



CHARLOTTE LATIN SCHOOL
2018-19
FAMILY HANDBOOK

Dear Charlotte Latin Families,

Welcome to the 2018-19 school year!

And what a year it promises to be. Earlier this summer construction began on a new 50,000 square foot Upper School and Administration Building, which will eventually serve as the *front door* to our School. This new facility will open in August 2019. The families of our youngest students will benefit this school year from the recently-completed four-classroom Extended Day building located adjacent to our Lower School. And, finally, our Hawk athletes and fans will enjoy their first fall season on South Campus utilizing the new turf field and accompanying facilities that include restrooms, changing rooms and concession stand, as well as a new paved parking area.

We ask all CLS parents to carefully review the contents of this handbook and to share any pertinent information with your children. The rules, policies, procedures and guidelines outlined here have been written as a source of information for all school families to provide an understanding of the expectations and philosophy that guide the daily operations of the School. While this material is very important and is referenced frequently throughout the school year, Latin's mission, beliefs and core values are the foundation for all that we do at the School.

The *CLS Family Handbook* has been reformatted so that it is now one comprehensive document which serves all three school divisions. The handbook is reviewed carefully each year by members of my staff and additions and revisions are added to the newest handbook edition. The most up-to-date version of the handbook can always be found on your Parent Portal on MyLatin.

Parents, we look to you to be partners with us as we seek to guide and educate your children each day of the school year. We recognize and acknowledge that no one knows your children as well as you do; likewise, Latin's teachers, coaches and staff members often see them in a unique light and under different circumstances and are thus able to serve as wonderful resources as your children grow and mature.

Please let us know at any time during the school year if we can be of service to you and your family. If you should have any questions specific to the contents of this handbook, please contact your child's respective division office. Thank you for entrusting us with the care, guidance and education of your children. It is an honor and a privilege that we hold as sacred.

Sincerely,

A handwritten signature in black ink, appearing to read "Arch".

Arch N. McIntosh, Jr.
Headmaster

OUR 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.

SCHOOL ADDRESS

9502 Providence Road
Charlotte, NC 28277-8695

WEBSITE

charlottelatin.org

PHONE NUMBER

Main Switchboard / 704-846-1100
Emergency / 704-516-0775*

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

CAMPUS FAX NUMBERS

Business Office, Development, Communications / 704-846-6990
Admissions, Lower School / 704-849-0503
Middle School / 704-846-7523
Upper School / 704-846-1712
Athletics / 704-846-5383

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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 gender, race, color, religion, sexual orientation, national origin, or any other protected class in the administration of its educational programs, admissions policies, financial aid policies, employment practices, or other school-administered programs.

2018-19

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CHARLOTTE

LATIN

SCHOOL

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ALL
SCHOOL

PHILOSOPHY OF EDUCATION

Charlotte Latin School's goal is to instill 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 administration and faculty 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 is committed to an environment of inclusion where everyone is treated with dignity and respect.

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.

BELIEFS

- Everyone can learn and is encouraged to learn.
- Everyone in this School community will be 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.
- Each student has unique talents and capabilities.
- Each student has something to give to the community.
- Each student will act in a manner consistent with the customs and courtesies of the School and its 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 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, and we require adherence to the Honor Code 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 improve continually. 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

Each person at Charlotte Latin is accountable for his or her actions. We all share responsibility for the welfare of the greater School community.

Respect for Oneself and Others

Respect is the foundation of the Charlotte Latin School community. We celebrate differences that include diverse people, cultures and perspectives.

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."

SERVICE LEARNING

Learning through service to others is an important part of a Latin education. It is part of our mission 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."

Each division of the School provides numerous opportunities for our students to participate in age-appropriate service learning projects where they understand the significance of caring for others. Our goal is to provide meaningful opportunities for students to actively engage in and learn from service. These outreach opportunities allow them to make a positive difference in the lives of others.

All service learning projects and service learning related fundraisers will be approved by the Service Learning Committee (SLC) via an online application. The SLC is a group of faculty and staff leaders who meet regularly to discuss program initiatives, manage the All School Service Project, and oversee service project proposals for Charlotte Latin.

Further information on Service Learning at Latin may be found on the Service Learning button on MyLatin. This includes division-related projects, announcements and updates, photos, information on the Upper School Service Council, and the application for Service Learning projects. Applications may be submitted only by students, faculty or staff. Service is not a graduation requirement.

THE HONOR SYSTEM

Charlotte Latin is a school where families of diverse backgrounds, races, religions and nationalities share common values, practice mutual respect and reach for academic excellence. The foundation of the Charlotte Latin culture is built on an honor code that embraces the motto "Honor Above All." The Honor Code, which is designed to equip students with sound ethical decision-making skills, is an essential part of character education at Charlotte Latin.

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."

Please see Middle School and Upper School sections for specific procedures and guidelines of the Honor System.

Definitions of Terms

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 include:

- Studying from old tests of friends or siblings and/or allowing someone to study from your old tests
- 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
- Improperly obtaining information from books, notes or electronic devices 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 include:

- 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, permission note, etc.
- Using another person's password to gain access to the Charlotte Latin network, the Internet and/or MyLatin

Stealing

The act of taking or being in the possession of the property of another or being the accomplice to such an act. Examples include:

- Taking/being in possession of or using another person's or the School's property without permission
- Taking books or equipment 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.

ATTENDANCE

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.

Enrollment

Currently enrolled students in good standing will be invited to enroll for the next school year in January. This online process is handled through Charlotte Latin School's Online Enrollment. Families will be notified by email and postings on MyLatin when the Online Enrollment period is to begin and end. Any student whose Reservation Agreement has not been electronically submitted and enrollment deposit not received by that deadline will be placed on the waiting list for his/her grade unless other arrangements have been made through the Director of Admissions. If a student is not returning to Charlotte Latin, a written notice should be sent to the Admissions Office in a timely fashion; this procedure should be followed both during the Enrollment period and if a student withdraws at any time during the school year.

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.

Attendance on School-Sponsored Trips

Students wishing to attend a School-sponsored trip must have on file a **Field Trip and Treatment Permission Form** signed by a parent or legal guardian. All CLS rules and expectations must be adhered to on School trips, including international and/or trips outside the academic year.

Withdrawal

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.

Dismissal

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. Students will be required to return school-issued electronics, athletic gear, Library materials and other such items belonging to the School. Transcripts will be sent after all financial obligations have been met.

CAMPUS

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, parents of Lower and Middle School students are expected to be with their children whenever the students attend after-hours 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 these activities.

We permit the limited use of the School track for walking or running after-hours and on weekends by individual CLS 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 all time on campus.

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

Care of Campus

Students and parents are expected to help care for the CLS campus by properly disposing of their trash, recycling and compost.

Conduct, Courtesy and Decorum

Students are expected 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, courteous 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, each person should be on time, remove all hats or caps before entering, silence cell phones, stay seated during the performance and remain for the entire performance. Simple applause is sufficient in formal programs.

Members of the CLS community deal courteously with one another. Faculty, staff members and bus drivers should be addressed by students by title and last name. Courtesy is also extended to everyone by such things as holding doors open for others, cleaning up after oneself and greeting others in passing.

Disrespect and Harassment

All students should feel safe and comfortable on Latin's campus; therefore, disrespect and harassment, sexual or otherwise, are 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. It is the student's responsibility always to consider how one's words, especially those which are intended to be humorous, may be perceived by others.

Electronics

Parents are not to call their children between 7:45 a.m. and 3:10 p.m. In those situations when it is necessary to contact a student during the school day, parents should call or email the Division Office from which the message will be relayed to the student.

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. The School reserves the right to confiscate and review any personal electronic devices of students for the purpose of clarifying honor or discipline situations.

Digital Recordings

In this digital age, students and parents may have the desire to record (audio or video) a meeting, event, or classroom experience. Recordings are only permitted with explicit permission from the faculty member, administrator, or other school employee leading the event. 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.

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 Library or in Thies Auditorium except when it is served at special events in the Forum or Performing Arts Center. 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.

Nut Product and Peanut Policy

Providing a safe environment for students with food allergies must be observed by all constituents of the Charlotte Latin community. The parents of any student who has a food allergy of any type must make the School aware of this health condition and provide an Allergy Action Plan. 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. No foods that contain nut/nut products may be consumed in the classrooms. Founders' Hall and Shelton Hall will still serve food products that contain nut/nut products, which will be identified by signs. Students may bring lunches that contain nut/nut products.

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 chosen snack, making sure 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 peanuts/nut" or "Manufactured in a facility that also processes peanut (and/or other nuts)."

For a current list of commonly available nut-free snacks, you may access the Snack Safely website (<https://snacksafely.com/safe-snack-guide>), which is updated every three months.

Library Hours

The Library will be open on regular school days from 7:30 a.m. until 5:30 p.m. Monday-Friday. Our afternoon Library Assistant will be available from 3:30-5:30 to assist students, parents and faculty with library questions. Lower and Middle School students must be accompanied by a parent after 3:10 p.m.

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.

Substance Abuse Policy

Charlotte Latin School is a drug-free environment for people of all ages. 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. 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.

Students, whether on campus at any time or at any School function, may not possess, use, be under the influence of, sell, transfer, create, distribute, or possess with the intent to distribute illegal drugs, alcohol, drug or vaping paraphernalia, mood-altering substances, performance-enhancing substances, tobacco or nicotine in any form, e-cigarettes, or legal substances including prescriptions and over-the-counter medication when these substances are (mis)used for the purpose of inducing intoxication, altering a student's mental state, or with intent or consequences creating the impression of such. The School will deem as equivalent for purposes of applying consequences any counterfeits of the substances and equipment/devices/paraphernalia mentioned above.

Violation of the above policy will cause a student to be dismissed from the School. An alternative to expulsion may be applied at the School's discretion in hopes of facilitating student growth and well-being. This alternative, if adopted, includes an offer of the School's support to students who seek help in dealing with a substance abuse problem. Students and their families who are offered this alternative to expulsion and who choose to pursue it must do all of the following:

- Undergo substance abuse assessment and then 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 division's counselor will act as liaison between the School and the outside assessment resource;

- Be on School probation for one year following the event;
- Submit to random drug testing throughout that year of probation at the sole discretion of the School;
- Enter into community service throughout the school year that would not count toward any School service project or service hours. The School must 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 with the attendant academic penalties.

The School reserves the right to exercise discretion as it deems appropriate.

The alternative to all of the above is 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.

OFF-CAMPUS POLICY

Students engaged in School-sponsored and/or endorsed activities wherein the student is effectively a representative of CLS are subject to all applicable School rules. For the conduct of its students in their private lives while off-campus, Charlotte Latin School will not assume the responsibility of parents. The School may, however, respond with serious disciplinary measures, including suspension and/or dismissal, on a case-by-case basis when misconduct by a student in his or her private life off-campus is deemed by the School as damaging to the welfare of its students, its standards of deportment, or its position in the community. In assessing the School's need to respond, many factors may be considered, including, but not limited to: safety and well-being, the grossness of the offense itself, the effect of the knowledge of such in the School and/or greater community, the context of the student's record of conduct, and the significance and/or efficacy of the parental response. In all such instances, the results of consequences will be as private and confidential as possible, provided internally only to such faculty, staff and administration as need to know.

The School's goal is ever to be an ally to parents. To that end, the partnership between School and home makes it imperative that parents understand and uphold state laws that hold them liable for creating or allowing circumstances that expose others' children to high-risk situations, in particular those involving alcohol or drugs. A confirmed report of a parent (or parents) procuring, providing opportunity and/or a venue for the underage use of alcohol and/or illegal drugs may result in a family being asked to withdraw from the School.

DELAYED START DAYS

There will be approximately five delayed start days per school year so that faculty divisional meetings may accommodate coaches and bus driver schedules. The specific dates affect Middle and Upper School divisions and will be communicated via MyLatin and Welcome to the Week. On these days, morning buses will leave standard stops at the regular time, and families may arrive via carpool at the regular time, or any time before the school day begins at 8:30 a.m. Students will not be marked tardy until after 8:30 a.m. on these designated days.

INCLEMENT WEATHER

Snow and Other Severe Weather Days

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

School Cancellation or Late Start

Notice of school cancellation or late start due to severe weather conditions will be posted on the School's website and the emergency notification system will be activated.

Early Dismissal

If a severe storm develops after the academic day commences, the School will immediately alert families to the details on MyLatin, and the School will activate the emergency notification system which will disseminate text/phone messages to those families via information on their MyLatin profiles. 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. To know if and when an Early Dismissal

has been called and the School is closing, families should check charlottelatin.org frequently if weather conditions begin to make driving hazardous. Due to the staff's needs to coordinate issues on campus, parents are asked to please refrain from calling the School for updates to the dismissal plans.

Upper School Student Drivers and Their Passengers

On days when inclement weather may possibly alter school dismissal times and/or travel plans, parents are strongly encouraged to discuss possible optional travel plans with students before students leave for school, so a family's personal "Travel Plan A" or "Travel Plan B" can be easily and quickly executed depending on changing road conditions.

When an early dismissal is announced, parents are asked to text or leave a voicemail directly on their Upper School children's cell phones advising them of any changes in transportation plans.

Families involved in carpools are responsible for conveying any changes in plans to the parents of any riders affected. Parents of Lower School and Middle School riders must notify the appropriate division office if plans need to be adjusted. Upper School drivers must also be alerted if they will not be expected to drive other passengers home.

An Upper School student who drives Lower School or Middle School students must meet those passengers in the lobby area of the appropriate division and make sure that the faculty member overseeing the dismissal of the younger students is aware that the younger child is leaving under his or her care. Younger children will not be allowed to meet older siblings or drivers anywhere other than in these two designated lobby areas.

Students who are driving home should leave campus immediately upon their dismissal from school to avoid additional bus and carpool traffic.

Parents who wish for student drivers to be dismissed prior to the official dismissal time must call the Upper School Office to grant such permission, and these students must sign out in the office before leaving campus.

Carpool Riders

Students will go to their normal carpool pick-up location.

Transitional Kindergarten and Kindergarten students who have an older sibling will be picked up at the older child's carpool location.

Transitional Kindergarten and Kindergarten students who do not have older siblings will be picked up at the Library location (off Providence Road).

Parents who pick up their children prior to the dismissal of School must sign them out through the appropriate divisional offices.

Bus Riders

The afternoon bus routes and student assignments will be used when an early dismissal is announced. Transitional Kindergarten and Kindergarten students who typically ride the 1:30 p.m. bus and who have an older sibling will ride the sibling's afternoon bus. Transitional Kindergarten and Kindergarten students who do not have an older sibling will go to Christ Church for pick-up.

Buses will leave campus ten minutes after the designated dismissal time. Arrival times at bus stops will be based on current road conditions.

Extended Day Program

The Extended Day Program will be canceled when an early dismissal is announced. Students who participate in the Extended Day Program who do not ride the bus should be picked up at the Library (front) carpool.

The Nest

The Nest will close 30 minutes after the announced early dismissal time.

HEALTH

Accidents or Illnesses

In the event of an accident or illness involving a student on campus or off campus while participating in a School-sponsored activity, every attempt will be made by CLS to contact a parent. It is very important that parents provide current contact information on their child's Magnus Health Student Medical Record (SMR). If a parent cannot be reached, the emergency contacts listed on the SMR will be contacted if possible. If neither a parent nor an emergency contact can be reached, the Headmaster or his representative will determine the course of action to be taken to provide needed assistance to the student.

Health Information and Required Forms

Charlotte Latin uses Magnus Health Student Medical Record (SMR) to collect student health information. Parents may log in to their child's SMR directly from the Magnus Health link on MyLatin/Parent Portal/Health. All forms and instructions for submitting information and documents are available on the child's SMR.

New students are required to have an **Annual Physical Examination Form**, a copy of the student's birth certificate, and a **Certificate of Immunization Form** submitted to the SMR prior to the start of school.

A new **Certificate of Immunization Form** is required for all seventh grade students, due to North Carolina's requirement of a booster Tdap vaccine and meningococcal vaccine. All students with medical exemptions need to submit appropriate paperwork annually. Appropriate forms for medical exemptions can be accessed at www.immunize.nc.gov/schools/ncexemptions.htm.

An **Annual Physical Examination Form** must be submitted annually for each student who is participating in the Charlotte Latin athletics program. The forms are available on and should be submitted to the child's Student Medical Record (SMR).

Each student's **Vital Health Record** must be submitted or updated in the SMR each year. Parents also must annually submit an **Annual Physical Examination Form**, a **Concussion Form** and sign (electronically) the **Field Trip and Treatment Permission Form**, which is available on the child's SMR.

Medications

If a child is to receive any medications (over-the-counter or prescription) while at school, a parent will need to submit the Over the Counter Medication Form and/or the **Medication Administration Form** for prescription medications, which must be signed by the parent and the child's healthcare provider. These forms must be submitted to the child's Student Medical Record (SMR), which can be directly accessed via MyLatin on the Parent Portal under Health. The forms also are available in the child's SMR. Prescription medicines must be brought to a school nurse in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given to the child. Medications are kept in the appropriate health office (Lower or Middle/Upper) and are administered by that nurse unless noted otherwise on the **Medication Administration Form**. A parent/guardian must notify the nurse or designee in writing of any changes regarding the change of treating physician, medication, dosage, time, and/or discontinuation.

TRANSPORTATION

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 as well as annual costs of the service is available on the School's website and through the Transportation Office. In general, the buses leave their respective pick-up areas at 7:20 a.m. to arrive at School at approximately 8:00 a.m. Afternoon departure will be 3:20 p.m. A service for Transitional Kindergarten and Kindergarten children (1:40 p.m. departure) is available. Please contact the Transportation Office at 704-846-7250 for details about the 4:30 p.m., 5:30 p.m. and 6:00 p.m. Activity Buses.

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 quiet voices, 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.

In the event that no one is at the bus stop to pick up a student, the following is bus driver protocol:

- Bus driver calls the School and alerts them to the situation. The School will attempt to contact the parent.
- Bus driver attempts to contact parent.
- Bus driver waits for 15 minutes.
- Bus driver returns the student to campus if no one arrives to pick up the student within 15 minutes.

Carpool

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 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. 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 name card or a carpool number in your right front window for afternoon carpool pick-up. (Numbers for the Library carpool are available in the Lower School at orientation.)
- Do not leave an unattended car in a carpool lane, as these are all fire lanes.
- Always avoid blocking any roadway or impeding traffic.

There are two carpool lines: Library and Raintree Lane.

Raintree Carpool

Raintree carpool is not recommended for Transitional Kindergarten or Kindergarten students. 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 may use either the Raintree or Library carpool line; however, Raintree is preferred.

Morning (7:45-8:05 a.m.)

- If space is available in any lane, pull off of Raintree Lane and merge once you arrive at the traffic attendant.
- Approaching carpool, drivers will form two lanes: the left lane for Lower School drop-off, and the right lane for Middle School and combination Middle School/Upper School drop-off.
- School personnel will direct Middle School cars to pull over to the curb 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.
- Should you need extended time to unload, pull to the end of the curb closest to Founders' Hall.
- Lower School students will be dropped off at the sidewalk nearest the Lower School gym.
- In the case of students with driver's permits, driver exchanges are not to take place in the carpool line.

Dismissal (3:10-3:30 p.m.)

- Approaching carpool, drivers will form three 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.
- Personnel will direct drivers to merge left or right. Use your turn signal to indicate when you are ready to merge.
- If space is available in any lane, pull off of Raintree Lane and merge once you arrive at the traffic attendant. We must keep Raintree Lane open to thru traffic as much as possible.
- 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.
- 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.
- Lower School students not picked up by 3:30 p.m. will go to the Admissions foyer to wait. For safety reasons, students not picked up by 3:35 p.m. will go to Extended Day, and parents will be billed at the extended day hourly rate.

Library Carpool

The Library carpool line is to be used for carpools composed of only Lower School or only Upper School students. Upper School students may use either the Raintree or Library carpool line; however, Raintree is preferred.

Morning (7:45-8:05 a.m.)

All Charlotte Latin buses and many cars share the Library 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.

- All cars should move forward to the first set of loggia steps for unloading.
- Buses will pull forward to the flag pole to unload.
- 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.
- 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.

Dismissal for TK and K (1:30 p.m.)

- Students must remain seated on the benches until a teacher escorts them to a car.
- 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's 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.
- 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.

Dismissal for Grades 1 and up (3:10-3:25 p.m.)

- All cars must display names in right front window.
- Cars should pull forward toward the flagpole. (Buses do not use the carpool line in the afternoon.)
- The covered loggia will be used on rainy days. Students must stand at the railing to watch for cars.
- No running around.
- Any Lower School students not picked up by 3:25 will wait inside the Admissions foyer and watch for their parents' car. No student will be left outside to wait.

Students are NOT to cross the access road between the Library 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.

There will be no pick-up/drop-off points in the parking lot next to Thies Auditorium at any time including following athletic team practices. There will be no pick-up/drop-off points at Fennebresque Hall at any time.

Parking

Parent parking is available, on a first-come, first-served basis, in all the campus surface lots excluding the Admissions visitor spaces. **Parents should not park in the Admissions Visitor spaces, even for brief drop-offs, as these spaces are reserved for tours throughout the school year and guests arrive at all times of day.** Parents may not park in student parking lots during afternoon carpool.

Student Drivers

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, Upper and Lower School students should meet at the sculpture located just outside the Headmaster's Office at Fennebresque Hall before proceeding to the parking lot.

STUDENT SERVICES

Conferences

Conferences with individual teachers, groups of teachers, the advisor, or the counselors may be scheduled as needed. When a parent has a concern or question about a course or the student's progress, he or she should first contact the teacher or the advisor before calling an administrator.

Conferences are scheduled through the teacher or advisor 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 leaving a voice or email message for the teacher, advisor or counselor.

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. Limited counseling services are also available for parents and faculty. Referrals to outside resources are made as needed.

Learning Resources

The Learning Resources Department is composed of a Director of Learning Resources (K-12), and LR teachers within each school division. Charges for sessions with a Learning Resource teacher are not included in tuition and are billed per session each month by the School.

The Learning Resources program serves students with diagnosed learning disabilities and/or attention issues that impact academic achievement. The goal is to remediate academic deficits and teach compensatory strategies that help enable students to reach their potential. Admission to the Learning Resources Program is based on parent or teacher request, screening by Learning Resources staff, and a comprehensive psychoeducational evaluation conducted by a licensed psychologist. Students must be diagnosed with a learning disorder(s) and/or attention issues that impact academic achievement in order to be part of the Learning Resources program. After a diagnosis of a learning disorder or attention issue, recommendations by the psychologist are carefully reviewed to determine the level of support needed from Learning Resources. Accommodations within the classroom may include extended time, preferential seating and/or testing in a separate setting. Evaluations must be current within three years in order to receive services within the Learning Resources program.

Learning Resource teachers function as resources for the classroom teacher and share suggestions and techniques to support students within the regular classroom including appropriate accommodations. Independence, self awareness, and self advocacy are important objectives as

students gain self confidence through academic success.

For details on the Learning Resources program in each division, please see the appropriate Lower, Middle or Upper School section of this handbook.

Tutoring

We believe that the great majority of academic problems can be addressed by student-teacher interaction, without recourse to a third party. Establishing meaningful communication between teachers, parents and students is the first and best step toward effective remediation. Charlotte Latin seeks to cultivate student-teacher relationships which ultimately result in increased student independence. To foster such a philosophy and commitment, procedures have been established per division to guide parents and students with regard to tutoring services. Please see the appropriate Division section for specifics.

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 \$2,000 per accident. Athletic team participation is covered by the policy. A prerequisite for participation on any athletic teams is coverage by this insurance policy or an insurance waiver signed by the parent or guardian.

iPad Program

Students in grades 3-12 participate in a 1:1 iPad program. This technology is used daily. Students in grades 5-12 may take their iPads home. Students may also bring personal laptops to school, but all electronic devices should be for academic purposes.

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 snacks and/or lunch from home.

Hawk Shop

The Hawk Shop is our School store in Founders' Hall. Spirit gear, sweatshirts, t-shirts, hats, decals, magnets, mugs, water bottles, Middle School P.E. uniforms, and a limited selection of school supplies are available for purchase. The Hawk Shop is open from 7:30 a.m. - 3:30 p.m. when school is in session and is staffed by a part-time CLS employee and Parents' Council volunteers. Online shopping is also available on MyLatin. Proceeds from the Hawk Shop are invested back in the school each year.

Marketing and Communications Services

The Marketing and Communications Office provides marketing, media relations, public relations, graphic design, video and web-based communications services for the School's offices, divisions and official parent or student organizations. Requests for marketing, media relations and/or public relations assistance should be made online via the News Submission, Design and other forms on MyLatin. It is the responsibility of the requesting party to obtain final approvals for any project.

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. 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 will be responsible such costs. Charges to the student for such expenses may be collected in advance or be billed, subject to the discretion of the appropriate Division Head.

Textbooks

Lower School (Grades TK-5) textbooks are included in tuition and are issued from the classroom. 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, used, and rental textbooks are available online beginning in late July at MyLatin through MBS Direct. A buyback program is implemented each May.

Tuition Payment Policy

Tuition and fees must be paid in full in order for students to attend classes each term. Charlotte Latin School reserves the right to deny

enrollment to those students whose tuition bills are not paid by the established deadlines. Payments for library charges, technology fees, damaged or unreturned athletic equipment, and any other financial obligations must be received prior to the release of report cards, transcripts, or the issuance of diplomas. No deductions will be made for class absences and no diploma can be conferred until all debts to Charlotte Latin School are paid in full.

Tuition payments are generally due the 25th day of the appropriate month(s) as dictated by the tuition payment plan selection. The due date for any monthly bill is the date published on the bill; this date takes precedence over any due date published elsewhere.

CLS FAMILY EXPECTATIONS

Athletics Code of Conduct

As a community member at Charlotte Latin School we all commit to support the Mission of our Athletic Code of Conduct to include:

- Consistency with CLS' Core Values, Beliefs and the overarching purpose of educational athletics.
- Accountability to the highest standards of character, honesty and integrity.
- Treating contest officials, facility staff, opponents, and spectators with honor and respect, providing a model of fair play and sportsmanship.
- Maintaining a primary concern for the health, safety and personal welfare of each student-athlete.
- Practicing good sportsmanship at all times. This is the basic foundation of our athletic program and one that we take seriously. The media has given a great deal of attention lately to the poor conduct of parents/guardians, players, and fans at interscholastic and youth sporting events. Any such conduct by our students, parents, and fans will not be tolerated.
- Seeing and supporting the big picture. Interscholastic sports are an integral part of the student's educational growth and are not a training ground for professional or intercollegiate athletics. The coach is responsible for all of the children on the team and must strive to do what is best for all. While many Charlotte Latin students successfully compete beyond high school, all athletes are integral to the team. As Charlotte Latin does not offer any merit-based athletic scholarships, our success is incumbent on the engagement of a broad cross-section of players.
- Praising student-athletes in their attempt to improve themselves as students, athletes and individuals by recognizing/showing appreciation for outstanding play by either team.

Coaches

- Act in full accordance with CLS, CISAA, GCMSAA and NCISAA governing body rules.
- Honor all professional relationships with student-athletes, colleagues, officials, media representatives, and the public. Avoid conflicts of interest and exploitation of those relationships.
- Hold the student-athletes' education as foremost.
- Observe the rules and the intent behind them. Insist that student-athletes and teams under their direction do the same.
- Welcome opportunities to discuss student-athletes' development and success.
- Be responsible to return phone calls/emails within 24 hours and, when necessary, to plan and schedule meetings with players and their parents. This includes determining who should be present at a meeting (coach, player, parent(s), advisor, teacher... etc.)

Student-Athletes

- Be a role model of fair play/sportsmanship by observing the rules of the sport and the intent behind them. Refrain from disrespectful behavior (profanity, taunting, trash talking, and other forms of intimidation). Wish opponents "good luck" before a game and congratulate them in a sincere manner following victory or defeat.
- Be positive and compete with enthusiasm.
- Respect the judgment of officials even if you disagree.
- Accept and understand the seriousness of your responsibility and the privilege to represent CLS and your community.
- Be committed to the team and to giving one's best effort each day.
- Stay in contact with coaches and lead discussions regarding individual development, position assignments, coaches' expectations, and playing time. It is your responsibility to communicate with the coaching staff.
- Conduct yourself responsibly in all Internet activity. Know the pros and cons of social media use and understand that your content and your interactions (likes, retweets, follows) reflect on you individually and as a representative of your team/school.

Parents

- Be a positive role model through words and actions on and off the playing surface to make sure your child has the best athletic experience possible.
- Be respectful of officials' and coaches' decisions. Maintain composure on the sidelines.
- Be mindful of the appropriate timetable to raise questions with a coach. We advise waiting 24 hours after an athletic contest, not immediately following an athletic contest.
- Respect the chain of command when addressing a concern. In most cases the student-athlete should be the first point of contact with his/her coach. Players and parents should always contact the coach prior to the Athletic Director (AD), and the AD prior

to the Associate Headmaster or Division Head.

- Understand appropriate topics for discussion with coaches. Appropriate topics include: player's health and well-being, player development, concerns regarding child's behavior, enrichment opportunities (like camps, lessons, etc.) and coaches' expectations of child and team. Inappropriate topics include: Other student-athletes, playing time, placement on teams, and team strategy or play calling.
- Reinforce the School's drug and alcohol-free policies at all times, including end-of-season gatherings when adults and students are together.

Spectators

- Recognize and show appreciation for outstanding play by either team.
 - Remember that you are attending a contest to support and cheer for your team not jeer or denigrate your opponents.
 - Respect the judgment and integrity of contest officials, even if you disagree.
 - Show respect for opposing players, fans and coaches.
 - Refrain from all forms of harassment before, during or after games.
 - Be a positive role model through your own actions by praising student-athletes in their attempts to improve themselves.
- Participation in interscholastic athletics provides learning experiences for students.

Philanthropy

All CLS families are invited to support the Latin Fund each year, beginning during their entry year and continuing each subsequent year. Participation is vital, and all gifts make a difference. The role of the Development Office is to support the mission of the School by generating the philanthropic revenue needed to meet both operational and capital needs. The Development Team, the School leadership and volunteers work closely together to carry out our alumni and fundraising programs. Everything that is above ground on campus and a significant part of our operational budget rely on the generosity of the Charlotte Latin community. The Development Office serves as a resource for the School as a whole, and the team works with parents, alumni, grandparents and others to advance Charlotte Latin.

Parent-School Partnership

We look to everyone in the Latin community to uphold our Honor Code.

In the Parent-School Partnership, expectations include:

- Understanding that an effective partnership is characterized by clearly defined responsibilities, mutual respect, open communication, support of the Mission of the School, adherence to the Honor Code and a commitment to the Core Values.
- Communicating with each other in a timely manner.
- School communications include report cards, conferences, public forums, School news/events and information about individual student progress/difficulties including follow-up plans, support strategies and disciplinary actions.
- Parent communications include registering comments and concerns by communicating directly with the School and sharing any religious, cultural, medical or personal information the School may need to best serve their children.
- Modeling behavior based on the Honor Code and Core Values.
- The School will clearly define and communicate standards of behavior for all members of the Latin community.
- Parents and CLS Staff will model civility, integrity and good sportsmanship at School and all School-sponsored functions*.
- Both sides acknowledge that all members of our community are ambassadors of Charlotte Latin School, and understand that as ambassadors, words matter.
- Using direct person-to-person communications and treating one another with mutual respect, courtesy and dignity.
- Parents will address comments/concerns directly to the appropriate person at the School.
- The School will seek to answer/address comments and concerns through direct conversation with parents.
- When a question/concern arises for a parent, these are the steps to follow:
 1. Reach out to the appropriate teacher/advisor to schedule a conversation to address the issue/concern.
 2. The teacher/advisor and parent will work together to answer questions, reconcile and resolve differences.
 3. If no reconciliation or resolution is reached, involve the appropriate administrator.
- Being responsible stewards of the School.
- The School will exercise fiscal responsibility in all financial operations and fundraising activities.
- Parents will meet their financial responsibilities to the School in a timely manner, participate in School-wide fundraising as is appropriate for their family, and contact the Business Office promptly if financial concerns arise.
- Upholding and enforcing School rules and policies.
- The School will uphold and enforce rules and policies detailed in this *Family Handbook* in a fair, appropriate and equitable manner.
- Parents will support the School's rules and policies and obey the laws of North Carolina, including those which prohibit serving alcohol to anyone under 21 years of age.
- Parents will hold their children accountable for inappropriate behavior not in keeping with the Honor Code, Core Values and School policies and expectations.
- Respecting each other's privacy.
- The School will use its best efforts to ensure the families' right of privacy in all of its communications and School business.

- Parents will respect the privacy of all individuals connected with the School and will refrain from disseminating confidential information about the School, its students or its community members in any form. Parents will stress the importance of this practice with their children.

*If the School learns of behavior that does not seem to uphold our shared commitment to Honor Above All and the Honor Code, the administration will reach out for a conversation to determine an appropriate response to the behavior which may include reconciliation, resolution and/or reasonable consequences for the behavior.

SCHOOL COMMUNICATIONS

Charlotte Latin supports a public website for our external audience (charlottelatin.org) with access to MyLatin, an internal, password-protected section for CLS constituents.

MyLatin

MyLatin is intended for the exclusive use of the CLS community. Access to MyLatin is given to new CLS families each summer. If you have forgotten your user name or password, follow the link on the MyLatin Login page. All website content adheres to the letter and spirit of the CLS Mission and Honor Code. Under no circumstances is personal or unapproved commercial content to be posted on MyLatin. MyLatin is the primary place to look for school information. Log in to MyLatin from charlottelatin.org. You will find:

- Calendars
- News and Announcements - both all-school and department/grade specific
- Resources and electronic filing cabinets that hold the Family Handbook, publications, forms and policy documents
- Athletics information
- Photos
- Groups, e.g. classes, teams
- Classroom links to class pages, homework, tests and quizzes
- Links - to key information sites like Magnus Health and FLIK Dining
- Parent Resources including Parents' Council, Latin Arts and Booster Club
- Directories and Contact Information

You can set alerts for news and announcements, calendar and athletics on the website by clicking on any gold bell icon and the information will be pushed to your email or via text.

MyLatin App for iPhones and iPads

You can access an abbreviated version of the website from the MyLatin App. The app is free from the App Store. Tip: try a password keeper (like LastPass, 1Password or Dashline) that securely saves your username and password if you do not want to input it yourself each time you login.

Calendar

The simplest way to access any school-related calendars is from MyLatin.

Email

The School will email you time-sensitive and important information throughout the school year. Parents are requested to keep their contact information current via their profiles on MyLatin.

Emergency Notifications

The school will notify you via email, text and voicemail in case of an emergency. We will test the emergency system in the first two weeks of the school year and will provide information for you to change your notification preferences, if necessary. Emergency notifications include school delays and closings due to inclement weather.

Social Media

MyLatin is the primary channel for sharing school news and information. Social media is a secondary channel. If you want to make sure you don't miss any important school news, check MyLatin. If you'd like to see Latin from a slightly different perspective, connect with us via the following: Facebook, Twitter, Instagram, Vimeo, YouTube, and/or LinkedIn. Members of the Latin community are encouraged to follow school posts on these sites, and they may link to news on these sites from their personal social media accounts. You can also get a comprehensive look at Latin's social media presence on the home page of the website and via MyLatin.

Teacher Class Pages

In Middle and Upper School, teachers' class pages provide an overview of each class showing major assignments, quizzes and tests. Lower School classroom page formats vary by grade.

Wednesday Watch

Wednesday Watch envelopes provide a timely method of disseminating information to Latin's families. An envelope containing printed communications from the School is sent home periodically during the school year via the youngest student in each family. This information system eliminates the need for regular bulk mailings to the parent body and 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. Please make your student aware that the envelopes must go home and be delivered to you.

Welcome to the Week

Each Sunday morning you will receive the Welcome to the Week in your email. This communication gives you a heads-up about what is happening in the coming week. This is a macro-look at school events with links for additional information and related forms.

COMMUNICATIONS POLICIES

Responsible Use Policy (RUP)

CLS regularly reviews this policy in order to remain current in its technology practices. The most current policy is posted on MyLatin under the Technology button. Its principles apply to all members of the CLS community during the current School year.

The following core principles continue to guide technology use at CLS:

- Both School and personal technology are always to be used in ways that support the School's Core Values.
- The School's computers and iPads are to be used exclusively for educational purposes.
- Responsible use of technology entails, among other things, prioritizing academic work and a healthy School community over the many distractions available on personal devices.

Visual Image Policy

Photographs and videos of persons on campus or at school events should only be taken and shared when it is in good taste to do so and with respect for the School and members of the Charlotte Latin community. Inappropriate use of the visual image of someone in the CLS community is a serious issue. It may result in disciplinary action by the School or even legal action—by the School or by the person whose image was misused or misappropriated.

Visual images of CLS students, families and personnel at CLS-related events and/or campus facilities should not be sold, published, posted online or used for any purpose other than School-approved uses, or for approved personal use. Minor children should not be identified individually by name in visual images that are published or posted online without prior parental approval. Such images may only be shared on CLS-approved password-protected websites. This policy is not intended to restrict parents' use of visual images of their own children.

Professional Photography and Videography

To protect unauthorized use of the visual images of members of the CLS community and to ensure that Charlotte Latin School is in compliance with federal copyright laws, all photography and/or videotaping by professional photographers and videographers on the Charlotte Latin campus or at School-sponsored events must be contracted through the CLS Business Office or by the CLS Director of Marketing and Communications. A registration process will be required that includes proof of liability insurance, assurance that images will be posted only on School-approved websites, and usage and compensation terms. Approved contractors will be issued CLS identification badges that must be worn while the professional is working on campus or at a School event.

Social Media Policy

The Social Media Policy is written to guide the increasing use of these tools by all members of the Charlotte Latin School community. The following list details the School's official social media presence:

- Facebook: The School has three official Facebook accounts, the main Facebook page, the Athletics Facebook page (primary manager is the Sports Information Director) and the Alumni Facebook page (primary manager is the Director of Alumni Relations). These pages feature news and video stories about members of the Latin community.
- Twitter: This site features brief items of school news and links to relevant commentary about Latin, athletics, character education, teaching, Charlotte arts and culture, and family/parenting topics.
- Instagram: The School has two official Instagram accounts, the main Instagram account and the Athletics Instagram account. These accounts display photos that describe the Latin experience.
- Vimeo: All official school videos are posted on this site. Selected videos also may appear on the school website and social media channels.
- YouTube: The School maintains an official channel on YouTube where general interest videos are posted.
- LinkedIn: The School has a page on LinkedIn, a professional networking database. This page is maintained by the Alumni Office.

Social media can be a powerful way to communicate with others; it also can be disruptive and potentially harmful to individuals and groups. We ask that members of the community use social media with care, and act in accordance with the guidelines outlined.

Student, Faculty and Staff Social Media Accounts

The School respects the rights of students, faculty, and staff to engage in free and open communication of their personal information through the use of websites, blogs, Facebook, Twitter, LinkedIn, Vimeo and other forms of online discourse (“Personal Online Activities”). However, when these Personal Online Activities contain content that could be detrimental to the School, its faculty, or its students, they become an appropriate focus of the School’s Social Media Policy. Students, faculty and staff are personally responsible for the content of their Personal Online Activities, and must follow these guidelines:

1. Students, faculty, and staff may have personal social media accounts but need to be mindful of privacy settings. Because each and every student, faculty, and staff member represents the school, content posted on personal social media pages needs to be in good taste and reflect Honor Above All. Personal photos, especially, need to be filtered for appropriateness. Unless privacy settings are manually changed, each and every person needs to realize that his or her personal information can be accessed by anyone on the Internet. To change Facebook privacy settings, please visit Account > Privacy on your Facebook page. Charlotte Latin School recommends changing all settings to “Friends Only” to ensure privacy.
2. The content of Personal Online Activities may not contain:
 - a) any reference to confidential or privileged information or activities of School students or their families, whether by name or implication;
 - b) any reference to confidential School information;
 - c) any reference to School students, faculty, staff, administrators, or trustees whether by name or implication, that would in any manner defame such individuals;
 - d) any reference to confidential or privileged information or activities of School faculty, staff, administrators or trustees;
 - e) any unauthorized creation of a page or account for any other member of the Latin community;
 - f) any material that in the sole discretion of the School is considered obscene, defamatory, threatening, harassing, illegal, or abusive to any person or entity associated with the School;
 - g) photographs of classroom or student activities, unless explicit permission has been granted for this purpose (however, individuals may link to school photos on Latin’s official social media platforms and website).
3. Faculty, staff and administrators may not request or accept current students as “friends” on their personal social media accounts. Only upon graduation may faculty, staff and administrators request or accept alumni as “friends.”
4. If a faculty member or department wishes to create a Facebook page/group, an Instagram account, or another public site for school use, a request must be made through the Marketing and Communications Office.

Disciplinary Action for Inappropriate Material

Students, faculty and staff members represent Charlotte Latin School. All personal online activities posted on Latin’s pages need to comply with the Honor Code and the School’s Social Media Policy.

Charlotte Latin School reserves the right to monitor publicly posted material for compliance with this Social Media Policy. Students, faculty, and staff who violate this policy are subject to administrative disciplinary action leading up to and including expulsion or job termination. This Social Media Policy does not prohibit lawfully protected communications regarding an employee’s off-duty political, recreational, or other legally protected activities.

Use of Student and Faculty Material on Official Latin Sites

Content posted on any of Latin’s “official” sites is generated and monitored by the Marketing and Communications Office.

As stated in the enrollment contract, Charlotte Latin School is permitted to make use of photographic likeness, artistic, video, musical and written work of students and faculty members. NOTE: Public photos of current students will not include names for Lower and Middle School students unless the information is already in the public domain; Upper School students may be identified by name for stories about their achievements. “Tagging” of photos is disabled for albums containing photos of current students.

Specific questions about the policy may be directed to the Director of Marketing and Communications.

SAFETY AND SECURITY

Access Control Plan

Access Control has been installed at the Lower School, Middle School and several doors in the Beck Student Activities Center.

Cameras

Charlotte Latin has a robust camera system that provides coverage of the campus. This additional layer of safety and security is designed to provide valuable information to our faculty and staff. It is specifically a deterrent to potential threats (e.g. those intruders looking to harm students, faculty and staff, and those wishing to commit criminal acts, such as theft or vandalism on the campus).

Charlotte Latin School Photo Identification

Each member of the faculty and staff must wear his or her CLS photo identification badge at all times.

Definition of a Visitor

A visitor is anyone not assigned specifically to work at Charlotte Latin School. Exceptions shall be members of the Board of Trustees and any contractor conducting work on campus. Each contractor must be identifiable with a company identification or contractor identification obtained at the main reception desk in Fennebresque Hall.

Miscellaneous

- The CLS Director of Safety and Security monitors and secures areas that may be unsecure throughout the academic day. The CLS Director of Safety and Security routinely walks and inspects external access to the buildings, grounds and parking lots of Charlotte Latin School.
- The front entrance (Fennebresque Hall) is the preferred access point for parents, other members of the Charlotte Latin community and visitors.

Night and Weekend Security

Charlotte Latin School contracts with Walden Security, in order to meet our Security needs. The phone number is 704-578-0013. However, if you have safety and security concerns, please contact the CLS Directory of Safety and Security at 704-621-0313.

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 that may threaten the safety and security of themselves or others. Students who are aware of any kind of weapon on campus should report it immediately to a member of the CLS faculty or staff. Anyone in possession of an item resembling a weapon or a facsimile thereof, even if the item is not itself dangerous, will face administrative action.

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ATTENDANCE AND PARTICIPATION

Attendance

Please note that when a Lower School student is ill, it is not necessary for parents to call the office to report the absence. For planned absences, if a student must arrive late (i.e. doctor's appointment) or leave early, send a note or email to the teacher and an absentee form will be filled out and signed by the Assistant Head of Lower School. With the generous holidays during the school year, it is our hope that these types of absences will not be necessary.

Fall Conferences

Fall parent/teacher conferences will be communicated through Welcome to the Week, on the School Calendar and via Lower School classroom communications. It is difficult to accommodate requests for conference times to be scheduled around family travel plans; we ask that you not use conference days for family vacations.

Illness and Injury

If your child cannot participate in P.E. and playground due to illness or injury, please send a note/email to the Lower School Nurse. Students with casts, braces, stitches, crutches or concussions will not be allowed to participate in either physical education class or playground activities until a doctor's release, indicating **no restrictions**, is received by the nurse.

Make-up Work

Parents should help their children arrange a 'buddy' system with a Lower School sibling or Lower School student who lives close by so that one could pick up assignments and books when the other is absent. It is less frustrating for a child to get assignments while he or she is absent rather than try to make up several days' work at one time. It is the responsibility of the family of the absent child to contact the homework buddy of another family to pick up assignments. If a buddy is not available, assignments and books will be placed in the cubbies next to Lost and Found, across the hall from the counseling office. These will be available for pick up at 2:30 p.m.

Tardiness

A Latin student learns to be punctual. Occasional, unexpected circumstances may cause tardiness, but habitual late arrival at school is not permissible. Not only does it defeat the learning of punctuality, but also is disruptive to the child, teacher, and other children in the classroom. Parents will be called if tardiness becomes a serious concern. Students arriving after 8:10 a.m. will be considered tardy.

CAMPUS LIFE

Welcome Desk

The Lower School has a Welcome Desk, located at the main entrance of the building. Parent volunteers are on hand throughout the school day to assist people in signing in and out of school, provide directions to classrooms, receive phone messages, deliver items to classroom, etc. The Welcome Desk phone number is 704-815-2439. Calls will automatically be forwarded to the Lower School office when the Welcome Desk is not staffed.

Anytime parents come on campus, we ask that you check in at the Welcome Desk and get a visitor badge. If you need to pick your child up from school or drop off an item, check with the Lower School Welcome Desk or Lower School office.

Lower School exterior doors are locked during the school day. The doors that lead directly to the Welcome Desk attendant will be unlocked while those desk areas are managed.

Lower School Visitor Check-In (with photo identification)

1. All visitors must sign in via the Lobby Guard computer system located near the Welcome Desk in the main entrance lobby.
2. A photo identification must be presented to the Welcome Desk volunteer or a staff member for an unknown visitor who is 18 years of age or older.
3. The visitor's photo identification will be scanned and a record of the visitor will be generated by the computer's software.
4. Should the scanner/software package not be operating, the Welcome Desk volunteer or staff member shall make sure that the visitor signs in on a print log, which will contain the following information:
 - a. Visitor's full name
 - b. Individual or classroom being visited (person of contact)
 - c. Reason for the visit

Check-In (without photo identification)

All visitors without identification will report to the Lower School Office for assistance. They will not be able to access other areas of the building unless accompanied by a faculty or staff member.

Celebrations

Lower School has a long tradition of celebrating children's birthdays. **For both nutrition and food allergy reasons, however, parents may**

not provide treats for the entire class. At the beginning of the year, grade level teachers will share ways of how they will celebrate each child's birthday. As usual, parents are welcome to join their children for lunch on their special day. Students or parents may not distribute invitations to private parties at school unless all members of the class receive an invitation (or all boys/girls). In addition, gifts or party favors should not be brought to 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. Sometimes the School needs to make a subjective decision regarding the appropriateness of dress.** 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, holes in clothes, and no clothing that is excessively baggy, excessively tight, or bares the midriff)
2. **Footwear:** Socks and traditional athletic tennis shoes (no light up shoes) must be worn every day to ensure safety at P.E. and on the playground. For students in Grades 1-5, shoes must have hand-tied laces (no Velcro or elastic laces). TK and K students must wear sturdy, traditional athletic shoes with either hand-tied (not elastic) laces or secure Velcro strapping. **All students must have sturdy, athletic shoes in order to participate in P.E. and play on the playground.**
3. **Shirts:** Students must wear collared, crew, or v-neck shirts. Tank, thin strap, racer back, and off the shoulder shirts are not allowed. Jerseys, athletic tops and t-shirts with commercialized printing and writing (with the exception of a small pocket logo) are not allowed. Shirts with appliqués and monograms are allowed.
4. Jeans may be worn to school. Sweatsuits, sweatpants, windpants and athletic shorts are not allowed.
5. Hair must be clean and well groomed. For boys: eyes, earlobes and collar must be visible. Boys may not wear earrings.
6. Camouflage and tie-dye clothing are not allowed.
7. Students may not wear hats or other head coverings, other than those that are an expression of faith, during the school day.
8. **Girls TK-2:** Leggings/jeggings, capri pants, shorts, skorts, skirts and dresses are permitted.
9. **Girls 3-5:** Capri pants, pants, skorts, and shorts are permitted. Shorts must have a 5 inch inseam or longer. Skirts or dresses must be mid-thigh length or longer. Leggings/jeggings are permitted when worn with a skirt, dress, or tunic that is mid-thigh or longer.
10. **Boys:** Shirrtails are to be tucked in. Belts must be worn by boys in Grades 1-5 if belt loops are present. Elastic waist shorts (not athletic shorts) are also allowed.

All outerwear should be clearly labeled.

SOAR Days

2018-19 SOAR dates may be found on MyLatin on the Parent Portal, Lower School. On SOAR Days, Lower School students may dress more casually than what is normally allowed. Students have the freedom to choose what they would like to wear as long as the clothing is in good taste, in good repair, and follows the guidelines below.

What Students May Wear

T-shirts with appropriate logos (shirts do not have to be tucked in)

Shorts or pants without a belt

Team jerseys or athletic shorts

Note: Students must wear athletic shoes.

What Students May Not Wear

Short shorts

Backless dresses or tops

Spaghetti straps

Halter tops or midriff bearing tops

Hats

Face or hair paint

Field Trips

Field trips are planned to enhance the classroom learning experience and coordinate with each grade level's curriculum. Before the start of each school year, parents are asked to sign a form giving their child permission for off-campus field trips for the length of the school year. Parent permission is required in order for a child to go on a field trip. Your child's teacher will notify you prior to any off-campus event or trip. If there are any changes in your child's health information please update the Magnus Health Student Medical Record (SMR) prior to the trip. CLS buses are used for transportation whenever possible.

Home Football Games

Lower School students and their families are encouraged to support the Hawks at all athletic events. For home football games, we ask parents to be mindful of these expectations for our students:

- **Students in TK and K** should sit with or in the near vicinity of their parents.
- **Students in Grades 1-4** should either sit in the stands and watch the game or go to Belk Gym, which is supervised by Latin teachers. Free of charge, Belk Gym is open ten minutes before kick-off through the third quarter. Parents must sign their children in and out of the gym. If students are in the stands, parents need to know exactly where their children are and keep an eye on them.
- **Students in Grade 5** must be in the stands. We have reserved seating for Fifth Grade, and before the first home game we will escort students to the stadium and show them where their seats are located.

Please understand and help us enforce that Lower School students are not permitted to congregate and roam outside the stadium. Students are certainly free to go to the concession stands and restrooms on their own, but once they have done so they need to return to their seats. It is important for parents to know where their children are at all times. Please note several expectations of our students at football games:

- For their own safety as well as the safety and consideration of others, students should not run up and down the stairs or climb on the railings in the bleachers.
- Students may not enter the playing field during half-time.
- Students may not bring balls from home into the stadium.

Library

Library hours are 7:30 a.m. - 5:30 p.m. daily. If parents would like to use the Library in the afternoons for quiet study with their children, they are welcome to do so until the Library closes at 5:30 p.m. Lower School students are not permitted to be in the Library after school unless they are under the supervision of an adult.

Lost and Found

Lost and Found cabinets are located in the Lower School hallway across from the counseling office. It is helpful to have names in all clothing articles, especially jackets, sweatshirts and other outerwear as well as books and notebooks. Any item unclaimed at the end of each semester will be donated to a charitable organization.

Lunch

Students may bring their lunch from home or participate in the school lunch program provided by FLIK. You may access a monthly menu on MyLatin. A prepaid debit system is required for students in Lower School who purchase lunch by FLIK. Questions about food service can be addressed to FLIK at 704-846-7274.

Many of our parents enjoy coming to school from time to time to enjoy having lunch with their child, and we are delighted that you do. So that other students do not feel left out or excluded, when parents visit for lunch, we ask that they enjoy that time with their child only.

Pets

Pets are not allowed in the building or on the playground.

Snack

Students in Grades 1-5 should bring their own snack each day. We recommend a nutritious snack such as fruit, cheese, crackers and snack packs. **No foods that contain nut/nut products may be consumed in the classroom.** Snacks should not include candy or soft drinks. Chewing gum is not allowed in school.

Tote Bags

Students in Grades TK-2 are issued tote bags at the start of school and carry them daily. Students in Grades 1-3 use their own book bag or back pack to be stored on hooks in hallways outside their classroom door. (Rollerbags are not allowed.)

TRANSPORTATION

Bus Transportation

General questions about bus transportation should be directed to the Transportation Office at 704-846-7250. Lower School students are not permitted to use electronic or technological devices of any kind on bus rides to or from school. Students are also reminded that all playing cards and trading cards of any kind are not to be brought to school and need to stay at home. Students are encouraged to use this as an opportunity to engage one another in dialogue. Behavior on the bus should reflect the respect, courtesy, and civility that is expected in the classroom. Any issue regarding behavior on the bus should be directed to the Assistant Head of Lower School. 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 for play dates, swim lessons, birthday parties, etc.

Transportation Changes

If your child's routine transportation home changes, email the homeroom teacher and copy Doreen Fitzpatrick (dfitzpatrick@charlottelatin.org) in the Lower School office by noon. Including Doreen is a critical step in case the teacher is absent or is unavailable. After 12 p.m., parents should call the Welcome Desk (704-815-2439), and the parent volunteer will make sure your child's teacher receives the communication. **Under no circumstances can we take a child's word for a change in transportation.**

Transportation with Student Driver

For the safety of our children, we cannot allow Lower School students to walk through the student parking lots alone. In the mornings the older student should walk the younger student to the sculpture located just outside the Headmaster's office at Fennebresque Hall. In the afternoons the students should meet at the sculpture before proceeding to the student parking lot.

POLICIES AND PROCEDURES

Classroom Requests

Classroom placement for students is determined by a team comprised of the current grade-level teachers, the Counselor, the Learning Resources Director, the Assistant Head and the Head of Lower School. Our goal is to create balanced, heterogeneous classes. With such a variety of factors to consider, we cannot honor parent requests for a particular teacher. We ask that parents rely on the objective professional judgment of the placement team.

Communication

Each teacher has voicemail and email. To leave a message, call the Lower School office at 704-846-7203 and ask to be transferred to the teacher's voicemail. Messages, both voicemail and email, will be checked twice a day. In order for teachers to maximize time with students we ask that you limit emails that require detailed written responses from teachers. Telephone conversations and conferences allow for much better two-way conversation between parent and teacher.

Discipline

The goal of the School is to help each student develop self discipline. This includes learning from one's mistakes by taking responsibility for one's actions and moving forward. Each Charlotte Latin student is expected to demonstrate personal responsibility and respect for others, including showing consideration for others, demonstrating honesty, being invested in learning, and allowing others to learn and make a meaningful contribution to the School community. The circumstances of disciplinary problems vary; failure to meet these standards will be handled on an individual basis. Initially the School's response may involve only the student and teacher, but may also expand to include parents and, in serious or chronic cases, the Head of Lower School and or the Headmaster. Reenrollment may be withheld should behavior take away from the learning of others or if misbehavior is repetitive. In all matters involving personal discipline, cooperation and support from parents are essential to the achievement of satisfactory growth and positive citizenship.

STUDENT SERVICES

Learning Resources

If a student enrolls in the Learning Resources program for help during the school day, Learning Resources staff work with students individually or in small groups (when appropriate) to teach reading, writing, and math to help students gain basic skills and remediate weaknesses. In addition to remediation of academic weaknesses, Learning Resources teachers also work on organization, study skills and test taking strategies as students move into the intermediate grades (Grades 4-5).

Accommodations and Extended Time

Students with diagnosed learning disabilities and/or attention deficit disorder (ADD) may qualify for accommodations in the classroom and on standardized tests. Eligibility for accommodations is determined by a licensed clinical psychologist during a psychoeducational evaluation. Students must have a current evaluation (within three years) with an appropriate diagnosis and recommended accommodations in order to be considered for accommodations at school.

Typical accommodations offered at Charlotte Latin may include the following: preferential seating in the classroom (near front of the class or closer to the teacher), extended time (time and one/half or 50% more), testing in a separate setting, use of a computer for writing assignments and copies of notes from the teacher or peer.

These accommodations may be informally offered to students in the Lower School who are demonstrating difficulty with assignments or tests, and are consistently available to students who meet the criteria described above. Students in Grades 4-5 are offered extended time on the ERB annual achievement testing if they qualify based on current psychoeducational testing and parent consent.

Records Requests

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, parents needing to request school records at any time should direct their request to the Lower School office.

Report Cards

Lower School report cards go home three times a year: at fall conferences, late February and at the end of the school year.

SCHEDULES

School Day

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

It is important that students be in class and ready to begin by that time. Students are allowed to enter their classrooms at 7:55 a.m., and we encourage parents to get their children to school early to give them the opportunity to settle in, get focused and be ready for the day. Students arriving after 8:10 a.m. must sign in before reporting to class. The day ends at 1:30 p.m. for TK and Kindergarten, and for all others at 3:10 p.m. Any student leaving school early (for any reason) must have a parent sign him or her out in the notebook. In order to protect the integrity of the school day, we ask that you do not schedule after-school activities that would make it necessary for your child to be dismissed prior to 3:10 p.m.

Letter Day

The Lower School operates on an A-J Day rotating daily schedule. Those days are noted on the monthly lunch menu as well as the School Calendar.

Lower School Office Hours

The Lower School Office is open from 7:45 a.m. until 4:30 p.m.

Extended Day - Hawks' Club After School Program

Extended Day operates from 1:30 - 6:00 p.m. daily when school is in session as well as conference days, teacher workdays and early dismissal days. If space allows, there is a daily drop-in available. Contact Freya Hamilton, Director of the After-School Programs at fhamilton@charlottelatin.org preferably a day in advance, to inquire about using the drop-in service. The program is available for students in Transitional Kindergarten through Grade 5.

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ACADEMIC POLICIES AND PROCEDURES

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 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.

Course Changes

The course registration process in the spring of each year is comprehensive, and students are urged to use that time period and the counsel of teachers and advisors to ensure that the registration form contains a definite and final selection of desired courses.

Once the new academic year begins, a course change or withdrawal can be made only if it is determined by the School to be in the student’s best interest and not to be detrimental to other students or to the School as a whole. Any course changes will be made according to the procedures outlined below.

Any student who must pursue a change in course selection will first speak with the Assistant Head of Middle School. As no change in schedule will be made without written permission from a parent, the student may wish to bring a parental note when first approaching the Assistant Head.

Course changes/withdrawals must be made within the first three weeks of the school year (or of the second semester in the case of one-semester electives). The Head of Middle School may approve these changes if they are feasible in the master schedule and if they do not over- or under-enroll a class section.

Examinations

Students in Grades 7-8 take an end of year examination in math and world languages. More information about these assessments including dates, times and recommended study habits will be provided by the course instructor.

Grading Scale and Reports

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

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

Reports Cards will be distributed four times during the academic year: two in the first semester and two in the second. A Progress Report for each core academic course will be emailed home at least once each grading period. Parents should also expect an emailed narrative report from each core teacher at least once per year.

Honor Roll

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.

Incomplete Work

Students are responsible for making up any missed assignments. 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.

Test Days

In Grades 6-7, students can find all projects, tests and quizzes that are assigned by teachers on the calendar that is posted in a prominent location in the hallway. Eighth grade teachers follow the Upper School testing calendar, which may change from semester to semester.

ATTENDANCE AND PARTICIPATION

Absences

In all cases of absence or unexpected tardiness, parents must call, send in a note or email the Middle School office prior to 8:15 a.m. on the day of the absence. 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 a.m. Students should bring a note from home upon return to school.
- 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 to school.
- Religious holidays: students should bring a note from home at least one day prior to the holiday.

Lateness

Middle School students who arrive at school after 8:10 a.m. must sign in with the Middle School office before going to class.

Leaving Campus Early

Students must have permission from a parent or guardian to leave campus early. Parents must notify the Middle School office via email, note, or phone call for a student to be released by the school. Students that are excused from class must sign-out in the office before departure. Parents that need to pick-up a student without prior notification must sign the student out in the Middle School office.

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 office is also required unless the student is too ill to do so, in which case the School official will notify the office.

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 ALL 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).

Students Taking Upper School Classes

Students who are enrolled in Upper School classes are expected to attend classes whenever they are in session, including days when the Middle School is not in session (e.g.: Parent Conferences). All students should return to the Middle School building when an Upper School class is dismissed. Since the Upper School schedule differs slightly from the Middle School schedule, students who have free time should wait in the Middle School Foyer until Middle School classes are dismissed. Students should use the main entrance to re-enter the building and refrain from using their lockers until Middle School classes are dismissed.

Concussion Protocol

Return to Learn and Play Guidelines

Middle School Contact: Jean Asinger, Middle and Upper School Nurse

Athletics Contact: Tim Kelly, Athletic Trainer

- Reach out to your division contact as soon as you believe that you may have a concussion.
- Bring all paperwork (doctor, nurse, athletic trainer notes) to Contact once diagnosed.
- Contacts will communicate with your teachers, school coaches, athletic trainers and school nurses.
- Contacts or other designated person will create a half-day schedule when necessary.
- Once the doctor has cleared you, Contacts or other designated person will help you create a calendar for make-up work. (Most of the time you are allowed to make up one test or quiz a day until reevaluated yet again.)

We Can Best Help You Academically If You:

- Follow the doctor's orders to the letter! DO NOT change anything until re-assessed.
- DO NOT attend any after school practices or events (sports, music, theatre, etc.)
- Our intent is not to isolate. You need social interaction but in a controlled setting. Excitement, noise, etc. can hamper your recovery.
- DO NOT miss more class time for trips and other events.
- Rest in the nurse's office if you experience any symptoms. The nurse can help you decide if you need to go home or can return to class after a rest.
- Communicate with your teachers.

Gradual Return To Play (RTP) Protocol

- Once you are completely free of both documented clinical signs and symptoms at rest and classroom induced signs and symptoms (caused by cognitive stimulation such as reading, computer work, and schoolwork), and cleared by the physician the gradual

RTP progression may begin.

- The athletic training staff at Charlotte Latin School is responsible for monitoring the student through out the RTP Protocol.
- The RTP Protocol begins with light aerobic exercise designed only to increase you heart rate (e.g. stationary bicycle), then progresses to increasing heart rate with movement (e.g. running), then adds increased intensity and sport-specific movements requiring more levels of neuromuscular coordination and balance including non-contact drills and finally, full practice with controlled contact prior to final clearance to competition.
- After monitored completion of each stage without provocation/recurrence of signs and/or symptoms, the student is allowed to advance to the next stage of activity (unless otherwise dictated by physician). Each stage lasts at least 24 hours.
- If signs/symptoms occur with exercise, the student should stop and rest. Once free of signs/symptoms for 24 hours, the student returns to the previously completed stage of the protocol that was completed without recurrence of signs/symptoms and progresses forward in the protocol. It is important that the student pays careful attention to note any return of concussion signs/symptoms both during and/or in the minutes to hours after each stage and report those to the athletic training staff.
- If the student is unable to complete a stage twice without return of signs/symptoms, consultation with the licensed physician who has examined the student is advised.
- Physicians will have to formally clear the student for sports participation when the RTP Protocol is completed.

CAMPUS

Lockers and Student Property

Lockers will be assigned to students in the Middle School at the beginning of each year. Students are responsible for valuables left in their lockers. 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, please do not 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 backpacks in the lockers located in the Beck 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.

Middle School Exterior Door Access

The majority of the Middle School doors should be locked during the school day. The right door that leads directly to the foyer and office will be unlocked while the main desk is managed. All non-assigned personnel of CLS and visitors are required to enter the campus via the main reception area in Fennebresque Hall.

Middle School Visitor Check-In (with photo identification)

1. All visitors must sign in via the Lobby Guard computer system located in the MS office.
2. A photo identification must be obtained for an unknown visitor who is 18 years of age or older.
3. The visitor's photo identification will be scanned and a record of the visitor will be generated by the computer's software.
4. Should the scanner/software package not be operating, a Middle School office representative shall make sure that the visitor signs in on a print log, which will contain the following information:
 - a. Visitor's full name
 - b. Individual or classroom being visited (person of contact)
 - c. Reason for the visit

Middle School Visitor Check-In (without photo identification)

All visitors without identification will report to the Middle School office for assistance. They will not be able to access other areas of the building unless accompanied by a faculty or staff member.

Student Visitors

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 the Admissions Office or other departments may attend class. With a written request from a parent in advance for a specific day or special occasion, the school may grant permission for a student to have a guest on campus.

STUDENT LIFE

After Class Hours On Campus

Middle School students are not permitted to be on campus after school without the supervision of an adult, coach, parent or teacher. While we understand the desire to attend sporting events as spectators, they may only attend if they have adult supervision.

After-School Study Hall

Students who are unable to be picked up after school may go to the After-School Study Hall program for a small fee. Students attending study hall are required to sign in immediately after school. After signing in, students are given the option of purchasing a snack from Founders' Hall. While in attendance, all students are expected to do homework, study or read. All students are given an opportunity to go outside for a small break every 30 minutes. All students must sign out before leaving study hall.

Students taking the Activity Bus will be dismissed in time to make the 5:30 p.m. bus. All carpool students must be picked up no later than 6:00 p.m. Please contact the Middle School office if you have any questions about the after school study hall program.

Backpacks

Backpacks should be placed on locker hooks upon arrival to school. Backpacks are not to be brought to the classroom for safety and security reasons. Students who are enrolled in Upper School classes may choose to bring a backpack to class, but they must return the backpack to their locker hook when they return to the Middle School building.

Cell Phones

Cell Phones are not to be used during the school day. Students who bring phones to school should store them in a backpack or locker. All phones should be turned off or silenced during the school day. Students who need to use a cell phone to contact parents may ask a teacher for permission to use the phone in the Middle School office. During carpool, phone use should be limited to contacting parents about transportation arrangements.

Middle School Dances

The Middle School guidelines for dances are as follows:

- Parents are to drop off and pick up students at Carol Hall (Lower School gymnasium).
- Once inside, students may not go out unless they are leaving to go home.
- 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.
- Middle School Spirit Day Dress Code guidelines apply.
- Phones are discouraged. If brought, they may only be used on the covered porch outside the gym.
- No guests may be brought to the dances.

Due to the start time of the dance, students should not stay on campus after dismissal or an after-school activity prior to the time of the dance.

Dress Code

Middle School is an important stage of adolescent development when students seek to freely express themselves and push boundaries. While the Middle School administration recognizes and supports this desire for personal expression, it also believes that attire is a way to present oneself to the world. The administration also believes that what one wears in an academic setting should be more professional than what one wears at home. Additionally, our campus is open to parents and grandparents, alumni, prospective students and their families, potential donors, guest speakers, and members of the community. Appearance, therefore, matters.

Dressing appropriately for an educational setting reflects our values as individuals and as a community. In this spirit, Charlotte Latin School subscribes to the following dress guidelines for the Middle School:

1. Shorts, skirts, and dresses must be no shorter than mid-thigh.
2. Leggings, tights, yoga pants, pajamas, sweatpants, athletic shorts, jerseys and similar styles of clothing are not appropriate for the academic setting and shall not be worn to school. Leggings may be worn under skirts that are mid-thigh. Any shorts with elastic waistbands, including Patagonia shorts, are not permitted to be worn except on MS Spirit Days.
3. Boys must wear a collared shirt or a Latin t-shirt. Small logos are permitted.
4. Students are never permitted to wear clothing that is ripped, torn, or displaying any inappropriate images, language (for example, drugs, alcohol, tobacco, sexual innuendos, etc.). Students are asked to avoid attire containing politically divisive messages.
5. For safety reasons, students must wear shoes on campus at all times.
6. Head coverings including hats, other than those worn as an expression of faith, shall not be worn during the school day.
7. Tank tops are not permitted during school hours unless worn under a sweater, sweatshirt, etc.
8. Sweatshirts are permitted provided the writing/logo is appropriate. CLS sweatshirts are encouraged.

Middle School Spirit Days

Periodically, students will be given more, but not unlimited, freedom in choosing their attire. On these days, announced by the administration and in conjunction with Student Council, students must adhere to the following guidelines:

- T-shirts with appropriate logos (i.e. sports logos) are permitted.
- Athletic shorts, which include Patagonia shorts, are permitted provided the shorts are respectable in length.

On certain days throughout the year, the MS Student Council will announce Spirit Days with themes and dress guidelines that have been vetted by the administration. Students and faculty are encouraged to participate.

Frequently Asked Questions for Middle School Dress Guidelines

Are athletic shorts allowed?

Shorts with elastic waistbands, including Patagonia shorts, and similar attire are only permitted during MS Spirit Days. If worn on those days, athletic shorts must be modest in length.

Can students wear leggings, yoga pants (or that style of clothing) on campus?

No, CLS does not include this style of clothing as appropriate for a professional, learning environment unless worn under a skirt that is mid-thigh in length.

What does a faculty member do if he or she sees a student not adhering to the dress guidelines?

The teacher should speak to the student in a private setting and use the discussion as a learning moment. If time is not available or the situation is not comfortable, the faculty member should voice his or her concern with a member of the Middle School Administration.

Will there be consequences for students who do not adhere to the dress guidelines?

Yes. Students will be asked to change into appropriate attire loaned from the Middle School. Second and third offenses will warrant additional consequences as deemed appropriate by the school administration.

What are the rules for shorts?

It is difficult to mandate a certain length for shorts, so we ask that students exercise good judgment and refrain from wearing shorts that are too short. "Short-shorts" above mid-thigh are not consistent with our dress guidelines. Faculty and administrators reserve the right to determine when a student's shorts are inappropriate for an academic environment.

Are Latin team uniforms allowed to be worn during the school day?

Yes, if the team uniforms abides by the dress code guidelines above. If any part of the team uniform violates the above dress code, a different attire agreed upon by the team and coach (i.e. dress shirts and ties for boys basketball) may be worn.

PROCEDURES AND GUIDELINES OF 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.

As part of Middle School advisory activities in the beginning of the year, students write out the Honor Pledge and signs it. This is done after reviewing the material on honor, types of violations, skits, and other teachable moments. The pledges are collected in a book and given to the Head of School during the Middle School Honor assembly.

The Honor Council

The Middle School Honor Council is comprised of five Middle School faculty members with the Dean of Student Support serving as the chairperson.

Procedures for Reporting and Hearing Violations

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 Middle School, the student and the parents. During the first semester, sixth grade honor cases will be handled by the Head of Middle School and the appropriate teacher rather than the full Honor Council.

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 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 any situation where it deems best, the Council may require counseling for the student, either in-house or through an outside source. Subsequent honor violations will be communicated to the Headmaster and considered as grounds for dismissal from Charlotte Latin School.

STUDENT SERVICES

On-Campus Tutoring During School Hours

We believe that the great majority of academic problems can be addressed by student-teacher interaction, without recourse to a third party. 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. To foster such a philosophy and commitment, the following procedures have been established to guide parents and students in requesting on-campus tutoring:

1. If a student is struggling with organization, study skills, written expression, or a particular subject area, the student, advisor, parent or the subject-area teacher may request consideration for additional tutorial assistance for the student.
2. The subject-area teacher and/or advisor will meet with the Director of Learning Resources (or Middle School Learner Resource Teacher) and Head of Middle School to determine if on-campus tutoring is warranted and if an outside evaluation is needed.
3. After on-campus tutoring has been approved, the Head of Middle School or his designee will coordinate the time and place for tutoring to occur.
4. Tutors must be on Latin's approved tutorial list and have a recent background check through the Human Resource Office.
5. Tutors are to sign in at the Middle School Office and receive a visitor's badge when on campus.

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.

Learning Resources

The Middle School Learning Resources program is designed to offer the student curriculum support while implementing learning strategies designed around the individual student's profile. The program provides individualized and small group classes for students to develop skills in organization, time management, note taking, and test-taking. Sessions may also focus on reading comprehension, written expression and math computation or problem solving.

Accommodations and Extended Time

Students with diagnosed learning disabilities and/or attention deficit disorder (ADD) may qualify for accommodations in the classroom and on standardized tests. Eligibility for accommodations is determined by a licensed clinical psychologist during a psychoeducational evaluation. Students must have a current evaluation (within three years) with an appropriate diagnosis and recommended accommodations in order to be considered for accommodations at school.

Typical accommodations offered at Charlotte Latin may include the following: preferential seating in the classroom (near front of the class or closer to the teacher), extended time (time and one/half or 50% more), testing in a separate setting, use of a computer for writing assignments, and copies of notes from the teacher or peer.

In Middle School a 504 Educational Plan is created to document the appropriate accommodations for each school year based on recommendations in the psychoeducational evaluation (current within three years) and the needs of the student. Middle School students are offered extended time on the ERB annual achievement testing if extra time is included on their current 504 Educational Plan and extra time is used regularly in the classroom. Parents are given the option to choose regular or extended time on the ERB for their students with 504 Plans. Other testing accommodations must be recommended in the psychoeducational evaluation, used regularly in the classroom, and determined to be necessary by the Learning Resources staff.

Records Requests

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 Middle School, parents needing to request school records at any time should direct their request to the Middle School office.

SCHEDULES

MIDDLE SCHOOL DAILY SCHEDULE

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.

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. - 8:50 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.

TWO-HOUR DELAY SCHEDULE

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

DELAYED START DAYS (DUE TO FACULTY MEETINGS) SCHEDULE

Faculty Meeting	7:30-8:15 a.m.
Homeroom	8:25-8:30 a.m.
First	8:30-9:15 a.m.
Second	9:20-10:05 a.m.
Third	10:10-10:55 a.m.
Advisory/Lunch	10:55-11:50 a.m.
Fifth	11:55 a.m.-12:40 p.m.
Sixth	12:45-1:30 p.m.
Seventh	1:35-2:20 p.m.
Eighth	2:25-3:10 p.m.

Students taking Upper School classes should follow the Upper School delayed start schedule.

CHARLOTTE

LATIN

SCHOOL

ALL
SCHOOL

LOWER
SCHOOL

MIDDLE
SCHOOL

UPPER
SCHOOL

ACADEMIC POLICIES AND PROCEDURES

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 (Grade 9) / Mentors (Grades 10-11)

Each 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, one administrative assistant, two essay specialists and one full-time registrar. Each college counselor is responsible for advising one-third of each Upper School 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 significant individual advice as students develop their college lists and complete their applications.

The College Center staff members 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. Juniors and seniors are encouraged to take advantage of meeting with the college representatives who visit CLS each fall. A schedule of visits is posted on Family Connection accessible through the grade level College Center pages on MyLatin.

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 ninth 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; mid-semester grades are sent only if requested by the 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.

Course Load and Course Changes

All students in the Upper School must carry at least six courses each semester, four of which must be from four different academic areas (English, math, science, history, foreign language, academic electives). Students are encouraged to carry courses in five different academic areas each semester.

The course registration process in the spring of each year is comprehensive, and students are urged to use that time period and the counsel of teachers, advisors, college counselors, and, if necessary, the Head of Upper School to ensure that the registration form submitted in early April contains a definite and final selection of desired courses.

Once the new academic year begins, a course change or withdrawal can be made only if it is determined by the School to be in the student’s best interest and not to be detrimental to other students or to the School as a whole. Any course changes will be made according to the procedures outlined below.

Any student who must pursue a change in course selection will first speak with the Assistant Head of Upper School, the Dean of Students or the Registrar. As no change in schedule will be made without written permission from a parent, the student should also bring a parental note.

Non-academic Course Changes

Course changes/withdrawals involving only non-academic elective courses and/or the dropping of a seventh class (Grades 10-12) must be made in writing within the first three weeks of the school year (or of the second semester in the case of one-semester non-academic electives). Students will be asked to speak to and obtain written acknowledgment prior to the change from the teacher of the course they will be departing, whether they are dropping a seventh course or changing a non-academic elective. The Registrar may approve these changes if they are feasible in the master schedule and if they do not over- or under-enroll a class section (juniors and seniors should see the paragraph below headed “Course Changes and the College Admissions Process”).

Academic Course Changes: Process

Course changes involving academic courses are discouraged unless absolutely necessary. Approval of any such changes will balance the desirability of making a switch as early in the term as possible against the need to ensure that student and teacher have had the time to adjust to the course, establish a relationship which includes regularly scheduled help sessions, and seek a reasonable level of success in the course. Students may apply to the Registrar for academic schedule changes in accordance with the deadlines established below; after determining the feasibility of the requested change, the Registrar will provide a Course Change Request form. The request form will outline how the student's grade and transcript will be handled as well as any other details such as future progression in the subject/department.

At the time a student applies for a change and receives the Course Change Request form, he or she should make an appointment with his or her college counselor and the Head of Upper School or designee. The Course Change Request form must be signed by student and parent, the current teacher, the teacher whose course a student would join, the head of the department(s) involved, the student's advisor, and the student's college counselor prior to the Head of Upper School or designee. Upon considering the recommendations of the current teacher and the college counselor as well as the meeting with the student, the Head of Upper School or designee will make a determination concerning the course change.

Academic Course Changes: Deadlines

Students should give careful consideration to any request for a schedule change and seek the advice of teachers, advisors and college counselors as necessary before making application for a change in an academic course. That said, students should submit any such applications as soon as possible once they are sure they wish to make a change. Students who apply for an academic change no later than the end of the third week of school will have the original course dropped from the report card and transcript if the change is approved. For one-semester academic courses, this deadline is the end of the first full week of the semester. Students who apply after the third week of school but before the end of interim 1 will, if the change is approved, retain the original course on report card and transcript with the notation WP (withdraw/passing) or WF (withdraw/failing). For one-semester academic courses, this deadline is the end of the fourth week of the semester. This is the final deadline; schedule changes after the end of interim 1 (end of week four for one-semester academic courses) will be entertained only if extraordinary circumstances apply.

Course Changes and the College Admissions Process

All changes in academic courses, as noted above, will require a meeting with a college counselor. Juniors and seniors are advised to meet with their college counselors concerning any potential schedule change in order to understand fully the effect that the change may have on the college process. If a senior who has applied to college is then approved for a schedule 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 that has admitted him/her. The college counselor will work with the student throughout this process.

Grade Point System

Upper School courses taken while students are in Grades 9-12 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" below). Courses in art, theater, music, physical education, journalism and yearbook are not included in academic GPA calculations. Upper School courses taken by Middle School students (languages beyond Level 1, Upper School Math and Science) are included on the Upper School transcript but do not count toward graduation credits and are not part of the GPA calculations.

In the Upper School, all students receive Progress Reports twice each semester. Students who are performing below their abilities and/or below the teacher's expectations may receive written reports more frequently. Progress Report links will be sent by email 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.

Extensive information regarding the CLS curriculum, course placement and the registration process is updated annually in the *Upper School Course Catalogue*.

Grading Scale

The numerical score range that corresponds to the grading system of “A” through “F”, used in grades 9-12, is listed below. A score of 60 is passing.

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

In the Upper School, reports of grades will be given four times during the academic year: two in the first semester and two in the second as indicated on MyLatin Upper School calendar.

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. This calculation is made using grades earned in academic courses only, through the first semester of the year of 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.

Headmaster’s List

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-”. 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.

Junior Marshals

Juniors who have completed at least two full semesters at the School whose cumulative academic averages through the first semester of the junior year 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 exercises.

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-managed program.

To be inducted into the Service Society, a four-year student must perform 150 hours of service. Students who transfer into the 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. The majority of service hours 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 or she is a member.

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.

Valedictorian

The graduating senior who has completed at least four full semesters at Charlotte Latin School and whose cumulative CLS academic grade point average is the highest in the graduating class at the end of the senior year will be named Valedictorian of the class during Commencement exercises. Calculation of the cumulative academic average will be carried out to as many decimal places as necessary to determine the recipient of this honor.

Honors and Advanced Placement Courses

Admission into Honors and AP courses is selective and placement is based on Department Guidelines. 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 college credit. The AP exam is required of all students enrolled in an AP course and the College Board charges a fee for each AP exam. This fee will be billed to the student’s tuition account. Students must take and complete each AP exam that corresponds to their course enrollment. A student who engages in any type of misconduct during the exam, including but not limited to failing to take the exam seriously as reported by the proctor, may be subject to score cancellation by the College Board and may be subject either to a deduction from the final course grade or to an additional second semester exam in the subject that will figure into the final course grade. The Department Chair along with the Head of Upper 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. 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.

Incomplete Work

Students are responsible for making up any missed assignments. 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.

Observe and Serve

Each senior must meet a graduation requirement following the final day of classes in the spring by investing in a minimum of fifteen hours in an internship and/or community service. Failure to do so could result in serious consequences, including the withholding of the diploma, as there is no opportunity for make-up the day before Commencement.

Requirements for Graduation

A minimum of twenty-one credits in the Upper School is required for graduation. These units must include:

English	4 credits (must include Composition and American Literature)
Math	4 credits
Modern/Classical Languages	3 credits in same language (must be through the third level; 4 units encouraged)
Science	3 credits to include Conceptual Physics, Chemistry, and Biology
History	3 credits including World History I, World History II, and U.S. History
Physical Education	1 credit (no more than 2 units may be counted toward the 21 graduation credits)
Additional Electives	3 credits
Observe and Serve	

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.

The School will accept credits toward graduation requirements from another high school for a student who is enrolled at Charlotte Latin after Grade 9. Once a student is enrolled, only credits earned at Charlotte Latin count toward graduation requirements and for advancement with the Charlotte Latin curriculum.

Examinations

Two-hour examinations will be given at the end of second semester. Examinations are not scheduled in the non-academic subjects or semester courses. There will be no exams in English courses. Students should, however, expect substantial cumulative assessments at the end of each semester. Pending final approval from the teacher, a senior may be granted an exam exemption for spring semester if he or 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 Assistant Head of Upper School to make the necessary arrangements. Exams should be made up as early as possible during the first week of summer break.

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. Please refer to the calendar on MyLatin for a schedule. This schedule is not affected by school closings due to inclement weather, and Upper School students are advised to take all necessary study materials home when bad weather is forecast so they can be prepared for their next tests/projects.

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.

Upper School students have an assembly about the honor code and then Grade 9 students and any new student in Upper School come to the front of Thies Auditorium individually and sign their names. The list of names are then put in a bound book.

The Honor Council

The Upper School Honor Council is responsible for upholding the School's Honor System. The Council is comprised of eight voting members - four faculty members and four students. The Head of Upper School or his agent chairs the Honor Council, and the Assistant Head of Upper School serves as an ex officio member. In the absence of the Head of 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

(Note: the following is intended as a guide and is not meant to suggest that the Administration of the School cannot use discretion in addressing student concerns which may involve the Honor Code and Honor Council.)

A student or teacher who observes what he or she believes to be an honor violation may choose to inform the suspected offender and give him/her the opportunity to self-identify the concern to the Assistant Head of Upper School or to the Dean of Students. The action of self-identification is always appreciated as a demonstration of the intention to support the Honor Code, either when a student's conscience leads him/her to self-report or when approached by a teacher or fellow student as outlined above. These same parties, as well as other members of the Upper School community, have the option of reporting their concern directly to the Assistant Head of Upper School or Dean of Students. Students who are considering approaching or reporting a peer may also seek out the Dean of Students, the Assistant Head of Upper School, a coach, teacher, counselor, or Honor Council member for advice about how to proceed. The Head of Upper School or his agent will bring all cases to the attention of the Honor Council. A student under suspicion of a potential honor offense is invited to bring his/her advisor or a trusted teacher or coach to any Honor Council meeting which he or she has been required to attend. The Council will recommend to the Head of Upper School consequences in relation to its determination of a student's guilt or innocence. In very rare cases, the Head of Upper School may modify consequences or request that further investigation be conducted concerning the student's actions before the Honor Council makes a final recommendation. If a case is appealed beyond the office of the Head of Upper School, it can be done only after the process as outlined below. The ultimate resolution of all matters in appealed cases rests with the Headmaster.

Appealing a Verdict

A student may register an appeal to a decision of the Honor Council with the Head of Upper School 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.

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. See "College Counseling" for more information about reporting offenses to colleges.

In any situation where it deems best, the Council may require counseling for the student, either in-house or through an outside source. Subsequent honor violations will be considered as grounds for dismissal from Charlotte Latin.

ATTENDANCE

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 Charlotte Latin's student-teacher ratio, patterns of absence on major due dates become conspicuous and will be addressed appropriately.

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 ALL 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).

Attendance on School-Sponsored Trips

Students wishing to attend a School-sponsored trip must have on file a **Field Trip and Treatment Permission Form** signed by a parent or legal guardian. These forms can be found on the student's Magnus Health SMR.

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 interim of the school year. If, however, on the next regular, mid-point Progress Report of the new interim, 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 student 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 Upper School. 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.

Concussion Protocol

Return to Learn and Play Guidelines

Upper School Contact: Hunter Murphy, Upper School Dean of Students

Athletics Contact: Tim Kelly, Athletic Trainer

- Reach out to your division Contact as soon as you believe that you may have a concussion.
- Bring all paperwork (doctor, nurse, athletic trainer notes) to Contact once diagnosed.
- Contacts will communicate with your teachers, school coaches, athletic trainers and school nurses.
- Contacts or other designated person will create a half-day schedule when necessary.
- Once the doctor has cleared you, Contacts or other designated person will help you create a calendar for make-up work based on physician's written recommendations.

We Can Best Help You Academically If You:

- Follow the doctor's orders to the letter. **DO NOT** change anything until re-assessed.
- **DO NOT** attend any after school practices or events (sports, music, theater, etc.)
- Our intent is not to isolate. You need social interaction but in a controlled setting. Excitement, noise, etc. can hamper your recovery.
- **DO NOT** miss more class time for trips and other events.
- Rest in the nurse's office if you experience any symptoms. The nurse can help you decide if you need to go home or can return to class after a rest.
- Communicate with your teachers.

Gradual Return to Play (RTP) Protocol

- Once the student is completely free of documented clinical signs and symptoms both at rest and at work (signs and symptoms caused by cognitive stimulation such as reading, computer work and schoolwork), and has been cleared by the physician, the gradual RTP progression will begin.
- The athletic training staff at Charlotte Latin is responsible for monitoring the student throughout RTP.
- The RTP Protocol begins with light aerobic exercise designed only to increase your heart rate (e.g. stationary bicycle), then progresses to increasing heart rate with movement (e.g. running), then adds increased intensity and sport-specific movements requiring more levels of neuromuscular coordination and balance including non-contact drills and finally, full practice with controlled contact prior to final clearance to competition.
- After monitored completion of each stage without provocation/recurrence of signs and/or symptoms, the student is allowed to advance to the next stage of activity (unless otherwise dictated by physician). Each stage lasts at least 24 hours.
- If signs/symptoms occur with exercise, the student should stop and rest. Once free of signs/symptoms for 24 hours, the student returns to the previously completed stage of the protocol that was completed without recurrence of signs/symptoms

and progresses forward in the protocol. It is important that the student pays careful attention to note any return of concussion signs/symptoms both during and/or in the minutes to hours after each stage and report those to the athletic training staff.

- If the student is unable to complete a stage twice without return of signs/symptoms, consultation with the licensed physician who has examined the student is advised.
- Physicians will have to formally clear the student for sports participation when the RTP Protocol is completed.

Lateness

Upper School students who arrive at School after 8:05 a.m. must sign in with the Upper School office before going to class regardless of whether their absence is excused or unexcused. After the third unexcused tardy to school, Upper School students will be put on Early Arrival and must check in with the Dean of Students at 7:45 a.m. for one week. Repeated problems in this area will be addressed with increasingly stringent measures until the problem is corrected. Parents may assist the School with this by encouraging their students to allow ample time for traffic and parking.

Leaving Campus

Students who wish to leave campus (except on School-sponsored trips or emergencies) must have a written note from a parent signed first by an appropriate 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 Upper School office as the student is signing out. Without advance notice from home, the student may not leave.

Students who leave school without appropriate administrative clearance prior to the event are subject to Unexcused Absences and penalties which attach thereto.

Students who are ill and wish to leave school during the day must first go to the 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 Upper School 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 or school personnel. Written parental permission, which identifies the 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.

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 limit.

Excused Absences – Full Make-up Privileges

In all cases of absence or unexpected tardiness, parents of students in Grades 9-12 must either submit an attendance report on MyLatin (Upper School Parent Portal) or call the Attendance Hotline (704-846-7276) prior to 8:15 a.m. on the day of the absence. For liability reasons, the Upper School cannot accept emails from parents to report absences or to 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 a.m. or report on MyLatin; students should bring a note from home upon return to school.
- 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 to school.
- 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 Upper School office. 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 may use holiday time, e.g. Spring Break, to schedule visits and avoid missing school unnecessarily.

- A reasonable number of absences for participation in special events: an absentee form is required in advance.
- Two Family Days a year: students must bring a signed note from home in advance of the absence.
- Upper School students are strongly discouraged from using Family Days or special event days during examination period, remembering that exams may not be taken ahead of the designated day unless two or more courses are taken in a single academic department. Under no circumstances will any exam be given prior to the first day of the exam period. Exam grades for those who choose to take such planned absences may 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). Any absences on the day prior to a No Homework holiday will rescind the No Homework Policy so that students must be prepared to submit any and all missed work the day they return to school. The only exception to this will be with a doctor's note.

Unexcused Absences from class – No Modified Make-up Privileges for Graded Work Due or Done

Following are the definitions for unexcused absences:

- Unexcused absence: any absence that fits the guidelines above for an excused absence but for which the proper procedure was not followed.
- 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 a suspension will have no modified make-up privileges, will receive grades of F 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 Code.

PARTICIPATION

Activities and Sports

Observation of the following guidelines will promote 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 his or her 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, to re-enter that game only 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.
- 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), and for signing out in the Upper School office.

*The guidelines above are in effect with *sportsmanship* violations only and not rules violations, e.g. 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 group of faculty 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 and their guests are expected to behave in accordance with CLS rules.
- Students may not bring non-CLS guests unless they have submitted a signed guest request form in advance.

CAMPUS LIFE

Students who wish to study may use the Library, a designated classroom, Founders' Hall, or outdoors. Students who wish to socialize may use Founders' Hall or outdoors. 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, but they should never block hallways and should respond quickly and courteously by providing a wide path for guests as well as teachers and other students who need to pass. At all times, students should show others, and particularly adults, the courtesy of recognizing their presence formally with a nod and a greeting. 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, gyms, the Auditorium and wooded areas of campus are examples of off-limits areas.

Cell Phones

We realize that in a dynamic landscape of technology our procedures will evolve over time. We want to sensitize, not desensitize, our students to issues of environment. We want them to have a strong sense of occasion and to be able to make distinctions of appropriateness in all areas of their lives. To enter into the use of technology sensitive to and mindful of the idea that actions suited to one occasion and place may not be transferable to others seems helpful for making our students discerning and thoughtful leaders in the future.

From this we can see that the rules concerning usage in Founders' Hall assert our commitment to community with each other and yet also recognize the value and, at times, necessity of our students' having access to their phones. Founders' Hall serves as both a student commons and as a dining hall. When students are in this space daily during times other than lunch, namely their free periods, activity period, and before and after school, they may, of course, use their phones for access to information. When it is time for us to sit down together for a meal, the goal of honoring community by addressing it face-to-face trumps these considerations, and yet not without recourse. A student whose need to use his/her phone is so compelling as to interrupt conversations with others can quite easily excuse him or herself from the table and go to an agreed upon place, namely the porch along the front of Founders' Hall, to conduct business. The conducting of remote business and the seeking of remote entertainment have no place at a civilized lunch table, and we are working as hard as we can each year to move from lunch time as a mere caloric intake/fueling opportunity to something which brings us into deeper relationships.

Last, we continue to insist that students have their phones in silent mode within class, because their legitimate application within a classroom is easily signaled, and exclusively signaled, by the teacher. The converse of this is that illegitimate usage is also thus clearly identifiable.

The firm policy against students' usage of their phones as phones can be altered by a teacher along lines mentioned above for the Library for limited, designated purposes, which are occasional. All such non-designated usage is to be immediately reported to the Dean of Students, where a range of consequences, including seizure and return only to a parent, is at her discretion. To the extent that a student's need to use a telephone as such during the school day should be extraordinary, there is a greater likelihood that it could be connected to some family or life event about which we need to know in the office. To have students continue to place their calls from our office gives us a normal and natural way to observe situations which may require intervention by a counselor or other person who can help a student through a difficult time and save families from awkwardness.

Dress Code

Students not in compliance with the Dress Code are subject to after-school detention. Repeated violations will result in a more serious disciplinary response. All dress at Charlotte Latin should be appropriate, modest and in good taste. The same pride that permeates the wearing of athletic uniforms should also be exhibited during the school day.

The following specific rules are in effect:

All

- 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 tight.
- CLS t-shirts are permitted. Non-CLS t-shirts are not permitted.
- Infractions of the Dress Code can result in consequences ranging from after-school detention to suspension from school, with accompanying grading penalties for the unexcused absence.

Girls

- Girls may wear shorts, but with an inseam of at least 5". Spandex wear and tight shorts are not acceptable. Skirts and dresses must follow similar guidelines.
- No athletic wear will be permitted in classes during the school day.
- All tops must have sleeves or straps measuring at least 2". No strapless, one shoulder, or racer back tops are permitted, even if worn under a sweater or jacket.
- Undergarments must not be visible. Tops that show cleavage or midriffs are not allowed.
- Girls may not wear hats, caps, or other head coverings anywhere on campus during the school day, nor inside buildings at any time, unless it is as an expression of faith.

- Each student should groom herself carefully. There are to be no extremes of hair coloring. Girls may wear earrings, but other piercing adornments in evidence are prohibited.

Boys

- Boys are encouraged to tuck their shirttails into their pants.
- Boys must wear appropriate belts.
- Athletic outer garments such as gym shorts, jerseys and sweat pants are not permitted.
- Cargo pants, long or short, are not allowed.
- Boys must be clean shaven. Sideburns must not extend past the earlobe.
- Earrings and other piercing adornments in evidence are prohibited for boys.
- Boys may not wear hats, caps, or other head coverings, other than yarmulkes as an expression of faith, anywhere on campus during the school day, nor inside buildings at any time.
- Each student should groom himself carefully. Hair should be neat and clean and cut to a length that is off the collar and above the eyebrows. No headbands. No extremes of hair coloring.
- Infractions of the Dress Code can result in consequences ranging from after-school detention to suspension from school, with accompanying grading penalties for the unexcused absence.

Exceptions to the Dress Code for Upper School Students:

- Relaxed Dress: T-shirts and sweatshirts with college and professional team insignia are permitted in addition to CLS t-shirts. Any writing is limited to the team name or logo.
- Special Occasion Dress - Girls: Girls are to wear dresses, skirts, or nice slacks that are in accordance with the current Dress Code. No jeans, shorts, or tennis shoes are to be worn.
- Special Occasion Dress - Boys: Dress trousers or khakis, long-sleeve shirts, tucked, with button at wrist, and tasteful ties must be worn. Footwear should be appropriate for a dress occasion. No tennis shoes, sandals, etc.
- Off-Campus Dress: The general rule for any off-campus occasion in which one's participation represents the School is "as nice or even nicer than during the school day." Team dress will be prescribed by coaches and sponsors.

Lockers and Student Property

Lockers will be assigned to students at the beginning of each year. The School is not responsible for any items lost or taken at school. We strongly discourage students from bringing unnecessary valuables or excess money to School. Students are responsible for valuables left in their lockers and may use locks if they wish. 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. The CLS magnets belong to the School and must remain on lockers. Parents, please do not 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 backpacks in the lockers located in the Beck 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. Regardless of whether or not a student uses his or her locker to store items, students are responsible for checking their lockers daily for notes. Faculty and staff use locker notes for communicating with students. Personal items left in hallways or walkways that impede the flow of traffic may be moved or confiscated.

Lost and Found

The Upper School Lost and Found is located in the 300 Hall and SAC. All personal items brought from home including calculators, iPads, clothing, books, lunch bags, and sports gear should be marked with the owner's name. Any item unclaimed or removed from a locker/hall hook after Locker Clean Out at the end of each semester will be donated to a charitable organization.

Students who have misplaced electronic devices should check with the Student Help Desk located outside the Library as these valuable items will not be kept in Lost and Found.

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. 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 display a parking permit. 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 or other appropriate Upper School administrator. 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 Visitors

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 the Admissions Office 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 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 school may grant permission for a student to have a guest on campus.

STUDENT SERVICES

On-Campus Tutoring During School Hours

We believe that the great majority of academic problems can be addressed by student-teacher interaction, without recourse to a third party. 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. To foster such a philosophy and commitment, the following procedures have been established to guide parents and students in requesting on-campus tutoring:

1. The student must be functioning at an average "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 Learning Resources and then approved by the Head of Upper School before scheduling with an on-campus tutor can be coordinated.
5. Tutors must check in at the front desk and receive a Visitor's Badge each time they are on campus.

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.

Learning Resources

If an Upper School student enrolls in the Learning Resources program for help during the school day, the program becomes more of a consultative and coaching model. Learning Resources staff work individually with students on executive functioning skills (i.e. organization, time management, study strategies) and support students with the Upper School curriculum through classroom assignments. Students are encouraged to develop self-awareness and advocacy skills to communicate their needs to classroom teachers. The goal is for students to take more responsibility and become independent learners.

Accommodations and Extended Time

Students with diagnosed learning disabilities and/or attention deficit disorder (ADD) may qualify for accommodations in the classroom and on standardized tests. Eligibility for accommodations is determined by a licensed clinical psychologist during a psychoeducational evaluation. Students must have a current evaluation (within three years) with an appropriate diagnosis and recommended accommodations in order to be considered for accommodations at school.

Typical accommodations offered at Charlotte Latin may include the following: preferential seating in the classroom (near front of the class or closer to the teacher), extended time (time and one-half or 50% more), testing in a separate setting, use of a computer for writing assignments, and copies of notes from the teacher or peer.

In Upper School a 504 Educational Plan is created to document appropriate accommodations each school year based on recommendations in the psychoeducational evaluation (current within three years) and the needs of the student. Students who qualify for extended time or testing in a separate setting are expected to request these accommodations from teachers at the beginning of a test or quiz.

The College Board and ACT allow accommodations during their standardized tests (PSAT, SAT, ACT and AP) after an application is approved. Both organizations require that the accommodations requested: 1) are consistent with the recommendations on a current psychoeducational evaluation (generally within 3 years); and 2) follow the accommodations used regularly during classes (as stated on a 504 Plan) for a minimum of four months prior to application. Ultimately, the College Board and ACT are looking for accommodations that fit a student's diagnosis and that a student uses regularly in the classroom setting.

The application to the College Board is different from the ACT and must be submitted separately by the Director of Learning

Resources. Applications generally take 6-7 weeks for approval. Additional information about this approval process can be obtained by contacting the Director of Learning Resources.

Records Requests

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 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 paperwork associated with those applications to the Upper School office. The Registrar, in concert with the Head of Upper School, 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 the case of electronic applications, students and families must notify the Upper School office when beginning the process to allow for the same tracking of materials submitted. Whether application materials are paper or electronic, it is the student's 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. Any other record requests from Upper School parents and students may be submitted in writing directly to the Registrar's office.

SCHEDULES

UPPER SCHOOL DAILY SCHEDULE

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 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.

TWO-HOUR DELAY SCHEDULE

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

DELAYED START SCHEDULE FOR FACULTY MEETINGS

Period	Time
First	8:35 a.m. - 9:20 a.m.
Second	9:25 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	2:20 p.m. - 3:10 p.m.

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