

The Country Day Elementary School Family Handbook 2018-2019



*Compassion over Judgment,
Curiosity over Fear*

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****Note:** The writing of our school’s handbook is an iterative process. When changes are made, the community will be made aware immediately.

The Panther Way

The Panther Way is the Elementary School's Code of Behavior.

Respect Yourself

Respect Others

Respect Our School Environment

The Panther Way values embody the characteristics CDS hopes to develop in students.

These values are:

*Cooperation, Kindness, Respect, Responsibility, Courtesy, Empathy,
Integrity, Courage, and Reflection*

An understanding of these values supports the Panther Way connecting to the expectations of how we care for ourselves, others and the world around us. They are explicitly taught across the curriculum. Students are expected to demonstrate the principles of the Panther Way in all areas of the school, during their ride to and from school on the bus, on field trips and when representing the school at events.

Respecting yourself, respecting others, and respecting our school environment are demonstrated through a variety of activities, including service learning and sustainability practices.

Welcome to CDS!

Dear CDS Families,

It is a pleasure to welcome you and your family to the Country Day School, Costa Rica and to the Elementary House. We are a loving, caring, family oriented group of educators who are dedicated to being lifelong learners and help children do the same. Our mission is to inspire a passion for learning and provide children with the skills, values, and courage to become responsible leaders in their communities and the world. Paramount in achieving this mission is our standards-based curriculum, which provides students the platform to develop creative, innovative, critical thinking habits in becoming 21st century learners.

Our highly trained, professional staff is committed to teaching the whole child. We have professionals in music, art, technology, language, and physical education to enhance our already rich curriculum. The CDS elementary student support team (counselor, ELD and learning support specialists) pride themselves on working collaboratively with team teachers to help all students learn and access curriculum, no matter their learning needs.

The CDS campus was inaugurated in August of 2016 and boasts one of the most technologically advanced campuses in the Region. The new campus was purpose built to have every space be a learning space. Teachers open their classroom walls completely to extend learning outside into hallways, and green spaces. All academic areas are encased in glass to create a transparent school community where learning and inquiry are champion.

CDS Elementary also prides itself on our relationship with families. A strong school/family connection is essential in the education of young children. All parents are members of our Parent Association and Many families help plan school events such as the Fun Run, CDS family picnic, Halloween celebrations, UN Day, literacy activities, and most recently, our CDS International Fair. It is through this stout connection to our families that we are able to be so successful educating young learners.

We look forward to working collaboratively with you all to have a wonderful school year. Please do not hesitate to contact us with any questions.

The CDS Elementary Administration, Faculty, and Staff.

2018-2019 Calendar

First Semester August-December 2018

Wednesday, August 1	Administrators, Principals and Counselors Return
Monday, August 6	First Day for New Teachers
Monday, August 13	First Day for All Teachers
Wednesday, August 15	Mother's' Day (CR) Holiday-School closed-
Friday, August 17	New Families and Students Orientation Day
Monday, August 20	First Day of School for All Students
Friday, October 12	Día de las Culturas (CR) Holiday-No classes-
Friday, October 19	End of the First Quarter (44 days)
Wednesday, October 31	No classes for EC/ES/MS Students-Parent/Teacher Conferences
	Half Day (8:00am-12:00md) for High School Students
Th-Fri, November 22-23	Thanksgiving (US) Holiday-No classes-
Friday, December 14	End of Second Quarter (37 days)
	Half Day for All Students - Mid-Year Vacation

Second Semester January-June 2019

Monday, January 7	School Offices Open
Tuesday, January 8	Principals and Administrators Return
Thursday, January 10	Teachers Return – Professional Days
Friday, January 11	New Families and Students Orientation Day
Monday, January 14	First Day of School - Second Semester begins
Monday, February 18	Presidents' Day (US) Holiday -No classes-
Friday, March 15	End of Third Quarter (44 days)
Wednesday, March 20	No classes for EC/ES/MS students Parent/Teacher Conferences
	Full day of school for HS Students
Thursday, April 11	Dia de Juan Santamaria (CR) Holiday-School closed-
Friday, April 12	No classes for EC/ES/MS/HS Students
Monday, April 15 to Friday 19	Easter Week (Semana Santa-CR)-School closed-
Wednesday, May 1	Dia del Trabajador (CR) Holiday-School closed-
Saturday, June 8	HS Graduation 53rd Commencement Exercises-Class of 2019
Thursday, June 13	End of Fourth Quarter (55 days)
	Half Day for All Students - Last day of School
Friday, June 14	Last day for Teachers-Half Day-

2018-2019 Big Events!

August 13 - First day for teachers
August 15 - Mother's Day - School Closed
August 17 - New Family Orientation
August 20 - First day of school
September 3 - Early Childhood & Elementary After School Activities Start
September 14 - Elementary Independence Day Celebrations ~ 8:15-9:15 am
September 29 - CDS Family Picnic ~ 10 am - 1 pm
October 12 - Dia de las Culturas - School Closed
October 19 - End First Quarter
October 24 - EC/ES UN Day Celebration ` 8:15 -9:30 am
October 27 - EC & ES Halloween Family Night ~ 5:30-7:30
October 31 - ES Student Led Conferences
November 21 - Family Thanksgiving Lunch
November 22-23 - Thanksgiving Holiday - No School
December 6,7 Grade 5 trip to Tirimbina (tentative date)
December 6 - Early Childhood & Elementary After School Activities end
December 13- ES Holiday Concert
December 14 - EC & ES Holiday Gift Parade~8:15 - 9:30 am; ½ day for students
December 15 - January 13 - Winter Holidays
January 14 - First day of Second Semester
January 28 - Early Childhood & Elementary After School Activities Start
February 1 - World Read Aloud Day
February 18 - Presidents Day - No School
February 23 - CDS Family Fun Run
February 27 - Pink Shirt Day
March 20 - ES Student Led Conferences
April 6 - CDS International Fair ~ 10 am - 3 pm
April 9,10,11 - Grade 4 La Campina
April 11 - Dia de Juan Santamaria - School Closed
April 12 - No School for Students
April 15 - 19 - Semana Santa - School Closed
April 22 - Earth Day Celebration
April 1-5 - ES Book Week
May 1 - Dia del Trabajador - School Closed
May 17 - ES/EC Celebration of Learning
May 30 - Early Childhood & Elementary After School Activities end
June 6 - ES/EC Field Day
June 12 - ES Grade 5 Move up Ceremony
June 13 - ½ day dismissal for all students - last day of school!

Monthly Events

<p align="center">ES Big Family Meetings CDS Theatre 8:00-9:00</p>	<p align="center">Coffee with Principals: 8:15-9:15 Pavilion or LRC</p>
<p>August 27 September 10, 24 October 8, 22 November 5, 19 December 3 January 14, 28 February 11, 25 March 11, 25 April 8, 22 May 6, 20 June 3</p>	<p>September 6 October 4 November 1 January 17 February 7 March 7 April 4 May 2</p>

ES Values/Themes for Big Family Meetings

Cooperation, Integrity, Empathy, Courtesy, Respect, Reflection, Kindness, Courage, Responsibility

Elementary School Contact Information

Office Numbers

Country Day School telephone 2289-0919 Elementary Office Extension 2214

Administrative Team

Director: Scott Adams

Early Childhood Principal: Keitsa Brisson

Elementary School Principal: Jack Young

Middle School Principal: James Tucker

High School Principal: Jose Luis Menendez

Admissions Coordinator: María F. Cardona

Business Manager: Dora Sevilla

Transportation Coordinator: Alvaro Zamora

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Office Staff Email Information

Maria Laura Hernandez (ES Counselor)

Karen Fernandez (ES Office Manager)

Nayuribe Villalobos (ES Office Assistant)

Martha Bello (Nurse)

Marie Franklin (EC/ES Curriculum Coordinator)

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Amie Knott (1B)

Paola Chavarria (1C)

Catalina Castro (2A)

Camille Perera (2B)

Carolina Kelso (2C)

Lori Pent (2D)

Laura Fernandez (3A)

Amy Matt (3B)

Kerry Shanahan (3C)

Mariana Montealegre (4A)

Kylie Ramirez (4B)

Ysabel Ortiz (4C)

Katie Dickson (5A)

Ana Patricia Quintana (5B)

Monique Russell (5C)

Shannon Sweetman (5D)

Karla Moya (Learning Support)

Silvia Hernandez (Learning Support)

Luisana Montealegre (Learning Support)

Amy Cohen (ELD)

Mariana Cardona (ELD)

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Mission Statement

Country Day School, a U.S. -accredited college preparatory school serving an international community, inspires a passion for learning and provides children with the skills, values, and courage to become responsible leaders in their communities and the world.

Belief Statements:

The educators at Country School Day believe that:

- Everyone does learn, albeit at different rates and in different ways.
- Educating children is the shared responsibility of the school, student, family, and the broader community.
- A safe environment supports curiosity, risk-taking, the sharing of ideas and sense of belonging.
- Students learn most effectively when provided opportunities for exploration, critical thinking, collaboration, and problem-solving within authentic situations.
- Achieving personal and academic excellence requires perseverance, courage, dedication, and striving for high standards.
- Effective leadership is derived out of passion, purpose, collaboration and service to community.
- Deliberate development of character and attitude is an essential part of our school's culture and curriculum.
- Positive decision-making enhances emotional, mental, physical and social health and wellbeing.
- Professional growth occurs through dedicated time, collaboration, training, reflection, evaluation, and best practices.
- A learning community is strengthened by diversity and a willingness to improve.

Profile of a Graduate

The Profile of Graduates provides the answer to the following question: When our students at Country Day School have completed our entire educational program and have had the benefit of the services and activities provided by the school and its community:

- What do we expect them to know?
- What do we expect them to be able to do with what they know?
- What qualities or characteristics do we want them to demonstrate?

Take a moment to go through what we work towards as a school community, not only as the end for our graduates, but throughout all grades as a daily aspiration and yearly goal.

Our Country Day School students demonstrate a strong academic foundation in the following areas:

- Thinking and communicating mathematically and scientifically
- Knowledge and inquiry processes that allow informed decision-making for the public good as citizens of an interdependent world
- Coherent oral and written expression in both English and Spanish, including listening, and speaking
- Responsible, safe, and effective use of technology for education and personal satisfaction
- Literacy in the areas of print and electronic media
- Organizational skills, study habits and effective time management
- Analytical and critical reading of a wide range of texts

Our Country Day School students are able to utilize the following thinking skills:

- Specific elements of critical thinking such as discerning purpose, asking questions, challenging assumptions, and recognizing implications and point of view,
- Problem solving which includes defining a problem, considering solutions, and making right decisions, both independently and as a team member
- Innovative thinking that allows creative ideas to become reality
- Curiosity as demonstrated by a desire to explore, generate questions, and seek answers
- Self-awareness as shown through reflection and understanding about own learning styles, behavior, personality, and perspectives

Our Country Day School students are able to actively and meaningfully contribute in various communities by:

- Working both independently and collaboratively
- Actively building community locally nationally, and globally
- Courageously showing empathy and compassion to others
- Demonstrating respect for people of different backgrounds, including ethnicity, learning differences, country of origin, race, nationality, sexual orientation, gender, or beliefs
- Respecting and caring for our planet through active stewardship

Our Country Day School students exhibit the following personal qualities:

- Integrity through adherence to moral and ethical principles
- Accountability by accepting responsibility for his or her own actions
- Leadership as shown through self-discipline, communication and organizational skills, and initiative
- Adaptability as shown through adjustment to new environments, challenges, and conditions
- Commitment to wellness as shown through making good choices that enhance emotional and physical health

History of Country Day School

Country Day School was founded in 1963 as a private coeducational American curriculum school, similar to U.S. college preparatory independent schools. The school grew from an initial 18 students to its present enrollment of more than 800 students, representing over forty nationalities from four continents. After more than 30 years in the San José suburb of Escazú, we now occupy our amazing new campus in San Rafael de Alajuela. CDS has always been a proprietary school, owned and operated since 1975 by the Woodson Brown family.

Country Day School is recognized throughout Costa Rica and Central America for its level of consistent excellence in academics. We employ and retain excellent teachers and educational leaders. At many levels, Country Day students consistently outscore and outperform their peers from the United States, and are well prepared academically for the next grade level if they return to the United States or move to another international school.

Country Day School is accredited by the Middle States Association of Colleges and Schools of the United States, and the Ministerio de Educación Pública (MEP) of Costa Rica. We are also a member of the Association of American Schools of Central America (AASCA). For more information, you may access our web site at <http://www.cds.ed.cr> Up-to-date information about events is available at

<http://www.facebook.com/pages/The-Country-Day-School/125342077524706>

Houses of Country Day School

Country Day School consists of four “Houses”: Early Childhood (EC): Pre-Kinder - Preparatory; Elementary School (ES) grades 1-4, Middle School (MS) grades 5-8; and High School (HS) grades 9-12. Each house has its own principal and administrative staff. The school day begins at 8:00 a.m. and ends at 3:00 or 3:10 p.m., depending on which house your child is in. If you wish to visit, please feel free to call for an appointment. We need to have time to dedicate to each visitor, applicant and family.

Standards-Based Reporting

In order to get the most accurate measure of student progress towards grade level performance expectations CDS elementary uses a standards based reporting system. Students are measured on a four point scale in relation to where they are regarding mastery of a chosen academic standard. Our curriculum standards are the U.S. Common Core Standards. The grade scale is as follows:

4	Mastery
3	Proficient
2	Approaching
1	Beginner

Promotion/ Retention

Current education research shows that most often retention does not benefit a child. The entire Elementary staff will do everything possible to ensure your that child is not only successful academically; but that he/she also shows appropriate development and growth socially, emotionally, and physically. However, when the teacher feels that a child is not ready for the next grade, a team meeting will be held with the child’s teacher, the counselor, the Learning Center specialists, the principal, and the child’s parents. The child’s best interest will always be of foremost concern. **Country Day School reserves the right to make the final decision regarding student placement, promotion and retention.**

Attendance

The school has a responsibility to know where every student is every day. We keep careful attendance records. It is expected that all students attend school each day except in cases of illness or special circumstances that are pre-arranged with the teacher and principal. The school appreciates that parents call or send an email to explain an absence. We want to spend as much time with your child as possible, so please schedule doctor and dental appointments after school. It is also very important that each child arrive on time for school. It is the parent's responsibility to help teach his child the importance of arriving on time. Children often find it difficult to enter the classroom late. Our teachers are ready to greet your children at 7:45 a.m. **The Country Day School reserves the right to use attendance records in promotion/ retention/ continued admission decisions.**

Parent/Teacher/ Student Conferences

For the first time, CDS elementary will be implementing Parent/ Teacher/ Student conferences, otherwise known as student led conferences. The purpose of this change is to put students in the driver's seat of their parent-teacher conferences creates opportunities for reflection, engagement, and agency. We invest time in training not only our teachers but our students in this valuable process and are looking forward to sharing with you.

Spanish Language Program

Our Spanish classes in the elementary school are divided into 5 sections. Three sections of Spanish as a Second Language (SSL) and two Native track levels. All students must take a placement exam to determine which level is the best fit for them. The breakdown of our Spanish program is as follows:

Native Spanish Speakers

This track is based heavily on the curriculum provided from the Costa Rican Ministry of Education (MEP). From first grade, we begin with literacy and in grade two we move into grammar, writing, and spelling. The teachers infuse their instruction with oral presentations, and book reports in all grade levels. The materials used in class are from all genres of literature and help to form the reading and comprehension abilities of each student.

Spanish as a Second Language or SSL

SSL is divided into 3 classes: beginners, intermediate & advanced. The SSL classes promote learning through the four skills: Listening, Speaking, Reading & Writing.

Beginners: The main objective of the beginner's class is to focus on using Spanish to communicate orally both in the classroom and out of the classroom. Students will be presented with new vocabulary everyday. Games, role-plays, readings, videos, computer programs such as; Voice Thread and songs will be part of our support material.

By the end of the Beginner level, your child will be able to:

- Recognize words, and simple phrases related to my family, my school, my house and myself.
- Communicate in Spanish using basic oral communication skills that will allow them to partake in simple conversations
- Write simple sentences, and respond to questions in Spanish using personal information like: name, age, nationality, etc.

Intermediate: Intermediate SSL expands on the skills of the Beginner's program. Students' Spanish vocabulary skills are broadened in each project, game, reading & writing text. The use of correct grammar will become more important at this level. During their oral practice, you will see how fluent there are becoming.

By the end of the Intermediate level your child will be able to:

- Understand longer speeches, and conversations
- Comprehend Spanish in T.V. shows, and movies.
- Improve reading comprehension
- Be part of spontaneous conversations
- Obtain better vocabulary skills
- Write short texts that are clear, and have a good grammar structure.

Advanced: In advanced beginner Spanish class, students use the Spanish skills obtained in the past classes. When students come to this class they can speak, comprehend, write and read in the target language (Spanish). In this class, they all will become proficient Spanish speakers. As a part of their program, they will read advanced Spanish books. They will be working on their creative writing, using grammar rules at the native-speaker level.

By the end of the Advanced level your child will be able to:

- Understand any kind of conversation, be it a one on one conversation or a T.V. show
- Take part in a conversation, using common Costa Rican phrases
- Describe objects, people, animals or situations using lots of details, and precise vocabulary
- Write texts that are clear and use correct style and grammar
- Summarize texts
- Read according to their age and level

Admissions Policy

Admission to Country Day School requires review of transcripts or any other information from previous school years, a placement test, and an interview. Vaccine and health records, a photograph, and a copy of the passport must be attached to the completed application form. In order to reserve a space, it is important to apply before May for the following August.

Parent Involvement

Parents play an essential role in the life of Country Day School. An excellent school community needs and expects the involvement of its parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty, and staff. When joined by a common set of beliefs and purposes, the school and its parents form a powerful team with far-reaching positive effects on children and the entire school community. Not only are parents advocates for their children, they also support the faculty and administration through volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook. By enrolling their child in Country Day School, parents agree to subscribe to the school's mission, follow its rules, and abide by its decisions. Trust and mutual respect are essential underpinnings of effective working relationships with parents.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty, and respect. Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. In most cases, parental concerns should be directed first to the classroom teacher and then to the principal if necessary.

CDS Parent's Association

All parents of CDS students are members of the Parent Association. The purpose and mission of the CDS Parent Association is

- To foster communication, participation, and a feeling of community among parents in support of the programs and activities of CDS.
- To provide support and assistance for school activities, such as student led community service, recognition of faculty and staff members, and spirit building activities.

- To provide parent input to the PA Executive Committee, the administration and the faculty on matters of importance to the parents and students.

All parents are encouraged to become active in the Parent Association by attending house meetings and volunteering to help with parent sponsored activities. We have a monthly Principal/Parent Meeting (first Thursday of the month) which is open to all CDS elementary school parents and is an opportunity to share ideas and questions with Mr. Young and other parents. For more information, access the Parent Association web site at <http://parents.cds.ed.cr/>.

Parents and all staff members are issued school identification cards and should be prepared to show them to security personnel each time they enter the CDS campus. Visitors must sign in at the entrance.

Family-Teacher Communication

Frequent and quality communication between school and home is one of the key factors of a child's success here at CDS. Our Elementary staff knows this and will regularly communicate with families via email, scheduled conferences/ meetings, or our school provided digital platform, MyCDS. School events, student growth, as well as class information will all be provided through the MyCDS web service. A Weekly newsletter called, *The Panther Press*, will also be sent home via email and contain photos, news and announcements pertinent to the elementary community.

The best and most efficient way to communicate with CDS Elementary Administration, Faculty, and Staff is via their school provided email. The email address format is `firstname_lastname@cds.ed.cr` (ex. `jack_young@cds.ed.cr`)

Appointments

Please feel free to make an appointment with your child's teacher at any time by calling the Elementary School office secretary or emailing the teacher directly. We ask that you **do not arrive unannounced for a conference**, as it benefits the student, parent, and the child to have adequate time to prepare for it.

Classroom Placement

At Country Day School, each student will be provided an appropriate program of studies designed to inspire a passion for learning and an opportunity to acquire skills, instill values and develop courage. Consequently, classrooms are balanced according to a multitude of factors and are created by the grade level team of the child's current year, the principal, counselor and, if needed, learning support team.

We encourage any parent who wishes to request a particular learning environment for his or her child to do so; information from parents is often valuable in adding to the School's observations and expertise. The only type of request accepted by CDS is one that describes a particular type of learning environment based on a student's specific needs. Requests that include a specific teacher's name will not be considered. Parent input must be done so in writing to Mr. Young by the middle of May of the previous school year.

While we can not honor all requests, we do assure that all of the information sent by parents will receive full consideration as part of the classroom placement process. This policy provides for fair and equal treatment for all concerned. The practice of honoring an individual parent request for a specific teacher is not condoned, as it could deny equal educational opportunity to some personnel and to some students. Requests identifying a teacher's name will be returned to the requestor.

**All placement concerns must be brought up before the academic year begins. No classroom placement requests will be entertained once classes are in session.

Behavioral Expectations

Everyone within the CDS Elementary community is expected to follow the *Panther Way*, our school code of behavior. The fundamental principle of our code is respect. Students, teachers, and administrators are all expected to be respectful of themselves, be respectful of others, and be respectful to our school environment. Our community will not tolerate actions which are rude, disrespectful or dishonest. Good habits build strong character.

The classroom teachers use developmentally appropriate practices when guiding a child's behavior. Helping children gain self-regulation skills is one of the most important parts of the early childhood years and our teachers treat each child with kindness and firmness. We are consistent in our behavioral expectations. In the Elementary School we practice *"logical consequences."* That is the idea is for a consequence to be related to the child's behavior and act as a solution for any challenging situation. For example, if a child spills something, he/she must help clean it up. By having the consequence directly related to the act, the child will begin to understand cause-effect relationship. On occasion a child will be sent to the principal or counselor when further guidance is needed. Parents will be kept up to date on your child's progress and any concerns that the school may have.

Electronic Devices in the Elementary School

All necessary electronic devices for optimal performance here in the Elementary School are provided by the school. ***NO STUDENT SHOULD HAVE ANY PERSONAL ELECTRONIC DEVICES WITH THEM AT ANY TIME.***

CDS Student Uniform Guide

As announced in the letter from our General Director on June 5, 2018, there will be changes in the uniform for the 2018-2019 school year. However, the uniforms will be phased in over a two-year period. Students can continue wearing the current uniform through the 2019-2020 school year.

	EARLY CHILDHOOD	ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
POLO SHIRT (May also wear regular CDS large red logo t-shirt or sleeveless CDS shirt)	Gray polo shirt with red trim and collar and red CDS embroidered logo. May wear sleeveless polo	Grey polo shirt with green trim and CDS embroidered logo	Grey polo shirt with blue/ single stripe trim (MS) or blue/single burgundy stripe trim (HS) and embroidered burgundy CDS logo. *Special shirts for 8 th and 12 th grades are ordered in spring of prior year.	
PANTS	Red shorts, skorts or sweatpants with CDS logo.	Pants must be straight, loose-fitting, worn at the waist. No lycra, jeggings, leather, jeans, cargo or fatigue-style pants. No denim or denim-like fabric. Color: navy blue		
SHORTS/ CAPRIS/ SKIRTS	For boys: Bermuda-style (walking shorts) only. No shorts shorter than three inches above the knee. Color: RED For girls: Capri/cropped pants (extending below the knees). No denim. Color: RED Skorts and shorts allowed for girls in elementary school only. Color: RED	For boys: Bermuda-style (walking shorts) only. No shorts shorter than three inches above the knee. Color: navy blue For girls: Capri/cropped pants (extending below the knees). No denim. Color: navy blue Skorts and shorts allowed for girls in elementary school only. Color: Navy Blue		
SHOES	Shoes or sneakers. Minimal additional color is allowed. Colors: navy blue, red, black, grey or white.			
SOCKS	Socks must be worn. Colors: navy blue, black, white or grey.			
P.E. UNIFORM	White t-shirt with large CDS logo on front of t-shirt (or other CDS event t-shirts) with red CDS shorts, sweatpants, or leggings. Socks and sneakers.		White t-shirt with large CDS logo on front of t-shirt (or other CDS event t-shirts). Shorts must be CDS logo or CDS athletic team shorts. Socks and sneakers.	
OUTERWEAR	Outerwear must be plain (small, discreet logo allowed). Colors: navy blue, black, grey, red and white	Outerwear must be plain (small, discreet logo allowed). Colors: navy blue, black, grey and white. CDS athletic team outerwear permitted.		
NOTE:				
<ul style="list-style-type: none"> • Hats may not be worn inside buildings. • Jewelry and personal embellishments must be discreet and not present a distraction to the learning environment. • No fad or unnaturally colored hair styles are permitted. Hair must be well-groomed neat. 				

**All uniforms may be purchased at the CDS school store. Please contact the elementary office if you have any questions or concerns.

Emergency, Security, & Safety Procedures

Parents and all staff members are issued school identification cards and should be prepared to show them to security personnel each time they enter the CDS campus. Visitors must sign in at the entrance.

Because the school is responsible for student safety and wellbeing, Country Day School students must remain on campus during the school day, including after-school activities. If, however, the student must leave the campus for an appointment or other valid reason, parents or other designated adult, need to stop by the office to pick up the Student Release Form that should be given to the guards on the way out of school.

Emergency Procedures

Emergency preparedness is our most important ally, and at school we run regular drills so that students will know exactly what to do in case of an emergency. At home, parents should talk with their children beforehand about what to expect should an emergency occur. Reassure them that they are doing their part by remaining at the school and following the instructions of their teachers, and that you or one of your designated alternates will pick them up as soon as possible. Information about emergency/evacuation procedures are posted on the website. The information below is given as a quick reference.

Our school has a public address system. The signal for an emergency drill is a continuous bell or a siren. Students and teachers evacuate the buildings quickly, calmly and quietly proceed to their designated areas. Students should remain with their teachers throughout the emergency drill. At the conclusion of the drill, the sounding of a long bell will signal the orderly return to classes.

Everyone should keep in mind that instructions for grouping or for location may vary, depending on the emergency.

Evacuation Plan

In the event of a major fire or earthquake, emergency information in both English and Spanish will be broadcast on Radio Monumental (93.5 on the FM dial or 670 on the AM dial) or TV Channel 7. Do not call the school, as phone lines must be kept open for calls related to the emergency. If phones are not working, the school may not be able to contact the media. In that case, you must make your own decision about whether to come to the school or not. Should evacuation of the school be deemed necessary, parents must pick up their children since bus transportation will not be available. In order to reduce traffic jams, only one-way traffic will be allowed on the road inside the gates. Please follow the instructions of the guards and teachers directing traffic, so that evacuation flows as smoothly as possible.

Emergency Consent Forms

Country Day provides a consent form for parents to designate an alternate person to pick up their children in case of an emergency. Such designated drivers should keep this form in their cars at all times. In an emergency, they will be allowed to pick up your children only if they give the consent form to the teacher in charge.

Medical Emergency

In the event of injury to a student, the school will render first aid as necessary and will notify the parent immediately. CDS is covered by Emergencias Medicas for ambulance service, and they would be immediately notified if the child needed to be transported to the hospital. A student is never sent alone; he or she is always accompanied by the nurse, teacher, or principal.

Accident Insurance

All students enrolled at Country Day are insured against accident and injury 24 hours per day, year round. The policy covers medical expenses incurred from an accident. Claim forms, as well as more information, are available in the Business Office, for reimbursement of expenses incurred for medical treatment.

Safeguarding Students

Country Day School has worked diligently to be on the forefront of Child Protection amongst schools in our region. In the 2015-2016 school year, the school organized a Child Protection Task Force charged with the task of establishing a comprehensive Child Protection Policy that is in congruence with international standards. As the policy was completed, the Task Force evolved into our current *Child Protection Team* charged with upholding, maintaining and reviewing our policy.

The Child Protection Team is comprised of the general director, the four principals, the four counselors, the Director of Learning, and a representative from the Human Resources Department.

A significant component of the Country Day School Child Protection Policy is a developmentally appropriate child safety curriculum for all age levels, as well as a parent education component.

Please take a few minutes to review the full [Child Protection Policy](#).

Student Services

Food Service

Children need to bring a snack each day from home. Due to short time constraints during morning snack, elementary students may not go to the cafeteria to buy snacks. We want to help the children develop the habit of healthy eating, so please send a nutritious snack. Gum, candy, and soda are NOT allowed. For safety reasons, we cannot allow breakable containers on campus. Please see the Country Day School Nutrition Policy for specific rules & guidelines.

The following foods are not allowed:

- * gum or candy

- * NO BEVERAGES OF ANY KINDS ARE ALLOWED IN THE ES
 - o We have water filling stations that students may use to refill personal water containers.
- * We also ask that you avoid processed snacks (packaged cookies or chips, etc.)

The school menu is published monthly. There is an app available for the CDS menu. Find it here [CDS Menu App](#)

Hot and cold lunches, including a variety of drinks, desserts, and a vegetarian menu are available each day in the school dining hall. Monday thru Friday elementary students who are buying lunches may only choose from the “plato fuerte” option. This is a typical Costa Rican casado with rice, beans, salad, vegetable. On Friday’s students may order pizza and a drink of their choice if parents allow. Each child needs to have an account in the Business Office. Students may also bring lunch from home. The dining hall has several microwaves for heating food. The teacher and/or assistant will help your child with his/her lunch if needed and will encourage the child to eat what is sent. Please let us know of any special circumstances (such as allergies) as well as your expectations.

Food Allergies

Please note that it is the parent’s responsibility to notify all members of Elementary staff (classroom teacher, assistant, nurse, and principal) of any food or other serious allergies. If there is a food allergy in your child’s class, we ask that students not share food for the safety of all student health.

Going Green

In keeping with our CDS Profile of the Graduate that states that our students are able to actively and meaningfully contribute in various communities by respecting and caring for our planet through active stewardship, the middle school has several initiatives designed to reduce waste and to support reducing and recycling.

- All Elementary students are expected to obtain and regularly use a reusable water bottle.
- These may be brought from home already filled with water or may be filled at school in one of the purified water dispensers.
- All clean used paper products in the Elementary school must be recycled. Recycling bins and boxes are located in the classrooms, hallways, and office.

Health Services

Country Day offers the full-time services of a registered nurse, whose office is located in the student center. The nurse will not administer medicine to any student, unless permission is given by the parents. If a student develops a fever or otherwise becomes ill at school, the parents will be called immediately to come and pick up the student. Please do not send your

child to school if she/he has a fever is vomiting, has diarrhea, conjunctivitis, head lice, or any contagious virus or disease.

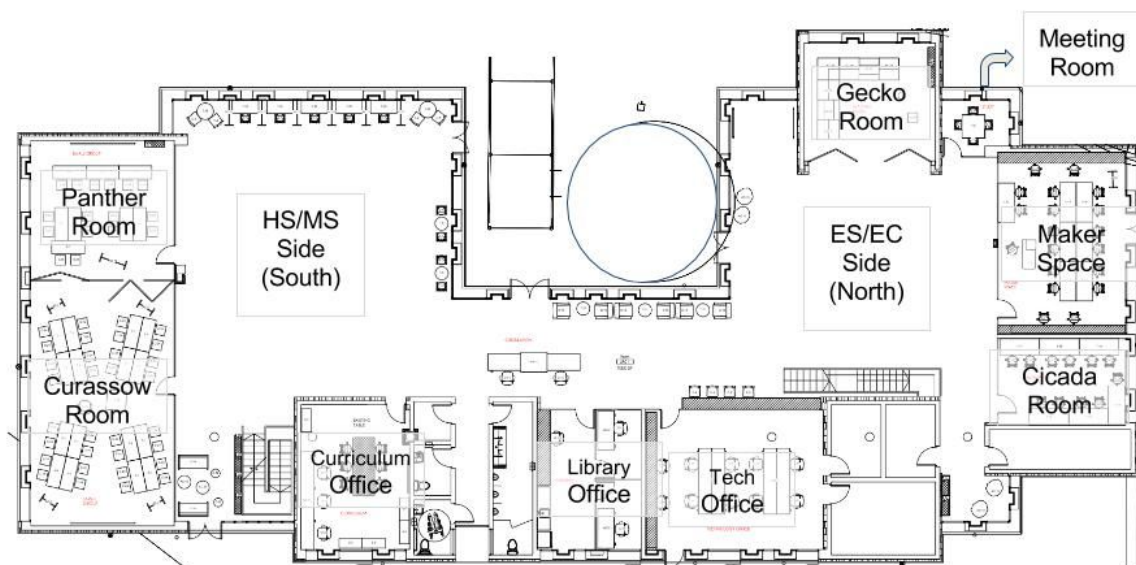
Another component of this policy is that medicine may not be sent in with children to be administered during school without a written authorization. Written authorization must be provided from the parent and/or doctor including the dosage, timing, and purpose of the medication. All medication must be stored in the nurse's office and administered by the nurse.

General Library Policies and Information

Mission Statement

The Country Day School Libraries provide diverse collections reflective of a global community that will empower patrons to effectively access and evaluate resources while gaining confidence and independence through using critical thinking as well as engage students to enjoy reading.

Library Spaces



The library has different spaces that can be used for activities that have no other logical meeting space. Staff and CDS parent community members may reserve some of these spaces on a first-come, first served basis. To make reservations please email lrc_reservation@cds.ed.cr.

Curassow Room - Large reservable lecture room good for meetings with 20+ people or class lecture/research.

Panther Room - Small reservable lecture room good for meetings with 10-20 people or class lecture/research.

Lego Corner - a space for students to build, create and explore using legos

Gecko Room - reading room for the ES and EC students with multi-colored furniture

MakerSpace - multipurpose room for instruction, imagination and creation

Cicada Room - multi-purpose instruction room for ES and MS

Crow's Nest - leveled readers for choosing just right books with their teachers; work tables for independent work space

Meeting Room - quiet room for studying, recording voice threads, or audio for a movie

Patron Information

Checkout Policies:

Student policies:

Books

Check-out period is for two weeks.

- Prep children can check out 1 book at a time.
- Students in grade 1-3 may check out 2 books at a time.
- Students in grades 4-5 may check out 3 books at a time.
- Students in grades 6-7 may check out 5 books at a time.
- Students in grades 8-12 may check out a maximum of 10 book at a time.
- Parents are encouraged to check out up to 10 books for each of their children.
- Parent check out times are everyday from 7:30 to 9:00 and 2:00 to 4:00 Monday - Thursday.

Magazines

Current issues are overnight.

Bound & back issues are the same as books.

Equipment

Computers/Laptops: The LRC has 3 MacBook Air and 20 Dell laptops available for checkout to students and faculty. Laptops are offered on a first-come first-served basis. Student use of school laptops is subject to the terms of the Responsible Use Policy. The chargers will **not** be included as all available laptops should be fully charged when handed over to be checked out.

Only High School students and faculty members are allowed to check out the MacBook Air laptops. Students in grades 5-8 will be given Dell laptops. Middle School students need a signed note from their teacher giving them permission to check out a laptop from the LRC.

Patrons must sign their name and the number of the laptop they're borrowing in the check-out sheet that's on the circulation desk. Only one laptop can be checked out per person. All computers must be returned to the LRC by the end of the day that it was checked out. The computers are to remain on campus and should not be taken home.

Failure to follow these policies will result in loss of privilege for future checkouts. Students will receive up to **three** strikes with varying consequences for each day the laptop is not returned.

1. If the laptop is kept overnight, the student will get one strike and a verbal warning.
2. If the student keeps the laptop a second time, they will get a second strike and a notice will be sent out to them and respective principal. Additionally, MacBooks will be disabled remotely, and High School students will be limited to Dell laptops for future check-outs.
3. If the student fails to return the laptop a third time, they will lose the privilege to check out **any** laptops for the remainder of the school year.

High school students assume full responsibility in case the laptop is damaged or lost.

TI Calculators: Students may check them out by semester. The fine policy is the same as books. If one is lost, the student has to replace it.

Renewals

Students and/or parents need to bring the book in to renew their books.

Holds

Students can log in to their library account and place holds on books. When the book on hold comes in, students will be emailed that the book is in.

Lost/Overdue Books

Fines for overdue books are 25 colones a day per book, excluding weekends and holidays. There is a 3-day grace period. But after the 3 days, the fine starts at 100 colones on day 4.

If a book is lost, the person that borrowed it must either pay 5,000 colones or the cost of the book, whichever is greater. Replacement books are accepted for lost books at the discretion of the librarian.

Students and/or parents are automatically set up to receive emails when their books are overdue or they have fines. A report is sent out Monday morning of each week.

Yearbooks are held at the end of the year in June for lost books and fines. Teachers are responsible for the books checked out in their name. If a book is lost, then they need to pay the replacement cost. However, teachers do not pay fines on overdue books.

End of Semester Procedures

At the end of each semester, all books and materials should be returned by students as well as teachers.

During the semester breaks, students are allowed to check out books. Grades Prep-2 need to be accompanied by their parents to check out 10 books. Grades 3-5 need to have a signed permission slip from their parents for 5 books. If they want to check out 10, then they must be accompanied by a parent.

Grades 6-12 are allowed to check out up to 10 books during the breaks. Fine policies will be applied to books turned in late.

Library Rules

Students are expected to behave properly in the library and this includes no running, using indoor voices, leaving things as they were when they leave, and using the browsing sticks as they look for books.

Respect and responsibility are the two main rules; everything else flows from there. This is a shared space so they should treat it as such. Middle School and Elementary students may come to use the LRC space with a pass. Any recurring issues with HS or MS students will be reported to house principals for further action.

Students may not eat or drink in the LRC. High school and middle school students may take a water bottle with them. Elementary students may bring in a water bottle and leave it in the designated area.

Noise level must be kept at a non-disruptive level. If students are listening to music, they must have headphones on.

Library Schedule

The LRC is open from 7:30 to 4:30 pm, Monday through Friday. Students are welcome to come and use the spaces available throughout the day.

The schedule is determined by the grade level teachers. Grades Pre-Kinder to 3 are fixed and assigned a library time in their schedule. Grade 4-6 have a flexible schedule which means they have a regularly scheduled check out time and research times/lessons are incorporated in with class projects. Grade 4 has a scheduled 20 minute weekly check out time. Grades 5-6 have a bi-weekly 20 minute check out time. These 20 minutes include a 5-8 minute mini-lesson on genres or a book talk and the remaining time is to check out books. Grades 7-12 are free to come check out at their convenience.

Transportation

Buses

Country Day School offers a transportation pay service for many of its students in the morning and at the end of the day. However, because we serve the entire San José metropolitan area and the variety of locations in which families choose to live, students are not offered door-to-door service in every case. Parents are entirely responsible for bringing and picking up students to and from the designated bus stops along one of the pre-established bus routes. Our only door-to-door service is at 12:00 p.m. for the midday, Early Childhood students.

Our service includes daily coordination of all logistics through our transportation office and includes an after-school express bus service at 4:30 pm for paying students participating in extracurricular activities. Express routes are not our regular routes and are established each year.

New families should consult with the Transportation Coordinator, Mr. Alvaro Zamora, about routes and schedules. alvaro_zamora@cds.ed.cr

Carpools

Carpool drivers are asked to remain in their cars at all times, and to observe the orderly flow of traffic. Please turn off your car while waiting for your child.

Change of Transportation

If parents wish to change their child's usual method of transportation home, they must send a note in writing or an e-mail to Jenny Mora (jenny_mora@cds.ed.cr), by 11:00 a.m. She will send a return email confirming the receipt of your request. For all children's safety, changes of transportation may not be made through a phone call.

Parking

Please park your car in designated "Visitor" parking spaces. CDS will not be responsible for damage or theft. Please note that the spaces marked "discapacitado" are reserved for persons with disabilities or other need to be close to the sidewalk crossing and ramp.

Traffic Flow Plan

To enter the school, there are three lanes. Registered cars should enter through the arm gate in the middle, visitors should report to the guard on the left line and school buses enter through the right lane. Cars dropping off students for Elementary, Middle, and High School Houses should go straight and turn left at the end of the parking lot in order to access the main drop off area.

Personal Items

Lost & Found

Unidentifiable clothing is one problem where children all wear the same uniform! **It is very important to label your child's clothing, lunch box, etc. with your child's full name.**

Personal items left on the school campus will be placed outside the Elementary School Office. Please feel free to come and search for lost items. Items labeled with the student's name will be returned as soon as they are turned into the lost and found.

Special Events

Assemblies

Students participate in various assemblies each year. Assemblies provide each child with the unique opportunity for self-expression in front of an audience. Please note the dates on your calendar, so you can share these special occasions. Most assemblies are held in the theater, usually at 8:15 a.m.

Birthdays

At Country Day, we like to acknowledge children's birthdays! However, we recognize the effects that celebrating multiple birthdays with food in a given time period have on students and the interruption to learning that is caused. For this reason, **in the Elementary School we celebrate birthdays monthly.** Don't worry, your child's birthday will be recognized & honored in class on the day; however, the celebration (involving food) will be as a class on a specified day. The first Friday of each month we will celebrate all of the birthdays for the month in grade 1, the second Friday grade 2, the third Friday grade 3 and the last Friday of the month, grades 4 and 5. Parents may bring healthy treats for the entire class to share on this day with agreement in advance from your child's teacher. Please be in touch with your child's teacher prior to this date to organize this event. Please do not send party favors or piñatas to school.

If you would like to send invitations to your child's classmates for a birthday party, your child's teacher will distribute them provided that all students in the class are invited. If you are planning to invite just a few, we ask that you mail or telephone your invitations in order to avoid hurt feelings among classmates.

Guidance Counselor

The counselor works in coordination with the classroom teachers and the other members of the student support services to strengthen the educational process of the students, through providing support related to the student's behavior, social, and emotional status.

The guidance counselor interacts with all students according to their needs by providing individual and group counseling services to meet the developmental, preventive, and remedial needs of students.

The counseling service is not considered a psychological therapeutic process and should not replace the need of it if necessary. If the support the student needs to function in the learning environment exceeds the needs of what is offered within the counseling services, the student will be referred for external support with a professional recommended by the school.

English Language Development

We are proud to have a strong English Language Development team at CDS Elementary school. Services are offered from grades 1 through 4 for all students identified as having a need to improve their English. Click here for the entire [ELD Handbook](#).

Student Support Services

The Country Day School is very proud of being an inclusive educational environment. We honor all students learning styles and needs and do our best to create a meaningful and rich experience for all students which leads to their academic success. Below is a description of our Student Support Services. In order to be eligible for student support services, families need to provide documentation (psychoeducational evaluation) from a reputable source.

Objective: To provide a personalized learning experience for children with exceptionalities.

Support Staff: Karla Moya, Silvia Hernandez, Luisana Montealegre, Maria Laura Hernandez

Each support specialist is responsible for maintaining **documentation of their cases (SLPs, Barton EoY documentation, Barton Spelling grades to be coordinated with classroom teacher, learning team meeting minutes)** *CDS does not write U.S. IEPs*. This is an approach where each learning support professional develops an intimate relationship with his/her students and families and adapts learning plans as the student grows through elementary.

After School Activities Program

The Early Childhood and Elementary After School program provides opportunities for students, beginning in Kinder, to engage in safe and fun recreational activities that extend their educational experience at Country Day School. A range of activities and sports are offered from 3:00 p.m. to 4:30 p.m. (Wednesdays may be slightly earlier). This program is offered to students who want to keep active, develop skills and take part in a rotating selection of sports and activities. Fun, low-level intramural games are also a part of this program with students being able to play in mini- tournaments and mixed-ability teams.

Course Programs are sent out twice per year; they may include activities such as:

- Performing Arts such as Drama, Ballet, Tap Dance, Jazz, Strings classes, Beginning Band, Violin, and Choir
- Sports and Martial Arts including Swimming, Basketball, Chess, Gymnastics, Volleyball, Soccer, Tennis, Parkour and Tae Kwon Do
- Clubs such as Robotics, Science and Lego
- Arts such as Arts and Crafts, Cooking, Painting and Drawing
- Languages including Chinese, Spanish, and French

School Technology

2017-2018 Responsible Use Policy

Country Day School is committed to ensuring a safe, respectful, dynamic and appropriate environment for teaching and learning. The School maintains a powerful wireless computer network with internet access for use by students, faculty, staff and members of our community. Use of this incredible resource is a privilege that the School is delighted to extend to its constituents. The School expects all network users to act respectfully, responsibly and to be active learners about technology. As with all privileges, expectations of appropriate behavior are in place. ***Failure to abide by those expectations may result in disciplinary action and privilege revocation.***

Students and parents are asked to review the *Responsible Use Policy Agreement Form* each year and pledge to abide by Responsible Use Policy guidelines. Changes to the policy may be made annually. ***In order to use technology on campus and/or receive a network, MyCDS and Google account, students must read the form, along with their parents or guardians.***

Questions about technology at Country Day School or its Responsible Use Policy should be directed to the Library/Media/Technology Coordinator or the Principal. The School hopes that students and parents will join it in supporting the standards that it believes children should follow when using information technology.

Rights and Responsibilities

Access to and use of technology at Country Day School is a privilege; it brings its own responsibilities and risks:

- Every user is expected to act with respect and integrity in his/her dealings with others inside and outside of this community.
- Every user has the right to expect, to the greatest extent possible, protection from harassment and/or unwanted contact by other members of the school community.
- Every user has the responsibility to respect and protect the rights of every other user, and to conduct himself/herself in a way that is not hurtful to others or their property.

These expectations form the heart of the following responsible use guidelines that are intended for all School students. They provide the basis for good decision-making with regard to each individual's use of information technology.

Responsible Use Guidelines

Country Day School uses a variety of technologies to support learning and to enhance instruction. Students, faculty, and staff are expected to use these resources, shared by the entire community, in a responsible, ethical and legal manner. ***Use of technology at Country Day School, whether the technology is owned by the School or not, should be for educational or research purposes and be consistent with the educational philosophy of the School.***

By reading the *Responsible Use Policy Agreement Form* families will have an understanding that access to and use of the School's technology—including iPads, desktop computers, the wired and wireless networks, as well as software and services provided by the School— are predicated upon adherence to these guidelines:

- I agree not to reveal personal information about myself or others on the Internet.
- I agree to respect the privacy of others. I will not read, delete, erase or modify another's files.

- I agree not to use a website, message board, email, blog or any other electronic tool to misrepresent myself; to disparage the school; to threaten, tease and/or humiliate other members of the Country Day School community; or to depict and advocate illegal or inappropriate behavior.
- I agree to work *only* in the accounts (network, MyCDS, Google, etc.) assigned to me and to take responsibility for all activity in said accounts.
- I agree that all work posted or submitted under my name is the product of my own efforts. I will use my real name in all activities associated with these resources.
- I agree not to post, distribute, or use without permission or proper credit material that was created by someone else; all material (graphics, video, music, data tables and text) obtained electronically for use in academic work will be correctly documented. Use of this material without proper citation constitutes plagiarism.
- I agree not to use the computer or other electronic device in a way that is disruptive to a class, to other students or to faculty; I will only use electronic communication tools (Twitter, texting, etc.) as part of educational activities.
- I agree not to access social networking or gaming sites during the school day.
- I agree not to degrade or disrupt the school network and associated technology; this includes the downloading of music or video files, intentional importation or creation of computer viruses, efforts to bypass security systems and/or to gain access to confidential or secure information, and attempts to change the configuration of any installed software or hardware.
- I agree not to do video or audio recordings of another member of the Country Day School community without his or her consent.
- I agree not to access, download or distribute inappropriate, vulgar, offensive or illegal material by any means or to make those materials available to others.
- I agree not to create, print, or distribute material that is inappropriate, malicious, or wasteful.
- I agree not to use the network for any illegal activities or for financial or commercial gain.
- I will respect all copyright laws (questions about copyright law should be directed to the Technology Department). I agree not to download copyrighted files. I agree not to install “pirated” software on the School's system.
- I agree not to share my username and password or permit others to access any technology, software or accounts using my username and password.
- To keep the system safe and accessible for everyone, I agree to notify a faculty member if I observe or have knowledge of violations of these guidelines.

Country Day School reserves the right to address abusive or disrespectful behavior or other violations of the policies outlined in this document by implementing the standard disciplinary measures taken for any transgression of school rules. Country Day also reserves the right to limit, restrict or cancel computing privileges and access to its information resources.

It is important to understand that the School’s administration and/or the Technology Department also reserve the right to block network access to any device if there is reason to believe that any violation of the guidelines may be occurring or the device is deemed a potential hazard to other computers and devices on the network, or the network infrastructure itself. Re-instatement of a device on the CDS network may require a hands-on inspection of the device by Technology Department staff. The inspection will be conducted with the user's consent, but the device will not be allowed back on the network until such an inspection has occurred. The IT Dept. will attempt to assist with bringing the device into compliance if needed. Students do not have an expectation of privacy in anything created, stored, sent, or received on School technology or software. The School reserves the right to monitor a student’s use of technology and

software, including, but not limited to internet websites visited, material downloaded/uploaded from/to the internet, and e-mails sent from and received by students in their school-provided e-mail accounts.

The school recognizes its part in teaching students at all ages the importance of digital citizenship. It is also essential that parents/guardians and students are aware of clearly the impact of email, chat rooms, instant messages, blogs, social networking sites and personal profiles. Once a message or posting is shared or sent, it becomes public and can remain on the Internet indefinitely, despite one's efforts to delete this data.

Disclaimer

Country Day School does not have control of the information on the Internet; limited filtering of the Internet is in place to restrict access to those sites with content not consistent with our educational program. It is the School's intention, whenever possible, to monitor and guide computer use. In this effort, we view ourselves as partners with parents and students and as such expect responsible use of computers to be a goal of the entire community: parents, teachers, students, administrators and staff. Setting and conveying standards that students should follow is a shared responsibility. Parents or guardians and students should discuss together the *Acceptable Use Policy*.