redone.
- Teachers will assist those students who need help in budgeting their time and efforts, especially with long-term projects. However, the responsibility for doing homework lies with the student.
- Homework may be assigned over the weekend.
- Academic responsibilities take precedence over extracurricular activities.
- Middle School students will follow the homework policies of each teacher for individual assignments.
- A student who is absent due to illness will have the number of days of the absence to make up missed work. Work due the day of the absence is to be turned in upon return to the class. The student is responsible for contacting his/her teachers to collect the assigned material.

Promoting Responsible Behavior in School

Positive methods of discipline help children develop self-control, self-direction, and a sense of responsibility. Children are taught to solve their conflicts with their peers and to verbalize their feelings. When students choose to be successful, they feel good about themselves.

On a daily basis, students' homework assignments need to be completed and their behavior needs to support the school community. When students need to take more responsibility for their actions, we have initiated a way for them to follow through. Middle School teachers will e-mail the office and a list of students will be kept and reviewed by the Head and Assistant Head. Lower School teachers will ask students to walk during recess. All students will have the opportunity to meet with a teacher during recess if more instruction is needed and to finish their work.

Our philosophy at Capital Day School is based upon respect and common courtesy on the part of students, teachers, and the administration. We value learning to problem solve, being responsible, and being self-disciplined. Positive behavior is taught by clearly communicating classroom rules and expectations and by consistently following through with appropriate consequences when inappropriate behavior occurs. We strive for a safe and protected environment where students will learn without fear. Our discipline plan has logical and reasonable consequences. Each teacher will post classroom rules and consequences.

The methods that **Preschool** and **Lower School** teachers use to reinforce or encourage appropriate behavior include redirecting the student to another activity, having the student "right" a wrong-doing, having the student lose a privilege, or having the student take a break or "time-out."

In the **Middle School**, disciplinary action follows a hierarchy of increasing consequences leading up to assigned community service tasks or detention hall. During detention hall students are required to sit in a designated area for one hour. During that time the student will write an action plan for improving their behavior in order to problem solve appropriate choices. The plan will be sent home, and a copy will be kept on file.

If students do not respond to teacher corrections, they will be required to develop a behavior contract with the teacher and the Head or Assistant Head. Any behavior that cannot be managed at school will be discussed with the parents. If a parent would like to schedule a conference with the teacher, he/she may call the office and make an appointment during the teacher's planning time. Students may immediately be assigned in-school suspension for committing serious infractions and certain conduct may warrant expulsion at the discretion of the Head of School.

When Students Do Not Make Good Choices

Searches

Because of the obligation to protect the health, safety, and welfare of students, the teacher or Head of School may search the person and/or property of a student and confiscate weapons, alcohol, drugs, tobacco products, or other illegal or unauthorized articles as long as the teacher or Head of School has reasonable suspicion under the circumstances that the particular student to be searched has or is violating a law or school rules and the scope of the search is reasonably related to its initial objectives and not overly intrusive given the particular student's age, sex, or nature of suspected infraction (OAG 91-9). Another staff member of the same gender shall be present with regard to any such search, unless there are extenuating circumstances.

In-School Suspension

The hours of an in-school suspension will be determined by the head or assistant head. Students may be required to spend one half-day, all day, or more depending upon the offense. It is up to each teacher to decide whether the student may complete the work

or a test missed or to take a zero. A conference must be held with the teacher (parties involved), the student, and parents before a student may return to class.

Suspension

Suspension is exclusion of a student from school and school functions for a specified period of time, not to exceed five school days, one week of school, by the head or assistant head. School work missed by a student during suspension may be made up in part by what is sent home by the teachers. A conference must be held with the parties involved, the student, and parents before a student may return to class.

Expulsion

Expulsion means that the student is excluded from the remainder of the school year. All the facts will be collected and written in an incident report. Records transferred to another school must reflect the charges and final action of expulsion if the student was expelled for assault, or an offense in violation of school regulations governing, weapons, alcohol, drugs, and tobacco products.

Incident Report

An incident report, if deemed necessary by the severity of conduct, discrimination, harassment, or medical attention, will be filed and given to the parents to sign stating the facts from the incident. For serious infractions, a prompt, confidential investigation will take place to collect the facts. A conference will be held and parents will be asked to sign the incident report stating the facts.

Code of Conduct and Honor Code

Capital Day School requires all students to act with honesty, integrity, responsibility, and respect for others. The Code of Conduct states the students will:

- do their own work,
- be truthful,
- be respectful of other people, their ideas, and their property,
- use good manners and courtesy at all times, and
- support fellow students.

The Honor Code is a pledge that is said. *I am attending Capital Day School in order to listen, to learn, and to gain the skills to be successful in life. Therefore, I will do nothing to prevent the teacher from teaching and myself or anyone else from learning. I will show respect for others, the environment, and myself.*

The discipline policy is based upon the Code of Conduct and the Honor Code and designates infractions and consequences. **Preschool** and **Lower School** teachers will lead discussions with students about what this means to them. **Middle School** students through advocacy groups need to review their honor code throughout the school year. The Student Council may request to amend the honor code on a yearly basis and approved by the faculty. We, as a school, will find opportunities to promote the honor code and to provide a frame of reference for the students.

Zero Tolerance

The Capital Day School Board has adopted a Zero Tolerance for Peer Cruelty Policy. Capital Day School believes an atmosphere in which every student and teacher feels support and trust is essential. We understand that such an atmosphere must be created and recreated through individual acts each day. Every action that affirms consideration and integrity builds the kind of community we seek. Each member of the CDS community is expected to show consideration for others and ultimately to build trust in personal relationships.

An environment which is conducive to learning will be established for every student of Capital Day School. Therefore, cruelty of any type will not be tolerated. Cruelty includes any behavior which has the intention or effect of harming or intimidating others. This may include offensive or derogatory remarks; jokes; writings; or any other form of verbal, graphic, psychological, or physical conduct which hurts an individual or makes an individual feel uncomfortable. Peer cruelty is a serious matter. Students who are unable to change their unacceptable behavior will be subjected to the disciplinary measures set forth in this handbook under Promoting Responsible Behavior in School.

In addition, no one may threaten, assault, batter, or physically or verbally abuse another person and shall be subject to appropriate disciplinary action including suspension, expulsion, or legal action. When there is reasonable belief that a violation has taken place on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or an instance of assault involving a weapon, law enforcement officials will be called by the head of school or designated person.

Also, the Capital Day School Board has adopted a Zero Tolerance for students to use drugs, alcohol, or tobacco products on the premises or at any school-sponsored event. Use of any of these substances will lead to suspension and/or expulsion of the student.

Grievance Policy

1. A student, parent, volunteer, or employee who feels he or she has been victimized or has a complaint or grievance should take action. Depending on the incident, he or she should take the following steps as appropriate:
 - a. Seek medical attention if needed;
 - b. Tell the offending person(s) that the behavior is offensive to you and that you want it stopped;
 - c. Speak with a teacher, staff member, or administrator to obtain help immediately.
2. When a report of a grievance is received, the adult completes an incident report and furnishes the Head with a copy.
3. Depending upon the nature of the incident, the Head or designated person will initiate an immediate investigation. When investigating the facts, if student and/or parent conferences are needed, they will be held individually and in confidence. In some cases, the school may need to contact a counselor, lawyer and/or law enforcement official, or report the incident to other appropriate persons.
4. All complaints or concerns will be held in strictest confidence.
5. There will be a timely and thorough investigation.
6. Proper action, based on documented investigation, will take place promptly. The facts determined from the investigation will be added to the incident report. Parents will sign the incident report when the incident concerns a student. The incident report states the facts from the investigation, and the parent's signature acknowledges that the facts have been given.

7. The investigation will be handled by the Head of School, counselor, or other appropriate persons. The Head will be responsible for determining consequences of students and employees.

8. Consequences range from giving an apology, getting counseling, and receiving a reprimand or suspension, to terminating enrollment or employment depending on the nature of the incident. Each case will be handled individually. Retaliation will not be tolerated.

Personal Safety Program

To support the Zero Tolerance for Peer Cruelty Policy, CDS has implemented a personal safety program. The goal will be to empower students to keep themselves physically and emotionally safe. Special emphasis will be given to interpersonal relationships and conflict resolution.

Middle School Advocacy Program

The purpose of the Advocacy Program is to provide opportunities for students to meet with members of the faculty, and other students, to discuss topics and issues that are of concern to Middle School students. Advocacy leaders also discuss academic progress with their students and assist in setting goals or specific programs.

Weekly advocacy times are included in the schedule. Although students are assigned an advocacy leader, they are encouraged to seek out any faculty member with whom they feel comfortable talking.

Parent-Teacher Conferences

Although parent-teacher conferences are scheduled at mid-quarter during the first grading period, parents are welcome to call and schedule a conference at other times. In addition, optional conference days are scheduled throughout the year. Since teachers need adequate preparation time to discuss a student's progress, parents should contact the teacher to arrange a convenient meeting time.

Communication between parents and faculty is very important. If a problem arises, contact your child's teacher to discuss the situation or arrange a conference. If the situation persists or if you have additional questions, another conference may be arranged that includes the Head of School.

Breakfast

In order for children to function at their best during the morning, they need to eat a nutritious breakfast that is low in sugar. Breakfast is not provided at CDS.

Snacks

The school provides daily snacks and drinks for PK3, PK4, and kindergarten students. If a child has an allergy or is unable to drink white milk or orange juice, please advise the teacher.

Birthday treats sent to school should be kept simple. The children enjoy cookies, cupcakes, or ice cream cups, as well as cut-up fruit and vegetables. These can be sent in the morning with the child to be shared at snack time.

The parents who volunteer for special snack times at holidays should coordinate food four times in October, December, February, and April. A special snack and drink, holiday paper goods, and a treat bag are sufficient. Chewing gum is not allowed.

Parents are allowed to attend the holiday special snack times but should not feel obligated to do so. If a party is planned away from school, invitations may be delivered to the children at school only if everyone in the class is invited.

Lunch

Faculty and students may bring their lunches. Milk or juice is available and is billed on the student's monthly bill. Student lunches are stored, when necessary, in refrigerators made available for this purpose. Older students may use the school's refrigerator, but we prefer that they not use the microwave in the faculty workroom or in the classrooms. Students and faculty may order their lunch from a special menu prepared by Adelia's Bakery and Café. The homeroom teacher takes the students' lunch orders each day by 8:00 a.m. All lunches ordered in this manner are billed on the student's monthly billing.

Kindergarten students have the option of ordering pizza on Friday, also.

Lunch for P.M. Preschool Students

Students who remain at school for the afternoon must bring a lunch or place an order from a special menu prepared by Adelia's Bakery & Café. Lunches should be well balanced and nutritious. **According to the Cabinet for Human Resources, Regulation 905 KAR 2:120, a child's lunch should include milk, protein, bread, two vegetables or a vegetable and a fruit.** Preschool teachers are required by state regulations to ensure that a child has the all the components listed above. Missing food items will be ordered from Adelia's. Lunches should be sent in a labeled lunch box or bag. Any item that needs to be refrigerated should also be labeled.

Students enrolled in PM Preschool have the option of ordering pizza for lunch on Fridays. All children enrolled in PM Preschool who want to participate should bring \$3.00 cash for pizza, fruit and veggie and a milk.

P.M. Preschool

P.M. Preschool students need to bring a crib sheet, a crib size blanket, small pillow is optional, and a storage bag for rest time. According to Kentucky regulations, each child needs to have a sheet to cover his/her mat.

Children may drop in if space is available. The teacher must be notified the day before to insure a space.

Extended Day

Capital Day School offers an Extended Day Program for its students who remain after regular school hours or who are not picked up by 3:20 p.m. or 3:10 p.m. for preschool students. A fee of \$8.25 is charged and is added to the monthly bill. Lower School students are expected to join in outside activities and must be appropriately dressed. Inside activities as well as an area for preparing homework are also provided.

Different age groups are given the opportunity to work together and help each other. Middle School students will have a study period where they may work on homework, read, or study quietly.

A snack is served daily. Parents must come into the building to sign out their children and provide written notification for pick-up by others. Students must be picked up by 5:00 p.m. or incur a late charge of \$2.00 every five minutes. The Extended Day Program is closed on holidays, snow days, and the last day of school

Student Sign-Out

Students in grades two through eight who leave school during regular hours are required to have their parents sign them out in the office. Pre-school, Kindergarten, and First Grade parents sign out their child in the office.

Student Visitors at Capital Day

Students must get permission from their teachers and the Head before bringing guests to school. Visitors must comply with all school rules and regulations and must first report to the school office. All visitors, student and adult, must sign in with the school secretary.

Cubbies and Lockers

Preschool and Kindergarten students use their cubbies above their coat hooks. **Lower School** students are provided with storage bins in their classrooms and cubbies in the hallway.

Middle School students will be assigned a locker for storage of books and coats. Each student is responsible for keeping the locker neat and closed when not in use. Students may go to their lockers only at specified times.

Textbooks & Supplies

At the beginning of each semester, students are issued textbooks for each subject studied. Each student's name is recorded with the corresponding number of the textbook. At the semester's end, the textbooks are collected, with each student credited for the return of the book and the book's condition noted. Students will be charged a replacement fee for damaged books. All books are to have non-stick book covers.

We believe in the educational value of hands-on experience, and so we expect normal wear and tear to materials handed out in the classroom. Any unusual, excessive, or destructive use of materials and supplies, however, will have to be reimbursed at full cost by the student responsible for it.

School Closing

When inclement weather conditions or any other type of emergency require the cancellation of school, notification will be handled by the AlertNow System. The system does not require you to be at home or at work to receive our alerts, or for you to have to wait for TV and radio station announcements. AlertNow delivers our voice alert (or leaves a message) and e-mail. It continues to cycle through the contact options you designated until your family is reached. If the AlertNow message cuts off, push 1, and the message will repeat.

If and when an emergency arises during school hours, the school will close at the discretion of the Head. Parents and Faculty will be notified by the AlertNow system if students are to be dismissed before the normal dismissal time.

Phone Calls

Students are allowed to use the phone only to advise parents of a change in school plans, not to retrieve forgotten items. Permission must be secured from the main office. **Students are not allowed to be called to the phone.** A message will be sent from the office in case of emergencies. **Arrangements for after-school hours must be made prior to the beginning of the day. Students are not allowed to use school phones for this purpose.** The homeroom teacher should be provided with a note from the parents describing the arrangements. Students are not to use cellular phones at Capital Day School. **If a cell phone is heard or seen, it will be confiscated and returned to the parent. In emergency situations, they may be used with a teacher or in the office.**

School Trips

Certain units of study are enhanced by field trips. When participating in school field trips, the students must be aware that they represent Capital Day School. Therefore, they must be on their best behavior. These trips are a required part of the curriculum, and participation is required except in extreme circumstances. Teachers will announce appropriate dress prior to each field trip. Permission slips issued by the school must be signed and returned prior to the trip as directed by the teacher.

Standards for Day Trip Chaperones

We appreciate parents acting as drivers and chaperones. Please adhere to these standards for the safety of our students.

1. Students are to be taken directly to the destination and returned directly to school.
2. No food is allowed in cars.
3. Drivers are responsible for the students riding in their cars and must stay with their group during the event.
4. Drivers are responsible for following the directions of the lead teacher.
5. When traveling in a vehicle, each child must be secured safely by a seat belt.
6. Chaperones must transport only Capital Day students, faculty, or other chaperones. The students' siblings may not participate in these field trips.
7. Parent chaperones are expected to model appropriate behavior.

Standards for Middle School Field Study Trip Chaperones

Each year the school will review the number of chaperones needed for specific trips. Chaperone responsibilities for overnight trips will be discussed at a special meeting. Parent chaperones are expected to model appropriate behavior and to follow the directions of the teacher in charge.

Kindergarten Celebration

At the end of the school year, a special program is held in the Kindergarten room. Parents are encouraged to attend. Children sing and show their knowledge and skills in an entertaining way. The time and date is announced in the Kindergarten newsletter and in Capital Comments.

Graduation and Honors Assembly

An Honors Assembly is held separately for Middle and Lower School students. Students who participated in Duke TIP, Governor's Cup, Spelling and Geography Bee winners, Young Author's winners, Athletic accomplishments, etc. are recognized for their achievements. In addition, awards are presented to students in grades five through eight who excel in academics and work ethic. Parents are encouraged to attend. Times and dates are announced in the school's newsletter, Capital Comments. Students are requested to wear a Capital Day School shirt or nicer clothes. Jeans are not permitted.

A graduation ceremony is held in the spring to honor the graduating Eighth Grade class. Diplomas are presented to those Eighth Grade students who have met Capital Day School requirements. Parents of all students are encouraged to attend this program. Graduates are required to wear jacket and ties for boys and dresses for girls.

Seventh grade parents help plan the graduation reception through the Parent Council. After the graduation reception, the eighth grade parents traditionally have planned evening activities for the graduates.

Eighth Grade Community Service Requirement

Eighth Grade students at Capital Day School have additional responsibilities to the school community. They are expected to be role models for the entire student body by showing leadership, pride, and unity for all other grades. Before graduating in May, they must complete 15 hours of community service. This project is coordinated through the Student Activities Committee headed by Mrs. Hoban.

Capital Day School Summer Program

CDS provides an exciting, fun-filled summer experience for Capital Day students. Enrollment is open to children who are currently enrolled at CDS entering Pre-K 4 through seventh grades. The program is designed to promote creativity, self-expression, physical fitness, and cooperation through a variety of activities conducted in a structured but relaxed environment.

Weekly sessions begin in early June and end in August. Children may be enrolled for any number of weeks. Program hours are 7:30 a.m. until 5:00 p.m.

Capital Day School Computer Usage Policy for All Students

Guidelines for using workstations

Capital Day School provides access to various computer resources, our Local Area Network, and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. The school encourages students to become familiar with the use of Information Technology.

As responsible members of the school community, it is expected that all students and other members of the community will follow and adhere to the guidelines established below. These guidelines are based on common sense, common decency, rules established by Capital Day School, and laws established by the Commonwealth of Kentucky. For the benefit of all users, students are expected to observe the following:

Use of Information Technology Equipment

Capital Day School has endeavored to ensure that all students' work can be saved, stored, and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.

It is expected that all students will respect and realize that use of the information technology equipment with which they have been provided **is a privilege, not a right. This privilege can be withdrawn if necessary** as set down in the **Discipline** section of the **Student Handbook**.

- Log in using your own appropriate ID. It is never acceptable to use someone else's ID.
- Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network or to download any programs or other material not authorized by your teacher.
- Do not enter a computer room unless a teacher is present.
- Do not swap around any equipment. That is, no changing of keyboards, mice, or other equipment from one computer to another.
- Report all equipment failures to your teacher immediately.
- Computers are not to be used unless permission has been given by a teacher and/or under teacher supervision.

Printing

The school has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavor to keep paper wastage to a minimum.

- Before printing, proofread, spell check, and print preview your document.
- When completely satisfied with the final product, print the document.
- Place unwanted printouts in recycling boxes.

Use of the Internet

The Internet is a worldwide network of individuals, groups, communities and organizations linked via a computer and telecommunication lines. In trying to visualize the Internet, people often describe it as a gigantic library, others as an infinitely large encyclopedia, while others as a jungle of intertwined information or a spider's web.

Teachers and students are using the Internet to locate information, send electronic mail, and browse documents or images from various sites such as universities, libraries, and other organizations. They are sharing or publishing information and ideas on topics of mutual interest. Students will use the Internet for educational purposes in curriculum projects and research with the assistance and guidance of their teachers. Educational institutions use the Internet for:

- Accessing information
- Electronic publishing
- Collaboration with others
- Curriculum projects
- Support and in-service training
- Technical support

There has been a lot of media attention on the unacceptable materials found on the Internet. Given that there is no guaranteed means of preventing students' exposure to this material, other strategies must be adopted. This school has developed monitoring strategies by providing appropriate levels of supervision to students using the Internet and checks of logs of sites accessed. The other part of our strategy is developing responsibility and awareness amongst teachers, parents, and students of possible problems and procedures for dealing with these.

Responsibilities of each member of the school community

Role of the School - The school undertakes a commitment to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the curriculum.

In addition, the school will actively support the professional development of all staff to ensure the effective inclusion of information technologies, including the relevant information skills, into the school's curriculum.

Role of the Staff within the school - The school expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers as well as the school Librarian and staff will provide guidance and instructions to students in the appropriate use of such resources. Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, learning styles, abilities, and developmental levels.

Role of Parents - Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources and ensuring that these standards are met.

This school expects that these standards will be in accordance with the School Mission Statement, Student Honor Code, and other school policies.

The Role of Students - Students are responsible for good behavior on the school computer network as detailed in the school's **Parent and Student Handbook** under the **Code of Conduct** and **Honor Code** relating to general school behavior. They must comply with specific computer facilities rules. Communications on the information networks are public, and general school rules for student behavior, conduct, and standards will apply. Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that students will comply with school standards and will honor the agreements they have signed.

Copyright

Students are expected to respect and adhere to the laws concerning copyright and other people's ideas. Get permission before copying files from another user. Copying

files or passwords belonging to another user or author without their permission may constitute plagiarism or theft. Students must give credit to Internet site authors when quoting information.

Breach of Rules

Breaches of this policy may result in students being excluded from using the school's computer equipment and/or other disciplinary action as per the Promoting Responsible Behavior in School section of the Parent and Student Handbook.

Computer Access Agreement 2009-2010 School Year

The school encourages students to become familiar with the use of information technology. This agreement must be signed by students and parents/guardians and returned to the school's main office. Parents/guardians are encouraged to contact the Head of School if they require more information about this form.

Student

I understand that the school's computer network can connect me to useful information. While I have access to the computer network, I will follow all rules as stated in the school's computer usage policy. I hereby agree that while using the Internet and other information technology services:

I WILL

- Only use the computers for the purpose directed by the teacher in charge
- Use the Internet solely for educational purposes
- Observe all copyright laws, including those relating to computer software
- Respect the rights and privacy of other users
- Report any security lapses that I may discover
- If I accidentally come across something that is illegal, dangerous, or offensive, I will;
 - Clear my screen and
 - Immediately, quietly, inform my teacher.

I WILL NOT

- Reveal any private information such as another person's address or phone number
- Attempt to retrieve, view or disseminate any obscene, offensive, or illegal material
- Threaten, abuse, or harass any other user
- Send offensive, racist, or sexist messages
- Send anonymous or falsely addressed electronic mail
- Bring the school into disrepute in any way whatsoever
- Download or print information without the permission from my teacher
- Use chat channels
- Use my account for business purposes for financial gain
- Use my account for political purposes
- Attempt to change or tamper with the computer network in any way
- Attempt to bypass security

- Disclose my home address, telephone number, or any credit card or pin number

I understand that if the school decides I have broken this agreement, I may be prevented from using the school's computers for a period of time.

Student Name – Please Print

Class

Student Signature

Date

Parent or Guardian

I understand that the school's computer system can provide students with valuable learning experiences. I also understand that, although unlikely, it may give access to information that is illegal, dangerous, or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by students.

I give permission for _____ to use the school's computer network. I understand that students who break the school's computer usage policy may be prevented from using schools computers and/or have other disciplinary action taken against them.

Parent / Guardian Name – Please Print

Parent / Guardian Signature

Date

Extracurricular Activities

Capital Day School offers these extracurricular activities for boys and girls:

Basketball	Grades	5-8
Golf	"	1-8*
Soccer		PK-8 th
Young Authors	"	1-8 th
Chess Club	"	2-8 th
Governor's Cup	"	4-8 th
KY Youth Assembly	"	7-8 th
KUNA	"	7-8 th
MathCounts	"	6-8 th

* All Lower School (1st – 4th grades) students must have an adult who is responsible for that child's safety present at all practices and competitions.

An activity fee may be charged to participating students. Students who are not picked up at the end of an after school activity will attend the Extended Day program at a cost of \$8.25 per day. All students participating in school sports must have a current sports physical or doctor's statement (current within the past 12 months), which will extend beyond the sports season and will state that the student is physically able to participate in the sports listed.

Coaches and players of athletic teams will be asked to follow the following Sportsmanship Statement: “It is the responsibility and the requirement for members and coaches of Capital Day athletic teams to show good sportsmanship, a positive competitive spirit, and team support at all times.”

Middle School students who are failing a subject will not be eligible to participate in extracurricular Capital Day School activities from Tuesday to Monday. In addition, the infraction applies to sports, academic, and social events as noted under Extracurricular Activities. Exceptions may be made when the student’s non-participation jeopardizes a team in tournament play. The student will have then alternate consequences. We encourage our students to seek help from their teachers and to make their school work a priority.

Enrichment and After School Activities Coordinators/ Contact

Academic Activities	Teacher Coordinator/Contact
Field Studies	8—Debbie Adkins/ Mark Mathews 7—Gene Taylor 6—Lindsay Barnes 5—Kurt Hufnagle/ Joyce Albro
National Geographic Bee Grades 5-8	Gene Taylor
Spelling Bee Grades 1-4	Jennifer Jackson
Interdisciplinary Unit Research	The Office/ teachers Mary Payne Coblin
Young Authors	Ellee Harp and Mary Payne Coblin
Academic Competitions	Teacher Coordinator/Contact
Duke Talent Identification Program	TBA
Governor's Cup	Melissa Darby and Ellee Harp Grades 4-5 Debra Adkins and Clint Martin Grades 6-8
MathCounts	Lindsay Barnes
Kentucky World Language Association Festival	Jennifer Hoban
Community Service	Teacher Coordinator/Contact
Trick or Treat UNICEF	The Office /Each Class
Salvation Army Food Drive	Clint Martin
Salvation Army Collections	Preschool Teachers/ Carolyn Buynak
Community Service Day	Jennifer Hoban
Relay for Life	Un-sponsored
School-Wide Student Activities	*Parent Council involved/Contact
*All-School Picnic	The Office/ Parent Council
*Grandparents/ friend Day	The Office/ Kim Preston
*Special Snack Times	Parent Council Rep/Teachers
School Plays	Kim Preston
Buddy Program	Mark Mathews / Jennifer Estill
*Fall Festival	Parent Council/ Office/ Class
*Birthday Book Fair	Mary Payne Coblin
*Holiday Sing	The Office/ Kim Preston
Middle School Winter Trip	Jennifer Hoban/Student Council
CDS Spirit Week	Jennifer Hoban/Student Council
*Character Night	The Office/ LS teachers
*ArtsFest	The Office / Edwardsen / Preston
Athletic Banquet	Melissa Darby
Honors Assembly	The Office/ Teachers
*Graduation	The Office/ Kim Preston
Sports	Teacher Coordinator/Contact
	Athletic Director—Melissa Darby
Golf	Dave Obradovich
Basketball	Melissa Darby
Soccer	Melissa Darby
Student Organizations/Groups/Clubs	Teacher Coordinator/Contact
Chess Club	Mary Payne Coblin
KUNA—Kentucky United Nations Assembly	Gene Taylor
KYA—Kentucky Youth Assembly	Gene Taylor
Student Council	Jennifer Hoban and Clint Martin
Yearbook	Kurt Hufnagle

Over view Calendar		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Academic Activities											
Field Studies	Grade										
• Space Camp	TBA									X	
• Chicago Trip	TBA									X	
• Washington, D. C. Trip	TBA									X	
• Key Largo Trip	8									X	
• Leadership Retreat	8	X									
National Geographic Bee	5-8				X						
Spelling Bee	1-4									X	
Interdisciplinary Unit	PK3-8		X	X	X	X	X	X	X	X	X
Young Authors	1-8			X	X	X	X	X	X		
Academic Competitions											
Duke Talent Identification Program	4,5,7			X							X
Governor's Cup											
• Elementary Division	4, 5		X	X	X	X	X	X			
• Middle School Division	6,7,8		X	X	X	X	X	X	X		
Math Counts	6,7,8		X	X	X	X	X	X	X		
World Language Festival	6,7,8										X
Community Service											
Trick or Treat for UNICEF	By class			X							
Salvation Army Food Drive	PK3-8				X						
Salvation Army Mitten/Hat Tree	PK3-K					X					
Community Service Day	PK3-8									X	
Relay for Life	PK3-8										TBA
School-Wide Student Activities *Parent Council involved											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
*All-School Picnic	PK3-8		X								
*Grandparents/friend Day	PK3-8		X								
*Special Snack Times	PK3-8			X		X		X		X	
School Plays	5-8			8		7		5		6	
Buddy Program	PK3-8	X	X			X		X		X	X
*Fall Festival	PK3-8			X							
*Birthday Book Fair	PK3-8			X							
*Holiday Sing	PK3-8					X					
Winter Trip	6-8						X				
CDS Spirit Week	PK3-8								X		
*Character Night	1-4									X	
*ArtsFest	PK3-8									X	
Athletic Banquet	1-8										X
Honors Assembly	1-8										X
*Graduation	8										X

	Grade	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Sports											
Golf	4-8	x	x	x					x	x	x
Soccer (Soccer open to all)	PK-8	x	x	x					x	x	x
Basketball	4-8		x	x	x	x	x	x			
Student Organizations/Groups/Clubs											
Chess Club	3-8		x	x	x	x	x	x	x	x	
KUNA	7, 8								x		
KYA	7, 8				x						
Student Council	5-8	x	x	x	x	x	x	x	x	x	x
Yearbook	8										

ENRICHMENT AND AFTER SCHOOL ACTIVITIES SUMMARIES

Academic Activities

Grade Eight Leadership Retreat

Coordinators—Clint Martin, Jennifer Hoban

This retreat takes place in August. The location varies from year to year depending upon the size and interests of the class.

Grades Five through Eight Field Studies occur simultaneously in the Middle School after spring break in April 2010. At the beginning of the year, a decision is made where grades 5-7 will go. The number of students in the group must be cost effective.

TBA—Math and Science, Space Camp, Astrotrek®

Coordinator—Kurt Hufnagle Three days/Two nights

The students will participate in a trip that enriched their math and science curriculum by traveling to Space Camp in Huntsville, AL.

ASTROTREK® Grades 3-8

SAMPLE ACTIVITIES: SPACE OPTION AVIATION OPTION

•Astronaut Training Simulators •Parachute Activity • Air Rocket Activity • Land Survival
•2 IMAX® Movies •3 Hours of History •Flight Physiology Activities

<http://www.spacecamp.com/forms/groupguide.pdf> (page 5)

TBA—Cultural, Chicago Trip, Chicago, Illinois

Coordinator—Lindsay Barnes Three days/ Two nights

The students will participate in a trip that enriches their language arts, art, and humanities curriculum by visiting museums, select neighborhoods, and sites in Chicago. The class flies or drives to Chicago and embarks on a tour. They may attend a musical at Ford Center for the Performing Arts, or see a performance by the Blue Man Group, and taste a variety of ethnic foods at established restaurants.

TBA—History, Washington, D.C. Trip, Washington, D.C.

Coordinator—Gene Taylor Three days/ Two nights

The students will participate in a trip that enriches their civics curriculum by visiting government institutions, museums, and memorials in Washington, D.C. The class flies to Washington and embarks on a bus tour with a guide. They also attend a play at the Kennedy Center and tour the National Cathedral.

8—Science, Key Largo Trip, Key Largo, Florida

Coordinator—Debbie Adkins / Mark Mathews Five days and nights

Each spring, the eighth grade class participates in a marine ecology program developed by MarineLab, owned and operated by the non-profit organization, Marine Resources Development Foundation. The site offers easy access to seagrass, mangroves, and the only coral reef off the continental United States. Through hands-on investigation and

snorkeling field trips, preceded by biologist-led discussions focusing on the ecology and biology of these unique communities, students are provided learning opportunities that extend far beyond the classroom.

- **National Geographic Bee—Grades 5-8**

Coordinator—Gene Taylor

The National Geographic Bee is designed to spark interest among students. Please see this site for more information.

<http://www.nationalgeographic.com/geographybee/index.html>

October—Registration for the 2010 National Geographic Bee is submitted.

November 2009 to January 2010—School-level Geographic Bees are held.

January 2010—Qualifying tests are given from registered schools.

April 2010— State-level Geographic Bees are held.

May 2010—National Geographic Bee is held in Washington, D.C.

- **Spelling Bee—Grades 1-4**

Coordinator—Jennifer Jackson

The teachers and students in grades one through four enjoy a spelling bee contest within each classroom near the end of school. Although we do not enter any regional contest, this website is a good resource about the spelling bee contest.

<http://www.factmonster.com/spot/spellingbee1.html>

- **All-School Interdisciplinary Unit—**

Coordinator/s—Inquire through the Office or individual teachers

Research Coordinator—Mary Payne Coblin, Librarian

Throughout the school year, the theme will find its way into the curriculum. Usually, the teachers will pick one specific week to do specific projects and make connections with different subject areas that engage the students.

- **Young Authors**

Coordinators—Ellee Harp and Mary Payne Coblin

This competition is a program that culminates in March. The program is sponsored by the Courier Journal Newspaper to encourage real world writing. First through Eighth Grade students participate. Three place winners are selected for each grade within the school. Check out these websites:

http://www.capitaldayschool.net/young_authors.htm

<http://www.courier-journal.com/nie/youngauthors/index.html>

Academic Competitions

- **Duke Talent Identification Program**

Coordinator—TBA

The Duke University Talent Identification Program's strategic goals follow:
 To identify and serve academically talented young people in fourth through twelfth grades;
 To inform students about their abilities and academic options;
 To work with schools and families to address the unique educational needs of talented students;
 To sponsor innovative, challenging, and highly motivating educational programs;
 To conduct research on the nature of academic talent;
 To provide resources for students, parents, and educators

Qualifying Seventh Grade Talent Search materials are delivered in September so that registration for the ACT/SAT Tests can be made.

Qualifying Fourth and Fifth Grade students may also take a modified version of the ACT/SAT tests. Registration for **2010** begins in January.

See www.tip.duke.edu for more information about qualifications:

Eligible students must have scored at the --95th percentile or above for Fourth and Fifth Grades --and 95th percentile or above for Seventh grade on a grade level standardized achievement, aptitude, or mental ability test or approved state criterion referenced test. Scores from either of the two most recent test administrations are acceptable; mental ability tests must be no more than two years old; and students need only qualify on one acceptable composite or sub test area. Tests of this type are already a regular part of a student's elementary school experience.

• **Governor's Cup Competition**

Coordinator for Fourth and Fifth Grades—Melissa Darby and Ellee Harp
 Coordinator for Sixth, Seventh, and Eighth Grades—Debbie Adkins and Clint Martin
<http://www.kaac.com/news/index.html>

Both the Elementary (Fourth and Fifth Grades) and the Middle School (Sixth, Seventh, and Eighth Grades) Divisions include the following categories:

- Quick Recall
- Future Problem Solving Team and Composition
- Written Assessment—Social Studies, Science, Language Arts, Arts/Humanities, Mathematics

The Elementary Division has district and regional meets in February and March. The Middle School Division has district, regional, and state meets in January, February, and March.

Elementary Governor's Cup

Deadline for Entering Student Names Online	February 2010
District--Coaches' Planning Meeting	February 2010
District--Future Problem Solving	February 2010
District--Composition, Assessment, Quick Recall, Awards	February 2010
Deadline for Confirming Students for Regional Online	March 2010
Regional--Coaches' Planning Meeting	March 2010

Regional--Future Problem Solving	March 2010
Regional--Composition, Assessment, Quick Recall, Awards	March 2010

Middle Grades Governor's Cup

Deadline for Entering Student Names Online	January 2010
District--Coaches' Planning Meeting	January 2010
District--Future Problem Solving and Composition	January 2010
District--Assessment, Quick Recall, Awards	January 2010
Deadline for Confirming Students for Regional Online	January 2010
Regional--Coaches' Planning Meeting	February 2010
Regional--Future Problem Solving & Composition	February 2010
Regional--Assessment, Quick Recall, Awards	February 2010
Deadline for Confirming Students for State Online	February 2010
Ashland Inc. Governor's Cup State Finals	March 2010

- **MathCounts**

Coordinator—Lindsay Barnes

MathCounts is a national competition program that combines the leadership and sponsorship of education, business, government, and the technological community for the purpose of encouraging and developing math and science skills in Sixth, Seventh, and Eighth Grade students.

This competition takes place at several levels in February for the CDS team. However, students in Sixth, Seventh, and Eighth Grades who would like to try out for the team are welcome to attend sessions after school until 4:30. During the sessions students learn new math concepts, take practice tests, eat, and have fun!

- **World Language Festival**

Coordinator—Jennifer Hoban

Middle School French students in grades six through eight are chosen to compete in different categories at three levels. The competition is state- wide and held at the University of Kentucky on a Saturday in May. The categories include prose reading, grammar/vocabulary, listening proficiency, oral proficiency, poetry, art, and realia.

Community Service

- **Trick or Treat UNICEF**

Coordinator—The Office and Each Class

Students collect money for UNICEF in their individual classrooms. See the following website to learn about this US tradition and to read facts and some examples of how a little money can go a long way to eliminate childhood diseases.

http://www.unicef.org/media/media_15216.html

- **Salvation Army Food Drive**

Coordinator—Clint Martin

This drive is sponsored by the 7th grade homeroom and begins the first week of November and continues until Christmas break to collect canned goods for the needy.

- **Salvation Army Collections**

Coordinator—Preschool Teachers

Coordinator—Carolyn Buynak

Parents send caps, gloves, warm coats or jackets with the PK-3 and PK-4 children and pajamas or night gowns and slippers with the Kindergarten children to school. More information is written in the teachers' newsletters around the holiday season.

- **Community Service Day**

Each grade gives information to the Coordinator—Jennifer Hoban

This day takes place before spring break or in April. Every CDS grade works at school or out in the community with their teachers. Also, there is an Eighth Grade requirement of 15 hours of community service to be completed by graduation.

- **Relay for Life**

Coordinator—Un-sponsored

This fundraiser event supports the National Cancer Society. The school is looking into participating in a school walk and will share more information as it is known.

School-Wide Student Activities

- **All-School Picnic**

Coordinator—Parent Council (First Grade) and Advancement Office

This event will be Friday, September 11, 2009 from 5:30 to 7:30 p.m., at Juniper Hill Park, in the Jack Williams Pavilion. The Parent Council provides dinner and families enjoy seeing each other again for the new school year, getting reacquainted, visiting, and meeting new families. It is a time to sign up to be a school volunteer.

- **Grandparents / Friends Day**

Coordinator—Kim Preston, Advancement Office, the classroom teachers, and Parent Council (Sixth Grade),

This year the event is on Friday, September 25, 2009. More information will be sent concerning the times in which the different divisions of the school will host the grandparents' and friends' visit. The Parent Council serves refreshments. Additional parking is available in the parking lot behind Casa Fiesta off of Leawood Drive.

- **Special School Snack Times**

Coordinators—Teachers and the Parent Council volunteers

Special Snacks. We encourage cut up vegetables, fruits, cheese and crackers. There will be four special snack times during the school during the following months: October, December, February, and April.

The Middle School students will have their special snacks during the Advocacy class times on Tuesday afternoon. The rest of the school will go through the class teacher to determine the time.

- **School Plays**

Coordinator—Kim Preston

- 8th Graders perform on Thursday, October 8, 2009.
- 7th Graders perform in December (Date TBA).
- 6th Graders perform during Artfest, Monday, April 26, 2010.
- 5th Graders perform in February (Date TBA).

For the Lower School performance, please see **Character Night** below.

- **Buddy Program**

Coordinators—Mark Matthews, Jennifer Estill, and teachers

This program matches up the Middle School students and/or the Lower school students and/or the Preschool students with a buddy class in joint activities several times a year. Planned activities are determined as the year unfolds. The first activity in August is Meet Your Buddy Day during the students' P.E. time. Usually we have buddy activities in September, December, February, April, and May.

- **Fall Festival**

Coordinators—Parent Council (lead by the Third and Fourth Grades), participation from every class, and the Advancement office

This event is tentatively set for October 23, 2009, at the Boone National Guard Armory from 6:00 to 8:30 p.m. There is food and there are game booths and fun for all. Each class sponsors a silent auction basket which follows a particular theme (ex: Garden, Kitchen, Pets, etc.), and items within each basket are donated by class families. The Parent Council sells refreshments and is responsible for getting each class to set up and clean up its own game booth.

- **Holiday Sing**

Coordinators— Kim Preston, Parent Council (Kindergarten), and the Advancement Office

The Holiday Sing is tentatively set for Thursday, December 10, 6:30 p.m., Bradford Hall Auditorium, located at Kentucky State University. All grades participate in singing or music making. Grandparents and friends attend, as well as all members of the CDS families. The Parent Council serves refreshments.

Students wear "holiday" clothes or particular colors as required by the music teacher.

- **Character Night**

Coordinators—The Lower School Teachers, First through Fourth Grades, Parent Council (Second Grade), and the Advancement Office

Character Night is set for Thursday, April 22, at 6:00 p.m., the location TBA. This night is for First through Fourth Grades to shine on stage. In First through Third Grades, students research and perform monologues portraying an historical character. The Fourth Grade students perform a choral reading or song. The Parent Council serves refreshments.

- **ArtsFest**

Coordinators—Alice Edwardsen and Kim Preston, the Parent Council (Preschool classes), and the Advancement Office

This event is scheduled for Monday, April 26 at 5:30 p.m. and involves the entire school. All grades perform for parents and visitors. All forms of art and creative work are displayed in the school. The Parent Council serves refreshments. Additional parking is available in the parking lot behind Casa Fiesta off of Leawood Drive.

- **Teacher Appreciation Week in May**

Coordinators—Parent Council (Eighth Grade)

Eighth Grade parents arrange for something special to happen each day.

- **Athletic Banquet**

Coordinator—Melissa Darby

Any student who has participated in a sport (golf, basketball and soccer) and his or her family are invited to a potluck dinner. The school provides the meat, drinks, and paper goods. The location last year was at the First Christian Church on Ann Street, from 5:30 to 7:30 p.m. After dinner, the coaches take turns honoring their teams. The students honor their coaches. It occurs in the spring.

- **End-of-School-Year Honors Assembly**

Coordinators—Teachers and the Advancement Office

The first through fourth grades have an assembly to honor students for outstanding academic achievement and their participation in the following programs such as Talent Identification Program (TIP) sponsored by Duke University, Lower School Spelling Bee, Young Authors, Governor's Cup and sports.

The Middle School has an assembly to honor students for their participation in the following programs: Talent Identification Program (TIP) sponsored by Duke University, Lower School Spelling Bee, Young Authors, Governor's Cup, World Language Festival, MathCounts, and Track

- **Graduation**

Coordinators—Head of School, Kim Preston, Parent Council (Seventh Grade), and the Advancement Office

Graduation is on Friday, May 21, 2010, at 6:00 p.m. Location TBA. Everyone is invited and encouraged to attend. The ceremony includes Middle School class recognition, eighth grade speeches, board recognition and other presentations including a power

point slide show of the Eighth Grade. The Parent Council provides a reception following graduation.

Sports

Athletic Director—Melissa Darby

Consent forms and current KHSAA medical records (within the past 12 months) must be on file in the office, and students must have passing weekly grades when playing on CDS teams.

- **Soccer** - through the YMCA

- **Golf**
Coordinator- Dave Obradovich

The golf team is co-ed for first graders through eighth. Parents of golfers in fourth grade or younger must stay at practice for safety's sake. Students are given instruction in golf which is consistent with teaching practices the students may have received from golf teaching professionals.

Students are asked to wear a red shirt or blouse so that they can be easily recognized.

The practices are held at Lakeview Springs Golf Course. Practice is held Mondays, 4:00-5:30 Dave Obradovich is coach. Students are divided into two groups, novices and experienced. They develop a team to play against other schools.

- **Basketball**
Coordinator—Melissa Darby

Coaches are being recruited.

The season begins in September and continues through early winter.

Teams are determined by numbers of students. Some 4th grade students play up with their parents' permission. Capital Day School students participate in the Lexington Parochial League and play local Frankfort teams.

- ○ 5th through 8th Girls
- ○ 5th through 8th Boys

Student Organizations/ Groups/ Clubs

- **Chess Club-**
Coordinator—Mary Payne Coblin

The Chess Club meets every second and fourth Thursday of the month beginning in September. All students from Second through Eighth Grade who like to play chess are invited. The club meets until 4:00 p.m. The students learn about chess, practice, and hold tournaments among members. They hope to play other schools. Officers are elected.

- **KUNA—Kentucky United Nations Assembly**

Coordinator—Gene Taylor

Program dates vary from year to year during the month of March. Usually the assembly meets Thursday through Saturday or Sunday through Tuesday.

Kentucky United Nations Assembly is a mock-United Nations assembly for Kentucky Seventh and Eighth Grade students during the month of March. Teams sponsor proposals for consideration by the KUNA body. This program develops students' international conscience through role playing. Also, the students learn the importance of diplomacy as they share the views of the country they represent.

- **KYA—Kentucky Youth Assembly**

Coordinator—Gene Taylor

Program dates vary from year to year during the month of November. Usually the assembly meets Thursday through Saturday or Sunday through Tuesday.

Kentucky Youth Assembly is a youth-in-government program sponsored by the Kentucky YMCA. The Seventh and Eighth Grade students attend a three-day conference in Louisville during the second week of November. It is a hands-on program where students assume the roles of state legislators. Students share ideas and opinions about issues from the state and learn in a practical way how laws are made.

- **Science Club**

Coordinator—Debbie Adkins

Students in Fifth through Eighth Grades who are interested in extra hands-on and in-depth science studies meet every first and third Thursday of the month, beginning in September. The club meets until 4:00 p.m. unless otherwise noted.

- **Student Council**

Coordinator—Jennifer Hoban

The election is scheduled during the last month of school. Only students who are attending CDS the next year are eligible to vote or to run for office. These rules are part of the Student Council by-laws.

There are officers and homeroom representatives. Officers are elected first so that everyone not elected to an office has a chance to be a homeroom representative. The Student Council sponsors different activities, mostly for the Middle School students, throughout the year including dances, a winter trip, March Madness, and fundraisers.

- **Yearbook**

Coordinator—Kurt Hufnagle

Student staff members are named in the spring and as the former group works to finish that year's book. Usually Seventh and Eighth Grade students work as a team with the editors being Eighth Grader Students. The yearbook is published during the summer and issued at the beginning of the following school year.