

2011-2012

*Parent
Handbook*



CHARLOTTE
PREPARATORY
SCHOOL

Parent Directory Information

❖ The Charlotte Prep Mission

Charlotte Preparatory School provides an extraordinary educational experience founded on academic excellence, character development and leadership in a culturally diverse community.

❖ Four Pillars of Leadership

Respect, Integrity, Perseverance and Courage

❖ Honor Code

As a CPS student I promise to respect my school community by not lying, cheating, stealing or plagiarizing on any school assignment. I promise to be fair, respectful and honest in everything I do. I will always do my best to be a part of the community and accept others.

Charlotte Prep students consistently demonstrate integrity, character, leadership and citizenship as they follow our honor code and provide service to others. Furthermore, Charlotte Prep expects each student not only to be responsible for his/her own conduct, but to actively promote honesty and integrity. Honorable behavior is encouraged through example and by demonstrating a willingness to honor one's peers and act with integrity. Students at Charlotte Prep respect school property, peer property, and our environment. Students further demonstrate honesty by acting independently and responsibly in free-choice situations.

❖ Honor Pledge

I pledge I have neither given nor received any unauthorized assistance on this assignment.

❖ History of Charlotte Prep

Charlotte Preparatory School is a college preparatory, coeducational day school. The school was founded in 1971 as Charlotte Montessori School, and it later moved to its current southeast Charlotte location in 1992. With the addition of the Middle School in 1998, the name of the school was changed to Charlotte Preparatory School to better reflect our philosophy.

❖ Pre-K – 8th Grade Model

We believe the pre-kindergarten – eighth grade model is the best for our students.

- Charlotte Prep allows children to develop in a supportive environment.
- Research supports greater student achievement when students make only one transition during their academic career and suggests the most appropriate time for this transition is after eighth grade.*
- With approximately 325 students, Charlotte Prep is a place where each teacher and administrator knows every student well.
- Through creative and skilled teaching activities, the faculty provides Charlotte Prep students with a rich education, capturing their attention and fully engaging them in the learning process.

* From the Rand Corporation report, *Focus on the Wonder Years: Challenges Facing the American Middle School*

❖ Academic Honesty

Each member of our community strives to do his/her best and tell the truth at all times. Students do not engage in gossip or speak disrespectfully about others. A student is in violation of the honor code when his/her behavior helps another to deceive others, steal or disrespect property, or to use another's property without permission. In addition, if a student knows of a wrongdoing and does not bring it to the attention of the Faculty, the student's passive behavior is also in violation of the honor code.

The Faculty assumes that any work presented by a student is his/her own. Cheating or plagiarizing another person's works or ideas is not tolerated. Plagiarism is the act of presenting someone else's words or ideas as your own. Students found making these infractions will receive a failing grade on the work in question. Cheating is defined as any act which gains or attempts to gain an unfair advantage either for yourself or another. This is any act of receiving or giving information for a dishonest purpose. Disciplinary action will follow the discipline policy and may include suspension or expulsion from school.

Charlotte Prep students demonstrate integrity.

Students do not lie. Lying is either making a true or untrue statement with the intent to deceive, not telling the whole truth, denying guilt when guilty, changing a grade on a paper, a quiz, a test, or a report card, or forging a parent's signature.

Students demonstrate integrity by respecting the school's property. Students never take or have possession of property belonging to another, or tolerate stealing by being an accomplice to such an act.

Faculty and students should always treat one another with respect and courtesy in thought, language and deed. Profane or vulgar language or actions are unacceptable at any time on campus and will not be tolerated.

❖ Parent Communication

Monday Memo:

One of our primary means of parent communication is the e-newsletter Charlotte Prep sends to parents at approximately 4:30 p.m. each Monday (or on Tuesday when there is no school on Monday) containing important information about upcoming school events. We ask that all parents provide the school with a current e-mail address and read the Monday Memo carefully. We count on parents to stay informed and up-to-date throughout the year.

Next Week At a Glance

Next Week At a Glance is an email sent out on Friday afternoons providing a quick run-down of the school week ahead. It contains a brief calendar listing of the next week's events, plus quick reminders of any items due the following week.

School Calendar

Every family receives a school calendar with their Back-to-School packet in late July. The calendar lists all school holidays and other major events for the year. In the rare event that a date is changed, families are notified via the Monday Memo and Next Week At a Glance. An updated calendar is always available on the Charlotte Prep web site.

The Pigeon:

The pigeon is a waterproof, zippered portfolio that serves as a carry-all for homework, readers, artwork, notebooks and other school-related correspondence. One pigeon is issued to each Early School and K-3rd Grade child at the beginning of the school year.

The Web Site:

Our Web site, www.charlotteprep.com, is an important source of information for our community. Each parent, student, teacher and staff member has a unique user name and password to log on to the Web site. If you have lost your user name or password, please contact the school immediately for a new one.

❖ Computer & Internet Use

The Charlotte Prep Internet content filtering software restricts student access to inappropriate material. While this software may not perfectly prevent access to all objectionable material, the value of Internet resources for students outweighs the possibility that they may encounter material that is inconsistent with our educational goals. Any tampering with or bypassing filtering software is strictly forbidden.

Student use of Charlotte Prep computer resources is permitted only for academic or Faculty approved activities. It is a violation to attempt to access, tamper with, copy, or erase computer files that are not one's own. This includes attempts to download or create computer viruses. It is illegal and a violation of Charlotte Prep policy to copy software. Students may not use school computers, network, or printers for purposes other than Charlotte Prep academic or extracurricular activities. Students are not to engage in chat activities and may not reveal any personal information (such as name, address, or age) about themselves or any other person over the school's Internet connection. Students are not to download software or files from the Internet on to any School computer without specific permission from the teacher responsible for the computer or computer lab. All Internet sources are subject to copyright law. Students must properly identify the source of all material that is not their own. Violation of these policies will result in disciplinary action.

❖ Charlotte Prep Parent Portal

The Parent Portal provides Charlotte Prep parents with the ability to access the student information records of their children through a secure Internet connection. Access to the Parent Portal is password-protected, and passwords are assigned only after parents have signed and returned the Parent Portal Acceptable Use Policy form. This form is available on the Web site download menu.

❖ Sportsmanship Code

Interscholastic athletic events must be conducted in such a manner that good sportsmanship prevails at all times. Administrators take comprehensive steps to promote good sportsmanship at every interscholastic event. These steps include the provision of safe and adequate facilities for participants, spectators and officials; quality officials for the events; and adequate control of spectators and players during pre-game and post-game activities. A climate of wholesome competition will be promoted.

Athletic competition in the NCISAA (North Carolina Independent Schools Athletic Association) is guided by the following ideas:

The Players:

- Play hard within the rules of the game.
- Win with humility and lose without excuses.

- Respect officials and accept their decisions.
- Never play with intent to injure an opponent.
- Never forget that they represent their schools, their coaches and their families, as well as themselves.
- Respect the property and facilities of their opponents.

The Coaches:

- Inspire in their players a love for the game and the desire to win.
- Teach that it is better to lose fairly than to win unfairly.
- Show restraint and respect when dealing with officials.
- Serve as positive role models for their players.
- Hold their players accountable for unsportsmanlike behavior.

❖ **Behavior Guidelines**

The following guidelines of appropriate behavior are expected of all students while on campus or while participating in off-campus school activities:

- Respect, courtesy and consideration for other students, teachers and administrators.
- Responsibility in reporting on time to classes.
- Respect for school and individual property.
- Neat and appropriate dress (see Dress Code).
- Abstinence from chewing gum.
- Avoidance of behavior which could lead to the injury of another person.
- Avoidance of any racial, ethnic or sexual harassment.
- Avoidance of bringing on campus any item that may be perceived as a weapon (gun, knife, etc.).
- Abstinence from possessing or using tobacco, alcoholic beverages, illegal drugs, drug paraphernalia or intoxicating substances.

❖ **After School & Special Events**

Students are expected to behave with proper conduct, courtesy and decorum at all times. At assemblies, good behavior is compulsory. Students should listen attentively; they should refrain from talking and sit properly in seats for the entire program.

When attending drama performances or concerts, families should be on time, remove all hats or caps before entering, and remain for the entire performance. Out of consideration for the performers and audience, crying babies or disruptive toddlers should be removed from the audience.

All students should feel safe and comfortable on our campus. Therefore, harassment (either through verbal or physical contact) is not tolerated. Both words and deeds should demonstrate respect for others.

When students are on campus after class hours, or attending an off-campus event or activity, they are to remain at the site of the event or activity until a parent escorts them to their next destination. To ensure the safety of our students, parents are expected to supervise their children and any guests. Guests are also expected to follow the Behavior Guidelines.

❖ DISCIPLINE POLICIES

It is expected that students at Charlotte Prep are serious about their academic work and have high standards of conduct, courtesy and respect for others.

Guidelines of appropriate behavior expected of all students in both regular and special area classrooms include: Respect, courtesy and consideration for other students, teachers, administrators, and respect for school and individual property.

Inappropriate behaviors that will not be tolerated at any time include:

- Disruptive or unruly behavior including willful defiance by a student.
- Disrespect to an adult or another student.
- Inappropriate language or talking back.
- Causing harm to him/herself and/or to others including physical fighting.
- Vandalism or disrespect to classroom material or school facilities.

Failure to follow rules will result in disciplinary action. If a child behaves inappropriately, the parent will be called for a conference, and appropriate consequences will result. Serious circumstances may result in suspension from school. In such extreme cases, documentation will be placed in the child's permanent record.

❖ Early School Discipline Policy

Classroom and special area teachers will adhere to the following discipline policy.

Time Out: If a child misbehaves after the implementation of reminders and demonstrations of correct behavior, the Time Out method of discipline is used, this involves removal from the activity or environment.

Phone Call to Parents: When a child has been involved in repeated incidents during the day that require the use of the Time Out method or a visit to the office, the parents will receive a phone call from the teacher either during the day or that evening. If incidents continue after the initial call, a Parent Conference will be scheduled. Parental support is necessary to assist the teacher in guiding the child toward self discipline.

Child Sent Home for the Day: If incidents continue after working with the parents through phone calls or a conference, a child may be escorted to the office and parents called to immediately take the child home for the day.

Examples may include:

- A child continues to defy a teacher's instructions after being in Time Out.
- A child is repeating behavior that has already been discussed at length with parents through phone calls or conferences.
- A child exhibits behavior which seems out of his/her control.
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Parental support and follow-through at home is urged at this point. Talking through the situation with your child, having a quiet time at home without privileges and encouraging your child to try again the next day at school is expected.

Reassessment: If a situation results in sending a child home with parents two or more times, a reassessment will be made as to the suitability of our program for the child and/or parents. This reassessment may be discussed between the teacher, the Division Head and the parents.

❖ Lower School Discipline Policy

- Treat all people with respect. This means that there is no physical hurting, name calling, excluding, teasing or bullying allowed. Every person, adult and child, is to be addressed in a polite and respectful way.
- Respect the work that goes on at school. This means that no one is to interrupt the work of a class or another child.
- Resolve all conflicts non-violently. If a child needs help solving a problem, he or she must let a teacher know immediately.
- Respect the surroundings and help take care of the school.
- Walk (don't run) in halls and other indoor spaces.
- With exception of "Share Time" in the younger grades, bring no toys, cards, electronic games nor money to school. Cell phones may be sent to school for emergency purposes, but used only after school.
- Cultivate no boyfriend/girlfriend relationships in Lower School. Cross-gender friendships are respected and supported.

Charlotte Preparatory School is committed to a safe learning environment and to creating a community in which all members seek peaceful resolution to conflict. Therefore, fighting, using or threatening to use violence, and possessing or threatening to use weapons is unacceptable at Charlotte Prep. Communicating threats through speech, writing, electronic means, or physical action is also unacceptable.

Assessment of the degree to which such actions or threatening behavior warrants disciplinary action is up to the discretion of the school's Administration and will be made with the interest of the greater good of the school community in mind. Such actions or threats may result in the suspension or expulsion of the student or students involved.

Consequences

Acceptance of responsibility is a core belief of Charlotte Prep. This responsibility is incorporated into our curriculum and represented by our Four Pillars of Leadership: Respect, Integrity, Perseverance and Courage.

If individuals conduct themselves in an unacceptable manner, the Lower School faculty and administrators will work with students and their families to move toward improvement of unsuitable behavior.

The school may use any of the following strategies:

- Arrange a meeting between the student(s) and other party(ies) involved in the conflict in the presence of a teacher/administrator.
- Communicate with the parents of those involved.
- Have parents and student meet with a member of the faculty and/or administrator and incorporate behavior modification.
- Initiate loss of privileges and follow-up monitoring as needed with teacher/administrator.
- Recommend private counseling.
- Suspend the student(s) involved.
- Discuss possibility of alternative placement.
- Require private counseling.
- Provide exit counseling.

❖ Middle School Discipline

Code of Conduct

Charlotte Preparatory School is a positive learning environment where positive expectations are stated and encouraged. When student conduct strays from these objectives, a system of consequences is in place to ensure they develop the awareness and skills necessary for meeting the positive expectations in the future.

The Code of Conduct for students at Charlotte Preparatory School's Middle School (grades 5-8) is a systematic process that uses teaching, modeling, and appropriate consequences to ensure a safe, orderly and productive school environment. Disciplinary actions are designed to teach students that inappropriate behavior will not be tolerated at any time. The Code of Conduct teaches students the importance of substituting inappropriate behavior with behaviors that are consistent with the educational, moral and ethical goals of Charlotte Preparatory School. This behavior includes, but is not limited to, integrity, sensitivity, respect, courtesy and consideration for other students, teachers, and administrators, and respect for school and individual property.

The following sections outline specific disciplinary offenses and actions that may be imposed as a result.

Offenses:

Level A:

- Defacement/Vandalism of school property
- Physical Violence
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Level B:

- Disrespectful Behavior (talking back, willfully ignoring a teacher's request, bullying, cheating, etc.)
- Unauthorized entry to school
- Obscenity or Vulgarity
- Unauthorized access to computer files or websites

Level C:

- Gum
- Possession of Wireless Devices (cell phones must remain in bag or locker), Food or Drink (water is okay)
- Running or Loitering in the hallways/Other Miscellaneous Offenses
- Public Displays of Affection
- Uniform code violations
- Tardy 5 times in a trimester (automatic detention)
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Action Plan:

- If a student is found by a teacher or staff member to have defaced or vandalized school property in a deliberate and/or malicious way or has engaged in fighting or physical violence, they will face an immediate out of school suspension. Further consequences may be taken by a disciplinary panel, which will convene following the incident. Students receiving an out of school suspension will be expected to make-up all work missed. They will not, however, receive any academic credit for this work.

- If a student's behavior is deemed disrespectful by a teacher or staff member that student will serve an after school detention under the supervision of the Dean of Student Conduct. If the teacher deems it necessary to remove the student from the room for disrespectful behavior then the student will proceed directly to the room of the Dean of Student Conduct. Under no circumstances is a student to be placed in the hallway unsupervised when removed from a room. The student will be given an activity to complete by the Dean of Student Conduct. Any work missed by students removed from a classroom for disrespectful behavior may only be made-up for credit with permission from the teacher. (*Note: Cheating is an exception to this policy and will result in a zero. Every student will write the honor code at the top of all homework, quizzes, tests, projects and essays).
- If a student is deemed to have committed an offense from the Level C group (gum, wireless devices, food/drink, etc.), they will be issued a verbal warning by a teacher or staff member. The verbal warning must be conveyed, however, to the Dean of Student Conduct (demerit form). If the offense is committed again, the student will serve an after-school detention under the supervision of the Dean of Student Conduct.

*Note: A demerit form must be filled out and given to the Dean of Student Conduct when any misconduct by a student occurs.

Detentions and Suspensions:

Detentions will be held on Tuesdays, Wednesdays and Thursdays from 3:30-4:30 p.m. Students in detention must arrive at the designated location no later than 3:30 p.m. The detention will be served on the first detention day following the disciplinary offense. (For example, the detention for an offense committed on Friday will be served on Tuesday.) Students in detention will be issued soap and water as provided by the maintenance staff. Students will spend the hour cleaning the middle school classrooms, hallways and cottages. An alternative form of punishment, such as writing sentences, may also be used. Also, the Dean of Student Conduct will make every effort to notify parents of an upcoming detention as soon as possible.

Suspensions will be issued to any student receiving four detentions in one trimester for disrespectful behavior or six detentions from group C. (A combination of 6 offenses from B and C will also result in suspension). In school suspensions will be served at school in a room determined by the Dean of Student Conduct. The student will complete menial tasks and all schoolwork from that day. The student will receive no credit for the work completed and will not be allowed to participate in break or recess times. The student will eat lunch in the presence of the Dean of Student Conduct. Any student found to have defaced/vandalized school property or is the recipient of a fifth detention for disrespectful behavior faces an out of school suspension. This means the student is not allowed to come to school for a predetermined number of days. Also, the student will not receive credit for work missed in those days and a note will be placed in the student's permanent file. The students' ultimate fate will be determined by a disciplinary committee.

*In-school suspension does not apply to Level A offenses, which require an out-of-school suspension.

Teacher's Role: The teacher will notify the Dean of Student Conduct of all behavioral offenses. The name of any student committing a disciplinary offense will be provided to the Dean of Student Conduct immediately. If a teacher feels the need to remove a student immediately from his/her room, they must notify the Dean of Student Conduct...This is particularly important for those teachers who are not in the middle school building. Teachers in the fine arts building or cottages must immediately call the Dean of Student Conduct and inform him of the name of the student(s) being sent to his room. Teachers must also maintain a presence outside their classroom. They must monitor all class transitions from the hallway outside their room. Teachers in the fine arts building and

cottages must be particularly vigilant regarding the procession of students to and from their rooms. They should make every effort to greet their children outside the building door in order to supervise their appropriate and timely arrival. Students are never to be running, screaming or pushing!

Dean's Role: The Dean of Student Conduct will hand-out all punishments resulting from behavioral offenses. The Dean of Student Conduct will also keep track of all offenses, supervise all detentions and contact all parents regarding those detentions. The Dean of Student Conduct will also hold parent conferences regarding a students' discipline record when necessary. The Dean of Student Conduct will notify the teacher if communication between the teacher and parent regarding the behavioral infraction is warranted. The Dean of Student Conduct will also determine when detentions and suspensions will be served.

***Note:** Any student serving a detention or suspension is not allowed to participate in after-school activities for that day(s)! (This does not apply to after school care.)
Positive Reinforcement: Students who display exemplary behavior throughout a trimester will be rewarded at the end of that marking period. Students who have not received a single verbal warning or disciplinary detention will be granted the following:

- a) Public praise from the Dean of Student Conduct at an all school assembly.
- b) A personal note written by the Dean of Student Conduct and signed by both the dean and the Head of Middle School praising the students' behavior.
- c) A gift card, which will accompany the letter.

***Note:** The virtues that serve as the foundation of positive behavior are integrity, sensitivity, respect, courage and perseverance. These virtues will be reinforced by the Charlotte Preparatory Advisory Program!

****New tardy policy:** Charlotte Preparatory School keeps records of all instances of unexcused tardiness. The school will do its due diligence to notify parents when their child has been tardy 3 times for the trimester. If and when a student is tardy 5 times in a single trimester, a detention will result. If a student is tardy 10 times in a single trimester, they will face additional consequences. Please know that instances of tardiness are part of the permanent attendance record and grade card that transfers with your child.

❖ Parent-Teacher Partnership

One of Charlotte Prep's most important assets is our sense of community. We support the success of each child through a partnership between the family and the school. This partnership is based on open and frequent communication, and the clear verbalization of goals and roles. When a student is not meeting goals, each party (school, parent and student) will fulfill these expectations and responsibilities:

❖ Expectations and Responsibilities

We want to make sure you know what to expect from us and what we expect from our parents and students.

The school is expected to:

- Notify parents through progress reports, report cards and parent conferences.
- Give additional notice when the student fails to meet standards and is not prepared for class. The teacher will call and request an additional conference, at which time parents and teachers will suggest strategies, designed to give the student success.
- Coordinate with the parent and/or tutor the skills and content, which need reinforcement.
- Remind the child to stay on track and answer any questions about the comprehension of the task required.

- Initiate sessions for extra help, all the while encouraging the student to ask for help himself. This student responsibility increases as it relates to age-appropriateness.
- Help coordinate with Special Area Teachers (P.E., Computer, Music, Spanish and Art).

Students are expected to:

- Be honest with parents, teachers and tutors.
- Be present and pay attention during class.
- Put forth effort on behalf of his/her own learning, using the materials provided and attempting the activity.

Parents are expected to:

- Support and implement the agreed upon recommendations set forth at conferences, including retaining the services of a tutor and/or to reinforcing natural consequences discussed at conferences.
- Follow the school policies as outlined in the handbook.
- Bring the child to school on time and not take a student who is in academic trouble out of school for reasons other than illness or the death of an immediate family member.
- Respect the school by demonstrating a level of commitment, involvement, trust and participation within the school community.

2011-2012 Charlotte Preparatory School Partnership Pledge



Our Mission

Charlotte Preparatory School provides an extraordinary educational experience founded on academic excellence, character development, and leadership in a culturally diverse community.

Enrolling your student at Charlotte Preparatory School begins a partnership between the school and your family that is focused on providing the finest education possible. The school, your family and your student must uphold various responsibilities to ensure a successful partnership. Listed below are the responsibilities you can expect from the school, and those the school expects of your family.

| Charlotte Preparatory's Commitment to our Families | Our Family's Commitment to Charlotte Preparatory |
|--|---|
| <ol style="list-style-type: none"> 1. Implement our Mission and provide a supportive learning experience for Pre-K-8th grade students. 2. Treat each student and each family member with courtesy and respect. 3. Provide a welcoming, caring and safe environment that enhances and supports learning. 4. Communicate openly and honestly with each family regarding their children. Value the parent perspective in regard to their children's experience and potential. 5. Communicate school information on a regular and timely basis through a variety of methods: website, electronic news, e-mail, newsletters, Head of School letters, conferences, etc. 6. Provide students with quality learning tools and environment to enrich their education. 7. Seek to establish a positive partnership with every family in the school community and encourage family involvement in the school. 8. Articulate and integrate the school's core values (<i>Respect, Integrity, Perseverance and Courage</i>) and Honor Code (<i>Honor is Strength</i>) into the education of each student. Administrators, faculty and staff will model civility, integrity, good character and sportsmanship. 9. Utilize best efforts to ensure families' right of privacy in all of its communications and administration of school business. 10. Articulate and enforce in a fair, equitable and consistent manner all policies as listed in the Parent Directory/Handbook. | <ol style="list-style-type: none"> 1. Understand and support our Mission and the Pre-K through 8th grade education model. 2. Treat faculty, staff and fellow parents with courtesy and respect. Recognize the expertise and professionalism of the faculty and staff and their ability to teach and guide the students as well as to administer the school. Respect and support the legacy of the school as an institution of learning. 3. Provide your children with an appropriate home environment for quality study and encourage appropriate study habits. 4. Support the School by seeking information and facts from school representatives rather than rumors. Refrain from circulating negative, harmful or false statements. Resolve concerns by communicating openly and honestly with members of the school. Share medical, religious, educational test results or personal information that the school may need to best serve your student. 5. Read and view online thoroughly school communication including Monday Memos, report cards, e-blasts, newsletters, and Head of School letters. Attend meetings and events involving your student. 6. Support the Parent's Association both financially and as a volunteer. 7. Meet financial responsibilities to the school in a timely manner. Should financial concerns arise, contact the Business Office to develop a solution and follow through with that agreement. 8. Understand, support and integrate the school's core values into your children's education and home experience. 9. Respect the privacy of all individuals connected with the school, and refrain from disseminating information of a confidential or personal nature in any form about the school, its students, or its personnel. 10. Read and abide by all policies as listed in the Parent Directory/Handbook. |

❖ Introduction to Dress Code

We partner with our parents to nurture the leaders of tomorrow. To develop leadership, Charlotte Prep believes students need to display a sense of pride in the way they present themselves and this is demonstrated through dress choices. To that end, parents are expected to support and enforce the school dress code.

Students should attend school in clothes that are neat, clean and in good repair. Good taste and common sense should dictate parental and student choice of school clothes. We expect students to refrain from assuming any kind of personal appearance or wearing any kind of clothing that might distract from the process of teaching and learning. Safety must always be a consideration.

Please be advised that should a student violate the dress code, he or she may be sent home to change clothes and return wearing appropriate attire.

❖ Early School Dress Code

Comfortable, easy-to-manage play clothes are the best for Early School students. Children will be engaging in potentially messy work throughout the day, from the classroom to the playground. We encourage independence in the children. They are responsible for dressing and undressing themselves. Teachers are available only to assist. Back buttoning, belts, suspenders or one-piece outfits are very difficult for children. The result could be a bathroom accident.

Shirts, shorts and pants should not display graphics of commercial images such as action figures (Spiderman, Power Rangers, etc.), cartoon characters (Mickey Mouse, Barbie, etc.) or another school. Shorts, skirts and dresses should be at appropriate lengths.

Proper footwear should be worn at all times. Flip-flops, clogs, Crocs and high-top basketball shoes are not allowed and cause problems for younger children walking in the classroom and especially on the playground. Shoes that “light up” or shoes that have retractable wheels cause a distraction in the classroom and should not be worn. Clogs or shoes that are not securely fitted to the student’s feet with back straps are not recommended. Low-top tennis shoes are best.

Students may not wear hats, caps or other head coverings, other than yarmulkes as an expression of faith anywhere on campus. Head covering is allowed for warmth in the winter and sun protection in the spring and summer.

❖ Lower School Dress Code

Shirts: Boys must wear shirts with collars.

Halters, tanks, tops with “spaghetti straps,” sleeveless tops, revealing or provocative tops, or tops that expose the midriff area, are not allowed. Cap sleeves are acceptable.

Shirts should not display graphics, logos, words, phrases, numbers of any kind or size. This applies to the front, back and sleeves of the garment. Commercial images (cartoon characters, action figures, retail establishments, sports teams, etc.) cannot be displayed on clothing.

Shorts/Pants: Shorts and/or pants should not display graphics, logos, words, phrases or numbers of any kind or size. This applies to the front and back of the garment.

When standing, the length of shorts should be no more than 3 inches above the knee. Skirts and dresses should follow the same criteria. Bathing suits, spandex shorts, short shorts and excessively tight shorts are not acceptable. Athletic shorts are not to be worn on non-PE days.

Footwear: Footwear should be worn at all times. Flip-flops are not allowed on any child regardless of grade level. Clogs or shoes that are not securely fitted to the student's feet with back straps are not allowed in the Early and Lower Schools.

Tennis shoes or other appropriate athletic shoes should be worn on PE days and/or tennis and golf class days.

Hair and Head Coverings: Boys' hair may not be longer than their shirt collar in the back, and may not hang below the eyebrows in the front. Boys' and girls' hair should not be a distraction to other students. Extreme hair colors are not allowed.

Students may not wear hats, caps, or other head coverings, other than yarmulkes as an expression of faith, anywhere on campus during the academic school day, nor inside the buildings at any time. Head covering is allowed for sun protection or for warmth in the winter, but only outdoors.

Miscellaneous:

- Boys may not wear earrings at any time, either to school or to any school event, on or off campus.
- Girls and boys may not wear dangling jewelry that can disrupt study or may be harmful on the playground. This includes large hoop earrings.
- Students may not wear clothes with frayed ends or cutoffs. There should be no tears, rips or holes in clothes. Students should not wear clothing that is excessively baggy or tight.
- Clothes should not display another school.
- Clothes should not display or suggest offensive language, sex, alcohol or drugs. Students may not wear outerwear resembling underwear (e.g., long johns, undershirts).
- Students' clothing should not convey any excessive fashion trend (e.g. punk, gothic, hippie, etc.)

❖ **Middle School Dress Code**

We partner with our parents to nurture the leaders of tomorrow. To develop leadership, Charlotte Prep believes students need to display a sense of pride in the way they present themselves and this is demonstrated through dress choices. To that end, parents are expected to support and enforce the school dress code.

Students should attend school in clothes that are neat, clean and in good repair. Good taste and common sense should dictate parental and student choice of school clothes. We expect students to refrain from assuming any kind of personal appearance or wearing any kind of clothing that might distract from the process of teaching and learning. Safety must always be a consideration.

Please be advised that should a student violate the dress code, he or she may be sent home to change clothes and return wearing appropriate attire.

Shirts: Boys must wear shirts with collars.

Girls should wear appropriate tops. Halters, tanks, spaghetti straps*, revealing or provocative tops, or tops that expose the midriff area, are not allowed. Sleeveless tops are acceptable if the shoulder straps are at least 2 inches wide.

* Formalwear for dances and graduation may be an exception if appropriate.

Shirts should not display graphics, logos, words, phrases or numbers of any kind or size. This applies to the front, backhand sleeves of the garment. The only exception is the tiny icon on boy's collared shirts, usually found in the top left corner. Commercial images (cartoon characters, action figures, retail establishments, sports teams, other schools, etc.) cannot be displayed on clothing or visible beneath. This also applies to outerwear.

Shorts/Pants: Shorts and/or pants should not display graphics, logos, words, phrases or numbers of any kind or size.

This applies to the front and back of the garment.

When standing, the length of skirts, dresses and shorts should be no more than 4 inches above the knee. Bathing suits, spandex shorts, short shorts and excessively tight shorts are not acceptable. Athletic shorts are not to be worn on non-PE days.

Footwear: Footwear should be worn at all times. Flip-flops are not allowed on any child regardless of grade level. Clogs or shoes that are not securely fitted to the student's feet with back straps are not allowed in the Early and Lower Schools. High heels are never appropriate footwear for school.

Tennis shoes or other appropriate athletic shoes should be worn on PE days and/or tennis and golf class days.

Hair and Head Coverings: Boys' hair may not be longer than their shirt collar in the back, and may not hang below the eyebrows in the front. Boys' and girls' hair, and hair accessories, should not be a distraction to other students. Extreme hair colors are not allowed.

Students may not wear hats, caps, or other head coverings, other than yarmulkes as an expression of faith, anywhere on campus during the academic school day, nor inside the buildings at any time. Head covering is allowed for sun protection or for warmth in the winter, but only outdoors.

Miscellaneous

- Boys may not wear earrings at any time, either to school or to any school event, on or off campus.
- Girls and boys may not wear dangling jewelry, hair accessories, or other accessories that can disrupt study or may be harmful on the playground. This includes large hoop earrings.
- Students may not wear clothes with frayed ends or cutoffs. There should be no tears, rips or holes in clothes. Students should not wear clothing that is excessively baggy or tight.
- Clothes should not display another school.
- Clothes should not display or suggest offensive language, sex, alcohol or drugs.
- Students may not wear outerwear resembling underwear (e.g., long johns, undershirts).
- Students may not wear tie-dyed or camouflage items to school. • Students' clothing should not convey any excessive fashion trend (e.g. punk, gothic, hippie, etc.)
- Appropriateness of clothing and accessories is at the discretion of the Division Head or Dean of Student Conduct.
- Students who violate the Code of Conduct may be issued a demerit slip.

❖ **Additional Required Attire**

Dress Fridays:

Middle School: Charlotte Prep Middle School students will observe “Dress Friday” which usually occurs on the last Friday of each month. This is an opportunity for students to dress more formally within the school environment, and understand the social expectations associated with more formal dress and behavior.

Boys are expected to wear long pants (no jeans) with a belt, a collared dress shirt, a tie, and dress shoes and socks. A jacket is optional for boys. Girls should wear a skirt, dress or dress slacks. Girls should not wear high heels, UGG boots or footwear of similar types. Gladiator-style sandals are acceptable if they are a solid color (preferably black) and have a strap over the heel. Tennis shoes may be brought, by boys and girls, for use during Morning Break and Lunch Recess. For students who have PE on Fridays, time will be provided for them to change into PE uniforms. Middle School Dress Friday dates are marked in the Charlotte Prep wall calendar, and a reminder will appear in the Monday Memo.

If a student is not dressed appropriately for Dress Friday, parents will be called to provide appropriate attire.

PE Days:

Lower School: On PE days, children should wear a Charlotte Prep t-shirt and dark, solid-colored shorts or athletic pants. Shirts are available for a nominal cost through the school’s online store. Denim shorts/pants are not allowed on PE days.

Middle School: For PE class, a Charlotte Prep t-shirt and Charlotte Prep athletic shorts or Charlotte Prep PE shorts are required (no game shorts). Shirts and shorts are available for a nominal cost through the school’s online store.

In cold weather, students may wear a Charlotte Prep sweatshirt and/or dark, solid-colored athletic pants. Appropriate athletic shoes should be worn during PE class.

Concert Attire:

Lower School (3rd and 4th grades): Charlotte Prep polo shirt, khaki pants/skirts (no shorts) and nice shoes.

Middle School (5th – 8th grades): Black pants or appropriate-hem-length skirts, white shirts (collared for boys) and black shoes.

Charlotte Prep Spirit Wear:

Parents can purchase PE uniforms, hats, ties and other spirit wear through Charlotte Prep’s online store, located on the Web site at www.charlotteprep.com.

We have a special arrangement with the Lands’ End clothing company. Students may order any item from the School Uniforms catalog and have the Charlotte Prep logo embroidered on it. Please use the following codes when ordering:

Preferred School Number: 900044371

Logo Number: 9939 283K

Embroidering Fee: \$5.50

www.landsend.com/schooluniforms

❖ **Playground Rules**

- Students should use the sidewalks when entering and exiting the playground, and try to keep mulch off of the blacktop area.
- Students are not allowed to climb on top of the playground equipment. If students are being repeatedly unsafe or not following rules on the equipment, they will be asked to refrain from playing with said equipment. (This applies to after-school events as well.)
- Teachers will monitor the number of students on the equipment at one time. Overcrowding is not allowed.
- Students should not throw sand or wood chips for any reason.
- Rough behavior among students (pushing, shoving, tackling, etc.) is not allowed. Equipment should only be used for its intended purpose: i.e. jump ropes should be used only to jump rope. No side-to-side swinging on swings – front-to-back only and on bottoms only; no jumping off. Slide feet-first only on the slides – do not climb up the slide.
- Students entering the building from the playground during recess or After-School Care should be carefully monitored. No more than two students are allowed inside the building at a time unless accompanied by an adult. Time spent in the restroom should be reasonably limited. Students should ask permission before leaving the playground and check in with an adult when they return.

❖ **Homework**

To become proficient at anything we do, it is necessary to practice. Some subjects especially require this diligence, such as reading, math, foreign language, keyboarding, and playing an instrument. Homework is a reinforcement of skills that have been presented in the classroom. It also helps students develop good study habits and organizational skills, by putting students in control of their work so they can master the material. The quality of work is what counts – not the quantity.

Homework is a partnership between teachers, students and parents. Teachers have a responsibility to teach concepts and assign homework that reflects what is being covered in the classroom. Charlotte Prep believes parents need to encourage children to do their homework themselves. Parents can help by creating a home environment that is conducive to completing homework.

Creating a Homework Environment:

Setting a definite study time and place at home can help students develop good study habits and time-management skills, enabling them to complete their work without feeling too much pressure.

Parents' help children excel at homework by:

- Setting a regular time
- Choosing a place
- Removing distractions
- Having supplies and resources on hand
- Monitoring assignments
- Providing guidance

Meeting Homework Requirements:

If your child has difficulty completing homework, or is frustrated, parents have the responsibility to let the teachers know the next day either through voice mail or e-mail. In

Lower School the homeroom teacher can help facilitate communication with special area teachers.

Preparing for Tests in Middle School: Students in Middle School are encouraged to review content areas nightly to prepare for tests, as opposed to cramming the night before. Students can also benefit from test preparation that takes place in the classroom.

Middle School Grading System: Middle School uses a 10-point grading system. As educators, we feel that the use of a 10-point system is a fairer and truer reflection of a child's academic achievement. Grades of A-, A and A+ differentiate the level of mastery and performance in each of the subject areas. Another reason we use this system is to recognize the efforts of students who are doing their best and meeting our highest expectations for their achievement.

Missed Homework & Incomplete Assignments: Each teacher will set his or her own policy for missing or incomplete homework. Parents will be notified if students are not completing their work.

If your child is not getting class work finished in a timely matter, it may be sent home. The teacher will be in contact with you to discuss the reason your child is having difficulty. In this instance, homework becomes a communication tool between teacher and parent to address learning or behavior issues preventing the child from keeping up with his/her peers. If this continues beyond a week, a conference will be called to find a solution to monitor the individual child's organizational skills and learning.

Homework as Part of Grading Criteria: In 3rd-8th grades, homework is also part of the grading criteria. Teachers consider both the student's product (final result) and process (how students got there – daily work, homework, class participation) in evaluating their grade.

❖ Lower School: General Areas of Homework

Reading: Teachers require students to read at least 20 minutes each night. This is independent reading; however, it is suggested that you occasionally listen to your child as he/she reads. Many teachers provide logs for the parents to sign on a nightly basis. You are encouraged to supplement books from home to promote reading for fun. Also reading aloud to your child continues to build vocabulary and knowledge.

Math: Daily math lessons usually have a follow-up practice worksheet or fact practice nightly. Please have your child complete all math work with a pencil.

Language Arts: In K-2nd grade, phonics lessons are taught approximately 4 times a week. A follow-up worksheet to the lesson will be sent home for your child to complete. In 3rd and 4th grades, spelling and grammar exercises will be sent home for review.

Keyboarding, recorder and Spanish vocabulary: 3rd and 4th grade students take weekly computer-keyboard skills and recorder lessons, and begin a formal study of Spanish. Because these classes do not meet every day, part of the homework focus is to teach time management. Students should practice at individual levels, consistently throughout the week. Short periods of quality time produces better results than longer periods in which the child may become fatigued.

❖ Middle School: General Areas of Homework

Teachers in the middle school work together to manage the homework load to coordinate major projects and tests. A student is more successful if he or she reviews the days' lessons nightly instead of cramming before tests.

Language Arts: Students are expected to read for at least 20 minutes a night from an independent reading book.

Math: Math homework is given most nights.

Spanish: Students should practice vocabulary throughout the week to prepare for quizzes and should complete homework each night.

Study Hall: Academic study halls (during and after school) provide students with quiet time for homework and reading. During study hall all students must be seated and ready to work when the study period begins. Students should be seated with ample room between them. No students may leave study hall without permission from the teacher. Students are not permitted to study with other students. Only academic materials may be used by students in study halls. Magazines, games and portable devices with headphones are not allowed.

❖ Lower School and Middle School – Additional Information

Make-up work: Homework assignments and class work are posted on the Charlotte Prep web site (www.charlotteprep.com). Students should always check the web site before returning from an absence to learn about possible make-up work. Except in the case of extended illness, the time generally allowed for make-up work will be the number of days the student was absent. Arrangements are made between the student and the teacher. Students who miss part of a school day due to a field trip or early dismissal should get their assignments before leaving. Students are generally held responsible for making up the work before classes meet the next day.

Movies: Occasionally movies will be shown in the classroom to enhance curriculum topics. In the Early and Lower Schools, only movies rated G and approved by the Division Head in advance will be shown to students. In the Middle School, depending on the age of the students, only age-appropriate films will be shown if approved in advance by the Division Head.

Challenging Materials: If a parent has an objection to a book or other classroom material at the school, they may submit, in writing, their reason for challenging the item to the Division Head. The Division Head will convene a committee of stakeholders to review the material in question. The committee will render a decision as to the result of the challenge in a timely manner.

❖ Report Cards

Progress Reports and/or Report Cards are prepared by the teachers for each student throughout the school year. These reports are reviewed by the Division Head before being distributed to parents.

Early School Progress Reports: Written evaluations of each student's progress are prepared by the classroom teachers twice during the school year.

Lower & Middle School Report Cards: Written evaluations of each student's progress are prepared by the teachers after each trimester.

❖ **Parent/Teacher Conferences**

Conferences concerning the progress of all Charlotte Prep students are scheduled two times per year. Dates are listed on the Charlotte Prep web site, on the Academic Calendar, and in the Monday Memo.

These conferences provide the opportunity to develop and maintain a strong parent-teacher partnership. In Lower School and Early School, a sign-up schedule is posted outside each classroom door before conferences. In Middle School, parents may sign up for conferences online with each core subject teacher. Sign-up dates will be announced in the Monday Memo. Both teachers and parents are encouraged to request additional conferences as warranted.

❖ **Addressing a Concern**

If a parent has specific concerns or suggestions about their child's academic performance or classroom procedures they are strongly encouraged to bring these to the attention of the school in the following order of priority:

- The Teacher
- The Division Head
- The Head of School

❖ **Academic Probation**

A student will be placed on academic probation when the student receives two failing grades (two Ds, one D and one F or two Fs) on their report card in the core-subject areas (Mathematics, Language Arts, Social Studies, Science or Spanish). Students may remove themselves from probation by raising all grades to Cs with a minimum of one D, in the following trimester. If the student receives a cumulative, year-end average of "F" in one core-subject area the student would be required to attend summer school for the failed subject in order to remove themselves from academic probation (either at Charlotte Prep or another program approved by the Division Head).

For Lower School students who received failing grades, the school recommends that studios and after-school activities be cancelled so that the student can focus on academics.

When a Middle School student is placed on academic probation, the student will not be allowed to participate in any extra-curricular activities including team sports until he or she is removed from probation.

❖ **Exit Policy**

When a student is repeatedly unprepared for studies and consistently does not meet standards, it may be the recommendation of Charlotte Preparatory School that the family seek an alternative education for the student. Failure results when a student receives a cumulative, year-end average of "F" in two core-subject areas (Language Arts, Mathematics, Social Studies, Science or Spanish). If this should occur in grades 3-8, the student may be counseled to repeat the grade or may be recommended to find an educational environment other than Charlotte Prep.

Withdrawing Your Child

If you need to withdraw your child during the school year, please contact the Business Office to ensure you follow the necessary steps. Please refer to your contract to determine if/when any additional payments are due. To officially withdraw, please put the notice in writing, including full details (children, grades, etc). Please send your notification to the Business Office, and it will ensure that it is distributed appropriately.

❖ **Transcript Requests**

Requests for school transcripts should be made through the Admissions Office. If more than one transcript is sent during one academic year, a processing fee of \$20 per additional request will be charged. Transcripts, grades, etc. will not be transferred until all financial obligations to the school are fulfilled.

❖ **Community Service**

Charlotte Preparatory School offers community service opportunities that are integrated into the curriculum of all three schools: Early, Lower & Middle. Activities are planned throughout the school calendar year under the supervision of the Community Service Coordinator.

❖ School Hours

EARLY SCHOOL: Before-School Care fees apply prior to 8:15 am with the exception of Full-Day students, who may arrive as early as 7:30 am

Primary

| | |
|----------|---|
| 8:15 am | Carpool Greeting Begins |
| 8:30 am | Class Begins |
| 12:00 pm | Dismissal (does not apply to Full-Day Primary students) |
| 12:15 pm | Pick-up Line Ends |

TK

| | |
|---------|--|
| 8:15 am | Carpool Greeting Begins |
| 8:30 am | Class Begins |
| 2:30 pm | Dismissal (does not apply to Full-Day TK students) |
| 2:45 pm | Pick-up Line Ends |

LOWER SCHOOL

Kindergarten

| | |
|---------|-------------------------|
| 8:15 am | Carpool Greeting Begins |
| 8:30 am | Class Begins |
| 8:31 am | Tardy |
| 2:30 pm | Dismissal |
| 2:45 pm | Pick-up Line Ends |

1st - 4th Grade

| | |
|---------|-------------------------|
| 8:00 am | Carpool Greeting Begins |
| 8:15 am | Class Begins |
| 8:16 am | Tardy |
| 3:10 pm | Dismissal |
| 3:25 pm | Pick-up Line Ends |

MIDDLE SCHOOL

| | |
|---------|--------------------|
| 7:30 am | Before School Care |
| 8:05 am | Class Begins |
| 8:06 am | Tardy |
| 3:20 pm | Dismissal |
| 3:40 pm | Pick-up Line Ends |

EARLY DISMISSAL TIMES

| | |
|----------|-----------------------------|
| 11:00 am | Early School & Kindergarten |
| 11:15 am | First - Fourth Grades |
| 11:45 am | Fifth - Eight Grades |

❖ **Absences/Attendance**

Unless they are ill, students are expected to attend school daily and on time. This applies to Early School students as well. Habitual tardiness is not acceptable as it disrupts the learning process for the class as well as for your child. Attendance has a vital bearing on a student's education. Satisfactory attendance will be a factor in determining a child's promotion to the next grade level. **It is requested that parents of all Charlotte Prep students advise the front office of their Division of absences. Please call (704) 366-5994 before 9 a.m.**

Lower & Middle School Excused Absences

Absences for K-8 students will be excused for the following reasons:

- Personal illness
- Death in the family
- Religious holidays
- Family emergency
-

When a K-8 student returns to school after an absence, he/she must bring a written explanation signed by the parent or guardian. Habitual absenteeism may result in permanent dismissal from Charlotte Preparatory School. Absences due to a trip must be submitted in writing by the Division Head. In Middle School, it is the student's responsibility to see the teachers of any missed classes for the day's work.

We ask all parents that are visiting the school to sign in as visitors at the Division office of their child and wear a name tag while on campus.

Daily Arrival

Students may arrive 15 minutes before class begins (35 minutes for Middle School). Parents must escort their children into the building before and after these drive-through drop-off times, with the exception of 5th-8th graders, who may enter unaccompanied.

Middle School: Parents requesting to pick their children up early should send a note in advance to the Middle School office stating time of pick-up, reason for pick-up and, if applicable, time of student's return. When arriving for pick-up, parents should allow 10-15 minutes for the student to be sent for, sign out, and stop by their locker. Upon arrival, parents must sign out their student in either the Middle School office or at the front desk in Lower school. If the student returns that day he/she should sign in at the Middle School office and be given a pass to return to class.

❖ **After School Care Program**

For families needing care beyond regular school hours, Charlotte Prep offers two After School Care options.

Full Day students can attend ASC daily between dismissal and 6 p.m., and are billed a flat rate whether they attend every day or not. Billing for Full Day services can be invoiced once, twice or 10 times per year and can be paid by auto-draft arranged through the Business Office.

Drop In students can attend ASC for an hourly rate, of \$12 per hour based on 15 minute increments .

Drop-in spaces must be reserved at least 24 hours in advance to confirm available space and proper transport. Drop-in spaces are available on a first-come, first-served basis with advance notice only and spaces are limited. To reserve a space, please contact Ellen

Petticrew, Early School Administrative Assistant and After School Care Coordinator at 704.366.5994, ext. 114.

Families will be billed for drop-in charges.

Students who are not picked up on time will be taken to ASC and billed from dismissal until pick-up. This includes carpool, studios, sports and other campus activities.

After School Care is provided from dismissal until 6 p.m. every day that school is in session. Late fees accrue at \$1.00 per minute/per child for children who remain after 6 p.m. Late fees are payable directly to the ASC staff member present at the time of pick-up.

Registration

All students attending ASC must complete a registration contract and pay a non-refundable registration deposit of \$50.

Sign Out

Every ASC student must be signed out from ASC by a parent or guardian, noting the time of pick-up with the signature. Drop-in students who are not signed out properly will be charged until 6 p.m. ASC staff WILL NOT release a child to anyone who is not listed as authorized for pick-up on the CPS Emergency Information Form. If alternative arrangements need to be made for pick-up, please communicate the specifics prior to dismissal.

Days with Special Hours

Childcare coverage is available on certain days when Charlotte Prep has modified hours, including early dismissals, teacher workdays, parent conference days and Spring Break. This service is offered at no additional cost to FULL DAY ASC STUDENTS ONLY. Space is limited and advanced registration is required.

Holidays

Childcare is not available on certain days when school is not in session: After-School Care (including full-day options) will not be provided on the following school holidays:

- Labor Day
- Columbus Day (Monday)
- Thanksgiving Break
- Holiday Break
- Martin Luther King, Jr. Day
- Presidents Day (Monday)
- Spring Break*
- Good Friday & Easter Monday
- Memorial Day

* **After-School Care** is available during Spring Break for full-day annual students only.

2010-2011 After School Care Hours & Fees:

Registration Deposit: \$50

Drop-in Fee: \$12/hour

Early School, Primary, and TK students may participate in ASC Drop-in only (during the school year.)

Kindergarten

Full Day: Monday - Friday (2:30 - 6 p.m.) \$3,260/year
Payable in one payment or ten payments.

1st – 4th Grades (regular hours: 8:15 am - 3:10 pm)
Monday - Friday (3:10 - 6 p.m.) \$2,750/year
Payable in one payment or ten payments.

5th – 8th Grades (regular hours: 8:05 am - 3:20 pm)
Monday - Friday (3:20 - 6 p.m.) \$2,560/year
Payable in one payment or ten payments.

❖ Studios

Studios are optional, extracurricular classes students may take in the after-school hours. Most of these classes are taught by professionals outside of the Charlotte Prep faculty. There is a fee, separate from Charlotte Prep school tuition, associated with each studio class. Studios are billed separately and must be paid for in advance, or the child's spot is forfeited. Children automatically will be taken to ASC if they are not picked up on time from studios. Charlotte Prep reserves the right to refuse participation if an account is delinquent, if a child is habitually picked up late/after hours, and/or if a discipline problem arises while participating in this program. As always, good behavior is expected.

❖ SCHOOL POLICIES

❖ Field Trips

Field Trips are a valuable way to increase interest in a topic and add depth to the classroom experience. By signing the Emergency Information Form, parents give permission for their child to attend all field trips unless the school is notified otherwise. In all cases, parents will be notified of field trip plans in advance. Trips are made by private car or chartered vans and buses.

According to the safety requirements mandated by the NC Department of Transportation, children must wear seat belts with shoulder straps. Children age eight and younger and weighing less than 80 pounds must be properly secured in a weight-appropriate restraint system. It is the parents' responsibility to provide a car seat. Children twelve and under may NOT ride in the front passenger seat of a vehicle with dual air bags.

Role of Parent Chaperones on Field Trips: It is imperative that each parent chaperone take their role as guardian of our children very seriously. The safety and well-being of the children they are transporting or supervising are the parents' responsibility. Charlotte Prep reserves the right to deny a parent Field Trip chaperone privileges if this trust is broken.

Special Rules for Parent Chaperones:

- Do not bring younger siblings on Charlotte Prep Field Trips. We require that you be able to give your undivided attention to the group of children for whom you are responsible.
- Always escort children to their final destination (including back to the Charlotte Prep classroom). Never drop the children off at the school without adult supervision.
- Do not buy special treats for the group you are transporting (neither at the Field Trip destination nor along the way). It is not fair to the rest of the class and causes unnecessary disruption.

Field Trip Behavior

Each teacher will set and communicate their guidelines for field trip behavior. The teacher is responsible for deciding which children ride with each driver. Parent chaperones must be mindful of field trip behavior rules and should assist in administering support when necessary.

Middle School Trips

These trips are an important growing experience for our adolescents, and the educational aspects stretch beyond the civic and historical. Traveling with a group for several days will require the children to exercise many character and leadership traits, including patience, compassion, and most importantly, responsibility.

Naturally we expect that you plan to prepare your child for the trip with a serious conversation about safety and appropriate behavior. Please include these specific points in that conversation.

Respect for Chaperones - The chaperones are first and foremost responsible for the health and safety of a group of children. Please remind your child that chaperone instructions are not negotiable.

Humility - When traveling with a group, requests by individuals or subgroups are secondary to the group's needs and schedule. Please prepare your child to accept this with maturity.

Kindness - Constant togetherness can test patience and friendships. Please prompt your child to speak kindly, exercise patience, and include others.

Representing Others - The students will be representing their school and their families. They are expected to conduct themselves with integrity and courtesy in public as well as among themselves. We know that they will make us proud!

❖ Holiday Observations

Due to the diverse ethnic and religious population of our students, teachers may choose to celebrate holidays as cultural expressions within their classroom. Sharing ideas and customs in the classroom is always welcome.

❖ Lockers

Students in Middle School are provided lockers for books, school supplies and articles of clothing. Money and other valuables should not be stored in the student's lockers. No locks are used on the lockers. Charlotte Prep students operate on the honor system and respect each other's privacy by not tampering with another student's locker. The lockers are school property and, therefore, should be kept in good condition. Nothing may be put on the outside of the locker surface. Charlotte Prep reserves the right to open and search lockers at any time.

❖ Lost and Found

Charlotte Preparatory School has the highest standards of excellence in all areas of student life and academics. This is reflected in our lost and found policy. These are the action steps that will be taken pertaining to any unclaimed items.

- All items should be clearly marked with first or last name and an initial.
- The teachers and students will perform a scan of their area before they leave the playground to ensure all items are claimed.

- Items found that do not belong to that class will be returned to owner by the group that found the item.

If the owner is not located, then item will be placed into storage in the division's Lost and Found.

During conference and other periods as announced in the Monday Memo, Lost and Found will be placed out in a well marked area to be claimed by parents and students. Any items not claimed will be donated to charity.

❖ **Lunch**

Charlotte Prep works with FLIK Independent Schools, a premier provider of foodservices for 130 private and independent schools and colleges, to provide meals to students. Your child will receive a complete hot or cold main dish, vegetable or salad, nibbles, fresh fruits, fruit juices, organic milk, and twice a week dessert is served.

The average cost is an affordable \$5.50 per meal for students. Signups for meal memberships are open only twice a year, at the beginning of each semester. In addition to meal memberships, FLIK also offers punch cards in increments of ten lunches for \$55, and 20 fruit juices or organic milks for \$15. Punch cards may be purchased from FLIK before or after peak lunch hours.

Eating Lunch With Your Child

Parents are invited to eat lunch with their children after the first few weeks of school. Please make a reservation in advance with the Lower School Administrative Assistant. Due to limited seating and meal planning, it is difficult accommodate impromptu parent visits for lunch. Thank you for your cooperation.

Lunch Boxes

Early, Lower and Middle School children can also bring their own lunch to school in an insulated lunch box with proper cooler packs to prevent food spoilage.

Please note that refrigeration or microwaving of food is not available for Lower School children bringing their lunch to school. Please do not send candy or gum to school.

Snack Policy

It is the school's policy not to serve products containing peanuts or added sugar in Primary, TK and Kindergarten snacks considered "desserts" will not be served, and will be sent home.

❖ **Naps**

Primary Extended Day children are required by Day Care Licensing regulations to take a nap during the day. Charlotte Prep provides a relaxing, comforting environment and an individual mat for each child. Parents need to provide a crib sheet and a blanket. Bedding items should be taken home on Friday, laundered over the weekend and returned on Monday morning.

❖ **Outdoor Play/Recess**

Outdoor time is an important part of our overall program. Many positive experiences take place outdoors. Children should be dressed appropriately for outdoor play throughout the year. Parents are encouraged to send children with hats and gloves for the winter months

and to apply sunscreen to their child's face, neck and upper arms during the spring and summer months.

❖ **PROCEDURES**

School Cancellation

School closings because of inclement weather or other potentially hazardous conditions will be posted on the Charlotte Prep web site, www.charlotteprep.com. Closings also will be shared with the following media outlets: www.cancellations.com, News 14 Carolina, WBT (1110 AM and 107.9 FM); WSOC (103.7 FM); WBTV, WCNC and WSOC-TV. In addition, Charlotte Prep also uses the AlertNow System, which calls all parents through an automated system.

School re-opening information will be handled in the same way. Parents should avoid calling the school so that phone lines may be kept open for emergencies.

In the event of school closing early, parents will be notified immediately and students will be supervised until a parent arrives.

Switchboard

The Charlotte Prep Switchboard is open from 7:30 a.m. – 4:30 p.m. daily to receive incoming calls. Calls made before or after these times are answered via the voice mail recording system and can be directed to a number of extensions.

Emergencies

Charlotte Prep has an Emergency Plan which contains emergency procedures for fire, severe weather, illness or injury, utility/maintenance, civil unrest, hazardous material, and emergencies off-campus.

The Faculty and Administration have emergency phone numbers of appropriate authorities and emergency phone numbers for all students.

An Emergency Information Form must be completed for each student at the beginning of the school year. It is imperative that Charlotte Prep have current and accurate information, especially phone numbers, in the event of an emergency. If you have a change mid-year, please edit your information on the Parent Portal immediately, or call school to inform us of the change.

Evacuation Procedure

In general, there are two types of evacuation procedures: on-site evacuation (example: fire drill) and off-site evacuation (example: gas leak). Charlotte Prep has an Emergency Plan that details how evacuations will be handled.

In the case of an on-site evacuation, depending on the time of day, parents will be notified either in writing or by phone or e-mail. This does not include drills.

In the case of an off-site evacuation, faculty and staff will transport children to our designated off-site shelter: St. Stephen United Methodist Church at 6800 Sardis Road in Charlotte, NC 28270. The phone number is 704-364-1824. Parents will be notified by phone and, if possible, e-mail and/or text.

❖ **Illness Policy**

We urge sound parental judgment in determining whether your child is healthy enough to go to school. This is essential in minimizing exposure to contagious diseases. A child who is not feeling well has difficulty dealing with the demands of the school day. He/she should be healthy enough to participate in normal activities including going outdoors at recess time. Unless notified in writing, we will assume that every student is in good health and can participate in all school activities including after-school sports.

Charlotte Preparatory School follows North Carolina requirements for physical exams and immunizations of all students. Students must have a record of immunizations on file signed by a physician or bearing a physician's stamp prior to the start of school.

The following are guidelines established by the American Academy of Pediatrics and the American Public Health Association for determining whether your child may attend school. For the health and welfare of our students and our teachers, we will strictly enforce these guidelines.

Illnesses that require exclusion from school:

- **Fever:** Oral temperature of 100 or greater; rectal temperature of 101 or greater; axially (armpit temperature) of 100 or greater; accompanied by behavior changes or other signs or symptoms of illness. *The child must be fever-free without medications for 24 hours before returning to school.*
- **Signs of possible severe illness** including unusual lethargy, irritability, persistent crying, difficult breathing, uncontrolled coughing.
- **Uncontrolled diarrhea** defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that is not contained by toilet use.
- **Vomiting** one time in the previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- **Mouth sores** (fever blisters) with drooling unless the child's physician or local health department authority states the child is non-infectious.
- **Rash with fever or behavior change** until a physician has determined the illness not to be a communicable disease.
- **Purulent conjunctivitis defined as pink or red conjunctiva** with white or yellow eye discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye, until 24 hours after treatment was begun.
- **Varicella (chicken pox)** until 6 days after onset of rash or until all lesions have dried and crusted.
- **Shingles** only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
- **Pertussis** which is laboratory confirmed, or suspected based on symptoms of the illness, or suspected because of cough onset within 14 days after having face-to-face contact with a laboratory-confirmed case of pertussis in a household or classroom, until 5 days of appropriate antibiotic (currently erythromycin) has been completed.
- **Mumps** until 9 days after onset of parotid gland swelling.
- **Head Lice/Infestation** until 24 hours after treatment was begun or at least one full school day. The student's head must be nit-free and checked by a staff member before admittance back into class.
- **Hepatitis-A Viral Infection**, until 2 weeks after onset of illness or until after immunization has been given to appropriate children and staff in the program, as directed by the responsible health department.
- **Measles** until 6 days after rash appears.
- **Rubella** until 6 days after the rash appears.
- **Impetigo** until 24 hours after treatment was begun.

- **Tuberculosis** until the child's physician or local health department authority states the child is non-infectious.
- **Streptococcal pharyngitis (strep throat)** Charlotte Preparatory School will allow students to attend class based on the results of the "Rapid Test," if the child shows no sign of illness. If the overnight throat culture comes back negative, the student may return to school as long as he or she is fever-free and has been for 24 hours *without medication*. If the overnight throat culture results of the test are positive, we require a minimum of one full school day absence after diagnosis and treatment (i.e., if your child begins the antibiotic at noon on Tuesday, he or she may not return to school until Thursday at the earliest). *Again, the child must be fever free for 24 hours without medication before returning to school.*
- **Ringworm infection** (tinea capitis, tinea corporis, tinea cruris, & tinea pedis) until 24 hours after treatment begins.

Medical Exemptions

For a medical exemption, a doctor licensed to practice medicine in North Carolina must sign, date, and put in writing that a specific immunization is or may be harmful to a child's health for a specific reason. Parents who claim a religious exemption to immunizations must place a signed and dated statement on file at the facility the child is attending. The statement must indicate that receiving immunizations is against their bona fide religious beliefs.

Accidents or Sudden Illnesses

All Charlotte Prep faculty and most staff are certified in First Aid and CPR. First Aid supplies are located in each school building and each classroom. First Aid kits and students' emergency numbers are taken on field trips and during evacuations.

In all except the most minor instances, Charlotte Prep makes every effort to notify parents of any accidents or illnesses before the child goes home. In the event of a serious accident, parents will be notified at once. If parents cannot be reached, emergency procedures will be followed according to the information on the Emergency Information form provided by parents.

In the case of a minor illness or injury, First Aid procedures are followed and the student is evaluated to determine whether further medical attention is required. In the event of a serious injury or illness, 911 will be called for emergency medical assistance.

If a child is injured, an incident report will be sent home to parents and given to Administration.

❖ First Aid

According to North Carolina law, schools and child care facilities may only treat a minor skin abrasion with soap and water to cleanse the area. We are not allowed to apply antibacterial ointment, spray or other such treatment onto the abrasion due to the risk of allergic reaction. We are allowed to put a non-treated self-adhesive bandage on the abrasion.

Dispensing Medications

Charlotte Prep requests that, when possible, children be given medicine at home before coming to school. Children receiving medication or breathing treatments at school must have a Medication Release/Instruction Form on file at the school. Depending on the child's condition, additional forms may be required. Parents can request these forms from the office or download them from the Charlotte Prep Web site (www.charlotteprep.com). It is the parent's responsibility to disclose the child's condition

to the Division Head, complete and sign the supplemental forms, have them signed by a physician, and return them to the school. Forms will be kept in the child's file.

Medications must be in the original container as prescribed by the physician with the child's name, doctor's name, date filled and instructions. Medications will be kept in a secure location and administered by Charlotte Prep staff. Non-prescription (over-the-counter) medications cannot be given at school unless accompanied by a doctor's note. These drugs should never be given to your child, including Middle School students, for self-medication.

❖ Parent Association Board

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The Liaisons are:

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Kristin McKittrick - Lower School
Michele White - Middle school