

## IB Student Profile

<b>Inquirers</b>	Their natural curiosity has been nurtured. They have acquired the skills necessary to conduct purposeful, constructive research. They actively enjoy learning and this love of learning will be sustained throughout their lives.
<b>Thinkers</b>	They exercise initiative in applying thinking skills critically and creatively to make sound decisions and to solve complex problems.
<b>Communicators</b>	They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.
<b>Responsible Risk-Takers</b>	They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas and strategies. They are courageous and articulate in defending those things in which they believe.
<b>Knowledgeable</b>	They have spent time in our schools exploring themes which have global relevance and importance. In so doing, they have acquired a critical mass of significant knowledge.
<b>Principled</b>	They have a sound grasp of the principles of moral reasoning. They have integrity, honesty, and a sense of fairness and justice.
<b>Caring</b>	They show sensitivity towards the needs and feelings of others. They have a sense of personal commitment to action and service.
<b>Open-minded</b>	They respect the views, values and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view.
<b>Well-balanced</b>	They understand the importance of physical and mental balance and personal well-being.
<b>Reflective</b>	They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.

# HICKORY DAY SCHOOL

## Est. 1993



*Compassion, Knowledge, Principles*

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**COMMUNITY HANDBOOK**  
**2011-2012**

## FROM THE HEAD OF SCHOOL

Dear Students and Parents,

An important component of the Hickory Day School experience is the sense of community that is fostered. From our beginnings, a priority has always been to cultivate a safe, nurturing learning environment for our children.

This Handbook is an effort on the part of the school to familiarize the community of students and parents with the basic rules and guidelines that are intended to provide an atmosphere conducive to learning, overall growth, and the smooth daily operation of HDS.

It is important for students and parents alike to be familiar with the contents of this book. The information herein should be discussed and reviewed by each member of the Hickory Day School Community.

While there are times when the *letter of the law* must be enforced, it should be understood that the Handbook is not totally inclusive in terms of rules and regulations. The fundamental intent of this Handbook is to create a spirit by which the students, parents, and the school can work together as a team with the focus being student progress and success guided by our school's philosophy.

The faculty and staff who are significant factors in creating the community each day at HDS are a group of individuals who love their work, are committed to excellence in education, and need to be continuously positive, giving, and caring role models for each student at the school. The primary interest of each member of the faculty is the well-being and education of every student, not only in individual classrooms but also in the school-wide community.

We hope this Handbook helps in answering some of your questions. It is not designed to replace personal contact with the school. So please, when questions arise, don't hesitate to call or visit the school.

Janice T. Dollar

Revised 8-13-11

## THE BOARD OF TRUSTEES

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*1<sup>st</sup> and 2<sup>nd</sup> Grade Teacher*

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*5<sup>th</sup> and 6<sup>th</sup> Grade Teacher/PYP Coordinator*

Evelyn King.....B.S. North Carolina State University  
*Mathematics and Humanities Teacher*

Nisreen Petiwala.....B.A. University of Pane - India  
*1<sup>st</sup> and 2<sup>nd</sup> Grade Teacher*

Jorge Rojas.....B.A. University of Veracruz  
*Language Specialist*

Chrissy Schramm.....B.A. University of Florida  
*Lower School Arts*

Greg Smith.....B.S. Virginia Commonwealth University,  
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*3<sup>rd</sup> and 4<sup>th</sup> Grade Teacher*

Sheran Thompson.....B.A. Wake Forest University  
*English and Humanities Teacher*

Alison Tompkins.....B.S. UNC Greensboro  
*Lead Transitional Kindergarten/Kindergarten Teacher*

## THE ADMINISTRATION

Janice Dollar..... BS/BA Appalachian State University  
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*Head of School, Curriculum & Instruction; Director, IB Program*

## THE STAFF

Connie Frenier.....Teacher Assistant

Sharon Whitener.....B.A. University of Florida  
*Administrative Assistant*

# ***COMPASSION, KNOWLEDGE, PRINCIPLES***

## **WHO WE ARE.....**

Hickory Day School is the greater Hickory area's only independent, non-sectarian, college preparatory, co-educational school. As a school for grades Transitional Kindergarten through ninth grade, we offer a challenging academic program in a safe, nurturing environment with small classes, individual attention, and outstanding faculty as its hallmarks.

*Our dedicated faculty and staff are uniquely able to orchestrate a sense of community committed to the highest academic and behavioral standards. We believe that a child will grow and achieve best when surrounded by those who actively engage in the joy of discovery and lead by example in accepting, valuing, and respecting the uniqueness of the individual.*

HDS emphasizes positive attitudes, encourages self-discipline, fosters leadership, and consistently reinforces the values and standards of the IB Learner Profile. We provide, and continually improve, a coordinated and carefully sequenced curriculum for meeting the needs of our students.

Our faculty recognizes that learning styles differ and that students mature at varying rates. A traditional and structured, yet creative and student-centered curriculum serves our students within a family school culture. While the curriculum focuses on building basic skills, the faculty seeks opportunities to be innovative and develop interdisciplinary connections. Enrichment in the arts, and extra-curricula activities ensures a cohesive and well-rounded experience and offers additional arenas for individual achievement.

As a member school of the International Baccalaureate Organization, HDS promotes a national and global education vision. HDS is a recently evaluated PYP school.

## **THE HDS MISSION STATEMENT**

Hickory Day School instills a love of learning as a hallmark of academic excellence in an enriched learning environment, inspiring knowledgeable, principled, and compassionate students reflecting global perspectives.

## **IBO MISSION STATEMENT**

The International Baccalaureate Organization aims to develop an inquiring, more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## **CARE OF THE SCHOOL**

It is expected that every member of the community will treat the school facilities with the utmost respect, even to the extent of leaving parts of the building in better shape than originally found. If a student defaces or destroys any physical property of the Hickory Day School, his/her family will be billed for the restoration of the property and appropriate disciplinary measures, which may include suspension or expulsion from the school, will be determined by the Headmaster.

# HONOR CODE

## *Developing A Sense of Community Through Mutual Trust & Respect*

The Hickory Day School is a community of people including, but not limited to, students, teachers, and parents; thus, it is necessary that everyone recognize and uphold his/her responsibility in all phases of school life to insure that every member of the community is treated with the respect and common courtesy that is basic to civilized society.

*All members of the Hickory Day community are expected to:*

- be honest at all times
- respect all people in language and actions
- maintain an atmosphere free of unnecessary disturbances
- exhibit good, thoughtful and appropriate manners at all times
- respect all property
- complete one's own work at all times
- have a knowledge of and respect for all school philosophies, rules, and guidelines
- behave in an appropriate fashion that will never compromise the integrity of any individual or the school community as a whole
- promote intercultural understanding and respect as an essential part of life in the 21<sup>st</sup> century.

*In a partnership between home and school, HDS emphasizes...*

The development of sound ethical and moral character will be particularly emphasized in all aspects of school life. Each member of the faculty serves as a role model educating all students toward these goals within classroom settings and the larger community of the school. Any breaches in ethical behavior will be reported to the Head of School who will determine an appropriate action to be taken.

In cases when a member of the HDS community is disrespectful or inflicts emotional or physical harm on another member of the HDS community, suspension, expulsion or termination will be considered. Members who

consistently refuse to behave in a fashion which supports and is guided by the school's Honor Code may be asked to leave the school community on a permanent basis.

## GLOBAL AND LOCAL COMMUNITY ACTIONS

The Hickory Day School Program of Action is designed to fulfill the mission of developing responsible global citizens. Throughout the school year, HDS provides numerous opportunities for students to assist others both on and off the school's campus. Additionally, HDS encourages students and their families to explore service to others on a local and global scale.

## ACADEMIC INFORMATION

### ACADEMIC REPORTS

Academic reports (Report Cards) communicate the progress and the achievement that the student has accomplished during each of the academic marking periods of the year. The school year is divided into four quarters (each of similar length). A Report Card is mailed or e-mailed to each student's home shortly after the end of each quarter.

Report Cards are to be viewed as one important component of communication between home and school regarding student academic, social, and emotional growth at HDS. The report cards are not intended to replace personal communications between home and school.

At each mid-quarter, middle school teachers will send a progress report to parents of students alerting parents of grades below average (C); drastic changes in a student's progress or effort in class; or other academic, social and/or emotional needs.

*Additionally, no teacher, grades four (4) through ninth (9), shall give a report grade below C without prior direct communication to the parent.*

## Primary Year's Programme

The information provided for students in the PYP emphasizes the progress that each student is achieving in various areas of each subject offered. The system used on the reports is:

- E - exceptional
- C - commendable
- S - satisfactory progress
- N - needs improvement
- NA - not applicable

It is important to keep in mind that these grades primarily reflect progress rather than academic achievement. The natural progress that a student achieves in classes can vary within the course of the curriculum; thus, it is entirely possible for a student to achieve an E during the first quarter of the year because the material covered is familiar and understandable while, in subsequent quarters, the same student achieves a C or an S because the material is more challenging for him/her.

PYP parents will be invited to participate in at least four (4) student let conferences per year. Parents are encouraged to schedule additional conferences.

## Middle School (grades 7, 8 & 9)

In seventh and eighth grades, percentage/academic grades, and effort grades are given in addition to the progress grades. The percentage grades record the achievement that the student has accomplished in each course, and the effort grades indicate the effort that has been displayed by the student during the grading quarter.

## Grading Scale

A = 93% - 100% **Superior Achievement.** Consistent excellence: student's work is neat, prompt, thorough, and accurate. Student's work shows initiative and comprehensive grasp of concepts.

B = 85% - 92% **Outstanding Achievement.** Strong achievement: student's work shows above average quality and growth in understanding of the material.

C = 77% - 84% **Satisfactory Achievement.** Basic work: Student's work shows satisfactory fulfillment of day-to-day requirements. A grade at this level indicates that a student is sufficiently prepared to continue work in the discipline involved.

D = 70% - 76% **Minimal Achievement.** Student's day-to-day work shows inconsistencies and is not always satisfactory. In sequential courses it should serve as a warning sign for probable future problems.

F = 69% & lower **Insufficient Achievement.** Unacceptable work: student's work is significantly below standard. Content of the course is not being mastered.

## Effort Grading Scale

- 5 = excellent
- 4 = good
- 3 = satisfactory
- 2 = fair
- 1 = poor

Each family will have the opportunity to participate in a student-involved conference with the faculty members at the end of the first and third quarters. These conferences will include the students as this is a time for them to demonstrate, share and reflect upon their learning. Conference time will be used to discuss past achievements, current progress and plans for future growth. During the fourth quarter parents will be invited to attend a student-led conference. Additional conferences may be scheduled by parents or teachers throughout the year.

## **EXAMS**

Exams for students in grades 7-9 will be assigned at the discretion of individual classroom teachers.

## **PHYSICAL EDUCATION**

The goal of Physical Education is to provide an appropriate and positive learning environment for building a healthy body, an open mind and strong character for each student. This is achieved through an instructional program that focuses on the student's physical and mental wellness and provides developmentally appropriate activities in fitness, health education and study of the human body, substance abuse education (grades 5 - 9), games, sports, and character development. Evaluation of student learning will be completed through performance based assessments, rubrics, and student journals. These results will be shared with parents via the student progress reports and the student report card at the middle and end of each marking period.

## **STANDARDIZED TESTING PROGRAM**

The school uses the Comprehensive Test of Basic Skills published by the Educational Records Bureau of the Educational Testing Service in Princeton, New Jersey. Please refer to Hickory Day School Calendar for overall dates of testing.

The best way to prepare students during the week of testing is to insure that they feel no anxiety about the outcome of the testing, are well rested, and do not worry if parts of the test contain material with which they are not familiar.

Testing is a part of the American educational system which every student must encounter. It is tremendously important to remember that test results are but **ONE** indicator of the entire student. It is also important to remember that test results become most meaningful when they are evaluated over a period of years; a span of time during which one can review the annual achievement of each student in certain areas.

Teachers will schedule a conference to discuss test results and the action plan for each student.

## ***GENERAL POLICIES & PROCEDURES***

### **ADMISSIONS**

#### POLICY

The Hickory Day School strives to achieve a diverse student body. The school does not discriminate unlawfully on the basis of race, color, gender, religion, national or ethnic origin, or sexual orientation in administration of its educational, admissions, financial, athletic, or other policies. It seeks students who can both benefit from the educational experience offered by the school and contribute to the community of the school in a variety of ways through effective utilization of individual talents and abilities. Date of the application for admissions is an important consideration in the HDS admission process. Because HDS is not an appropriate placement for every child, our admissions process is selective.

All application materials will be reviewed by members of the school's Admissions Committee. Omission or falsification of information during the application process may be grounds for denial of a student's application or for immediate dismissal of the student. Initial admission does not guarantee continued enrollment or annual promotion. Appropriate grade-level placement for each student will be reevaluated by the Admissions Committee at the conclusion of each year.

## FINANCIAL ASSISTANCE

Hickory Day School provides grants of tuition and fees to be awarded on a need basis. Families in need of financial assistance should contact the school office for information concerning the application process.

Children in the Extended Day Program will have the opportunity to participate in outdoor play, organized games, musical experiences, art projects, and stories. There will also be a quiet time scheduled during each session when students will be expected to complete homework or engage in another appropriate activity such as reading, drawing, or writing.

## **ATTENDANCE**

Students in grades TK - 8 need to arrive at HDS between 7:50 and 8:00 a.m. and be in class or homeroom at 8:00 a.m. All grades start with a morning meeting to discuss plans for the day and materials needed for class, and to reinforce student organizational skills in general. It is important that students attend these morning classroom meetings. Each grade culminates the school day with a similar classroom meeting between approximately 2:45 and 3:00 p.m. Dismissal is 3:00 p.m.

The schedule for grade nine is TBA for the 2011-2012 school year.

## CAR POOL PROCEDURES

One of the most dangerous environments involving children is transportation. Thus, it is tremendously important for everyone involved in the daily car pool procedures to follow the guidelines defined here and to be especially alert when driving on the campus as the busy mind of a child can cause him/her to dart **absent-mindedly** into a dangerous traffic situation.

During morning car pool, it is extremely important to have all children ready to exit from each car with as much efficiency as possible. The car pool line is not a time when students should be putting their belongings together for the day; that should be done at home. Each child must be able to exit from the car as quickly and as efficiently as possible. It is not necessary for parents to walk their child to class.

At **NO TIME** should a car in the car pool line pull out of line to pass the car(s) in front of the line.

The following procedures apply during afternoon car pool:

1. Cars picking up students must pull up to the designated area.
2. Faculty members on duty for the car pool line will have children in appropriate areas for loading in the appropriate cars.
3. If students have not yet left or been excused from their classrooms, the pick-up car must proceed to a parking spot and await the end of the car-pool line in order to pick up students OR proceed to the car-pool line again to pass through to pick up the appropriate students.

While this procedure may seem a bit tedious, it has been developed with every student's personal safety in mind. Certainly, there is no amount of time that any of us can give which exceeds the safety of our students.

At **ALL** times in the school parking lot, or as you leave HDS property, please drive with extreme caution and at a speed of not more than **10 mph**.

## STUDENT SUPERVISION

A faculty member, teaching assistant or parent chaperone must directly supervise all school activities while students are present. Facilities such as playgrounds, classrooms, the technology lab & library as well as playing fields may not be occupied or used by students unless a responsible adult member of the school is immediately and physically present.

## ABSENCES, TARDINESS, and SIGN OUT

When your child will be absent from school due to illness, please notify the school office by 8:30 AM on the day of the absence. You may feel free to call the school at any time and leave a message with this information on the answering machine if you know of your child's absence before the office opens at 7:45 AM. Likewise, if your child is going to be late to school, please notify the office so that your child's teacher can be informed.

If your child must leave school during the day for a medical appointment or other unavoidable conflict, please sign your child out and in. A notebook is maintained in the Main Office for this purpose. As a school we are responsible for knowing the whereabouts of your child during school hours; thus, this procedure will help immensely in this area.

## RELIGIOUS HOLIDAYS AND FAMILY CELEBRATIONS

All students who observe religious holidays when school is in session will be excused from attending school and be able to work with their teachers on an appropriate schedule for make-up work. Likewise, absences for special family celebrations (weddings, graduations, special wedding anniversaries, Bar or Bat Mitzvahs, etc.) which may come up during the year, will be excused and the student will be able to work out a make-up schedule for missed work with his/her teacher.

## **FIELD STUDIES**

During the year, many classes will be taking field studies to important locations in the Hickory area and beyond, to supplement and to enhance the classroom learning environment. In most cases, the nature of the field study will be directly related to an aspect of the curriculum being taught and is not to be considered optional. Students not participating in the field study will be counted absent and will be required to complete an alternative assignment. In some other cases, the field study experience may be designed to promote or to confirm such things as school spirit, community service, self-awareness, and confidence, etc.

On all field studies, the school's Honor Code will guide appropriate behavior. Unless otherwise directed by the classroom teacher, the standard school dress code will also be in effect.

A universal field study permission slip for trips within Catawba County will be signed by each student's family. Separate field study forms for trips beyond the county will be issued for these field studies.

Qualified parent drivers are critical to our field study educational program. The necessary form to qualify as a HDS driver is distributed at the start of each school year. The school greatly appreciates this type of assistance from our parent community. Without your help this important component of Hickory Day School would not be possible. Thank you!

## **DISCIPLINE SYSTEM**

“Of all the people you will ever know in a lifetime, you are the only person you will never leave or lose. To the questions of life, you are the only answer. To the problems in your life, you are the only solution.”

*Anonymous*

Student behavior and respect toward other members of the community is an important part of the Hickory Day School. It is expected that each student will strive to live by the guidelines established by the school's Honor Code and the IB Learner Profile. As a school, the responsibility to teach appropriate behavior representing the highest values of integrity, respect, tolerance, and understanding is believed by the faculty to be as important as the teaching of fundamental knowledge and critical thinking skills.

The disciplinary system outlined below establishes the guidelines for the definition by classroom teachers of rules/procedures for their classroom.

If a student's behavior threatens the safety of members of the community in any way, an immediate referral to the Headmaster will be made.

On a field study the student's parents/guardian will be notified and they will immediately assume full responsibility for the student. The matter will be reviewed at a later date by the field study chaperone and the Head of School.

## PRIMARY YEARS PROGRAMME (TK – 6<sup>th</sup>)

Generally, disciplinary action involving students in the Lower School will be handled within the classroom by the teacher. When a situation becomes serious, the teacher will contact the parent(s) of the student(s) involved and inform the Head of School. If a situation is of a critical nature, the student could be referred to the Head of School who will evaluate the situation. The Head of School will communicate with the student's teacher(s), and parents to determine a punishment designed to guide the student toward more appropriate behavior in the future.

## GRADES 7 - 9

Generally, disciplinary situations will be handled immediately by the faculty member involved. While no guide of conduct can represent every possible situation, the offenses listed below are offered as examples of disciplinary situations for which the defined disciplinary steps may be implemented. Each disciplinary situation will be handled on an individual basis using the IB Profile as a guideline for student behavior.

Students at Hickory Day School are expected to adhere to the IB Profiles:

**Inquirers** - students are expected to be curious and learn/discover new things.

**Knowledgeable** – students are expected to learn about themselves and the world around them.

**Thinkers** – students are expected to listen to **all** ideas and create valid solutions to problems

**Communicators** – students are expected to express their thoughts and feelings appropriately.

**Principled** – students are expected to be honest, fair, responsible, and respectful at all times.

**Open-minded** – students are expected to be open-minded and make attempts to understand other points of view.

**Caring** – students are expected to help others and show empathy to those in need.

**Responsible Risk-takers** – students are expected to take chances and try new things.

**Balanced** – students are expected to look for balance between their academic, social, and physical well-being.

**Reflective** – students are expected to think about what they say and do and to also learn from their mistakes.

There are several options that may be applied and followed, depending on the situation, which provide an element of “fair” treatment to all. Students may receive a reminder, a reprimand, or a deprivation of some sort based on the discretion of the teacher(s).

## GRADES 7 – 9 DISCIPLINE CONSEQUENCES

For Grades 7 - 9 students, the following measures will be considered:

**DETENTION** – detentions are issued by teachers upon repetitive inappropriate behavior by a student while at school. A student must stay after school from 3:00-4:15 p.m. as scheduled by the faculty. During a detention the student will be under supervision of the middle school staff and complete a personal reflection which details why they are in detention and what behavior modification will take place to rectify the situation. These reflections will be kept in the student's personal file. Students will be removed from any/all extra-curricular activities when serving a detention.

Repetitive infractions of the IB Profile listed above will result in detention(s) or in-school suspension being administered. Upon a student's first detention or in-school detention they will conference with the teacher and complete their reflection as described above. A student's second detention will result in a parent/teacher conference to discuss the student's behavior and their plan for behavior modification. A student's third detention for inappropriate behavior will be grounds for suspension.

**SUSPENSION** - a student will not be allowed to attend school for a defined period of time depending upon the severity of the infraction; a conference with the student's teacher, parents, and Headmaster must take place. Upon the student's return, they will be placed on PROBATION for two months or the remainder of the school year. Fighting, bringing weapons and/or drugs to school, or abusing other students are all grounds for immediate suspension.

## DRESS CODE

**PROBATION** - a time period of thirty school days or the remainder of the school year, which ever is shorter, in which a student's behavior at school will be closely monitored and modification of behavior is expected. During this time of probation, the student will complete a reflection on their behavior at the conclusion of each week. These personal reflections will be kept in the student's personal file. If the student should break school rules during the period of probation, the Headmaster will be consulted and dismissal from school will be considered.

### OFFENSES DESERVING OF STUDENT DETENTION:

- ◆ Failure of student to abide by the HDS Honor Code and IB Student Profile will result in a detention.

It is important to keep in mind that the above system is a set of guidelines and represents that system which will be used in part or in total as each disciplinary situation is considered. In no way is the system a firm set of rules and regulations which will be used without careful, complete, and thoughtful review of each disciplinary situation.

### Academic Discipline and Probation:

Students may receive after school detention to complete late assignments or work which does not reflect their best efforts. Students whose cumulative average is below 85% at the end of any term or mid-term will be placed on academic probation for a two week period. Upon the end of these two weeks, the student will have their cumulative average recalculated. If the student has failed to bring their average above an 85% they will be ineligible to participate in any extra-curricular activities (athletics, school performances, field studies, etc.) until they have done so.

\* Please note that the policies for academic probation are separate from those receiving disciplinary detention.

Because education is one of the most important aspects of each student's life at HDS and because what is worn by an individual often reflects his/her purpose and respect for the activity in which he/she is engaged, Hickory Day School believes that a dress code is important. Each student at the school is expected to follow the spirit and guidelines of the school's dress code stated below unless otherwise directed by the teacher of the classroom, Casual Friday, or a Dress Down Day has been scheduled.

The dress code is in effect throughout the school day. Those students who participate in the after-school program may bring an appropriate change of clothes for those hours spent on campus.

Students are encouraged to wear Hickory Day School logoed attire daily, otherwise, the appropriate boys' attire is:

#### Shirts:

Traditional shirts with a collar  
Turtlenecks  
HDS logo T-shirts and sweatshirts may be worn daily  
Sweaters  
Solid-color sweatshirts (See logo policy)

#### Shorts & Pants:

Worn at the waist  
No more than 4 inches above the knee  
Constructed of material other than knits  
Denim is appropriate only on "casual dress" days  
Note: Athletic pants and shorts of appropriate length should be worn only during P.E. classes.

#### **Shoes: CROCS ARE NOT CONSIDERED SAFE SHOES**

Safe and comfortable shoes:  
Tennis shoes are highly recommended.

Students are encouraged to wear Hickory Day School logoed attire daily, otherwise, the appropriate girls' attire is:

Shirts:

Traditional shirts with a collar or sleeved tops and plain  
T-shirts  
Turtlenecks  
HDS logo T-shirts and sweatshirts may be worn daily  
Sweaters  
Solid-color sweatshirts (See logo policy)

Dresses:

Modest necklines with sleeves  
Length should be no shorter than 4" above the knee

Pants, Shorts (Skorts), Skirts should be:

Worn at the waist  
No more than 4 inches above the knee  
Constructed of material other than knits  
Denim is appropriate only on "casual dress" days  
TK - 2<sup>nd</sup> grade girls may wear knit pants, knit outfits,  
skirts, and shorts of the appropriate length.  
Note: Athletic pants and shorts of appropriate length  
should be worn only during P. E. classes.

**Shoes: CROCS ARE NOT CONSIDERED SAFE SHOES**

Safe and comfortable shoes:

Tennis shoes are highly recommended.

Enclosed toes with either closed heels or substantial back straps

Shoes should be flats, (unelevated, no heels or wedged soles)

\*Grades 3 – 9 young ladies may wear open-toed  
shoes having less than 2 1/2" heels with dressy  
attire on special occasions.

**General Guidelines for HDS Dress Code**

- Exceptions apply with school sponsored theme day events.
- Shirts, T-shirts and sweatshirts with HDS logos are always appropriate.
- Shirts and sweatshirts with inoffensive logos 2" x 3" or smaller are appropriate.
- Tight fitting clothing of any type is not acceptable.
- Skirt, short, skort length more than 4" above the knee is not acceptable.
- No hats may be worn in any of the buildings on campus or during formal, school activities.
- No torn, tattered, patched, or dirty clothing
- Clothing that distracts from appropriate educational activities may not be worn at any time.
  - In general, the dress code is enforced Monday through Thursday with each Friday being Casual Friday.
  - On Casual Fridays, students may wear appropriate jeans, shirts and sweatshirts. (**No** offensive logos, symbols or language) It is important to keep in mind that clothing must **ALWAYS** be appropriate for the entire school community and the normal activities of each school day.
  - Each student at the school is expected to follow the spirit and guidelines of the school's dress code stated above unless otherwise directed by the teacher of the classroom or Casual Friday.
  - Please remember the student body ranges in age from TK – Grade 9. The dress code is written for this wide age range. If a student's attire is in question, the faculty will use their discretion in deciding if it is appropriate in the spirit of the dress code guidelines.

Student Discipline for Dress Code Violations:

**First Offense:** Teacher will explain dress code violation to child and send an e-mail home citing the infraction to the parent.

**Second Offense:** Parent will be called to bring appropriate clothing. Student will be re-admitted to class once appropriate attire has been obtained.

## **FIRE DRILLS**

Fire Drills will be held at school once each month during the school year. It is important that members of a community in a large gathering place become so familiar with emergency exiting procedures that everyone accomplishes the procedure almost by rote. In addition, fire safety will be addressed in each classroom.

HDS encourages every family to reinforce the serious purpose of fire drills and to have an occasional fire drill at home to educate everyone in the household about various ways of exiting the home.

## **FOOD/ALLERGIES**

It is the parents' responsibility to fully disclose to the Head of School any allergies, effects and precautionary measures.

## **HEALTH AND FIRST AID**

In the interest of the health of each member of the Hickory Day School community, the school requests that students in poor health (not feeling well enough to function at school or having a temperature of 99 degrees or above) not be sent to school. If the above symptoms become apparent in a student during the school day, the student must be picked up from school by

his/her parent or designated adult as soon as possible after being contacted by the school.

Please remember the general guidelines of most pediatricians that children should remain home for twenty-four hours **without** a fever before returning to school.

### **FIRST AID**

Only routine first aid, such as treating minor cuts or giving band aids, is a legitimate school function. Prescription medication will be kept in and dispensed at the Main Office only by the written direction of the student's parent.

In the event that a student at school is in need of first aid beyond the situations mentioned above, whether the student's condition is one of personal injury or a condition in which the student is unable to function at school, the student's parent or designated alternate adult will be contacted as soon as possible for advice about medical attention. In the event of a life-threatening emergency, the school will seek immediate medical attention at the same time that efforts will be made to contact the student's parents.

### **MEDICAL IMMUNIZATIONS**

The state law of North Carolina requires that all students who attend school must have complete immunization records before attending school. It is, therefore, necessary that these records be on file at the school before any student can participate in the daily program.

### **LONG-TERM MEDICATION**

It is the responsibility of all Hickory Day School parents to inform the school if their child is on long-term medication (i.e., any medication being taken for longer than one week). If the medication needs to be dispensed during the school day, written directions from the student's doctor should accompany the medication and be given to the administrative assistant in the Main Office. It is the responsibility of the parent to keep such medications refilled in a timely fashion.

## UNIVERSAL MEDICATION FORM

A **Universal Medication Form** which gives the school permission to dispense certain medications to an individual student is available in the office upon request. No medications will be given to any student who does not have one of these forms signed by his/her parents on file at the school.

## LUNCH

Each student must bring his/her lunch from home or order the catered lunch. In addition, each child should bring a healthy snack to eat during morning break. We strongly encourage all students to bring their snacks and lunches in reusable containers to abide by our mission of "Going Green".

Parents, please be sure to pack a reasonable amount of food, as we try to reduce our excess waste.

In general, there are no cold storage facilities at school available to students; therefore, both the food and its container must be considered when bringing lunch to school.

Candies, gum and soft drinks are prohibited.

## HICKORY DAY SCHOOL PARENTS' ASSOCIATION

The Hickory Day School Parents' Association (HDSPA) is made up of all parents of each student enrolled at the school. The purpose of the association is to provide an organized manner in which parents can participate in their child's education.

There is an HDSPA Executive Board comprised of a President, Treasurer, and Vice Presidents in each of the areas of: Communications, Fund-raising, Parents As Volunteers & Resource People, and Parent Education which

meets monthly to plan upcoming events and to discuss ways in which the HDSPA can be supportive of school life.

Any parent who would like to volunteer to serve the school through any of the activities sponsored by the HDSPA should contact a member of the executive board of the HDSPA.

## WELLNESS PHILOSOPHY

Wellness is an integral part of the HDS total educational program and student athletes are educated "through" athletics as well as "in" athletics. There is a natural development of the "whole" person through the integration of academic, athletic, and extracurricular activities.

As such, the efforts of the HDS athletic program are based on the key concepts of TEAM BUILDING and TEAMWORK. Coaches, at all levels, are expected to instill the values associated with proper team building. Some of these values are: work ethic, self-discipline, sacrifice, commitment to excellence, playing and living within the rules, goal setting, respect for authority, sense of fairness, decision-making, and integrity.

## MESSAGES

Please inform your child of everything that he/she will need to know during the day prior to coming to school. If circumstances arise which necessitate getting information to your child at school, the necessary information will be delivered to your child at appropriate times only; formal, classroom instruction time **WILL NOT** be interrupted to deliver messages. It is very difficult to deliver messages received after 2:30 P.M. to students as they are preparing to finish their day in their classrooms.

Messages for teachers will generally be written down by the administrative assistant and placed in the teacher's mailbox. Teachers check their mail boxes at various times during the day; thus, they may not receive a message until several hours after a telephone call. Once again, formal, classroom instruction time **WILL NOT** be interrupted to deliver messages to teachers.

Of course, **emergency** information will be handled on the spot and in whatever fashion is most appropriate.

## **PERSONAL PROPERTY LOST AND FOUND**

All students will be responsible for their personal belongings on campus. Teachers will establish guidelines in each room about spaces where the personal property of students should be kept during the day.

Lost and found articles are kept on the pavilion. Articles not claimed before the school year's end will be donated to appropriate charities within the City of Hickory.

## **SCHOOL CLOSINGS/ LATE OPENINGS**

Hickory Day School will make its own decision with consideration to other Hickory area school closings and delays regarding delays or cancellations of classes due to adverse weather or other emergencies. Local television will be notified of HDS's being closed or having a delayed opening by 6:30 AM on any day in question. It is important to note, however, that the actual announcement by the station, once the information is given by the school, is totally out of the school's control.

Additionally, we will change the message on the schools voice mail (256-9492) as soon as we know of any cancellations or delays and we will post cancellations or delays on the HDS website ([www.hickoryday.org](http://www.hickoryday.org)).

If adverse weather or other emergency conditions necessitate the early closing of school, every family will be contacted by the Main Office of the school. No child will be left unattended. It is important to remember, however, that the faculty and staff of the school need to get home safely; thus it is incumbent upon each family to make arrangements to have their

child(ren) picked up as soon as possible once notification has been received about an early closing.

## **SCHOOL HOURS**

7:50 - 8:00	Students arrive at school
8:00	School day begins
3:00	School day ends

**The switchboard and Main Office will be open every school day from 7:45 AM – 3:45 PM.**

## **SMOKING**

The Hickory Day School is a smoke free environment. This means that smoking is prohibited on campus and at any school sponsored activity whether on campus or off campus

## **DANGEROUS OBJECTS**

To ensure that Hickory Day School continues as a safe, nurturing, and learning environment, no object which can kill or cause serious bodily harm shall be brought to school.

## **TELEPHONES**

The telephones at school are primarily for the business of school and not for casual use or personal needs. It is important to keep the lines open so that incoming calls can be received as efficiently as possible.

Students may store a cell phone for after-school use in the office. Cell phones should be off and not used during school hours except in case of dire emergency. Improper use of a cell phone will result in confiscation of the phone.