

Mount de Sales Academy
Upper School 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.

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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.

The Academy will not accept any behavior or actions that represent bigotry in the form of racism, religious intolerance, sexual orientation bias, academic elitism, or any other speech or action that fails to advance our mission as an inclusive school committed to embracing diversity.

A rigorous college preparatory program is offered which includes honor, Advanced Placement and dual-enrollment courses in most subject areas and a broad range of elective courses across the curriculum.

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

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

Mount de Sales Academy admits academically and behaviorally qualified students without discrimination students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at our school.

Accreditation and Memberships

Mount de Sales is dually accredited by the Southern Association of Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS). The Academy is also a member of the Mercy Secondary Education Association (MSEA); 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 is conducted under the auspices of the Catholic Diocese of Savannah. The Mount de Sales Middle School division also has membership in the National Middle School Association and the Georgia Middle School Association.

Communication

The Academy encourages communication between teachers, parents, and students. Parents and/or teachers may request a Parent-Teacher Conference at any time during the semester to discuss a child's progress or address concerns about performance or behavior.

On-line Grade Reporting: Parents and students may access student attendance and grades online using a secure log-in. Current grades and attendance are available from 4:00 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 Academy's web-based learning management system, *Moodle*. Parents may access homework assignments and calendar items through *Moodle* for each course in which an MDS student is enrolled.

Email / Phone Communication is encouraged through the Academy's web server. All faculty and staff members may be contacted via email and/or voicemail, and faculty members are encouraged to respond by the end of the following school day.

Campus Ministry

The Campus Ministry Program coordinates a wide range of liturgical and outreach activities for the entire school. The ministry focuses on preparation, reflection, service, and celebration as it permeates every facet of school life. Each grade level has a spiritual retreat each year. Attendance at these retreats is an integral part of the educational program and thus is compulsory for all students. Students have the opportunities to help plan and participate in all the school liturgies. Part of our mission is to encourage students to take advantage of the opportunity to serve others in the community. Our Community Outreach Program is designed to teach students the responsibility we all share in reaching out and serving the needy members of society. Students are required to complete 20 hours of outreach service each year under the auspice of the Mercy-in-Action Program.

An integral part of our campus program is Mercy-in-Action, an academic expectation, is a service-learning program that sponsors and coordinates service projects for the Mount de Sales Community. Service projects reinforce the critical concerns of the Sisters of Mercy; build community among students, faculty, parents, and staff; and cultivate servant leadership at Mount de Sales. All Upper School students are required to complete twenty (20) hours of Mercy-in-Action service, with at least five (5) of their twenty (20) hours attained through service at Mercy-in-Action sponsored events.

Academic Policies and Procedures

Philosophy and Requirements

Mount de Sales Academy features a balanced college preparatory program characterized by traditional honors, Advanced Placement and dual-enrollment courses. In addition, the traditional college preparatory path is enhanced through interdisciplinary faculty teams who connect and collaborate across disciplines. Courses that comprise the traditional core of graduation requirements are viewed as "bedrock" to the Mount de Sales academic experience. Faculty teams meet regularly and plan interdisciplinary units of study.

Bedrock courses integrate the four essential skills of 21st century learning fully into the curriculum: critical thinking, collaboration, creativity, and communication.

As our students progress through the Upper School, they may also pursue a diploma endorsement in one of six areas of concentration:

- Science, Design, and Technology/Global Studies
- History, Law and the Humanities
- Mercy in Action
- Business Management
- Healthcare Studies

Students may also pursue a senior-level capstone experience designed to integrate their academic interests into a research-based or creative senior project.

A strong extracurricular program includes sports teams, 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+	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
B-	80-82	3.0			

Minimum Course Load

The academic day is comprised of seven (7) periods of instruction which meet daily on a rotating schedule. All students must take at least six (6) courses each semester. Freshmen 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 post a course syllabus to the web via the Academy's the web based learning management system, *Moodle*. Course syllabi contain specific information with respect to course expectations, classroom policies, and grading procedures for each course.

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
Physical Education (Personal Fitness, Health required; one semester of advanced band taken in the fall semester may substitute for Personal Fitness)	1
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
Electives	1.5
Total Units Required for Graduation [High school courses offered 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.

Assessments

Assessments and projects are coordinated through the Upper School Assessment Calendar. 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 or assessments are given at the end of each semester. Final grades for semester courses are determined in the following ways:

1. For courses that culminate with a cumulative assessment, the final exam constitutes 20% of the semester average. Quarter averages count 40% respectively.
2. For courses that do not culminate with a semester average, each quarter average counts 50% of the semester grade.

In collaboration with the Division Head, teachers may design and administer an alternative assessment at the end of Easter semester, depending upon course objectives. Grades earned on these are calculated as a percentage of the semester average.

Exams

Students in all grade levels may exempt second semester examinations if they meet the following criteria:

- Students have earned an overall 88 (unrounded) Easter semester average or above by the exam cut-off date: Seniors April 25, 2017; Underclassmen May 17, 2017.
- Students have not exceeded five (5) absences in Easter semester courses, including the final day of regular classes.
- Students have not accumulated more than ten (10) tardies to school irrespective of reason or cause through the spring exam testing cut-off dates.
- The Academy reserves the right to deny exam exemption privileges in cases where a student's record justifies loss of such a privilege.

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 Upper School Head to coordinate a makeup exam and will incur a 10% reduction in the exam grade.

Flex-Time (10th, 11th, and 12th grade students)

Each classroom teacher is available at 2:50 p.m. for individual tutorial and small group consultation when the Upper School follows a regular bell schedule. Students whose academic average in any class falls below a C average (72 or lower) will be required to attend tutorials during Flex-Time until improvement is demonstrated. The Upper School Head will coordinate attendance in Flex-Time tutorials if students must report to more than one teacher during Flex. . Any student, regardless of academic average, may consult with his/her current teachers during Flex-Time on a drop-in basis. For sophomores, juniors, and seniors, appointments are encouraged, but not required. Students in grades 10, 11, and 12 are expected to leave campus at dismissal or report to designated areas under staff supervision if they are not participating in Flex-Time activities.

Freshmen Focus (9th grade students)

Each day that the Academy is on a regular schedule ninth grade students are enrolled in *Freshman Focus* as the last period of the school day. Each student reports to a specific teacher and location; attendance is recorded at the beginning of the period. The period is used for a variety of activities, including, but not limited to, supervised study hall, extra-help sessions, tutorials, make-up work, group guidance meetings, and small assemblies/focus groups. In every case, freshmen must make an appointment with a faculty member before being released from a Freshman Focus group. Such appointments must be coordinated before Flex begins; otherwise, freshmen must remain with their Freshmen Focus supervising teachers. Freshmen may make only one appointment per day. Freshmen may not exit campus during this period and must remain in a classroom with a faculty member until the period is over. Violations of this policy will result in demerits.

Learning Support Programs

Learning support is available through several modes of support:

- **Academic Support:** Under the direction of the Counseling Department, the Academic Support Program assists students with documented learning differences. Services include, but are not limited to, extended time for classroom assessments; preferential seating in classrooms; laptops for note taking and organization, study skills training, etc.
- **Flex-Time:** As mentioned previously, is an opportunity for students to receive one-on-one instruction or to make up assignments and assessments that were missed due to absence.
- **Counselor Assistance:** Upper school counselors are assigned to support students who need any level of academic support.

Academic Support Program

The Academic Support Program is available for students with diagnosed learning differences. After a professional evaluation, a student may be eligible to receive certain accommodations. While being sensitive to student needs, The Academy reserves the right to limit the psychologist's specified accommodations to the following:

1. Extended time on classroom tests
2. Preferential seating in classrooms
3. Guidance in communication between students and faculty

Students enrolled in the program meet with a guidance counselor weekly, during a free period or study hall. These meetings continue throughout the year to work on study skills, critical thinking skills, organizational skills and other executive function skills. The guidance counselor will serve as the liaison between the student and teacher, track grades, and set quarterly grade goals and action plans with each student as well as communicate overall progress of the student to parents.

Students who qualify for accommodations should use them consistently in their classroom work to be eligible for the same accommodations on standardized tests. To qualify for these accommodations, a student must have been professionally diagnosed by a certified professional with credentials appropriate to the disability. All documentation must be current (within the past three years). The Academy will maintain an up-to-date copy of all documentation that must:

1. State the specific disability as diagnosed
2. Provide a history relevant educational and medical developmental
3. Describe the comprehensive assessments (psycho-educational or neuropsychological), including evaluation dates, used to arrive at the diagnosis
4. Describe the functional limitations resulting from the disability as supported by test results
5. Describe the specific recommended accommodations and provide rationale explaining how these accommodations address the functional limitations
6. Describe the professional credentials of the evaluator, including information about licensure or certification, education and area of specialization

Students with learning differences are responsible for the following actions:

1. To behave in accordance with the recommendations specified in the professional evaluation
2. To take full advantage of extra help sessions offered by the faculty and traditional classroom instruction
3. To take advantage of alternative testing location and extended time, if needed and prescribed
4. To complete any classroom assessment within the day the test is given
5. To be responsible for communicating updated testing and recommendations to guidance counselor

Academic Support Plan Enrollment: A fee of \$1,000.00 in addition to tuition is required for enrollment in the Academic Support Program for the 2015-2016 school year. Once enrolled, a confidential Individual Accommodation Plan is provided to the student's teachers and explained by the guidance counselor. Acceptance in the program is based on academic need determined by psychological-educational evaluation and space available. School year commitment contracts must be signed by both parent and student. At the end of each academic year, the guidance counselor will assess the student's progress and recommend a placement option for the next year.

Academic Advisement

The Upper School Division Head serves as academic advisor to all students. An upper school counselor assists with grades 9 and 10. A college counselor works with students in grades 11 and 12. Each spring students are advised through the course selection process prior to registration. Every attempt is made to create schedules that reflect student interests and potential for success within the most rigorous curriculum available.

Advanced Placement Courses

Acceptance into an AP course is determined by demonstrated ability and motivation in previous courses, standardized test scores, and teacher review. Students taking AP courses required for graduation are expected to remain in the course for its duration and are required to take the national AP exam at the end of the school year. Students are limited to the following number of AP courses in which they may enroll in a given academic year: 10th grade: two (2) AP courses; 11th grade: three (3) AP courses; 12th grade: four (4) AP courses. All exceptions to this policy must be approved by the Division Head. All fees associated with AP exams are set by the College Board and must be paid to Mount de Sales by the end of April. Arrangements can be facilitated through the business office to pay AP fees through FACTS. Averages for students taking an AP course reflect the addition of four (4) points to the average to compensate for the academic rigor expected in such courses.

Course Credit

Credit is awarded by semester. If a student fails a semester, or exceeds the allowable number of days absent, credit must be re-captured in an approved summer school program before the student returns for class in the fall.

Dual-Enrollment

Mount de Sales Academy partners with select local public and private 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 state colleges or universities.

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. (see dual enrollment agreement form)
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, unless the course is taught on the MDS campus.
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

The only option for acceleration of coursework at MDS is for math courses. Requests to accelerate through the MDS math 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.

Acceleration in Science

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 so, 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 On-line 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 Upper School counseling office.

Direct approval for the summer class or other options to re-capture credit must be obtained from the Upper School office 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 do 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 mid-point 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 mid-point value.

Schedule Approvals /Schedule Changes

Requests for schedule changes must be submitted to the Upper School office within the first three days of Advent semester. Drop/Add deadlines are announced and published by the Upper School Head. No schedule changes are accommodated 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 only at the end of each 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.

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, preferably during Flex-Time.

Teachers automatically insert a "O" 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 via *Moodle*, and if more information is needed, a parent should call a 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

It is policy in the Upper School for teachers not to accept work from students after an announced deadline. Students must be aware of assignment deadlines and work diligently to meet such deadlines to receive credit for their work.

Standardized Testing

The ASPIRE (preliminary ACT) is given to 9th grade students in October. At the same time, the PSAT (preliminary SAT) is given to both 10th and 11th grade students. 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 in the College Planning Handbook and on the school website.

HOPE Scholarship

The Georgia Student Finance Commission calculates grade point averages to determine student eligibility for the HOPE Scholarship. Detailed information regarding this calculation can be found in the Mount de Sales College Planning Handbook.

Promotion and Retention Standards

The administration of Mount de Sales Academy reserves the right to rescind enrollment contracts for lack of academic progress for failure to recoup credit during summer school.

Lack of Academic Progress

Students who fail more than four (4) semester courses in an academic year will not be allowed to return to Mount de Sales the following semester. No more than six (6) semester courses may be recouped via summer school programs over a student's high school career.

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. This document serves as written notification to all concerned parties. 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.

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 "A" (93 or higher without rounding) for the marking periods from the 1st quarter of the freshman year through the third quarter of the senior year. 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: $(7\text{th semester cumulative average} \times 14) + (3\text{rd quarter average from senior year})$ 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. 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 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.** Senior plaques are presented as a gift from the Academy to each member of the senior class. Students must complete the required form in the spring of the year to request a plaque.

Excellence List and Merit List

Academic recognition is based on averages from all courses taken during the semester and are not rounded. Excellence List recognition is given to students who earn an overall A+ average (97 or higher). Merit List recognition is given to students who earn an A average (93 or higher).

Academic Letters and Stars

To be eligible for an Academic letter, a student must have achieved a yearly average of "A" (93 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 an "A" average. Academic Letters are awarded at the year-end Honors program for seniors and underclassmen.

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 2000 (composite) or 30 (composite) on the ACT. Junior membership is limited to the top five (5) percent of the junior class based on cumulative grade point average through the third grading period 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 average of at least an "A" and are also recognized by the faculty as outstanding in the areas of character, leadership, and school service. Senior members must maintain their "A" average and are required to enroll in at least 2 Honors or AP courses to maintain their membership.

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 average of at least an "A" 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 an A minus average 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 90 average 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 an A minus average 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 cumulative 90 average 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 an A average 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 cumulative 90 average 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.

Guidance Program

Academic and college counselors are 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.

Personal guidance counselors available every school day. The entire Guidance program focuses on the developmental needs and concerns (personal, vocational, educational) of each student. The Counselor is available to provide each student with support and assistance in learning to make responsible decisions. The Counselor regularly visits classrooms to address topics such as study skills, sex education, drug and alcohol awareness, career exploration, etc. In addition to these classroom lessons, a student may request a private appointment with the Counselor at any time. The Counselor is also available for parent conferences.

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.

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. On days when the daily schedule includes Flex-Time, sophomores, juniors, and seniors may leave campus at 2:45 p.m. if they do not have Flex-Time responsibility. Freshman are assigned to a teacher where attendance will be taken. 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 5 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 Main Office Receptionist, at (478) 751-3240. If parents have not contacted the school regarding an absence, parents must send a note to the school on the day the student returns. A handwritten signed note should be dated, include the child's full name, and state the reason for the absence. This absence note is to be placed in the attendance box in the main office prior to the homeroom period on the day the student returns to school.

Planned Absences

Written notification should be sent to the Division Head one week prior to the absence. All absences are included in the total number of absences students may accrue before losing credit and/or exam exemption privileges.

School Sponsored Event

Students who represent the school at conferences, competitions, or other events have the responsibility to make up work missed. 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. Teachers may expect students who leave school early for athletics or other school-sponsored events to submit such 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.

Early Dismissal / Late Arrivals

Requests for early dismissals and late arrivals (for doctor's appointments, etc.) must be in writing and taken to the main 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.

College visits/meetings with college representatives

A college visit must be approved by the College Counselor and subsequently documented with a signed verification form issued by the college or university. As with other planned absences, parents should send a written request at least one week in advance of the trip. Approval for the absence for a college visit or representative meeting will be granted using the guidelines that are listed in the College Planning Handbook. Approved, documented college visits during the Easter semester do not count against exam exemption. 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. The dress code for the trip and guidelines for the use of electronic devices on the bus will be determined by individual teachers. Trips that are in the immediate vicinity of the school are covered by the permission form signed by parents at the beginning of each school year.

Tardy to School

If a student arrives to school tardy, he/she must sign in at the main office. A demerit is issued for “tardy to school” at the time of arrival.

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. Upon return to school, a note signed by a parent must be taken to the main office.

Senior Class Attendance Information

With signed parental permission, seniors who have a free period may check in to school during the free period when it occurs at the beginning of the school day. Correspondingly, seniors may also check out from school early if their free period occurs at the end of the day if they do not have Flex-Time responsibilities. In addition, seniors with free periods adjacent to lunch may leave campus as an off-campus lunch privilege. Seniors 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 arrive and/or remain at school at the beginning of the regular day if special events or assemblies are planned.

Senior class members are required to attend all scheduled rehearsals for special events such as Moving-Up Day Mass, Candlelight Carol Service, Honors Day, Baccalaureate, and Graduation. The right to participate in the actual event is dependent upon attendance at rehearsal or practice. 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; arrangements should be made well in advance.

Behavioral Policies and Expectations

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 for inappropriate behaviors, including actions on campus or off campus.

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. These are handled differently than violations of school-wide regulations which are in place for the order of the entire school community.

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 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 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

In the case of overdue or lost school library books, the library staff will issue notices and collect appropriate fines. If a student does not return the book and/or pay the fine, the library staff will notify parents and refer the matter to the business office.

School Demerits

When a student violates a general school-wide policy, demerits are issued by a faculty or staff member. Demerits slips are then written 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 misconduct and appropriate consequences include, but are not limited to:

Infraction**Consequence**

Gum Chewing	2 demerits plus \$10 fine
Cell phone/electronic device	2 demerits plus \$25 fine
Eating in building	2 demerits plus \$10 fine
Beverages in restricted areas	2 demerits plus \$10 fine
Parking lot/driving violation	2 demerits plus \$10 fine
Uniform violation	1 demerit
Tardy to school	1 demerit
Tardy to class	1 demerit
Public display of affection/fraternization	1 demerit
Profanity/obscenity	1 demerit
Dangerous horseplay/throwing object	1-2 demerits
Disrespectful comments/conduct	1-2 demerits
Defiance/disregard for authority	1-2 demerits
Dishonesty/misrepresentation	1-2 demerits
Out of Bounds	1 demerit

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 Tuesday afternoon, from 3:20 pm – 4:20 pm. If a student arrives late for the Restriction or misses it entirely, he/she will 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 restriction. Examples of major misconduct include, but are not limited to:

- Accumulation of four (4) demerits
- Failure to report to previous restriction
- Serious disruptive conduct
- Defiance/disregard for authority
- Disrespectful comments/conduct
- Minor physical or verbal altercation
- Dishonesty/misrepresentation violation
- Out of Bounds
- Misuse of technology
- Disruptive conduct
- Stealing
- Academic integrity violation

Forfeiture of Privileges

When a student chooses not to follow behavioral guidelines, the student is subject to a forfeiture of privileges. This forfeiture could exempt privileges, participation in an after-school activity, a weekend activity, a special event, and late arrival privileges. 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 or Dismissal

A student who is assigned 4 or more After-School Restrictions will be suspended. 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 student who consistently chooses not to follow school policies is also subject to suspension or dismissal.

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 bagged lunch from home.

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

Fighting/serious physical or verbal altercation (both parties)

Weapon on campus

Misuse of technology

Stealing

Possession of alcohol, tobacco, or other drugs

Harassment/Intolerant actions toward others including bullying and harassment

Academic integrity

Off campus without permission

Additional Behavioral Guidelines

Weapons

Any student possessing any 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.

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.

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.

Harassment

The Academy seeks to ensure that each student experiences an educational and social atmosphere founded in tolerance and appreciation of individual differences and free from discrimination, lack of respect for others and intimidation. This objective is fundamental to our mission and any type of harassment will not be tolerated

Harassment can consist of a wide range direct behaviors including but not limited to teasing, taunting, threatening, hitting, making derogatory comments about race 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 Use

Drugs/Alcohol

The use, distribution, or possession of drugs or alcohol within the school building, on school premises, or at any school function is a serious violation of the school's behavior code. Any student who is found in possession of, or under the influence of drugs or alcohol on the school premises or at any school function at any time is subject to being dismissed from The Academy. Any student who provides other students with illegal drugs or alcohol will be dismissed.

If there is reason to suspect that there is a specific concern of alcohol or drug use, the Administration has the right to require a confidential assessment including drug testing be conducted in order to be assured that such a concern is not in existence. The Administration will contact the parents or legal guardian to explain the need for an assessment and drug testing and the concerns that lead to that decision. Should the parent or legal guardian not wish to have an assessment and drug testing, the student will not be allowed to return to The Academy.

The Academy reserves the right to enforce our Substance Use policy regardless whether the action takes place at school or another location. students may exist outside the school's jurisdiction.

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.

A parent's signature agreeing to abide by the guidelines in the handbook should serve as a pledge that any parties for Mount de Sales students in their homes will be chaperoned and that neither alcohol nor drugs will be served or permitted.

Use of Tobacco Products

Students are not permitted to use tobacco or tobacco products in the school buildings, school grounds, school athletic complex, at a school-sponsored event on or off campus, or at any time while wearing a school shirt, athletic uniform, or MDS outerwear.

Academic Integrity

Appropriate Collaboration

Collaboration is defined as working with another student or receiving assistance from someone to complete coursework. 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.

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 involved. 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 for outside information. All word-processed assignments over 500 words must be first submitted to *Turn-it-in.com* for analysis before final submission in every 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:

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 some cases, individual classroom teachers may provide more specific guidelines for group projects. In every case, the student should follow specific guidelines provided by classroom teachers.

Electronic Translators

In World Language classrooms, on-line or hand-held 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.

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.

Uniform Policies

Mount de Sales students while in uniform in public have a responsibility for their personal conduct and appearance. Students should behave in an appropriate manner and 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

All Upper School students must wear shoes that are on the list below.

Middle School students may wear the shoes listed below or may select athletic shoes in navy blue, white, gray or black. The shoes may not be all-canvas styles, such as Converse, Vans, or Sketchers. Neon and patent leather shoes/accents are not permitted.

Boots are not permitted for students in either division.

Boy's Options

- Sperrys in brown or tan suede or smooth leather—no patterns or patent leather
- Clark's Men's Wallabee---tan or brown in low or high cut
- Bass Men's Weejuns---in burgundy, black, or brown

Girl's Options (please note that Sperry's with patterned designs are not an option)

- Sperrys in brown or tan suede or smooth leather—no patterns or patent leather
- Clark's Men's Wallabee---tan or brown in low or high cut
- Bass Women's Weejuns---in burgundy, black, or brown

Clothing

- Girls Pants – Lands' End khaki full-length pants with the MDS logo.
- Boys Pants – Lands' End khaki full length pants with the MDS logo.
- Girls Skort – Lands' End navy plaid skort in an approved style. The skort may be no shorter than 4 inches above the crease at the back of the knee.
- Girls Shorts - Lands' End khaki bermuda length shorts with the MDS logo.
- Boys Shorts – Lands' End khaki shorts with the MDS logo.
- Girls oxford and poplin stretch Shirts –Lands' End shirts in solid white, light blue or yellow.
- Shirts may be short-sleeved, ¾ length, or long-sleeved and must have the MDS No polo shirts may be worn in upper school.
- Boys Oxford Shirts – Lands' End oxford shirts in solid white, light blue or yellow. Shirts may be short or long sleeved and must have the MDS logo. No polo shirts may be worn in upper school.
- Girls and Boys Polo Shirts – only middle school students may wear the Lands' End white or navy blue polo shirts in long or short sleeves.
- Girls Sweaters and Sweater Vests – girls may wear the Lands' End navy blue or yellow crew neck cardigan or vest. The official MDS oxford shirt must be worn underneath. The approved style

must have the MDS logo.

- Girls Blazer - this item is optional, not required. Girls may wear the navy blue Lands' End blazer with the MDS logo.
- Girls Socks/Tights - if socks or tights are worn they must be plain, solid, white, gray, navy or black with no patterns whatsoever, even if pattern is the same color as the tights. The
- tights must extend all the way down the leg and cover the foot. No leggings may be worn and socks may not be worn over tights.
- Boys Sweaters/Sweater Vests - boys may wear the Lands' End navy or yellow 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.
- Boys Socks - if socks are worn they must be plain with absolutely no patterns in solid white, black, gray, or navy.
- 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, sweatpants and yoga-style pants. No other athletic garments may be worn for physical education classes.
- Outerwear - Once the academic day (8:00 am until 3:15 pm) begins, only approved outerwear with the official MDS logo may be worn on campus. This includes time during class, between classes, at break, during lunch periods and during Flex-time. The only approved outerwear styles include items sold by Lands' End, the officially approved jackets purchased by members of Mount de Sales athletic or literary teams, the official letter jackets and letter sweaters sold by Neff, and the optional Lands' End blazer. All outerwear must consist of a solid navy blue body, with the official MDS logo on the chest or upper back. All outerwear must be a full-zipper style. Logos and trim may only be done in the official school colors of white and gold on the navy blue body.

Accessories

- Belts - Boys must wear solid black or brown leather belts with no ornamentation of any kind.
- Scarves for Girls – Scarves must be solid navy, gold, yellow, light blue, gray, or white or any combination of these colors. No other colored scarves may be worn.
- Ties for 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 single strand/loop bracelets and/or watch 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 earrings are deemed distracting or too large by a faculty or staff member, they will be confiscated immediately and held until the end of the school day.

Other uniform/appearance policies

- Haircuts - Boys-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 3 inches total. Unnatural colors are not allowed. Sideburns may not extend below the bottom of the ear. Facial hair is not permitted. Girls - 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 (other than one piercing in ear lobe), 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 capris. Athletic shorts, warm-up and yoga type pants are not permitted. Students must wear an official MDS t-shirt or sweatshirt. The jewelry and facial hair policies remain in effect for out-of-uniform days. The MDS outerwear policy is not in effect for out-of-uniform days. No caps or hats are permitted on out-of-uniform days unless announced otherwise.
- Game Day Attire - on days of **HOME** games/matches, student athletes may wear their official team jerseys to school with their school uniform pants or skorts. Members of teams with sleeveless uniforms will be permitted to wear a solid white or navy t-shirt underneath the jersey or wear an official team shirt instead of the jersey. The team shirt must be ordered by the coach and either be a collared or dry-fit fabric t-shirt (in navy, gold, gray, or white) with the official school logo

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.

Re-enrollment

The Academy uses an automatic re-enrollment system in order 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, 2017 should they decide not to re-enroll their student. 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.

Additional Policies

Accidents

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

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.

Students must present a valid Mount de Sales ID card to check out books.

Athletics

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

Books and iPads

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 return them in good condition. Please see our iPad policy for additional information.

Cell phones and other electronic devices on campus

Students may use cell phones in designated areas. Cell phones, however, 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.

Co-Curricular Activities

Students are encouraged to participate in The Academy's wide ranging list of activities. Parents and students are encouraged to check our website for the latest offerings and pay attention to WMDS for meeting dates and times.

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.

Inappropriate dancing and suggestive dance movements are not acceptable. A Mount de Sales student may bring ONE guest only. The guest must be a high school student who must abide by our dance policies. 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 decision not to deliver such items to students.

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, and determining and posting final averages.

Food Service

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.

Information for seniors

The Academy does not approve any "senior skip days" or "senior pranks". Students who are absent from school on any day must follow the policies for regular absence and are subject to the normal academic consequences resulting from such absences. Students choosing to engage in such actions that can be defined as a senior prank are subject to making financial restitution for damages as well as having behavioral consequences imposed, including the possibility of not participating in commencement activities.

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 are placed in the office in Sheridan 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.

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 for administration, faculty and staff members is available after hours.

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 student lots or designated places on specific streets. 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 and must be obtained for each family car that may be driven to school and parked on campus. 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. 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 are asked to report to the main office for a temporary pass. As a rule, no one is permitted to use any school facilities without having official business with the school.

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.

Policy Statements

The Academy reserves the right to waive and/or deviate from any and all disciplinary regulations 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.

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 causes a negative reflection on the school is detrimental to the reputation of the school.