

FAMILY HANDBOOK



2011 - 2012

Charlotte Latin School Alma Mater

Words and Music by Emilie Williams, 1984

Hail to Charlotte Latin, ringing clear and true,
Honor and glory to the white and blue.
Vision of the future, treasure of the past,
Faith in the wisdom of a dream to last.

We raise our voices in adoration,
Spirit of truth and courage to unfold.

Hail to Charlotte Latin, sounding forth to be,
Our Alma Mater, we sing praise and thanks to thee.

CHARLOTTE LATIN SCHOOL FAMILY HANDBOOK • 2011-2012

SCHOOL ADDRESS

9502 Providence Road, Charlotte, NC 28277-8695

WEB SITE ADDRESS

www.charlottelatin.org

PHONE NUMBER

Main Switchboard / 704-846-1100

Emergency / 704-516-0775*

CAMPUS FAX NUMBERS

Upper School / 704-846-1712

Business Office, Development, Communications / 704-846-6990

Admissions, Lower School / 704-847-8776

Middle School / 704-846-7523

Athletics / 704-846-5383

*To be used during normal business hours if the switchboard is unavailable due to power outages.

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CLS Non-Discrimination Statement

Charlotte Latin School is an independent, non-sectarian, coeducational, college-preparatory day school for students in grades Transitional Kindergarten through twelve. Charlotte Latin School does not discriminate on the basis of sex, race, color, religion, or national origin in the administration of its educational programs, admissions policies, financial aid policies, employment practices, or other school-administered programs.

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Peggy Roche
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Fletcher H. Gregory III, *Associate Headmaster & Director of Finance*
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Frances Fennebresque Hankins '97, *Alumni Governing Board President*

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Kathryn B. Booe, *Director of Admissions*
James W. Broadway, *Director of Athletics*
Mary Jane Gallagher, *Director of Development*
Fletcher H. Gregory III, *Associate Headmaster and Director of Finance*
Deborah C. Lamm, *Head of Middle School*
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William W. Zuehlke, *Curriculum Coordinator*

CALLING GUIDE

FOR APPOINTMENTS WITH ...

PLEASE CALL 704...

Arch N. McIntosh, Jr., <i>Headmaster</i>	Janice Privette	846-7230
Fletcher Gregory, <i>Assistant Headmaster & Director of Finance</i>	Lou Ann Lambert	846-7231
Mark Tayloe, <i>Lower School Head</i>	Doreen Fitzpatrick	846-7203
Linda Cropper, <i>Assistant Lower School Head</i>	Doreen Fitzpatrick	846-7203
Debbie Lamm, <i>Middle School Head</i>	Carolyn Hipkins	846-7216
Lawrence E. Wall, Jr. <i>Upper School Head</i>	Elizabeth Zuehlke	846-7234
Mary Jane Gallagher, <i>Director of Development</i>	Frances Magee	846-7251
James W. Broadway, <i>Director of Athletics</i>	Suzie Pignetti	846-7280
Mike Bailey, <i>Director of Operations</i>	Ashley Merritt	846-7241
Kathryn Booe, <i>Director of Admissions</i>	Janis Watts	846-7207
Robert F. Robinson, <i>Business Manager</i>	Lou Ann Lambert	846-7231

CALLS REGARDING ...

SHOULD BE DIRECTED TO ...

Absences	Ruthie Earp (TK-5)	846-7262
	Carolyn Hipkins (6-8)	846-7216
	Abigail Cudabac (9-12)	846-7223
Academic Concerns	Advisor, Teacher, or School Head	
Address Changes	Barbara Robinson	846-1100
Alumni Affairs	Sally Gray Smith	846-7253
Billing, Tuition, and Fees	Margaret Wilson	846-7225
Bus Transportation & Physical Plant	Ashley Merritt	846-7241
College Counseling	Kathy Kraus	846-7213
	Jody Jennings	846-7224
	Kim Stodghill	815-2433
Curriculum	Bill Zuehlke	815-2418
Development	Mary Jane Gallagher	846-7251
Extended Day (Cellular Phone #704-661-4368)	Freya Hamilton	846-7260
Food Service	Founders' Hall	846-6914
Guidance and Counseling	Kathy Barr	846-7265
	Sarah Kilby (6-8)	846-7272
	Karla Claytor (9-12)	846-7233
Health Services	Jean Asinger (MS/US)	846-7269
	Ruthie Earp (LS)	846-7262
Media Center	Kim Smith	846-7209
New Family Campaign	Lucy Anderson	846-7261
Publications/Design Services	Courtney Clark	846-7268
Public Relations	Judy Mayer	846-7252
Scheduling Events and Activities	Frances Magee	846-7251
Summer Programs	Chris McRae	846-7277

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PREFACE

Dear Latin Families:

Welcome to the 2011-12 school year!

We are anticipating an exciting and productive year for our students and their families. I encourage you to read thoroughly the various communications which will be sent home by your children or mailed to your residence. Please take the time, also, to familiarize yourselves with the *CLS Family Handbook*. While the enclosed changes to last year's Handbook are rather minor in content, it is a good practice to review the various policies and guidelines with your children every year.

The rules and expectations that govern our School are designed to be both philosophical and practical in their application. We will attempt to apply all school policies and regulations in a fair and equitable manner. It is imperative, however, that our school families support the administration and faculty in holding our students accountable for their actions and behavior, especially when such conduct runs contrary to approved school standards.

We look to our parents as partners in the education of our students. You look to the School as a vital link in the continued educational, social, and moral development of your children. We need one another

if the young people entrusted to our care are to benefit fully from the training and experiences during their school years.

We thank you for your continued support in our joint efforts to provide the best education available for your children. It is a privilege and honor to serve your family in the coming school year.

Sincerely,



Arch N. McIntosh, Jr.
Headmaster

PHILOSOPHY OF EDUCATION

Charlotte Latin School's goal is to initiate in its students a love of and respect for learning, to help them develop self-discipline, and to encourage creativity. We endeavor to promote an educated and honorable citizen with a command of facts and a mastery of the English language, capable of rational thought, of unequivocal self-expression, and of taking full advantage of any growth-promoting opportunities in life.

The faculty and administration of Charlotte Latin School recognize the importance of working with the parents in trying to meet the needs of each student. We endeavor to establish a rapport with the student in order to help the student obtain a functional and meaningful education. We assist the student in gaining self-respect, as well as respect for the rights and property of others, and in developing and adopting realistic, challenging goals. By attempting to develop each student's self-confidence, self-direction, and character, we assist each student in behaving in a mature and responsible manner.

Emphasis is placed on a strong academic program with a curriculum flexible enough to challenge the capabilities of each student. Charlotte Latin attempts to make its students aware of a range of vocational opportunities and worthwhile avocations.

We offer a program that provides creative outlets for students' physical and emotional energies and that provides opportunities to develop strong bodies, healthful attitudes, and lifetime recreational activities. We encourage active learning through problem-solving techniques and worthwhile and relevant learning experiences in all areas of study, including cooperative and team-based learning.

Charlotte Latin School is committed to an environment of inclusion where everyone is treated with dignity and respect.

MISSION

Our mission is to encourage individual development and civility in our students by inspiring them to learn, by encouraging them to serve others, and by offering them many growth-promoting opportunities.

BELIEFS

- Everyone can learn and is encouraged to learn.
- Everyone in this School community will be constantly provided with as many opportunities for learning as the School can provide.
- The School will continue to review and update its programs in all areas.
- Honor is one of the most fundamental values, and upholding the Honor Code is a valued tradition.
- Parents are an active and important part of the life of the School.
- All students have unique talents and capabilities.
- All students have something to give to the community.
- All students will act in a manner consistent with the customs and courtesies of the School and the School community.
- Teachers will interact with students in a way to develop healthy relationships in a professional manner.
- Faculty and staff are always encouraged to continue their studies and their professional growth with the aid of staff development funds.
- The general campus shall also be tended to through its gardens, its statuary, and its buildings, to provide an atmosphere of serenity.
- The leadership of the School shall be carried out through an atmosphere of encouraging and strengthening all of the above.

CORE VALUES

“Honor Above All”

Charlotte Latin embraces the development of personal honor as a lifelong pursuit in the building of character. What is right and honorable is valued above all else. Adherence to the Honor Code is required from all members of the School community. We honor one another and our personal gifts and accomplishments.

Leadership

Charlotte Latin encourages the development of leadership as a lifelong characteristic of our students and adheres to the concept of service to others (servant leadership) as the ideal model that best meets the needs of our School community, our nation, and the world.

Commitment to Excellence

The quest for excellence that has characterized Charlotte Latin since its founding extends to all aspects of School life, and is viewed as the effort to do one's best and to seek to continually improve. This quest embodies the boundless spirit that characterizes our School community, and it is grounded in our commitment to create an exceptional environment for teaching and learning.

Personal Responsibility

Charlotte Latin requires each person to be accountable for his or her actions. We all share responsibility for the welfare of the greater School community.

Respect for Oneself and Others

Charlotte Latin holds that mutual respect is the foundation of our School community, and that our respect for others leads us to serve them and to embrace diverse peoples and cultures.

Moral Courage

Charlotte Latin leads by example and our members are willing to do what is right and true through the courage of their convictions in spite of possible consequences or the opinions of others. Morally courageous people are willing to admit their mistakes, to address injustice, and to uphold the principle of “Honor Above All.”

THE HONOR SYSTEM

The Honor Pledge

As a member of the Charlotte Latin School community, I am responsible for upholding and promoting honesty, trust, respect, fairness, and justice in all venues of School life. To maintain personal integrity, I will not cheat, lie, steal, or plagiarize. I will do my best to raise awareness of the importance of honor for the purpose of making Latin a better place to learn and work. I understand the Charlotte Latin School Honor Code and will uphold my HONOR ABOVE ALL.

Adherence to the Honor Pledge is a condition of enrollment at Charlotte Latin School. Upper School students will write out the full pledge at the beginning of each school year. These pledges will be compiled in a notebook and presented annually to the Headmaster and Head of Upper School in a formal assembly. Students will renew their commitment to the Honor Pledge by writing the phrase HONOR ABOVE ALL, which is the School's motto, on all tests, examinations, and graded papers.

Procedures and Guidelines of the Honor System

The Honor Council -- Upper School

The Upper School Honor Council is comprised of eight voting members - four faculty members and four students. The Head of the Upper School chairs the Honor Council, and the Dean of Students serves as an *ex officio* member. In the absence of the Head of the Upper School, the Dean may direct an honor investigation and/or convene and conduct an Honor Council hearing. Each year, two students from the Junior Class and two from the Senior Class will be selected by their peers to sit on the Honor Council. They may not serve simultaneously on the Student Council Executive Committee.

There is also an Honor Council Advisory Board comprised of students from grades 9-12. This Board serves as a resource group to the Council and aids in planning ceremonies and assemblies. Advisory Board members also act as liaisons to the other divisions of the School. After signing oaths of confidentiality, Advisory Board members may at times be asked to sit in as observers at meetings conducted by the Honor Council. Current Honor Council members serve as student leaders of the Advisory Board. Those aspiring to be elected to the Council should be aware that active Advisory Board involvement is a requirement of those nominating themselves for positions on the Council.

Procedures for Reporting and Hearing Violations -- Upper School

A student or teacher who observes what he or she feels is an honor violation may choose to inform the suspended offender that he/she has seen the offense and give the student the opportunity to report himself/herself to the Honor Council. The action of self-reporting is always in the student's best interest as a demonstration of cooperation. Teachers or other staff members who know of a potential violation must inform the Head of the Upper School immediately. Students may also choose to report honor offenses directly to the teacher involved, to the Dean of Students, or to the Head of the Upper School. Students may opt to approach a teacher, counselor, Honor Council member, or administrator about how to proceed. Again, the Head of the Upper School must be informed of the situation by the adult.

The Head of the Upper School will bring all cases to the attention of the Honor Council. A student charged with an honor offense is invited and encouraged to bring his/her advisor or a trusted teacher or coach with him/her to any proceeding of the Honor Council. The Council has the power to determine whether or not an honor violation has occurred and will do so by majority vote. However, the Council may only recommend a punishment to the administration. In all instances, the ultimate decision rests with the administration.

The Honor Council -- Middle School

The Middle School Honor Council is comprised of five Middle School faculty members with one member serving as the chairperson.

Procedures for Reporting and Hearing Violations -- Middle School

The student or teacher who has observed an honor offense being committed should choose one of the following actions:

- Inform the offender that he/she has seen the offense, and give the offender the opportunity to report himself/herself to the Honor Council.
- Report the offense directly to the teacher involved or to the Honor Council.

After the student has been notified and all accounts of the incident have been collected, the Honor Council will hold a hearing to review the facts and to recommend a course of action. All decisions and evidence will be held in strict confidence and will not be discussed outside the Council meeting. A report of all proceedings will be submitted to the Head of the Middle School, the student, and the parents. During the first semester, sixth grade honor cases will be handled by the Head of the Middle School and the appropriate teacher.

Consequences and Penalties

Penalties may include an honor warning, a period of suspension from school, or expulsion. An honor warning may be issued when a student's behavior and actions indicate a breach of the Honor Code, but the Council does not feel totally comfortable in recommending the full consequences that result from an honor offense. An honor warning

should be taken very seriously as it will be brought into consideration if the student should ever be brought before the Council again. In the Upper School, a first honor violation involving cheating will automatically result in a zero on the assignment in question and a period of suspension from school. A first violation of lying or stealing will result in suspension from school. If a student turns himself/herself in, the Honor Council may recommend waiving the suspension (*refer to Unexcused Absences on page 21*) for any violation. An alternative punishment, such as a writing assignment or community service, may be recommended (in addition to the zero on the assignment in the case of cheating).

Subsequent honor violations will be considered as grounds for dismissal from Charlotte Latin School. (*For a discussion of the Upper School's policy on reporting honor violations to colleges, please see page 15.*)

Appealing a Verdict

A student may register an appeal to a decision of the Honor Council to the appropriate division head who will inform the Honor Council and refer the matter to the Headmaster. The appeal is to be filed in writing with the assistance of a faculty advisor within 24 hours of the delivery of the Honor Council decision. A basis or point of appeal must be stated. Should the Headmaster decide the case, he may direct that the proceedings be conducted again, or he may vacate the verdict entirely.

Guidelines for Honor

Some Definitions and Examples

CHEATING

- The act of gaining or attempting to gain an unfair advantage or assisting another in gaining or attempting to gain an unfair advantage; the act of receiving or giving information for a dishonest purpose

Examples

- Copying another person's work (tests, quizzes, homework, etc.) or allowing someone to copy your work
- Asking for or giving questions and/or answers to tests or quizzes
- Getting information from books or notes during a quiz or test
- Turning in another student's work as your own

LYING

- The act of making a true or untrue statement with the intent to deceive

Examples

- Telling an untruth or not telling the whole truth
- Denying guilt when guilty
- Changing a grade on a paper, a quiz, a test, or a report card
- Forging a parent's signature on a progress report, test, etc.
- Using another person's password to gain access to the Charlotte Latin network or to the Internet

STEALING

- The act of taking or being in the possession of the property of another, or being the accomplice to such an act

Examples

- Taking/being in possession of or using another person's or the School's property without permission
- Taking books from the library without checking them out
- Using someone else's PIN
- Using the color laser printer in a computer lab for personal use

PLAGIARISM

- The act of using the ideas or words of another without crediting the source and/or the act of presenting someone else's words or ideas as your own. This topic is thoroughly addressed at the beginning of each school year so that the burden remains on the student to seek guidance from his or her teacher regarding the proper use of sources.

Violation of Computer and Internet Use Policy

The Internet is a vast international communications network that provides valuable educational resources in diverse subject areas. Charlotte Latin offers access to the School's network and to the Internet for students, teachers, and staff.

Use of the School's network resources and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of the privilege. The School uses Internet content filtering software in an effort to restrict student access to inappropriate material. While this software may not perfectly prevent access to all objectionable material, we believe that the value of Internet resources for our students outweighs the possibility that they may encounter material that is inconsistent with our educational goals.

Parents and students in grades three through twelve must sign the Internet Use Policy, which is reproduced on page 44.

Academic Policies & Procedures

Academic Help for Students

Every teacher will help students who need help. Students who desire help should make an appointment with the teacher. Our intention in these academic sessions is to aid students in becoming independent in their own study efforts and to give more immediate understanding of the subject.

Advancing in Courses

In English, mathematics, and foreign language courses, a grade of "C-" or higher is required for advancing to the next level. If the year-end grade is below "C-", a student must attend summer school in that subject, engage in an approved tutorial program, or repeat the course the following year. If the grade is "F", the course must be taken in a credit-granting summer school program, or be repeated the next year.

Advisors

Each Middle and Upper School student is assigned a member of the faculty who will serve as the student's advisor. A student should look to his or her advisor, the counseling staff, and other teachers for counseling on academic and other matters. The advisor's responsibility is to follow the student's progress and communicate with the student and parents as needed.

College Counseling

The College Center staff is comprised of three full-time college counselors and one full-time registrar. Each college counselor is responsible for advising one-third of each grade level.

The philosophy of the College Center is student-focused, stressing self-analysis, skill-building and decision-making. A four-year sequence of seminars provides group counseling to students on a wide variety of topics including essay-writing and interviewing skills. Individual student counseling commences in January of the junior year, with the counselors providing a great deal of individual advice as students develop their college lists and complete their applications. In addition, all families receive an extensive college handbook.

The College Center staff recognize the importance of communication with parents throughout the college search process. In addition to presenting informational sessions for parents as early as the freshman year and conducting individual parent-student advising sessions, they communicate periodically with parents through email and letters. They are also available as a resource regarding such issues as course selection, standardized testing and financial aid.

The College Center also serves as a resource room for students, providing a comfortable locale in which to peruse guidebooks and catalogues, or use computers for research or preparing applications. Juniors and seniors are also encouraged to take advantage of meeting with the 100+ college representatives who visit CLS each fall, and sophomores through seniors are urged to attend the Charlotte Independent College Fair.

CLS is a member of the National Association for College Admission Counseling and abides by the “Statements of Principles and Good Practice.” The CLS policy on reporting disciplinary infractions (academic or behavioral) is that if a college inquires on its application (which is true of most colleges), the student must answer honestly, reporting any disciplinary actions beginning with 9th grade. The counselor also provides a corroborating statement. Should a senior incur a disciplinary offense following submission of applications, all colleges that inquired on their applications must be notified promptly by the student.

All colleges are sent mid-year senior grades; first quarter grades are sent only if requested by student or college. A final transcript, including verification of high school graduation, is sent to the college where the student plans to matriculate. All financial obligations to CLS must be met before this transcript is released.

Computers

There is no provision for student laptops to connect to the Charlotte Latin network. It is strongly recommended that students purchase and use a USB memory stick (also called a flash drive or USB key) to transport their data files between home and school. Floppy disks fail frequently and are easily damaged in backpacks.

Conferences

Conferences with individual teachers, groups of teachers, the advisor, or the counselors are welcome. When a parent has a concern or question about a course or the student’s progress, he or she should first contact the advisor or the teacher before calling an administrator.

Conferences are scheduled through the advisor or teacher and will occur generally at the end of the school day. The teachers want to help and often can when everyone comes together with realistic expectations.

Students may schedule a conference by speaking to the teacher, advisor, or counselor. Parents may set up a conference by calling the School and leaving a message for the teacher, advisor, or counselor to return the call.

Course Load & Course Changes: Upper School

All students in the Upper School should carry at least six courses each year, four of which must be “academic” and should be from four different academic areas (English, math, science, history, foreign language, computer science). To be the most competitive for college admission, students are encouraged to carry courses in five different academic areas each semester. Students who wish to take only five courses may do so only under extraordinary circumstances and only with the written permission of the Head of Upper School.

Students who are seriously interested in pursuing a change in course selection must first speak with the Dean of Students. Juniors and seniors will then meet with their college counselors in order to understand fully the effect which the change may have on the college process. If a senior who has applied to college is then approved by the Dean for a course change, he or she must immediately notify each college in writing, as the initial transcript sent reflects the curricular choices for the entire year. Depending on the nature of the request, a change may alter a student’s prospects for admission. In the case of a senior who has already been admitted to college and is seeking a curricular change, the student must first obtain written permission from each college which has admitted him/her. Changes are discouraged and are rarely granted without an excellent reason. Written permission from a parent is also required. In general, a student may not withdraw from or change classes after the first five days.

A minimum of twenty-one credits in the Upper School is required for graduation.

These units must include:

English – 4 credits

Math – 4 credits

Modern/Classical Languages – 3 credits in the same language (must be through the third level course; 4 units encouraged)

Science – 3 credits to include Conceptual Physics, Chemistry, and Biology

History – 4 credits including World History I, World History II, and U.S. History

Physical Education – 1 credit (no more than 2 units may be counted towards the 21 graduation credits)

Additional Electives – 2 credits

It is the student's responsibility to ensure that each year's schedule incorporates the number of courses by department appropriate to meet all graduation requirements.

Observe and Serve

An additional requirement for graduation is met by seniors following the final day of classes in the spring when they must invest a minimum of fifteen hours engaged in job shadowing, community service, or some combination thereof. Many students use this opportunity to observe a career related to their intended college majors; others opt to use the time to experiment with something unrelated to their academic interests. Student response to the program has been overwhelmingly positive over the years. It should be noted that all deadlines for submission of project proposals, daily log sheets, and all evaluation forms must be met in a timely manner. Failure to do so could result in serious consequences as there is no opportunity for make-up since the project ends the day before Commencement.

Examinations: Upper School

In Upper School courses, two-hour examinations will be given at the end of each semester and will count 25% of the semester grade in all academic departments. Examinations are not scheduled in the non-academic subjects. Pending final approval from the teacher, a senior may be granted an exam exemption for spring semester if he/she has a B- average in the subject for the semester with at least a B- in the course for the fourth grading period, no honor offenses during the school year, and no unexcused absences from any class or required meeting or assembly during the second semester. There are no exam exemptions for students in grades 9-11.

No exams will be given early. Students who have special exam scheduling needs must see the Dean of Students to make the necessary arrangements. Generally, first semester exams that cannot be made up during the scheduled make-up slot are given in the afternoon after school the first week back in January. Second semester exams should be made up as early as possible during the first week of summer vacation.

Upper School Exam Schedule 2011-2012

First Semester

Dec 12	8:30 a.m.	Mathematics
	12:30 p.m.	Foreign Language
Dec 13	12:30 p.m.	History
Dec 14	12:30 p.m.	Science
Dec 15	8:30 a.m.	English
Dec 16	8:30 a.m.	Make-Up Exams

Second Semester

May 29	8:30 a.m.	English
	12:30 p.m.	Mathematics
May 30	12:30 p.m.	Foreign Language
May 31	12:30 p.m.	History
June 1	8:30 a.m.	Science
June 4	8:30 a.m.	Make-Up Exams

*Foreign Language orals and Computer Science exams are the only graded work allowed on Thursday and Friday, December 8 and 9, and Wednesday and Thursday, May 23 and 24.

Second semester exams for seniors: Wednesday and Thursday, May 16 and 17. Detailed schedule to be announced.

Grades and Reports

Below is the numerical score range that corresponds to the grading system of “A” through “F” in grades 3-12. A score of 60 is passing.

Grading Scale

A+/100-98	B+/89-87	C+/79-77	D+/69-67	F/Below 60
A/ 97-93	B/86-83	C/76-73	D/66-63	
A-/92-90	B-/82-80	C-/72-70	D-/62-60	

Reports of grades will be given in the Lower School four times during the academic year. In the Middle and Upper Schools, reports of grades will be given four times during the academic year: two in the first semester and two in the second. (*The dates students will bring home grades are noted in Report Card Dates on page 36.*) In Upper School, the first semester course average counts 50% and the second semester average counts 50% in determining the average for a year-long course. Grade point averages are determined on a four-point system.

Grade Point System

A+/4.33	B+/3.33	C+/2.33	D+/1.33
A/4.00	B/3.00	C/2.00	D/1.00
A-/3.67	B-/2.67	C-/1.67	D-/0.67

Upper School courses taken in grades 9-12, along with any Honors and AP courses taken in grades 6-8, are used to compute grade point averages. Only courses completed during the academic year at Charlotte Latin School will be included in GPA calculations. Honors and AP courses receive an additional quality point (*see Honors and Advanced Placement Courses on page 17*). Courses in art, theater, music, physical education, newspaper, and yearbook are not included in academic GPA calculations.

In the Middle School, a Progress Report for each core academic course will be sent home at least once each grading period via MyBackpack. Students in Middle School with a final grade below C- in English, math, or foreign language must repeat the course or successfully complete summer work approved by the School.

In the Upper School, all students receive progress reports at some point during each semester. Students who are performing below their abilities and/or below the teacher’s expectations receive written reports in each marking period. Progress report links will be sent by e-mail to students and parents, and a copy of the progress report will be kept in the appropriate office. Students in Upper School with final grades below C- in English, Foreign Language, or Mathematics must be remediated in a manner and at a time deemed satisfactory by the School.

Honors and Advanced Placement Courses

Admission into Honors and AP courses is selective. Courses designated as “Honors” are accelerated and require stronger background and preparation than other courses. They will be labeled as Honors courses on the permanent records and will be granted one extra quality point. Courses labeled “AP” are Advanced Placement courses designed to be the equivalent of college-level courses. These courses will be labeled “AP” on the permanent records and will be given one additional quality point. AP courses prepare students for the College Board Advanced Placement examinations, and the scores from these exams may result in credit toward college graduation. The AP exam is required of all students enrolled in an AP course and the Educational Testing Service charges a fee for each AP exam. Students must take the AP exam that corresponds to their course enrollment. The School will determine if a student who has not been enrolled in a particular course is prepared to take the AP exam for that course. This fee will be billed to the student’s tuition account. Students taking an AP exam are not required to attend their classes on the day of the AP exam. However, if they choose to be on campus before or after an AP exam, they must attend class. Regular spring exams are generally not given in AP classes; however, seniors with unexcused absences may be required by teachers to take an additional exam or complete an extra assignment.

Honor Roll and Headmaster's List

At the end of each semester, Middle School students who have achieved a semester grade point average of 3.33 or better in the core academic courses, with no grades below a "C-" or "P" (Passing), are named to the Honor Roll. The grade point average calculations for Honor Roll are done at the end of each semester and are not affected by a student's record in past semesters.

The Headmaster's List recognizes Upper School students who have achieved an academic grade point average of 3.50 or better, with no grade below a "C-". As with the Honor Roll, grade point average calculations for the Headmaster's List are done each semester and are not affected by a student's performance in past semesters.

Honors

Cum Laude

Induction into the Cum Laude Society is the highest academic honor a student can receive at Charlotte Latin School. Latin is the youngest school ever to have been awarded a Cum Laude chapter. Thus, the School takes special pride in naming Cum Laude inductees. Seniors in the top 20% of their class and Juniors in the top 10% of their class who have completed at least two full semesters at the School are eligible for induction. Although academic standing is paramount, there are other requirements involving intellectual curiosity and character. As mandated by the national organization, no one with an honor violation record may be admitted into the society.

Junior Marshals

Following the first semester of their Junior year, students who have completed at least two full semesters at the School whose cumulative academic averages place them in the top 10% of their class are invited to become Junior Marshals. Accepting this honor carries with it the responsibility of representing the School by assisting with activities surrounding the commencement ceremony.

Latin Service Society

The Charlotte Latin Service Society was created to encourage Upper School students to participate in the Charlotte Latin Community Service Program and to recognize those students who have made significant contributions in the area of community service. The level of student involvement in the Service Program since the Service Society's formation during the 1997-1998 school year has been gratifying. Through their service, many students have discovered unknown talents and abilities, formed new interests, and found challenging opportunities for leadership in this student-run program.

To be inducted into the Service Society, a four-year student must perform 150 hours of service. Students who transfer into our School will have their hour requirement prorated. Students may earn the necessary hours at any time in their Latin career, including summers, beginning with the summer before the ninth grade year. It is the hope of the committee that service to others will become a part of a student's lifestyle and that a significant number of hours will be earned during the school year through the School's service program. It is also hoped that the service will, for the most part, be service to those truly in need. Service must be rendered to persons outside of the Upper School and must benefit people outside of the student's peer group within non-school organizations of which he/she is a member. Senior inductees will have their names placed on a plaque that will be permanently displayed in the School.

The nature of these opportunities means that they take place off campus, with a few exceptions. Charlotte Latin School assumes no responsibility for transporting or for supervising the transportation of students to and from community service activities, nor for supervising students taking part in these activities.

Incomplete Work

Students are responsible for making up any missed assignments (see *Attendance on page 19*). An “incomplete” grade on the report card is to be made up as soon as possible. A grade of “F” for the course may be recorded for any “incomplete” not made up within a reasonable amount of time.

Upper School Test Days

Barring extraordinary circumstances, tests are allowed in only two major subjects on any given day. Tests and announced quizzes must be scheduled on designated test days; major papers are also due on appropriate department test days.

FIRST SEMESTER

Monday	Tuesday	Wednesday	Thursday	Friday
Foreign Language English	Mathematics Science	Foreign Language History	Mathematics English	Science History

SECOND SEMESTER

Monday	Tuesday	Wednesday	Thursday	Friday
Mathematics Science	History Foreign Language	English Science	History Mathematics	English Foreign Language

Record Requests

All requests for students’ records should be made according to the procedures outlined below. Parents and students should always request records a minimum of three school days in advance of the need, and ten school days in advance if school or teacher recommendations are required. The School can provide a Consent for Disclosure form as needed if the parent does not have a transcript request form from another school or program.

In the Lower School and Middle School, parents needing to request school records at any time should direct their request to the appropriate division office. In the Upper School, students working with the College Center to request transcripts for college, scholarship, or other applications should follow current procedures as outlined by that office. Students in grades 9-11 planning to submit applications requiring a transcript of grades and school/counselor/teacher recommendations, such as to a competitive summer program or to another school, must always submit all paperwork associated with those applications to the Upper School office. The Registrar, in conjunction with the Upper School Head, will coordinate distribution, completion, and mailing of all parts of the application materials. This procedure allows the School to track when materials have been submitted. In no way, however, does this procedure relieve a student of his or her responsibility to speak personally to those teachers who are asked to write a recommendation. Students should make those requests of teachers before submitting the paperwork to the Upper School office. All other record requests from Upper School parents and students may be submitted in writing directly to the Registrar’s office.

Attendance & Participation

Attendance

The educational program at Charlotte Latin School depends heavily upon the content of each school day, and all areas of the curriculum are considered valuable. For this reason, every student is required to attend every class, except when excused for illness, religious observance, or other reasons deemed acceptable by the School. School vacations and holidays are planned to provide both maximum convenience in observing traditional holidays and maximum benefits to the educational process.

In the Upper School, it is very difficult, and in certain situations virtually impossible, to make up work missed due to absence. While every effort will be made to ensure that a student is in the best position possible to move ahead with his or her peers, the classroom experience cannot be duplicated and teachers cannot re-teach entire lessons to students who frequently miss classes. It should also be noted that in a school with our student-teacher ratio, patterns of absence on major due dates become conspicuous and will be addressed appropriately.

Loss of Course Credit

Students who miss more than 18 class periods in a full-year course (9 classes in a semester course) are liable to lose credit in that course, whether the absences are excused or unexcused. A written excuse from a physician will be required when a student's absence exceeds the 18-day limit.

Lateness

Upper School students who arrive at School after 8:05 a.m. and Middle and Lower School students who arrive at school after 8:10 a.m. must sign in with the appropriate School official in each division office before going to class. Students who are late are subject to disciplinary action.

Excused Absences -- Full Make-up Privileges

In all cases of absence, parents of students in grades 6-12 must call the appropriate School office prior to 8:15 a.m. on the day of the absence. For obvious liability reasons, the School cannot accept e-mails from parents to report absences or request early dismissals for appointments. Students should realize that being absent is always to their disadvantage and that teachers will not be able to re-teach the lessons missed. Following are the conditions and procedures for excused absences:

- **Sickness or injury:** a parent must call the school before 8:15 am; students should bring a note from home upon return.
- **Medical or dental appointments:** students should bring a note from home prior to the appointment.
- **Family emergencies involving serious illness, injury, or death:** parents should call the School as soon as possible; students should bring a note from home upon return.
- **Religious holidays:** students should bring a note from home at least one day prior to the holiday.
- **College visits:** A reasonable number of days are allowed for juniors and seniors only to go on college visits. Each visit, which cannot exceed two consecutive school days, must be pre-approved by the student's college counselor as "appropriate and necessary." **All students will have forms to be signed by an official in the college admission office; students will also be required to specify what they did on each visit.** Prior to the absence, a student must: (1) bring a signed note from home; (2) obtain a College Visit Form in the College Center; (3) have his or her counselor approve the absence; (4) obtain signatures from all teachers; and (5) turn in the form to the Dean of Students. College visit days may not be used on the day immediately before or immediately after the February long weekend break, although juniors who wish to visit a geographically distant college recommended by their college counselor may request an exception, which will be considered on a case by case basis by the Head of Upper School. **Seniors choosing to visit colleges where they have already made deposits must take those days as family days.** The only exception would be for required appointments, such as scholarship interviews. All students and their parents will do well to

evaluate carefully the need for college visits in advance of making holiday plans so that students can use holiday time, e.g. Spring Break, to pay visits and avoid missing school unnecessarily.

- **A reasonable number of absences for participation in special events:** an absentee form is required. Special event days may not be used on the day immediately before or immediately after the winter break in February.
- **Two family days a year:** students must bring a note from home in advance of the absence. Family days may not be used on the day immediately before or immediately after the February long winter break.
- **Upper School students may not use family days or special event days during examination periods,** remembering that exams may not be taken early unless two or more courses are taken in a single academic department. Exam grades for those who choose to take such planned absences will be assessed a letter grade penalty.
- **Upper School students may not rearrange their class schedules to leave school early.** Rearranging schedules causes hardships on teachers and other students.

It is the responsibility of students who have excused absences to make up all work missed. Make-up work should be completed as soon as possible (on occasion, outside tutoring may be necessary).

Unexcused Absences -- No Make-up Privileges

Following are the definitions for unexcused absences:

- **Skipping:** classes missed without permission.
- **Off campus:** off campus without permission, even if missing a free period, an assembly period, an activity period, a lunch period, etc.
- **Extending vacations:** extending any vacation or holiday period beyond the two family days allowed; absentee form required.
- **Suspensions:** suspensions are treated as unexcused absences. Students who have an “unexcused” absence will have no make-up privileges, will receive “F’s” on all work missed, and in cases of “skipping” or “off campus” will be subject to additional disciplinary action.
- **Disciplinary Situations:** occasionally, and only after due warning to both students and their parents, unexcused absences may be assigned for repeated disciplinary problems, such as chronic tardies to school or infractions of the Dress and Grooming Code.

Leaving Campus

Students who wish to leave campus (except on School-sponsored trips or emergencies) must have a written note from home signed first by a School administrator and then by teachers of the classes that will be missed. This note must then be left in the designated place in the appropriate School office as the student is signing out. Without advanced notice from home, the student may not leave.

Students who are ill and wish to leave school during the day must first go to the appropriate Health Room. A School official will then contact a parent for the necessary permission. Parents should not pick up children or give them permission to leave School without speaking to a School official. Sign-out in the division office is also required unless the student is too ill to do so, in which case the School official will notify the office.

In cases where Upper School students would like to miss class to attend state semifinal and final playoff games, they may do so only by accepting each of the following guidelines:

- A student may not miss a class in which he or she has an “F” or an “I” recorded on the last report card.
- A student may ride only in a car driven by a Charlotte Latin parent. Written parental permission, which identifies the parent driver, is required.
- Appropriate departure times based on the location of the contest will be determined by the administration.
- All other school procedures for leaving campus early must be followed.

Off-Limits Areas

During school hours, students are to remain in the designated classroom building areas of campus, unless involved in an activity under the supervision of a CLS coach or faculty member. The parking lots, south and west campuses, athletic fields, the gyms, the auditorium, and wooded areas of campus are examples of off-limits areas.

Athletic Physicals

Students in grades 6-12 trying out for or participating in a sport must have a current (not more than one year old) physical examination, signed by a physician, on file in the Athletic Trainer's Office.

Health Information and Required Forms

Each student must have an Entrance Physical Examination Form, a Certificate of Immunization Form, and a Health Information Form on file in his or her respective Division office. These forms must be completed for a student to begin classes at Charlotte Latin.

All new students (TK-12) must provide an Entrance Physical Examination Form and a Certificate of Immunization Form that are signed by a physician or other licensed healthcare provider. These forms are generally good throughout the Lower School years. A new Certificate of Immunization Form is required for sixth graders (due to North Carolina's requirement of a booster Tdap vaccine). This form is generally good throughout the Middle and Upper School years.

All students must annually provide a completed Health Information Form, which is signed by both a parent and a physician or licensed healthcare provider. Students who need medicine administered at school (based on a physician's instructions) also must provide annually a completed Medication Administration Form that is signed by a parent and physician or licensed healthcare provider.

In addition, annually all students (TK-12) must have a completed Medical Information Card that is signed by a parent (no physician signature required). This card is kept on file in each Lower School student's classroom (TK-5) and in the Head Athletic Trainer's office for Middle and Upper School students. Middle and Upper School students who participate on a CLS sports team also must provide a completed Sports Participation Form. The forms are required before students can participate in practices or games.

Forms and instructions will be mailed home prior to the beginning of each school year and are due back by August 1. The forms listed above (with the exception of the Medical Information Card), the CLS Health Room Handbook, and action plans for diabetes, seizures, asthma and allergies are posted at <http://mylatin.org/resources/forms>. For more information about the School's healthcare management practices, please contact the appropriate Division Nurse. Student athletes should contact the Head Athletic Trainer.

Medications

Prescription medicines must be brought to School in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given. A Medication Administration Form must be given to the appropriate School nurse so that she is able to administer the medication. Over-the-counter medications must be received in the original container and will be administered according to parents' written instructions. Parents with questions about medications should call the appropriate Health Services Office.

Participation

Absences and Co-curricular Activities

In order to participate in co-curricular activities (including practices and contests), students must be in attendance at all classes on that day. If a student is not well enough to attend classes, he or she may not take part in afternoon or evening athletic practices or games or other School-related activities (**even as a spectator**).

Activities and Sports

Although we encourage students to participate in many of the activities that the School sponsors, we understand that co-curricular activities and athletics take a great deal of time and hard work. Here are some guidelines for successful participation:

- A student's word is considered to be a commitment. A student who commits to an activity or to a team, joins a club, serves on a committee, or signs up for a service project is expected to stay with the activity or

team throughout the season or until the completion of the activity. A student should examine a schedule prior to making a commitment to any activity or team and understand what is expected.

- In reference to athletic teams -- students who speak or act in an unsportsmanlike manner will be removed from that game, only to re-enter that game at the discretion of the coach. A second violation will result in forfeiture to play or practice for the next two games. A third offense will cause a student to lose his or her place on the team for the remainder of the season.
- If a player is ejected from any game, for sportsmanship* reasons he or she will not be allowed to participate in the next game. A second ejection would result in the athlete not participating in play or practice for the next ten school days. Any additional ejections would follow the National High School Federation Guidelines.
- Students must maintain certain academic standards as outlined in this Handbook to be eligible for athletic participation. **Unless an official absentee form has been required for a particular activity, prior to leaving school, students are responsible for notifying each teacher in writing and for getting work assignments that will be missed because of club or team trips** (failure to do so will result in an unexcused absence from class).
- Students must have a current physical examination (not more than one year old) on file in the Athletic Trainer's Office in order to try out for or participate in a sport.

** The above is in effect with sportsmanship violations only and not rules violations, i.e. removing a helmet on the field of play during a baseball game.*

Upper School Dances

The Upper School administration works with the Student Council to issue guidelines for dances that will make them enjoyable and safe:

- Each Upper School student will be greeted by a faculty receiving line when he or she arrives at a dance and will introduce his or her date to the Latin chaperones.
- Students who do not arrive within 30 minutes of the start of the dance will not be admitted.
- Students who leave a dance will not be re-admitted and must leave campus or the site of the dance.
- Students are expected to behave in accordance with School rules.

Middle School Dances

The Middle School guidelines for dances are as follows:

- Parents are to drop off and pick up students at Carol Hall.
- Once inside, students may not go out unless they are leaving to go home.
- Drinks may not be taken to the dance floor or bleachers.
- There will be no running in the gym, playing with equipment, or slam dancing.
- Students must be picked up as soon as the dance is over. If a student's ride is more than 30 minutes late, he or she will not be allowed to attend the next dance.
- No guests may be brought to the dances.
- Students must dress according to the School dress code.

Attendance on School-Sponsored Trips

Students wishing to attend a School-sponsored trip must bring a School permission slip signed by a parent or legal guardian.

No student, however, may take a School-sponsored trip, including trips for athletic contests, if the trip involves missing a class in which the student has received an "F" or an "I" (incomplete) on his or her last report card, beginning with the student's first marking period of the school year. If, however, on the next regular, mid-point Progress Report of the new marking period, the cumulative grade listed is a passing grade and all work is indicated as having been turned in, the student may resume his or her normal travel activities.

Students may not leave School for a School-sponsored trip if they have work overdue to a teacher, nor may a stu-

dent rearrange his or her schedule to place earlier in the day a class in which he or she has a failing grade, as this change would defeat the intent of the regulation. An example would be a term paper or a book report that was due on a specific date that has not been turned in by the time of the trip. Exceptions can be made only by the Head of School or the Headmaster. Students going on School-sponsored trips should tell teachers at least two days in advance that they are going, and, when possible, should turn in all assignments before they depart.

Re-enrollment

Re-enrollment Reservation Agreements will be sent out on February 1, 2012, and are due back to the Admissions Office no later than February 22, 2012. Any student whose Re-enrollment Reservation Agreement and the appropriate deposit are not received by the deadline will be placed on the waiting list for his/her particular grade level unless other arrangements have been made through the Director of Admissions. When a student is not returning to Charlotte Latin School, a written notice should be sent to the Admissions Office. This procedure should be followed both during re-enrollment and if a student withdraws any time during the school year.

Snow and Other Severe Weather Days

Charlotte Latin does not follow the Charlotte-Mecklenburg Public School System decisions regarding snow and severe weather days. Charlotte Latin's snow and other severe weather days are determined in concert with Charlotte Country Day School, Providence Day School, and Charlotte Christian School.

Notice of school cancellation due to severe weather conditions will be posted on MyLatin, the School's internal Web site, and broadcast on WBT, WBTW, WSOC-TV, and other stations between 6:00 and 7:30 am. If, after school is in session, a severe storm develops, notice of early dismissal will be posted on the internal Web site and broadcast on the television and radio stations, or the School will take necessary precautionary actions. Students will not be allowed to call parents in order to request early dismissal. **Neither parents nor students should call School officials or their families at home about snow or other severe weather day dismissals, nor should they call the School during snow and other severe weather emergencies.** Buses will leave campus fifteen minutes after the announced time of school dismissal.

Withdrawal or Dismissal

At any time during the year, when a student plans to withdraw from Charlotte Latin, a written notice should be presented to the Admissions Office.

When a student must be dismissed from Charlotte Latin, the student forfeits the right to participate in any School activities or to be on the School campus for a period of one year after dismissal. Exceptions may be made by the Headmaster only, but such exceptions are rare, as are dismissals. Transcripts will be sent after all financial obligations have been met and a written notice has been sent to the Admissions Office.

Student Life

Accidents or Illnesses

In the event of an accident or illness at School, every attempt will be made to contact parents. To assure that our records are accurate, parents should call the Main Switchboard with address and/or telephone changes for home or for work. The name and telephone number of someone to contact in case of emergencies is most helpful. There are times, however, when situations develop and neither parents nor the individual designated can be reached. At these times, it will be the responsibility of the Headmaster or his representative to determine the course of action to be taken. No student will be given any internal medicine without receiving permission from the home. If a child must take prescribed medication, parents should notify the appropriate Health Services Office in writing (*see Calling Guide*).

After Class Hours on Campus

When students are on campus after class hours to attend a specific School event or a designated activity, they are to remain at the site of the event or activity, for safety and security reasons. Both students and parents should know in advance the time and place of the activity and the expected time of completion. When students are waiting for carpool after school hours, they should remain in the designated carpool areas.

It is important for families to be part of the co-curricular and sports programs available to our students as both participants and spectators. Because of our concern for the safety of our students, we expect parents of Lower and Middle School students to be with their children whenever the students attend after-hour School activities as spectators. Faculty members and coaches, who accept responsibility for the safety and welfare of the students who are participants in after-school activities, require parents to pick up their children immediately upon completion of the activities.

We permit the limited use of the School track for walking or running after hours and on weekends by individual school families -- not groups -- for their personal enjoyment when events are not scheduled. It is, however, **absolutely mandatory** that students be accompanied and supervised on these occasions by a Latin parent. This includes fishing at the lake. Remember that because of insurance regulations, no type of water craft is allowed and that all fishing is catch and release. **Bicycles, skateboards, two-wheeled motorized vehicles, scooters, and skates are prohibited at any time on campus.**

Students may not be on campus after hours without the necessary adult supervision. Please contact Mr. Mike Bailey with questions regarding after-hours use of the campus.

Bus Service

The School operates both round-trip and one-way bus services for students in all grades. A listing of pick-up and drop-off points is available through our transportation office. In general, the buses leave their respective pick-up areas at 7:30 a.m. to arrive at School around 8:00 am. Afternoon departure will be 3:20 pm. A service for Kindergarten children (1:40 p.m. departure) is available. (On "late start" days, buses will leave the bus stops at 8:30 am.) Please contact the Transportation Office for details about the 5:30 p.m. and 6:00 p.m. activity buses.

When the buses run on an Early Dismissal Schedule, the departure will be 12:40 pm. In case of dismissal due to inclement weather, all buses will leave campus 15 minutes after the announced dismissal time.

The safety and well-being of the students are the responsibility of the students and the bus drivers. Students are required to remain seated, speak in a quiet voice, and conduct themselves in a manner that will not jeopardize their safety or the safety of others. Failure to follow these guidelines may result in suspension from the bus. **Due to an insurance company mandate, we can neither allow friends to ride home with current riders, nor may current riders change buses to ride home with friends.**

Carpool

The safety of our students is the School's primary concern in regard to the management of carpools. *Please see pages 38-40 for an overview of the School's carpool guidelines.*

Care of Campus

Students are expected to help care for the CLS campus by properly disposing of their trash.

Conduct, Courtesy, and Decorum

Students are expected to behave as ladies and gentlemen and to represent Charlotte Latin and their families properly at all times. 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. Students always look to their parents and teachers to be good role models of appropriate behavior.

At assemblies and for all programs meeting in the auditorium, special behavior is the norm. Special dress may also be required. Talking, studying, eating, and walking around during a program are rude and inappropriate behaviors. Students should listen attentively, refrain from talking, keep their feet off the chairs in front of them, remain in their seats for the entire program, and generally provide a good, positive example for others in our School community. When attending plays or concerts at Charlotte Latin, please be on time, remove all hats or caps before entering, silence cell phones, stay in your seat during the performance, and remain for the entire performance.

At athletic events, students are to display a proper sense of sportsmanship towards our opponents and the officials in charge, regardless of whether we are winning or losing the contest.

We deal courteously with one another. Faculty, staff members, and bus drivers should be addressed by students as “Mr. ...”, “Mrs. ...”, “Ms. ...”, “Miss ...”, or “Coach ...”. Courtesy is also extended to everyone by such things as holding doors open for others and cleaning up after oneself.

Students who wish to study may use the library, a designated classroom, the Founders’ Hall, or outdoors. Students who wish to socialize may use the Founders’ Hall or outdoors. Students are asked out of courtesy not to distract classes in session by congregating in the hallways.

Upper School Hallways

Students are asked out of courtesy not to distract classes in session by congregating in the hallways. In Upper School, students sometimes study quietly at their lockers. However, the hallways are not wide and are easily blocked, especially when students sit on both sides. Students sitting at their lockers are asked not to block the hallway and to respond quickly and courteously by providing a wide path for guests as well as teachers and other students who need to pass.

Conduct Off-Campus

Students are expected to serve as School ambassadors at all times and in all settings. While the School does not intend to monitor student behavior away from campus, except for School-sponsored events, it will hold students accountable for serious, inappropriate conduct which reflects negatively on the good name of Charlotte Latin. Disciplinary sanctions, up to and including suspension or expulsion from the School, will be at the sole discretion of the administration.

Counseling

Charlotte Latin offers a school-wide counseling program with three full-time on-site personal counselors for all students in grades TK through 12. Counseling services are also available for parents and faculty. Referrals to outside resources are made as needed.

Disrespect and Harassment

All students should feel safe and comfortable on Latin’s campus; therefore, harassment, sexual or otherwise, is not acceptable. Likewise, physical contact whether it be a display of affection, rough housing, or a means of settling disagreements, is prohibited by the School. Club and/or team initiations and/or hazing are expressly forbidden. A first offense may result in a period of suspension; a second offense will be considered as grounds for dismissal. Both words and deeds should demonstrate a respect for others. Problems do not arise as long as people are being kind to and respectful of others.

Dress and Grooming Code

PARENTS, HELP: It is in this particular area that parents' cooperation is most important. It is difficult for the School to enforce this area if, in fact, all parents don't help to strengthen its position. The purpose of Charlotte Latin is to help prepare leadership in future adults, the students who are here now. Although there is a general easing of dress standards all over the Western World, there is no evidence of any leaders being produced through relaxed standards, nor any evidence of increased productivity.

Further, all dress at Charlotte Latin should be evidence of appropriateness, modesty, and good taste, as well as clean and in good repair.

The same pride that permeates the area of wearing athletic uniforms should also be exhibited during the school day.

It is most difficult to write a dress code for any school these days; however, the School accepts the premise that having a code is preferable to not having a code.

To this end, the following rules are in effect:

- All clothing should be clean, in a good state of repair, and fit properly -- no frayed ends or cutoffs, no holes in clothes, no clothing that is excessively baggy or excessively tight.
- Students are encouraged to wear shirts with collars, especially the older students, even as a mark of maturity. Any shirts, especially T-shirts, with printing or writing of any kind are unacceptable. Only CLS T-shirts approved in advance by the Headmaster may be worn. T-shirts, even with CLS on them, with writing on the backs of the shirts, will generally be disapproved.
- It is inappropriate in the school workplace for students to have facial hair.
- The School recognizes that shorts are growing increasingly inappropriate as to modesty these days; nevertheless, students must be conscientious about trying to have as a measure of appropriateness by wearing shorts that are long enough to reach the fingertips. Gym shorts, bathing suits, spandex shorts, short-shorts, and excessively tight shorts are not acceptable. Skirts and dresses must also follow similar guidelines.
- Tank tops may not be worn as outer garments. As a guideline, spaghetti straps may also not be worn, nor may clothing of spandex-type material. Tops that show cleavage are inappropriate. Boys may not wear sleeveless shirts at any time on campus, even on the athletic field. The issue is largely one of taste.
- Boys may not wear earrings at any time, either to School or to any School event, on or off campus. The issue is largely one of appropriateness.
- 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. The issue is largely one of courtesy.
- Each student should groom himself or herself carefully. Hair should be neat and clean. Ponytails and head bands on boys are not acceptable. For those who need additional specifics, we do not want any extremes of hair length or coloring.
- Flip flops are not acceptable footwear for Lower School students at School or at School-sponsored events. Lower School students are to wear shoes with closed toes and heels.
- All shirts and blouses are to be tucked into pants, dresses, and shorts unless designed to be worn as outer garments. The School will make the final interpretation of appropriateness.
- Camouflage clothing is prohibited at School and at School-sponsored events, except by special permission from the administration on designated occasions.
- While acknowledging current fashions, the School must insist that our students keep their midriffs covered and that shorts be of modest length in accordance with the current Dress Code.
- The Dress and Grooming Code is in force during examination periods, and at all events --on or off campus -- in which CLS students participate.
- Inappropriate articles of clothing are subject to confiscation, not to be returned. Repeated infractions of the Dress and Grooming Code could result in consequences ranging from after-school work detail to suspension from school.

The Administration may make changes in the Dress Code at any time.

The following guidelines apply ONLY to the Lower School.

LOWER SCHOOL DRESS CODE

The goal of the Lower School Dress Code is to have a student body that is neat in appearance and is appropriately dressed. **For students school is their place of work, and we expect them to come dressed for school and not for play.** The following guidelines will be in effect for all students.

1. All clothing should be clean, in good repair, and fit properly (no frayed ends, cutoffs, no holes in clothes, and no clothing that is excessively baggy, excessively tight, or bares the midriff).
2. Socks and traditional athletic (tennis) shoes must be worn every day to ensure safety at PE and at playground. For students in grades 1-5, shoes must have laces that are hand-tied (no Velcro or elastic laces). For TK and K students must wear sturdy, traditional athletic shoes with either hand-tied laces (no elastic laces) or secure Velcro strapping. Students must have proper shoes in order to participate in PE or on the playground.
3. Sweatpants, windpants and athletic shorts are not to be worn to school. Jeans, capri pants, and skorts are allowed.
4. Leggings/Jeggings for girls are permitted as long as they are appropriate in taste. For girls in grades 3-5, leggings/jeggings must be worn with shorts, skirts, or dresses that are at least mid-thigh length.
5. For students in grades 3-5, shorts or skirts should be mid thigh length or longer.
6. Sweat suits are not to be worn at any time. Only sweatshirts with the Latin logo/lettering or a solid color (may have small pocket logo) may be worn.
7. Students must wear collared, crew, or v-neck shirts. Tank and thin strap shirts are not permitted.
8. Jerseys and t-shirts with writing (with the exception of a small pocket logo) are not permitted. (Sometimes the school needs to make a subjective decision regarding the appropriateness of shirts.)
9. Shirtrails are to be tucked in unless a specific outfit is designed to be worn out. Belts must be worn by boys if belt loops are present. (For outfits in which shirts are not intended to be tucked in, belts are not required.) Elastic waist shorts (not athletic shorts) that have no belt loops are allowed.
10. Camouflage and tie-dye clothing may not be worn at school.
11. Boys may not wear earrings.
12. Hair should be clean and well groomed. For boys: eyes, earlobe and collar must be visible.
13. Hats and scarves are not to be worn inside buildings.

The Administration may make changes in the Dress Code at any time.

LOWER SCHOOL DRESS CODE AT-A-GLANCE		
	BOYS	GIRLS
Shirts	<ul style="list-style-type: none"> • Collared shirts • V-neck shirts • Crew-neck shirts 	<ul style="list-style-type: none"> • Collared shirts • V-neck shirts • Crew-neck shirts • Shirts specifically coordinated with an outfit
Pants	<ul style="list-style-type: none"> • Pants • Jeans • Shorts (<i>Grades 3-5 must be mid-thigh or longer</i>) 	<ul style="list-style-type: none"> • Pants • Jeans • Capris • Shorts (<i>Grades 3-5 must be mid-thigh or longer</i>)
Skirts/Skorts		<ul style="list-style-type: none"> • Grades 3-5 must be mid-thigh or longer
Shoes	<ul style="list-style-type: none"> • Athletic shoes • Socks 	<ul style="list-style-type: none"> • Athletic shoes • Socks
Sweatshirts	<ul style="list-style-type: none"> • Solid color or with CLS logo 	<ul style="list-style-type: none"> • Solid color or with CLS logo

Electronics

While the School acknowledges that many parents provide their children with cell phones as safety measures and facilitators of communication, these devices are disruptive to the academic routine and may not be visible or audible on campus during the academic day. If this clear policy is violated, the phone will be confiscated and returned to a parent by a Division Head. The minimum period of confiscation is 24 hours. Upper School students may not keep their telephones on their persons during the school day. It is suggested that phones be left in vehicles or lockers and not carried in book bags. No distinction based on mode of operation (e.g. telephone, camera, clock, text message, etc.) will be entertained. Telephones are provided for student use (*see page 30*). After the end of eighth period classes, Upper School students may use cell phones out of doors. Laser pointers and personal audio equipment are prohibited and will be confiscated. Division Heads may choose to retain any of the above devices for an extended period of time to be determined in cases of repeated problems or egregious rudeness associated with the use or confiscation of the equipment. Under no circumstances may a student record a lecture or class meeting without the written permission of the teacher. The presence of electronic equipment in testing situations may prompt an Honor Council investigation.

Food and Drink

Food and drink are permitted in Founders' Hall, in the courtyard areas outside, and in the Gazebo. With the exception of bottled water, food and drink are not allowed in the halls and classrooms. If trash becomes a problem, these privileges will be curtailed. There is to be no food or drink in the Media Center or in Thies Auditorium except when it is served at special events in the Forum or Auditorium Foyer. Likewise, the only food to be consumed in the gymnasiums is that served at special functions or purchased from the concession stand during athletic contests. Chewing gum is not allowed on campus.

Lockers & Student Property

Lockers will be assigned to students in the Middle School and Upper School at the beginning of each year. Students are responsible for valuables left in their lockers and may use locks if they wish. **We strongly discourage students from bringing unnecessary valuables or excess money to School.** Locks are required on lockers in the gymnasiums. Students should not go into other students' lockers.

All lockers must be emptied before Christmas vacation and at the end of the school year. Students whose lockers have excessive damage will be charged a damage fee. Magic marker, gummed stickers, and other items that damage the painted surface (interior or exterior) warrant a damage fee for removal and repainting.

PARENTS: Don't put food or candy in or on lockers. This practice creates continuing problems.

Students who are participating in athletic practices or competitions should store their bookbags in the lockers located in the Student Activities Center or Belk Gym. (The lockers are large enough to hold bookbags.) Bookbags should not be left unattended anywhere on campus during after-school activities.

Probation for Disciplinary Reasons

Disciplinary probation is incurred for repetitive, minor disciplinary problems, or for a single major offense. The appropriate division administrator will notify parents at the time probation is declared. Probationary periods last minimally through the balance of a school year. Further offenses for those on probation may lead to loss of re-enrollment privilege, withdrawal, or dismissal at the School's discretion.

Student Parking and Driving

Student parking is to be only in designated student parking spaces. Students are not to move their cars between the end of the school day and an athletic practice or rehearsal being held immediately after school. **Under no circumstances is any student allowed to drive or park a vehicle beyond the entrance to the senior parking lot. This regulation applies to the External Affairs area at any time of the day, any day of the week.** Handicapped spots, access roads, and no parking zones (which are generally fire lanes) are to be respected at all times. All cars driven to School

regularly must be registered with the Dean of Students, and all vehicles driven or parked on campus are subject to search. Cars parked on campus should be locked at all times, and valuables should be removed from sight. While the School makes a concerted effort, including video surveillance of the parking lots, to protect both its students and their property, the School is not responsible for valuables left in vehicles or for the vehicles themselves, especially those left on campus when school is not in session. Students are not to go to their cars during the school day without permission of the Dean of Students. State laws governing driving in school zones are in effect on campus. Violation of speed limits, established traffic patterns, or reckless driving on or off campus will be reported to parents and may result in loss of on-campus parking privileges.

Student Guests

Students are not allowed to have guests on campus during the school day, including having visitors for lunch. Only student guests who are visiting formally through CLS Admissions or other departments may attend class. Upper School students sometimes inquire about having adults who are not members of their immediate families visit them at school. The School generally discourages the use of busy school time for such visits. With a written request from a parent in advance for a specific day or special occasion, the Dean of Students may grant permission for a student to have a guest on campus.

Telephones

A telephone is available for student use in all three Divisions and in Belk Gymnasium. Local calls may be made without charge. In order to place a call, it is necessary to dial “9” and then the number desired. Students may not use telephones in the External Affairs Office.

Tobacco, Drugs, and Alcohol

Charlotte Latin is a drug-free environment. There will be no tobacco in any form on campus for any student. The laws of the State of North Carolina prohibit anyone under the age of 21 from purchasing, attempting to purchase, consuming, or possessing alcoholic beverages. The rules of the School also provide that no student may come onto campus in possession of, or under the influence of, alcoholic beverages or drugs.

According to the North Carolina General Statute #18B governing alcoholic beverage consumption, those serving alcoholic beverages to persons under the age of 21 and those young people who consume the beverages outside their homes are liable to criminal prosecution. Conviction on these grounds can bring up to two years in prison and a heavy fine. **Either possession of or being under the influence of alcoholic beverages, drugs, or counterfeit drugs, whether on campus or at any School function, will cause a student to be dismissed. Students who seek help in dealing with any substance abuse problem will be offered the full support of the School. The School retains the right to search students and their belongings for contraband at School and at School-sponsored events.**

In an attempt to facilitate student growth and well being, Charlotte Latin School has amended its drug and alcohol policy to provide an alternative other than expulsion for students and their families. Our policy remains that of no tolerance for the use or possession of drugs and alcohol, but the policy is amended in the following way.

Any student who is in possession or under the influence of alcoholic beverages, drugs, or counterfeit drugs, whether on campus or at any other School function, may choose to be dismissed from School, or, at the election of the student's family, do all of the following as an alternative:

- To undergo substance abuse assessment and then to follow all subsequent recommendations from the assessment in order for the student to maintain status as a Charlotte Latin student. The student's family must also be involved in counseling with the student. To help ensure satisfactory resolution, Charlotte Latin School will make the referral for said assessment; the Upper School counselor will act as liaison between the School and the outside assessment resource;
- To have the student be on School probation for one year following the event;
- To have the student submit to random drug testing throughout that year of probation at the sole discretion of the School;

- To have the student enter into community service throughout the school year that would not count towards any School service project. The School would have to approve such service.

In addition, the student would be suspended from all classes and all campus or off-campus activities for five school days following the event. These days would be counted as unexcused absences.

The alternative to all of the above is to choose dismissal. This provision will apply to first time offenders only. Subsequent violations of the policy will result in the student's dismissal.

Vandalism

The willful destruction of the property of the School or others, material or intellectual, is prohibited. Acts of vandalism include, but are not limited to, defacing property with graffiti, destroying building materials or landscaping, and tampering with the building maintenance systems or information systems network and the computer programs of others. Dismissal may result from any single occurrence.

Weapons

Weapons may not be brought on campus or on School-sponsored trips or activities. Dismissal may result from any single occurrence. The School retains the right to search students and/or their belongings for articles which may threaten the safety and security of themselves or others. Students who are aware of any weapon on campus should report it immediately to a member of the CLS faculty or staff.

Web Sites

Charlotte Latin supports an external Web site (www.charlottelatin.org) and an internal, password-protected Web site (<http://mylatin.charlottelatin.org>).

MyLatin, the School's internal Web site, is a password-protected site intended for the exclusive use of the CLS Community. Directions for accessing MyLatin, including a permanent username and temporary password, are distributed to new CLS families each summer. Login information may also be obtained from the Director of Web Services. Once one has logged on to MyLatin, online instructions for creating personal passwords are available. Requests for MyLatin content management privileges should be directed to the Director of Web Services. Content management privileges are available only to representatives of official CLS organizations. Assistance with appropriate MyLatin content may be obtained from the Director of Web Services or the Director of Communications. All content must adhere to the letter and spirit of the CLS Mission and Honor Code, be carefully proofread, be approved by all appropriate parties, and pertain to School business. Under no circumstances is personal or commercial content to be posted on MyLatin.

Please Note: All events and activities must be scheduled on the CLS Master Calendar by the Dean of Students or by the Carpe Diem Online Master Calendar Coordinator before assistance is requested from the Communications Office or Web Services Office.

Business Matters

Accident Insurance

At the time of the payment of tuition, a comprehensive student accident plan is offered. This insurance provides coverage 24 hours a day for 365 days with a maximum payment of \$1,000 per accident. Athletic team participation is covered by the policy. A prerequisite for participation on the athletic teams is coverage by this insurance policy or an insurance waiver signed by the parent or guardian.

Communications Office

The Communications Office provides graphic design, publications, marketing, and public relations services for the School's offices, divisions, and official parent or student organizations. To initiate a request for service for any printed piece, prior approvals must be obtained from the appropriate administrator(s) and budget codes or other payment instructions must be submitted to the Director of Publications. Please allow adequate time prior to any due dates, including at least ten business days for design work and ten business days for printing. Necessary approvals for projects must be obtained prior to submission of the request form. It is the responsibility of the requesting party to obtain final approvals for any project. Requests for marketing and/or public relations assistance should be directed to the Director of Communications. Please allow at least three weeks lead time for major projects.

Food Service

Breakfast and lunch are served in Founders' Hall on all full days of school. The food service is provided by Flik Independent School Dining, which specializes in offering tasty and nutritious meals for independent schools. Menus are posted on MyLatin. A prepaid debit system is available for students in grades 6-12, but required in TK-5. With this system, parents may use online software to view student food purchases and keep account balances positive by using credit cards. Parents are encouraged to fund a student's food service account on a monthly or semester basis. When a student's account balance reaches \$5 or less, a ticket is printed and given to the student showing the balance of the account. After reaching a negative balance, the student will be allowed to charge only one additional meal. All other food must be purchased with cash. Any student may bring his or her lunch from home.

Fundraising

All general fundraising activities must be coordinated through the Development Office, and approved by the Headmaster or his designated representative.

School Purchases

All purchases of School-related items must be made payable to *Charlotte Latin School* or, in some cases, to the CLS Parents' Council or the Booster Club. The exception to this mandate would be for payments made directly to our food service. Checks should not be made payable to faculty members or cash given to faculty members for School-related items.

School-Sponsored Student Travel

Students regularly will be involved in travel off-campus for both curricular and extracurricular events that have been approved by the administration. These events may include athletics, music performances, academic competitions, or cultural events. For Upper School students, the positive outcomes of such opportunities include promoting independence and self-reliance and fostering an *esprit de corps*. To this end, parents will sometimes be discouraged from traveling with the group in order to support these goals. It is the policy of the School to provide the transportation, registration, and supervision for such events. Should transportation to the events involve air travel, the student also will be responsible for that portion of the cost. Charges to the student for such expenses may be collected in advance or be billed, subject to the discretion of the appropriate Division Head.

Supply Nest

The Supply Nest is located in the Founders' Hall. Hours are Monday-Friday 7:45 a.m. - 1:15 p.m. The Supply Nest offers a wide variety of school supplies, textbooks, Latin cookbooks, clothing, and other personal and gift items. The Supply Nest is staffed by Parents' Council volunteers.

Textbooks

Lower School (grades TK-5) textbooks are included in the tuition and are issued from the classroom. Non-consumable textbooks are to be returned at the end of the school year. A fee will be charged for excessive damage.

Middle and Upper School (grades 6-12) new textbooks are available online at MyLatin or a designated vendor. Parents' Council recycled books information is also available on MyLatin.

<http://mylatin.charlottelatin.org>, click on "Resources" and select "Textbooks and Course Assignments."

Physical education uniforms, gymnasium locks, calculators, and other course-related supplies will be available in the Supply Nest during orientation and throughout the school year.

Tuition Payment Policy

Tuition payments are due the last business days of June and November. **Students may not be permitted to attend class or to participate in student activities until the respective payments have been made.**

Arrangements must be made for the payment of past due bills, library charges, damaged or unreturned athletic equipment, and other financial obligations prior to the release of report cards, transcripts, or other School records.

Tutoring or Coaching

Faculty members are not to accept money to tutor or coach students privately who are in their classes or who are on their respective teams. Faculty members may tutor or coach other Charlotte Latin students for remuneration with the approval of the appropriate division head. In keeping with the School's commitment to provide its best to the students at all times, teachers may not be remunerated for tutoring or coaching between 7:30 a.m. and 4:00 p.m. on school days. For liability reasons, faculty may not tutor non-Latin students on the CLS campus. (Please read policy statement on page 45.)

Videotaping/Recording Classes

To ensure that Charlotte Latin School is in compliance with federal copyright laws, all videotaping by professional videographers on the Charlotte Latin campus must be contracted by the CLS Director of Audio-Visual Technical Services. In addition, students may not record class meetings by any audio or video recording devices. (Please read policy statement on page 46.)

Volunteer Organizations

Parents' Council

Membership in this organization shall include any parent or any person in loco parentis of a child or children enrolled in the School. The purpose of Parents' Council shall be to support the Board of Trustees, the Headmaster and the faculty, to utilize the talents and services offered by the parents of the children enrolled, and to enhance the interests of the parents in their children's educational environment.

The focus of Parents' Council committees can be divided into four areas: Fellowship, Service, Communication and Fundraising, with much crossover among the areas. Parents' Council activities are coordinated and carried out by the group's officers and board members. The Parents' Council Board, made up of the officers, committee chairmen and committee liaisons, generally meets on the second Tuesday of each month in the Parents' Council Forum. Questions or concerns regarding the Parents' Council should be addressed to the Parents' Council President or the appropriate committee chairperson. Participation in Parents' Council is encouraged.

Grade Liaisons

Grade Level Liaisons, while not official members of the Parents' Council Board, serve as a conduit through which information flows between home and school. Liaisons provide service to teachers and administrators, and offer additional opportunities for parents to be involved and informed. Questions regarding specific grade levels should be addressed to the liaison for that grade or to the Second Vice President of Parents' Council.

Booster Club

Organized in 1978, the Booster Club's purpose is to provide support through service projects and fundraisers for Charlotte Latin's athletic program and to promote good sportsmanship. During the school year, approximately 90% of the students in the Upper School participate on at least one athletic team. Teams are also available to the students of the Middle School, including the sixth grade on a limited basis. Membership in the Booster Club offers an opportunity for parents to support these students actively by volunteering to work with various fundraising and service projects. Membership is on a family basis with annual fees of \$50 for regular membership and \$125 for a Super Booster Family membership. Every Latin family is invited to join and participate in the Booster Club.

The Booster Club Board of Directors consists of the officers and committee chairpersons. The Board meets monthly for committee reports and to plan future Club activities. Club activities include the production and sale of a sports program book published each sports season, operation of concessions, ticket sales, sports calendars, the annual Hawk-spy Awards, and other events designed to support the School and its athletic program.

Funds raised through the Club's activities, membership fees, and special solicitations are used for projects that support the School's athletic program. The Board consults the Headmaster and the Athletic Director when considering project funding. These School administrators regularly attend Board meetings. The Booster Club generally undertakes one major project in addition to several smaller projects each year. Anyone who would like to volunteer to participate in a Club activity or who has a question or suggestion regarding the Booster Club should call any of the Booster Club Board members.

Latin Arts Association

This umbrella organization provides support for the School's visual and performing arts programs. The organization is composed of guilds that focus on specific areas of the arts program: Friends of Music, Friends of Theater, and Friends of Visual Arts. LAA memberships are sold annually. For more information or to volunteer, please contact the LAA President.

Alumni Association

The purpose of the Alumni Association is to assist Charlotte Latin School in fulfilling its educational commitments by promoting a close relationship between the School and its alumni. Organized in 1989, the Association includes all graduates of Charlotte Latin School, which this year totals approximately 3,300 alumni.

Alumni Association activities are coordinated by the members of the Alumni Governing Board. Some of the events sponsored by the Alumni Association include Reunion Weekend, Annual Spring Party, Golf Tournament, Alumni Campaign, service projects, and continuing education opportunities.

The Alumni Endowment was established by the Charlotte Latin Governing Board in 1990 and is used to support the School's vital needs, interests, and goals. The Endowment is used, in part, to recognize and reward exceptional and committed faculty members who have significantly contributed to the life of the School through the annual *Inlustrate Orbem* Alumni Awards. The AGB also recently established two Alumni Association Distinguished Faculty Chair programs, which honor the teachers who most exemplify leadership, instruction, and mentorship for the entire CLS community with a substantial monetary commitment of \$15,000 annually to each Chair.

Questions or concerns regarding the Alumni Association should be addressed to the Alumni Association Governing Board President or the Director of Alumni Affairs.

Wednesday Watch

Wednesday Watch, the weekly in-school communications system, provides a timely method of disseminating information to Latin's families. An envelope, containing communications from the School, is sent home via the youngest student in each family on the first Wednesday of each month. Envelopes are stuffed on Tuesday and distributed to students on Wednesday. This information system, which has eliminated the need for regular bulk mailings to the parent body, is coordinated by CLS Parents' Council volunteers. In order to operate effectively, this system is dependent on

the student being responsible for delivering the envelope and its contents, the parent communicating the need to have such information, and, therefore, the expectation that the information be brought home.

Each week, including the first week of the month, Wednesday Watch Express will be posted on MyLatin, the School's internal Web site. It is important that parents check the site to learn about School news, activities, and other timely information. A reminder email is sent each Wednesday to parents who have provided the School with their email address.

Timetables

DAILY SCHEDULES

Lower School

Period	Time
TK and K	8:10 a.m. - 1:30 p.m.
Grades 1-5	8:10 a.m. - 3:10 p.m.

Middle School

Period	Time
Homeroom	8:10 a.m. - 8:15 a.m.
First	8:15 a.m. - 9:00 a.m.
Second	9:05 a.m. - 9:50 a.m.
Third	9:55 a.m. - 10:40 a.m.
Advisory/Lunch	10:40 a.m. - 11:50 a.m.
Fifth	11:55 a.m. - 12:40 p.m.
Sixth	12:45 p.m. - 1:30 p.m.
Seventh	1:35 p.m. - 2:20 p.m.
Eighth	2:25 p.m. - 3:10 p.m.

Upper School

Period	Time
First	8:05 a.m. - 8:50 a.m.
Second	8:55 a.m. - 9:40 a.m.
Activity Period	9:40 a.m. - 10:10 a.m.
Third	10:15 a.m. - 11:00 a.m.
Fourth	11:05 a.m. - 11:50 a.m.
Fifth	11:55 a.m. - 12:40 p.m.
Sixth	12:45 p.m. - 1:30 p.m.
Seventh	1:35 p.m. - 2:20 p.m.
Eighth	2:25 p.m. - 3:10 p.m.

UPPER SCHOOL EXAM SCHEDULES

First Semester Exams

December 12	Mathematics and Foreign Language
December 13	History
December 14	Science
December 15	English
December 16	Make-up Exams

Second Semester Exams

May 29	English and Mathematics
May 30	Foreign Language
May 31	History
June 1	Science
June 4	Make-up Exams

Second semester exams for seniors:

Wednesday and Thursday, May 16 and 17.
Detailed schedule to be announced.

*Foreign Language orals and Computer Science exams only graded work allowed on Thursday and Friday, December 8 and 9, and Wednesday and Thursday, May 23 and 24.

Exam times may not be altered except with the permission of the Dean of Students or Head of the Upper School.

REPORT CARD DATES

Lower School

At Fall Conferences • February 24 • June 1

Middle & Upper School

October 25 • January 9 • March 27 • June 12 (mailed)

ASSEMBLY SCHEDULES

MIDDLE SCHOOL

Short Assembly Schedule

Period	Time
First	8:10 a.m. - 9:00 a.m.
Second	9:05 a.m. - 9:50 a.m.
Third	9:55 a.m. - 10:40 a.m.
Assembly	10:45 a.m. - 11:15 a.m.
Lunch	11:15 a.m. - 11:50 a.m.
Fifth	11:55 a.m. - 12:40 p.m.
Sixth	12:45 p.m. - 1:30 p.m.
Seventh	1:35 p.m. - 2:20 p.m.
Eighth	2:25 p.m. - 3:10 p.m.

MIDDLE SCHOOL

Long Assembly Schedule

Period	Time
First	8:10 a.m. - 8:55 a.m.
Second	8:55 a.m. - 9:40 a.m.
Third	9:45 a.m. - 10:30 a.m.
Assembly	10:30 a.m. - 11:15 a.m.
Lunch	11:15 a.m. - 11:50 a.m.
Fifth	11:55 a.m. - 12:40 p.m.
Sixth	12:45 p.m. - 1:30 p.m.
Seventh	1:35 p.m. - 2:20 p.m.
Eighth	2:25 p.m. - 3:10 p.m.

UPPER SCHOOL

Long Assembly Schedule

Period	Time
First	8:05 a.m. - 8:50 a.m.
Second	8:55 a.m. - 9:40 a.m.
Assembly	9:45 a.m. - 10:30 a.m.
Third	10:35 a.m. - 11:15 a.m.
Fourth	11:20 a.m. - 12:00 p.m.
Fifth	12:05 p.m. - 12:45 p.m.
Sixth	12:50 p.m. - 1:30 p.m.
Seventh	1:35 p.m. - 2:20 p.m.
Eighth	2:25 p.m. - 3:10 p.m.

ADVANCED PLACEMENT EXAMINATION SCHEDULE

May 7-16, 2012

Monday, May 7	Chemistry Music Theory
Tuesday, May 8	Computer Science Spanish Language
Wednesday, May 9	Calculus
Thursday, May 10	English Literature Latin Vergil
Friday, May 11	U.S. History European History
Monday, May 14	Biology Physics
Tuesday, May 15	Government and Politics French Language
Wednesday, May 16	Statistics

Carpool Guidelines

The School's primary concern with carpools is the safety of our students. We also are aware that parents have busy schedules, and therefore we will make every attempt to move the carpool lines as quickly as possible.

For safety, please adhere to these guidelines.

- Turn off cell phones while moving through carpool. (As a general rule: if your cell phone is in use, your car should be turned off.)
- Always load and unload students at the right-hand curb. Never allow a student to exit a car from the center to cross a lane of traffic.
- Observe the speed limit of 10 miles per hour.
- Use your signal lights to indicate when you are ready to merge to the left or the right.
- Pay close attention to school personnel directing traffic and follow their directions.
- Pull all the way forward so that several cars can unload (in the morning) or load (in the afternoon) simultaneously.
- Display a carpool number in your right front window for afternoon carpool pick-up. (Numbers are available at division orientations.)
- Do not leave an unattended car in a carpool lane.

The Media Center carpool line is to be used by the following:

- carpools composed entirely of Lower School students
- carpools composed entirely of Upper School students
- carpools composed of a combination of Lower and Upper School students
- carpools that include Transitional Kindergarten and/or Kindergarten students

Transitional Kindergarten and Kindergarten students leaving at 1:30 p.m. will be picked up at the Media Center carpool line.

Students are NOT to cross the access road between the Media Center and Thies Auditorium. Passage between the carpool line and main campus should either be through the Upper/Middle School area of the library or around the building on the Anna's Garden side. As always, Upper School students are expected to be good role models for the younger children.

The Raintree Lane carpool line is to be used for Middle School, and any carpools of combined Lower, Middle, and Upper School students.

Upper School Students Who Drive Lower School Students to and/or from School: If a Lower School student rides to and/or from school with an older sibling or another Upper School student, the Upper School student should escort the Lower School student to and from the parking lot. A Lower School student may not walk through the student parking lots if he or she is not accompanied by an Upper School sibling or another

approved student driver. For afternoon departure, the Upper and Lower School students should meet at the Torsionsphere sculpture located just outside the Headmaster's Office at Fennebresque Hall before proceeding to the parking lot.

PLEASE NOTE FOR SAFETY: There will be no pick-up/drop-off points in the senior parking lot next to Thies Auditorium or in the parking area adjacent to the External Affairs building, including following athletic team practices.

DIRECTIONS FOR RAINTREE CARPOOL

Raintree carpool is not recommended for Transitional Kindergarten or Kindergarten students.

Morning (7:45-8:10 am)

1. Approaching carpool, drivers will form 2 lanes: the left lane for Lower School drop-off, and the right lane for Middle School and combination Middle School/Upper School drop-off.
2. School personnel will direct Middle School cars to pull over to the curb from the dug-out to Founders' Hall to unload. Cars will unload and then merge into the center lane. The left and center lanes must not be used to access the Middle School drop-off point.
3. Should you need extended time to unload, pull to the end of the curb closest to Founders' Hall.
4. Lower School students will be dropped off at the sidewalk nearest the Lower School gym.
5. In the case of students with driver's permits, driver exchanges are not to take place in the carpool line.

Afternoon (3:10-3:45 pm)

1. Approaching carpool, drivers will form 3 lanes: the left lane to proceed to Lower School, the center lane to signal to go left or right, and the right lane to stop at the Middle School curb for pick-up.
2. Personnel will direct drivers to merge left or right. Use your turn signal to indicate when you are ready to merge.
3. Stop only once for pick-up. If your carpool has a Lower School rider, your Middle School riders should join you at the Lower School pick-up point.
4. Middle School students not picked up by 3:45 p.m. will go to the Middle School after-school study hall in the Middle School Art Room.
5. Lower School students not picked up by 3:30 p.m. go to the Admissions foyer to wait.

DIRECTIONS FOR MEDIA CENTER CARPOOL

Morning (7:45-8:10 am)

All Charlotte Latin buses and many cars share the Media Center carpool line each morning. Strict adherence to the following rules will allow for safety and enough space for cars and buses to unload at the same time.

1. All cars should move forward to the first set of porch steps for unloading.
2. Buses will pull forward to the flag pole to unload.
3. Students must walk directly to class. Students will walk inside the yellow line painted on the sidewalk in order to stay away from moving cars. No running is allowed!
4. Should you need extra time unloading to help children with projects, please park in the visitor spaces and assist your children inside from there. Do not leave a car parked in the carpool line at any time.

Afternoon (3:10-3:30 pm)

1. All cars must display numbers in right front window.
2. Cars should pull forward toward the flagpole. (Buses do not use the carpool line in the afternoon.)
3. The covered porch will be used on rainy days. Students must stand at the railing to watch for cars. No running around.
4. Any Lower School students not picked up by 3:30 will wait inside the admissions foyer and watch for their parents' car. No student will be left outside to wait.

DIRECTIONS FOR MEDIA CENTER CARPOOL FOR TRANSITIONAL KINDERGARTEN & KINDERGARTEN DISMISSAL (1:30 pm)

1. Students must remain seated on the benches until a teacher escorts them to a car.
2. All kindergarten carpools must display a card in the right front window labeled with the name of each passenger and the initial of the teacher' last name. Example: Jane Doe – C Sally Jones – T
These cards will be made during orientation to be ready for the first day of school.
3. Cars should always move forward in the line. Do not stop where your child is seated. The students will walk with a teacher to the car.

Early Dismissal Procedures (for CLS Families)

1. To know if and when the School is closing, families should check the Web sites (www.charlottelatin.org or mylatin.charlottelatin.org) and/or local radio and television stations frequently if weather conditions begin to make driving hazardous. Additionally, you may receive a telephone call with dismissal information through the ALERT NOW emergency notification system. The telephone number used will be the primary telephone number provided for the CLS directory.
2. Once a decision is made to dismiss students, the School will immediately notify families via television and the Charlotte Latin Web sites.
3. Upper School Student Drivers and Their Passengers:
 - a. If the parent(s) of an Upper School student driver (who drove to School in the morning) do not wish their child to drive home due to deteriorating road conditions, the parent(s) must call the Upper School Office (704-846-7234). The Upper School staff will make every effort to relay instructions about carpooling or alternate transportation to these students. Students who are driving home should leave campus immediately upon their dismissal from School.
 - b. If you are the parent of an Upper School driver whom you do not want driving home, it is your responsibility to contact the parents of any riders he/she may have so that these parents can contact the appropriate division office. The division staff will then convey information about transportation decisions to these passengers.
 - c. If you have a child who rides with an Upper School student driver and you do not wish for your child to ride home with this Upper School driver, you should contact the divisional office to which your child reports. The office staff will relay your instructions to your child and in cases where the rider is in Lower or Middle School also alert the Upper School office so that the driver may be informed not to wait for the passenger.
4. Parents who pick up their children prior to the dismissal of School must sign them out through the appropriate divisional offices.
5. Buses will leave campus ten minutes after the designated dismissal time. Arrival times will be based on current road conditions and cannot be accurately prescribed due to safety concerns for our student riders.
6. If your child rides the bus, be sure to notify the teacher assigned to ride the bus that you are picking up your child before leaving the bus stop. Any student not picked up at a designated bus stop will be brought back to School.
7. The morning bus routes and students assignments will be used. Students who ride in the afternoon, only, are permitted to ride their usual afternoon buses. Parents whose children ride the morning bus from Myers Park Country Club must pick up their children at Myers Park Presbyterian Church.

Nut Product and Peanut Policy

Providing a safe environment for students with food allergies must be observed by all constituents of the School in planning lessons, class activities, snacks, field trips, and every aspect of the school day. To ensure student safety, no food containing peanuts/nut products may be served at Charlotte Latin School by faculty, staff, parents, or students to any other person. Students may continue to bring food items that contain nuts/nut products to school for their own consumption. Food items that contain nuts/nut products will also be sold in Founders' Hall. The parents of any student who has a food allergy of any type, including an allergy to nuts/nut products, must make the School aware of this health condition.

Additions to Nut/Peanut Policy

Please note that foods that do not contain visible nuts may contain traces of nuts in other forms (e.g. oils, flour, butter, and meal). It is important to read the labels of any foods that are brought into school to be shared with others. Manufacturers change packaging and processing, so please read the ingredient label of your snack chosen from the list on the next page to ensure that it does not contain any of the following... peanuts/nuts, peanut/nut butter, peanut/nut oil, peanut/nut flour, peanut/nut meal, or any of the statements, "May contain traces of peanut/nuts" or "Manufactured in a facility that also processes peanuts (and/or other nuts)".

Peanut/Nut-Free Snacks*

Fruits

All fresh fruit
Dole Fruit Bowls
Del Monte Fruit To-Go Cups
Sun-Maid Raisins (*not chocolate covered*)
Applesauce Cups
Motts Fruit Blasters Applesauce Tubes

Vegetables

All Fresh Vegetables Including:
Carrots with Dip
Celery Sticks with Cream Cheese or Dip

Gummy Snacks

(*Not Brachs*) Only Betty Crocker or Nabisco Fruit Snacks including:
Fruit Roll-Ups
Fruit By The Foot
Gushers
Shark Bites
Fun Fruits
Scooby Doo Fruit Snacks
Trix Fruit Snacks
Hi-C Fruit Snacks
Pokemon Fruit Snacks

Cookies

Nilla Wafers
Oreos & Mini Oreos (*not mint*)
Chips-A-Hoy (*not minis*)
Bisco Wafers
Teddy Grahams
Pepperidge Farm - Milano, Chessmen, Shortbread and Sugar Cookies
Keebler - Butter Cookies, Grasshopper Cookies
Nabisco - Barnum Animal Crackers, Oatmeal & Iced Oatmeal Cookies, Cameo Cookies, Fig Newtons, Kool Stuff Strawberry Seas Bars
Hostess Ho-Ho's & Twinkies
Rice Krispie Treats (*plain only*)
Nutri-Grain Apple
Cinnamon/Brown Sugar Twists

Salty Snacks

Rold Gold Pretzels
Snyders of Hanover Pretzels
Ruffles Potato Chips
Lays Potato Chips
Fritos
Doritos (*not crackers*)
Cheetos
Tostitos
Pringles (*original only*)
Popcorn - Pop Secret, Orville Redenbacher, Healthy Choice

Crackers

Honey Maid - Cinnamon Grahams & Sticks, Honey Grahams & Sticks
Ritz Crackers (*plain only, not sandwiches*)
Keebler Club Crackers (*original only, not sandwiches*)
Nabisco Saltines
Sunshine Cheez-Its
Triscuit
Wheat Thins
Pepperidge Farm Cheddar Goldfish (*only plain, pretzel or cheddar. Not Cinnamon Grahams*)
Sargento-Mootown Crackers & Cheese Dip
Keebler Town House Crackers
Sportz Cheddar Crackers
Kraft Handi-Snacks Cinnamon Graham Crackers w/Applesauce Dip
Kraft Handi-Snacks Crackers with Cheese Dip

Jellos and Puddings

Hershey Chocolate Pudding Tubes
Kraft Handi-Snacks - Wacky Gels, Vanilla & Chocolate Pudding
Hunts - Juicy Gels, Vanilla & Chocolate Pudding
Jello - Gelatin Cups, X-treme Jello Tubes, Vanilla, Chocolate & Oreo Pudding
Dole Fruit-n-Gel Bowls
Delmonte Fruit & Gel To-Go Bowls

Frozen Treats

Minute Maid - Juice Bars, Fruit & Cream Swirls, Frozen Lemonade
Good Humor - Fudgsicles, Popsicles, Fire Crackers, Great Whites, MicroPops, and Scribblers
Nestle - Itzakadoozies, Ice Creamers, Flintstones Rainbow Sherbet Treats & Juicy Juice Frozen Juice Pops
Lick-A-Colors
Tropicana Fruit Juice Bars
Welch's Fruit Juice Popsicles
ICEE Frozen Treats

Misc.

Cheese
Yogurt (*not soy brands*) - Gogurt, Danimals
T. Marzettis Carmel Apple Dip (*with apples*)
Pizza - Papa Johns, Domino's, Flippers, Pizza Hut
Candy - Starburst, Skittles, Twizzlers, Hershey Milk Chocolate Bars (*not with almonds*) and Hershey Kisses (*not with almonds & not Hugs*), Milk Duds, DOTs, Sour Patch Kids, and Tootsie Rolls
Doughnuts - Krispy Kreme "Original Glazed" only (*only from the KK store - with or without sprinkles. Not pre-packaged from a grocery store.*)
Jet Puffed Marshmallows

Charlotte Latin School Computer and Internet Use Policy

Charlotte Latin School provides computer and Internet access for students to accomplish its educational goals. **Student use of these resources, therefore, is permitted only when it is required for academic or approved extracurricular activities at Charlotte Latin School.** The points below detail the School's expectations for appropriate use by all students:

School Computers and Network

- It is a violation of School policy to modify computer settings and 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. Students may not modify computer hardware.
- It is illegal and a violation of School policy to copy software.
- Network passwords may not be shared with others under any circumstances. Students must log off the network after using a computer. A student who fails to do so will be held responsible for computer activities by others under that student's login.
- Students who have reason to think they can identify security problems on any Charlotte Latin computer must notify a system administrator immediately.
- Students may not play computer games. Entertainment sites are also blocked due to their drain on network resources.

Internet

- The School uses Internet content filtering software in an effort to restrict Internet access to inappropriate material. Any tampering with or attempting to bypass software which has been installed on the Charlotte Latin network for the purpose of controlling, monitoring, or filtering unwanted Internet information or communication is strictly forbidden.
- Transmission of any material in violation of federal or state regulations is prohibited. Unacceptable uses include, but are not limited to, transmitting the following: copyrighted material; threatening, abusive, rude, disrespectful, or obscene material; material protected by trade secret; commercial activities; and political lobbying.
- Students are not assigned Charlotte Latin e-mail accounts. Accounts may be set up by the network Administrator as needed for class projects. Students may not access personal mail accounts at school unless they receive special permission from a network Administrator.
- Students are not to engage in instant messaging, chat, social networking (*MySpace*, etc.) or online purchases and they may not reveal any personal information (such as name, address or age) regarding themselves or any other person over the Internet.
- Students may not attempt to download or run programs from the Internet or any external device, such as a USB key, on any School computer without specific permission from the teacher in charge of 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 and/or honor sanctions. My signature indicates my understanding and willingness to abide by this policy.

Parent or Guardian _____ Date _____
Student _____ Date _____

Charlotte Latin School Upper School

On-Campus/During School Hours Tutoring Policy for Students and Parents

We believe that the great majority of academic problems can be addressed by student-teacher interaction, without recourse to a third party. If the student's problem is with his/her teacher, the student may have to adapt in ways which will prove at least as useful in life as the actual subject matter being tutored. Establishing meaningful communication between teachers, parents, and students is the first and best step toward effective remediation. Charlotte Latin wants to cultivate student-teacher relationships which ultimately result in increased student independence. Self-sufficiency and skill building should be the goals of any teacher/student relationship. To foster such a philosophy and commitment, the following criteria have been established to guide parents and students in requesting on-campus tutoring:

1. The student must be functioning at an average minus (C-) level or lower before requesting an on-campus tutor.
2. The student is required to meet with his/her academic teacher (the teacher of the subject in which the student is struggling) a minimum of five sessions over a period no shorter than one month before seeking the services of an on-campus tutor.
3. The student is required to have the recommendation of the subject teacher (the teacher of the subject in which the student is struggling) before requesting the services of an on-campus tutor.
4. Steps 1,2, and 3 must be documented and signed by the subject teacher, and sent to the Director of the Upper School Learning Resources Program before scheduling with an on-campus tutor can be coordinated.

No student will be allowed to leave campus during the school day to see an off-campus tutor. All off-campus tutoring must be completed beyond school hours.

Charlotte Latin School Learning Resources Program
K-12 Policy Statement Concerning Recordings of Classroom Content

In a time of proliferating means for capturing, storing, and transferring information, Charlotte Latin School seeks to protect our students from options which rob them of the impetus to grow in skill sets necessary for their membership in the community of literate people. We believe that in a world where “anything is possible with technology” it does not seem unreasonable to assert that not everything possible is desirable. What is appropriate in a college lecture hall of 250 students may be inappropriate for the small community of connected learners which typifies CLS classrooms. The mental skill of converting spoken words into written words, of being active rather than passive, will continue to sharpen student thinking and assist in expanding the capacity for fixing concentration and for synthesizing and retaining information. This will never be an unimportant skill because it goes beyond the immediate act itself. To that end, we will not allow our students to record class meetings by any audio or video recording devices. Students who can listen well but cannot simultaneously listen and write well are therefore encouraged to obtain notes through a teacher-appointed scribe, while those with motor control issues are welcome to take notes on a laptop computer or obtain them from the teacher. Certainly one advantage of technology is that our teachers often post complex information for students to download. This is a time-tested strategy, freeing students to attend to what is going on in class while it is actually going on, so that they can participate fully and make connections in their teacher's presence. CLS encourages a classroom environment which is productive for students and teachers alike, where everyone can participate without inhibition and where engagement of material takes place in real time and with as little distraction as possible. Any exception to this policy for specific, short-term class projects and the like can be granted only by the Division Head, who will consult with the appropriate teacher in advance of a decision.