

Welcome To Memorial Day School

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The 2017-2018 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.

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

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. 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.

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 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

It is at the discretion of Memorial Day School not to accept married students or students who are pregnant. If a student marries or becomes pregnant during a school term, he/she will be withdrawn from Memorial Day School immediately.

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. (HOPE Scholarship requires Social Security Number)

ATTENDANCE

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.

Student Absences

*****Parents MUST Notify School by 9:00 a.m., of that day, if student is going to be absent.*****

It is the policy of Memorial Day School that if a student has more than 20 days of excused or unexcused absence during the school year or more than 10 days of absence during a semester from any course, he/she will not receive credit. 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. 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.

The only accepted excused absences beyond the 10 day or 20 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 a school day, for any reason, must have administrative approval to participate in any school-sponsored activity on the day of the absence.

Make-up

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 on the third day. Additionally, student class work information may be accessed at 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. 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.
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 work 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 three-quarters 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 3:15 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. Pre-K through 8th grade will be sent to S.A.M. (Supervised Afternoons at Memorial).*

Arrival and Dismissal Times

Class instruction begins at 8:00 AM. Students should arrive no later than 7:45 AM at which time a bell will ring to allow students to enter the classroom buildings, visit lockers, secure books and materials and move promptly to class. No students will be permitted in the buildings before the 7:45 AM bell.

Pre K – 5th GRADE will be dismissed at 2:30 PM and escorted to the car pool area

6th – 12th GRADE will be dismissed at 2:45 PM

When school is dismissed at 2:45 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 office and wait there until their ride arrives. After 3:15 PM, school staff will not be available to supervise students in this area. Therefore, no student should be on campus after 3:15 PM waiting for a ride. Parents are expected to make arrangements to honor this deadline.

Students in the building or on campus after 3:15 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. The MDS staff will not be responsible for students who are not picked up or who have not made prior arrangements.

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 will receive a warning for the 1st unexcused tardy. The student will then begin to accumulate .5 disciplinary points each instance of an unexcused tardy, and these points will go in their file. After 10 unexcused tardies, a student must sign an attendance contract and may eventually result in suspension or expulsion.**

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.

All students who have a temperature of 101 degrees or more must be fever 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

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, parent or guardian must sign back into school if he/she returns during the day.

ACADEMIC INFORMATION

Semester System

Most courses in the Upper School (grades 9-12) are year long in length (there are some classes that are semester only). 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

Pre-Kindergarten and Kindergarten

E = Excellent

S = Satisfactory

I = Improving

N = Needs Improvement

U = Unsatisfactory

1st through 5th GRADE

A = 90-100

B = 80- 89

C = 73- 79

D = 70- 72

F = 69 and below

6th through 12th GRADE

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.

Report Cards

Report cards are issued after a quarter ends, and final report cards are mailed out after the school year is over. Upper School report cards will be mailed home.

Lower and Middle School report cards will be sent home with each student with the exception of the final report card which will be mailed home. If a conference is requested please contact your child's teacher to make necessary arrangements

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 High School Coordinator 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

Lower School 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 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

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. In addition to reading time provided at the school it is the responsibility of each student to read a minimum of 20 minutes each night to insure the AR goal is met. Please check with your child's teacher if you have any questions about your child's AR requirements.

Homework

It is important to monitor homework, but students need to assume responsibly for doing their own work. Work which is not completed by the student will not be accepted and result in a zero.

Middle School Criteria

Students in grades 6-8, 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.

Upper School Criteria

Students must:

1. Meet 8th grade promotion requirements to be assigned to the 9th grade.
2. Have earned 5 Carnegie Units of credit, including *English and math* to be assigned to the 10th grade.
3. Have earned 11 Carnegie Units of credit, *including all English and math* to be assigned to the 11th grade.
4. Have earned 17 Carnegie Units of credit, *including all English and math* to be assigned to the 12th 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 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	3	2
Health (1/2) P.E (1/2)	1	1
Fine Arts	1	1
Comparative Religion	.5	--
Electives	1.5	4
Total	23	23

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 11th grade. This information should serve as a guide in the selection of courses

Personal Education Plan

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. **These appointments need to be scheduled as well.**

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 an 85 or better in these courses will be awarded 3 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 Chemistry

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 6-12 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 accordance with the H.O.P.E. criteria. 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 3.5 or higher in accordance with the H.O.P.E. criteria.

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 3.5 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). The "Zell Miller" scholarship requires a 3.7 GPA. 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 3.5 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.
- Write to: Georgia Student Finance Commission, 2082 East Exchange Place, Tucker, Georgia 30084.
- Call: 1-800-505-GSFC.
- Visit 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 year 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 ITBS (Iowa Test of Basic Skills) is administered to students in Kindergarten through 8th grade.

The PSAT measures verbal and math reasoning abilities. The PSAT is administered to all sophomores and juniors.

MDS requires all students in these grade levels to take this test. Seniors are required to take the ASVAB.

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 \$200.00 is used to cover costs for such items as cap and gown, diploma covers, diplomas, printing costs, custodial expenses, rental costs, floral arrangements, etc.

COLLEGE TRANSCRIPTS

Prior to graduation, seniors need to have their Memorial Day School transcripts sent to the colleges of their choice. The school will send the first three (3) transcripts at no charge to the student. Each additional transcript will be sent for a fee of \$5.00 each.

Students must request their transcripts a minimum of 72 hours in advance to allow time for review of the transcript and printing, certification and mailing.

Many colleges receive thousands of transcripts each year and often duplicate copies of transcripts are needed to be sent. Memorial Day School recommends that the student send a transcript to the school of their choice via registered mail or FEDEX in order to receive a signed receipt with the signature of the college official receiving the transcript. This will ensure that the transcript has been received.

Honors and AP Classes

Students taking Honors classes must maintain an 85 average or higher to receive the 3 honors points on report cards. Students taking AP classes must maintain an 85 average or higher to receive the 5 bonus points on their report cards. Honor Society and Honor Graduates must have 3.5 GPA based on HOPE standards which include the (5) major academic areas: science, math, English, Languages, social sciences.

Exempting Senior Exams

Seniors can exempt non A.P. classes if they have over a 90 average for both quarters of that particular class. Seniors that have (6) or more absences or unexcused tardies for that class will be ineligible to exempt that class.

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 or Administrative Team, may undertake corrective measures which he/she believes to be in the best interest of the student and the school. *Students should understand that every bad action or poor decision will have a consequence. Students will be held accountable for their actions.*

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.

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.

Bullying

Bullying occurs when an individual is made to feel threatened, harassed, and/or intimidated in recurring situations, from an individual or peer group, physically or emotionally (through electronic, written, verbal, or non-verbal communication). If cyberbullying is brought to the school's attention, parents of both/all parties will be notified. Bullying is considered a very serious matter by our school, and the law as well. All accusations will be dealt with by the administration on an individual basis. In the event of an accusation, the parent(s) of the individual accused of bullying will meet with the administrative team to discuss the accusations. Disciplinary actions may include: ineligibility to participate in athletics/extra-curricular activities for a period of time, school or community service to be completed within a specific time frame, mandatory professional counseling, suspension or expulsion.

Cheating/Plagiarism

Cheating is defined as the giving, or receiving of information that is not your own work. This includes copying other student's work (i.e. copying homework). **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: First offense...The students will receive a zero on the assignment.

-If a second offense occurs, the student will receive a zero on the assignment 2 days of Out-of-School Suspension (OSS).

-If a third offense occurs, the student will receive a zero on the assignment and 5 days OSS. A meeting will be scheduled with the Administrative Team pending possible expulsion.

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

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 until restitution is made.

Disrupting of a School

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

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.

Firearms/ Weapons/Explosives

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. Any device that is used to or its intended use is to harm a student will be viewed as such, and the disciplinary action will be imposed at the **discretion** of the administrative team.

Social Networking

Social networking has become the way the 21st century communicates today. Social networking is the grouping of individuals who are looking to meet other people, gather and share information and develop friendships. **This includes Facebook, Twitter, Instagram or instant messaging.** 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. The administrative team will use their **discretion** to determine whether social networking is detrimental to the students and faculty of Memorial Day School. **Then the punishment will be upon the discretion of the Administrative Team.**

Media Center Rules and Guidelines

The Media Center will be open from 8:15 AM until 3:15 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.

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.

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.

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.

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

Student Substance Abuse Policy

Memorial Day School has established a 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 **both on and off campus** and to encouraging its students to say “no” to drugs and alcohol.

Memorial Day School will conduct RANDOM searches throughout the school year. All drug searches will be at the **discretion** of the administrative team at Memorial Day School.

All students at Memorial Day School, including student athletes, will be covered by this policy.

Memorial Day School reserves the right to drug and/or alcohol test students at any time, **randomly, with reasonable suspicion, post-accident, and post-rehabilitation.**

- i. Any refusal to take a drug and/or alcohol test or tampering with a test will be treated the same as a confirmed positive test result.
- ii. Any student who receives a confirmed positive drug test or who is identified by law enforcement as having abused an illegal substance will be advised to seek rehabilitation at his/her own expense. In addition, the student will receive a minimum of five days OSS with the possibility of expulsion. Both the parents and the student will be called in for an administrative conference. Student will be re-tested, at parent's expense, throughout their enrollment at MDS. *All subsequent testing must be done through a designated lab.
- iii. Refusal to agree to be referred to rehabilitation will result in immediate expulsion.
- iv. A student who receives a second confirmed positive test result at any time during his tenure at Memorial Day School shall be expelled from the school without the possibility of reinstatement.
- v. Any student who receives a positive confirmed drug and/or alcohol test result may contest or explain the result to Memorial Day School within five school days after written notification of the positive test result.
- vi. All information pertaining to this policy and program will be kept confidential on a need to know basis and will not be released unless required by law.

Students that test positive will be contacted by both the school and the testing agency.

Any Memorial Day School student who uses or possesses drugs, drug paraphernalia or alcohol on school property or at a school sponsored event should expect to be expelled. Such action, if not expulsion, will include removal of the student from all extracurricular participation (athletics, dances, club activities, etc.) for a significant period of time and permanent forfeiture of any elected or appointed position of leadership.

Random Drug Testing

Student in grades 7-12 will participate in the random drug testing. The school will test no less than 24 students a year. At least (12) tests will be random, and the remaining tests may be given if the school has reasonable suspicion. An approved system will be used by the school for determining the random students.

LOCKERS

Students must use the lockers and locks provided by the school. The school is not responsible for missing items that were not secured.

DISCIPLINE

CELL PHONE USAGE: **LOWER SCHOOL:** Cell phones should not be seen or heard.

GRADES 6 – 12: The use of Cell Phones will be permitted during the student's lunch time in the cafeteria. 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. **NO EXCUSES !! NO EXCEPTIONS !! (Please read cell phone/electronics policy)**
Ear plugs and headsets are not allowed as well in the hallways while going from class to class.

ELECTRONICS POLICY/CELL PHONE USE

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Memorial Day School. The policy is:

Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes, they may do so before the morning bell rings, lunch, and after school.

- Cell phones/electronic devices **MUST BE TURNED TO SILENT** before you enter any classroom, office, media center, gymnasium, locker room or Sanctuary. They must then place phones in designated storage area in each class. Students can retrieve phones at end of class, or when teachers state that technology will be allowed in that particular class. This applies to all electronic devices. Refusal to turn phone in to teacher will result in an **Automatic Detention**. The students may power their phones at the request of the classroom teacher. Phones and earbuds may only be used during lunch.
- If a cell phone/ electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.

First Offense - the device will be held in the front office until the end of the school day. Students may pick up their phone at the end of the school day. (Warning)

Second Offense - the device will remain in an Administrator's office until the end of the school day. An Administrator will assign a detention, and establish parent contact.

Third Offense - the device will remain in an Administrator's office until the end of the school day. An Administrator will issue an in-house suspension. The phone may be picked up by a parent.

The staff of Memorial Day School requests your FULL co-operation with our policy.

You can contact your child via their cell phone during lunch. In the event of an immediate emergency, please call the main school line at 912-352-4535.

Respect and Accountability

It is expected that each student will conduct himself/herself as a Christian person, treating all members of the community with dignity and respect. We believe that discipline is a learning process which guides an individual to develop them while respecting the rights of others. Students learn responsibility for their actions through the choices they make and by accepting the consequences of their actions. The term **ACCOUNTABILITY** will be used at all times. Our expectations are:

- Respect for teachers and staff
- Respect for the religious beliefs of the Christian Church and its moral principles and practices
- Respect and care for the property of the school.
- Respect for all members of the Community.
- Respect for one's self, including care for one's body, mind, and spirit.
- Respect for fellow students.

When students fail to display a sense of maturity and responsibility by violating school regulations or not acting appropriately, they will be subject to one or more of the following types of disciplinary sanctions:

- verbal or written warnings
- afterschool detentions * Failure to report to an assigned detention will automatically result in ISS.
- calls or written notifications to parents by the teacher
- Administration/Parent Conferences
- Removal from class/suspensions (ISS/OSS)
- probation with signed behavior acknowledgment
- dismissal from Memorial Day School

After 3 or more OSS incidents, a mandatory meeting will be scheduled to discuss the future of the student at MDS.

Removal from class

When a teacher feels that he or she is no longer able to handle disruptive behavior or the behavior is felt to be harmful to the harmony of the building, a student may be removed from that class by an Administrator. If further consequences are deemed necessary, they will be determined by administration.

- **Out-of-School Suspension** — the following procedure will be followed for out-of-school suspension:
 1. Out-of-school suspension will result in zeroes for all classes missed and the student will not be permitted to make up any missed work, other than tests and projects.
 2. Students will not be permitted on school property for any reason and may not attend any school events, home or away. Students on school property during the time of the suspension may be charged with trespassing and further disciplinary action including expulsion.
 - a. The student will be informed in writing of the intended in/out-of-school suspension and reasons for the proposed action.
 - b. The student will be provided an informal hearing to challenge the reason(s) for the intended in/out-of-school suspension and/or otherwise explain their actions.
 - c. Parent(s)/guardian(s) will be notified of an impending in/out-of-school suspension and the reason(s) for it. Notification will be made as soon as possible by telephone.
 - d. A message notifying the parent of the suspension from the school online system (RENWEB) will also be issued. Within twenty-four hours from the signing of the in/out-of-school suspension notice, a letter will be sent to the parent/guardian notifying them of the suspension. Copies of the letter will be sent to the Headmaster. The letter will include the reason(s) for suspension; an explanation of the right of the student, parent/guardian to appeal the suspension and the right to be represented at the appeal. The Headmaster is the person of final appeal.
 - e. Alternatives to out-of-school suspension may include, but are not limited to, in-school suspension, custodial duty and involvement in a smoking/drug abuse program. Note: If alternative requirements are not completed, students may be suspended or expelled.
 3. If Out-of-School suspension days include vacation days (before and after), then the student is eliminated from participation during those non-school days as well. Students are NOT entitled to make up work and quizzes and will receive zeroes for participation grades missed due to Out-of-School suspensions, although students will be allowed to make up any major tests and projects that may have been missed.

Probation

A student may be placed on probation by the Dean of Students or the Administrative Team when there has been a serious violation of school regulations or continued misbehavior or attendance problems that, in the opinion of the Administration, do not warrant immediate dismissal. The terms of the probation will be enumerated in an acknowledgement signed by the student, his parents and the proper school authority. ANY VIOLATION OF THE TERMS STATED IN THE ACKNOWLEDGEMENT WILL RESULT IN A DISCIPLINE BOARD HEARING TO REVIEW THE STUDENT'S RECORDS AND TO DECIDE ON THE STUDENT'S CONTINUED ENROLLMENT AT MEMORIAL DAY SCHOOL. This Board Hearing will be conducted by the administration and will not be open to the student or his parent/guardian. Probation may be Academic, Attendance or Discipline in nature. Suspensions may result in disciplinary probation for the following school year.

Expulsion/Dismissal

Expulsion of a student from school is a serious matter and will be used as a disciplinary action as outlined in this handbook or in the case of a serious incident of misconduct which jeopardizes the safety of the school community or compromises the aims of Memorial Day School. Recommendations for dismissal are made by the Dean of Students, to the Headmaster who has full responsibility for the decision to dismiss a student from the school. In some cases the school may deem an action so severe that it would result in immediate expulsion from school.

Students who are attending Memorial Day School under probationary status FORFEIT their rights to an appeal hearing if the terms of the probationary status are violated. Students have a right to a hearing before the Administrative Team after notification of the dismissal recommendation. Only the student and his immediate family may attend the hearing. The Administrative Team will make a non-binding recommendation to the Headmaster, who also sits on the Team, and the Principal will make a final decision on the dismissal of a student.

Lunchroom Duty

Students can be issued lunchroom duty (help clean the lunchroom) for any minor infraction.

SERIOUS VIOLATIONS

The following actions are considered severe and harmful to the entire school community. They are serious enough to warrant **Suspension (Minimum two days, with possible Probation/Behavioral Contract) and/or immediate Expulsion** from Memorial Day School and/or notification of civil authority.

1. Gross defiance, physical or verbal abuse of any faculty or staff member at any time during the school day or after school hours which includes unwelcomed communication via any electronic devices, such as texting, voice mail, or phone calls.
2. Possession or use of any firearms, knives, fireworks or any item which may be used as a weapon including any objects disruptive to the school population
3. Possession, use, sale or transmitting of illegal drugs, chemicals, controlled substances, alcohol or drug paraphernalia on or near school property, or any time on or off-campus.
4. Smoking or use, possession or transmission of any tobacco products or smoking paraphernalia on campus or at school events.
5. Setting fires, turning in false alarms or tampering with safety equipment
6. Fighting, harassment or hazing of individual or group as previously defined, including “fighting words or actions”
7. Forging a signature on a school or parental document or tampering with any school document, including delivering a forged note or appointment slip.
8. Stealing, destroying, vandalizing or tampering with personal and/or school property including tampering with locks and lockers for the purpose of vandalizing, stealing or causing a nuisance situation.
9. Intimidating, threatening, degrading or disgraceful acts deemed so by the Administration while on or off campus, including extortion.
10. Violating the Acceptable Use Policy for instructional/computer technology (Major).
11. Truancy—cutting school for part of/or an entire day
12. Technical lack of conformity—failure to comply with directions of school personnel at any time the student is subject to school authority; continued refusal to conform to school policy, including lack of health or immunizations records and excessive detentions.
13. Creating a dangerous situation through inappropriate use of a vehicle on school grounds or anywhere near Memorial Day Transportation.
14. Violating Academic, Disciplinary or Attendance Probation or continued problems in those areas
15. Any youth gang activity
16. Possession of obscene or pornographic materials
17. Gambling whether or not any money is seen. Money and devices will be confiscated.
18. Second and subsequent offenses of the Electronic/Battery operated device policy
19. Infraction of the Academic Dishonesty Policy as determined by the classroom teacher involved
20. Engaging in individual or group activity, on or off campus, that could harm the reputation of Memorial Day School

Chapel Behavior

Students are expected to display appropriate behavior at all times in the chapel. This includes, but is not limited to talking, usage of electronic devices, no food/candy/gum or drinks, sleeping, poor posture in pew (i.e. leaning head back with arms spread out on pew back support), and horseplay, talking, laughing, extended clapping, etc.. Poor chapel behavior **will not be tolerated**, and will result in an automatic Saturday school.

2017-2018 UNIFORM AND GROOMING REQUIREMENTS

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:

Bahama Joe's
4755 Waters Avenue
Medical Arts Shopping Center
Savannah, Georgia
(912) 355-6960

SLACKS & SHORTS

- Must be either Khaki or Navy (no jeans (denim) or leggings (spandex) material.
- Must fit properly. (Must not be too tight, or too loose)
- Unadorned Black or Brown belt must be worn at all times
- Pants must be worn at the waistline or below ("Sagging") will not be tolerated.
- Must be free of **modifications**, including, but not limited to, holes, splits, tears, seam cuts, frayed edges or hems
- Shorts must not extend below the knee (cargo shorts or pants are not allowed)

SKIRTS

- Must be the "official" MDS plaid
- Must be of such a length to be no more than five (5) inches above the knee
- White, Navy or Black leggings or tights may be worn underneath skirts **ONLY**
- Students cannot wear sweatpants under skirts

SHIRTS

- Must be Red, White, or Royal Blue "official" MDS collared logo shirts, blouse or oxford to include new MDS collared dri-fit shirts.
- Shirts must be **FULLY TUCKED** in at all times
- Undershirts may be red, white, blue, gray or black.
- 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
- Collared uniform shirts **MUST BE** worn under sweatshirts

SOCKS

- Socks may be white, black, blue or red.
- Must be ankle length or higher and visible above the shoe line
- Neon or bright colored socks are **NOT** acceptable.

SHOES

- Students can wear casual brown dress shoes. No mixed colors... We encourage students to wear Sperry, Bucks, or Wallaby's.
- Athletic shoes may be worn but must be plain colors. (Black, Blue, Gray or White)
NO NEON or BRIGHT COLORS (including shoe laces).
- Shoes must have a back,
- Flip flops, crocs, slippers, sandals or **boots** are not permitted.
- Shoes may not have heels over 1".

ACCESSORIES

- No form of headwear is permitted including hoods on sweatshirts, caps, bandanas, or scarves in the school building
- No mouth adornment, nor any type of mouth pieces. **NO EXCEPTIONS.**

GROOMING

- Only traditional hairstyles are permitted. Dyeing or streaking with unnatural colors (purple, blue, etc.) is not permitted. Hair should be of uniform length and should be neat in appearance at all times. Hair length for boys should be no longer than the top of the shirt collar and should be well above the eyebrows. Hair length is to be tapered or blended so there are no abrupt changes in the length. Bangs may not be slicked back or pulled behind the ears. Afros should be no higher than two (2) inches. Ponytails (for boys), braids, corn rows, twists, Mohawks, dreads or carvings are not permitted.
- BOYS must be clean shaven with sideburns not to extend below the ear lobe and may not extend toward the cheek.
- *Any form of hair and/or dress that is deemed by the school administration to impair the learning environment will not be permitted. This can include improper hair color or makeup worn when not deemed this includes female as well as male students at MDS.*

OTHER

- Except for girls wearing earrings, NO visible body piercing is permitted including tongue studs, nose piercings or lip piercings, etc.
- Excessive jewelry is not permitted
- BOYS are not permitted to wear earrings
- Tattoos must not be visible and must be covered at all times
- No jackets, sweaters, sweatshirts, etc., may be tied around the waist

OUTERWEAR

- 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, fleeces or Official Memorial Day School Letter Jackets.
- No hooded outerwear will be allowed after the 2017 – 2018 school year.

WINDSUITS

***MDS Athletics Wind suits may only be worn on game days, during that sport's season...(Exceptions must be approved by Dean of Students prior to any modifications). The full wind suit must also be worn when traveling. If the student fails to have their full wind suit on, they will not be allowed to travel. **NO EXCEPTIONS!** The full wind suit must be worn...Students can not wear just the bottom portion and a t-shirt.

PHYSICAL EDUCATION

Physical Education is a state mandated course. Therefore, every student present in a physical education class each day will be required to dress in the approved P.E. uniform and actively participate. Students who are unable to participate due to injury must still dress in 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 and result in a zero in class for non-participation. A standard P.E. uniform consisting of one pair of school approved shorts and t-shirt is available for purchase from Bahama Joe's.**

CHAPEL DRESS

On scheduled "Chapel" days or on other special occasions calling for "Chapel Dress", normal school dress code is in effect. Seniors are required to dress up on Chapel days. Chapel dress:

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)
- Dress slacks may be worn with a dress shirt. (No jean (denim) material or leggings (spandex).

OUT-OF-UNIFORM DAYS

The school will have sponsored Out-of-Uniform days. Acceptable dress for non-uniform days will be consistent with the dress code.

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. **The accident report has two copies one copy will go home and one will stay in the students 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 Administration 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 Administration'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 faculty member in charge a minimum of 24 hours prior to departure otherwise the student will not be allowed to attend the function.

The Administrative Staff 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 or any contagious disease that would put the staff or student body at risk the school would act accordingly.**

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. 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 **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 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. The main purpose of homework 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 will post homework assignments on their class page located in the RenWeb ParentsWeb.

Parents are encouraged to check both the school website and RenWeb daily.

Communication with Parents

The school has chosen to use an email communication tool through our RenWeb site. Special announcements or weekly reminders will be sent to all parents through their email addresses that are on file in the school office.

If you DO NOT have an email address on file with the school office, please notify the school so we may chose an alternate way to communicate with your family. **PLEASE MAKE SURE THAT ALL CONTACT INFORMATION IS CORRECT AND THAT THE FRONT OFFICE IS NOTIFIED AT ONCE OF ANY CHANGES IN EMAIL OR PHONE CHANGES.**

Textbooks

Textbooks are an essential instructional and learning resource. 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 can be ordered online or purchased through our school sponsored “used” book sale.

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. Parents bringing lunch to their student should label it with their child’s name and bring it to the school office. Students will not be given permission to sign out for lunch.

Media Center

The Media Center will be open from 8:15 AM until 3:15 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.

The school will not provide students with ibuprofen or Tums if the Medicine Form has been completed. 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.

Personal Belongings

Personal belongings are the responsibility of students and should be labeled with their names. Students are not to bring such items as playing cards, toys or electronic games. 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. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN.** Students are provided with lockers and locks at the beginning of the year, and the lockers are used for protection of student property.

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.

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.

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 5th and 20th 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.**

**PLEASE PRINT, SIGN AND RETURN A HARD COPY OF THIS FORM TO YOUR STUDENT’S HOMEROOM TEACHER
BY MONDAY AUGUST 7, 2017**

**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: _____

PLEASE PRINT, SIGN AND RETURN A HARD COPY OF THIS FORM TO YOUR STUDENT'S HOMEROOM TEACHER BY MONDAY AUGUST 7, 2017

BEHAVIOR CONTRACT

BEHAVIOR CONTRACT FOR: _____

I _____ understand that:
STUDENT'S NAME

1. I must arrive to school and to each of my classes on time.
2. I must come to school prepared with materials and assigned work.
3. I will show respect for myself, my peers, my teachers, and all other members of the school community.
4. I will carry a pass anytime I am out of a scheduled class.
5. I will not fight or use force or intimidation with any member of the school community.
6. I will not bring a weapon or any kind to school.
7. I will not use profane or vulgar language or gestures. I will not use racial, ethnic, religious, gender or sexual orientation slurs.
8. I will not smoke or use tobacco products in the building or on the school grounds.
9. I will adhere to the Memorial Day School Dress Code.
10. I will attend any detentions or ISS assigned. I will improve the behavior that resulted in my being assigned detention or ISS.
11. I will to bring to school, distribute at school, or use in school, any drug including alcohol or drug paraphernalia.
12. I will not use any electronic devices during school hours unless I am at lunch. I understand that these devices will be confiscated and discipline issued.

All disciplinary actions are subject to a parent conference; however, the decision of the Head of School will be final. Violations will be subject to disciplinary action in accordance with the policies in this handbook.

STUDENT SIGNATURE: _____ DATE: ___/___/___

PARENT SIGNATURE: _____ DATE: ___/___/___

DEAN OF STUDENTS: _____ DATE: ___/___/___

****Parents sign this portion and return to school****

**STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT
MEMORIAL DAY SCHOOL 2017-2018**

By Execution Below, We Are Acknowledging That We Have Read the Discipline/ Uniform and Grooming Portion of the Student Handbook and We understand the Policies and the Procedures that are detailed in this section. We Are Also Acknowledging That We Are Responsible For All Other Material That Is Outlined In the Entire Student Handbook that We have Received and Is Available on the School Website.

*****Parents, please make sure you have a working E-MAIL account that is on record here at the school. Correspondence, including academics and behavior, will be conveyed through RENWEB and the school using the email account we have on file. If you do not have a working E-Mail account, please call the front office and make other arrangements.*****

*****Please make sure that you have read and understand the electronics/cell phone policy, as well as procedures for Saturday School. These things will be strictly enforced. *****

Parent or Guardian: _____

Student: _____

Date: _____

Cell Phone: _____

Email: _____

This packet will be given to all middle and upper school students on Wednesday August 2, 2017. Students will attend a short briefing of these policies on that date, and parents are to read, sign and have student return to homeroom teacher by Wednesday August 9, 2017. If form is not returned by that date, they will receive a Dean's Detention that Friday, and every Friday until signed forms have been returned. Please take the time to go over these policies. If you have any questions, please feel free to contact me at jfarris@memday.org. Thanks so much for all that you do, and I feel confident that this will be one of the best years that Memorial Day School has ever had.

Sincerely,

Jennifer Farris

High School Principal

Memorial Day School