Updated 8/05/26

2026 – 2027 Student & Parent Handbook

300 Carlisle Road, Axton, VA 24054
P: 276-632-7288 F: 276-632-9545
www.CarlisleSchool.org

Email Addresses

To reach an employee of Carlisle School via email, use the first letter of the first name followed by the last name and @carlisleschool.org. Names are in lowercase letters. Example: To reach John Doe: jdoe@carlisleschool.org

Neal Meyer, Head of School
nmeyer@carlisleschool.org

Beth Gammons, Assistant Head of School, Director of Upper
bgammons@carlisleschool.org

Amy Parikh, Director of Finance
aparikh@carlisleschool.org

Lindsay Favero, International Student Affairs Coordinator
lfavero@carlisleschool.org

Sandy Bailey, Admissions Officer
sbailey@carlisleschool.org

Alyson Gammons, Communications Coordinator
agammons@carlisleschool.org

Mandy Horsley, Director of Advancement
mhorsley@carlisleschool.org

Joshua Bires-Grodensky, IT Specialist, Director of Athletics
jbires-grodensky@carlisleschool.org

Steve Trant, Director of Maintenance
strant@carlisleschool.org

Regina Huffman, School Nurse
rhuffman@carlisleschool.org

Debra Sullivan, Director of Middle
dsullivan@carlisleschool.org

Casey Thompson, Director of Lower/Preschool
cthompson@carlisleschool.org

Greetings from the Head of School

Dear Carlisle Parents, Guardians, and Students,

Welcome to the 2026–2027 school year!
As we begin this new year together, I'm filled with a renewed sense of purpose and anticipation. Our theme, Powered by Purpose, is both an invitation and a challenge to inspire bold thinking, fuel curiosity, and prepare each student to meet the future with confidence and purpose.

At Carlisle, we believe in empowering every student to strive for their personal best. This year, we will continue to foster a vibrant learning environment that encourages intellectual growth, strengthens character, and nurtures leadership. We remain committed to classroom innovation, meaningful community connections, and a school culture where each child is supported, challenged, and celebrated.

Please take time to review the updated student handbook. It serves as an important resource for understanding our expectations, practices, and shared values. We create a community that thrives on mutual respect, clear communication, and a collective commitment to excellence.

Thank you for your continued partnership and trust. Here's to a remarkable year, powered by purpose and united by our shared commitment to every child's success.

Sincerely,

Neal Meyer
Head of School
Carlisle School

Social Media

@CarlisleSchool@CarlisleSchoolAlumni

@carlisle_school

@carlislechiefs

YoutTube.com/c/CarlisleSchool

Greetings from the Upper School SCA President

Dear Carlisle Family,

My name is Anderson Haymore, and I am very excited to be serving Carlisle School as the Student Council Association (SCA) President for the 2026-27 school year. I have been at Carlisle all my life since preschool 4, and it is truthfully my second home. This year will be the 58th year of Carlisle School, and I look forward to it being one of the best yet.

This year's theme, "Powered by Purpose," portrays Carlisle's motivation and what it instills in every student. We have a purpose to create a superior form of education from preschoolers to seniors that rivals the best across the Commonwealth of Virginia. We are offering 13 AP courses this year, and when you combine that with numerous Honors and Dual Enrollment opportunities, Carlisle's academics are unmatched. Whether you are just joining our Carlisle family for this school year, moving into a new division, or have been at Carlisle for more than a decade, like I, and much of the faculty, have, you are stepping into an environment built to help you learn, lead, and grow as both a scholar and a person.

But Carlisle provides more than just an education; it provides a blueprint for success in life. Our unique class sizes create opportunities to form strong, lasting relationships with peers and teachers who genuinely care about student success. From learning multiplication tables with Mrs. Walker in 3rd grade to writing college-level research papers and presentations with Mrs. Favero in AP Seminar, it would be dishonest to say I have not benefitted immensely from the faculty at Carlisle. Furthermore, the college counseling process ensures that students are knowledgeable and prepared for their life beyond Carlisle. Here, students are encouraged to push beyond their comfort zone and pursue their interests both in and out of the classroom.

John Adams, the Founding Father and President, said, "There are two educations. One should teach us how to make a living and the other how to live." Carlisle's purpose enables both. Having been a Carlisle Chief my entire life, I have experienced how this school builds not only knowledge but also confidence, compassion, and character. Our campus offers countless ways for students to get involved and thrive, including Homecoming, the Sophomore Service Project, Forum, mentoring, and many more. Carlisle has a dedication to improvement. Our library renovation was completed last year, and we are offering two new AP classes that have never been offered at Carlisle before. Improvements like these demonstrate our dedication to providing the highest quality educational experience in Southern Virginia.

As I begin my final year at Carlisle as a student, I feel grateful for all the teachers, athletic events, and other great experiences that have undoubtedly shaped who I am today. I am excited about all that lies ahead for each of us. I pray we embrace every opportunity to learn and lead together as we work together to be powered by purpose.

Thank you,

Anderson T. Haymore
Upper School SCA President

Student & Parent Handbook Statement

This handbook is intended to serve as a guide to help students and their families come to know Carlisle School's programs and opportunities as well as to set forth basic expectations. Take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, athletics, and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Carlisle School to deviate from the normal rules and procedures set forth in this handbook and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school, taking into consideration the best interests of the school, its faculty, employees, students, or overall school community. The policies may also be revised or updated periodically, even during the school year. Parents will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Head of School.

This information is for the sole use of Carlisle School parents and students. Use of information contained in this handbook for any commercial, political, or solicitation mailing is strictly prohibited.

Table of Contents

General Information

Accidents 5
Accreditation 5
Advancement Office 5
Arrival and Dismissal 5
Attendance 6
Bullying/Cyber-Bullying....6
Community and Service 7
Counseling and Advising 7
Custodial Rights....7
Dining 8
Dress Code 8
Driving/Parking 9
Inclement Weather 9
Emergency Announcements....9
Field Trip Policy 9
Finance Office 11
Fire and Other Emergency Drills....12
Harassment/Intimidation Policy 12
Honor Code....12
Illness 13
Immunizations 14
Insurance....14
Internet Safety Policy....14
Medications....15
Mission 5
Narcotics Policy....15
Non-Discrimination Policy....15
Notifications of Health Conditions 16
Personal Belongings/Lockers 16
Philosophy/Objectives 5
School Spirit Wear 16
Security 16
Students with Learning Disabilities 17
Student Visitors to Campus 17
Summer Camps....17
Technology Acceptable Use Policy 17
Threat Assessment 20
Visitors 20

Early Childhood Program

Absenteeism 21
Admissions/Registration Procedures 21
Building Information....21
Campus Drop-off/Pick-up 21
Communication - Emergency 22
Custodial Rights Policy....22
Daily Schedule....22
Discipline Policy 22
Emergency Procedures....22
Evaluation 23
Fees and Accident Insurance 23
Handling Medication Procedure....23
Health and Medication Policies....23
Hours of Operation 23
Injury Prevention Plan 23
Leaving an Upset Child 23
Local Emergency Contact....24
Organizational Chart....24
Philosophy/Objectives 24
Pick-Up After Hours 24
Pick-Up by Responsible Person....24
Playground Safety Plan....24
Preventing the Spread of Disease....24
Removal of Children from Roster....24
Reports and Conferences....25
Reporting Suspected Abuse/Neglect....24
Restroom Habits -Preschool Students....25
Rest Time 25
Safe Pick-Up Locations....25
Snack and Lunch....25
Special Occasions....25
Storing Personal Belongings....25
Transportation Safety Policy....25
Visitors....25

Lower School - Pannill-Walker Hall

Academic Program....26
Academic Probation....26
Athletics....26
Attendance....26
Cell Phones/Electric Devices....26
Clubs....26
Dress Code....26
Dropping Off Items....27
Email/Phone Messages....27
Grading/Grading Reports....27
Field Trip....27
Lost and Found....27
Lunch....27
Mandated Reporting....28
Missed Work....28
Physical Education....28
Reports/Conferences....28
Rest Time....28
Snack....28
Special Occasions....28
Student Conduct....28
Student Council....29
Teacher Requests....29
Telephone Messages....27
Visitors....29
Volunteers....29

Middle School - Roy Building

Academic Program....30
Advising....30
Arrival and Dismissal....30
Attendance....30
Cell Phones/Personal Electronic Devices....30
Conferences....31
Dress Code....31
Examinations....31
Extracurricular Activities....31
Grading System....32
Homework Policy....32
Honor Council....32
Honor Roll....33
Lost and Found....33
National Junior Honor Society....33
Student Conduct....33

Upper School - Bassett-Morten Building

Academic Probation....36
Academic Program....36
Advanced Placement....36
Advisory 37
Appointments/Conferences....37
Absences....37
Clubs and Organizations 38
College Counseling....38
Credit Transfer 38
Daily Schedule 38
Dress Code 38
Drop/Add Period....39
Early Departures/Homework Policy 39
Early Release and Student Drivers....39
Extra-Curricular Activities 39
Failures 40
Grade Point Average 40
Grades and Honor Roll 40
Commencement Attire....40
Graduation Requirements 40
Incompletes....41
Mentoring Program....41
National Honor Society 41
Online Courses for Credit....41
Report Cards.... 42
Semester Exams....42
Senior Privileges....42
Standardized Testing....42
Student Conduct 42
Student Council Association 44
Summer Assignments 44
Tardies 44
Textbooks and Course Materials 44
Valedictorian and Salutatorian 44
Work Policy 45

Athletics

Introduction....46
Athletic League Affiliations 47
Carlisle School Sportsmanship Code....46
Certified Athletic Trainer 50
Concussion Protocol 50
Game Day Dress....49
Medical Requirements 49
Overnight Trips 50
Roles of Parents, Administration, and Coaches 47
Student Eligibility....48
Student Sportsmanship 47
Team Attendance Rules and Consequences.... 48
Transportation Policy....50
Uniforms.... 49
Varsity Sports Awards Ceremony 50
Varsity Team Managers 47

Parents' Guide to Giving

Expectations....52
Operating Budget....52
Volunteering....52
Fundraisers....52
Special Funds....53

General Information

At Carlisle School all members of our community strive to live according to the values embodied in our mission. All members of Carlisle School are responsible for upholding these values through words, actions, and choices. Everyone should consider how decisions affect others, listen carefully when others are speaking, and respect every member of the community, no matter their role.

Mission

Carlisle School is an independent college preparatory school empowering students to achieve their personal best by fostering a community of character, intellect, and leadership.

Philosophy and Objectives

Carlisle School believes that the sharing of knowledge, the development of responsible and honorable behaviors, and the encouragement of lifelong learning are our primary goals. Carlisle provides a nurturing, positive, and safe environment in which everyone is treated with courtesy and respect and is unafraid to take risks.

We celebrate the uniqueness of every student. Our curriculum and instructional practices are designed to meet student's individual physical, social, emotional, and intellectual needs. As we prepare our students for higher education, we are also preparing them for life. Academically strong programs provide a forum of inquiry and opportunities for the development of critical thinking and reasoning skills. These are balanced by school-wide practices that foster personal integrity, mutual respect, development of self-esteem, and encourage diversity.

Character development, intellectual growth, and personal reflection are shared priorities embraced by everyone at Carlisle School. Teachers, administrators, parents, and the larger community share our mission to produce knowledgeable, confident, and caring students who will be active and responsible communicators in the changing world.

Accidents

Any injury or accident should be reported to the nurse and administration. Parents are notified, and if unavailable, the alternate name on the student emergency form will be contacted. In case of an emergency, the school may be required to seek professional help. In such instances, every effort will be made to reach the parents.

Accreditation

Carlisle School is accredited through the Southern Association of Independent Schools (SAIS) and Cognia.

Administrative Discipline Committee

Middle/Upper
The Administrative Discipline Committee (ADC) is composed of the Head of School, Assistant Head of School, Athletic Director, Lower and Middle Director, Guidance Counselor, and a faculty member. This committee may be called to meet when major infractions occur where dismissal is a consideration for a consequence. This committee may also be called to meet when a threat assessment is necessary. The ADC will issue a decision in cases such as those mentioned above. Students and parents of the accused will be contacted, and a letter will be sent informing each party of the consequence issued by the committee, which may include but is not limited to suspension or dismissal.

Advancement Office

The Advancement Office oversees the school's overall communication, fundraising, and marketing efforts. In addition to raising annual operating dollars through the Carlisle School Annual Fund, the Advancement Office seeks to increase philanthropic support through capital campaigns, foundation, corporate giving, planned giving, alumni and family relations, and special events.

Arrival and Dismissal

Arrival
The school day begins at 8:05 a.m. Students should not arrive prior to 7:45 a.m.

Dismissal
Students are dismissed by 3:05 p.m. Teachers supervise the departure of all students picked up in the car rider line. Parents may not park in loading or unloading zones. Students may not remain on campus without an approved reason such as athletic practice, school activity, rehearsal, or tutoring.

Early Dismissal Excuses and Sign-Out
If a student needs to be excused early, a parent-signed note or email must be sent to the administrative assistant's office

at the beginning of the school day. Middle and Upper School students must see each faculty member to submit any assigned work and to get homework. All students must sign out with the administrative assistant before departure.

Early dismissal is intended to be used as an exception and should not occur on a regular basis. Routine early dismissal is disruptive.

Attendance

Carlisle School accepts responsibility for students during the school day (7:45 a.m. – 3:15 p.m.) and during all Carlisle sponsored after-school activities. All students who arrive after 8:05 a.m. must report to the administration office to sign in. Students who leave prior to 3:15 p.m. must have written permission from a parent/guardian and sign-out in the appropriate administrative assistant's office. It is the student's responsibility to be in a formal supervised activity while on campus. Students who remain on campus after school are subject to the same code of conduct as during normal school hours. These activities may include receiving help from a teacher, participating in athletic practice, or participating in an extracurricular activity. After school hours, all buildings are off-limits to all students not involved in after school program activities or extracurricular activities.

Anticipated Absences

A student who anticipates an absence of a day or more is responsible for consulting each faculty member ahead of time concerning work that will be missed and making up that work on the time schedule indicated by the faculty member. The Anticipated Absence/Prior Approval Form (available in the administrative assistant's office) must be completed within 48 hours before departure. Students and families are reminded that extended absences will have a negative impact on the student's performance in a course. Please remember that days before and after vacation are considered regular school days. Leaving early and returning late places a burden on all parties and should be avoided. As with any absence, contact should be made with the relevant administrative assistant or directly with the teacher (email is best) to obtain the missed homework assignment. In addition, parents and students should consult Google Classroom (grades 4 – 12) for missed assignments. Failure to follow these procedures could result in academic consequences.

Extended Absences

Long-term illnesses require special arrangements with individual teachers. It is the responsibility of the student to maintain contact with teachers and to make up work as quickly as possible. Student absences in the Middle or Upper Schools that number 10 or more days in any given class will be reviewed and may put in jeopardy receipt of credit for a given course or courses.

Extracurricular Activities

A pre-condition of participating in the extracurricular life of the school (games, plays, concerts, practices, etc.) is attending academic classes the day of any such activity. Students must be at school no later than 10:00 a.m. and may not leave school before 12:30 p.m. to participate in the day's extracurricular activity. Students are required to ride the school transportation to the game, even if they are released early from school. A late return from an extracurricular activity does not excuse a student from reporting to school on time the following day.

Bullying/Cyberbullying

Carlisle School is committed to creating an environment that is free from all forms of bullying, intimidation, or harassment. It is the collective responsibility of the Carlisle School community of students, faculty, staff, administration, board, and parents to make our environment conducive to learning and to foster mutual respect.

Bullying

Bullying is defined as unwanted and repeated, aggressive behavior that involves a real or perceived power imbalance. Bullying includes making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyberbullying

Cyberbullying is defined as a type of bullying that takes place over digital devices like cell phones, computers, or tablets. It can occur through text, apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Examples of cyberbullying include sending, posting, or sharing negative, harmful, false, or mean content about someone else.

The following are repeated incidents of bullying:

- Teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm
- Leaving someone out on purpose with the intent to humiliate
- Spreading rumors about someone
- Embarrassing someone in public
- Hitting, kicking, pinching or causing harm to someone

- Using technology to defame or harm someone

The following guidelines are encouraged:

- To prevent bullying, increase personal awareness, and monitor personal behavior.
- If subjected to bullying, do not ignore it. Speak immediately with the respective teacher or administration.
- If another student or adult is being bullied, don't ignore it. Speak immediately with the respective teacher or administration.
- If made aware that personal behavior is bullying, immediately refrain from engaging in such behavior.

Any student who believes that he or she has been bullied should report the behavior immediately to a teacher, school counselor, or administration. Bullying of any kind will not be tolerated at Carlisle School. All complaints of bullying shall be promptly and thoroughly investigated by the administration, communicate according to the requirements of Charlie's Law, and appropriate action shall be taken.

Community and Service

The goal of the Carlisle School community and service requirement is to create and foster a connection between our school and our community. We encourage our students to take responsibility in order to support our local organizations and to create awareness about a specific need in our area.

If you have a question as to whether an activity might qualify, please consult with the administration for guidance. Forms and guidelines are available from the school administrative assistant's office. All hours must be completed, documented, and submitted to the office for approval by the end of the second week of May in the current school year.

Middle School

Students in grades 6-8 are required to complete a minimum number of hours of service in their community:

- Sixth grade – 5 hours
- Seventh grade – 7 hours
- Eighth grade – 10 hours

Recognizing that Middle School students do not have the same degree of independence in transportation as many Upper School students, most service opportunities will be campus-based. Students should complete the appropriate form to report their hours of service and submit it to the Middle School administrative assistant.

Upper School

All Upper School students are required to participate in community and service projects and to complete 21 hours of service per school year.

NOTE: Community and service hours do not include fundraising for any group where the students directly benefit from the funds raised.
Completion of community and service hours is a graduation requirement. Upper School students and parents should note that transcripts will be held if community and service hours remain unfulfilled for the previous year. The Senior Project will not satisfy the regular community and service requirements, unless community and service hours are in addition to the 50 hours required under the guidelines for the Senior Project. Documentation must either be in the form of a letter from the organization for which the service was provided, or students must complete the Community and Service Summary form and have it signed by the non-parental/relation supervisor.

Counseling and Advising

Carlisle School has a Counseling and Advising Program that provides standardized testing and personal guidance in grades preschool through 12. Carlisle School has a college counselor in the Upper School. In addition, the Middle and Upper Schools operate under an advisee program whereby each teacher advises a group of students for the entire year. As an advisor, the teacher helps the student set educational and personal goals and learn to solve problems. The advisor advocates for the student anytime the student needs representation.

Custodial Rights

The school will adhere to the guidelines outlined in any court-issued document pertaining to the custodial rights to a child.

- Parents are responsible for providing the school with current court orders.
- In the absence of a court order limiting a parent's rights, the school may release a child to either legal parent listed on enrollment documents.
- The school is not responsible for enforcing parenting-time schedules (e.g., determining whose week it is) unless specifically required by a court order.

Dining

Lunch is served daily for grades K-12 from 11:00 a.m. to 1:20 p.m. Lunches are pre-ordered a week in advance using an online link. Students may bring their own lunch. Faculty are on duty during all lunch periods.

Door Dash, Grubhub, and Uber Eats are not allowed as food ordering option at any time.

Dress Code

The following dress code guidelines are designed to let parents and students know what attire is acceptable for all school-related events and activities. Carlisle students are expected to exhibit neatness in their appearance and use good taste in their choice of clothes at all times. Students are expected to adhere to the dress code from their arrival at school until the end of the class day, unless otherwise instructed.

Carlisle School teaches the students that different attire is appropriate for different occasions and events. We have endeavored to set standards that are age appropriate. The dress code is a feature of school life most successfully fulfilled when parents, students, and the school work together. Representing the school is both an honor and a responsibility that we all should take seriously.

Grades Preschool – 2

Daily dress code guidelines are encouraged for grades Preschool -2 but not required. However, representative and closing exercises dress is required as specified on the next page.

Grades 3 – 12

Daily Dress: Girls and Young Women

- Long-sleeved, short-sleeved, or sleeveless shirts, sweatshirts, and sweaters
    - No tank tops, spaghetti straps, halter tops, or athletic shirts
    - No graphic/screen print designs or wording of any kind
- School-approved Carlisle shirts
- Jeans, dress pants, or shorts (no more than 6 inches above the knee)
    - No athletic, sweatpants or shorts
    - No leggings or jeggings
- Skirts, dresses, and jumpers (no more than 6 inches above the knee)
    - No rompers
- Clothing may not have holes, tears, or splits
- No visible cleavage, midriff, back, or undergarments
- Shoes with a heel no higher than 2 inches
    - No slides (i.e. Nike, Adidas, etc.)
- Natural hair color (neat, clean, and well-groomed)
    - No hats or hoods may be worn inside
- No tattoos with inappropriate content such as but not limited to profanity, drugs, alcohol, or sexual innuendos
- No clothing with inappropriate content such as but not limited to profanity, drugs, alcohol, or sexual innuendos
- No body piercings other than earrings, except for verifiable religious reasons

Daily Dress: Boys and Young Men

- Long-sleeved or short-sleeved shirts, sweatshirts, and sweaters
    - No sleeveless shirts
    - No graphic/screen print designs or wording of any kind
- School-approved Carlisle shirts
- Jeans or dress pants/shorts
    - No athletic, sweatpants or shorts
- Clothing may not have holes, tears, or splits
- No visible back or undergarments
- No slides (i.e., Nike, Adidas, etc.)
- Natural hair color (neat, clean, and well-groomed)
    - No hats or hoods may be worn inside
- No body piercings other than earrings, except for verifiable religious reasons
- No tattoos with inappropriate content such as but not limited to profanity, drugs, alcohol, or sexual innuendos
- No clothing with inappropriate content such as but not limited to profanity, drugs, alcohol, or sexual innuendos

Representative Dress for Grades Preschool – 12

The following dress is required when students are participating in activities of a more formal nature at or away from school. Such activities include, but are not limited to, **game-day**, special events such as Grandparents' Day, and field trips.

Males

- Khaki dress pants (No cargo pants, carpenter pants, or jeans)
- Tucked in Navy Carlisle logo polo shirt
- Dress shoes (no sneakers)
- Dark (crew length) socks
- Belt

Females

- Khaki pants, skort, or skirt with navy bike shorts underneath (No cargo pants, carpenter pants, or jeans)
- Tucked in Navy Carlisle logo polo shirt
- Khaki jumper (must be school-approved from Land's End with Carlisle logo) with a navy collared long or short-sleeve shirt
- Dress shoes with no higher than 2" heels (no sneakers)
- Navy socks
- Belt

Awards/Presentation Dress – Grades 8 - 12

Males

- Navy blazer, white dress shirt, khaki dress slacks, Carlisle tie, dark socks, and dress shoes

Females

- Solid navy or solid yellow dress or pantsuit (no strapless or open back), dress shoes or sandals

Opening/Closing Exercises Dress

Males

- **Grades 5, 8, and 12**: Navy blazer, white dress shirt, khaki dress slacks, Carlisle tie, dark socks, and dress shoes
- **Grades 9, 10 and 11**: Navy blazer, white dress shirt and Carlisle tie, khaki dress slacks, dark socks, and dress shoes
- **Grades PS-4**: Representative Dress

Females

- **Grades 5, 8 - 12**: Solid navy or solid yellow dress or pantsuit (no strapless or open back), dress shoes or sandals
- **Grades PS-4**: Representative Dress

Commencement – Seniors

Senior Males

- Navy blazer, school badge (provided by school), Carlisle tie, white dress pants, white dress shirt, black dress shoes and dark socks
- Facial hair must be neatly groomed as determined by the Administration.

Senior Females

- Bright white midi or maxi dress or a tailored pantsuit (no strapless or halter dresses) with matching white shoes. The Administration must approve the dress by the first week of April.

Driving/Parking

The speed limit on school property is 15 mph. Drivers should use caution and watch for students, parents, faculty, staff, and guests walking across the campus. Drivers should not park along the car rider line. Please park in designated parking areas if you need to enter a building.

Emergency Announcements/ Inclement Weather

The decision to delay or close school due to inclement weather is made as early as possible. The announcement of closing or delayed opening or other emergencies is delivered in the following ways:

- Carlisle's emergency alert system via text, phone call, and email.
- Posted on the Carlisle website and social media platforms.
- Posted on the following television stations – WFMY-2; WDBJ-7; WSLS-10; and WSET-13

The following happens in each situation when the school schedule changes:

- School Closed – All divisions are closed, and all school activities are canceled unless otherwise announced.
- Delay Opening – The school will open later than usual. Morning field trips are canceled. There will not be teachers at the school before the delayed opening to supervise students.
- Early Dismissal – School will dismiss early if conditions require. Extracurricular activities, team practices, field trips, and after school programs are canceled.

Field Trip Policy

The purpose of this policy is to provide guidelines for the safety of students, teachers, and chaperones on field trips, thereby allowing teachers to maintain control and maximize the learning opportunity. This policy also provides guidelines for acceptable behavior for students and chaperones. If school is delayed, morning field trips will be canceled.

Day/Overnight Field Trips

- Students are provided opportunities to attend field trips throughout the school year. All students are required to travel to the field trip by bus.
- 2 – 4 people will be assigned to a room on overnight trips.
- Field trip forms and fees will all be paid through our online program. The administrative assistant will email the link for the field trip form/payment, and field trip fees are due a minimum of sixty days before the field trip date. Field trip fees are due according to the online trip link. No refunds will be given for field trips.
- Students may bring electronic devices on field trips; however, the school is not responsible for lost or damaged electronic devices.
- All medication must be given to the school nurse or a field trip supervisor with the completed Field Trip Medication Authorization Form. Students are not allowed to have any medication in their personal belongings.
- Carlisle School reserves the right to inspect students' bags, luggage, and any other belongings.

Student Expectations

Students are expected to display respect for others, self-restraint, and good manners on all field trips just as is expected at Carlisle School. Behavior that violates the Carlisle School Student Handbook or jeopardizes the safety of others will be reported to the parents and may result in immediate dismissal from the field trip and/or disciplinary action.

Eligibility

All field trips are a privilege, not a right. The safety and learning opportunity for all students on the trip is the staff's priority at all times. Students who become ineligible at any time before the trip and during the pay schedule period may not be eligible for a refund, subject to administrative discretion. Eligibility is determined at the sole discretion of the Carlisle School administration, taking the following factors into consideration:

- Academic standing: Any child receiving a D or F in two or more core subjects (English, History, Science, or Math) at the close of the grading period preceding the final payment for the trip and/or there are current teacher concerns of in-progress grades (such as consistent missing assignments) may be ineligible to attend field trips.
- Behavior History: A student may be ineligible to attend overnight field trips if the student has served an in or out of school suspension during the current year at any time prior to the trip. In addition, if there are serious behavior or safety concerns, including but not limited to: failure to follow directions; inability to stay close to chaperone; or a tendency to wander; demonstrated at any on or off-campus event on a prior field trip, may render the student ineligible to attend trips.

Chaperones

In Lower School, chaperones may be permitted on day trips and are necessary on overnight trips. In the Middle and Upper Schools, we foster an environment of independence. Therefore, chaperones are not permitted on day field trips unless a special circumstance occurs.

Two chaperones may be needed for Middle and Upper School overnight field trips. Chaperones will be selected on a lottery basis.

All chaperones must adhere to the following guidelines:

- All chaperones must complete a background check as specified by Carlisle School by the end of the second week in September.
- Siblings and other family members are not allowed on the field trip.
- Teachers will assign groups of students to each chaperone and reserve the right to reassign groups according to need.
- The students in each group are the chaperone's responsibility, and the chaperone must be with his/her group at all times.
- Chaperones should not purchase items or provide opportunities not offered to all students in the class or pre-approved by the teacher.
- For the protection of both students and chaperones, chaperones must not place themselves in situations in which they are alone with a student.
- Chaperones must be on time for designated meeting places and departures.
- School policies apply to school-sponsored, off-site activities.
- Chaperones may not do the following: smoke or use tobacco or controlled substances, including but not limited to alcohol, drugs, electronic cigarettes, or look-a-likes in any form; possess articles that can be used as weapons; administer medications to students.
- Chaperones should ride the school-provided transportation.

Finance Office

Billing, Tuition, and Invoices

Carlisle School relies on the timely collection of payment for tuition, fees, and services. The school will make every effort to collect payment in a timely, fair, and cost-effective manner.

The financially responsible parties will be sent a billing statement in accordance with the enrollment contract and/or school policy. The billing statement will be sent at least ten (10 days prior to the payment due date.

Tuition will be billed and is payable based on the method of payment selected. There are three options:

- Single payment option: Single payment of 100% of the net tuition balance by June 1 or June 15.
- Semester payment option: First payment of 50% of the net tuition balance by June 1 or June 15, and second payment of 50% of the net tuition balance by December 1 or December 15.
- Monthly payments: Equal monthly payments of the net tuition balance, with the final payment scheduled no later than April 30.
    - Returning families who re-enroll in a timely manner may choose a twelve-payment plan that would begin in May and run through the following April, or a ten-payment plan that would begin in June and run through the following April.
    - The number of monthly payments for families who enroll after July 1 and choose a monthly plan will be based on the number of months between enrollment and April 30. For example, a student who starts in October will make seven (7) equal monthly payments.

All tuition and fees must be paid in full by April 30. This is especially important for graduating seniors, as they will be unable to participate in senior activities and will not receive their diplomas until their accounts are paid in full.

Other charges will be billed as incurred. A late payment fee of $25 per month may be assessed on all amounts more than ten (10) days past due. This charge will be added to the student's billing account each month.

Other charges will be billed as incurred and are due within 30 days. Carlisle School will charge a late payment fee of 8% AYP on the unpaid balance in accordance with the Collection Policy. In cases where tuition or other charges are past due, Carlisle School has the right to deny admission to classes, to deny participation in orientation, athletics, and other extracurricular activities, to withhold the preparation of reports to parents and/or transcripts to other schools or colleges as permitted by law, and/or to refer the account to a collection agency or an attorney (in which case the signee shall bear all costs and expenses incurred by Carlisle School to collect any outstanding debts, including attorney's fees).

Collection Policy

The Director of Finance will review the accounts receivable aging report monthly with the Head of School. Families with a past due balance of:

- 15 days will be sent an email reminder of the past due balance,
- 30 days will be called by the Director of Finance to discuss the past due balance, and a statement will be mailed to the address on file. Access to the student information system will be blocked.
- 45 days will be called for a second time, and a second reminder statement will be mailed. The second reminder will note that if the balance becomes 60 days past due, the student will not be allowed to return to school.
- 60 days will be notified that, the student(s) will not be allowed to attend class or participate in extra-curricular activities until the balance is current.

A student account will be considered delinquent if full payment is not received by the payment due date. If the student account is delinquent, the school may take the following actions:

- Prohibit the student from participating in school activities or events.
- Withhold grade reports and transcripts.
- Suspend the student from school.
- Dismiss the student from school.
- Send the account to a collection agency.
- File suit in court for collections.
- Hold enrollment contract for the following year.

Once an account is turned over to a collection agency, the agency will have exclusive discretion to collect; all further communication will be directed to the agency. If legal action is pursued, all associated costs, including but not limited to court costs, attorney fees, and damages, including punitive damages, will be added to the unpaid balance.
Carlisle School will not issue transcripts or provide records for students with unpaid balances. Graduating seniors will

be allowed to participate in the graduation ceremony but will not be issued a diploma until their accounts are paid in full.

Fire and Other Emergency Drills

The school performs a series of regularly scheduled drills throughout the year to keep students, faculty, and staff trained and ready in the event of an incident. Any person on campus during a drill will be required to participate for their safety and the safety of others. The drills include but are not limited to fire, tornado, earthquake, evacuation, and lockdown. Regular drills are conducted throughout the school year. When the alarm sounds, everyone should move according to the Crisis Management Plan. Students are to remain with their teacher until permission to move has been granted by the administration.

Visitors, including parents, on campus must follow school protocol during an emergency drill. Visitors will not be allowed to enter any school buildings during a drill. Parents will be notified via Carlisle School's emergency alert system when the lockdown has been lifted.

Harassment & Intimidation Policy

Carlisle School is committed to creating an environment that is free from all forms of harassment based on a person's gender, race, religion, or ethnicity. It is the collective responsibility of the Carlisle School community of students, faculty, staff, administration, board, and parents to make our environment conducive to learning and to foster mutual respect.

Harassment refers to unwelcome verbal or physical conduct that creates a hostile, intimidating, or offensive environment. Behavior that intends to or has the effect of harassing, degrading, or intimidating anyone will constitute gross misconduct and will not be tolerated. Such conduct includes but is not limited to off-color language, offensive comments, jokes, innuendoes, the use of degrading words or gestures, hazing, and inappropriate physical conduct.

All people who attend or work at Carlisle School have a responsibility to maintain an environment that is free from harassment. The following guidelines are encouraged:

- To prevent harassment, increase personal awareness, and monitor personal behavior.
- If subjected to harassment, do not ignore it. Speak immediately with the respective teacher or administration.
- If another student or adult is being subjected to harassment, don't ignore it. Speak immediately with the respective teacher or administration.
- If made aware that personal behavior is harassing, immediately refrain from engaging in such behavior.

Students or employees of Carlisle School who engage in sexual harassment on school premises or off school premises at school-sponsored activities will be subject to appropriate disciplinary action, which may include suspension, expulsion, or termination of employment.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Any perceived violation of the expectations stated in the school's harassment policy should be brought to the attention of the administration or the head of school. A full investigation of the allegations will be conducted. Depending on the results of the investigation, consequences may be administered, including but not limited to: verbal warning, probation, suspension, and/or dismissal.

Carlisle School does not discriminate on the basis of actual or perceived race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; pregnancy, childbirth, or related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Honor Code

Carlisle School takes its Honor Code very seriously and recognizes that all great schools rest on the notions of truth and honor. Lying is morally wrong, while truth is surely among the greatest virtues one may possess. Carlisle School students should value and prize honor above all else, with all members of our community. Accordingly, we ask that students and faculty pledge to uphold the honor system. At the beginning of each year, students in grades 3 - 12 review and sign the Honor Code. Therefore, we must all recognize that pleading ignorance shall not be accepted.

Carlisle School Honor Code

Carlisle School is a community of honor. I will demonstrate respect for my school by behaving with honesty and integrity.

As a responsibility to my school:

- I will show respect for my classmates and faculty by maintaining honesty in my academic work and refraining from cheating.
- I will show respect for my peers and community by maintaining integrity and honesty in my daily life and refraining from stealing and lying.

I acknowledge that I will be held accountable for my decisions and actions, and I will accept the consequences of those. In choosing to be a member of the Carlisle School community, I pledge to uphold the principles of the Honor Code, both in letter and spirit.

Carlisle School Honor Tradition

Carlisle School strives to provide experiences that strengthen a student's moral character. The faculty reinforces appropriate student behavior in a number of ways throughout the day, and the students receive recognition and/or privileges as acknowledgments of their self-discipline. Carlisle School expects all members of the community to subject their views and actions to critical examination and to accept responsibility for them.

All Carlisle School students should, when observing a dishonorable act, talk with the offender in an effort to stand up for what is right and report the offense to the Honor Council Faculty Advisor. Further, when instructed by the teacher, students should write the following in an academic setting: On my honor, I have neither given nor received unauthorized help on this assignment.

Consequences of an Honor Code Violation

Honor Code violations will be classified in relation to their seriousness and consequences assigned accordingly. Assigned consequences may include: in-school suspension, out-of-school suspension, expulsion, on-campus or community service work details, detention, and others that are deemed appropriate.

Violations of the Honor Code relate to three categories of offenses:

- Lying – Defined as misrepresenting facts when asked by a faculty member, administrator, or person acting in such capacity for the school (i.e., chaperone of a school trip or event) or by misrepresenting information presented to the school such as permission forms, excuses, etc.
- Stealing – Defined as taking something that belongs to someone else without permission.
- Cheating – Defined as receiving any form of unauthorized assistance, including but not limited to the use of AI or programs such as ChatGPT on an assignment or assessment. Plagiarism on any assignment is included as a cheating violation.

Prior to students going to the Honor Council for a violation, they will have the opportunity to speak with their advisor and are allowed to take their advisor to the Honor Council. Parents will be informed of the infraction and hearing but do not attend the hearing. The Honor Council Advisor will notify parents of the Honor Council decision and any consequences. Carlisle School may be required to report Honor Code violations to colleges and universities.

Illness

Students who become ill during the school day will be sent to the school nurse, and parents will be notified if the student is to be sent home. Parents are asked to report to the office to sign out their child when leaving to go home.

As educators, Carlisle understands the pressures that families endure when their children are not well. Please use the guidelines below when determining if your child should stay home from school:

- Your child has had a fever of 100.4 degrees or higher within the past 24 hours. Children must be free of fever for a continuous 24 hours before returning to school.
- Your child has signs of severe illness, including fever, irritability, difficult breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- You know or suspect your child has a fever or is ill. Delay sending your child to school until you have had enough time to observe his/her behavior and feel certain that he/she is well enough to be in school.
- Your child has been diagnosed with a contagious illness and has not yet received medication for at least 24 hours.
- Your child has received medication for an illness for the required 24 hours but still has a fever.
- Your child has a fever, rash, or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.
- Your child has diarrhea, stomach pain, cramping, or has vomited two or more times in 24 hours unless a physician feels the cause of vomiting/diarrhea is

not an infectious disease and writes a note to that effect. The child must not be in danger of becoming dehydrated and must be able to self-care for diarrhea.
- Your child has COVID; the CDC recommendations must be followed.
- Your child has nits or live lice on his/her head.
- Your child has been diagnosed with pink eye or other contagious eye infections.
- If your child has been sent home from school for fever, diarrhea, or vomiting, he or she must stay home the following day.

Immunizations

In order to comply with Virginia State Law, all preschool, kindergarten, and new students entering Carlisle must present a physician's certificate showing proof of immunization against DPT (diphtheria, pertussis, and tetanus), poliomyelitis, MMR (measles, mumps, rubella), and HIB (H. Influenza type B). Students are also required to receive immunization against varicella zoster (chicken pox). In addition, beginning July 2001, all children who have not received 3 doses of hepatitis B vaccine will be required to receive such immunization prior to entering the seventh grade. Kindergarten students will need a report from a qualified, licensed physician of a comprehensive physical examination performed no earlier than 12 months prior to school entrance.

All student records (immunization and physicals) must be in place prior to the beginning of a school year. Failure to have such documentation will result in students not being allowed to attend school until the documentation is in place.

Insurance

Carlisle School carries a secondary insurance policy. This policy can be utilized in the event a student is injured in a school activity. This is a supplemental policy that covers some expenses (up to policy limits) that are not covered by the family's primary insurance policy.

The student coverage provides protection for students for covered injuries while: (1) in or on the school grounds or premises during a period of regular attendance when school is in session; (2) traveling to or from a school activity or with a school-sponsored group; (3) in transportation arranged by the school; (4) participating in or attending activities directly sponsored by the school and continuously supervised by school designated official or employee.

In the event that a student has an injury at a school sponsored event as described above, promptly contact the business office for a claim form and further information.

Internet Safety Policy

Carlisle School makes the internet available to staff and students for education-related purposes. It is the policy of Carlisle School to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activities; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Safety and Security
Carlisle School shall provide a filtering service that attempts to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, the Protecting Children in the 21st Century Act, or any other applicable laws. As determined by the Head of School or designee, an authorized person may grant access for research or other lawful purposes. The school shall permit user access to the Internet in accordance with law, policy, and administration.

Network Safety and Training
Carlisle School shall provide internet safety training to students no later than the end of the first six weeks of instruction. Training shall include a review of the Technology Acceptable Use Policy in the Student Handbook and education on cyberbullying, inappropriate use of social networking sites, and other technology-related issues.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Carlisle School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring
It shall be the responsibility of all members of the Carlisle School staff to supervise and monitor usage of the online computer network and access to the internet in accordance with the handbook policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Head of School or designated representatives. Please visit the CIPA website for additional information: https://www.fcc.gov/consumers/guides/childrens-internet-protection-act.

Medications

All prescription drugs and over the counter medications for students should be taken to the school nurse. These medications cannot be given without a written request from the parents and must be brought immediately upon arrival on campus to the nurse. Medical authorization forms are submitted electronically by families each year. All medication MUST be in its original bottle from the pharmacy; most pharmacists will split the medication into two labeled bottles, one for home and one for school, at no charge.

Medications may only be dispensed by the Field Trip Supervisor/Coach during field trips or sporting events and only with parental approval documented on the Travel Medication Authorization Form. No student should be in possession of drugs, over the counter or prescribed, while at school or on school sponsored trips. No medication may be given to or used by another student. A student who violates any section of this policy is subject to disciplinary action, including, but not limited to suspension from school, at the discretion of the Head of School.

Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, purchase, or be under the influence of any prohibited substances such as an illegal drug, alcoholic beverage, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products, including but not limited to marijuana. Carlisle School reserves the right to request or require drug testing for any student.

The proper use of a drug authorized by a valid medical prescription from a legally authorized healthcare provider shall not be considered a violation of this rule when the drug is taken in the manner prescribed by the person for whom the drug was prescribed.

For the purpose of this policy:

- Possession – Having the prohibited substance on the student's person or in another place where the student, either alone or jointly with others, has control over it. This may include, but is not limited to, possession of a prohibited substance in an automobile, locker, book bag, or desk.
- Use – The consumption, injection, inhalation, or absorption of a prohibited substance into a student's body by any means. Under the influence – the use of any prohibited substance when the prohibited substance would influence a student's mood, behavior, or learning to any degree.
- Counterfeit Substance – Any substance that is described or presented as a prohibited substance.
- Unauthorized Prescription Drug – Any drug or medication that has not been prescribed for the student.
- Drug Paraphernalia – Objects used for ingesting, inhaling, or otherwise introducing controlled substances into the body, including but not limited to vape pens, pipes, rolling papers, roach clips. Relevant evidence may be considered in determining whether an object is drug paraphernalia for example, storage bags, scales, grinders, etc.
- Unauthorized Prescription Drug – Any drug or medication that has not been prescribed for the student.
- Conspiracy – An agreement by two (2) or more persons to commit an unlawful act in violation of this policy.
- Sell – The exchange of a prohibited substance for money, property, or any other benefit or item of value.

Non-Discrimination Policy

Carlisle School does not discriminate on the basis of actual or perceived race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression;

age; veteran status; political affiliation; disability; genetic information; pregnancy, childbirth, or related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Notifications of Health Conditions

It is the parent's responsibility to notify the school using the Student Information System if there are medical conditions that require special measures, such as dietary or activity restrictions for the student.

Parents of students with severe allergies will need to provide documentation of the allergies and provide appropriate medication/EpiPen, if needed, to the school nurse.

Parent Organization

The Village consists of all parents and guardians of enrolled students. It provides an opportunity for parents to partner with the school in supporting and enhancing educational experience.

Personal Belongings/Lockers

Each student is issued a locker where personal belongings and school supplies can be stored. Although the Honor Code enables the school community to enjoy a sense of security, it is still suggested that students do not leave valuables in their lockers. They are welcome to bring these items to the office to be stored during the school day. Students are expected to keep their lockers neat and well-organized. Pictures, mirrors, and organizers for supplies may be attached to the inside of the locker only if they can be easily removed without damage to the locker. Nothing may be placed on the exterior of the locker.

Lockers are the property of the school and may be searched at any time. Such searches will always take place in the presence of at least one faculty member. Whenever possible, the student whose locker is being searched will be present for the search. The school also has the right to search book bags, athletic bags, etc.

The school cannot accept responsibility for items lost at school. We will make every effort to help the student locate the lost item. If a student suspects an item has been stolen, he/she should report the incident to the administration or another faculty member as soon as possible.

Re-enrollment Eligibility

Students are eligible for re-enrollment if they are in good academic standing and all financial accounts are current. Good academic standing is a student's C- or higher first-semester average in each course. Students who are on an academic hold will be assessed at the end of each grading period to determine eligibility. The finance office will determine the release of financial holds.

School Spirit Wear

Carlisle School spirit wear and representative dress shirts can be ordered from our online school store located on the school website.

Security

Carlisle School is situated on over 25 acres, comprised of five buildings, several athletic fields and other common areas. There is one entrance to the school and two exits to campus. Authorized access to the campus is restricted to students, faculty, and staff. Visitors are directed to one of the following locations on campus:

- Pannill-Walker Hall Building(Lower School)
- Roy Building (Middle School)
- Bassett-Morten Building (Upper School)

All doors to all buildings are locked. Access to the above buildings is allowed through the front door only by using a camera and buzzer system. All visitors are required to "buzz" the front door of the buildings through the use of a video intercom system. The door attendant will verify your identification and purpose before admittance is allowed. Visitors are required to check-in and receive a visitor's badge to wear while on campus. Upon leaving the campus, visitors must sign out and return the visitor's badge.

Campus common areas are off-limits to unauthorized persons. This includes but is not limited to athletic fields, hiking trails, playgrounds, and gyms. Pet walking is considered a violation of this policy, and trespassers will be asked to leave the campus.

Students with Learning Disabilities

Parents may wish to employ the services of a private tutor to provide in-school tutoring and to assist with organizational difficulties. Parents should notify the appropriate director of these arrangements. To receive reasonable accommodations for a learning difference, a student must have a psychological-educational battery of testing that is no more than three years old from an independent professional. A copy of the testing must be provided to the school.

Student Visitors to Campus

Student visitors are welcome on occasion, with specific, advance permission. Visitors may not come during exam periods or other days when the school program departs from the usual. Should a student have a friend who would like to visit Carlisle School for a day, that visit must be scheduled through the Admissions Office. All visitors need to check-in at the school office and must be in Carlisle School appropriate dress code for the day. Guests are subject to school policies during their visit.

Summer Camps

Carlisle School offers a wide variety of summer camps beginning in June and concluding late July. These camps are an opportunity for students to try new activities, sports, and other learning activities. All families will receive information about summer camps each spring. The camps are open to our local community. For additional information, please contact the Middle School Director.

Technology Acceptable Use Policy

Philosophy and Availability

Carlisle School believes strongly in the ability of technology to transform learning, and thereby, to transform lives. Technology puts the world at our fingertips, changes how we teach, accelerates our understanding and aids us in re-imaging the solutions to problems. It is a vital resource to the educational process, enabling each of us to learn in our own style. It has reshaped the way we look at and process information, forever changing the way we educate. Carlisle School is an educational institution, and to protect this valuable resource, this policy has been created to foster and protect the educational and instructional needs of the school. In so doing, this policy seeks to provide responsible shared use of the school's technology resources.

Digital citizenship is defined as the expected behavior of members of the Carlisle community as they use responsible practices with regard to technology. As educators, we know that while students are comfortable "using" technology, they may not know how to use it appropriately and responsibly. To better understand the complexity of digital citizenship and the issues of technology use, abuse, and misuse, the International Society for Technology in Education has established a framework to teach the basics of digital citizenship.

Respect

- Digital access: Advocating for equal digital rights and access is where digital citizenship starts.
- Digital etiquette: Rules and policies aren't enough – we need to teach everyone about appropriate conduct online.
- Digital law: It's critical that users understand how to properly use and share each other's digital property.

Educate

- Digital communication: With so many communication options available, students need to learn how to choose the right tools according to their audience and message.
- Digital literacy: This involves more than being able to use tools. Digital literacy is about how to find, evaluate and cite digital material.
- Digital commerce: As students make more purchases online, they must understand how to be effective consumers in a digital economy.

Protect

- Digital rights and responsibilities: Students must understand their basic digital rights to privacy and freedom of speech.
- Digital safety and security: Digital citizens need to know how to safeguard their information by controlling privacy settings.
- Digital health and wellness: One important aspect of living in a digital world is knowing when to unplug. Students need to make informed decisions about how to prioritize their time and activities online and off.

Responsibilities

- All members of the Carlisle community shall demonstrate ethical and responsible behavior when using technology. Technology use at Carlisle School is for educational purposes.

- All members of the Carlisle community are accountable for their actions when using technology, particularly when those actions negatively impact the school, interfere with its daily operations, or damage the reputation of any community member.
- Faculty and staff shall instruct, provide guidance, and support students in the appropriate use of technology.
- Families are encouraged to set and convey similar standards for technology use at home.

Restrictions

The following are restrictions on the use of technology through the school system, on school property, at any Carlisle School sponsored event, or in connection with school related work completed away from Carlisle School. These restrictions also apply to any act using technology that negatively impacts Carlisle or a Carlisle community member, regardless of purpose, location, or time of day.

- Using any technological device for accessing, uploading, downloading, transmitting, displaying, or distributing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images at any time.
- Transmitting personal information of others, on the Internet, network, or technological device.
- Taking unauthorized photos, videos, or other recordings of others on the Internet, network, or other technological device.
- Unauthorized transmission of photos, videos, or other recordings of others on the Internet, network, or other technological device.
- Unauthorized modification of, damage to, or compromising of a technological device, computer system, or network.
- Attempting to gain unauthorized access to technological devices, network systems, the Internet, or the work of others.
- Using any type of computer hacking software, pirated software, or P2P (peer to peer) file sharing software.
- Setting up a network server or wireless access point and/or providing network services.
- Accessing auction sites, gambling sites, or any other inappropriate sites.
- Accessing online games that are not related to the curriculum and approved.
- Violating copyrights, plagiarism, trespassing in another person's accounts, folders, work, or files on all technological devices.
- Violating local, state, or federal statutes.

Disclaimer

Carlisle School does not have control over the information on the Internet or incoming email. Although an internet filter is utilized across the campus, it does not always prevent users from accessing the full range of obscene, profane, sexually oriented, threatening, racially offensive, illegal, or content otherwise inconsistent with the mission of Carlisle School. Carlisle School's intent is to make internet access available for educational goals and objectives. All members of the Carlisle community shall obey the Technology Acceptable Use Policy outlined above. Carlisle School reserves the right to view all communications generated on school systems, on school premises, or at any school-sponsored event. This policy expressly applies to personal electronic devices. Carlisle School is not responsible for any personal technological devices brought on campus, any loss of data due to faulty connections, or equipment failure.

Personal Electronic Devices (cell phones, smartphones, tablets)

The use of electronic devices is not allowed in the bathrooms. Upper School students may use personal electronic devices only before and after school, during break, and lunch, unless directed by a teacher. Teachers will require cell phones to be placed in a collection container for the duration of the instructional period.

Lower and Middle School students must turn in their cell phones/smart watches on arrival, and they will be returned at the end of the school day. Students must use the office phone to contact their parents/guardians during the school day.

Students may not use personal tablets, computers, or gaming devices during the school day; however, they may use these devices on school-provided transportation. Any inappropriate use of electronic devices while using school-provided transportation will result in disciplinary action.

Carlisle school cannot be held responsible for any loss or damage to personal electronic devices.

Technology Code of Conduct

Your online behavior reflects you and your work. Please be courteous and respectful of both you and others. Unacceptable and/or inappropriate use of technology may result in disciplinary action. Examples of unacceptable and/or inappropriate use include but are not limited to:

- Posting threatening or bullying comments, pictures, audio, and/or video.

- Recording, posting, or transmitting photos or videos of a person or persons on campus without the express written permission of the school administration.
- Using the school's technology resources for any illegal activity, including copyright violations, gambling, etc.
- Viewing pornographic, sexually explicit, violent, or threatening content.
- Using or possessing software that has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees to the owner of the software (i.e., "pirated" software).
- Falsifying an email message.
- Sending chain letters/emails.
- Degrading or disrupting equipment or systems performance.
- Gaining unauthorized access to resources, data, or entities.
- Invading the privacy of others.
- Using the account of another user.
- Vandalizing the data of another user.
- Attempting to cover for bad behavior by using anonymity, i.e., posting hurtful anonymous messages.
- Violating system and infrastructure security and/or integrity in any fashion.

Our goal for our school community is to be good digital citizens and display actions that are becoming to Carlisle School.

Violations

All members of the school community are to abide by all school policies in letter and spirit and understand that violating them will result in disciplinary action, up to and including dismissal.

Technology Usage Agreement

- Carlisle School issued device is for your school use ONLY. Do not lend it to other students, family members, or friends.
- Your Google account is a school account. This means that documents in your drive should be school related only.
- Your Google documents can be shared with others only for school-related work. You are not to share personal exchanges, chats, etc.
- Personal accounts are prohibited on school devices, including email, iTunes, Messages, Facebook, TikTok, Snapchat, etc.
- No applications or games may be installed on a device.
- Devices may not be used to record any video or photos without instructions from a teacher.
- You may not use "incognito" on a school account, and you may not delete your browsing history.
- Devices are to be used for school-related searches only.
- Student devices must only use the designated Carlisle Wi-Fi.
- YouTube is to be used to watch videos assigned by a teacher only and may not be used for listening to music or watching unassigned videos.
- Cisco Umbrella is enabled and will be used even while you are at home. Your device and usage are being monitored. Teachers will be keeping session summaries to ensure that students are on designated websites.
- Do not set a password or passcode on a school-owned device.
- You will be responsible for any damage to the device while it is in your care.

Guidelines for AI Use

Artificial intelligence, or AI is a quickly evolving technology that is beginning to impact many aspects of our lives. As educators, it is essential that we address this technology and begin to establish policies around acceptable use.

- AI may be used as a tool, but only with teacher approval.
- AI should be used for clarifying doubts or seeking explanations, not as a shortcut to avoid reading, analysis, and comprehension.

Violations of these guidelines may be considered cheating and/or plagiarism, which are violations of the Honor Code and will be brought before the Honor Council. This policy will be updated as necessary and appropriate.

Repair Plan for Carlisle Devices

Carlisle School provides students with a device: lower school, iPad with protective case and keyboard, middle school, either an iPad with protective case and keyboard or laptop, and upper school a laptop. Carlisle School will also provide one charging cable. The parent or guardian and the student shall be responsible for maintaining the device in good working order. If the device or protective case is lost or damaged, the classroom teacher should be notified and should complete a Damage Report and forward the report and the device to the IT Specialist.

Carlisle School will cover the cost of one device repair or replacement incident for an accidentally damaged device up to $229. However, the parent or guardian is responsible for the device's full replacement or repair cost or protective case if the device is lost or stolen. The parent or guardian must immediately report the incident to local law enforcement and submit a copy of the police report to the IT Specialist. Students will be issued one charging cord and block per school year. If this cord is lost or damaged, the parent or guardian is responsible for paying a replacement fee.

Threat Assessment

A threat is concerning communication or behavior that suggests a person may intend to harm themselves or others. The threat may be spoken, written, or gestured and is considered a threat regardless of whether it is observed or communicated directly to the target of the threat or observed by or communicated to a third party and regardless of whether the target of the threat is aware of the threat existing in any fashion, whether orally, visually, in writing, or electronically.

- A threat assessment is a fact-based process relying primarily on an appraisal of behaviors to identify potentially dangerous or violent situations and address them.
- A low-risk threat is one in which the person or situation does not appear to pose a threat of violence, and any underlying issues can be resolved easily.
- A moderate risk threat is one in which the person or situation does not appear to pose a threat of violence at this time but exhibits behaviors that indicate a continuing intent to harm and potential for future violence.
- A high-risk threat is one in which the person or situation appears to pose a threat of violence, exhibiting behaviors that indicate both a continuing intent to harm and efforts to acquire the capacity to carry out the plan.
- An imminent threat exists when the person or situation appears to pose a clear and immediate threat of serious violence toward others that requires containment and action to protect identified target(s).

The threat assessment team includes the school guidance counselor, School Resource Officer, appropriate administration, and the Head of School. The threat assessment team will conduct a threat assessment to evaluate the risk of the student(s). In an appropriate case, the guidance counselor will make referrals within the community for further evaluations.
Source: **www.dcjs.virginia.gov**

Visitors

Visitors to Carlisle School are required to sign in and obtain a visitor's badge at the administrative assistant's office. Those not adhering to these requirements may be asked to leave.

Early Childhood Program

Absenteeism

The parent or guardian must inform the school office, either by a note, an email, or a phone call if the child is absent. The administrative assistant will notify the teacher.

Admissions and Registration Procedures

Any parent who wishes to enroll his/her child must fill out the appropriate registration forms available on the Carlisle School website.

Building Information

Contact the Director of Maintenance for more information regarding building inspections by outside agencies, including health inspections, fire inspections, and asbestos inspections.

Campus Drop-Off and Pick-Up

Please follow the morning and afternoon procedures to expedite an efficient and safe routine. You must remain in the car rider line until it is your turn to drop off or pick up your child in front of the Pannill-Walker Building.

Do not pull around cars. To ensure the safety of all our students, follow the directions below:

Morning Procedures:

- Drive through the gate at the main entrance.
- Follow the lane labeled " Preschool/Lower School Lane."
- Pull up to the front of the Pannill-Walker Hall Building.
- Students should be released from the right side of the car.
- Parents are responsible for unbuckling his/her child.
- The doors will remain locked until 7:45 a.m. If you arrive after 8:05 a.m., you will need to walk your child to the door to check in.

Afternoon Procedures:
Place the car sign with your child's last name and his/her grade on the front right side of the dashboard. This will help with the traffic flow and ensure your child's safety.

1:00 p.m. Dismissal (Preschool)

- Follow the lane labeled "Preschool/Lower School Lane."
- Pull up to the front of the Pannill-Walker Hall Building.
- A faculty member will walk your child to your vehicle and open the car door.
- Parents are responsible for buckling his/her child.
- If your child needs assistance buckling, proceed to the buckling zone located in front of the amphitheater.

3:00 p.m. Dismissal

- Follow the lane labeled "Preschool/Lower School Lane."
- Pull up to the front of the Pannill-Walker Hall Building.
- A faculty member will walk your child to your vehicle and open the car door.
- Parents are responsible for buckling his/her child.
- If your child needs assistance buckling, proceed to the buckling zone located in front of the amphitheater.

Change of Transportation:
Call the lower school office at 276-632-7288 ext. 235. Please note that teachers do not check their emails during instructional time; therefore, do not email last-minute transportation changes. There will be a $20.00 late fee charge if students are picked up after dismissal, which ends at 3:15 p.m.

Virginia's Child Restraint Device Law
(Code of Virginia Chapter 10 Article 13 – Section 42.2)
Child restraint devices are required for children through the age of seven (until 8th birthday). Safety seats must be properly used and approved to meet Department of Transportation standards. The Virginia law is based on age and proper usage. Proper selection and use of a safety seat regarding weight and height is in accordance with the instructions of the manufacturer of the safety seat.

Rear-facing child restraint devices must be placed in the back seat of a vehicle. In the event the vehicle does not have a back seat, the child restraint device may be placed in the front passenger seat only if the vehicle is not equipped with a passenger side airbag or the passenger side airbag has

been turned off. Children can no longer ride unrestrained in the rear cargo area of vehicles.

The law applies to anyone (i.e. parents, grandparents, babysitters, friends) who provides transportation for a child in any vehicle manufactured after January 1, 1968. Public transportation, taxicabs, regulation school buses, executive sedans, limousines, and farm vehicles are exempt. Uber and Lyft are defined by law as "Transportation Network Companies" (TNC). TNCs are not categorized as taxicabs under Virginia law and are not exempt.

Booster Seat Use

- Use a booster seat once children outgrow their forward-facing safety seat by height or weight.
- Continue using a booster seat until the child can fit the vehicle seat belt.
- Children must be in a safety seat through age seven, until they turn eight years old, as stated in Virginia law.

Communicating with Parents in an Emergency

An announcement will be made on local television stations, sent out by the emergency alert system, and posted on the Carlisle School website and social media sites.

If it becomes necessary for the school to close during school hours, the procedure is as follows:

- A parent or guardian is notified by phone, text, and/or email by Carlisle School's emergency alert system and informed of the time school will close.
- A parent or guardian is required to have his or her child(ren) picked up at the designated time.

In the event of an emergency, every attempt will be made to contact a parent or guardian and those listed on the emergency contact sheet. If the school staff is unable to contact the person listed, the authorities will be contacted.

Custodial Rights Policy

Carlisle School will uphold the guidelines in any court-issued document pertaining to custodial rights for a child. Carlisle School will follow all valid court orders regarding custody, visitation, decision-making authority, and pickup restrictions.

- A parent or guardian is responsible for providing the school with current court orders.
- In the absence of a court order limiting a parent's rights, Carlisle School may release a child to either legal parent listed on enrollment documents.
- Carlisle School is not responsible for enforcing parenting-time schedules (e.g., determining whose week it is) unless specifically required by a court order.

Daily Schedule

A schedule for Preschool Programs will be posted and provided to parents.

Discipline Policy

Essential agreements are developed for each classroom and are reviewed each day to help your child understand what behavior is expected. We use "time out" as a last resort. Two warnings are given before a "time out" is enforced. "Time Out" is one minute per year of age per infraction. Parents will be notified if their child has served "time out" during the day. Children will be disciplined when necessary, according to the following guidelines:

- Discipline will be provided through appropriate consequences according to the nature of the misbehavior.
- Neither food nor bathroom privileges will be denied because of misbehavior.
- Corporal punishment is not permitted in any disciplinary situation.

Emergency Procedures

Please refer to the Crisis Management Plan for information on emergency procedures.

Lock Down, Lost/Missing Children, Medical Emergencies, and Natural Disasters

A lost or missing child will be reported immediately to the Administration and other staff members. A search plan will be carried out until the whereabouts of the missing child is determined. In the case of an ill or injured child, established emergency procedures will be followed. In the event of a hurricane, tornado, earthquake, or fire, we will follow the emergency procedures. The emergency plan is posted in each classroom. The staff will review the procedures with the students at the beginning of the school year, then once a month throughout the year.

Tornado Emergency
The signal will be an alarm. Faculty and students are to proceed quickly and quietly to the hallway. Students are to be seated facing the wall with knees up and head down. If there is no warning, and a "freight train noise" is heard, faculty and students should drop beneath their desks and protect their heads. If there is a severe storm warning at the time of dismissal, the buses may be held until it passes.

Fire Emergency
The signal will be a continuous alarm. Students are to evacuate the building immediately with their teacher. All students, regardless of their location, are to form a single line. Maps are located in each classroom as to the nearest exit.

Emergency Evacuation
In the unlikely event that we must evacuate the campus because of an emergency, an alternate location for emergency evacuation has been established according to our Crisis Management Plan.

Evaluation

Preschool students receive a report card that includes a checklist of skills that should be mastered before moving to kindergarten.

Fees and Accident Insurance

Carlisle School carries a secondary insurance policy. This policy can be utilized in the event a student is injured in a school activity. This is a supplement policy that covers some expenses (up to the policy limits) that are not covered by the family's primary insurance policy. The policy provides protection for students for covered injuries while:

- In or on the school grounds or premises during a period of regular attendance when school is in session
- Traveling to or from a school activity or with a school sponsored group
- In transportation arranged by the school
- Participating in or attending activities directly sponsored by the school and continuously supervised by school designated official or employee

A parent or guardian should promptly contact the Finance Office if a student has an injury at a school-sponsored event as described above. There is no fee for this insurance.

Handling Medication Procedure

All handling, storing, and administering of medications will be done through the school nurse.

Health and Medication Policies

Medication is kept in the nurse's office and will only be administered through the school nurse or MAT-certified personnel. Prescription medication must be clearly marked with an original prescription label and accompanied by a physician's signed order. Over-the-counter medicines such as sunscreen and insect repellent must be clearly labeled with the child's name and may only be administered according to package directions unless otherwise instructed by a physician.

All immunizations must be up to date. A copy of your child's current immunization record is required to be on file in order for your child to attend Carlisle School.

Hours of Operation

Monday–Friday, our licensed preschool program operates from 7:45 a.m. to 3:05 p.m. on regular school days. Please refer to the school calendar for all holiday closings and planned early release days. If an after-school care program is offered, it will be provided by an outside agency.

Injury Prevention Plan

Essential Agreements for inside as well as outside play will be posted and enforced. Safe toys and equipment will be provided for the children and maintained throughout the year.

Leaving an Upset Child

It is normal for young children to cry when they must separate from their parent or guardian when they enter a new environment. Children usually stop crying within minutes of the separation, and, in general, within a few weeks, the drop-off time goes smoothly. If a child is not able to be consoled, the parent or guardian will be notified.

Local Emergency Contact

Local emergency contact information is posted in the main office, lunchroom, and preschool classrooms.

Organizational Chart

Persons responsible for the preschool program:

- Neal Meyer, Head of School
- Casey Thompson, Pre-School Director
- Monica Rogers, Preschool Two-Year-Old Teacher
- Caylee Barnhart, Preschool Three-Year-Old Teacher
- Teresa Martin, Preschool Four-Year-Old Teacher

Philosophy & Objectives

Carlisle School's preschool program fosters the social, emotional, physical, creative, and cognitive development of young children. With small class sizes, personal attention, and a rich curriculum, we are able to instill a love of learning while helping students develop strong foundational skills that will prepare them for success in lower school. Our talented and experienced teachers have designed their classrooms to allow for exploration and discovery. We provide a literacy rich classroom atmosphere to entice the young child to explore the elements of reading, writing, listening, and speaking. Daily educational experiences are geared to the developmental needs of three and four-year-old students. The child's development of foundational habits, attitudes, skills, and ideas are essential for a lifetime of creative learning.

Pick-Up After Hours

All students should be picked up by 3:15 p.m. If a parent cannot be reached, the person(s) listed as emergency contacts will be notified. Staff will remain on site until all children are picked up; however, a parent or guardian will be charged a late fee of $20.00. The proper authorities will be notified if neither the parent nor the emergency contacts can be reached.

Pick-Up by Responsible Person

No child will be released from Carlisle School unless a parent or guardian or authorized person is available to pick him or her up. Written authorization for release will be kept on file for each child and will be referred to when necessary. The school must be informed of a change if the authorized personnel for pick-up will be different. This information must come through the office by way of signed permission and phone call from a parent or guardian. Identification will be requested before a student is released if there is any uncertainty.

Playground Safety Plan

Active supervision of students is part of our program. Faculty and staff circulate amongst students to ensure that all are adequately supervised at all times. If there are over 10 students in Preschool 3 and 4, two staff members will be available and on duty for playground supervision. The ratio for Preschool 2 is one staff member for eight students. The safety of the playground surfaces is continually observed and maintained. The playground equipment will have a covering of mulch or sand under each piece, which will be replenished throughout the year as needed. On a weekly basis, maintenance staff checks all play areas for safety issues and rakes (fluffs) playground mulch to provide a soft-landing zone. Mulch is measured monthly to ensure a minimum depth of 6" coverage

Preventing the Spread of Disease

Please refer to page 13 of the handbook.

Removal of Children from Roster and Amount of Notice

Any child may be removed from the program if behavior problems are exhibited and are causing disturbances and disruptions for the other children attending. A parent or guardian of the child will be notified, and the child will be dismissed from the program immediately.

Reporting Suspected Abuse/Neglect Policy

Teachers and staff are required to report suspicion of child abuse or neglect to the administration and the school counselor. These cases are required by law to be reported to the Protective Unit of the Department of Social Services.

Reports and Conferences

We believe teachers and a parent or guardian form an important team in the development of a child. We encourage parents or guardians to visit with teachers and school personnel to gain a full understanding of their child's

progress. Please refer to the school calendar for the date the pre-school will hold a Parent/Teacher Conference Day. Parents and guardians are always welcome to call or email teachers with questions or concerns. Be assured that we will be in touch with you by telephone, written note, email, or in person to share any observations we may have. However, arrival or dismissal time, field trips, and during-class parties are not appropriate times for individual conferences.

Rest Time

Full-time students are required to have rest time each day. Students are expected to be quiet and considerate of those sleeping.

Restroom Habits for Preschool Students

Two-year-olds do not need to be potty trained. Three and four-year-olds must be potty trained; however, we do recognize that children have occasional accidents. If an accident does occur, the teacher or aide will supervise as the student cleans him or herself, and we will provide the student with wipes to aid the cleaning process. If a child has a bowel movement in his or her pants, a parent or guardian will need to come and change the child. Please notify the teacher in writing if you do not want your child to be assisted in cleaning himself or herself without your presence. If a student has recurring accidents, they will be removed from the program.

Safe Pick-Up Locations

Main entrance of Pannill-Walker Hall Building

Snack and Lunch

Students are to bring a healthy snack, lunch, and drink daily according to state guidelines. Due to the rise in health issues and food allergy concerns, teachers will no longer be allowed to provide children with snacks.

There is limited time for microwaving items. Be selective and do not send items requiring more than two minutes for heating.

Special Occasions

Parents/Guardians are welcome to send in a special treat to help celebrate a child's birthday. Healthy choices are encouraged. A parent or guardian should make arrangements with the teacher prior to the event. Celebrations will occur at lunch. A parent or guardian who wishes to be more elaborate are asked to do so at private parties, not during the school day. Prior to bringing any treat, a parent or guardian must consult with the classroom teacher to determine whether anyone in the class suffers from a food allergy.

Storing Personal Belongings of Children

Each child will be assigned a space with his/her name on it for storing personal belongings.

Transportation Safety Policy

A list of names, addresses, and parent phone numbers is required for all students in case of an emergency. Requests for further transportation information can be made to the Director of Maintenance.

Visitors

Visitors to Carlisle School are required to sign in and obtain a visitor's badge at the office of the Pannill-Walker Hall Building. Those not adhering to these requirements may be asked to leave.

Lower School

Academic Program

This section of the Student and Parent Handbook covers various issues surrounding life in Lower School for you and your child. This serves as a set of guidelines in order to provide a safe and structured environment that encourages all children to learn and grow. Students must be five years of age by September 30 to be accepted into the Lower School Program.

Academic Probation for Grades 4-5

A student will be placed on academic probation if he/she has a D or F at the end of a grading period. When a student is placed on academic probation, that student will meet with the appropriate teachers, his/her Administration, and their parent or guardian to develop an improvement plan. In addition, the student may also spend time following the regular school day working with the classroom teacher, who can then assess the student's progress toward improving his/her performance in that particular subject. If the student is failing in more than one subject area, this requirement will be scheduled on a rotating basis. If, after one probationary period (four weeks), the student remains on academic probation, they will miss two specials per week for additional remediation in the failing subject areas until improvement is made. A student may be placed on or removed from academic probation at the end of the grading period. If a fourth or fifth-grade student's academic performance places him/her on academic probation at the end of the final grading period, that student will serve the probationary period beginning with the first grading period of the next year.

If, after one probationary period (four weeks), the student remains on academic probation, all the student's extra-curricular activities will cease until grades are reviewed again at the end of the next four-week probationary period.

Athletics

Fifth grade students, regardless of their age, will be allowed to participate on Middle School athletic teams. Please see Student Eligibility guidelines on page 48 for more information.

Attendance

In the case of an absence or a known tardy, parents must call the administrative assistant at 276.632.7288 ext. 235 or send an email by 8:45 a.m. If the student is not accounted for, a parent or guardian will be contacted. Following an absence, the student must bring a note from home verifying the reason for the absence. Unless we have a doctor's excuse, if a student misses 10 days of school, a parent or guardian may be asked to meet with the administration. Absences for reasons other than illness, emergency, and the like may be considered unexcused. This includes family vacations while Carlisle School is in session, trips for a social engagement, etc. If a student is absent from Carlisle School, he/she may not participate in field trips, plays, parties, or after-school activities.

Cell Phones/Personal Electronic Devices

Lower School students are not allowed to use cell phones/smart watches during the school day. Refer to the Personal Electronic Devices section.

Clubs

Students in grades 3 – 5 will participate in clubs at least once a month.

Dress Code

Please refer to page 8 for a detailed explanation of the school-wide dress code. Khaki shorts and tennis shoes are allowed on Mondays for Flag Ceremony.

The procedure by which the Administration will handle a dress code violation is as follows:

- First Offense – Private conversation with the student by the classroom teacher and an email will be sent to the parent or guardian.
- Second Offense – A parent or guardian will be required to bring a change of clothes for the student.
- Third Offense – A detention will be given to the student. Additional offenses will be handled at the discretion of the administration.

Dropping Off Items

Items that are dropped off after the start of the school day in the office of the Pannill-Walker Hall Building will be delivered to the child's classroom. All items should be clearly labeled and left in the office.

Email/Phone Messages

Please contact the office of the Lower School at 276-632-7288 ext. 235 with time-sensitive messages. All transportation changes must be made by 1:00 p.m.

Field Trip

Please refer to pages 9 – 10 for the field trip policy for the Lower School.

Grading System and Grade Reports

Kindergarten students receive a report card that includes a checklist of skills.

Grades 1 - 3 report cards provide for the flexibility of the child's individual development; therefore, they receive letter grades of E, S, N, and U.

E (100 – 90)
S (89 – 80)
N (79 – 70)
U (69 or below)

Grades 4 - 5 add a new dimension to number-based letter grades. The grading scale is as follows:

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

The following percentages will be used to calculate the students grades each grading period. There will be at least two assignments per category given in each grading period.

Grades 4 - 5

- Classwork/Homework 30%
- Quizzes 30%
- Tests 40%

Students in grades 4 and 5 who receive a grade of C+ or lower in any course will not be eligible for any Honor Roll category.

There are four grading periods, each weighted equally and calculated to a yearly average.

Homework Policy K – 5

Homework Policy: Grades K-5
Homework is used to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject.

Homework should be necessary and useful, appropriate to the ability and maturity level of the students, well-explained, motivational, and clearly understood by the students. Homework should be tied to the current subject matter, assigned in amounts and levels that students can complete successfully, and should be checked quickly, with feedback provided to students.

Late Work Policy: Grades 4-5
Any assignment not turned in by the beginning of class on the day it is due will be considered late. No late assignment will be accepted, that is more than two class meetings past the due date. For one class meeting late, the maximum grade possible is 90%, and for two class meetings late, the maximum grade possible is 80%. Anything after two class meetings will result in a 50%.

Lost and Found

A lost and found box is kept in the office of the Lower School. All articles of clothing, lunch boxes, etc., **need to be clearly marked with the child's name**. Unclaimed items will be given to a local charity organization at the end of each semester.

Lunch

Students in grades K – 5 have the option of bringing a lunch to school or purchasing from the lunch program on designated days. Students in grades K – 5 will eat in the dining hall. There is a limited time for microwaving items. Be selective and do not send items requiring more than two minutes for heating. No Door Dash, Grub Hub or Uber Eats.

Mandated Reporting

Teachers and staff are required to report suspicion of child abuse and neglect to the administration and guidance counselor, and these cases are required by law to be reported to the Protective Unit of the Department of Social Services.

Missed Work

If a student is going to be out of school for a planned reason, a parent must contact the child's teacher 48 hours in advance in order to schedule a time to make up work. Work not done in advance should be completed as soon as possible. If circumstances prevent completing the work on the first day back, the student will be allotted one day's grace period for each day missed.

Physical Education

All students participate in physical education each week. It is requested that a parent or guardian send an email to the physical education teacher if the student is unable to participate. A physician's note is required if a student is unable to participate for more than one day.

Reports and Conferences

We believe teachers and parents or guardians form an important team in the development of a child. We encourage parents or guardians to visit with teachers and school personnel to gain a full understanding of their child's progress. Lower School will hold a Parent/Teacher Conference Day. Parents or guardians are always welcome to call or email teachers with questions or concerns. Be assured that we will be in touch with you by telephone, written note, email, or person to share any observations we may have. However, arrival or dismissal time, field trips, and during-class parties are not appropriate times for individual conferences.

Rest Time

Although rest time is sometimes not a favorite time for children, it is necessary for children in kindergarten to relax and recoup from an active morning. Students will rest on mats for approximately 30 minutes each day during the first semester of school. Children are expected to be quiet and considerate of those sleeping. During the second semester of school, the students will have quiet time at their tables.

Snack

Students are to bring a healthy snack daily. Due to the rise in health issues and food allergy concerns, teachers will no longer be allowed to provide children with snacks. In the event that your child forgets a snack, items are available for purchase in the Dining Hall.

Special Occasions

Parents or guardians are welcome to send in a special treat and juice box to help celebrate a child's birthday. Healthy choices are encouraged due to the number of birthdays celebrated throughout the year. Parents or guardians should make arrangements with the teacher prior to the event. Celebrations should occur at lunch. A parent or guardian who wishes to be more elaborate are asked to do so at private parties, not during the school day. Prior to bringing any treat, a parent or guardian must consult with the classroom teacher to determine whether anyone in the class suffers from a food allergy.

During the day, students may only distribute invitations to a private celebration outside of school if all the students in the class are invited; otherwise, invitations should be mailed.

There will be no outside gifts or items brought into the school for individual students. A parent or guardian is allowed to send items for class celebrations only. There will need to be enough of the items being sent for all the students in the class. The items given need to be all the same item. Outside gifts cannot be brought for special events unless approved by the administration.

Parents or guardians will need to sign up for one class party per year. Parents or guardians who are signed up for a party will have the opportunity to provide a treat for the occasion. There will be no additional parties added to the list provided by Carlisle School.

Student Conduct

The teachers and students develop essential agreements on the first day of school in place of traditional classroom rules. Essential agreements are signed by the students and teachers and are referred to as needed.

Teachers provide a positive learning environment for all students and are caring professionals who have a keen sense of the development and social needs of the students. Students are expected to be tolerant, compassionate,

respectful, courteous, and exhibit proper manners and behavior at all times. Behavioral matters will be addressed by the classroom teacher. On occasion, a disciplinary matter may find its way to the administration or the Head of School. Parents or guardians are kept fully informed, as their support of our daily work is essential to the growth of their child.

- Discipline will be provided through appropriate consequences according to the nature of the misbehavior, which can include in-school suspension and out-of-school suspension or dismissed from the program.
- Carlisle School reserves the absolute and unconditional right to deny re-enrollment to any student whose social or academic performance is deemed not in the best interests of the individual student or the school community.
- If, after one probationary period (four weeks), the student remains on academic probation, all the student's extra-curricular activities will cease until grades are reviewed again at the end of the next four-week probationary period.

Student Council Association

The Student Council Association fosters an environment conducive to personal and academic development by promoting the general welfare of the student body, striving to unite the school in all affairs. The goals of the SCA are to foster communication between the student body and the administration and to provide a link for students with the administration, both academically and socially.

Teacher Requests

Parents or guardians are not allowed to make teacher requests for the academic school year.

Visitors

Visitors to Carlisle School are required to sign in and sign out and obtain a visitor's badge at the office in Pannill-Walker Hall Building. Those not adhering to these requirements may be asked to leave.

Volunteers

Volunteers should notify the teacher in advance of the days they wish to offer their assistance. Parents or guardians must fill out the Special Classroom Activity form 48 hours prior to an event and be approved by the teacher and the administration. All volunteers must complete a background check by the second week in September.

Middle School

Academic Program

The middle years are an important and challenging time in a student's life. The faculty and staff are dedicated to developing and nurturing our students during this crucial time for growth. With over 100 years of combined experience in middle school education and development among our faculty, the Middle School is a place where our young adolescents flourish. We offer a research-based curriculum that challenges our students in the areas of science, mathematics, languages, and humanities. They are taught how to apply their knowledge to real-world scenarios and are routinely tasked with interdisciplinary assignments that require research, writing, technological components, and public speaking.

Advising

Carlisle School has a dedicated advisory program that is rooted in the principles of growth mindset. Growth mindset is the basis of our middle school program, where students understand that with hard work and risk-taking, every student can grow and learn. Each student has a faculty advisor who is responsible for overseeing the student's school experience. The advisor is the first point of contact for the student and his/her parents or guardians. Advisors meet with their advisory every morning to welcome each student to school, to disseminate information, and for progress checks. Also, the students have a dedicated advisory period that meets once a month. During the advisory period, the students will focus on one or more of the following activities: growth mindset, goal setting, planning/organization, study habits, character growth, or community service.

Arrival and Dismissal

The daily schedule begins at 8:05 a.m. and concludes at 3:05 p.m. Students should avoid arriving to school prior to 7:45 a.m. unless they have appointments scheduled with teachers. No teachers are on duty and, therefore, cannot be responsible for students before 7:45 a.m. Students should enter through the main doors at the front of the Roy Building each morning. Students are to be picked up no later than 3:15 p.m. using the lane directly in front of the Roy Building. Students who remain on campus after school are subject to the same code of conduct as during normal school hours. All students must be in a formal, supervised activity if remaining on campus after dismissal. These activities may include receiving help from a teacher, participating in athletic practice, or participating in an extracurricular activity.

Attendance

Regular attendance is essential for a student's success in every aspect of Carlisle School. A student who misses more than 10 class days may be in jeopardy of not receiving credit for the course. Carlisle School strongly encourages families to plan extended trips/vacations on regular school holidays. Attendance is taken during homeroom each morning. Please see the guidelines below with regard to attendance.

- A student is considered tardy if not in his/her homeroom class by 8:05 a.m. The student will need to sign in at the office before entering the classroom if tardy.
- If a student needs to be dismissed before 3:05 p.m., a parent or guardian should notify the administrative assistant via email in advance. The student must sign out in the office at the time of departure.
- Parents or guardians are encouraged to schedule appointments before and after the school day.
- When a student is absent due to illness, please call 276.632.7288 ext. 222 or email the administrative assistant before 8:30 a.m.
- Any scheduled, long-term absence should be discussed with the Administration prior to the absence.
- If a student is absent from school or from any class, he/she is responsible for any work that is missed from school.
- A student who is absent from school is not permitted to participate in after-school activities on that day, including but not limited to practices, games, dances, and plays.
- For anticipated absences, students must fill out an Anticipated Absence Form located outside of the Middle School office. This form is required for all planned absences.

Cell Phones/Personal Electronic Devices

Students are not allowed to use their cell phones/smart watches, and personal electronic devices during the school day. Middle School students are required to turn in their devices during homeroom. The device will be returned at 3:05 p.m. each day. Please contact the Middle School administrative assistant via email if you need to send a

message to your child. A first or second offense will result in the device being taken for the remainder of the day, and an email will be sent to the parent. A third offense will result in detention. Any major offenses or continual violations may result in immediate loss of electronic privileges for a period of time up to the remainder of the school year, suspension or expulsion.

Conferences

Carlisle School places a great emphasis on the relationship between the parent or guardian and the teacher. At the beginning of the school year, each division will hold an orientation to introduce the faculty and to explain the school program to the parents or guardians. Once a year, each division has a parent/teacher conference day. We encourage parents or guardians to visit with teachers and school personnel to gain a full understanding of their child's progress. Parents or guardians are always welcome to call or email teachers with questions or concerns.

Dress Code

Please refer to page 8 for a detailed explanation of the school-wide dress code. Students are expected to maintain a high standard of appearance each day. The dress code should be followed from a student's arrival to school until the end of the school day unless otherwise instructed. A student or parent is always welcome to bring an article of clothing to the Administration to check on its dress code compliance.

Faculty are to report dress code violations after homeroom to the Administration via email. The procedure by which the Administration will handle a dress code violation is as follows:

- First Offense – a verbal warning will be given to the student, and an email will be sent to the parent or guardian.
- Second Offense – An official warning will be given via email to a parent or guardian and the student, and the student may be required to change clothes.
- Third Offense – A detention will be given to the student.

Additional offenses will be handled at the discretion of the Administration, and consequences could include, but not be limited to, suspension.

Examinations

Examinations are given at the end of each semester and count for no more than two test grades. Students may not have more than two tests/exams on a single day.

Extracurricular Activities

Athletics

Carlisle School provides an excellent athletic program that fosters teamwork, school-spirit, and develops skills needed in competition. All students, regardless of ability or experience, are invited to participate on Carlisle's athletic teams. Varsity, junior varsity, and middle school teams compete seasonally as follows:

- Fall – Coed Cross Country, Boys' Soccer, Girls' Volleyball and Tennis
- Winter – Girls' and Boys' Basketball
- Spring – Baseball, Coed Golf, Girls' Soccer, Boys' Tennis

Student Council Association

The Student Council Association (SCA) fosters an environment conducive to personal and academic development by promoting the general welfare of the student body, striving to unite the school in all affairs. The goals of the SCA are to foster communication between the student body and the administration and to provide a link for students with the administration, both academically and socially. The SCA has several fundraisers throughout the year to support Middle School events and numerous charitable organizations. There are two SCA-sponsored dances a year for middle school, one at the end of the first and second semesters. All Middle School students are encouraged to attend and enjoy spending time with their classmates. Students are allowed to bring a special guest (must be middle school-aged) to the dance as long as the guest form has been turned in and approved by the SCA sponsor. The Middle School SCA is comprised of four elected executive officers: Two eighth-grade students serve as president and vice president. Two seventh-grade students serve as secretary and treasurer. Sixth-grade students may serve as SCA representatives along with eighth and seventh-grade students.

Theater

Middle School students may audition for the musical. Students do not need to be enrolled in a drama class to participate in the musical. However, if a student is enrolled in drama class, they are required to participate in the musical.

Grading System and Grade Reports

Students are graded on a wide variety of work, such as homework, classwork, quizzes, tests, and projects. Report cards show numeric grades to letter grades:

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

The school year is composed of two semesters, and each semester contains two grading periods. Grades are issued at the end of each grading period. The second grading period will contain the first semester averages. The fourth grading period will contain the second semester averages as well as the final averages for each course. Students' grades are available online, and at the end of each grading period, an electronic report card will be emailed.

Grading Policy

The following percentages will be used to calculate the students grades each grading period. There will be at least two assignments per category given in each grading period.

6th Grade
- Graded Assignments 20%
- Homework 20%
- Quizzes 30%
- Tests 30%

7th Grade
- Graded Assignments 20%
- Homework 15%
- Quizzes 30%
- Tests 35%

8th Grade
- Graded Assignments 20%
- Homework 10%
- Quizzes 30%
- Tests 40%

Homework Policy

Homework is used to help students understand and review the work that has been covered in class, to see whether students understand the lesson, and to help students learn how to find and use more information on a subject.

Homework should be necessary and useful, appropriate to the ability and maturity level of students, well-explained, motivational, and clearly understood by students. Homework should be tied to the current subject matter, assigned in amounts and levels of difficulty that students can complete successfully, and should be checked quickly, with feedback to students.

Expectation of the Student:
- Expect to spend up to 20 minutes per subject for sixth-grade, increasing to 30 minutes per subject as students move toward their eighth-grade year.
- Keep an up-to-date agenda/planner for homework and other assignments and their due dates.
- Clarify with the teacher any instructions not understood.
- Submit homework on the due date
- Complete homework in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct.
- Arrange a proper study area and manage time to accomplish homework assignments.
- Establish a regular weekly study schedule that is relatively free from distractions (television, cell phones, etc.)
- For anticipated absences (family vacations, school activities, sports, etc.) students should complete and submit for approval the Anticipated Absence Form (located outside the office) 48 hours prior to the absence.

Late Work Policy

Any assignment that is not turned in by the beginning of the class on the day it is due will be considered late. No late assignment will be accepted that is over two class meetings past the due date. For one class meeting late the maximum grade possible is 85% and for two class meetings late the maximum grade possible is 70%. Anything after the two class meetings will result in a zero. A student may appeal the zero by emailing a request for appeal to the Administration.

Honor Council

The Middle School Honor Council will consist of six elected members: two from the seventh-grade and four from the eighth-grade. To be eligible to serve, students must not have a disciplinary record and be in good academic standing.

Honor Roll

There are three Honor Roll lists: Trustees' List, Head of School's List, and Director's List, each named at the end of each grading period, and a final cumulative Honor Roll for end-of-year awards. Head of School's and Director's Lists consist of students having a GPA of 3.5 and 3.0, respectively, with no incomplete. Students who make the Trustees' List must have a GPA of 4.0 or higher in a given grading period, with no incompletes. Students who receive a grade C+ or lower in any course will not be eligible for any honor roll category. Students who maintain Trustees' or Head of School's List status throughout the year have a book donated in their honor to the library and receive a special certificate denoting their achievement.

Honor Roll Students will be recognized each grading period with a certificate.

Lost and Found

Found items will be placed in the bins outside the main office of the Middle School. At the end of each semester, items that are not claimed will be donated to charity. All personal belongings, especially outerwear and lunch containers, should be labeled with the student's name.

National Junior Honor Society

Membership in the Carlisle National Junior Honor Society Chapter (NJHS) is an honor bestowed upon deserving Middle School students by the faculty council and shall be based on the criteria of scholarship, leadership, character, and citizenship. Candidates eligible for selection to this chapter must be in the second semester of sixth grade or members of the seventh or eighth grade class. The candidate must also have a minimum cumulative GPA of 3.50 on a 4.0 scale. Upon meeting the grade level and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship. Selection of the members is by majority vote of the faculty council, and the selection process begins in late January of each school year, with selections completed by mid-February. A letter will be sent to each parent of a student who is selected for the NJHS. An induction ceremony will be held in early spring of each school year.

Reading Program

Middle school students are required to read a minimum of 30 books each year. Books will be read from the following genres according to their shelfie worksheet: nonfiction, realistic fiction, classic, graphic novel, biography/autobiography, historical fiction, fantasy/mystery, poetry, and free choice. The shelfie will be counted as a test grade in English, with 15 books due 2nd grading period and a total of 30 books due 4th grading period. For a book to qualify to be added to the student's shelfie, the book must be on the student's personal reading level as determined by their Lexile level. The book must have an Accelerated Reader (AR) test or be pre-approved by the AR administrator to allow a book report to be written when an AR test is unavailable. Students are allowed one redemption book report per semester.

Reading Award Requirements

Students who reach a total of 40 books on their shelfie will be recognized with the Reading Award at the end of the school year.

Student Code of Conduct

Carlisle School is a school that promotes a safe and orderly environment where good character and kindness are expected by students, faculty, and parents or guardians. The expectations set forth below are to promote such an environment and to help students understand the role they play in maintaining a school of excellence. It is impossible to establish guidelines for every behavior or situation; however, we have attempted to address as many areas as possible.

Academic Expectations
Carlisle School is a college preparatory school. Our academic expectations are interwoven with the thread of college readiness. Our teachers are here to support our students in achieving high academic excellence, which is the foundation of Carlisle School. Study Hall is built into the Middle School schedule every day. Students are expected to email a teacher to set up tutoring during this time.

Academic Probation
A student will be placed on academic probation if he/she has a D or F at the end of a grading period. When a student is placed on academic probation, that student will meet with the appropriate teachers, Administration, and parents or guardians to develop an improvement plan. This plan will be emailed to all parties involved and the teacher will email

weekly updates for the four-week probation period. In addition, the student may also spend time following the regular school day working with the subject area teacher, who can then assess the student's progress towards improving his/her performance in that class. If the student is failing in more than one class, this requirement will be scheduled on a rotating basis. During this probationary period, the student may continue to practice with his/her team or fine arts group after 4:00 p.m. If the Athletic Director and the Administration decide that missed time during the extracurricular activity has detrimental effects on the program, then measures to restrict participation may occur at the discretion of the Administration. If, after one probationary period (four weeks), the student remains on academic probation, all the student's extracurricular activities will cease until grades are reviewed again at the end of the next four-week probationary period.

A student may be placed on or removed from academic probation at either the interim or the end of the grading period. If a sixth or seventh-grade student's academic performance places him/her on academic probation at the end of the final grading period, that student will serve the probationary period beginning with the first grading period of the next school year.

Behavioral Expectations

The Middle School values the principles of honesty, integrity, and respect in all areas of school life. Middle School students are expected to speak with kindness, integrity, and respect to all members of the school community as well as outside the school. In order for our community to function properly, we must understand the expectations for our members.

General Expectations

- Student behavior should contribute to a positive atmosphere on and off campus.
- Students are expected to treat others with respect and use appropriate, profanity-free language at all times.
- Students are to do no harm to another person. This includes but is not limited to physical harm, such as fighting, or mental harm, such as bullying or intimidation. Coercing another student into inappropriate behavior is prohibited.
- Students are to respect the school grounds and take pride in keeping a clean campus.
- Students are expected to walk in designated areas and respect the landscape of the campus.
- Students are not to leave campus either during or after school without the permission of the Administration and a written email from a parent or guardian.
- Students are to report to class and activities according to their schedule.
- Students must be drug, alcohol, and tobacco free.
- Students may not eat in classrooms unless authorized by the teacher.
- Students are not allowed to bring dangerous objects to school, including but not limited to knives, BB guns, paintball guns, or other potentially harmful objects.
- Students may not bring laser pointers, silly string, fireworks, or Nerf or other toy guns to school at any time.
- Personal electronic devices such as cell phones/smart watches must be turned in during homeroom. The devices will be returned at 3:05 p.m.

Investigating Student Misconduct

As major offenses arise, the following investigation techniques may be used at the discretion of the Administration.

- Potential interim measures (ex., increased supervision, stay-away orders, changes to the student's schedule, exclusion from class or extracurriculars)
- Investigation may include witness interviews and review of relevant documents, such as but not limited to emails, texts, or social media.
- The ADC may be consulted to make recommendations to the Head of School.
- A threat assessment may be conducted if the offense warrants such action.

During investigations of misconduct, students and parents' or guardians' cooperation is imperative. Students and parents or guardians are expected to provide accurate, truthful, and complete information. At no time should anyone involved in the investigation retaliate against the student(s) who reported the misconduct. Decisions regarding the misconduct will be reported to the parents or guardians of the accused by administration via phone and followed by a letter.

Disciplinary Probation

A student may be placed on disciplinary probation due to the discipline record received from his/her previous school or for not following Carlisle School's general expectations. At Carlisle School, we hold our students to a high standard of excellence, including character. This probation is designed to help a student be successful in our community and to ensure

a commitment to the school in upholding the values outlined in the student/parent handbook. During the probationary period, it is the student's goal to complete the following:

- See his/her advisory teacher once a month for additional support.
- See the Administration once a month for a progress report including checking classroom performance.

Email communication will be sent to the parents or guardians once a month, updating them on their student's progress. Any major infractions that occur during the current school year may result in a new disciplinary contract with more restrictions, detention, suspension, or in severe cases, expulsion.

Upper School

Academic Program

The Upper School curriculum provides students with the experiences and skills necessary for college and career excellence. Through our programming, Upper School students learn to be confident leaders and are diligent in academics. Our highly-qualified faculty work tirelessly to provide a rich learning environment for all students, considering each individual's needs. Should the need for academic support or individual meetings arise, teachers are available by appointment before or after school.

Academic Probation

A student with a D or F at the end of an interim or quarterly grading period will be placed on academic probation. Academic probation involves intensive work with relevant teachers and restrictions on school activities for the student over a minimum of four weeks. The student will meet with teachers, the Administration, and parents or guardians to develop an improvement plan. Part of this improvement plan will be required after-school study sessions between the student and the relevant teacher(s). If the student is failing in more than one class, this requirement will be scheduled on a rotating basis. The student will remain on academic probation until grades are reviewed again at the end of the four-week probationary period.

During this probationary period, the student may continue to practice with athletic teams or fine arts groups after 4:00 p.m. If the Athletic Director and the Administration decide that continued involvement in extracurricular activities is hindering the student's progress, the student's involvement will be limited until improvement is apparent.

If a student's end-of-year performance results in academic probation, that student will serve the probationary period in the first grading period of the following school year.

Advanced Placement

The AP Program offers students an extremely rigorous academic experience at the college level, with the possibility of earning college credit while still taking high school classes. AP classes allow for deeper engagement in academic subject matter, as well as preparing students for the challenges of collegiate study. Carlisle School offers AP classes in a variety of subjects, each of which culminates in an external exam in May. Scores of three or higher on the AP grading scale could result in college credit or exemptions from requirements or introductory-level classes at thousands of U.S. colleges and universities.

Taking AP classes can also have a positive impact on college applications. Admissions officers know that college faculty help design AP classes, and students who took AP classes challenged themselves with more difficult work. Colleges often ask if an applicant has taken the most rigorous courses available, and AP classes represent some of the most rigorous work that students do at Carlisle School.

However, students should remember that a low grade in an AP class will not help their application. Students enrolling in AP classes should do so for sound educational reasons and must recognize the increased demands of the class. It is the expectation that students enrolled in AP classes take the external AP exams, unless advised otherwise by the teacher, in conjunction with the Director of Upper School.

With the approval of the Director of Upper School, students may choose to pursue independent AP classes not offered under the current Carlisle curriculum, with a plan to take the College Board AP exam(s) in May. Students are selected to take AP classes based on the criteria outlined in the course catalog.

Advanced Placement Exams

Students must register in the fall for AP Exams, and the external exams will take place in May. AP teachers and the AP coordinator will be able to help students register for exams. The AP exam fees will be paid through our online program. If payment is not received prior to the date of the exam, the student will not be allowed to sit for the exam.

AP Capstone Diploma Program

Carlisle School is one of approximately 1,800 schools worldwide to implement the AP Capstone™ Diploma program – an innovative program that allows students to develop the skills that matter most for college success, such as research, collaboration, and communication. The program consists of two classes taken in sequence: AP Seminar and AP Research.

Students who score a three or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing earn the AP Capstone™ Diploma. This signifies outstanding academic achievement and attainment of college-level academic and research skills. Students who score a three or higher in both AP Seminar and AP Research (but not on four

additional AP Exams) earn the AP Seminar and Research Certificate™.

In AP Seminar, typically taken in tenth or eleventh grade, students choose and evaluate complex topics through multiple lenses; identify credibility and bias in sources; and develop arguments in support of a recommendation. AP Seminar is a project-based learning class. Official AP Seminar assessments include research reports, written arguments, and presentations completed during the academic year.

In the subsequent AP Research class, students design, execute, present, and defend a yearlong research-based investigation on a topic of individual interest. Students build on skills developed in AP Seminar by learning research methodology, employing ethical research practices, and collecting, analyzing, and synthesizing information to contribute to academic research.

Like AP Seminar, AP Research is a project-based class. Each student's official AP Research score is based on the academic paper and oral defense.

Advisory

Each student has a faculty advisor who is responsible for overseeing the student's Carlisle School experience. The advisor is the first point of contact for the student and his/her parents or guardians. Advisors meet with their advisory once a week. During the advisory period, the students will focus on one or more of the following activities: goal setting, study habits, planning/organization, character growth, or community service.

Appointments/Conferences

Teachers may be available during their planning periods to assist students. Part-time faculty members are available by appointment. We encourage parents or guardians to visit with teachers and school personnel to gain a full understanding of their child's progress. At the beginning of the school year, each division will hold an orientation to introduce the faculty and to explain the school program to the parents. Once a year, each division has a parent/teacher conference day. Parents or guardians are encouraged to call or email teachers with questions or concerns.

Absences

In the case of an absence or a known tardy, parents or guardians must call or email the administrative assistant at 276-632-7288 ext. 245 by 8:45 a.m. Parents or guardians will be contacted if the student is not accounted for by that time. Following an absence, the student must bring a note from home verifying the reason for the absence.

Anticipated Absence

Absences for reasons other than illness, emergency, and the like may be considered unexcused. This includes family vacations while school is in session, trips for social engagements, etc. The Upper School office must be informed of anticipated absences, and an Anticipated Absence Form must be completed and returned prior to departure. Students obtain this form from the Upper School office. The form must be distributed to all teachers for their remarks and signatures, and then must be signed by the student, the parents or guardians, and returned to the Upper School office at least 48 hours prior to the anticipated day(s) of absence. Any student who does not follow this procedure may be penalized by receiving only 85% of the value of any graded work that he/she makes up; teachers will not be required to give extra help.

Students and families are reminded that extended absences will have a negative impact on the student's performance in a course. Please remember that the days before and after vacation are considered regular school days. Leaving early and returning late places a burden on all parties and should be avoided.

Attendance and School Obligations

"Sleeping in," "going home," "preparing for tests," or any other form of skipping class, assembly, trip, or other school obligation is not excusable and will result in disciplinary measures. Students may not determine for themselves that they may leave based on whether a teacher will be absent, a study hall will be held for a class, etc. Students leaving school must turn into the Upper School office (in advance) a written excuse (with date/reason) to be placed in the student's file. Students may not leave school to get lunch and return, except as a senior privilege and even as a senior, must have parent or guardian permission.

Early Dismissals/Appointments and Sign Out Procedures

In order for a student to leave campus before the conclusion of the academic day, the Upper School office must have direct communication (Anticipated Absence Form, written excuse) from the parent or guardian. This should include the reason for early dismissal, time leaving, time returning (if applicable), date, and parent's or guardian's signature. Please note that early dismissals are not necessarily excused

absences from classes. Students may be penalized for missing a test, quiz or presentation and may not be able to participate in after school activities (sports, fine arts, etc.).

Under no circumstances are students allowed to leave campus without permission. Should a student need to go home, permission must be granted by the Upper School office. Leaving campus without permission will automatically result in disciplinary measures.

Students must sign in and out with the Upper School office upon leaving and returning to campus. Students may not sign in or out for one another.

Students who become ill at school must report to the Upper School office. The nurse will determine whether the student needs to leave school. In the absence of the nurse, this will be determined by the Upper School office personnel. Students who are dismissed are expected to sign out in the office.

Clubs and Organizations

Carlisle offers a wide range of activities that broaden a student's education beyond the traditional academic disciplines. Extracurricular clubs and committee offerings allow students to explore and develop personal interests within organized student groups. In addition, the Carlisle club and council structure allows students to develop leadership skills, which embrace the concept of teamwork and citizenship. Any student interested in joining a club or organization should meet with the student leader or faculty sponsor of that organization.

College Counseling

Carlisle School has a unique design to the college counseling experience for students and their parents or guardians that begins in the ninth grade year, or the first year a student enrolls in Upper School. The College Counselor assists with every aspect of the college admissions process – from application procedures, scholarships and financial aid processes, and more. The College Counselor holds regular grade level meetings as well as individual student and student/parent meetings which provides important support for families throughout this entire process.
One of the most important culminating experiences for students is the college planning and application process. At Carlisle School, all students are accepted into four-year colleges and universities. In keeping with this expectation, Carlisle School provides a comprehensive college counseling program that begins well in advance of their senior year. Our college counselor works closely with each student in his/her college search process. Some of the preliminary activities include:

- Practice tests for the SAT beginning in ninth grade.
- Seminars about the college counseling process beginning in ninth grade.
- On-campus visits from college representatives.

College Applications
The College Counseling office will process up to 10 college applications for each senior, at no charge. Each additional application after the first ten will require a $50 fee to be paid directly to the College Counseling office in advance of any action taken on the application.

Credit Transfer

Carlisle School will accept high school credit from students who enroll following ninth grade, provided the previous school attended was a recognized and accredited institution. These credits will count towards graduation requirements but will not appear on the Carlisle School transcript and will not be calculated in the student's GPA.

Students currently enrolled at Carlisle School may also transfer credits from an accredited institution such as a community college under the following conditions:

- Approval has been granted from the Director of Upper School prior to taking the class.
- A qualified professional is teaching the course.

Beginning with the class of 2023, credits received for school-approved courses will be calculated as part of the student's grade point average (GPA). Students repeating a course will have the most recent grade appear on the transcript and count toward their GPA.

Daily Schedule

Upper School runs from 8:05 a.m. – 3:00 p.m. daily. From 8:05 – 8:27 a.m., students have a time for optional Academic Support. Students are considered tardy at 8:30 a.m.

Dress Code

Please refer to page eight for a detailed explanation of the school-wide dress code. Students are expected to maintain a high standard of appearance each day. The dress code should be followed from a student's arrival to school until

the end of the school day unless otherwise instructed. A student or parent or guardian is always welcome to bring an article of clothing to the Director of Upper School to check on its dress code compliance.

Dress Code Violations
Faculty are to report dress code violations after homeroom to the Director of Upper School via email. The procedure by which the Director of Upper School will handle a dress code violation is as follows:

- First Offense – A verbal warning will be given to the student.
- Second Offense – An official warning will be emailed to the student and parent or guardian, and a student may be required to change clothes.
- Third Offense – A detention will be given to the student.

Additional offenses will be handled at the discretion of the Director of Upper School. Consequences for repeated infractions may include suspension.

Drop/Add Period

A course may be dropped without penalty through second week of September.

Early Departures: Homework Policy

Students in the Upper School sometimes leave school prior to the end of the school day due to extracurricular requirements, medical appointments, illness, family commitments, and the like. Such departures present challenges for both students and teachers. In order to minimize the negative academic impact of early departures, students are asked to adhere to the following guidelines:

- Homework assignments due on the day of an early departure, whether school-related or not, are to be turned in on that day;
- Long-term projects due on the day of an early departure must be turned in on the published due date.
- Students may turn in assignments directly to the teacher or in a teacher's file in the respective school office.
- Each teacher will treat late assignments according to Upper School work policy.

Early Release and Student Drivers

There are times that Carlisle School may close early during a school day for something such as inclement weather, power failure, etc. In these situations, student drivers will be released as soon as the announcement is made that school is closing early.

Extracurricular Activities

Recognizing that part of a well-rounded education involves participation in extracurricular activities and learning to honor commitments to oneself and others, the following guidelines have been adopted.

All Upper School students are required to participate in one interscholastic sport or performing arts activity per year. This requirement can be met in one of the following ways:

- Playing a varsity or junior varsity sport during the season.
- Assisting a varsity or junior varsity sports team as a manager, scorekeeper, or timer/statistician for a period of no less than one full season. The Athletic Director and Director of Upper School together will prescribe specifications of these duties to the coach.
- Participating in a recreational sport or activity, where individual or group instruction is provided by a qualified instructor, either school-sponsored or outside of school. For non-school-sponsored activities, approval for fulfilling this requirement must be granted by the athletic director and the Director of Upper School.
- Participating in a play or musical, including providing technical support.

Participation in a graded course such as drama or art does not fulfill the requirement of extracurricular participation because any performance that is a required component of these courses is considered part of the academic curriculum.

Attendance
Carlisle School accepts responsibility for students during the school day (7:45 a.m. – 3:15 p.m.) and during after-school activities, provided that students remain in study hall or are involved in after school activities and are not in unsupervised areas of the school or school grounds. Before 7:45 a.m. or after 3:15 p.m., the school is not responsible for a student on campus who is not in his/her designated area at the stated times. The school is not responsible for students who leave school grounds with other students or

other adults without the permission of a school administrator and his/her parent or guardian.

All students are expected to be on campus to meet all their academic obligations every day. Those who have committed to after-school activities are also expected to be present for the full extent of the activities.

After school hours, all buildings will be off-limits to anyone not involved in organized after-school activities.

Failures

A student may make up a failing grade through summer study in an accredited summer school or through an approved program of study. For all students, the Director of Upper School must approve such programs in writing. Depending on circumstances, a student may not be allowed to make up more than two failures during the summer months and will not be eligible to return for the following academic year unless he/she repeats the grade. For students in grades 9 – 11, the most recent grade will appear on the transcript.

Grade Point Average (GPA)

Beginning with the Class of 2023, the following guidelines will relate to the calculation of a student's GPA:

- Honors courses carry a weight of 0.5 per course.
- Advanced Placement (AP) courses carry a weight of 1.0 per course.
- Dual Enrollment (DE) courses carry a weight of 1.0 per course.
- School-approved summer courses will count toward a student's cumulative GPA.

Grades and Honor Roll

Students in grades 9 – 12 receive letter grades. There are three honor roll lists: Trustees' List, Head of School's List, and Director's List, each named at the end of each grading period, and a final cumulative Honor Roll for end-of-year awards. Students in grades 9 – 12 who maintain Trustees' or Head of School's List status throughout the year have a book donated in their honor to the library and receive a special certificate denoting their achievement. Head of School's and Director's Lists consist of students having a GPA of 3.5 and 3.0, respectively, with no incomplete. Students who make the Trustees' List must have a GPA of 4.0 or higher in a given grading period, with no incomplete. Students in grades 9 – 12 who receive a grade of C+ or lower in any course will not be eligible for any Honor Roll category. Honor graduates must have a 3.67 cumulative average.

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

Commencement Attire

Senior Males:

- Navy blazer, school badge, Carlisle tie, white dress pants, white dress shirt, black dress shoes, and dark socks.
- Facial hair must be neatly groomed as determined by the Director of Upper School.
- The school badge will be provided by the school.

Senior Females

- Bright white midi or maxi white dress (no strapless or halter dresses) with matching white shoes. The dress must be approved by the Director of Upper School in the second week of April.

Graduation Requirements

- English – 4 credits
- Mathematics – 4 credits
- Science – 3 credits (must include biology & chemistry)
- World Language – 3 credits
- History – 3 credits (must include U.S. Government)
- Fine Arts – 1 credit
- Electives – 3 credits

Students must earn 21 credits to be awarded a diploma. A wide variety of electives are offered, including Advanced Placement (AP) courses, honors courses, and various other courses in a variety of disciplines. Dual enrollment (DE) through a college is also an option. All students must fulfill a Community and Service requirement of at least 21 hours for each year they attend Carlisle's Upper School in order to receive a diploma. These hours of service must be approved and may take place at any point during the calendar year. The PE requirement is satisfied by a student playing three seasons of a sport.

Seniors fulfill an additional graduation requirement by completing a project at the end of their senior year. Any senior in danger of not meeting graduation requirements will not be permitted to participate in the senior project.

Seniors must also apply to and be accepted to a four-year college or university as part of the graduation requirements.

Honor Council

This advisory group will consist of six elected members – 3 seniors, 2 juniors, and 1 sophomore. Alternates will also be elected from grades 10 – 12 to serve in the absence of an elected member. To be eligible to serve students must have and maintain clean discipline and academic records. Students may serve consecutive terms.

Incomplete Grades

A student who carries an incomplete grade longer than one week past the end of a grading period is put on academic probation.

May Term

May Term is an innovative program held in the Upper School at the end of the spring semester. Students enroll in intensive courses for 0.5 credits. All May Term final grades are factored into a student's regular GPA. Participating in May Term courses allows Carlisle students to explore their passions, discover new interests, increase their level of civic engagement, deepen their academic competencies, and, most importantly, feed their imaginations.

Mentoring Program

The Carlisle School Mentoring Program pairs each Lower School student with an Upper School student, and together they build a lasting friendship as they work together on various service activities throughout the year. Mentoring is a favorite activity not only for the students but also for the faculty and parents of Carlisle students.

National Honor Society

To be eligible for membership in the Carlisle Chapter of the National Honor Society (NHS), the candidate must be a member of the junior or senior class. He or she must have attended Carlisle School for the equivalent of one semester or have come to Carlisle School already a member in good standing.

An exception exists to this one-semester rule: A senior may be inducted after receiving nominations from both the former school and Carlisle School. Each candidate must have a verifiable cumulative scholastic average of at least 3.5, including courses at Carlisle School and previous schools in grades 9-11. Names of students eligible on the basis of grades will be presented to a faculty committee following the end of the first semester. The committee will review nominees and, in writing, affirm or oppose each student. The Director of Upper School will determine whether students have had disciplinary action resulting in a suspension during the nominating year. Any such disciplinary action will make the student ineligible for induction in the current school year. Any Honor Code violation in the school during the nominating year will make the student ineligible for induction in the current school year.

In order to determine that NHS members remain in good standing, at the close of each school year, the faculty committee and the Director of Upper School will review each student. At that time, each student will be judged on the following criteria:

- Maintaining the minimum GPA required (3.50)
- Maintaining a satisfactory record of attendance with minimal tardiness
- Maintaining a satisfactory disciplinary record, including such aspects as appropriate respect for teachers, students, and the dress code
- Maintaining a satisfactory record of adherence to the Honor Code

Each student will be considered on the above criteria as a whole. No student may be automatically removed from NHS based solely on GPA. However, honor violations and repeated or significant disciplinary matters may be grounds for removal from NHS. Any student who has committed a disciplinary infraction resulting in a suspension will be recommended for removal to the Director of Upper School by the NHS Faculty Committee.

Seniors who are not inducted in their junior year may be reconsidered for special induction in the fall of their senior year.

Online Courses for Credit

In order to provide the widest selection of courses possible, we offer the opportunity for students in grades 9-12 to participate in online courses. Online coursework must be approved in advance by the Director of Upper School and be administered by accredited organizations such as VisNet, Virtual Virginia, and the Virtual High School Collaborative.

For successfully completed online coursework, students receive a notation on their Carlisle School transcript of the course and credit towards graduation requirements. The grade received in a school-approved course will be calculated into the student's Carlisle School GPA. A copy of the student's transcript from the online course provider showing the grade received for the online course will be included in the student's college application packets. Because online courses are provided by an outside organization, there may be an additional cost incurred by the student to participate.

Report Cards

Carlisle's Upper School academic year is divided into two semesters, with the first semester examinations immediately preceding the winter break. There are four grading periods (two in each semester), the average for each making up 50 percent of the year's average. Report cards are issued following each grading period.

Semester Exams

Semester exams are given at the end of each semester in the form of midterm exams and final exams, and count for no more than two test grades. Students may not have more than two tests/exams on a single day.

With approval from the Director of Upper School, alternate forms of assessment, such as projects, papers, or presentations (oral or written), may be used in place of the traditional written exam as the culminating assessment for the semester.

Students who are ill during the exam time will be allowed a make-up examination, provided they notify the Director of Upper School of the illness prior to the administered exam time. Failure to do so will, at a minimum, result in a reduction of the grade earned on the exam.

Students who fail a course in the semester because they failed the exam may petition for a re-examination. Seniors are exempt from second-semester exams if they have a 3.5 (89-87) or above in that subject area. The teacher may waive this senior privilege. All students in grades 9-12 in AP courses will take midterm and final exams in those courses.

Senior Privileges

Seniors have the responsibility to:

- Promote a sense of honor and trust between students, as well as between students and faculty.
- Uphold student code of conduct.
- Be an example for the underclassmen.
- Provide leadership for various extracurricular activities.

Seniors have the privilege of:

- Having a designated parking area.
- Having a senior lounge.
- Studying independently in the senior lounge if their grades are a "C" average or above in each course.
- Holding most of the leadership positions in school activities and on teams.
- One "senior skip day" per year.

Any one of the above privileges can and will be taken away if abused or if behavior warrants such action.

Standardized Testing

Upper School students participate in the PSAT 8/9 in the ninth grade year, the PSAT 10 in the tenth grade year, and the PSAT/NMSQT in the eleventh grade year. The SAT is given to the twelfth grade in the fall and eleventh grade in the spring.

Student Code of Conduct

General Expectations

Upper School exists in a culture of trust, respect, and responsibility, and students and parents or guardians are expected to cooperate with both the spirit and letter of the rules, procedures, and safeguards in place and for the well-being of our greater school community. Carlisle School reserves the absolute and unconditional right to deny re-enrollment and/or continued enrollment to any students whose social or academic performance is deemed not in the best interests of the individual student or the school community.

As a special feature of the programming in Carlisle's Upper School, our students are afforded the opportunity to serve as mentors for the Lower School students. We take great pride in the relationships our students build with the Lower School students and faculty, as well as with one another and

with the faculty of the Upper School. We know our students are old enough and mature enough to understand what behavior is appropriate in almost any situation. Self-control, courtesy, and respect are always expected.

Carlisle School acts on the assumption that its students enter with a serious purpose and in the belief that their own conscience and good sense should provide a sufficient guide to proper behavior. One of the goals of Carlisle School is to lead students to cultivate a deep sense of personal responsibility for their own conduct and achievement and for the well-being of the larger community of which they are part. The discipline of Carlisle School is not adapted to students who require severe behavior modification.

While Carlisle School encourages freedom, it distinguishes between freedom and license. Freedom does not mean that the individual can act without regard for others' rights and feelings. Reasonable limitations and guidelines are necessary to maintain relative freedom for all. The guiding principle of our disciplinary system is that the welfare of Carlisle School and that of the student are inseparable.

Basic Guidelines

- Abide by the "Golden Rule" and treat others as you wish to be treated.
- Be kind and courteous.
- Be prompt and prepared.
- Take pride in your school and keep it clean and orderly.
- Demonstrate good sportsmanship in all things.
- Use electronic devices responsibly and appropriately.
- Avoid profane and/or vulgar language and gestures.
- Remember you are always a representative of Carlisle School, whether on campus or off.

General Discipline

Carlisle School makes an effort to support the student and to help him/her address individual problems. The discipline system calls his/her attention to mistakes and, when appropriate, arranges for a suitable consequence.

Minor Offenses

For all but the major offenses, the discipline system in the Upper School relies on an immediate response by the faculty in coordination with the Director of Upper School. Our system of disciplinary infractions will include, but is not limited to, tardiness, dress code violations, profane language, being out of the assigned area, and inappropriate behavior.

Major Offenses

A major offense is defined as behavior that causes a serious impediment to the normal functioning of the Upper School, in a person's ability to be healthy and productive here, or in the safety or well-being of self or others. These matters are handled directly by the Director of Upper School. Parents or guardians will be called if a student is involved in a major offense. When appropriate, Carlisle School may call the police and file charges against the student.

Major disciplinary offenses include, but are not limited to, the following areas of concern:

- Repeated disrespect of a teacher or teachers.
- Repeated disruption of a class or classes.
- Repeated behavior outlined in "Minor Offenses."
- Repeated misuse of a motor vehicle in a manner that can affect the safety of the operator, passengers, or innocent bystanders. Bus misconduct is included in this category.
- Offenses against others (i.e. assault, fighting, obscene behavior, harassment, bullying, hate crimes, cyberbullying, etc.)
- Possession, use or knowingly being in the presence of controlled substances (i.e. alcohol, drugs, drug paraphernalia, tobacco, etc.) in any form, including imitation controlled substances
- Possession of dangerous substances or articles or possession of weapons of any type (i.e. guns, knives, slingshots, explosives, bows and arrows, lighters, etc.) This includes "look-alike" weapons. In addition to a penalty imposed on the student, the item in question will be confiscated.
- Offenses against property (i.e. arson, vandalism, defacement, graffiti, etc.) The penalty imposed upon the student will include restitution for damages.
- Leaving campus without permission.
- Making a false report of a threat against Carlisle School or its community members. Such a report is illegal as well as a violation of Carlisle School rules. If a student makes such a threat against Carlisle School at any time, on or off campus, the offense will be dealt with by the disciplinary system and reported to local authorities.
- Sexual assaults
- Violation of the Honor Code
- Violation of the Technology Acceptable Use Policy

Disciplinary Probation

The Director of Upper School will monitor the disciplinary record of each student. A student in disciplinary trouble may be placed on probation. Students on probation:

- May not be allowed to participate in school trips.
- May not (at the discretion of the Director of Upper School) be permitted to attend extracurricular activities and/or day trips.
- May forfeit any Carlisle School privileges that may have been granted.

For the period (usually one semester in length) of the probation, the student cannot hold a position or be a candidate for any position in student government or any other leadership position, such as a member of the Honor Council, team captain or club officer, etc., regardless of whether that position was elected or appointed.

In the unfortunate event that the student is involved in a disciplinary infraction where dismissal is necessary, parents or guardians will be notified as quickly as possible of the Administration's decision and must prepare for the child's immediate separation from the school.

Disciplinary Reporting to Colleges

Carlisle School believes that its discipline system is part of its overall education program. We may report to colleges any major change of status (out-of-school suspension, expulsion, withdrawal, or leave of absence).

Any Honor Code violation by a senior resulting in an in-school or out-of-school suspension will be reported to colleges and universities. Many colleges and universities request detailed information related to discipline and Honor Code violations beginning in the freshman year. If requested, we will provide relevant information to the college or university. If there is no request for information, we will follow this policy for reporting violations to the universities.

In such an event, a letter will emanate from the College Counselor one week after the change of status has taken effect. Prior to the mailing of that letter, seniors will be urged to contact all colleges and universities to which they have applied to inform them of the change of status. It is also assumed that Carlisle School students will respond truthfully to any questions asked of them regarding disciplinary action taken at any point during their Upper School career. Suspension will not be placed on a student's transcript, but expulsion, withdrawal or leaves of absence will.

Student Council Association

The Student Council Association (SCA) fosters an environment conducive to personal and academic development by promoting the general welfare of the student body, striving to unite the school in all affairs.

The goals of the SCA are to foster communication between the student body and the Administration and to provide a link for students with the Administration, both academically and socially. The SCA strives to include student input in all of the decision-making that relates to student life at Carlisle School.

Summer Assignments

Upper School students are required to complete summer assignments based on course selections and as assigned by the teacher. These assignments are communicated to parents at the beginning of summer break.

Tardies

Tardiness to school will be determined by the first block teacher or Upper School office personnel. Students who arrive after 8:30 a.m. must sign in with the school office, get a pass, and then report to class. Tardiness in any class may also result in disciplinary measures. Teachers are asked to notify students of their tardiness. Teachers must report tardiness to the Director of Upper School. Students who are not in their first block class by 8:30 a.m. will be considered tardy and will remain on campus until 3:20 p.m. to make up the class time missed.

Textbooks and Course Materials

In grades 9-12, the school will provide all textbooks and novels. School supplies, such as notebooks, pencils, etc., should be purchased by the student.

Valedictorian and Salutatorian

The valedictorian of Carlisle School is denoted as the academic leader of Carlisle School based on his/her cumulative weighted grade point average (GPA). The salutatorian of Carlisle School is denoted as the student ranking second in cumulative weighted GPA. To be considered for valedictorian and salutatorian, a student must attend Carlisle School full-time in grades 11 and 12.

Carlisle School uses the following guidelines to determine its valedictorian and salutatorian:

- Cumulative GPA for coursework in grades 9-12 is the first factor in determining the valedictorian and salutatorian. No coursework completed during eighth grade is considered.
- Carlisle School computes a GPA using transcripts from the previous school(s) along with the Carlisle School transcript for all students who enter Carlisle School after the first semester of ninth grade.
- An international student who enters Carlisle School after the first semester of ninth grade will be required to have a course-by-course evaluation of the previous school(s) transcript. To be considered for valedictorian/salutatorian status, this must be completed by October 1 of the senior year.
- Beginning with the Class of 2023, approved summer coursework will factor into the GPA.

Work Policy

Purpose of Assignments

Assignments are used to reinforce a student's understanding of the material, to review the material covered in class, and to help students learn how to find and use additional information to achieve a particular objective.

Expectation of the Student

- Keep an up-to-date agenda/planner for homework and other assignments and their due dates
- Clarify with the teacher any instructions not understood
- Turn in assignments on the due date
- Complete assignments in proper form, clearly identified with name and class, legibly written or typed, and grammatically correct
- All work must be shown for each problem/question in order to receive full credit
- Arrange a proper study area and manage time to accomplish assignments
- Establish a regular weekly study schedule that is relatively free from distraction (television, cell phones, etc.)
- For preplanned absences (family vacation, school activities, sports, etc.) students should complete and submit for approval the Anticipated Absence Form (located in the Upper School office) 48 hours prior to the absence

Late Work Policy

Any assignment that is not turned in by the beginning of the class on the day it is due will be considered late. No assignment will be accepted that is over two class meetings past the due date. For one class meeting late, the maximum grade possible is 85%, and for two class meetings late, the maximum grade possible is 70%. Anything after the two class meetings will result in a zero. A student may appeal the zero by emailing a request for appeal to the Director of Upper School.

Athletics

Introduction

Carlisle School fosters a positive environment that promotes academic excellence and character development. Because our school community is part of a larger society, we strive, through an ongoing process of improvement, to appreciate diversity and prepare students for the challenges they face in a changing world. Participation in an athletic team aids in this process by teaching students lifelong skills in leadership, teamwork, and sportsmanship. Being a part of a team is a privilege, and with this privilege comes responsibilities. These responsibilities exist both in and out of school and in athletic and nonathletic settings.

We believe the athletic program should provide students with opportunities to develop to their fullest potential. At Carlisle School, we endorse the vision of a well-rounded student. Through athletics, Carlisle students should learn:

- The value of good sportsmanship
- The lifelong value of involvement in sports through competition
- The importance of commitment to shared goals
- The value of working with a team
- The importance of making decisions and living with consequences
- The appropriate response to both success and disappointment
- The value of physical well-being and developing the habits of good health
- The value of good citizenship and the opportunity to demonstrate leadership

With these objectives in mind, the following guidelines will aid all players, and consequently each team, in having a successful and meaningful experience through Carlisle School athletics:

- Maintain high academic performance
- Avoid accumulating detentions
- Attend practice daily, and give one hundred percent effort
- Display good sportsmanship at practice and during contests
- Refrain from the use of alcohol, drugs, and tobacco
- Maintain a balanced, nutritional diet
- Maintain appropriate, regular sleep patterns

Students are encouraged to join school teams. However, the priority of our program is always the academic portion of our day. Many of our students find their opportunity to excel on the athletic field or court. Nevertheless, they should be reminded that they must first fulfill their academic obligations to maintain their athletic eligibility.

The support and encouragement that student-athletes receive from parents, coaches, teachers, fans, and teammates, along with the opportunities and facilities provided by the school, enable athletes to compete effectively. A significant amount of time, effort, and money is invested in making this opportunity available. Students are encouraged to take full advantage of that investment by preparing, competing, and representing Carlisle School to the best of their ability.

Carlisle School Sportsmanship Code, “Honoring the Game”

We expect students, coaches, and fans to exhibit good sportsmanship at all athletic events. The following ideals of sportsmanship are to be followed.

- Fans and spectators are to respect the efforts of everyone involved in athletic contests. Any outstanding effort on the field or court, whether demonstrated by our players or those of the opposing team, should be applauded. A spectator shall never degrade any player, coach, official, or other spectator at any athletic event.
- Fans and spectators shall not engage in any conduct (including cheering or yelling) that is derogatory to our opponents or officials.
- Students, coaches, and spectators shall always treat the opposing teams, their fans, and the officials with respect.
- Students, coaches, and spectators shall respect the property of our opponents and Carlisle School.
- Spectators are expected to stay off the playing fields and courts during athletic contests.

Players are reminded that everyone associated with the team represents Carlisle School and the entire school community. Any inappropriate behavior on or off the court/field will significantly impact the overall image and reputation of the school. Failure to uphold these standards, by players or spectators, can be grounds for dismissal from the premises, with the possibility of being banned permanently from Carlisle School Athletic events.

Student Sportsmanship

VISAA programs foster excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team responsibility by promoting high competence, character, civility, and citizenship standards.

- Any student-athlete disqualified by a sports official from an interscholastic competition for unsportsmanlike conduct is ineligible to participate in the next scheduled contest unless the rules of that sport dictate differently. Disqualification from one season carries over to the next season and from the regular season to VISAA tournaments.
- A student-athlete who receives a second disqualification in the same sport in the same season will not be allowed to participate in the next two contests.
- Any student-athlete disqualified by a sports official from an interscholastic competition for making physical contact with the intent to harass, annoy, or harm another person shall be expelled from the game immediately. The matter will be referred to the Director of Upper School for further action.

Athletic League Affiliations

Carlisle School is a Blue Ridge Athletic Conference (BRAC) member. The Virginia Independent Schools Athletic Association (VISAA) governs BRAC sports.

Sports Offerings

- Fall - Coed Cross Country, Girls Tennis, MS/JV/ Varsity Volleyball, MS/ JV/ Varsity Boys Soccer
- Winter - MS/ Varsity Girls Basketball, MS/JV/ Varsity Boys Basketball
- Spring - MS/ Varsity Baseball, Varsity Girls Soccer, Coed Golf, Boys Tennis

Athletic Fee

Student-athletes are required to pay a $100 athletic fee per season. The fee is discounted by $50 for participating in all three seasons. Students should not pay more than $250 per school year if they participate in a sport in all three seasons.

Varsity Team Managers

In some cases, students may choose to serve as student managers of a varsity team, which can fulfill their physical education graduation requirements. Student managers will attend all games, with approval from the Athletic Director and Director of Upper School. The team manager may attend practices at the discretion of the coach. Student managers must adhere to the same rules as the team and its players. The Athletic Director and the Director of Upper School must approve student managers. The team manager may assist with practices and with directions from the coach and Athletic Director but will not provide coaching feedback to athletes or coaches during a game.

Middle School Team Managers

In some cases, students may choose to serve as student managers of a middle school team, which can fulfill their physical education graduation requirements. Student managers will attend all games, with approval from the Athletic Director and Director of Upper School. The team manager may attend practices at the discretion of the coach. Student managers must adhere to the same rules as the team and its players. The Athletic Director and the Director of Upper School must approve student managers. The team manager may assist with practices and with directions from the coach and Athletic Director but will not provide coaching feedback to athletes or coaches during a game.

Roles of Parents or Guardians, Administration, and Coaches

Parent or Guardian Expectations

As a parent or guardian and sports fan, it is essential to set a good example for your students and all team members. Parents or guardians are asked to cheer on our teams and support our athletes whenever possible. Parents or guardians should not approach coaches before, during, and after practices or games to discuss their students. Athletes or parents or guardians with questions should schedule a meeting with the head coach first. If, after that meeting, the concerns persist, the parents may wish to schedule a meeting with the coach and the Athletic Director.

Administration

A successful athletic program requires high professional leadership, management, and vision. The Athletic Director reports to the Head of School and administers the overall program.

Coaches

The athletic program at Carlisle School is designed to benefit the collective well-being of the student-athletes. Student athletes placed under the coach's guidance should feel that their experience at Carlisle School is enhanced through sports program participation. With sufficient commitment, the student's physical skills should improve, self-esteem should be high, the student's presence on the team should be valued, and time spent on the activity should be worthwhile. Coaches should also be role models for student-athletes in sportsmanship, teamwork, and public image. Additionally, they should require that student-athletes represent the Carlisle School excellently.

All coaches undergo extensive background checks. They are also required to complete concussion, CPR/First Aid, and sexual abuse training.

Student Eligibility

Carlisle School is under the jurisdiction of VISAA (Virginia Independent Schools Athletic Association). At Carlisle School, to be eligible to participate in athletics, a student must be in *good academic standing*. Student athletes will have an interim progress check before the first grading period ends to ensure academic needs are met. A student will be placed on academic probation if he/she has a D or F at the end of a grading period. When students are placed on academic probation, they will meet with the appropriate teachers, their advisor, the Director of Middle/Upper School, and their parents or guardians to develop an improvement plan. Additionally, the student may spend time outside the regular school day working with the subject area teacher, who can then assess the student's progress toward improving their performance in that class. If the student is failing in more than one class, this requirement will be scheduled on a rotating basis.

During this probationary period, the student may continue to practice with his/her team or fine arts group after 4 pm. If the Athletic Director and Director of Middle/Upper School determine that missed time during an extracurricular activity has detrimental effects on the program, then measures to restrict participation may be implemented at the discretion of the Director of Middle/Upper School. If, after one probationary period (four weeks), the student remains on academic probation, all the student's extracurricular activities will cease until grades are reviewed again at the end of the next four-week probationary period.

A student may be placed on or removed from academic probation at the interim or the end of the grading period.

Suppose a student's academic performance places him/her on academic probation at the end of the final grading period. In that case, that student will serve the probationary period beginning with the first grading period of the next school year.

Additionally, to meet VISAA age requirements, athletes must not turn 19 on or before August 1. Students can participate in sports if they are medically sound and meet the Carlisle School academic standards and disciplinary requirements. If eighth-grade students play on the high school varsity level, they must also adhere to the guidelines of VISAA.

Fifth graders, only, are allowed to play Middle School sports but must follow all guidelines listed.

Team Attendance Rules and Consequences

As a member of a team, students have a responsibility to their teammates and coaches to be on time for every practice and game. Other than medical, family emergencies, or academic reasons, there are no excused absences from games or practices without prior authorization from the Head Coach. Coaches should be notified of any forthcoming absences at least 24 hours before the practice or game that is expected to be missed. Any scheduling conflicts should be made known to the coach before the start of the season.

Team Rule violation consequences include, but are not limited to:

- Forfeiture of playing time
- Suspension from the team
- Removal from the team

Attendance Requirement

- Requests for an excused absence from practice must be made to the team's Head Coach before the scheduled practice. If a player who is not injured consistently requests excused absences from practice, he/she may be asked to leave the team due to lack of participation.
- Except for special or extreme circumstances, requests for an excused absence from a game must be made to the Head Coach at least forty-eight hours before the contest.
- Athletes who are excused from participation in practice or games due to an injury should still attempt to attend all practices and games. However, athletes can miss scheduled events if they interfere with their rehabilitation.

- Absence from school due to illness will be considered an excused absence from practices or games for no longer than two consecutive days. Any consistent absence from practice or games due to an illness longer than two days will require a doctor's note.
- Misrepresentation of an illness as a reason for absence will be looked upon severely and may result in dismissal from the team.
- Athletes who miss the last practice before a game, with either an excused or unexcused absence, shall play in the game only at the coach's discretion.
- A student may not participate in an after-school activity if he/she arrives at school after 10:00 a.m. and/or leaves before 12:30 p.m. After-school activities include, but are not limited to, athletic practices or contests, music concerts, drama performances, art shows, or other school-sponsored extracurricular activities. This can only be waived at the discretion of the Director of Middle/Upper School and with a written excuse, such as a doctor's note.
- A late return from an extracurricular activity does not excuse a student from reporting to school on time the following day.

Game Day Dress

All student athletes are required to be in representative dress on all game days. Possible consequences include:

- Warning – the student will be asked to change into appropriate dress
- Detention - the student will be asked to change into appropriate dress
- Game suspension

Males

- Khaki dress slacks - plain or pleated front (no cargo pants, carpenter pants, blue jeans, or shorts)
- Tucked in navy Carlisle logo polo shirt
- Dress shoes (no sneakers, no Crocs, no sandals)
- Dark (crew length) socks
- If pants have belt loops, a belt must be worn.

Females

- Khaki skirt or khaki dress slacks
- Tucked in Navy Carlisle logo polo shirt
- Khaki jumper (must be school-approved from Land's End with Carlisle logo) with a navy collared long or short-sleeve shirt
- Dress shoes with no higher than 2" heels (no sneakers, no Crocs, no sandals)
- Navy socks
- If pants have belt loops, a belt must be worn.
- Shorts are not allowed.

All team members should represent Carlisle School with the highest standards at home and away. When traveling to other schools, at no time should a player, coach, team manager, statistician, or anyone associated with the team arrive or depart in pajama attire or inappropriately decorated clothing.

Uniforms

Coaches are responsible for collecting game and practice uniforms at the end of each season. It is the student's responsibility to ensure that uniforms are returned after the season in the same manner in which they were issued (normal wear and tear of gameplay excluded). If the uniform is not returned at the end of the season, the student will be charged a $250 replacement fee for each uniform, including both home and away uniforms.

Special Team Apparel

The purchase of special team apparel and fundraising requests require the approval of the Athletic Director.

Gym Floor Policy

Only non-marking soled shoes are permitted on the gym floor at all times. The floor will be well-maintained and conditioned for athletic use, and student-athletes are expected to contribute to keeping the floor and gym in the best possible condition. As directed by coaching personnel, student-athletes will be allowed to use the floor during scheduled practices and before games for warm-ups. Students must have authorized supervision to use the gym.

Medical Requirements

Each student must have an annual Sports Physical Examination by a certified physician to participate in any athletic activity. The examination is valid for one calendar year. If the medical examination expires during the school year, a new one will be required. Without a valid sports physical and a signed parent or guardian consent form on file, a student cannot practice. Forms are available on the Carlisle School website athletics page (www.carlisleschool.org).

Certified Athletic Trainer

The athletic trainer (AT) is responsible for the well-being and health care of Carlisle School's student athletes. The evaluation of injuries, monitoring of rehabilitation, and consulting with physicians and coaches to ensure that students follow safety protocols are the trainer's primary responsibilities.

Concussion Protocol

An athlete who receives a head injury will be tested by a person trained in concussion symptoms. Signs and symptoms of an injury will result in immediate removal from the game or practice. An athlete's return to play or activities after a concussion involves a stepwise progression once the individual is symptom-free.

Clearance to return to participation must be obtained from a licensed healthcare provider (MD or DO only) and documented. If clearance was obtained via a physician's note, the following must be clearly stated for a student to return to full participation:

- Diagnosis
- Clearance status
- Physician's name (printed) and contact information.

A doctor, based on the recommendation of the athletic trainer, reserves the right to have the final authority in all "Return to Play" decisions. If the athletic trainer is absent, the physician's note stands as is, and at no time will a coach make a "Return to Play" decision.

Overnight Trips

Some teams will have individual games or participate in tournaments on the weekend or during school breaks. Coaches are required to accompany their teams on these trips and supervise the students during this time. The Athletic Director will arrange lodging and travel arrangements as necessary, and coaches will provide parents with detailed itineraries. Carlisle School will assume financial responsibility for hotel rooms for teams and coaches only for VISAA State Semifinals or Finals if travel exceeds three hours. Each student and coach will be allowed $15 for breakfast meal (if hotel has no breakfast provided), $20 for lunch, and $30 for dinner during overnight stays for VISAA State Semifinals and Finals. Meal allocations will be based on the travel itinerary and departure/return times. Meals that occur before departure or after return may not be included.

Transportation Policy

Athletes are to travel to and from away games via school transportation. Parents may grant permission for their student to depart from the scheduled activities with said parents. If the student athlete leaves with their parents, the parents, in return, release Carlisle School from any obligations to exercise reasonable care in the supervision of their student after they depart the scheduled athletic trip. Parents must sign a release and agree to hold harmless, defend, and indemnify Carlisle School, its agents, officers, and employees from any claims, demands, liabilities, losses, or expenses that may arise from any injury to their student after he/she has departed from the scheduled athletic trip or at any time while using transportation provided by someone other than Carlisle School. There will be no carpooling to athletic events. At least one coach must ride school-provided transit to and from athletic events.

Varsity Sports Awards Ceremony

Athletic awards are presented to students who compete on a Carlisle School varsity sports team and finish the season in good standing. The ceremony is usually held toward the end of the competition season at 8:30 a.m during the school day. Athletic letters are only awarded to those in grades 9-12. Graduates are recognized at the Senior/Parent Night, preferably the second-to-last home game. All teams are required to adhere to the Awards/Presentation Dress code for all Sports Awards Ceremonies.

Awards/Presentation Dress – Grades 9 - 12

Males

- White dress shirt, khaki dress slacks, Carlisle tie, dark socks, and dress shoes, or Representative Dress

Females

- Solid navy or solid yellow dress or pantsuit (no bare shoulder or open back), dress shoes or sandals, or Representative Dress

Athletic Events are updated regularly on the school calendar and website. A weekly sports calendar is also emailed to families.

Academic Expectations for Athletes

It is the expectation of the Athletic Department that student-athletes manage their academic responsibilities throughout their athletic season. Effective management of time and resources is crucial to maintaining excellence in the classroom and on the field, court, or course. To that end, student-athletes must submit all homework assignments on time, regardless of their training or competition schedules. Likewise, each student-athlete is responsible for communicating their sports schedule and any potential conflicts or hardships that may arise due to their participation in sports. All communication between the student-athlete and faculty should be conducted via email to ensure a clear understanding of the circumstances and expectations.

In extreme circumstances, the Athletic Director will coordinate with athletes, parents or guardians, and faculty to determine whether academic accommodation is necessary.

Parents' Guide to Giving

Expectations

Each family is expected to support Carlisle School and their children by being visible at events, by volunteering to help at functions, and to financially support Carlisle School above the level of tuition and fees.

Operating Budget

Annual operating budget revenues come primarily from tuition and fees parents or guardians pay. Tuition and fees are set intentionally at a lower level than the actual cost to educate each student to keep our school more affordable. Tuition alone only covers approximately 85% of the total cost of a student's education so without additional financial support, Carlisle School would not be able to continue its robust offering of rigorous educational programs and extracurricular offerings.

Volunteering

There are several ways to engage and help Carlisle School make everything happen – from serving as a room parent, attending Parent Organization (The Village) meetings, preparing mailings, chaperoning trips, preparing food, and assisting in the planning and execution of special events. Each of these events gives parents or guardians an opportunity to volunteer their time and energy to help their children, other students, and Carlisle School. To learn more about volunteer opportunities, contact the Advancement Office, Parent Organization (The Village), or your Division Office.

Fundraisers

The financial gap between tuition paid and our operating budget is filled by money raised through fundraisers. To meet our goal of a balanced budget each year, unrestricted gifts to the annual fund and other Advancement office fundraisers are critically important. The following fundraisers support the Carlisle School operating budget.

Carlisle School Annual Fund

Goal: $250,000
Dates: July 1 – June 30

The Annual Fund supports the Carlisle School experience for every child, every day. Your financial gift ensures that students will have access to high-quality curriculum, vibrant arts program, and award-winning athletics. It is our goal to reach 100% participation among families each year.

The most attention is given to the Annual Fund at the beginning of the school year when we ask for gifts and pledges. Depending on the success of those initial gifts and pledges, additional appeals may be made at various times during the year, and at the end of the year. By making your gift or pledge at the beginning of the school year, you will help the development staff better prepare for the year.

Make your tax-deductible donation online or mail your check to the Development Office – PO Box 5388, Martinsville, VA 24115. To make a pledge, or a promise of a gift, contact the Development Office for a pledge card. You can also sign up for recurring gifts at the Advancement Office to set convenient small monthly payments. Your participation in the Annual Fund, at any level, is essential.

Spirit Wear

Spirit Wear, Representative Dress apparel, and gifts can be purchased from Carlisle School's online store. Clean, gently used items may be donated for resale at any Division Office. You can order your back-to-school clothes and Representative Dress essentials from Lands' End and the school's online store. With all purchases made by Lands' End, the school receives a small percentage of each purchase total. If you choose to buy from Lands' End, Carlisle's Preferred School Number is 900043670.

Corporate Partnerships

This year we will approach corporations to support Carlisle School and provide a menu of giving level choices that support fine arts, athletics, and school events.

Kroger Community Rewards

Set Carlisle School as the school of choice for your Kroger plus Shopper's card, and the school will receive a percentage of each grocery and fuel purchase made at Kroger Stores nationwide. Register and also encourage your friends and family to select Carlisle School as their charity of choice.

Auction

Carlisle School's Charity Auction has been a tradition since the school's first year. During this festive evening, patrons will enjoy food and drinks, music, fun games, and silent and live auctions to benefit Carlisle School. Volunteers are needed beginning in the fall to solicit sponsors and item donations, leading up to the event to sell tickets, and the week of the event to set up the event and displays, and decorations.

Special Funds

Bridgforth Fund for the Arts

Elizabeth Bridgforth Hunt was a Class of 2002 alumna who was passionate about dance and theater at Carlisle School. Gifts made to this fund will be used to enhance the Carlisle School Arts program for future generations to enjoy.

Carlisle School Endowment

Donations to the Carlisle School Endowment are carefully invested to grow and ensure a secure future for our school. Choose for your endowment gift to benefit faculty development, student scholarships or facilities.

Carlisle School Scholarship Foundation

The Carlisle School Scholarship Foundation is part of the Education Improvement Scholarship Tax Credits (EISTC) program established by the Virginia Department of Education. The program offers donors a 65% state tax credit on top of any applicable deductions for charitable giving on their tax returns. As an approved scholarship foundation, The Carlisle School Scholarship Foundation uses the tax-credit derived funds to offer scholarships to students who wish to attend private schools within the Commonwealth. Families who qualify for financial aid at individual schools may also be eligible for this additional scholarship funding through The Carlisle School Scholarship Foundation.