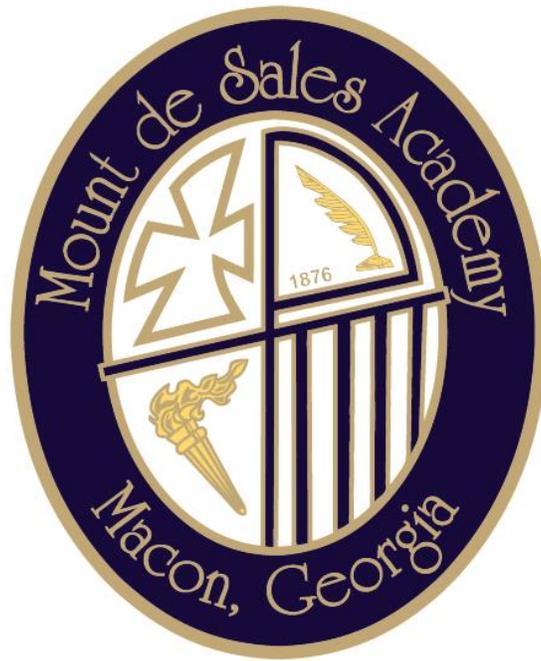


**Mount de Sales Academy
2020-2021 Parent/Student Handbook**



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.

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 Colleges and Schools (SACS) and the Southern Association of Independent Schools (SAIS). 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 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 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 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. The Academy realizes that the outbreak of COVID-19 will impact the manner in which students perform these activities, but we remain committed to continuing to provide spiritual growth and service project opportunities and to our students.

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 five 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, 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+	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			

Note: Only students in AP courses may earn a semester average over 100, but not to surpass 104. Numerical grades above 100 also correspond to the letter grade of A+. The highest numerical grade attainable in all college preparatory courses is 100.

Minimum Course Load

The academic day is comprised of seven (7) periods of instruction that meet daily on a rotating schedule. 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. Middle School students take seven (7) classes.

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
Physical Education (Personal Fitness, Health required; one semester of advanced band taken in the Advent 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 completed in Middle School may not fulfill graduation requirements in Upper School]	25
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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 or assessments are given at the end of each semester. Final grades for semester courses are determined in the following ways:

1. For courses with a cumulative assessment, the final exam constitutes 20% of the semester average. Quarter averages count 40% respectively.
2. For courses without a cumulative assessment, 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 grades 9-12 may exempt Easter semester examinations if they meet the following criteria:

- Students have earned an overall 90 Easter semester average or above by the exam cut-off date: Seniors April 22, 2021; Underclassmen May 13, 2021. This average is an unrounded average.
- Students have not violated any component of the Academy's academic integrity policy in either the Advent or Easter Semester of the academic year.

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 for Upper School

On most days in the Upper School, the academic day ends at 2:45 p.m. At 2:50 p.m., classroom teachers are available for individual tutorials and small group consultation when the Upper School follows a regular bell schedule. Any student, regardless of academic average, may consult with his/her current teachers during Flex-Time on a drop-in basis. Students are expected to leave campus immediately at dismissal or wait for rides in designated areas if they are not participating in Flex-time activities.

Flex-Time for Middle School

Middle school students remain in a homeroom study hall on days Flex-time is not otherwise utilized. Students whose grades fall below a C in a course may be required to spend flex time with the teacher(s) for additional support. The 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.

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:** Flex-Time 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:** 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

Upper School students enrolled in the program meet with an academic 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 academic 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.

Middle School Students enrolled in the program meet with a guidance counselor daily during an exploratory class or weekly, during an exploratory class. These meetings 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. Detail 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 2020-2021 academic 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. The Middle School Division Head serves as academic advisor to all middle school students. Grade level counselors 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 indicate by mid-Advent semester 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 of \$94, 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 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 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 *Honors United States History*. In this case, students will be required to take an Easter semester exam in May, with Mount de Sales exam exemption policies in effect.

Students who declare their intent NOT to take the national exam will not receive four (4) points added to his/her average.

Course Credit

The Academy follows Georgia state attendance guidelines in order to award credit 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 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 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 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 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 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, 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 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

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 PSAT is given to all 10th and 11th grade students in October. Ninth grade students take the Pre-ACT in April. 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 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 found on The Academy’s website.

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. Middle school students who fail two or more academic courses will not be allowed to return the following school year. No more than six (6) semester courses may be recouped via summer school programs over a student’s high school career.

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 "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: (7th semester cumulative average x 14) + (3rd 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.

Beginning with the class of 2022, Honor Graduates will have to achieve an overall academic average of 95 or higher.

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

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 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 academic 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. Beginning with the class of 2022, an average of 95 or better will be required to earn an academic letter or star.

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 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 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” academic average and are required to enroll in at least 2 Honors or AP courses to maintain their membership. Students who are members of The Society 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 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 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.

Tri M Honor Society -- Candidates may be in grade sixth through twelve and completed two consecutive semesters of choir, band, or piano. Candidates must also display leadership qualities in their prospective musical ensemble and receive the endorsement of their music teacher. Candidates must be willing to share his/her gift in service to others and attend at least one Tri M Honor Society meeting per month. Candidates must also attend at least two musical performances in the community per year.

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 an “A” 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, two academic guidance counselors, 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.

There is an academic guidance counselor for each division. These counselors primarily work 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. On days when the daily schedule includes Flex-Time, Upper School students may leave campus at 2:45 p.m. if they do not have Flex-Time responsibilities. 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 appropriate division office (Upper school (478) 751-3240 or Middle School (478-751-3242). If parents have not contacted the school regarding an absence, parents must send a note to confirm their awareness of the student's absence. This absence note is to be placed in the attendance box in the school 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.

Response to COVID-19

Parent responsibilities:

Parents/guardians are charged with the responsibility of conducting health checks on their students each day prior to arrival at school. If any of the following symptoms or conditions are present the student must be kept at home.

- Fever or feeling feverish (body temperature at 100.4 or higher)
- Chills
- Persistent cough
- Shortness of breath
- Sore throat
- Muscle aches
- Unusual headache
- New loss of sense of smell or taste

Students who receive a positive test for COVID-19 or live with someone who has tested positive must transition to remote learning. These students may return to school after remaining quarantined for a period of time based on the latest recommendations of the CDC.

Remote learning

Parents may choose a remote learning option in response to COVID-19 by contacting the school and requesting an application. Students who choose our remote learning option will not be eligible to participate in GHSA or other school sponsored co-curricular activities.

Additional guidelines

Please see additional COVID-19 operational guidelines in the appendix at the end of this handbook.

School Sponsored Events

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. 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.

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. 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.

Tardy to School

If a student arrives to school tardy, he/she must sign in at the school office. A demerit is issued for "tardy to class" at the time of arrival. Students will receive the demerit even if the responsibility for the late arrival to school is assumed by a parent.

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 Attendance

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. Seniors may also leave campus early if their free period occurs at the end of the day if they do not have Flex-Time 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 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.

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 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, 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 misconduct 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
- 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 "past the longest fingertip" 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 item has been ordered. At that time all demerits will be held until the new skirt has arrived.

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 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 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 exam exemption 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 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.

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, or other drugs
- 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.

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 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 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 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. Students found to be using or in possession of such substances within the school building, on school premises, or at any school function are in serious violation of the school's behavior code. 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 agree 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.

A parent's signature agreeing to abide by the guidelines in the handbook shall serve as a pledge that any parties for Mount de Sales students in their homes 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. In addition, if a student commits any academic integrity violation during an academic year, that student will not be eligible to exempt exams in that given year. 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 2020-2021

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.

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 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 or brown leather only
- **Oxford styles:** solid brown, tan, 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. 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****

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 in an approved style. Skorts must reach past the longest fingertip with the arms hanging 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, ¾ 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 may not be worn at any time. 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 3 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.

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.

In response to COVID-19 students may bring water bottles to school since water fountains will not be in use.

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/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 in lockers during the school day. Upper School 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. All fines are due within one week of being issued. Phones are kept overnight (includes weekends) if fines are not paid.

Co-Curricular Activities

Students are encouraged to participate in co-curricular activities. Parents and students should 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.

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.

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 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 that promote 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 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 for \$25 and must be obtained 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 “Remind” text message alerts. Parents may subscribe to the “Remind” alerts at any time by texting the message @desales to 81010.

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. 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.