

# Welcome To Memorial Day School

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The 2010-2011 Middle School and Upper School Parent / Student Handbook contains important changes. Both parent and student are strongly encouraged to read and study this handbook to become 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.

### MEMORIAL DAY SCHOOL ALMA MATER

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

Tender high school mem'ries 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 and attendance records 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, and if so, provide the reason.
3. Disclose whether the student has ever been or is currently being adjudicated for a misdemeanor or felony as defined in Georgia Law.

#### **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.

#### **Transfer Credits**

Only credits being transferred from state, regional, and /or nationally accredited schools will be recognized and accepted at stated value. Students transferring into Memorial Day School showing units of credit from non-accredited schools and home study programs will be expected to demonstrate competency in each core academic area by way of a school performance assessment to have this credit recognized.

#### **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, cell phone, 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. If for any reason a change occurs with the parents' address, telephone, or emergency contact information, the school should be informed immediately. Failure to keep the school informed of any changes could result in a breakdown of communications between the school and home.

#### **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.

### **Married And/Or Pregnant Students**

Memorial Day School does not accept married students or students who are pregnant. If a student marries during a school term, he/she will be withdrawn from Memorial Day School immediately.

In case of student pregnancy, the student will be permitted to complete the current semester as a homebound student. The student will become homebound immediately upon notifying the administration of her pregnancy or upon the school's discovery that the student is pregnant. While homebound, the student will be responsible for communication with her teachers and completing all assignments provided to her. The student will not be permitted to participate in any school-related function or curricular, co-curricular or extra-curricular activity, including, but not limited to: athletic practice and/or support, academic classes, school assemblies, and graduation. At the end of the homebound semester, the student will be withdrawn from Memorial Day School. If the student in question is in the second semester of her senior year, she will be permitted to earn her diploma by satisfactory completing homebound assignments. However the student will not be permitted to walk at graduation.

*If a Memorial Day School male student father's a child, he shall come under the same policy and regulation as a female student, as outlined above.*

### **Guardianship**

If a student resides with a divorced parent or 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 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. Students and parents should be aware that many potential employers will call the school and request a reference on a student's attendance, dependability, and 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 day 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 in writing and verifiable (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 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 and the student receiving zeros of all work missed. Excessive absences can result in retention for the next school year.***

### **Make-up Work**

Students are responsible for all class work, information, and assignments missed. Make-up work will only be accepted for assignments missed due to excused absence. A student will be permitted one day per day of excused absence to complete and turn in all make-up work, i.e. if two days are missed, two days will be allowed for make-up work to be turned in. (refer to “Excused Absences” for acceptable reasons). Any work or assignments that are not completed within the allotted time will be recorded as a zero.

Make-up assignment requests from parents during a student’s absence will only be honored on the student’s second day of absence with the anticipation that the absence will extend longer. Parents may pick up the assignments from the school office after noon on the third day. Additionally, student class work information may be accessed on the school website at: [www.memorialdayschool.com](http://www.memorialdayschool.com) and our link to RenWeb.

### **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.
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.
7. Attendance upon a trip or event having significant educational value provided (1) the school Department Head is notified of the absence in advance and (2) the Department Head determines the trip or event has significant educational value.

8. Unusual or urgent circumstances requiring the student’s parents/guardians to be outside of Chatham County overnight, and where the parents/guardians determine that it would be in the student’s best interest to accompany them.
9. Extenuating circumstances beyond student or parent control.

If prior notice cannot be given, a written explanation is to be provided 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 and a zero for all worked missed.***

A student must be at school for *four full* class periods to be counted present for the day. However, the student will be counted absent for individual classes missed. A student must be present for at least one-half of a class period to be counted present for the entire class. 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.**

Disciplinary action may be taken against any student who is not in attendance for the full school day for any reason other than those cited as “Excused Absences” in this handbook.

### **School Hours**

MDS is not open to accommodate Middle or Upper level students until 7:30 AM. each day unless students are enrolled in the SAM program, which begins at 6:30 AM ***The school campus closes each day to students at 3:30 PM. Students that are not participating in a supervised school activity must be either picked up or leave the campus by this time. Memorial Day School is not responsible for children that are not picked up or have not made arrangements to be picked up.***

### Arrival and Dismissal Times

For both middle and Upper School, the day officially begins at 8:00 AM. and ends at 3:15 PM. At 7:50 AM a bell will ring to allow students to enter the classroom buildings. Students should use this ten minute time period to visit lockers, secure books and materials and move promptly to class. No students will be permitted in the buildings before the 7:50 AM bell without a pass, signed by a teacher or an administrator.

When school is dismissed at 3:15 PM, all students must promptly exit the buildings unless they are under the direct supervision of a staff member. All drivers must exit the campus immediately after school is dismissed. All riders must go directly to the designated pick-up area outside of the school library and wait there until their ride arrives. After 3:30 PM, school staff will not be available to supervise students in this area. Therefore, no student should be on campus after 3:30 PM waiting for a ride. **Parents are expected to make arrangements to honor this deadline. Exceptions will be addressed on an as needed basis with a parent phone call to the school office.** Students in the building or on campus after 3:30 PM, not under the supervision of a staff member will be sent to a supervised program and charges will be made to the student's billing account.

### Tardiness

Instructional time is highly valued at Memorial Day School. When students arrive late to class, they create a class interruption that penalizes everyone. For this reason excessive tardiness to class will not be tolerated. All students are expected to arrive at school in sufficient time to be in the classroom before the morning bell rings to begin class at 8:00 AM. Students who arrive after the 8:00 AM bell has sounded are considered **tardy to class** and must report to the school office to sign in and get a late slip to be admitted to class. Students with more than one tardy in a week will receive morning detention. Failure to report to this detention will result in ISS. Students who arrive at school after first period has ended are considered **tardy to school** and must sign in at the main office and get an admittance slip to school. Any student checking in late, due to a doctor/dentist visit, must have *an official* 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. **At no time should a student call home when ill. It will be the responsibility of school personnel to make an assessment of the situation and to make contact with the parent or guardian.** School personnel will not excuse a student to leave school when a call is made to the school. After official school/parent or guardian contact is made, and official approval is given, the student driver may obtain a dismissal pass from the main office and depart school grounds. For student riders, the parent or guardian must come into the main office and sign the student out of school.

### Checking Out Of School

Once a student arrives on school property he/she is not permitted to leave school grounds at any time during the school day without a permit from the school office. Failure to follow proper checkout procedure will be considered truancy and is subject to discipline.

If a student intends to check out of school, he/she should bring a note from home indicating the reason, parents' name and signature, and phone numbers where they can be reached during the day. This note must be given to the main office secretary *well in advance of the anticipated checkout time*. The student will be issued a permit to leave class and to report to the main office at the appropriate time (prior to leaving campus).

For students that are being picked up, parents or guardians must sign students out as they leave the building. A student must sign back into school if he/she returns during the day. *The school will only consider acceptance of a phone or fax checkout request in extreme emergency situations.* Parents of students who drive to school will be called to verify the time on the note before the student leaves.

Students who leave campus before they are dismissed will be counted absent unless prior permission from the Headmaster is received to leave and return.

## ACADEMIC INFORMATION

### Semester System

All courses in the Upper School (grades 9-12) are scheduled on the semester system. Students receive credit on a half-year basis. Upper School courses that are successfully completed translate into unit credits that apply toward graduation requirements. In the Middle School (grades 6-8), courses are year long in length, with the exception of some elective courses that are offered on the semester basis.

### Grading Procedures

English, math, science, social studies, and foreign language are considered academic areas for calculating the Hope Scholarship application.

A = 4.0 = 90-100  
B = 3.0 = 80-89  
C = 2.0 = 73-79  
D = 1.0 = 70-72  
F = 0.0 = below 70

All courses offered by Memorial Day School will be considered and calculated for determining class rank and grade point average (GPA).

A student passing and completing ½ year's work in a course earns ½ Carnegie Unit of credit.

### 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

Middle and Upper School report cards will be mailed home.

***With the posting of these dates, it is the responsibility of the parent/guardian to notify the school if the report card has not been received or if there are any questions about your student('s) report.***

### Final Exams

**ALL STUDENTS EXCEPT SENIORS WILL TAKE ALL FINAL EXAMS FOR BOTH SEMESTERS.** Seniors who maintain an A average in a subject *for each grading period* may exempt the final exam in that subject for each semester. However, seniors may exempt up to two exams only in any given semester. If a senior has maintained an A average *for each grading period* in more than two subjects for the semester, he or she may choose the two subject exams to exempt. This must be reported to the Principal in advance of the testing date. ***Students taking Advanced Placement courses are required to take the AP exam.***

Students in grades 6-12 must be cleared of all financial obligations and return all MDS property i.e. uniforms/equipment, media center books and locks prior to taking end of year final exams.

## Promotion Policy

### Middle School Criteria

Students in grades 5-8, who receive failing grades for the first semester in language arts or math, must attain a high enough grade during the second semester to earn a passing grade for the year or will be expected to attend and pass Summer School to make up the work failed during first semester. A student who does not pass either history and /or science will be required to take a remedial course the week after school is out at a cost of \$100 per student. Failure on the part of the student to do so will result in the student being retained in the grade for another year.

### Upper School Criteria

Students must:

1. Meet 8<sup>th</sup> grade promotion requirements to be assigned to the 9<sup>th</sup> grade.
2. Have earned 5 Carnegie Units of credit, including *English and math* to be assigned to the 10<sup>th</sup> grade.
3. Have earned 11 Carnegie Units of credit, including *all English and math* to be assigned to the 11<sup>th</sup> grade.
4. Have earned 17 Carnegie Units of credit, including *all English and math* to be assigned to the 12<sup>th</sup> grade.

NOTE: This pertains only to class level assignments. It has no bearing on fulfillment of graduation requirements.

### Summer School

Students who fail a required subject in middle or Upper School must attend a summer school program hosted by an accredited school. Summer school credit will be accepted only for courses that are being repeated. **Memorial Day School will not accept *make-up credit* through courses taken by correspondence or through private tutoring.**

Prior approval must be obtained from the administration before enrolling in a summer school class, and providing a certified transcript of the final grade of the course(s) taken, in order to receive MDS credit.

## Student-Athlete Eligibility

A student must pass five (5) unit subjects with a GPA of no less than 2.0 for the semester in order to be eligible for the second semester. A student must pass five (5) unit subjects with a GPA of not less than 2.0 for the second semester in order to be eligible for participation the following school year.

## Graduation Requirements

Graduation requirements at Memorial Day School are built around the University System of Georgia's required College Preparatory Curriculum (CPC) units and are intended to provide students with all of the requirements to enter a majority of private and public colleges and universities. All MDS students are required to complete 23 Carnegie units to include the following:

	REQUIRED BY	
	MEMORIAL DAY	GEORGIA
English	4	4
Mathematics	4	4
Science	4	4
Social Studies	4	3
Foreign Language	2	2
Health (1/2) P.E (1/2)	1	1
Fine Arts	1	1
Comparative Religion	½	
Electives	4	4
<b>Total</b>	<b>24.5</b>	<b>23</b>

Any student graduating from Memorial Day School that completes the scheduled course requirements successfully will receive a college preparatory diploma with distinction if they have a 3.0 GPA or 80 numeric grade average in the core academic courses.

Parents and students are urged to check with colleges or universities of interest for specific admission requirements before the 11<sup>th</sup> grade. This information should serve as a guide in the selection of courses

**Personal Education Plan – Program of Study**

Students will develop a personal education plan to identify the required and elective courses that will be taken while in Upper School. Having a planned program of study and reviewing the plan on an annual basis will help students be certain that all graduation requirements are met and that their high school program of study supports their post-high school education and career goals. Students and parents/guardians should schedule an appointment with the school guidance counselor to develop or review this personal education plan annually.

**Quality Point System**

The quality point system recognizes and rewards students who take more rigorous, challenging, and demanding courses in grades 9-12. Quality points are awarded for advanced placement, honors, and other courses. Students must meet certain criteria to be enrolled in these courses.

Students earning a “B” or better in these courses will be awarded 5 extra quality points marking period. These quality points will be reflected in the weighted GPA on the student’s transcript.

- AP English / Honors English 9-10
- AP Physics
- Honors World History
- AP American History /
- Honors American History
- AP Government
- Honors Algebra I&II
- Calculus / AP Calculus
- Pre-Calculus
- Honors Geometry
- Spanish 3
- Honors Physical Science
- Honors Chemistry
- Honors Biology

**High School/College Joint Enrollment**

The program allows outstanding high school juniors and seniors to enroll for college credit while completing their junior or senior year of high school. To be accepted, a student must have a minimum cumulative high school grade point average of 3.0 or a numerical average of 80 or higher in core academic subjects and have the approval of the Headmaster.

The student must meet the admissions standards specific to the college or university to which he or she is applying for joint enrollment. ***Students should take the SAT and/or the ACT exam(s) prior to the year that they wish to apply for joint enrollment.***

Grades for joint enrollment courses will be recorded as given by the college or university. Students and parents are responsible for enrolling the student in college and for providing Memorial Day School with an official transcript of grades in order to receive high school credit toward graduation.

**Honor Roll**

Students in grades 5-12 are eligible for honor roll, high honor roll and the Headmaster’s List. No C’s, D’s, F’s, N’s, I’s, or U’s are permissible for any form of honor roll. Subjects omitted from GPA calculations in the Upper School are journalism, fine arts courses, life skills, conflict in the modern era, comparative religion, yearbook, band, public speaking, ethnic studies, current events and creative writing. Honor roll categories are as follows:

Headmaster’s List	All A’s
High Honor Roll	All A’s / 2 B’s
Honor Roll	All B’s / 2 A’s

**Honor Graduates, Valedictorian, Salutatorian**

Valedictorian and salutatorian are distinctions reserved for the top two students in the graduating class. To be eligible for selection as valedictorian or salutatorian at Memorial Day School, students must have been enrolled in this school for the four semesters immediately preceding graduation. All units of credit earned prior to enrollment must have been earned from a state and/or regionally accredited school. Determination of the recipients of these positions of honor will be based on **weighted GPA**. In the event of a tie for valedictorian and/or salutatorian, the matter will be resolved through the use of the student’s cumulative weighted numeric average (CWNA). Honor graduates must have a weighted GPA of 3.3 or higher.

### **HOPE Scholars**

As a Georgia resident, you are fortunate to live in a state that encourages you to pursue your educational dreams and offers you financial assistance.

Most people believe that college costs much more than it really does, and many are unaware of financial aid programs.

In Georgia, there is a special reason why a college education is financially possible for all residents. It's called HOPE—Helping Outstanding Pupils Educationally. In the Spring of 2004 the Georgia General Assembly modified the law that governs the HOPE Scholarship program with the new law going into effect with the class of 2007. HOPE Scholars are no longer determined at the school level. Schools now transmit transcript information to the Georgia Student Finance Commission where student eligibility will be determined based on new standards. To be academically eligible for a HOPE scholarship at a Georgia college or university immediately after high school graduation, a college prep student must have a 3.0 HOPE GPA based on a 4.0 scale using *un-weighted* grades (averages will not be rounded up or include extra credit for honors courses). AP courses will be credited .5 quality points. Only courses in English, Math, Social Studies, Physical and Life Science, and Foreign Language will be eligible. Continued HOPE eligibility requires that students maintain a 3.0 average in college.

For complete HOPE eligibility requirements, parents and students can:

- Talk to the Upper School counselor or college financial aide office.
- Visit the web at: [www.gsfc.org](http://www.gsfc.org).
- Write to: Georgia Student Finance Commission, 2082 East Exchange Place, Tucker, Georgia 30084.
- Call: 1-800-505-GSFC.
- Visit the web at [www.gacollege411.org](http://www.gacollege411.org)

### **National Honor Society and National Junior Honor Society**

A student must be a member of the tenth, eleventh, or twelfth grade class to be eligible for the NHS. Members of the seventh, eighth, and ninth grade classes are eligible for the NJHS.

A student must have attended MDS for one semester, and he/she must have earned a cumulative scholastic numeric grade average of 85 or a 3.5 GPA. Candidates shall then be evaluated on the basis of service, leadership, and character.

### **Testing Program**

The PSAT measures verbal and math reasoning abilities. The PSAT is administered to all freshmen, sophomores and juniors for a nominal fee. **MDS requires all students in these grade levels to take this test.**

The SAT or the ACT must be taken by juniors and seniors as a requirement for college admission. Registration and fees for these tests are sent directly to the College Board. Either of these tests may be taken multiple times to improve scores. For additional information regarding these tests, please contact the school counselor.

### **Advanced Placement Testing**

***Students taking Advanced Placement (AP) courses, either in class or on line will be required to take the end of course exam.*** AP testing MUST BE paid for at the beginning of the school year. College credit can be earned with an acceptable score. Consult the school counselor for further information. *Students will be responsible for the cost of each AP test taken.*

### **Baccalaureate**

All students that are participating in the graduation ceremony are expected to attend the Baccalaureate Service.

### **Graduation Ceremony**

The graduation date is subject to change if, during the school year, the school is closed due to inclement weather or any other emergency on a regular school day.

***Students who have not completed all graduation requirements, paid all outstanding school indebtedness, and returned all MDS property will not be allowed to participate in the graduation ceremony.***

A non-refundable "Senior Package" fee of \$180.00 is used to cover costs for such items as cap and gown, diploma covers, diplomas, printing costs, custodial expenses, rental costs, floral arrangements, etc.

## **STUDENT CODE OF CONDUCT**

The purpose of the Student Code of Conduct is to provide students an effective and safe learning environment. Included in this section are prohibited behaviors and consequences for violations.

A number of factors must be considered in determining the degree of disciplinary action to be taken. These factors include the severity of the misbehavior, the age of the student, and the student's disciplinary history.

Parents will be contacted by e-mail, phone or in writing (via the student with the disciplinary write-up form) when students are facing disciplinary action as outlined in the Code of Conduct. Parents may be invited to attend a conference with the teacher, Principal and/or Headmaster for the purpose of discussing the student's behavior issues and developing a joint corrective action plan.

**The Headmaster is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in the Code of Conduct, the Headmaster may undertake corrective measures which he believes to be in the best interest of the student and the school.**

### **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 have Out-Of-School Suspension (OSS). The amount of days will be determined by the offense that has taken place. Any further acts of bullying will result in either more severe punishment 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 either will experience the following consequences:

*CHEATING and PLAGIARISM: zero on the assignment, no chance to make-up the work and one day of Out-of-School Suspension.*

*If a second offense occurs, the student will receive a zero on the assignment, no chance to make-up the work and 2 days of Out-of-School Suspension (OSS). If a third offense occurs, the student will be subject to possible expulsion from school.*

### **Damaging or Setting Off a Fire Alarm**

By law, it is criminal damage in the first degree to knowingly and without authority damage or destroy any school's fire alarm so as to endanger a human life. By law, it is a misdemeanor to set off a school's fire alarm while knowing at the time that there is no reasonable ground for believing that a fire exists in or on the school's premises.

### **Damage of School Resource Books, Equipment, and Media Materials**

Instructional equipment and media materials are expensive and should be handled with care by students. Students who fail or refuse to pay for damaged equipment and/or media materials will not be issued their report cards, diplomas, or progress reports withheld until restitution is made.

### **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.

### **Student Substance Abuse Policy**

This policy establishes Memorial Day School's position on the use or abuse of alcohol, drugs or other controlled substances by its students. It is a part of Memorial Day School's commitment to safeguarding the health of its students, to providing a safe place for its students to learn and grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create a conducive environment for learning, Memorial Day School has established this Drug-Free School Program to detect users and remove abusers of alcohol, drugs or other controlled substances. Memorial Day is committed to preventing the use and/or presence of these substances in its school or on its property and to encouraging its students to say "no" to drugs and alcohol.

Memorial Day School will utilize mandatory drug and alcohol testing of students in grades 7-12. To help administer this policy, beginning on the first day of classes. MDS reserves the right to drug and/or alcohol test students at any time, for any reason. Any positive drug and/or alcohol test or refusal to take a drug and/or alcohol test will result in referral to rehabilitation and/or disciplinary action up to and including expulsion, depending on the circumstances.

### **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.

### **Non-MDS Staff Interaction with Students**

Whether on campus or at school related events, it will be unacceptable for anyone other than the parent or legal guardian to confront, reprimand, or attempt to take corrective action of a student. All matters that require corrective action must be brought to the attention of a school staff member, Principal or Headmaster. Failure to do so could result in the filing of a police report.

### **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.

### **Firearms/ Weapons**

Any student in possession of or having under his/her control a firearm/ weapon, a replica, or a look-alike, i.e. a starter pistol while at school, at a school function, on school property, or on transportation furnished by the school will be immediately suspended out of school until a full investigation is made by the school administration and local law enforcement authorities.

For the purpose of this section, a firearm is defined as any weapon that will or is designed to or may readily be converted to expel a projectile by the action of an explosive. A firearm may be further defined as any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant. The term weapon, as used in this section shall mean and include any pistol, rifle, shotgun, stun gun, or any device intended to propel a missile of any kind; any knife regardless of the length of blade, straight-edge razor or razor blade; spring stick, metal or wooden knucks, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chuck; any fighting chain; any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; club or other bludgeon type weapon; chains, pipes, sticks, guns or any weapon of any kind; or any object that is used as a weapon.

In addition to prosecution, students who possess any weapon will be disciplined as deemed appropriate by the school Headmaster.

### **Drug Searches**

In order to promote and maintain a drug free school campus, Memorial Day School frequently utilizes the services of the Chatham County Sheriff's Department K-9 unit to search school facilities and grounds, including but not limited to classrooms, locker rooms, lockers, automobiles parked along Hampton Street and in designated parking areas both on campus and at the YMCA next door. If a drug dog responds positive to any student's property, a thorough search of the property will be conducted. If the search results in the discovery of anything that is in violation of the student discipline codes, disciplinary action will be taken by the administration.

### **Media Center Rules and Guidelines**

The Media Center will be open from 8:15 AM until 3:30 PM. Up to five books may be checked out at a time and may be renewed at the end of two weeks. Only the media specialist 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.

### **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.

### **Police Questioning and Apprehension**

Students may be questioned and/or released to an officer of the law after permission is granted by the Headmaster or his designee:

1. Issuance of a warrant.
2. Issuance of a detention order by the Court.
3. An officer of the law states that a student has committed a felony and the officer has reasonable cause of the student's guilt. The officer questions and/or arrests the student.

When an officer is investigating a crime and is interested in a student as a material witness, the Headmaster will not release the student to the officer for questioning or for removal from campus without the consent of the parent/legal guardian. Students 18 years of age are considered adults and can legally respond on their own. Every attempt will be made to contact the parent/guardian and seek his or her presence during the questioning. When a parent cannot be contacted and consent cannot be obtained, the Headmaster **may** allow the officer to interrogate a student at the school in his or his designee's presence.

### **Sexual Harassment and Discrimination**

It is expected that all parties, students, employees or others involved in school functions will follow commonly accepted standards of moral and ethical conduct. Inappropriate verbal, written or physical conduct of a sexual nature between students, between students and employees or others, or among employees may be defined as sexual harassment. Such conduct must be reported immediately to the Principal or the Headmaster. The matter will be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated which will include Out-Of-School suspension (OSS) for as long as the Headmaster deems necessary. A substantiated charge against a student or employee shall subject the student or employee to disciplinary action that may include suspension, expulsion, employment termination and investigation by outside authorities. It is the policy of MDS to insure that all actions and interactions between administration, staff, and students are conducted in an appropriate manner. An expanded version of this policy is available in the school office.

**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 7:30 AM (unless the student is enrolled in the morning S.AM program); nor after 3:30 PM (unless the student is involved in an MDS extracurricular program or activity or enrolled in the after-school S.AM program).

**Vandalism and Damage**

Students who deface or destroy school property willfully, maliciously or carelessly will be charged with the full amount of damage and will be subject to disciplinary action as outlined in this section.

**Off Campus Behavior**

Students may be subject to discipline or 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.

**Social Networking**

Social networking has become the way the 21<sup>st</sup> century communicates today. Social networking is the grouping of individuals who are looking to meet other people, gather and share information and develop friendships. However, social networking does not come without risks because it can also be used to spread vicious rumors and to develop conversations detrimental to other students, faculty and Memorial Day School.

Internet sites such as Facebook and MySpace are monitored by administrators of Memorial Day School. In the event that a student has been found “posting” negative or threatening comments, an immediate conference including all parents and guardians will be requested. Upon the investigation of the offense, the Headmaster will then determine the disciplinary action that is to take place.

## **DISCIPLINE**

The following section pertains to the disciplining of students who violate school rules and regulations. Definitions and terms used in conjunction with student punishments are given in this section, as well as punishments for specific student behavior violations.

Faculty members will develop and announce their particular “class rules” and are responsible for classroom management.

A school wide Demerit System will address various infractions of school rules.

Students that violate any rule of the In-School Suspension (ISS) program will be suspended from the program and assigned Out of School Suspension (OSS), receiving grades of zero for each day of each class missed.

### **Out-of-School Suspension (OSS)**

Students who have been placed on Out-of-School Suspension (OSS) have the responsibility of getting their schoolwork from another student. (The teacher is **NOT** responsible for giving the student their assignments.) Students are encouraged to keep up with work missed during an out of school suspension period even though it will not be accepted for credit. **All graded coursework, tests, and quizzes that are missed due to an out of school suspension will result in zeros. The only exception is made for an assignment that was made prior to the suspension that was to be turned in during the suspension period.**

During the OSS time, students are not permitted on school property without administrative approval. Additionally, students on OSS are not permitted to attend any regular school activity, extracurricular activity, athletic event, or other school event, whether on school property or not.

### **Expulsion**

Expulsion means permanent suspension of a student from Memorial Day School for no less than the remainder of the school year. Any expulsion from Memorial Day School may be appealed to the MDS Board by following the procedure stated in this handbook under “Appearances before the Board”

## **GRADES 9 – 12 ONLY** **CELL PHONE USAGE \*\***

The use of Cell Phones will be permitted during the 10 minute morning break and during the student’s lunch time in the cafeteria. Cell Phones **CAN NOT** be used in the classroom buildings **NO EXCUSES !! NO EXCEPTIONS !!**

The use of a cell phone in the classroom is **PROHIBITED**. Failure to comply with this rule will result in the cell phone to be confiscated and not returned until the end of the semester.

***\*\* this policy will be tested for the first 30 days of the 2011-2012 school year. The Headmaster will make a decision to continue or suspend the policy and return to a NO CELL PHONE police at the end of the 30 days.***

## **DEMERIT OFFENSES**

### **Offenses and Punishments**

**The following specific behaviors will result in demerits being issued:**

*Consistent “tardy to school” will be dealt with through the office of the Headmaster. A student will be required to serve a morning or after school detention with the Headmaster for a time period consistent with an established policy by the Headmaster’s office.*

### **ONE DEMERIT OFFENSES**

- Littering
- Tardy to Class

**CONSEQUENCE: No Breaks for a week**

### **TWO DEMERIT OFFENSES**

- Hair/Dress code violation (unfixable)
- Vulgar/Obscene language or signs.
- Throwing objects.

**CONSEQUENCE: Lunchroom duties for week or trash pick up on school campus as well. The Headmaster will make that determination.**

### **THREE DEMERIT OFFENSES**

- Inappropriate physical contact between students.

**CONSEQUENCE: These offenses will result in ISS for as many days the Headmaster deems necessary.**

### **FOUR DEMERIT OFFENSES**

- Vulgar or obscene language directed towards an individual including but not limited to Memorial Day School faculty and staff.

**CONSEQUENCE: These offenses can result in ISS or OSS depending on the severity of the case.**

Students violating any of the above offenses will be notified of the infraction verbally and/or be provided a copy of the Official MDS Demerit Notification Form. ***If the student refuses the demerit form the demerit will still apply to his/her record and the discipline code, per the offense, will be in effect. It is the responsibility of the student to provide this copy to the parent.***

The Headmaster will invoke all punishment for any Student Code of Conduct violations not specific to class room behavior.

- Skipping Class
- Cheating and / or Plagiarism
- Being in an unauthorized area
- Disrespectful behavior towards a faculty / staff member.
- Failure to follow the directive of a staff member
- Possession of legal medication without authorization from the school administration
- Disruption of a class.
- Demerit offense resulting in greater than FIVE demerits from one incident resulting in an immediate referral to a school administrator for contact of parent.
- Profanity in the vicinity of a staff member or adult.
- Deliberately giving false and/or misleading statements
- Gambling
- Using profane, vulgar, obscene, or insulting language, whether spoken (directly or indirectly), written, gestured, or transmitted or received via any electronic communication device. This may include, but is not limited to insulting racial, ethnic, or religious comments or actions; possession or distribution of profane, vulgar, obscene, insulting, or threatening materials; and the access, upload, download, or distribution of vulgar, obscene, insulting, or threatening graphics\*

The Headmaster will administer any and all disciplinary action, to include In-School Suspension (ISS), or Out-Of-School Suspension and / or immediate expulsion as deemed appropriate.

**All disciplinary actions are subject to a parent conference; however, the decision of the Headmaster will be final.**

## 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

And

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 (free of adornment) 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. NO LOGOS of any kind. NO EXCEPTIONS .
- 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 including sweatshirts with hoods or caps inside the school building.

**ONLY** Memorial Day School outerwear will be permitted to be worn. **NO EXCEPTIONS.** Violation of this rule will result in the student's parents to be contacted and the student to be picked up from the school. .

- No mouth adornment, nor any type of mouth pieces. NO EXCEPTIONS.

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

## **GIRLS**

### **Slacks, Shorts, and Skirts**

- Slacks and shorts must be khaki or navy in color.
- 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
- Leggings or tights (white or navy) may be worn underneath skirts only. **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 (free from adornment) 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 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).
- 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 without prior approval of the Headmaster.

## 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.

### Physical Education Expectations

Physical Education is a state mandated course. Therefore, every student present in a physical education class each day will be required to dress into the approved P.E. uniform and actively participate. Students that are unable to participate due to injury must still dress into the approved P.E. uniform and provide an official medical note stating that he or she cannot physically participate. An alternative assignment will be given by the teacher. Failure on the part of the student to follow this directive will be deemed an act of insubordination and result in disciplinary action. ***A standard P.E. uniform consisting of one pair of school approved shorts and t-shirt is available from our uniform providers. A school approved lock and a P.E. locker will be assigned to each student to secure clothing and personal items.***

### **CHAPEL DRESS**

On scheduled "Chapel" days or on other special occasions calling for "Chapel Dress", the following dress code will be enforced.

Students may choose to dress either:

- Regular MDS Dress Code or
- BOYS**
- Button-up dress shirt with tie
  - Dress slacks

**GIRLS**

- Dress of a length not shorter than 5 inches above the knee
- Shoes (no flip-flops)
- Middle School girls may not wear heels

### **DRESS DOWN DAYS**

The school will sponsor Dress Down for Technology days once per month. At other times, students may earn “N.U.T.” (No Uniform Today) cards. The dress code for “Dress Down Days” is:

- Slacks must be of a length to the ankles, but not to the floor and free of any modifications including, but not limited to holes, splits, tears, seam cuts, frayed edges or hems.
- Slacks must be worn at the natural waist.
- Shirts must be worn so as to not reveal underwear or bare skin and must not depict drug or alcohol or violent related themes.
- Shorts and skirts must fit and be worn the appropriate length. (Not below the knee).
- No caps, bandanas, hats.
- No flip flops

## 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. The school will send ONE free transcript to a college after graduation; students will be charged \$2.00 for any subsequent transcript requests.

***Academic records, report cards, transcripts, graduation participation, diplomas, 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 business office.

### 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. All clubs must be sanctioned by the Headmaster of Memorial Day School.

### **Extracurricular Activities**

The Department Head of Middle and Upper School 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 front of this handbook), and it will be filed in the student's permanent record.

### **Teacher/Staff E-mail**

Teacher/staff e-mail addresses are readily available on the school website at [www.memorialdayschool.com](http://www.memorialdayschool.com). Parents are encouraged to use this means of communicating. Parents are encouraged to provide each of their child's teachers with their e-mail address to facilitate a clear channel of communication between the parent and school and vice versa.



Our new **RenWeb School Management Software** gives you an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

**RenWeb's ParentsWeb** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Go to the school's website at [www.memorialdayschool.com](http://www.memorialdayschool.com) and click on the RenWeb link.
- Click **ParentsWeb Login** in the red box.
- Log in as follows:
  1. Click the **First Time Users** tab if you have not logged in to RenWeb before.
  2. Enter your email address that you provided to the school.
  3. Click the **New User** button. You will receive an email containing your password within 3 minutes (to the email address you entered, which must be the same email address that you provided to the school).
  4. Click the **Parents** tab.
  5. Enter the password assigned.
  6. Click the **Parent Login** button.

You should now be logged in to the School Information home page of ParentsWeb.

**Tour the New ParentsWeb** button to take a 6-minute video tour.

**Note:** If you are on a dial-up connection and experience long delays in loading the web pages, please select the **Dial-up** option on the Parents login page before clicking the **Parent Login** button. This will take you to a dial-up version of ParentsWeb that contains the same information but in a dial-up-friendly environment that requires fewer graphics.

Please call us if you have any problems or questions.

We look forward to your participation. Together we can continue to improve our children's academic development as well as communication between our school and your home.

#### Homework

The administration and faculty of Memorial Day School view homework as a vital part of the overall learning process. It's main purpose is to reinforce mastery of the material and skills that are taught in the classroom each day. Students should have homework in most, if not all of their classes each day. Teachers post homework assignments on the school website [www.memorialdayschool.com](http://www.memorialdayschool.com).

Look under "homework assignments" on the left navigation bar. Parents are encouraged to check the website daily for each of their child's classes and teachers to get the current assignment. Additionally, parents are encouraged to check that the student has completed all homework prior to returning to school the next day.

### Textbooks

Textbooks are an essential instructional and learning resource. Memorial Day School utilizes the services of BudgeText as its vendor. Prior to the beginning of the school year, student course schedules and textbook lists are mailed to each parent. It is crucial that each student has his or her textbooks in hand ready to begin on the first day of classes. The textbooks identified for each course must be secured and are can be ordered online using the following procedure:

1. Go to [www.memorialdayschool.com](http://www.memorialdayschool.com)
2. Click on "Important Links"
3. Click on "Textbook Ordering"
4. Click on the "BudgeText" link
5. Click on the blue bar which reads, "Order My Books"
6. If your child is in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade, select "Middle School". If your child is in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade, select "High School"
7. Check-mark the boxes to the left of the courses that your child is enrolled in, according to his or her schedule
8. Scroll to the bottom of the page and click the gray bar which reads, "Submit Course ID Selections"
9. For each book, choose from the options given: "By New", "By Used", or "Don't Buy". Please note, all books on the book list are required, however, we realize you may have purchased books from other sources.
10. Scroll down to the bottom of the page and click the gray bar which reads, "Add items to cart".
11. Scroll down past all of the optional materials, until you get to the bottom of the page. Click "Add items to cart".
12. Scroll to the bottom of the page, and click the gray bar which reads, "Proceed to the Checkout".
13. Following the prompts, begin the financial portion of the checkout process.

### Lockers

Lockers are the property of the school and may be opened by a school official without the permission of the individual student. Students who wish to use a locker and a lock will be provided one for use during the school year. ***Only a school assigned lock will be permitted on school lockers. Any non-school lock used on a school locker will be removed and discarded.***

Lockers will be periodically checked throughout the year by school personnel, as well as when drug dogs are brought into the school for a facility search. Students to whom lockers are assigned can be suspended or expelled if the locker contains weapons, drugs, or other unauthorized material. Students are not allowed to share lockers. Lockers must be kept clean. Lockers are provided to students as a means of safely securing their possessions. Rigging or tampering with the locking mechanism of lockers by students will be considered as damage to school property and result in disciplinary action being taken by the school.

### 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 and fast food are available daily. Monthly menus are available from the office and on the school website. Students are expected to keep the noise level 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 encouraged NOT to give permission for their student to leave campus for lunch.**

### Media Center

The Media Center will be open from 8:15 AM until 3:30 PM. Up to five 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 at the main office **immediately** upon arrival at school. Students not following this procedure will be considered to be in violation of school rules and subject to discipline. 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 provide students with 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 and religion 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, 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 and silenced. 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 be placed on the calendar. 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. Also, once students leave the dance, they may not re-enter. Students are not permitted to enter the dance facility with drinks, cups, or food. Students attending a school-sponsored dance are held responsible for adherence to all the policies of the Behavior Code 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.

### **Scoliosis Screening**

All sixth and eighth grade students are screened for Scoliosis (curvature of the spine), unless they have a signed refusal form by their parents. This screening is offered free of charge by the Chatham County Health Department.

### **Senior College Days**

Seniors may use up to two (2) days for college visitations. The student must provide a letter of parental permission to the guidance counselor at least one (1) day prior to the planned visit. Documentation from a college official must be provided to the guidance counselor, on the next day of attendance at school, in order to have the absence considered excused.

### **Student Telephone Calls**

Telephones are used for school business. **Students may use the phone in the main office for emergency calls only..**

### **Supplies**

Students will be notified by their teachers regarding required classroom supplies. Each student is expected to come to class prepared with pencils, paper, textbooks and any other supplies required for the class.

### **Teenage Driver Responsibility Law**

Students between the ages of 16 and 18 years of age must have official documentation from their school verifying that they are in full time attendance and in good standing. Parents or students may secure this necessary form from the main school office. In order to allow for documentation preparation, please notify the school office 24 hours in advance. Please note that Memorial Day School is required by the State of Georgia to report all students of driving age, who are withdrawn or expelled from school attendance for any reason. All students between 16 and 18 years of age must be in regular school attendance in order to get and keep a Georgia driver's license.

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

Tuition is payable through FACTS tuition management on the 5<sup>th</sup> and 20<sup>th</sup> of each month. If FACTS is unsuccessful in collecting your scheduled payment, the MDS Business Office is notified and a second attempt to collect will be made. If Facts is unable to collect the amount due on the second attempt, the MDS Business Office will be notified at which time the parties financially responsible will be contacted in order to make arrangements to make payment by cash, check, credit card, or money order within five (5) business days. If payment is not received by this deadline the student will not be allowed to continue classes until the account is current.

### **Visitors**

Parents are urged to visit the school for conferences and planned student activities. Visitors should not be on the school campus or in any school building without administrative approval. **All visitors must report to the school office to sign in upon arrival. Additionally, they must wear a Visitors Badge while in the school or on the campus.**

### **Work Permits**

Students requiring work permits for off-campus after-school employment may get the necessary information from the school office. In order to allow for documentation preparation, please notify the school office 24 hours in advance.

**National 24-Hour Hotlines**

**ALCOHOL AND DRUG HELPLINE**

**1-800-821-4357**

**AIDS HOTLINE**

**1-800-342-2437**

**NATIONAL RUNAWAY  
SWITCHBOARD**

**1-800-621-4000**

**WE TIP**

**(To anonymously report selling  
or trafficking of illicit drugs)**

**1-800-782-7463**

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

**CALL**

**1-877-SAY STOP**

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

**COMPLETELY CONFIDENTIAL**

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

**PLEASE PRINT, SIGN AND RETURN A HARD COPY OF THIS FORM TO YOUR STUDENT'S HOMEROOM  
TEACHER BY MONDAY AUGUST 15, 2011**  
Memorial Day School  
Internet Access - Acceptable Use Policy

**Please read this document carefully before signing.**

Along with access to computers and people worldwide, however, comes the availability of material that may be considered controversial or inappropriate. We at MDS firmly believe that the educational benefits of the Internet far outweigh the risks of accidental exposure to such material. Student use of the Internet will be closely monitored by the faculty and staff. However, the possibility of encountering inappropriate material cannot be totally eliminated. It is very important, therefore, that both parents and students read and understand the Rules for Internet Use listed below. Before any student will be allowed access to the Internet, a copy of this document, signed by both student and parents, must be filed with the student's records in the school office.

**Rules for Internet Use:**

- 1) Acceptable Use - Internet access is provided at the school for education and research, and should not be used for any other purpose. Be sure to log your access times, the sites you accessed, and any problems encountered.
- 2) Privileges - The use of Internet access is a privilege, not a right; inappropriate use will result in a cancellation of those privileges.
- 3) Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a) Be polite. Do not get abusive in your messages to others.
  - b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c) Do not seek out inappropriate material. If you encounter a questionable site, behave as if your parent and your teacher are standing behind you. If they would think it is inappropriate, then it is. Back out of the site, and inform your teacher.
  - d) Do not reveal your personal address or phone number, or those of other students. Do not use someone else's password, or share passwords or log on improperly.
  - e) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail.
  - f) Do not use the network in such a way that you would prevent others from using it.
  - g) You should assume that all information you access via the network is private property, not public domain.
- 4) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet or the local computer, you must notify a faculty member. Do not demonstrate the problem to other users.

**Attempts to log in to the Internet as a faculty member, or without faculty supervision, will result in cancellation of user privileges.**

- 5) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy another user's data, or data on the Internet. This includes, but is not limited to, changing computer system settings or files, deleting or changing another user's data, and uploading or creating computer viruses.

\*\*\*\*\*

**USER (STUDENT)**

**User's Full Name (please print):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Home address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Parent's Work Phone:** \_\_\_\_\_

I understand and will abide by the above Rules for Internet Use.  
I further understand that, should I violate any of the rules listed above, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

**User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

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**PARENT OR GUARDIAN** (If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student I have read the Rules for Internet Use. I understand that this access is designed for educational purposes, and that MDS has taken precautions to guard against controversial material. However, I also recognize it is impossible for MDS to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use the Internet with appropriate faculty supervision.

**Parent or Guardian (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_