

**Mount de Sales Academy
2021-2022 Parent/Student Handbook**



Mission Statement

Mount de Sales Academy, an independent Catholic School sponsored and inspired by the Sisters of Mercy, is a diverse college-preparatory community of learners—students and teachers alike—who are poised to discover, challenged to innovate, and motivated to serve.

Table of Contents

Philosophy	2	Transcripts	12
Beliefs	2	Class Rank	12
Graduate Profile	2	Academic Recognition	12
Critical Concerns	2	Valedictorian/Salutatorian	12
Statement of Assurance	3	Honor Graduates	12
Accreditation and Memberships	3	Graduation Information	13
Communication	3	Excellence and Merit Lists	13
Campus Ministry	3	Academic Letters and Stars	13
Academic Policies and Procedures	4	Honor Societies	13
Philosophy and Requirements	4	Guidance Program	14
Grading Scale	4	Early Intervention Team	15
Minimum Course Load	4	Attendance Policies	16
Course Expectations	4	Senior Class Policies and Procedures	18
Graduation Requirements	5	Behavioral Policies	18
Homework	6	Behavioral Expectations	18
Recordings	6	Teacher Intervention	19
Assessments	6	School Demerits	19
Cumulative Exams	6	After School Restriction	20
Academic Tutorial	6	Forfeiture of Privileges	20
Academic Coaching Program	7	Suspension and Dismissal	20
Academic Advisement	8	Weapons	21
Advanced Placement Courses	8	Technology Use	21
Course Credit	8	Harassment	22
Dual Enrollment	9	Substance Possession or Use	22
Forward Credit	9	Academic Integrity	23
Summer School	10	Plagiarism	23
Special Coursework	10	Cheating	24
Transfer Students	10	Collaboration	24
Schedule Approval/Changes	10	Homework	24
Grade Reporting	10	Lab Reports	24
Make-up Work	11	Class Projects	24
Late Work	11	Electronic Translators	25
Standardized Testing	11	Uniform Policies	25
HOPE Scholarship	11	COVID related cardiopulmonary info	29
Promotion and Retention	11	Parent Organizations	30
Re-enrollment	12	Additional Policies	30
Withdrawal from School	12	Policy Statements	32

Philosophy

Mount de Sales Academy commits itself to teach as Jesus did, through the word of the Gospel and Christ-like action. We endeavor to serve students of diverse backgrounds and to work with families as we strive to provide the best possible environment for spiritual and academic growth. In the tradition and vision of the Sisters of Mercy, The Academy seeks to graduate students who are not only prepared for academic and social challenges, but who are motivated by living a responsible and God centered life encompassing the values of our Catholic heritage.

Beliefs

- Every person is called to holiness and to develop a relationship with a personal and loving God.
- Every person is valued as a unique individual with physical, social, emotional and intellectual gifts and needs.
- Every person is called to respect the value of life and the dignity of each individual.
- Every person must be responsive to his/her obligations to the global community.
- Every person can learn and achieve his/her full potential when provided with a variety of appropriate learning strategies.
- Every person's self-esteem is enhanced by positive relationships and mutual respect.
- Every person in the school community shares the responsibility for advancing the school's mission.

Graduate Profile

A Mount de Sales Academy graduate...

- has the foundation to become a well-rounded individual in keeping with the values of Catholic education: spiritually, intellectually, physically, emotionally, and socially.
- respects the inherent dignity of every individual.
- is ready to meet the academic challenges and life lessons that will be encountered.
- is prepared to become an independent and responsible adult who is spiritually strong and who is accountable to God, self, family and the world community.

Critical Concerns of the Sisters of Mercy

As a Mercy School, we seek to provide an environment that seeks justice in the light of Catholic social teaching. To remind us of the importance of justice for all individuals, The Academy is committed to the five critical concerns common to all Mercy Schools:

Earth: to reverence Earth and work more effectively toward the sustainability of life and toward universal recognition of the fundamental right to water;

Immigration: to stand in solidarity with immigrants;

Non-violence: to deepen and assimilate more consciously the practice of nonviolence as an integral aspect of the charism of mercy;

Racism: to deepen our response to the unrecognized and unreconciled racism, past and present, within our community;

Women: to continue to embrace our particular concern for women

Statement of Assurance

The Academy will not accept any behavior or actions that represent bigotry in any form including but not limited to racism, religious intolerance, sexual orientation bias, expression of gender identity, or any other speech or action that fails to advance our mission as a school committed to embracing diversity.

Accreditation and Memberships

Mount de Sales is dually accredited by the Southern Association of Independent Schools (SAIS) and *Cognia* (formerly AdvancED). The Academy is also a member of the Mercy Secondary Education System of the Americas (MESA); the National Catholic Education Association (NCEA); the National Association of Independent Schools (NAIS); the College Board; the Georgia Independent Schools Association (GISA); the Georgia High School Association (GHSA); and the Association for Supervision and Curriculum Development (ASCD). The Academy operates under the auspices of the Catholic Diocese of Savannah.

Communication

The Academy encourages communication between teachers, parents, and students. Students and employees of the Academy may communicate only through the Academy's email account. Phone calls, texting, or the use of social media is prohibited.

Parents are encouraged to email teachers or call administrators to address concerns or schedule meetings. Parents should not communicate directly with members of the Board but may express a concern to the Board by sending a letter to the President of the School, who will forward that letter to the Chairman of the Board.

Online Grade Reporting: Parents and students may access student attendance and grades online through PowerSchool SIS, using a secure log-in. Current grades and attendance are available from 2:45 p.m. until 8:00 a.m. during the school week and all day on Saturday and Sunday.

Online Classroom Assignments and Resources are available through the PowerSchool Learning Management System (PS LMS), the Academy's web-based learning management system. Parents may access homework assignments and calendar for each course in which an MDS student is enrolled.

Campus Ministry

The Campus Ministry Program coordinates a wide range of liturgical and outreach activities for the entire school. The ministry differs from traditional Community Outreach in that it focuses on preparation, reflection, service, and celebration as it permeates every facet of school life. We remain committed to continuing to provide spiritual growth and service project opportunities to our students.

Academic Policies and Procedures

Philosophy and Requirements

Mount de Sales Academy features a balanced college preparatory program (grades 6 - 12) characterized by traditional honors, Advanced Placement, dual-enrollment courses, and individual learning opportunities. The traditional college preparatory path is enhanced through interdisciplinary faculty cohorts who connect and collaborate within and across disciplines.

A strong extracurricular program includes sports teams, fine arts opportunities, literary competitions, clubs and organizations for the entire student body. In addition, our service program encourages students to become active and caring members of their communities. Through the academic program, the extracurricular activities and the required community service experience, our students mature into young men and women who are prepared for college and life.

Grading Scale

A++	101 - 104	4.5	B-	80 - 82	3.0
A+	97 - 100	4.0	C+	77 - 79	2.5
A	93 - 96	4.0	C	73 - 76	2.0
A-	90 - 92	4.0	C-	70 - 72	2.0
B+	87 - 89	3.5	D	65 - 69	1.0
B	83 - 86	3.0	F	< 65	0.0

Note: Only students in AP courses may earn a semester average over 100, but not to surpass 104. The highest numerical grade attainable in all college preparatory courses is 100.

Minimum Course Load

The academic day consists of seven (7) periods of instruction that meet daily on a rotating schedule. Middle School students take seven (7) classes. All Upper School students must take at least six (6) courses each semester. Freshmen and sophomores may choose a supervised study hall in lieu of a seventh course. Juniors and seniors may opt for a free period.

Course Expectations

At the beginning of each semester, teachers distribute a course syllabus to students. Course syllabi contain course expectations, classroom policies, and grading procedures for each course.

Mount de Sales Academy Graduation Requirements

Academic Discipline	Units Required for Graduation
English	4
Mathematics	4
Science [Physics, Chemistry, & Biology required]	4
Social Studies [World History, US History, American Government & Economics required]	3
Theology [Theology I, Theology II, Social Justice, Faith and Reason required]	4
World Languages [Two units earned in the same World Language required]	2
Health and Wellness [Class of 2022 - 2024: Personal Fitness and Health are required] [Class of 2025 and beyond: Health required]	1 .5
Computer Technology [beginning with the Class of 2021, students may meet this requirement with any technology course offered in the curriculum]	.5
Fine Arts	1
Additional Coursework [Class of 2022 - 2024] [Class of 2025 and beyond]	1.5 2
Total Units Required for Graduation [High school courses completed in Middle School may not fulfill graduation requirements in Upper School]	25

Homework

Homework is designed to review, practice, or extend information taught during the school day. It is an important component of the entire learning process.

Recordings

Mount de Sales Academy is committed to providing classroom environments in which students are encouraged to express their thoughts without repercussions, so long as those expressions are respectful to the mission of the Academy, the teacher, and other students. Any unauthorized creation of photographic images, audio, or video recordings is not permitted because it could discourage healthy classroom discussions or could demonstrate a lack of respect to members of the MDS community.

Assessments

Assessments and projects are coordinated through an assessment calendar maintained in both the Middle and Upper school. Students may be asked to sit for no more than two (2) major assessments and one (1) minor assessment per day. Whereas the total number of assessments should not exceed three (3) per day, students must request adjustments to the calendar no later than the day before assessments are due.

Cumulative Exams

Middle School Protocol

Depending upon grade level, Middle School students will take exams/tests at the end of each semester.

Upper School Protocol

- Advent Semester - All students must take cumulative Advent Semester exams, which count 20% of their semester average.
- Easter Semester - Seniors may exempt Easter semester exams if they have achieved a cumulative semester average of 88 or above and have received no integrity violations. All other students must take cumulative Easter Semester exams, which count 20% of their final grade.

In both divisions, students who arrive late for published exam schedules may enter the exam testing area up to 15 minutes after the announced start time. After the first fifteen minutes, students may not begin the exam. Students must see the appropriate Division Head to coordinate a makeup exam and will incur a 10% reduction in the exam grade.

Academic Tutorial

On most days in both divisions, the academic day ends at 3:15 p.m. On Tuesday and Thursday, Academic Tutorials begin at 2:50 p.m. Classroom teachers are available for individual tutorials, make-up work, and small group consultation. Any student, regardless of academic average, may consult with his/her current teachers during Academic Tutorials on a drop-in basis. In the Upper School, students are expected to leave campus immediately at dismissal or wait for rides in designated areas if they are not participating in tutorial activities.

Middle school students remain in a homeroom study hall on Academic Tutorial days. This period is used for a variety of activities, including, but not limited to, supervised study hall, tutorials, make-up work, club meetings, and small assemblies/focus groups.

Academic Coaching Program

As a community of learners, Mount de Sales offers academic support to every student at no additional cost. In keeping with the school's mission, content area teachers and an academic counselor work together to assist each student in their learning.

Middle School

Academic coaching in the middle grades involves supporting students with diagnosed learning differences through the process of becoming more independent, organized, and confident learners. Academic coaches are experienced classroom teachers who guide and support students via hourly conferences built into the regular academic day.

Students who qualify may select Academic Coaching as a semester or full-year elective course. There are three criteria which must be met in order for middle school students to participate in the program. First, students seeking academic coaching must have an up-to-date psychological evaluation that clearly identifies the extent to which the student has a learning difference.

Secondly, parents of such students should reach out to the Middle School Division Head to initiate the process. After consultation with the Division Head, parents work with the MDS personal counselor to discuss the student's specific learning differences and agree upon accommodations. In most cases, accommodations include extended time testing, preferential seating in classrooms, obtaining copies of teacher instructional materials, and use of laptops or wireless keyboards for classroom work.

Thirdly, students may sign-up for an Academic Coaching class, offered as an elective within the Middle School curriculum. Academic coaching classes are offered at no additional expense to MDS families, and activities in these classes include, but are not limited to,

- helping students develop a weekly study plan
- assisting students through the process of organizing notebooks, assignments, and learning materials
- helping students manage their own planning agendas (provided by Mount de Sales)
- helping students learn how to study and prepare for tests
- providing time during the coaching class to complete assignments and/or make-up missed work

The role of an academic coach should not be confused with a content tutor. Academic coaching focuses more on helping students learn how to become organized and independent. Students are encouraged to accept the responsibility for their own learning by developing grade-level appropriate study skills and habits.

The MDS Personal Counselor oversees the process whereby students receive accommodations. The Personal Counselor works with teachers and communicates the nature and extent of learning accommodations. Extended time on assessments, for example, is available every period in the Middle School Coaching suite.

Because Academic Coaching is a class in the curriculum, parents receive regular progress reports that focus on the student's success in meeting the goals of the course, that is, how well the student is following his/her own weekly study plan; how well the student is maintaining organized materials and

notebooks; how well the student is utilizing his/her planning agenda; how well this student utilizes independent work time during class, etc.

Upper School

The Academic Coaching Center is open every day from 7:45-3:45, offering any student individual help in executive functioning skills such as organization, planning and preparing, time management, and task initiation. Students may simply drop in or they may be referred by a parent, teacher, counselor, or administrator.

Additionally, classroom teachers are available both before and after school for tutoring in the content areas.

Students with diagnosed learning differences may be eligible for certain accommodations. The Academic Coaching Center will facilitate the accommodations recommended by a certified professional. These accommodations may include extended time testing, preferential seating, and teacher lecture notes. The academic counselor will coordinate with national testing agencies such as the College Board and ACT to ensure that students with diagnosed learning differences meet the necessary requirements to qualify for extended time testing on standardized tests.

Academic Advisement

The Upper School Division Head serves as academic advisor to all students. The Middle School Division Head serves as academic advisor to all middle school students. Grade level advisors work with students and advise them prior to the academic course selection process each spring. Every attempt is made to create schedules that reflect student interests and potential for success within the most rigorous curriculum available.

Advanced Placement Courses

Students register with the College Board and create active accounts to access review and preparation materials. Students must indicate by the end of the first quarter if they intend to register for an AP examination.

If a student decides at this time to take the national exam, he will be charged the full exam fee and be expected to take the national exam, and receive AP designated credit on his/her high school transcript. Students also earn an additional 4 points, added to averages before they are archived in PowerSchool.

If a student declares he/she will not take the national exam, he/she will not be registered for the national exam and the course title on his/her transcript will not be designated "AP." Instead, the student will remain in the course, receive the four-point rigor bonus, but receive credit only for an honors or advanced level course. For example, if a student chooses not to take AP United States History exam, the course recorded on his/her transcript will be changed to *Advanced United States History*.

Course Credit

The Academy awards credit by semester. If a student fails a course, or exceeds six (6) absences in a semester, credit must be re-captured in an approved summer school program.

Dual-Enrollment

Mount de Sales Academy partners with colleges and universities to offer qualified MDS students the opportunity to earn college credit while working towards their high school diploma. In some cases, dual enrollment courses are offered during the academic year on the MDS campus. In other cases, students may take courses on the campuses of colleges or universities, as long as these courses do not meet during the MDS academic school day.

Dual Enrollment Policies

1. Students interested in participating in a dual enrollment option must receive PRIOR written approval from the Upper School Head for the courses selected. This agreement form authorizes the transfer of credit from the college and university to Mount de Sales Academy. Each course must be individually approved by the Upper School Head prior to matriculation. Agreement forms are available from the college or university the student plans to attend.
2. Students must meet the admissions requirements of the college or university with whom MDS partners.
3. Students may not enroll in courses currently taught at MDS during the regular school year or summer.
4. Students may not miss MDS class time to participate in a dual-enrollment opportunity.
5. Coursework earned through dual enrollment will be recorded on the MDS transcript, and the grade is included in the student's overall GPA and academic GPA, where applicable.
6. Student athletes interested in dual-enrollment programs should also be aware of NCAA Clearinghouse guidelines for such participation. It is the student's responsibility to consider the potential impact of dual enrollment on NCAA eligibility.
8. Students should also be aware that colleges typically have unique policies with respect to accepting dual enrollment credit. Students must be aware that colleges do reserve the right to refuse some dual enrollment credit.

Forward Credit

Requests to accelerate through the MDS math curriculum or science curriculum must be approved by the Upper School Head and each request is reviewed individually.

Forward credit in mathematics is awarded only through two options:

- MDS Summer Math Program, facilitated through the Upper School Counseling office via computer-assisted instruction.
- Georgia Virtual School

In every case, students must be enrolled in a math course each of the four (4) years while in high school. Acceleration does not allow students to opt out of math in a given year if they have been accelerated through the curriculum.

Students may be enrolled in two different science courses concurrently in a given semester. Thus, students may meet graduation requirements in science prior to their senior year. If this occurs, students are not required to complete an additional science if they have met the four (4) year minimum required for graduation. This scenario is unique to science and does not apply to other academic disciplines, such as theology or mathematics, where students may also enroll in two such courses concurrently.

Summer School

For credit recovery, Mount de Sales Academy recognizes the following options:

1. MDS Summer Math Program, facilitated through the Upper School Counseling office via computer-assisted instruction.
2. Georgia Virtual School
3. Mercy Online Summer Consortium

In every situation, MDS reserves the right to select the credit recovery option for each student needing to recoup credit during the summer. All summer school work is coordinated through the Academic Coaching Program. Direct approval for the summer class or other options to re-capture credit must be obtained from the appropriate Division Head prior to participation in a summer program. Grades received as a result of attendance at an accredited summer school will be entered on the student's record. If a letter grade is received, that will be converted as listed as the summer school transcript. Official records must be sent to Mount de Sales from the summer school attended for credit to be noted on the transcript. Credit recouped through summer study is recorded on the transcript and does not replace previously failed courses.

Special Coursework

Independent Study, summer courses, and online courses will not be accepted for credit without the prior approval of the Division Head.

Transfer Students

When a student transfers to Mount de Sales Academy, the official transcript from the previous school is reviewed for courses taken and credit awarded. If the previous school awarded credit for a course taken prior to the student entering the ninth grade, that credit will be indicated on the Mount de Sales transcript. However, the course will not exempt the student from meeting all Mount de Sales graduation requirements for courses that must be completed and credits awarded during the four years of high school. If the previous transcript reflects letter grades only, the grade for each completed course is entered on the Mount de Sales transcript as the midpoint numerical value of the previous school's grading scale. If the transcript does not reflect that grade scale, the MDS grading scale is used to determine midpoint value.

Schedule Approvals /Changes

Requests for schedule changes must be submitted to the appropriate Division Head within the first three days of Advent semester. Drop/Add deadlines are announced and published by the division head. Students requesting schedule changes will be charged fees for books and/or e-books that were purchased for the original requested course. Students may not request a schedule change at the beginning of Easter semester.

Grade Reporting

Progress updates are available through PowerSchool on a continual basis. Email notifications at 3 week intervals will remind parents to check student progress through the academic year. Printed report cards are mailed home to parents at the end of the semester. Questions about posted grades must be reported within 10 days of distribution.

Make-up Work

Any time a student misses class he/she will assume responsibility for meeting with each teacher and follow this procedure for making up uncompleted work. If a student is absent for one day only, all work missed, including quizzes, tests, homework, or classwork, must be completed the day following the student's return to school. For example, if a student misses class on Wednesday, he/she must submit all missed assignments on, or no later than, Friday.

Students who leave school for a school-sponsored field trip must turn in all assignments due on that day prior to leaving for the field trip.

If a student misses two days or more consecutively, students will consult with teachers to determine a schedule to make up all missed work. Nonetheless, all work missed from an absence of two or more days must be completed within a week of the student's return.

Teachers automatically insert a "0" in their grade books for all missed assignments to reflect the impact of uncompleted work on a student's course grade. Zeros are removed from the grade book if the student completes his/her make-up assignments within the time frame prescribed above.

Parents may request assignments for a student who has been absent for at least two consecutive days. Parents should first consult individual course pages online, and if more information is needed, a parent should call the middle school office or upper school Personal Counselor prior to 10:00 a.m. to coordinate make-up work for an extended absence. In the event of serious extended illnesses or accidents, students may receive an incomplete ("I") at the end of a grading period. All incompletes must be made up within ten (10) days of the end of a grading period.

Late work

Classroom teachers prescribe their own policies for accepting late work, which may include zero tolerance and significance grade penalties. Teachers are expected to post such policies in their course syllabus.

Standardized Testing

The PSAT is given to all 10th and 11th grade students in October. The CTP-ERB is administered to all 6th-8th grade students each spring. Score reports are discussed with students and results are sent home to parents. Students are encouraged to take both the ACT and the SAT at least once during the junior year and, if needed, again during the senior year. These tests are discussed in detail on the College Counseling LMS page.

HOPE Scholarship

The Georgia Student Finance Commission calculates grade point averages to determine student eligibility for the HOPE Scholarship.

Promotion and Retention

The administration of Mount de Sales Academy reserves the right to rescind enrollment contracts for lack of academic progress. Upper school students who fail more than two semester courses in an academic semester or four (4) semester courses in an academic year will not be allowed to return the following semester. No more than six (6) semester courses may be recouped via summer school programs over a student's high school career.

Middle school students who fail two (2) or more academic courses will not be allowed to return the following school year. Students who fail only one course in middle school will be required to complete summer remediation in that academic discipline.

Re-enrollment

The Academy uses an automatic re-enrollment system to make it easier for parents who are planning for their student to return to MDS the following academic year. Families will be notified of the following year's tuition rates in February and must notify the Director of Admissions in writing before March 31, 2021 should they decide not to re-enroll. Full refunds will be provided to families who move out of town prior to the start of the academic year. Families who withdraw after June 1 for any reason other than a family move to a new city will be held accountable for the following percentages of yearly tuition:

Prior to the start of the academic year	20%
From start of school through October 1	40%
From October 1 through end of Advent Semester	60%
After the start of the Easter Semester	100%

Parents will receive a notice in February with instructions on how to make changes to their payment options, after-school-care arrangements, academic support contracts, or bus service agreements.

Withdrawal from School

If it becomes necessary to withdraw from Mount de Sales Academy, a parent or guardian must request an official withdrawal form from the President or Assistant Head of School. After this signed form is received and all school obligations are cleared, transcripts and records can be released.

Transcripts

A transcript is a copy of the student's official educational record. Official transcripts will only be provided upon written request by the student or parent. Review and clearance by the Upper School office and school business manager is required before transcripts are released.

Class Rank

Like other academically rigorous high schools, Mount de Sales Academy does not rank students, other than for the purpose of determining the Valedictorian and Salutatorian for the senior class and Cum Laude Honor Society members.

Academic Recognition

Valedictorian and Salutatorian

To be eligible for the academic honor of Valedictorian and Salutatorian, a student must have been enrolled at Mount de Sales for three consecutive full years. To qualify for either honor, students must also meet all the criteria designated for honor graduate for his/her graduation year.

Honor Graduates

To be eligible for an Honor Cord, a student must have been at Mount de Sales Academy for one full year, and achieved a cumulative average of 95 or higher (without rounding) for the marking periods from the 1st quarter of the freshman year through the third quarter of the senior year (including the third quarter exam). The honor cord average includes all courses taken during high school, and the student must also have earned a minimum of eight (8) Honors and/or AP course semester credits during his/her junior and senior years. These credits can be earned in any combination.

Valedictorian, Salutatorian, and Honor Cord designations will be determined at the end of the 3rd Quarter of the senior year using the following formula: (7th semester cumulative average x 14) + (Semester 2 average at the end of the 3rd quarter of the senior year) divided by 15 (quarters). Seniors who fail to maintain the required grade point average are subject to having Honor status revoked prior to graduation.

Graduation Information

Graduation attire is ordered through the Herff-Jones Company. Representatives from the company have informational meetings for students on campus at scheduled times during the year. Students are responsible for meeting all deadlines for orders and payments. Graduation caps and gowns are worn for Honors Day, Baccalaureate, and Graduation. Only the honor cords and medals awarded or authorized by the Academy are permitted as ornamentation of the graduation attire. Other decorations or additions to the cap or gown such as monogramming, mortar-board signs, ribbons, etc. are not permitted.

Excellence List and Merit List

In both divisions, academic recognition is based on academic GPA courses taken during the semester and are not rounded. Excellence List recognition is given to students who earn an overall academic average of 95 or higher Merit List recognition is given to students who earn a 93 or higher.

Academic Letters and Stars

To be eligible for an Academic letter, a student must have achieved a yearly academic average of 95 (or higher) without rounding at the end of the 3rd quarter of a given year. After earning an initial Academic Letter, students are awarded gold stars for subsequent years in which they maintain a 95 average. Academic Letters are awarded at the year-end Honors program for seniors and underclassmen.

Upper School Honor Societies

Cum Laude Society – This organization represents the highest academic designation awarded a Mount de Sales student. Senior membership is limited to students who have earned Honor Graduate status and posted a qualifying SAT score of 1410 (composite) or 30 (composite) on the ACT. Junior membership is limited to the top five (5) percent of the junior class based on cumulative academic grade point average through the third grading period (including the nine-weeks exam) of the junior year.

National Honor Society – This organization gives national recognition to students who have achieved outstanding accomplishments in the areas of scholarship, character, leadership, and school service. Membership is limited to students in grades 11 and 12 who have a cumulative academic average of at least a 93 (or higher) and are also recognized by the faculty as outstanding in the areas of character, leadership, and school service. Senior members must maintain a 93 academic average and are required to enroll in at least 2 Honors or AP courses to maintain their membership. Students who are members of NHS will have their membership revoked if they fall below the academic and disciplinary standards established by The National Honor Society. Any violation of the academic integrity honor code will result in automatic dismissal from the Honor Society.

National Beta Club- This service organization gives national recognition to students who have achieved outstanding accomplishments in the areas of scholarship, character, leadership, and school service. Membership is limited to students in grades 10, 11 and 12 who have a cumulative academic average of

at least a 93 average (or higher) and are also recognized by the faculty as outstanding in the areas of character, leadership, and school service.

Spanish National Honor Society – Candidates must be enrolled in a Spanish class beyond the second-year level and have a 90 average or higher in Spanish at the end of each academic year and the grading periods up through the time of selection. In addition, students must have earned an overall cumulative academic average of 90 at the time of selection. Candidates must have the recommendation of the Spanish teachers. Members must maintain the academic standards named above in order to remain members in good standing.

French National Honor Society – Candidates must be enrolled in a French class beyond the second-year level and have a 90 average or higher in French at the end of each academic year and the grading periods up through the time of selection. In addition, students must have earned an overall academic cumulative average of 90 at the time of selection. Candidates must have the recommendation of the French teachers, and maintain the academic standards named above in order to remain members in good standing.

Latin National Honor Society -- Candidates must be enrolled in a Latin class beyond the second-year level and have a 90 average or higher in Latin at the end of each academic year and the grading periods up through the time of selection. In addition, students must have earned an overall academic average of 90 at the time of selection. Candidates must have the recommendation of the Latin teachers. Members must maintain the academic standards named above in order to remain members in good standing.

Middle School Honor Societies

Junior Beta Club- This organization gives national recognition to students who have achieved outstanding accomplishments in the areas of scholarship, character, leadership, and school service. Membership is limited to students in grades 7 and 8 who have a cumulative average of at least a 93 (or higher) and are also recognized by the faculty as outstanding in the areas of character, leadership, and school service.

Guidance Program

The Academy has a school-wide personal guidance counselor, academic advisors, and a college counselor who are available to students every school day.

The school personal counselor coordinates educational programs for all students in both divisions regarding developmental issues, peer relationships, personal choices, etc. The school counselor is also available to meet individually with students and/or parents who might have specific concerns, either as emergent care or by appointment.

Academic coaches in each division work primarily with students in the academic support program, but also provide services to those who need other kinds of learning support and/or special tutorial programs.

The college counselor is available to both students and parents. The college counselor works with students individually and in groups so that each student ultimately makes the college selection that is right for him/her. The college counselor coordinates and processes each student's college applications (applications, school reports, teacher recommendations, transcript, and school profile), provides

students/parents with scholarship and financial aid information, and offers various information sessions during the school year on topics related to the college experience.

Early Intervention Team

The Mount de Sales Early Intervention Team (I-Team) is a group of faculty members that takes non-disciplinary action to help and support students before potential alcohol or other drug use becomes a health problem or a disciplinary issue. Empirical studies have demonstrated that the earlier alcohol or other drug users are confronted with their behavior, the greater the chance that they will not become addicted and their health will not be damaged by excessive use.

As we work together to foster the safest possible environment of our students, all parents are reminded of their pledge (page 23) not to host parties where such substances are available.

The I-Team includes at least three but no more than eight members, and it is concerned with the health and well-being of students as these may be threatened by alcohol or other drug use.

The process governing the I-Team works in three stages:

Stage 1: A member of the I-Team receives a referral or concern from anyone in the Mount de Sales community—student, faculty, staff, or parent—who is worried about a student’s alcohol or other drug use. Any community member who makes a referral does so in strict confidence. No one except the I-Team members will have knowledge about who made a referral.

Stage 2: Once a referral is received it is presented to all I-Team members. The Team determines, based on the nature of the concern and the number of referrals, whether there is sufficient reason to meet with the student who has been referred.

Stage 3: If the I-Team determines there is cause for concern, two I-Team members meet in private conversation with the student. These meetings include educational and professional resources the student can use for further assistance.

Early Intervention Team Guidelines

The I-Team seeks to prevent damage done by alcohol or other drug abuse. I-Team interventions proceed in three stages, as described below.

Intervention Process:

Level One Conversation: The I-Team receives concerns about a student’s health and well-being that may include possible substance abuse.

- Team members have a private, non-disciplinary conversation with the student.
- Concerns are shared; resources for support are discussed and encouraged.
- The next step (a possible Level Two Conversation) is discussed.

Level Two Conversation: The I-Team receives additional referrals on a student with whom the I-Team has already intervened at Level One.

- Team members hold a conversation with the student and his or her parent/guardian. The school counselor will also be included.
- Concerns are shared; resources for support, which may include professional evaluation and counseling, are discussed and encouraged.

Level Three Conversation: Concern about substance abuse persists.

- Team members have a further conversation with the student and his or her parent/guardian.
- Administration is notified of concerns.
- Professional evaluation may be mandated by the administration.
- Possibility of a health leave of absence in the student's best interest is discussed.

In conjunction with this strictly confidential and non-disciplinary intervention process, the Academy's discipline system will continue to respond to students who are otherwise caught using alcohol or other drugs at school or at school-sponsored events. The disciplinary responses will continue to be significant for using alcohol or other drugs, involving suspension and possible dismissal, along with counseling and possible random drug testing for students who remain at school, in keeping with existing Mount de Sales policy. It must be clearly understood that the I-Team otherwise operates independently of the administration and the disciplinary system.

To preserve the autonomy of the I-Team and its confidential actions, reports of I-Team interventions—including those that involve school counselors—will not be reported to the Administration. Keeping I-Team records confidential will also protect Administrators, who may feel compelled to reveal Level One conversations to parents or guardians. Counselors will serve as liaisons to report I-Team actions to the Administration only to negotiate leaves of absence as they should become necessary on the basis of Level Three Conversations.

Attendance Policies and Procedures

Attendance in each class is necessary for academic progress. Parents should make every attempt to schedule medical and dental appointments so that they do not interfere with school attendance. Each student's absence and tardy record becomes part of his/her official educational record.

Arrival and Departure

All students must be in their homerooms by 8:00 a.m. Dismissal is at 3:15 p.m. Monday through Friday. Upper School students should be picked up immediately after school hours unless involved in a club, athletic, or academic activity with adult supervision. Students who are not involved in a supervised activity must exit campus by 3:30 p.m. or be enrolled in the MDS fee-based after-school care program. Students must be dropped off at **one of three designated crossing guard protected areas**: 1) near the front doors of Cuddy Hall, 2) at the Zuver Auditorium Patio, or 3) at the corner of Appleton Avenue and Columbus Street and picked up on Columbus Street and Appleton Avenue.

Absences and Tardies

The Academy does not differentiate absences as "excused" or "unexcused." Students who are absent from school or from individual classes for six (6) days per semester risk losing credit for the course. Chronic absences may also place the student on attendance probation and subject the student to administrative review regarding status for re-enrollment.

Regular Absence

If a student is unable to attend school, parents are required to inform the school by 8:30 a.m. by calling the appropriate division office (Upper school (478) 751-3240 or Middle School (478-751-3242)).

Homeroom Attendance

Attendance during the homeroom period is required for all students, including seniors. Students who miss homeroom will receive two demerits

Late Arrivals

Students arriving at school after 8:00 a.m. must report to the appropriate division main office and sign in. Arriving late or failing to report to homeroom results in two (2) demerits. This policy also applies to students who miss homeroom and arrive at school for the first academic period of the day. The only exception to this policy is for students whose parents have notified the school in advance of an appointment.

Early Dismissal

Requests for early dismissals (for doctor's appointments, etc.) must be communicated to the appropriate division office. Notes for early dismissal should be dropped off prior to the homeroom period. At the time of requested dismissal, the student should report to the main office and sign out in the attendance register. We will not interrupt instruction to deliver messages concerning early dismissals.

Planned Extended Absence

In all cases, parents should contact the appropriate Division Head to make arrangements for extended planned absences, preferably at least one week ahead of the expected absence.

School Sponsored Events

Students who represent the school at conferences, competitions, or other events have the responsibility to make up for missed work. These students must be fully aware of their schedule ahead of time and are, therefore, accountable for their academic work as scheduled by their respective teachers. Students who leave school early for school-sponsored events must submit assigned work before they leave campus. Work or assessments not made up in advance of the absence must be completed immediately upon return.

To be eligible to participate in an after-school, extra-curricular activity, students must be present at least four (4) periods of the academic day. Any exception to this policy must be cleared through the Assistant Head of School. School sponsored events are not included in the total numbers of absences considered for loss of credit and/or exam exemption privileges.

College visits/meetings with college representatives

A college campus visit must be approved by the College Counselor and subsequently documented with a signed verification form issued by the college or university. Approval for the absence (purple form) for a college visit or representative meeting will be granted using the guidelines that are listed on the College Counseling page of the LMS. The student will be given a form to take to his/her teachers and will return the form with teacher signatures to the college counseling office. Students may also request permission through a pass from the college counselor to miss a class period to meet with college representatives on campus.

Field Trips

Official Mount de Sales Academy permission slips are required for field trips outside the Macon downtown area. The dress code for the trip and guidelines for the use of electronic devices on the bus will be determined by individual teachers.

Illness during the School Day

If a student becomes ill during the school day and needs to be excused to go home, he/she must first notify the classroom teacher. Students must then officially check out of school through the main office.

Senior Class Policies and Privileges

With signed parental permission, seniors may leave campus early if their free period occurs at the end of the day if they do not have tutorial responsibilities. Seniors with free periods adjacent to lunch may leave campus as an off-campus lunch privilege but must travel by foot and be accompanied by at least one other senior. The administration reserves the right to revoke these privileges at any time. On occasion, seniors may be required to remain at school at the end of the regular day if special events or assemblies are planned.

Senior class members are required to attend all scheduled rehearsals and special events including Moving-Up Day Mass, Candlelight Carol Service, Honors Day, Baccalaureate, and Graduation. A student must meet with the Assistant Head of School at least a week prior to the scheduled practice to explain the circumstances if he/she wishes to ask permission to be excused. A part-time job is not a legitimate excuse for missing rehearsal.

The Academy does not sanction any type of "senior skip day." Seniors who choose to participate in a senior prank will be financially responsible for any damages to the campus and are subject to being denied the right to participate in graduation activities.

Behavioral Policies

Behavioral Expectations

Students choosing to attend Mount de Sales Academy must accept The Academy's high expectations for student behavior and be willing to abide by them. The administration reserves the right to impose disciplinary consequences, including suspension or dismissal from the Academy, for inappropriate on campus or off campus behaviors.

The primary responsibility for maintaining classroom discipline lies with the respective teacher. Some infractions are violations of guidelines and rules established by the teacher for classroom order and are handled differently than violations of school-wide regulations.

Students are expected to be respectful of the property of others. Handling someone else's personal property such as iPads, book bags, etc. is a violation. The Academy reserves the right to search a student's personal possessions when there is reasonable suspicion that the student may be involved in an activity that violates behavioral policies and expectations.

Teacher Intervention

This response is for violation of classroom guidelines such as teacher directed homework policies and procedural rules. Individual teachers also respond directly to mildly disruptive behavior. Teachers will first address the misconduct with the student and, if necessary, assign a teacher-supervised intervention during the school day or after school hours. Parents may be notified of the infraction and made aware of the consequence for the behavior. Depending on the violation, the teacher may also arrange a meeting with the parents. The disciplinary action at this level is directed and supervised by the teacher and reported to the Director of Student Discipline. If a student fails to respond to the teacher's interventions, a meeting with the Assistant Head of School will result and further consequences may ensue. Teacher directed interventions may include, but are not limited to:

- Detaining a student after school
- Calling or emailing a parent
- Requiring make up work after school
- Cleaning details of campus facilities
- Meeting with parents and student
- Revoking of various student privileges

School Demerits

When a student violates a general school-wide policy, demerit slips are issued by a faculty or staff member and turned in to the Director of Student Discipline. Some violations incur more demerits than others and some also result in more severe consequences in addition to demerits. Total demerit counts carry over from Advent semester to Easter semester. The Director of Student Discipline will determine appropriate consequences for any violation that incurs demerits. Demerits resulting in fines must be paid within one (1) week of the violation, or the fine will be doubled.

Examples of infractions include, but are not limited to:

- Chewing gum (demerits plus \$10 fine)
- Food/drink violation (demerits plus \$10 fine)
- Cell phone/Electronic device (demerits plus \$25 fine)**
- Parking/driving violation (demerits plus \$10 fine)
- Tardy to class
- Absence from or late to homeroom
- Out of bounds
- Disrespectful conduct/comments
- Disregard for authority/non-compliance/defiance
- Dishonesty/misrepresentation
- Profanity/obscenity
- Public display of affection/Improper fraternization
- Throwing object/dangerous horseplay
- Minor altercation/scuffle/shoving
- Misuse of technology/electronic equipment
- Uniform violation*

* Special Note: when a girl's skirt length does not meet the requirement as stipulated in the uniform section, a demerit will be written. Demerits will accumulate daily as any other demerit until the student provides evidence to the discipline office that a longer uniform item has been ordered. At that time, all demerits will be held until the new skirt has arrived.

** Middle School Policy Only: Electronic devices include earbuds and/or headphones

After-School Restriction

When a student has accrued 4 demerits or has committed any major misconduct, an After-School Restriction must be served. The After-School Restriction slip will be sent home with the student for a parent signature and parents are notified via the email address they provide to the school. After-School Restriction is held on Wednesday afternoon, from 3:20 pm – 4:20 pm. If a student arrives late for or leaves early from the Restriction period or misses it entirely, he/she must make up the restriction and serve an additional restriction as a penalty. Students may not miss restrictions for athletic or literary practices or home competitions. Students must be in uniform to serve restrictions. Examples of major misconduct include, but are not limited to:

- Accumulation of four (4) demerits
- Failure to report for previously scheduled restriction
- Inadequate response to teacher intervention
- Disruptive conduct
- Disregard for authority/defiance/non-compliance
- Disrespectful or insensitive comments/behavior
- Physical or verbal altercation
- Dishonesty/misrepresentation
- Misuse of technology
- Out of Bounds
- Stealing
- Academic integrity violation
- Skipping class or school assembly

Forfeiture of Privileges

When a student chooses not to follow behavioral guidelines, the student is subject to a forfeiture of privileges. This forfeiture could include participation in after-school activities, weekend activities, and special events. Students may also forfeit the privilege of having a free-period and participating in dress-down days and other special events if their behavior falls outside of the school's expectations. In addition, participation in school activities such as class trips, Homecoming events, pep rallies, school dances and parties, Happy Fun Day, Cavalier Game Day, Spirit Week, Junior/Senior prom, field trips, etc., can be limited to those students who are in compliance with school regulations and policies.

Suspension and Dismissal

A student who is assigned to a 4TH restriction will serve a day of suspension instead. Total demerit and restriction counts carry over from Advent semester to Easter semester. A student who commits an infraction that is considered serious misconduct will be subject to immediate suspension, being asked to withdraw from school, or dismissal from school. A fourth violation of the academic integrity honor code will result in dismissal from school.

Most suspensions are served “in-school.” In-school suspension takes place in a designated room on campus. Students are expected to complete all daily assignments and assessments while on suspension. Suspended students will not be permitted to have a cell phone, will have no social interaction during the day, and will not participate in any extracurricular activities during the day or after school hours. Students on suspension must bring a snack and a bagged lunch from home. No fast food is permitted.

Students suspended for an accumulation of demerits will be assigned an in-school suspension day. Students who commit a major infraction during the school day will be sent home immediately and considered suspended for that entire day. They will also be scheduled to serve an in-school suspension the following day. Violations that are subject to immediate suspension or dismissal include, but are not limited to:

- Off campus without permission
- Truancy
- Vandalism
- Physical or verbal altercation (serious)
- Weapon possession
- Misuse of technology (serious)
- Stealing
- Possession of alcohol, tobacco, vaping/juuling products, other drugs, or related paraphernalia
- Harassment/unacceptable behavior toward others (includes bullying)
- Academic integrity violation after warnings/previous consequences

A fourth violation of the academic integrity policy during the upper school years will result in dismissal

Any student receiving two or more suspensions during an academic year will be placed on discipline review in order to determine that student’s eligibility to return the following academic year.

Weapons

Any student possessing a weapon on campus or at any school related activity is subject to dismissal. Weapons are defined as any instrument capable of inflicting bodily injury.

Technology Use

Mount de Sales Academy encourages students to use technology based tools in order to enhance learning. The following guidelines apply to all electronic devices, whether students are utilizing their own personal devices or devices that are the property of The Academy.

The faculty and staff acknowledge that we cannot completely monitor all electronic activity by our students, and it would be impossible to make a list of inappropriate activities, but our expectation is that students understand acceptable standards. The Academy does have the right and responsibility to supervise all electronic usage. This level of supervision includes the right to search all electronic devices and to check access history when there is a reasonable suspicion of inappropriate usage.

Any attempt or unauthorized access to the school administrative or technical resources, including online presence (hacking) of any kind will result in serious disciplinary measures, including dismissal from school.

Altering passwords or handling someone else's electronic device is unacceptable behavior. Students are responsible for any damages resulting from negligence use of any electronic devices owned by MDS, including but not restricted to iPads.

Students with damaged iPads are responsible for reporting the problem to the MDS technology department. Depending on the issue, the iPad will be repaired or replaced. Repairs are charged with a \$100 deductible. In the case of lost iPads, families are responsible for the replacement cost. Nonfunctional chargers and cables are swapped out at no charge. Replacement of lost chargers and cables will be charged at the current purchase price.

MDS owned technology must be turned in during an announced time window at the end of the academic year. Failure to follow this policy may result in a fine.

Mount de Sales Academy owns property rights to our school name, logos, mascots, etc., and such materials may not be used in the creation of other websites without the expressed written permission by the administration.

Harassment

The Academy will not accept any behavior or actions that represent bigotry in any form including but not limited to racism, religious intolerance, sexual orientation bias, expression of gender identity, or any other speech or action that fails to advance our mission as a school committed to embracing diversity

Harassment can consist of a wide range of direct behaviors including but not limited to teasing, taunting, threatening, hitting, making derogatory comments about race, gender, or ethnic background, stereotyping, or any actions that are initiated by one or more students against another student. In addition to direct attacks, harassment may also be indirect, such as spreading rumors, making comments that are disrespectful or writing notes that cause victims to be socially isolated through intentional exclusion. Our strict stance on harassment includes using any electronic devices, either those issued by The Academy or personal devices to harass another student

Substance Possession or Use

Mount de Sales Academy strictly forbids the use, distribution, or possession of drugs, alcohol, tobacco, vaping products, or other substances that are illegal to persons under the age of 18. This policy includes paraphernalia designed for use of these products. Students found to be using or in possession of such within the school building, on school premises, or at any school function are in serious violation of the school's behavior code, and subject to expulsion. Any student found in violation of this policy will be required to undergo drug testing at Macon Occupational Health 124 3rd St · (478) 751-2900. The testing will be done at the parents' expense and agreement to provide the Academy will access to the results. Results of the test will impact the student's continued enrollment.

If there is reason to suspect that there is a specific concern of alcohol or drug use, the Administration has the right to require an assessment including drug testing. As with our possession or use standard, the results of such testing must be shared with the school and may impact the student's continued enrollment.

The Academy reserves the right to enforce our Substance Use Policy regardless whether the action takes place at school or another location. Mount de Sales expects parents to support the school's effort to eliminate the illegal use of drugs and alcohol and to support the local laws governing their use.

At the start of each academic year, a parent signature agreeing to abide by the guidelines in the handbook shall also serve as a pledge that any parties for Mount de Sales students will be chaperoned and that substances that are illegal to minors will not be provided.

Academic Integrity

Any infraction involving academic integrity will be handled by the appropriate division head and will result in a minimum consequence of receiving a grade of zero on the assignment. Additional disciplinary consequences will be assigned based on the nature of the infraction. Typically, the first infraction warrants an official warning, the second, an after-school restriction, and the third, an in-school suspension. If a student commits a fourth academic integrity violation he/she will be dismissed from the Academy. Common types of academic integrity infractions are explained below:

Plagiarism

Plagiarism is the submitting as one's own work the words, thoughts, or ideas of another person. The copying of another person's work, word for word, without appropriate credit is misrepresentation. Paraphrasing from another source must also be given appropriate credit. To use any ideas or facts from another source without giving credit to the source of the information, even when the student restates these ideas in his/her own words, is considered to be plagiarism.

If a student has any doubt concerning the amount of aid that he/she may receive from another person for any type of assignment, it is his/her responsibility to discuss the matter with the teacher. Students will be given access to the website Turnitin.com as a means to evaluate their research-based writing and its use of adequate citations. All written assignments over 500 words must be first submitted to *Turn-it-in.com* for analysis before final submission in every subject taught at Mount de Sales Academy.

Faculty members operate under the assumption that all work submitted by students for evaluation of any kind is indeed the original work completed by the student who has submitted the work. Because of the bond of trust implied between teacher and student, plagiarism is a serious offense, and in most cases, will be adjudicated on a case by case basis. If a teacher is suspicious that plagiarism has occurred, the student will be required to verify the sources used for the assignment. As in all academic institutions, the burden of proof is on the student for the authenticity of his/her work. All teachers are required to report to the Director of Student Discipline all suspicions of plagiarism, copying, or cheating.

The minimum consequence for plagiarism of any kind is a grade of zero for the assignment in question. In a situation where two students submit work identical in nature, kind, or degree, the consequences will apply to both students. If it is determined that there has been a violation of the honor code, serious disciplinary action will ensue. The student will also be required to complete the paper, project, or assignment properly to receive credit for the course. Additional disciplinary actions will be taken as warranted. Unless stated otherwise in written documentation from a teacher, students should assume the following protocol when submitting work of any kind for evaluation.

Cheating

In general, an activity is considered cheating if it involves representing another's work as your own, manipulating or utilizing resources to gain an unfair advantage, giving others information about an assignment, quiz or test that they have not yet completed and/or enabling others to use your work as their own. The minimum consequence for cheating of any kind is a grade of zero for the assignment in question. In a situation where two students submit work identical in nature, kind, or degree, the consequences will apply to both students. If it is determined that there has been a violation of the honor code, serious disciplinary action will ensue. The student will also be required to complete the paper, project, or assignment properly to receive credit for the course. Additional disciplinary actions will be taken as warranted.

Students should feel comfortable reporting a cheating incident at the time of the infraction. If a student is not comfortable reporting a cheating incident at the time of the infraction, he/she can write the teacher a note or come back and talk to the teacher after class or later in the day. A student is also welcome to report the incident to an administrator. Student information will be kept in confidence.

Although every situation involving a violation of academic integrity cannot be anticipated, the following scenarios outline possible situations where students should use good judgement to complete an academic assignment:

Collaboration

Appropriate collaboration is defined as working with another student or receiving assistance from someone to complete coursework. Acceptable collaboration does not include sharing materials electronically or simply copying answers. Appropriate collaboration includes discussing homework problems or assignments; working in a group on a lab assignment both in class and out of class; asking another student to proofread a written assignment; and checking homework answers with another student.

Homework

Homework may be researched in collaboration with other students, but all answers must be recorded in a student's own words as a unique work product. Assignments must be completed as students process information for themselves, either from memory, textbooks, or class notes. In all cases, homework must be recorded in a student's own words. It is never appropriate to borrow and then copy homework assignments in any class. In addition, faculty members who suspect that a student is copying homework from another student while on campus will question the student about the nature of their action.

Lab Reports

Lab reports may be researched in collaboration with other students, but all answers must be recorded in a student's own words as a unique work product. Similar words and phrases among the lab reports of group members is not appropriate and will be considered as plagiarism.

Class Projects

On occasion, class projects may be completed as a group project. In this case, a class project may contain separate individual pieces combined to form the final group project. Group members may discuss the project among themselves, but individual group members must complete their own work as a unique work product. In every case, the student should follow specific guidelines provided by classroom teachers.

Electronic Translators

In World Language classrooms, online or handheld translators may be used only as a reference source for individual words, much like an online dictionary. Language translators are never permissible for the purpose of creating phrases, sentences, or paragraphs to be used as a part of any language writing or research project. World Language instructors can detect immediately if all or a portion of a written assignment has been produced with the aid of a language translator. If the use of a language translator is suspected, students will be asked to recreate the assignment under the supervision of the teacher. If the student is unable to recreate the assignment, the incident will be treated as plagiarism. Students will not receive credit for any assignment where it is suspected or verified that a language translator has been utilized to complete an assignment.

Mount De Sales Academy - Uniform Policy 2021-2022

STATEMENT OF APPEARANCE AND CONDUCT

Mount de Sales students, while in uniform in public, have a responsibility for their personal conduct and appearance and must remember that their actions reflect upon the school. Students must be in complete uniform daily. Attire must be clean and in good condition at all times.

SHOES

UPPER SCHOOL: Students must wear shoe styles listed below. These do not have to be the name brand.

Boys

- **Sperry style:** brown or tan suede, or smooth leather—no patterns or patent leather
- **Clark's Men's Wallabee style:** tan or brown in low or high cut
- **Leather Slip-on styles:** black or brown leather only
- **Oxford styles:** solid brown, tan, or black classic—no additional colors or patterns

Girls

- **Sperry style:** brown, gray, or tan suede, or smooth leather—no patterns or patent leather
- **Clark's Women's Wallabee style:** tan or brown in low or high cut
- **Leather Slip-on styles:** black, gray or brown leather only
- **Oxford styles:** solid brown, tan, gray, or black classic—no additional colors or patterns

MIDDLE SCHOOL: Middle School students may wear the shoes listed above or may select athletic shoes in navy blue, white, gray or black. All-canvas styles, such as Converse, Vans, or Sketchers are not allowed. Neon & patent leather shoes/accents are not permitted.

ALL SCHOOL: Rain Boots-Black, brown, tan or navy only--these must be specifically designed for rainy weather, largely made of rubberized waterproof material. Acceptable styles are pull-on or lace-up Hunter, Sperry, Crocs, Totes or "Duck" styles. (brand label not required) Boots may not be taller than mid-calf. No other kinds of boots may be worn at any time.

CLOTHING

The official uniform provider is Lands' End. This includes tops, bottoms, and PE gear.

LANDS' END

UPPER SCHOOL AND MIDDLE SCHOOL

Boys

- **Shorts:** Lands' End khaki shorts with the MDS logo
- **Pants:** Lands' End khaki full-length pants with the MDS logo.
- **Oxford Shirts:** Lands' End oxford shirts and polo styles in solid white, light blue or yellow (when available). Shirts may be short or long sleeved and must have the MDS logo. No polo shirts may be worn in upper school. Only the top button may remain open.
- **Sweaters/Sweater Vests:** Lands' End navy pullover sweater, cardigan or sweater vest embroidered with the official MDS logo. The MDS oxford shirt or polo shirt (middle school only) must be worn underneath.
- **Socks:** If socks are worn they must be plain with no patterns in solid white, black, gray, or navy. Only small, inconspicuous logos are allowed.

Girls

- **Pants:** Lands' End khaki full-length pants with the MDS logo.
- **Skort:** Lands' End navy plaid skort/skirt. Skorts must reach past the longest fingertips with arms held straight down at the sides.
- **Shorts:** Lands' End Bermuda style khaki shorts with the MDS logo.
- **Oxford and Poplin Shirts:** Lands' End shirts in solid white, light blue, or yellow (previous purchase option). Shirts may be short-sleeved, $\frac{3}{4}$ length, or long-sleeved and must have the MDS logo. No polo shirts may be worn in upper school. Only the top button may remain open.
- **Sweaters and Sweater Vests:** May wear the Lands' End navy blue crew neck cardigan or vest. The official MDS oxford shirt must be worn underneath. The approved style must have the MDS logo.
- **Blazer:** Lands' End navy blazer with the MDS logo (*this item is optional, not required*).
- **Socks/Tights/Leggings:** If socks, tights, or leggings are worn they must be plain, solid, white, gray, navy or black with no patterns whatsoever. Only small, inconspicuous logos are allowed. Tights/leggings must extend all the way down the leg and have feet built into the design. No cropped or ankle-length leggings may be worn.

Girls and Boys Polo Shirts: Middle school students may wear the Lands' End white, navy or yellow (when available) polo shirts.

Undershirts for all: Only short-sleeved undershirts in solid white may be worn under short-sleeved uniform shirts. Solid white long sleeved undershirts may only be worn underneath long sleeved uniform shirts.

Physical Education uniforms: Official Mount de Sales P.E. uniform items from Lands' End must be worn for all physical education and fitness and conditioning courses. These include both short and long sleeve t-shirts, shorts, sweat pants and yoga-style pants. No other athletic garments may be worn for physical education classes.

OUTERWEAR

UPPER SCHOOL AND MIDDLE SCHOOL

During the academic day (8:00 a.m.-3:15 p.m.) only approved outerwear may be worn on campus. All outerwear must have a solid navy blue body, with no exception. Outerwear may be full zip, half-zip, or quarter zip. Outerwear may have a hood, but the hood may not be worn inside any building at any time. Uniform shirts must be worn underneath all outerwear with the collar visible. Sweatshirts and jackets made of sweatshirt fabric may not be worn. Logos may not be larger than 1.5" in any dimension.

Approved outerwear styles include:

- Items on the official MDS Lands' End site
- Mount de Sales athletic or literary team jackets
- Navy blue letter jackets/sweaters
- Jackets/coats in solid navy blue of any brand (if accent colors are present they must be white or gold and may not involve more than 20% of the jacket).

ACCESSORIES

UPPER SCHOOL AND MIDDLE SCHOOL

- **Belts:** Boys must wear solid black or brown leather belts. Belts may not have ornamentation of any kind.
- **Scarves:** Girls scarves must be solid navy, gold, yellow, light blue, gray, or white or any combination of these colors.
- **Ties:** Boys neck ties or bow ties may be worn with the oxford uniform shirt, if tied in the traditional manner. The ties must be solid navy blue, light blue, yellow, gold, or white or any combination of these 5 colors. If patterned, the tie may only have a subtle and appropriate design.

- **Jewelry:** Jewelry may include two bracelets and/or watches per wrist, one ring per hand, and/or one simple, small, chain necklace. The necklace must be worn inside the shirt. No beaded, leather or large-link style necklaces are allowed. Only girls may wear earrings. Only one earring per ear is permitted, and the earrings must be worn in the earlobes. The diameter of the earrings may be no larger than one inch, whether they are studs, hoops, or ornamentation on a chandelier-style earring. In addition, the total length of drop-style earrings may be no longer than 2.5 inches. If a faculty or staff member deems jewelry to be distracting, it will be confiscated immediately and held until the end of the school day.

OTHER

UPPER SCHOOL AND MIDDLE SCHOOL

Boys

- **Haircuts:** Hair must be clean, neatly shaped, dry and combed. Regardless of style, hair must be cut above the eyebrows in front, must not touch the shirt or jacket collar, and may only extend halfway down the ear. Fad haircuts and shaved heads are not permitted. The length of any part of the hair extended in any direction may not be longer than 4 inches total. Unnatural colors are not allowed. Sideburns may not extend below the bottom of the ear. Facial hair is not permitted.
- **Body Art:** Tattoos, piercings, and drawings on visible skin are not permitted.

Girls

- **Haircuts:** Hair must be clean, neatly shaped, dry and combed. Ornamentation worn in the hair must not call attention to itself. Fad styles and unnatural colors are not permitted. The administration reserves the right to require boys and girls to modify the shape, color, length or style at any time.
- **Body Art:** Tattoos, piercings, and drawings on visible skin are not permitted.

Out-Of-Uniform Days: On out-of-uniform days, boys are permitted to wear jeans or shorts and girls may wear jeans or shorts with leggings or tights worn underneath. If jeans have distressed/worn areas, skin may not be visible. Athletic shorts, warm-up and yoga type pants are not permitted. Students must wear an MDS t-shirt unless otherwise announced. All shirts must have sleeves or be worn with a sleeved t-shirt underneath. The regular jewelry, facial hair, and hat policies remain in effect for out-of-uniform days.

Game Day Attire: On days of home games/matches, student athletes may wear their official team jerseys or game-day shirts to school with their uniform bottoms. Members of teams with sleeveless uniforms will be permitted to wear a solid white or navy t-shirt underneath the jersey. Team game day shirts must be ordered by the coach and either be a collared polo or a dry-fit fabric t-shirt (in navy, gold, gray, or white) with the official school logo.

COVID-related Cardiopulmonary Considerations

The following steps must be taken if a student-athlete tests positive for COVID-19.

Asymptomatic or mild symptoms: Athletes with asymptomatic infections or only mild symptoms (e.g., common cold-like symptoms without fever, gastrointestinal symptoms, or loss of taste/smell) do not require additional cardiac testing unless clinically indicated. Athletes should check-in with a clinician (e.g., physician, nurse practitioner, physician assistant, or athletic trainer) to determine if further clinical evaluation is needed. Athletes should be at least 3-5 days from symptom onset or positive test before beginning an exercise progression. If the student-athlete tested positive a clearance letter from a medical practice is required stating that the student may return to team activities after 10 days.

Moderate and cardiopulmonary symptoms: Additional cardiac testing (e.g., ECG, TTE, troponin) should be considered in athletes with moderate symptoms (e.g., fever $>100.4^{\circ}\text{F}$, chills, flu-like syndrome for ≥ 2 days) or initial cardiopulmonary symptoms (e.g., chest pain, dyspnea, palpitations). Athletes with remote infections and moderate symptoms >3 months ago who never received a work-up but have returned to full activity without symptoms do not need additional cardiac testing. Cardiology consultation and cardiac MRI should be considered for abnormal results and as clinically indicated. We recommend athletes are at least 5-7 days from symptom onset and that moderate symptoms are resolved before starting an exercise progression. It is highly recommended that the student be cardiac tested, particularly if experiencing chest pain. The athlete may not return until a clearance letter is received from a medical doctor.

Cardiopulmonary symptoms on return to exercise: All athletes with SARS-CoV-2 infections should be closely monitored for new cardiopulmonary symptoms as they return to exercise. Athletes with cardiopulmonary symptoms when they return to exercise (e.g., exertional chest pain, excessive dyspnea, syncope, palpitations, or unexplained exercise intolerance) should undergo additional cardiac testing (e.g., ECG, TTE, troponin) if not already performed and be evaluated by a cardiologist with consideration for a cardiac MRI or other investigations as indicated.

Return-to-sport exercise progression: The return-to-sport progression and timeline should be individualized and is based on numerous factors including baseline fitness, severity and duration of COVID-19 symptoms, and tolerance to progressive levels of exertion. Most athletes will require a graded progression over at least a few days. Absent special indications, a prolonged

return-to-sport timeline is not supported by evidence and further restriction from sports participation can contribute to detraining, increased injury risk, and mental health concerns.

Emergency Action Plan (EAP): Mount de Sales Academy provides our sports venues with clear access to an Automated External Defibrillator (AED).

- If the Academy recommends cardiac testing for a student or student-athlete and the parents do not wish to comply with the recommendation they must sign a waiver indicating that they declined such testing.

Parent Organizations

Parent Association

Membership is open to all parents and guardians of students currently enrolled at Mount de Sales Academy. Its purpose is to promote and foster parent support for the mission of the school and to coordinate involvement of parents in the school. It works under the guidance of the Director of Institutional Advancement.

Cavalier Club

This parent club is designed for support of the numerous athletic programs at Mount de Sales Academy. It is under the supervision of the Athletic Director and a board of parent officers. The organization provides the funding and volunteer help necessary to maintain the wide variety of sports activities available for our students. Membership is open to all parents and guardians who are interested in the success of the Cavaliers.

Additional Policies

Accidents/Injuries

Students must report all accidents and/or injuries to the supervising teacher or other faculty member immediately.

After-School Care

Students who are enrolled in after school care or who use it on a drop-in basis must report to the ARC no later than 15 minutes after the final dismissal bell. Failure to do so will result in disciplinary action. Students in this program are expected to comply with all school rules as outlined in this handbook and others that the director of the after-school program initiates.

Approved Beverage Containers

Students are permitted to bring water and/or coffee inside academic buildings provided that they use drink containers that meet the following descriptions. All containers must have tightly sealed tops and must be made of either heavy Nalgene-type plastic or stainless steel. Absolutely no disposable cups of any kind are permitted, including lightweight plastic, Styrofoam, paper, or cardboard. Failure to follow this policy will result in disciplinary action.

ARC (Academic Resource Center)

The ARC is open from 7.30 a.m. until 3:30 p.m. for student use. Students may come to the ARC before or after school or any time during the school day when they have a free period or a study hall pass.

Athletics

Refer to the *Mount de Sales Academy Athletic Handbook*, available on the Academy's website.

Books and iPads/iPad Accessories

Textbooks and electronic devices such as iPads that are distributed to students remain as the property of Mount de Sales Academy. Students are expected to take care of these items and the accessories and return them in good condition. Please see our iPad policy for additional information.

Cell phones and other electronic devices on campus

Middle School students must keep cell phones and all other electronic devices (including ear buds and headphones) in lockers during the school day. In Upper School, cell phones must be turned off upon entering any classroom, unless the student has been given direct permission from a classroom teacher or other staff member. If a cell phone makes any noise (including a vibration) while a student is inside a classroom, the phone will be confiscated. Demerits will be issued and a \$25.00 fine must be paid (check or cash only) at the end of the school day to retrieve the phone. All fines are due within one week of being issued. Phones are kept overnight (includes weekends) if fines are not paid.

Clubs and Activities

Students are encouraged to participate in co-curricular activities. Middle School clubs will meet during Tuesday and Thursday Tutorials. Upper School clubs will meet after school as called by the club sponsor.

Dances

All school conduct rules as stated in the handbook apply to all dances. Violations will necessitate calls to parents and appropriate authorities, if necessary. Any clothing judged inappropriate by the chaperones will result in the student not being admitted to the dance.

A Mount de Sales student may bring ONE guest only, and must provide any required guest information prior to the dance. The guest must abide by our dance policies, and the host Mount de Sales student is responsible for the conduct of his/her guest. Once admitted, students may not leave and be readmitted to the dance. The doors are opened at a designated time and students are not permitted to leave the dance until a pre-announced time.

Deliveries to School

Fast food, flowers, balloons and other gift items may not be delivered to school. Please respect the Academy's policy not to deliver such items to students; if a delivery is made the item will be held in the office until after dismissal.

Financial Obligations

Financial obligations must be cleared through the Business Office before the Academy will finalize the academic process for any student. This process may include, but is not limited to, the grading of semester exams, assessing final projects, determining and posting final averages, and the sending of transcripts.

Food Service and Fast-Food on Campus

Students may purchase food in the cafeteria or bring their own. Students may eat in the cafeteria or on the grounds in designated areas. All students are responsible for checking lunch balances each day. Students will be denied food purchases if their account balances are negative.

We do not permit fast food on campus at any time other than specially announced events. If such food is delivered to a student it will be held in the office until the end of the academic day, at which time the student may pick it up and take it home.

Lockers

Lockers are the property of Mount de Sales Academy, and as such, are subject to inspection on an unannounced basis. The padlock for assigned lockers must be purchased from the school. Lockers should be locked at all times. Valuable possessions should be left at home. Items should not be glued or taped to the lockers, but magnets and free-standing shelves are permitted.

Lost and Found

Lost and found items for Upper School students are placed in the office in Sheridan Hall. Lost and found items for Middle School students are placed in the office in Cuddy Hall. At intervals during the year, unclaimed items are donated to a charitable organization.

Medications

An administrator or a member of the office staff will administer prescription medications to students who require them during school hours. A medication authorization form must be completed by parent in order for the medication to be taken at school. Prescription medications must be brought to school in a container appropriately labeled by a pharmacy only and left at the office.

Messages

Students will not be called out of class to the office for any reason except in the case of an emergency. Urgent messages will be communicated only at the beginning and end of class periods.

Morning Announcements

Daily announcements are communicated through the Academy's closed-circuit network, WMDS. These announcements are available to parents through the school's YouTube channel.

Office Hours

All school offices are open from 7.30 a.m. until 4:00 p.m., Monday through Friday. The phone is answered during those hours and a voice mail directory is available after hours.

Out of Bounds

This term is used to describe situations when a student is not where he/she is supposed to be during the school day. This infraction can involve a student being in an area that is off-limits, a student leaving campus without permission, a student not being where expected at any given time, a senior leaving campus at a time other than lunch, etc.

Political Statements

The Academy strives to preserve an academic environment that is as free as possible from distractions. In order to maintain that environment, students and staff members are not allowed to display overt images or signs or behave in such a manner that overtly promotes a particular political agenda.

Posting of signs/Selling items

Students may not post signs or sell items for an outside group without permission from the Assistant Head of School.

Respect for Property

All students are responsible to clean up after themselves. This includes, but is not limited to, the cafeteria, locker rooms, classrooms, gym, outside area, and bathrooms. Students are financially responsible if they deface or destroy school property of any kind.

Safety Drills

Drills are scheduled regularly to prepare students and faculty for emergency situations such as fires, tornadoes and evacuations. Students are given instruction on procedures to follow for each emergency situation.

School Logo

The words Mount de Sales Academy, MDS, or any logo generally associated with the Academy may not be used on any media outlet, unless express written permission has been granted by the President of the Academy. This policy applies to all media outlets, including, but not limited to, public billboards, printed or electronic advertisements or acknowledgements, and posted signs or notices.

Student Parking lot/Parking decals/Passes

All students must park their vehicles in the student lot. All cars parked in a school lot must have an official MDS parking decal issued for the current school year. A student must be a licensed driver to purchase a decal. These may be purchased in the main office for \$25 and must be purchased for each family car that is driven to school and parked on campus. If a decal is lost another decal must be purchased. Parking is first-come, first-served on student lots. All drivers must be considerate of neighbors – no loud music, no littering. Valuables should be locked in the trunk and not left visible in the car. Students may not loiter in the parking areas under any circumstances. During the school day, a “Parking Lot” pass from the main office is required to retrieve items from a car or grant permission to leave campus. All school policies are in effect in all lots, and parking violations will result in two (2) demerits and a ten (10) dollar fine.

Transportation to Fields

Students who participate in school-sponsored athletics may ride the MDS bus to practice after dismissal. This service is provided on most full school days. Food and beverages are not permitted on the bus. All Academy behavioral expectations apply to time spent on the bus. This service may only be utilized by those directly involved in an Academy sponsored activity. Students may not be at Cavalier Fields unless under the direct supervision of an agent of The Academy.

Visitors

All visitors on campus must report to the main or middle school office for a temporary pass. As a rule, no one is permitted to use any school facilities without having official business with the school. The only visitors permitted for students during the school day are alumni members, official guests of the admissions office, and guests of the Campus Minister. These guests may only visit during the lunch period and must register at the main office (upper school) or middle school office.

Weather closings

If weather conditions make it necessary to close school for the day or delay the opening time, announcements will be made on the school website and sent through *PowerSchool Messenger*. To be included in this communication service, parents must provide a current cell phone number.

Policy Statements

The Academy reserves the right to waive and/or deviate from any and all handbook policies for just cause at its discretion. The Academy will attempt to keep parents and students informed of all changes as soon as possible; however, changes might be made immediately. An updated online version of the current handbook policies can be found online on The Academy's website.

Mount de Sales Academy reserves the right to discipline or dismiss any student who exerts an undesirable influence in the school or who cannot adjust to the environment, supervision, or rules and regulations of MDS. Disciplinary action will be taken if any student is involved either on or off campus in any activity that reflects negatively on the reputation of the school.