

# Welcome To Memorial Day School

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The 2010 - 2011 Student Handbook contains important changes. Both parent and student are strongly encouraged to read and study this handbook so that you will be familiar with all of the rules and regulations governing students at Memorial Day School. All students will be expected to fully adhere to the guidelines stated in this handbook for the full duration of the school year. It is the hope of the administration that by having a clear understanding of the expectations by all stakeholders that we will have the greatest opportunity of maintaining a productive learning environment that will yield superior student achievement.

## Mission

Memorial Day School endeavors to develop the talents and potential of each student through an educational program that promotes spiritual, intellectual, social, emotional, and physical growth. We seek to prepare each student for the diverse challenges and opportunities of higher education and for responsible citizenship in a democratic society in a rapidly changing world.

## Accreditation

Memorial Day School holds membership in the Georgia Independent School Association and is fully accredited with quality distinction by the Georgia Accrediting Commission for grades K through 12.

## Admission

Admission to Memorial Day School is open to all students regardless of race, color, gender, religion, or national origin.

The Board of Directors of Memorial Day School does not discriminate in the educational policies under which it operates and will honor all appropriate laws relating to discrimination.

### THE PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### THE PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood uniting all Christians in service and in love.

### Lower School Pledge

I come to school everyday to learn and do my best. I will be respectful and responsible in my home, school, and community.

### MEMORIAL DAY SCHOOL ALMA MATER

Fondly, Fondly we remember,  
All those days of yesteryear,

Tender high school memories linger,  
Sweetly, fondly, always dear.

Sports and classes all build friendships,  
Friendships ever strong and true.

Mighty matador brings courage,  
Valor of the red and blue.

On we march into the future  
Armed with knowledge and with truth.

Red and blue we'll cherish ever,  
Fill us with the pride of youth.

Courage, strength and love will guide us  
As we strive to reach our goal.

Peace and brotherhood forever,  
Glory to Memorial.

## **ADMISSION/ATTENDANCE/ ACADEMICS**

### ***Admission Information***

#### **Transfer Students**

**Prior to admission, the parent/legal guardian of a transfer student must:**

1. Provide a certified copy of the student's academic transcript and disciplinary record from the school previously attended. A student may be admitted conditionally for 30 days if the parent/legal guardian provides the name and address of the school last attended and authorizes the release of all academic and disciplinary records to Memorial Day School. If the records are not received by the 30-day deadline, the student will be withdrawn.
2. Disclose whether the student is currently serving a suspension or expulsion from school.
3. Disclose whether the student has ever been adjudicated guilty of a felony as defined in Georgia Law O.C.G.A. 15-11-37.

#### **Grade Placement**

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination as to final grade placement can be made.

#### **Emergency Information**

It is critical for the school to be able to contact parents at any time students are at school. The school must have the parents' current address, home, pager, cellular and business/work telephone numbers, and e-mail address if available. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents' address, telephone, or emergency contact information.

#### **Immunization**

All students in grades PK-12 must provide immunization documentation at the time of enrollment. For entrance into the sixth grade in Georgia, each child must have at least one additional dose of MMR vaccine, for a total of two MMR vaccines administered on or after the child's first birthday and at least thirty days apart.

A Georgia Immunization Certificate (Form 3231) signed by a medical doctor must be obtained from the child's physician or local health department. Georgia immunization requirements for children entering the sixth grade have been expanded to include proof of protection against chicken pox (varicella).

#### **Eye/Ear/Dental Examination**

Upon initial enrollment in a Georgia school, students must provide a certificate of eye, ear, and dental examination (Georgia Form #3300). The certificate may be obtained from the county health department or from a physician.

#### **Guardianship**

If a student resides with a person other than a parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment.

#### **Social Security Number**

All students enrolling in Memorial Day School will be asked to provide to the school the student's Social Security Number. No student will be denied enrollment in MDS for declining to provide the number or for declining to apply for such a number.

## ***Attendance Information***

### **Compulsory School Attendance**

Georgia law (O.C.G.A.) requires all students between the ages of 6 and 16 to attend school. State policy defines the school year as 180 attendance days.

### **Full Day Attendance**

It is Memorial Day School's goal to provide well-planned instruction every period, every day. Students are expected to be in attendance for the full school day, every day.

Attendance at school is the first step in acquiring a good education. Studies clearly show a strong correlation between good attendance and good grades, while students missing class fall behind and most often do poorly in school. Regular attendance helps students form good work habits for productive citizenship.

### **Student Absences**

It is the policy of Memorial Day School that if a student has 15 days of absence during the school year or 10 days of absence during a semester from any course, he/she will not receive credit. The only accepted excused absences beyond the 10 or 15 day rule must be for extended illness or for medical reasons substantiated by a medical doctor. These absences must be supported by medical evidence (a parental excuse is not acceptable as medical evidence).

Students who are absent for the school day for any reason must have administrative approval to participate in any school sponsored activity on the day of the absence.

If prior notice cannot be given, a written excuse and medical proof must be provided by the parent no later than the first day the student returns to school after the absence. Failure to do this will result in an unexcused absence being issued.

### **Make-up Work**

Students are responsible for all class work, information, and assignments missed. Assignments are due within three days. Any work or assignments that are not completed within the allotted time will be recorded as a zero.

If students are absent for 1 week or longer special arrangements must be made with the teacher.

Students who are suspended will receive a zero for all work missed.

### **Excused Absences**

Excused absence status will be granted only for the following stated reasons for school or classroom absence in the consideration of make-up work:

1. Student illness that would endanger the student's health or the health of others. In this case, a doctor's note must be provided no later than the student's first day of return.
2. Serious illness or death in the student's immediate family.
3. A scheduled medical, dental, or eye examination.
4. Special and recognized religious holidays observed by the student's faith.
5. An order of a governmental agency or a pre-induction military physical exam.
6. An inability to attend school due to weather or other conditions making school attendance impossible or unreasonably hazardous.

A student must be at school for three hours to be counted present for the day. Student absences will be excused only for the reasons cited in the section of this handbook entitled "Excused Absences".

Documentation stating the need to be excused from attendance during the school day must be presented at the beginning of the school day from which the student wishes to be excused.

### **School Hours**

MDS is not open to accommodate Lower school students until 7:30 AM each day unless students are enrolled in the SAM program, which begins at 6:00 AM. The school day ends at 3:00 PM. SAM is available to students until 6:00 PM.

### **Arrival and Dismissal Times**

For Lower school, the day will officially begin at 8:00 AM and end at 3:00 PM. Students arriving before 7:30 AM should utilize our SAM program which is located next to the SAM office. Upon arrival at school a faculty member or a safety patrol will assist students from your vehicle. Students will then report to the Lower School Breezeway until the 7:50 AM bell rings. *Those students who arrive to school after 8:00 AM must be checked into the main office by their parents.* Students should use the 10 minutes prior to 8:00 AM to prepare for their day.

When school is dismissed at 3:00 p.m. students enrolled in SAM will be picked up by their SAM teacher. Car riders will be walked outside to the designated pick-up area. Students will then be walked to their cars by safety patrols. Students who have not been picked up by 3:10 PM will be put in the SAM program and charged for those services.

### **Tardiness**

Instructional time is highly valued at Memorial Day School. When students arrive late to school, they create a class interruption, which causes us to lose instructional time. If a student arrives later than 8:00 AM parents must sign them in and get an admittance slip to class from the office.

Any student checking in late, due to a doctor/dentist visit, must have a doctor/dentist excuse to be counted as an excused tardy.

### **Illness During The School Day**

If a student becomes ill or has an accident and is injured, a staff member should be notified immediately. The student should be taken or sent to the main office for any necessary assistance. A staff member will call the parent or guardian to make necessary arrangements for the students. Parents must come to the main office and sign their student out when leaving.

Students who have a temperature of 100 degrees or more must be temperature free for 24 hours before returning to school. Students sent home due to a stomach virus must stay home a minimum of 24 hours before returning to school.

### **Checking Out Of School**

Students who need to leave early must bring a note that morning to their teacher explaining the early dismissal. Parents must sign their students out in the main office upon departure.

## ACADEMIC INFORMATION

### Grading System

#### Pre-kindergarten and Kindergarten

- E – Excellent
- S – Satisfactory
- I – Improving
- N – Needs Improvement
- U – Unsatisfactory

#### 1<sup>st</sup> through 5<sup>th</sup>

- A = 90 – 100
- B = 80 – 89
- C = 73 – 79
- D = 70 – 72
- F = 69 and below

### Progress Reporting

With the addition of the RenWeb secure data system, parents will now have immediate access to their student's grades, attendance, discipline records, etc. via password any time day or night throughout the school year. This service will replace the process of mailing out bi-weekly grade reports and progress reports. Information will be provided to parents on the procedures for accessing and using RenWeb.

Mid-term and end of course grade reports will continue to be mailed to parents as per the schedule provided below.

### Report Cards

Report cards are issued as per the following timeline:

<u>QTR Ends</u>	<u>Report Cards Mailed</u>
Sep. 30	Oct. 10, 2011
Jan. 3	Jan. 9, 2012
Mar. 14	Mar. 21, 2012
May 24	May 31, 2012

Lower school report cards will be sent home with each student. Please sign and return one copy of the report to your child's teacher. If a conference is requested please contact your child's teacher to make necessary arrangements.

### ***Promotion Policy Criteria***

A student can be retained if it is deemed necessary by the teacher and administrator. Retention will be considered if a student fails Reading OR Math. A student must be retained if BOTH Reading and Math are failed.

Students will be promoted to the next grade level upon successful completion of the current grade level.

### Honor Roll

Students in grades 1 - 5 are eligible for honor roll, high honor roll and the Headmaster's List.

Headmaster's List – All A's

High Honor Roll – All A's and no more than two B's

Honor Roll – All B's and at least two A's

### Personal Education Plan

Each student will be assessed on a regular basis throughout the school year in all major subject areas. Teachers will meet with the parents to discuss the educational needs of each individual student.

### Accelerated Reading

The AR program encourages reading and improves comprehension skills. It is a requirement of the reading curriculum. Each student will be given a goal to meet each quarter and will earn a test grade in reading for the work completed. Please check with your child's teacher if you have any questions about your child's AR requirements.

### Homework

Homework is a way of reinforcing and enriching the concepts that are learned in school each day. It helps students establish independent study habits and self-discipline. It is important to monitor homework, but students need to assume responsibility for doing their own work. Work which is not completed by the student will not be accepted.

## **Discipline Plan**

The staff and teachers at Memorial Day School work closely with one another to help all students reach their goals. Each student is treated with dignity and respect. Students are encouraged to demonstrate behaviors and actions that show growth and maturity.

The rules, regulations, and policies of the school will apply to students at school or on school property at any time, off school grounds at any school activity, function or event, while traveling to and from such events, and on vehicles provided for student transportation by the school.

Respectful and responsible are words, which have been adopted in lower school. Students are expected to exhibit respectful and responsible behavior in every aspect of school life.

All of our lower school classrooms share the same policies.

1. **Be respectful**
2. **Be responsible**
3. **Always do your best**
4. **Cooperate with others**
5. **Raise your hand to speak**
6. **Keep your hands and feet to yourself**
7. **No bad language or gestures**
8. **Use your quiet voice inside**
9. **Do not tease others**

Students who do not follow school and classroom policies will be issued demerits.

## **MINOR INFRACTIONS**

- Does not pay attention in class
- Talks excessively in class
- Disruptive in class
- Does not put forth effort in class
- Does not get along with others
- Not prepared for class
- Does not follow directions
- Leaving class without permission
- Does not do homework

The above infractions will result in a 15 minute silent lunch. After the first offense, 15 minutes will be added and if needed will run into recess time. Repeated offenses will result in a meeting with child, parent, teacher and administrator. Additional consequences at the discretion of administrator.

## **INTERMEDIATE INFRACTIONS**

- Name calling / bullying
- Lying

The above infractions will result in a silent lunch and loss of recess for the first infraction. The 2<sup>nd</sup> offense will result in out-of-school suspension in which class work will be allowed to be completed but with a loss of 11 points per assignment. The 3<sup>rd</sup> offense will result in a meeting with the parents, child, teacher and administrator. A continuation of offenses will result in two days or more of out of school suspension and possible expulsion.

## **MAJOR INFRACTIONS**

- Fighting / Bullying
- Cheating
- Stealing

The above infractions are considered "major" and will be treated as follows:

1<sup>st</sup> offense – student will be sent home from school with a loss of 11 points on all work that is completed at home. Upon the 3<sup>rd</sup> offense, there will be a mandatory meeting with parent, child, teacher and administrator. The 4<sup>th</sup> offense will be the final offense and result in immediate expulsion.

## **Bullying**

Bullying is prohibited. Georgia law defines bullying as any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Students found to have committed the offense of bullying will be assigned In-School Suspension (ISS) or short-term Out-Of-School Suspension (OSS). The second offense of bullying will result in long-term suspension from school or expulsion.

## **Cheating/Plagiarism**

Cheating is defined as the giving or receiving of information that is not your own work. Plagiarism is defined as taking someone else's work, ideas, writings, etc. offering or presenting them as one's own work. Any student caught violating these will experience the following consequences:

CHEATING: zero on the assignment

PLAGIARISM: zero on assignment and re-write the assignment for partial credit

**Damage of Textbooks, Electronic, and Media Materials**

Textbooks, electronic, and media materials are expensive and should be handled with care by students.

To protect valuable textbooks they should be covered with sturdy covers that do not adhere or cling to the book surface.

Fees for damaged books are determined by the condition of the book at the time of issue. The fee for a lost book is its current replacement cost. Fees must be collected in order for students to receive progress reports and report cards.

**Disrupting of a School**

It is unlawful for any person to disrupt or interfere with the operation of a school. Georgia Law also prohibits the insulting or abusing of any schoolteacher upon the school premises in the presence and hearing of a student.

**Explosives**

It is unlawful for a student to carry, possess or have under his/her control any explosive compound while at school, on school property, at a school function, or on school furnished transportation. The term "explosive compound" shall mean any bomb, firebomb, firecracker, fireworks, bullet, shell, grenade, missile or any other type of explosive device.

**Weapons**

Weapons of any kind, including toy replicas are prohibited at school. If a student violates this policy, he/she will be subject to dismissal from school.

**Laser Pointers**

The possession and/or use of laser pointers by students are prohibited. A laser pointer is an instrument that directs a compact beam of light (commonly referred to as a laser beam) toward a subject.

**School Safety Zone**

School safety zones are defined as in, on, or within 1000 feet of any real property owned by the school. It is unlawful for any person to carry, possess, or have under his/her control any weapon or explosive

compound while within a school safety zone, at a school building or school function, or on school property or a bus furnished by the school.

Furthermore, it is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Failure to leave the premises when requested is grounds for a charge of a misdemeanor.

**Supervision of Students at School**

Students are under the supervision of the staff during the regular school day. The school is not responsible for students on school grounds during any time other than the school day or during school-sponsored events after the school day.

Memorial Day School cannot be responsible for supervising students prior to 7:45 a.m. (unless the student is enrolled in the morning S.A.M. program); nor after 3:10 p.m. (unless the student is involved in an MDS extracurricular program or activity or enrolled in the after-school S.A.M. program).

**Off Campus Behavior**

Students may be subject to dismissal for any off campus behavior that, in the opinion of school administrators, is detrimental to the reputation of the school or serves as a bad influence on other students.

## **Hair and Dress Code Standards**

It is Memorial Day School's belief that it should have and enforce hair and dress codes that will assist in preventing disruption of the educational environment, prevent health or safety hazards, and prevent interference with the learning of other students. It is the belief of the school that the environment in which students are placed affects a student's ability to achieve.

The following rules and regulations regarding the hair and dress code apply to students while on school grounds, while participating in school athletic events, while participating in school extracurricular activities, or while on any transportation vehicle owned or used by the school. All students are required to wear the Memorial Day School approved uniform each day.

The approved vendors for Memorial Day School uniforms:

### **A-1 Uniforms**

7601 Waters Avenue  
Savannah, Georgia  
912-692-0709

### **Bahama Joe's**

4755 Water's Ave.  
Medical Arts Shopping Center  
Savannah, Georgia  
912-355-6960

## **UNIFORM AND GROOMING REQUIREMENTS**

### **BOYS**

#### **Slacks and Shorts**

- Must be either khaki or navy in color. Slacks must be of a length to the ankles, but not to the floor
- Must be free of any modifications, including, but not limited to, holes, splits, tears, seam cuts, frayed edges or hems
- Must be worn so as to not reveal underwear or bare skin
- Must fit and be worn appropriately. Pants must be worn at the waist.
- Shorts must not extend below the knee
- Must be worn with a belt at all times and belted at the waistline.

#### **Shirts**

- Must wear white, red, or royal blue official MDS logo polo shirts
- Shirt tails must be long enough to stay *FULLY* tucked into the waistband of the slacks or shorts at all times
- Under shirts must be *plain* white short or long sleeve or a white turtle neck. *LOGOS OR COLORED UNDER SHIRTS ARE NOT PERMITTED*
- Must be free of any modifications, including, but not limited to, holes, splits, tears, seam cuts, frayed edges or hems
- Must fit and be worn appropriately
- All shirts must be *FULLY* buttoned within a minimum of two buttons from the top

#### **Accessories**

- Must wear solid color socks that are ankle length or higher and are visible above the shoe line. Sock colors may include neutral colors (white, grey, black, brown) or MDS colors (red, white, blue).
- Students must wear causal dress shoes in a solid neutral color (black, grey, brown, white) or in MDS colors (red, white, blue). Athletic shoes may be worn that are predominantly neutral (black, grey, brown, white) or MDS (red, white, blue) colors.
- Sandals, flip flops, crocs and boots are not permitted – shoes must have backs.
- Shoes must be unaltered and worn appropriately
- No form of head wear is permitted

#### **Grooming**

- Must be clean shaven with sideburns not to extend below the ear lobe
- Hair must be neatly groomed and may not be of such a length that would extend below the bottom of the ear, shirt collar, and eyebrows
- Hair styles, including, but not limited to pony tails, dread locks, hanging braids, spiked, rat tail, and Mohawk will not be permitted, as well as, shaved temples and extreme colors

### Other

- No visible body piercing is permitted, including tongue studs.
- Earrings are not permitted.
- Tattoos are not permitted and cannot be visible.

**Any form of hair and/or dress that is deemed by the school administration to impair the learning environment will not be permitted.**

## **GIRLS**

### Slacks, Shorts, and Skirts

- Slacks and shorts must be khaki or navy with the official MDS logo
- Skirts must be the official MDS plaid
- Shorts and skirts must be of such a length to be no more than five (5) inches above the knee as measured from the floor when kneeling
- No leggings may be worn underneath shorts, or skirts (white or navy tights may be worn under skirts). **Students cannot wear sweatpants under skirts.**
- Slacks must be of a length to the ankles, but not to the floor
- Must be free of any modifications, including, but not limited to, holes, splits, tears, seam cuts, frayed edges or hems
- Must be worn so as to not reveal underwear or bare skin
- Must fit and be worn appropriately
- Shorts must not extend below the knee
- Slacks and shorts must be worn with a solid color belt at all times
- No under garment may be visible above or below the waistband or hem of slacks, shorts, or skirt

### Shirts

- **All under shirts must be plain white short or long sleeve or a white camisole. NO LOGO OR COLORED UNDER SHIRTS WILL BE PERMITTED**
- Must wear white, red, or royal blue official MDS logo polo shirts or official white MDS logo blouse

- **Shirt tails must be long enough to be FULLY tucked into the waist band of the slacks, shorts or skirt at all times**
- Must be free of any modifications, including, but not limited to, holes, splits, tears, seam cuts, frayed edges or hems
- Must fit and be worn appropriately
- All shirts must be buttoned within a minimum of two buttons from the top

### Accessories

- Must wear solid red, white, or navy socks of an ankle length and are visible above the shoe line or higher.
- Must wear brown, black, red, white, or blue casual dress shoes and/or athletic shoes (**shoes must have a back**)
- Flip flops, crocs, slippers, heels, and boots are not permitted
- **Shoes must be unaltered and worn appropriately**
- Caps, bandanas, scarves and hats are not permitted

### Grooming

- Hair must be neat and out of the face and eyes
- Hair styles, including, but not limited to spiked, rattail, Mohawk, and shaved temples are not permitted, as well as extreme colors

### Other

- Except for earrings, no visible body piercing is permitted, including tongue studs
- Tattoos must not be visible and must be covered at all times.
- No jackets, sweaters, sweatshirts, etc. may be tied around the waist

**Any form of hair and/or dress that is deemed by the school administration to impair the learning environment will not be permitted.**

## **Outer garments for boys and girls**

- All cool or cold weather outer wear must bear the official MDS logo and may include either solid white, red, or royal blue cardigan or pullover sweaters, windbreakers, or fleece; or Official Memorial Day School Letter Jackets. *Boys and Girls may also wear official MDS logo gray hooded sweat shirts.* Female students cannot wear sweat pants under skirts.

## **Corrective Action For Hair and Dress Code Violations**

Failure to adhere to the Memorial Day School hair and dress code will result in one (1 - fixable) to three (3 - unfixable) demerits being issued for each infraction.

With each infraction the staff member will provide to the student a demerit slip. The student will be expected to immediately correct the violation if possible. If not possible, the student will be referred to an administrator with the demerit slip. The administrator will determine an appropriate time limit for correction of the problem and/or send the student home to correct the problem upon notifying the parent/guardian.

### **Chapel Dress**

Chapel is considered a service that requires a high level of dignity and respect. Therefore, students will be expected to adhere to all hair and dress code guidelines in a manner that exemplifies these standards. Lower school students will wear their regular school uniforms to chapel.

### **Physical Education**

Students will participate in P.E. once a week. On P.E. days students must wear tennis shoes to school.

### **Dress Code Violations**

Violations in the student dress code will result in the student's parents being notified and the student losing recess time.

## **GENERAL INFORMATION**

### **Academic Records**

Academic record information includes items such as attendance records, test results, awards, etc. Only record information based on objective, factual data, or observations of student performance is contained in student records. Student records are available to the student's parent or legal guardian. The rights accorded to parents can transfer to the student when the student reaches eighteen years of age. Professional personnel, in the normal functions of the school and as approved by the Headmaster may access student records. Exceptions to restricted access of student records include the following:

1. In the event that part or all of a student's record may be made available in compliance with a judicial order or any lawfully issued subpoena, advance notice of such compliance will be given to parents/guardians and eligible individual student.
2. In the event of an emergency, appropriate persons will be given access to a student's records if knowledge of information contained therein is necessary to protect the health and safety of a student or other persons.
3. If a student moves to another school, copies of the student's records will be sent to the new school upon official request from that school.

In questions of record inaccuracy, misleading information, or information in violation of the privacy or rights of students, the parents/guardians or eligible student will be provided with an opportunity for correction or deletion of said material in the student's record. The student's grade level administrator should be contacted with the request for such changes.

MDS must have written permission before releasing a student's records. *Academic records, report cards, or any other student records will be withheld until all obligations to Memorial Day School, financial or otherwise, are fulfilled. Grades will not be given over the telephone.*

### **Accidents**

In the event that a student has a serious accident, the school will make every attempt to notify the parents/guardians. If they cannot be contacted, the school will act in the manner considered to be in the best interest of the student. A follow up report will be made of the accident and placed on file.

### **Appearances Before the Board**

The Board Chairperson may grant permission for parents or other concerned persons to appear before the entire Board as part of the formal agenda after a determination that the issue requires full Board consideration. Such determination will be made only after inquiry to the Headmaster and appropriate school personnel concerning the matter in question. No parent may be placed on the agenda without sufficient time to follow these procedures. The decision of the Board Chairperson may be appealed to the full Board by any Board Member. In such cases, a majority vote will prevail.

### **Asbestos Plan**

Memorial Day School has a state approved asbestos plan. A copy of this plan is available in the school's main office.

### **Birthdays**

Although we do not have birthday parties, parents may send individual dessert items that are easy to distribute during lunch. Some suggestions include cupcakes, brownies, cookies, etc. Students are permitted to hand out invitations to classmates as long as each class member is included. In the event that the party is an "all-boy" or "all-girl" party, then the invitations may be given to all of the girls or boys in the class. Please make all requests for these activities through the classroom teacher.

### **Cancellation of School**

In the event of severe weather or other emergencies, official information about school closing will be broadcast on Savannah area radio and television stations. Parents should be aware that severe weather or other emergencies could cause school to be canceled during the school day. Parents should plan accordingly.

### **Club Meetings**

All regular business meetings of any school activity group will be conducted under the supervision of an adult professional advisor. Students attending regularly scheduled club meetings will follow all established rules. Clubs will meet on a scheduled basis for such activities. In order to protect the integrity of instructional time, every attempt will be made to schedule club meetings in such a manner as to not excessively conflict with academic instruction.

### **Extracurricular Activities**

The Department Head and the Headmaster must approve all extracurricular activities and field trips. A violation of school rules while on extracurricular activities or trips will be punished as if the act were committed on school property and during school hours.

All school-sponsored activities will be conducted under the direct supervision of the sponsoring teacher(s). Whenever transportation to and from an activity or event is provided by Memorial Day School, both the eligible students and supervising teachers will ride in the vehicles provided so that supervision may be maintained. Contingent upon the school level Department Head's approval, an exception may be made when the parent wishes to assume direct responsibility for his or her child's transportation. Written permission slips for every participant must be turned in to the Department Head a minimum of 24 hours prior to departure.

The Headmaster must approve any school-sponsored banquet, party, or dance held off campus. This policy refers to clubs and grades within the school and for which the school is solely responsible. Memorial Day School assumes no responsibility or control for organizations outside the school.

### **Infectious Disease Policy**

It shall remain the prerogative of the Board of Directors to accept or reject, via the Headmaster's recommendation, any student to Memorial Day School.

During normal day-to-day contact, there appears to be no risk of contracting HIV or AIDS. Therefore, it is the policy of the school to consider any student with these conditions for admission. Also, a student who contracts these diseases may continue to attend school with certain exceptions. The policy may change as our knowledge of this illness changes. An expanded version of this policy is available in the school office.

### **Insurance**

Parents/guardians are responsible for providing accident or medical insurance coverage for their child. Memorial Day School does not maintain insurance coverage of students. As a service to parents/guardians, information regarding accident insurance that can be purchased at a nominal cost is sent home at the beginning of the school year. Students must submit proof of insurance coverage prior to registration for any athletic activity.

### **Internet Usage Policy**

Memorial Day School has adopted an Internet Usage Policy that is on file in the school office. Before any student is allowed access to the Internet, both the student and parent/guardian must sign a copy of an acceptable use policy document (included at the beginning of this handbook), and it will be filed in the student's permanent record.

### **Lost and Found**

Students who find lost articles should turn them into the school office. Lost articles that are not claimed within a reasonable period of time will be given to charitable organizations. Students who have lost articles should check with the front office.

### **Lunchroom**

Hot lunches are available daily. Monthly menus will be sent home at the end of each month. Menus are also available on the school website. Students may purchase \$20 lunch cards instead of bringing money on a daily basis. One card will last approximately one week.

We encourage students to eat a healthy and balanced meal. We ask students who bring their lunch from home to refrain from bringing soda and candy in their lunches. Due to time restraints students may not bring lunches which required the use of the microwave.

Students are expected to keep the noise level in the lunchroom to a minimum, and they are expected to exercise proper table manners in the lunchroom. Students are responsible for disposing of their own trash and for leaving their lunch space clean when finished.

Students are not permitted to charge lunches.

Commercial lunches cannot be delivered to the school or brought to the school by anyone, without prior administrative approval.

Parents are always welcome to eat lunch with their children. Please notify your child's teacher if you are planning to eat lunch with us and place your order so your lunch will be ready at the appropriate time.

### **Media Center**

The Media Center will be open daily. Up to two books may be checked out at a time and may be renewed at the end of two weeks. Only the media specialist or an approved aide may stamp books with the due date. Special arrangements must be made in order to check out reference books. If a book is not returned on time, a daily fine may be assessed. Report cards will be held at the end of each grading period for books not returned or fines not paid. If a student goes to the library, he or she should have plans to work or read. Students must have a pass from a teacher to enter the media center.

### **Medicine At School**

If a student must take medication during the school day, the medication must be checked in by the parent at the main office. Students with asthmatic conditions are permitted to keep an inhaler in their possession if there is written permission on file in the school office from the parent or guardian.

No medication will be issued to students unless it is brought from home with a note signed by the parent/guardian authorizing the dispensing of the medication. According to Georgia Law, medication must be in the original container. This applies to both prescription and over the counter medications. School personnel will dispense all prescription medications by the label directions. The label must include the student's name, the name of the medicine, instructions for dispensing the medicine, and the doctor's name. Pharmacists can provide a duplicate labeled container with only the dosage to be given at school.

Over the counter medication will be dispensed as per the parent/guardian's written directions. The school will not give students aspirin or any other drugs. All medication left at school must be picked up by parents during the first week after school is out. Medicines left after this deadline will be safely discarded.

### **Nondiscriminatory Policy**

Memorial Day School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or religion in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Parent Conferences**

Parents may request a conference with a teacher, counselor, or administrator at any time. This may be done by contacting the main office of the school and making an appointment. The request must be made at least 24 hours in advance to allow time to make the arrangements. Periodically, it might be necessary for a school staff

member to meet with a student's parent or guardian. In such cases, time is generally of the essence. It is the hope of the school that such meetings can be scheduled in a timely manner.

### **Personal Belongings**

Personal belongings are the responsibility of students and should be labeled with their names. Students are not to bring such items as CD/tape players, CD's or tapes, radios, playing cards, toys, electronic games, or videos to school and cell phones and pagers must not be visible. These items are subject to being confiscated and only returned to the parent. Such items that are confiscated during the year and not claimed within the week immediately following the end of school year will be donated to a community charitable organization.

### **School Dances**

Dances must be approved by the administration and must be placed on the calendar in the school office. Chaperones must also be approved and should include at least two faculty members.

Once students enter the dance, they cannot leave until the dance is over or until their parents pick them up. Students attending a school-sponsored dance are held responsible for adherence to all the policies stated in this handbook.

Students from other schools are allowed to attend Memorial dances only if they are approved as a guest of a MDS student. Memorial students must obtain, complete, and turn-in a form for guest approval. Rules for guests are the same as for Memorial students.

### **Student Daily Planners**

Lower school students in grades 1 - 4 will be provided a "Time Tracker Daily Planner" for the purpose of recording daily homework assignments, test dates, report and special project deadlines. NOTE TO PARENTS: The student planner should serve as an effective daily communication tool between the school and the home, conveying valuable information, including daily homework assignments, upcoming assignments, tests, projects, activities, etc. It is the hope of Memorial Day School that the parent/guardian will establish the expectation with the child, that the planner will be reviewed together on a daily basis. Parents should sign the planner each day to make the teacher aware that they have reviewed their child's assignments. If the student loses his or her daily planner, a replacement may be purchased from the school office.

### **Student Telephone Calls**

Telephones are used for school business. Students will only use the phone for an emergency situation.

### **Supplies**

Students have been sent a list by their teachers regarding required classroom supplies. Each student should come to school with these supplies labeled with their names in permanent marker.

### **Tuition and/or Fee Collections Policy**

The following procedures for collection of tuition shall be effective immediately:

1. Tuition is due on the 1<sup>st</sup> of each month. Checks will be submitted for payment on the 5<sup>th</sup> of each month.
2. If the account becomes past due for 30 days, the Business office will contact the party or parties financially responsible reminding them of the past due amount.
3. When an account remains in a past due status for 45 days, written notice will be sent Certified Mail (Return Receipt) by the Headmaster advising the responsible party(ies) that their account must be current within 10 business days from the date of the

letter. If that deadline is not met, their child(ren) without further notice will be suspended from school until their account is brought current.

4. When the account becomes 60 days past due, it will be turned over to the School's attorney to begin the process of taking legal action against the responsible party(ies).
5. If a check made payable to MDS for the payment of tuition is returned because of insufficient funds, the responsible party(ies) will be notified by the Business Office that the matter must be cleared within 5 business days. If the party(ies) request that the check be re-deposited and it is returned for a second time because of insufficient funds, the matter will be turned over to the school's attorney to begin the process of taking legal action against the responsible party(ies).
6. If repayment arrangements made with the Finance Committee are not upheld the account immediately falls under procedure #3 and then #4 if necessary.

### **Visitors**

Parents are urged to visit the school for conferences and planned student activities. Students are not permitted to bring relatives or friends to school. Visitors should not be on the school campus or in any school building without administrative approval.

As required by Georgia law, all visitors to the school must report to the school office when they arrive. Visitors must sign in and state the nature of their business on campus. Additionally, they must wear a Visitor's Badge while on campus.

**IF YOU SUSPECT A WEAPON  
IN YOUR SCHOOL**

**CALL**

**1-877-SAY STOP  
(1-877-729-7867)**

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**Available 24 Hours A Day  
From the  
Georgia Department of Education  
and the  
Georgia Bureau of Investigation**