



- ♦ *Academic Excellence*
- ♦ *Spiritual Growth*
- ♦ *Moral Integrity*

# Student Handbook

2016-2017

3K – Grade 4  
St. Thaddeus Campus  
129 Pendleton Street, SW  
Aiken, SC 29801  
(803) 644-1122

Grades 5 – 12  
Aiken Prep Campus  
619 Barnwell Avenue, NW  
Aiken, SC 29801  
(803) 648-3223

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# WELCOME TO MEAD HALL

Mead Hall is an educational community which combines the rigors of a traditional curriculum with the influence of Judeo-Christian values. The school offers a challenging academic program for children in a setting which allows them to realize their potential. The cooperative efforts of parents, faculty, and staff guide students as they develop the confidence and skills for capable leadership.

As the parish day school of St. Thaddeus Episcopal Church, Mead Hall maintains a well-qualified and dedicated staff. Small class sizes allow teachers to assess each student's abilities and needs. Mead Hall is committed to academic excellence based on the mastery of fundamental skills, the development of effective study habits, and a realization of the value of learning. Children are given the opportunity to assume responsibility and make prudent decisions through their learning experiences.

In keeping with the tradition of Episcopal education, Mead Hall welcomes all children to grow in the knowledge and love of Jesus Christ. St. Thaddeus regards Mead Hall as an essential outreach ministry, acknowledging the privilege and responsibility of shaping children's lives.

## A BRIEF HISTORY

Mead Hall was established in 1955 under the leadership of the Rev. George H. Murphy, Rector of St. Thaddeus from 1954 to 1957. George H. Mead donated his Winter Colony estate on Coker Spring Road to house the new school as a memorial to his son, George H. Mead, Jr., who was killed in action during World War II.

In the fall of 1957, Joseph H. Harris was appointed Headmaster and remained in that position for the next 27 years. During his tenure, in the fall of 1961, Mead Hall moved to its present location on the grounds of St. Thaddeus Church.

Momentous changes within the familiar rhythm of school life in Aiken occurred in 2012. Two long-established schools joined forces to create a single K-12 program on two campuses in downtown Aiken. With an outpouring of community support, St. Thaddeus Episcopal Church embraced the union of Aiken Preparatory School and Mead Hall Episcopal School.

Ties between these two institutions and Aiken Day School, which merged with Aiken Prep in 1989, run deep. For decades the boarding students at Aiken Prep would walk two blocks on Sunday mornings to worship at St. Thaddeus. One of those boys was George H. Mead, Jr.

Today, Mead Hall enrolls over 375 students with a wide range of interests in academic, athletic, and extracurricular activities. Small class sizes and a rigorous college preparatory curriculum prepare students for a lifetime of learning and leadership.

Mead Hall is a member of the Palmetto Association of Independent Schools (PAIS) and is accredited through the Southern Association of Independent Schools (SAIS). SAIS is a regional accrediting organization which supports the operational and instructional needs of member schools. Accreditation must be renewed yearly with a site visit every five years. Mead Hall is also a member of the South Carolina Independent School Association (SCISA). Our students participate in academic, artistic, and athletic competitions through SCISA.

# MEAD HALL MISSION AND PHILOSOPHY

## **Our Mission Statement:**

*Mead Hall Episcopal School challenges students to pursue academic excellence, spiritual growth, and moral integrity.*

## **Our Philosophy:**

Mead Hall, as the parish day school of St. Thaddeus Episcopal church, is committed to providing the following:

- A firm spiritual foundation to guide a lifetime of moral choices.
- A challenging curriculum which encourages students to fulfill their academic potential.
- A nurturing community which allows students to develop confidence in themselves as capable leaders.
- Opportunities for students to exercise responsibility for their learning and their actions.
- Community outreach projects to teach students the value of service to others.
- The love of Jesus Christ to all students, that with guidance from the Holy Spirit, they may understand their worth as a child of God.

**School Motto:** *Deo iuvante, labor noster omnia vincet.*

**Translation:** Pleasing God, our work conquers all.

## BOARD OF TRUSTEES

### **Officers:**

Grant Wiseman, President  
Frank Wise, Chair  
Gibert Kenney, Vice Chair  
Allen Dennis, Secretary  
Claudia Adams, Treasurer

### **Members:**

Lynn Caravello  
Susan Dick  
Hank Elder  
Charmaine Johnson  
Melissa Oremus  
Jane Scott  
Steve Shuford  
Tom Young  
Ken Wilson

### **Ex Officio:**

Katherine Gordon, Head of School  
Joanne Morton, MS/US Director  
Kathleen Snyder, K/LS Director  
Susan Hamilton, Financial Director  
Tracey Smith, Strategic Development  
Becky Marks, PTO President  
Abby Flickinger, Student Council President  
Richard A. Waugh, St. Thaddeus Treas.  
Robert. J. Harrington, Headmaster Emeritus  
Jim Martin, Headmaster Emeritus  
Catherine Beadles, Faculty Representative

## Faculty and Staff

A complete list of faculty staff for both campuses can be found on the Mead Hall website.

## School Office

**Office Hours:** 7:30 a.m. to 4:00 p.m. each school day

**Summer Hours:** 9:00 a.m. to 2:00 p.m. Monday through Thursday

**Office Telephone:** (803) 644-1122 – St. Thaddeus Campus

(803) 648-3223 – Aiken Prep Campus

**Office Fax:** (803) 644-1122 – St. Thaddeus Campus

(803) 648-9961 – Aiken Prep Campus

If you would like to speak with any faculty or staff member, please feel free to call the office. For faculty members who are in class, we will be happy to deliver a message.

## Athletic Booster Club

The Mead Hall Athletic Booster Club was formed to help create interest in the school's athletic program, to further school spirit, and to support the development of a competitive athletic program. The Booster Club organizes various fundraisers throughout the year and also facilitates concessions at athletic events.

## Parent/Teacher Organization (PTO)

The Mead Hall Parent-Teacher Organization gives parents and teachers the opportunity to enhance the school's academic program and community life. The PTO organizes and/or supports various school events throughout the year such as Playground Spruce-Up, Back-to-School Orientation, Fall Festival, and Teacher Appreciation Week. The PTO holds several fund-raising activities including a rummage sale, Scholastic book fair, and the Strawberry Festival.

Please visit the Mead Hall website to learn about PTO news and events.

## Early Dismissal

If a student must be dismissed early due to an illness, a medical appointment, or an emergency, a parent must come to the office to sign the student out. Students who drive to school may sign themselves out with authorization from a parent or guardian. If it is known in advance that the student will need to be dismissed early, a written note should be sent to the school and given to the homeroom teacher.

If medical or dental appointments **must** be scheduled during school hours, a written excuse from the parent or doctor is required.

**Please note:** a student must be present for a minimum of four hours to be counted present for the day and to be eligible to participate in after-school extracurricular activities.(i.e. school sports).

## Medications and Illness

School policy requires that a child remain at home when ill for the benefit of the child and the protection of the other students. **Children who have had a fever greater than 100°F or who have been vomiting or exhibiting other contagious symptoms within the preceding 24 hours may not be sent to school.**

When prescription or non-prescription medication must be given to a child at school, a “Permission for Medication” form must be submitted to the office with the medication. **The school will not give any medication, including over-the-counter medication, without prior written permission. An adult must take the medication in its original container to the office; the container label must indicate the patient name and dosage.** The only over-the-counter medication available in the infirmary is acetaminophen (Tylenol).

If a medication dosing error occurs, the parent will be notified immediately. (This statement is required by the Department of Social Services to be included in the Mead Hall Policy Manual and Student Handbook.)

A child who becomes ill at school will be sent to the school infirmary. The child who does not respond to treatment within 30 minutes or who is seriously ill should be picked up from school as soon as possible.

Should a child contract a communicable disease, parents of the child’s classmates will be notified. Please contact the office if your child contracts a communicable disease.

## Infectious Diseases

Employees or students must report to the school the occurrence of all serious infectious diseases that may be transmitted in casual settings. To protect the school population, people with infectious diseases are required to report that information to the appropriate Division Director as soon as possible so that steps may be taken to avoid further transmission and to assure prompt treatment of others who may be affected.

## South Carolina Immunization Regulation

State law requires that all children submit Department of Health and Environmental Control (DHEC) Form 1148, “South Carolina Certificate of Immunization.” This form verifies that the child has met the immunization requirements of the state of South Carolina, and an updated copy must be on file in the school office. Students new to Mead Hall should obtain this form from their physician or have this form transferred from their previous school. **DHEC will accept only the state of South Carolina form.**

## Child Abuse

**Mead Hall School faculty and staff are required by law to report suspected child abuse and/or neglect.**

Mead Hall provides a safe and nurturing environment in which children may strive to realize the best of their capabilities. In providing such an environment, the faculty and staff are required to monitor the well-being and safety of all students.

The policy of Mead Hall states that all Mead Hall staff members are required to report suspected child abuse or neglect. Professionals and non-professionals must report evidence of non-accidental physical abuse and neglect, sexual abuse, and emotional (or mental) maltreatment of a child by a person responsible for the child's welfare.

When reports are made, they are done first and foremost "in good faith" with the safety and well-being of the child in mind. All reports issued to Child Welfare Agencies and/or Law Enforcement Agencies are made with the cautious review of the Mead Hall administrative staff.

## Emergency Preparedness

Student safety is paramount and has a high priority at Mead Hall School. In addition to already established safety and security policies and procedures, the Mead Hall emergency preparedness plan includes procedures relating to terrorist-type threats. Mead Hall has also prepared other applicable procedures that support these type emergencies.

Mead Hall continues to work closely with local emergency authorities in an effort to insure the highest level of protection possible for the students in the event of an emergency at the school. Local authorities have been involved in the development and review of the school's procedures, evaluated shelter areas, and provided guidance, information and other valuable assistance.

All full-time Mead Hall faculty and staff receive training specific to assigned duties and responsibilities. Additionally, a Mead Hall Crisis Response Team, comprised of key staff members, exists on each campus to enhance response actions and communications during an emergency.

As part of the overall readiness plan, students and parents must understand and accept certain responsibilities relating to an emergency at the school. Parents must understand the importance of not interfering with or disrupting the faculty and staff in any way as they perform duties and required actions to protect all students from danger.

Mead Hall understands that parent communication is critical during a school emergency. Should an emergency occur at Mead Hall, pertinent information and instructions will be provided on our website, [www.meadhallschool.org](http://www.meadhallschool.org) and via email.

## Home/School Cooperation

Mead Hall believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. Should questions arise regarding academic progress or classroom policies, a parent or guardian may send a note to the teacher or may contact the school office to request a phone call from the teacher. **This should always be the first step in communication.**

## Report Cards/Interim Reports

Students in grade 1-12 receive report cards at the end of each nine-week quarter. (3K-5K reports are issued after the 2<sup>nd</sup> and 4<sup>th</sup> quarters; 5K also receives a 3<sup>rd</sup> quarter report.) Report cards include a

grade for each subject area and a conduct grade (grades 1-4). Parents keep the report card, but the report card envelope should be signed by a parent and returned to school the next day.

Parents receive the first report card in October at the Parent/Teacher Conferences. This is an excellent opportunity to discuss the student's progress with the teacher. Students do not attend class on this day, and parents are strongly encouraged to attend these conferences.

Students in grades 1 through 12 receive numeric grades for academic subjects according to the following scale:

- A** 90 – 100
- B** 80 – 89
- C** 70 – 79
- D** 60 – 69
- F** Below 60
- I** Incomplete

The following subjective marks are given for certain academic and developmental evaluations:

- E** – Excellent; student frequently exceeds grade-level expectations.
- S** – Satisfactory; student routinely performs on grade-level.
- N** – Needs improvement; student is not meeting proficiency.
- U** – Unsatisfactory; student performs below grade-level expectations.

Students in grades 3 through 12 may qualify for the following:

**Headmaster's Honor Roll** – A's in all academic subjects\*, no marks below S

\*Grades 3-8 academic subjects (math, language arts, science, social studies)

\*Grades 9-12 all credit-bearing courses

The Mead Hall Academic Excellence Award is given to students at the end of eighth and twelfth grade who have achieved the Headmaster's honor roll for the preceding four years.

## Standardized Testing

Standardized testing is administered to students in grades 3-8 in the spring of each school year. The instruments for testing are the achievement and cognitive tests of the Educational Records Bureau.

## Student Records

A permanent file for each student is kept in the school office in locked filing cabinets.

Access to the information is restricted to the administrative staff, a student's current teacher, and/or DSS officials.

## Learning Strategies Program (LSP)

Learning Strategies is a supplemental program that provides a support system or an enrichment experience for students. This service is provided on a fee basis, which is not included in regular tuition. It is the goal of this program to give the students the skills needed to become productive and self-reliant within the regular classroom.

Learning strategies participants may be referred by a teacher or a parent. Developed by learning strategies specialists, the program allows for individualized instruction designed to meet the express needs of student participants.

To keep parents apprised of student performance, copies of student progress reports are forwarded periodically to parents. Additionally, a copy of the progress report is included in participants' quarterly report cards.

Conferences including the parent, the teacher and the learning strategist may be called to review student performance, discuss program effectiveness, and set goals and objectives for the following school year. Learning strategists also work directly with faculty and staff, providing support and professional development.

## Chapel Policy

Spiritual development is a central part of the mission of Mead Hall as an Episcopal school. In addition to sacred studies classes, all students are expected to attend chapel as a part of the regular school week. Chapel is a school event not an extracurricular event, and thus, is an integral part of the education of Mead Hall students.

- Students in grades 1-12 are expected to wear their formal uniforms on Wednesdays for chapel. Blazers and sweaters will be required from October through March.
- Students are expected to be punctual in gathering for the walk to chapel, to travel to and from chapel with safety in mind, and to carry themselves with an awareness of the impression we make as the Mead Hall community.
- Students are expected to be reverent and respectful during chapel. Students are encouraged to engage in the service by participating in the readings, songs, and Eucharist. At the least, students should be quiet and contemplative during the service. Misbehavior during chapel will be treated with the same disciplinary actions as misbehavior during academic classes.
- Students and their families are expected to honor our corporate worship time by scheduling appointments, extracurricular events (e.g. equine or gym hours), and other academic classes (concurrent or dual enrollment classes) for times other than chapel hours. However, we recognize that some conflicting circumstances are unavoidable and will be considered on a case by case basis by an administrative committee.
- Unexcused absences from chapel will be treated with the same disciplinary actions as skipping an academic class.

## Uniform Policy

Mead Hall students wear a uniform to school each day. Proper attire and personal grooming permit students and teachers to focus on the important work of learning. Parents have an crucial role in

helping their children understand the value of the dress code and providing their children an appropriate selection of clothing. The Mead Hall uniform guidelines are written concisely for the sake of simplicity; school faculty and staff may be called upon to decide whether or not a clothing item or hairstyle is permissible. The Uniform Policy guidelines can be found on the Mead Hall website: [www.meadhallschool.org](http://www.meadhallschool.org).

## Lunch

Lunch is served daily in the cafeteria. The monthly menus are posted in the office and are also published on the Mead Hall website. Students may choose the main menu item, the salad bar, or a sandwich. The price of lunch is included in tuition for full-day students. Students are encouraged to eat the school lunches, but lunches may be brought from home under the following conditions:

- There will be no reduction in tuition.
- When students bring their own lunch, the lunches should be well-balanced and nutritious.
- Preschool and Lower School students may not bring soft drinks.
- Parents may not bring fast food lunches to students at school in grades 3K-4.

Parents are welcome to join their child for lunch. The cost of lunch is \$5.00. When having lunch with a preschool or kindergarten child, we ask that parent and child sit at a visitors' table; the "excitement" of lunch guests distracts our youngest children from eating their lunch.

## School Visitors

Parents and all other visitors must report to the school office to sign in and out and to receive a visitor's badge. Visitors staying for lunch may pay for lunch at this time, and their badge will be marked accordingly.

## Lost and Found

Please label all personal items, especially all outer wear such as coats, jackets, and sweaters, so they can be claimed if lost. If an item with no name is found, it will be placed in the Lost and Found in the school office. Unclaimed items are donated to a charitable organization at Christmas and at the end of the year.

## Field Trip Information

### **Dress code for field trips:**

Mead Hall formal uniforms will be worn on all field trips unless teachers approve other appropriate clothing.

### **Field trip chaperones:**

In order to transport students on a Mead Hall field trip, drivers must have a copy of driver's license and insurance information on file in the office. Chaperones sign in and out in the school office and obtain a name badge. To ensure the proper supervision and safety of our students, please do not bring siblings or other children along when chaperoning a field trip. The teacher will be responsible

for the itinerary, meals, and snacks on field trips. In grades 3K-4, parents should not bring or purchase additional food, drink, or other items for students.

## Library

A visit to the school library is a part of each student's week in grades 3K-4. Students in 3K and 4K visit the library for story time each week. Students in 5K and above may check out a book for a period of one week. A charge will be made for library books which are lost or damaged.

## Office Telephone

Incoming messages for a child or a teacher will be delivered at a convenient time. Except in cases of emergency or sudden change of plans, please make after-school arrangements with your child prior to the start of the school day.

## Tuition

Annual tuition charges are set each year by the Mead Hall Board of Trustees and approved by the St. Thaddeus Vestry. Tuition may be paid annually, semi-annually, or monthly by arrangement with the financial manager. Monthly tuition payments are made through the FACTS Tuition Management Program. Questions concerning your account may be directed to the Financial Manager at 648-3223.

If financial difficulties arise, please feel free to speak with the financial manager. In times of financial distress, special arrangements concerning tuition may be made in order to allow a student to complete the entire school year. If tuition payments become more than one month overdue, the Business Office will contact the responsible party. Any further delinquency may jeopardize a student's enrollment at the school.

## Tuition Assistance

Several scholarship funds have been established to assist students who, because of financial hardship, may not otherwise be able to attend Mead Hall. Contributions to these funds may be made at any time. Many choose this scholarship fund as an appropriate way to make memorials. All gifts to the school are tax deductible.

## Textbooks

A set of textbooks is loaned to each student. At the end of the year, the books must be returned in the condition in which they were issued, allowance being made for normal wear. A charge will be made for textbooks which are lost or damaged.

## Withdrawal from School

All students are accepted for a complete school year. No refund of tuition will be made because of withdrawal, absence, or dismissal, unless a family is transferred outside of the Aiken area. In case of withdrawal, notice should be made in writing to the school office.

## Re-Enrollment

In January, re-enrollment forms will be sent to parents. Parents may reserve a place for returning students by completing and returning the form and re-enrollment fee by the announced deadline. Priority for registration is given to returning Mead Hall students and siblings.

## Emergency Closings

When weather or other conditions indicate the possibility of a change in the normal operation of Mead Hall and Extended Care, parents, teachers, and students receive information by several means.

Telephone Answering Service: In the event of a school closure or opening delay, the office answering service message will reflect the most current information. Simply call the school office at 644-1122(3K-grade 4) or 648-3223 (grades 5-12). If the office is closed, the outgoing message will provide the information.

**Mead Hall Website:** [www.meadhallschool.org](http://www.meadhallschool.org)

Located on the school website, a left-navigation tab titled “Severe Weather” provides current information regarding school closure or opening delay.

### Local Media

Mead Hall will also attempt to notify local radio and television stations in the event of school closure or opening delay. You may tune in to the following stations for details.

|             |            |     |         |
|-------------|------------|-----|---------|
| <b>WAFJ</b> | FM 88.3    |     | Aiken   |
| <b>WBBQ</b> | FM 104.3   |     | Augusta |
| <b>WJBF</b> | Channel 6  | ABC | Augusta |
| <b>WRDW</b> | Channel 12 | CBS | Augusta |
| <b>WAGT</b> | Channel 26 | NBC | Augusta |

Mead Hall will generally follow the emergency closing and delayed opening schedules of the Aiken County Public Schools.

# For Grades 3K-4

## St. Thaddeus Campus

### School Attendance

**Students are expected to be in their classrooms by 8:00 a.m.** The school day begins promptly at 8:05 a.m. Children who arrive at school before 7:45 a.m. must be taken by a parent (or other adult) to Extended Care.

Students will be greeted from 7:45 to 8:00 a.m. at the Mead Hall gate on Greenville Street. Kindergarten students will walk to the fenced playground, and all other students will wait on the soccer field until time for class. On rainy or extremely cold days, all students will wait in the cafeteria for class time. Parents may park on Pendleton Street and walk their children to the playground or cafeteria in the morning, but should refrain from walking them into the classroom buildings. Students need the opportunity to start their day independently. Furthermore, teachers are busy preparing for their day at this time; should parents wish to communicate with a teacher, they may send in a note with their child or call the office to set up an appointment.

Upon dismissal all students will report either to carline at the Greenville Street gate or to Extended Care. Faculty members will be on duty to supervise the loading of cars at dismissal. Carline will continue for 15 minutes following dismissal. Any children not picked up within this time will be taken to Extended Care.

**3K, 4K and 5K kindergarten students are dismissed at 2:20 p.m.**

**Students in grades 1-4 are dismissed at 2:50 p.m.**

In the event of rain, children will be dismissed from the Stevenson-McClelland Building on Pendleton Street.

If your child must be picked up by someone other than those authorized by you on the “Student Information” form, you must provide prior written consent. If there are any custody restrictions regarding who may pick up your child, please be sure that a copy of the relevant court order is on file in the office.

### Absences

Consistent school attendance requires a commitment from parents, and it teaches the importance of commitment and responsibility to children. Absence from school is sometimes unavoidable due to illness, medical and dental appointments, accident or emergency.

Parents are requested to notify the school office when a student will not be reporting to school. Unavoidable absences will be considered “excused” when accompanied by a written note, and students will be allowed, upon return, to make up the work in the same number of days they were absent. If an absence is anticipated, please notify the office as soon as possible. Students will be allowed to make-up work upon return to school. In the case of excessive unexcused absences, the

school reserves the right to decline re-enrollment. **Note: Students may have no more than 8 tardies or early dismissals in order to qualify for yearly perfect attendance.**

If a student's absence during standardized testing is unexcused, a \$25 make-up testing fee will be charged for each testing day missed.

## Late Arrival

Prompt arrival at school allows children to begin each day with their best foot forward. Students are considered tardy if they are not in their classroom when the 8:05 bell sounds. Students should be seated and ready for the morning announcements when this bell sounds. If a student arrives after morning carline has ended at 8:00, the parent must walk the student to the office to sign in. The student will receive an "Admit Slip" for admittance to class, and will report to class after morning announcements are completed. An intervention plan may be necessary in the case of chronic tardiness.

## Carline Procedure

For the safety of all involved, please read and observe the following carline procedures.

Please display a large, clearly-printed sign with your child's name in any vehicle that will be used for pick-up. This is especially important on rainy days. (Each family will be given a carline name sign at orientation.)

Enter carline by approaching Greenville Street from Richland Avenue. Drive south on Greenville Street and use the parkway cut-through to approach the gate. Do not enter carline from Hayne Avenue. This causes confusion at the cut-through and is unfair to those who have been waiting in the proper line. As a courtesy to businesses on Greenville Street, please stay to the far left of the southbound side of the road so patrons to these businesses don't get caught up in our carline.

Morning drop-off for all students is on Greenville Street. Students must remain in their vehicles until an administrator and the student helpers arrive to unload cars. If a child must arrive before 7:45 a.m., he or she should be taken to Extended Care. If you arrive at school after 8:00 a.m. and the gate is closed, park your car and walk your child in to the office for sign-in. Once students and teachers have reported to class, there is no supervision outside to ensure that your child gets to class.

Afternoon dismissal for students in 3K through fourth grade takes place on Greenville Street. During afternoon pick-up, watch for instructions from the teachers on duty. They will ask you to pull forward to allow several cars to load at once, and then will dismiss these cars together. (If you arrive early for the 2:50 dismissal, please allow the 2:20 carline to finish before pulling into the pick-up lane to park.) If you wish to walk to get your child, please park on Pendleton Street, walk through the breezeway, and your child will be dismissed from carline by a teacher on duty.

Please do not get out of your vehicle while in carline. School staff members are available to assist students while loading or unloading.

Please do not allow your child to get in or out of the left side of your vehicle. Placing car seats on the right side of your car is helpful.

On rainy days all students will be dismissed on Pendleton Street. Please proceed south on Pendleton Street past the St. Thaddeus sanctuary. Teachers will direct you to pull forward to allow several vehicles to load at one time.

If the carline extends back to Richland Avenue, do not block Richland Avenue in any way. Carline should extend north on Greenville (or Pendleton on rainy days), and proceed across Richland as carline progresses. Cars idling on Richland block the flow of traffic and are an easy target for a collision.

Carline is not a good time to have a parent/teacher conference; teachers helping with carline must devote their attention to the safety of students but will be happy to talk with you at another time.

Negotiating carline each day can be a smooth operation when drivers maintain an attitude of patience, cooperation, and courtesy, bearing in mind the vital importance of the safety of our students.

Please share these important reminders with anyone who picks up or drops off your children in carline.

## Extended Care

Our Extended Care program offers before-school care from 7:00 until 7:45 a.m., and after-school care until 6:00 p.m. After-school care includes an afternoon snack, supervised homework time, creative activities, and indoor and outdoor games. This program operates only when school is in session and does not include early dismissal days.

Extended Care drop-off and pick-up is located at 130 Greenville Street. Please check the Mead Hall website for rates and billing information.

## Homework

Homework is assigned in 5K through grade 4. It is an important part of the learning process and reinforces the formal activity that takes place during the school day. In addition, homework builds organizational and study skills and stresses responsibility.

Students are expected to do assignments in a conscientious manner. It is important that a quiet, suitable time and place for study be provided. Students in grades 1 through 4 are given an assignment pad which is sent home daily. Assignments for each subject are written in these pads and initialed by the teachers. Parents are asked to read the assignment pads, check with the student to be sure that the assignments are complete, and initial the pad each day. Failure to complete a homework assignment will result in a consequence such as loss of recess, lunch detention, or a discipline notice or grade penalty, in addition to completion of the assignment.

## Technology and Acceptable Use Policy

Technology is a vital part of the education and curriculum at Mead Hall. In an effort to inform the school community about the safe use of technology and to provide security to those using technology, Mead Hall maintains an Acceptable Use policy. This policy provides guidelines governing the use of hardware, software, data, images, networks, and the internet.

At the beginning of each year, all Mead Hall students will be instructed on the appropriate use of technology and information. Parents/guardians and students will sign an acknowledgement indicating that they have read and understand the policy and will agree to comply with it. Infractions against the policy will be considered a serious disciplinary issue.

Please read the Mead Hall Acceptable Use Policy and discuss with your child the importance of following the guidelines provided. Your signature on the handbook acknowledgement indicates your understanding and acceptance of the technology policy.

- I will use the technology provided at Mead Hall only with a teacher's permission and only for school purposes.
- I will not download or install software on school devices.
- I will only log on to the networks and applications using my own username and password, and I will access only my own files.
- I will not reveal my username or password to anyone else.
- I will access only internet resources which are appropriate and relevant to my work.
- I will not browse, download, upload, or forward material which is offensive or illegal. If such material is accidentally accessed, I will report it immediately to my teacher.
- I will not communicate personal information such as name, phone number, or address on the internet.
- Images of students and/or staff will be taken, stored, and used only for school purposes and may not be distributed outside of the school.
- I will ensure that any online activity, both at school and away, will not cause harm or distress to my school, the staff, the students, or anyone else.
- I will not attempt to bypass internet firewalls or network security.
- I understand that my internet use will be monitored by school staff.
- I understand that these rules are designed to keep me safe and to protect the safety and security of the Mead Hall community. Infractions will not be tolerated, and will be met with strict disciplinary action.

# For Grades 5-12

## Aiken Prep Campus

### I. GENERAL POLICIES

#### School Attendance

**Students are expected to be in their classrooms by 8:00 a.m.** Students arriving between 7:00 and 7:45 should proceed to Extended Care where they will be supervised until time for class.

#### Morning Carline (Rain or Shine) 7:45 to 7:55 a.m.

Parents should drive east on Barnwell Avenue--in front of the main building--and turn right on Florence St. Turn right into the campus and drop off students behind the cafeteria. Circle around and return to Florence St. heading south toward Richland Ave.

Please stay to the right while waiting on Barnwell and Florence, and do not block the faculty parking lot or front entrance drives.

For your child's safety, do not let children out on Barnwell Ave. or in the faculty parking lot. Car line will proceed most efficiently when all follow these simple guidelines.

Students must report to homeroom by 8:00; students arriving after 8:00 will be sent to the office to be noted as tardy but present for the day.

#### Afternoon Carline (Fair Weather) 3:30 to 3:45 p.m.

Parents should line up along Florence Street and Barnwell Avenue, parallel to the brick walls. Parents should not enter any parking lot of the school, including the student lot at Florence and Richland.

Students will wait for afternoon pick up in the grassy area behind the cafeteria. Under the supervision of faculty on duty, students will be permitted to walk along the brick wall and enter their cars, after which parents may carefully pull out and depart.

At 3:45 any remaining students will go to Extended Care. After 3:45 students on the Aiken Prep campus must be in Extended Care, athletic practice, or other supervised activity. Athletes will be instructed by their coaches when and where to report to practice.

#### Afternoon Carline (Inclement Weather) 3:30 to 3:40 p.m.

In the event of inclement weather, all students will be dismissed from one of the three doors on the front of Harrington Hall on Barnwell Avenue. All cars should proceed east on Barnwell Avenue and pull through the front circular drive. Teachers will escort students to cars.

**NOTE: Please display your student's last name in the windshield to help expedite car line.**

If your child will be picked up by someone other than those authorized by you on the “Student Information” form, you must provide prior consent. If there are any custody restrictions regarding who may pick up your child, please be sure that proper documentation is on file in the school office.

## Absences

Consistent school attendance requires a commitment from parents, and it teaches the importance of commitment and responsibility to children. Absence from school is sometimes unavoidable due to illness, medical appointments, accident or emergency.

Parents are requested to notify the school office when a student will not be reporting to school. If an absence is anticipated, parents should notify the school as soon as possible. Upon their return to school, students will be allowed to make up work in the same number of days that they were absent, unless the absence is unexcused.

**Students may have no more than 8 tardies or early dismissals in order to qualify for yearly perfect attendance.**

If a student’s absence during standardized testing is unexcused, a \$25 make-up testing fee will be charged for each testing day missed.

The Mead Hall school year consists of 175 school days. Accrued student absences may not exceed ten periods per subject during the school year for any credit-bearing courses. Any absence in excess of ten may cause the student to lose credit for the year. . In the case of excessive unexcused absences, the school may elect to decline re-enrollment.

Students are permitted five personal absences per year per class; these absences require parental permission in advance of the absence (or on the morning thereof). In addition, students are permitted up to five sick days per course per year, which also require a parental note. All absences beyond these ten are considered unexcused, with the following exceptions:

- Personal illness of a child verified by a statement from a physician within two days.
- Doctor’s appointment verified by a statement from a physician within two days. These appointments should be made during nonschool hours whenever possible.
- Serious illness or death of an immediate family member verified by a statement from the parent within two days of the student’s return to school.
- Absences for extreme hardships approved by Dean of Student Affairs or the Division Director. Such approval should be prearranged when possible.
- Other absences approved by the Dean of Student Affairs or the Division Director.

## Late Arrival

Prompt arrival at school allows students to begin each day with their best foot forward. Students are considered tardy if they are not in their homeroom when the 8:00 bell sounds. If a student arrives after 8:00, he/she must sign in in the school office. The student will receive an “Admit Slip” for

admittance to class. If a student accumulates four tardies during a semester, including tardies to school or tardies to class, he/she will receive a one-hour after-school detention per every four tardies. In cases of excessive tardiness, the school reserves the right to decline re-enrollment.

## Extended Care

Our Extended Care program offers before-school care from 7:00 until 7:45 at the Aiken Prep Campus and after-school care until 6 p.m. After-school care includes an afternoon snack, supervised homework time, and indoor and outdoor games. This program operates only when school is in session and does not include early dismissal days.

**Please check the Mead Hall website for rates and billing information.**

If a student in grades 5-8 will be walking home or attending an athletic event at Mead Hall after school, a Middle School Dismissal form must be on file in the main office. Otherwise, the student will be sent to Extended Care.

## Parking/Driving on Campus

Students who drive to school must have a Vehicle Registration form on file in the main office. This form includes information about license, vehicle registration, and insurance. Student parking is located in the area at the corner of Florence and Richland. Seniors are assigned personal spaces, and all other students park on a first-come basis. NOTE: Only student vehicles are permitted in the student lot from 7:45 am until 3:45 pm. Parents will be asked to move their cars if they are observed in the student parking area. This is for the safety of our young drivers.

Permission for operating a vehicle on campus comes with the responsibility to drive safely and park in designated spaces. Any student who drives recklessly on campus will lose the privilege of driving and parking on campus.

## II. ACADEMIC POLICIES

### Homework

Homework is assigned in grades 5-12. It is an important part of the learning process and reinforces the formal activity that takes place during the school day. In addition, homework builds organizational and study skills and teaches responsibility.

Students are expected to do assignments in a conscientious manner. Having a suitable time and place to study is important. Failure to complete a homework assignment will result in an academic penalty and may result in a discipline notice. The student will also be expected to complete the assignment.

### Class Designations

Mead Hall Upper School courses may be available at college prep, honors, or Advanced Placement levels. Although both college prep and honors courses are appropriate for college bound students,

course work at the honors level includes additional assignments, more difficult material, and higher-order understanding of content when compared with that of college prep. In order to take an honors-level course, an “honors contract” must be signed by the student, parent, and teacher within the first two weeks that the class meets. Changes to course level can be requested until the end of the first quarter; however, no adjustments will be made after that point.

## Course Syllabus

At the beginning of the school year, each teacher provides a course syllabus outlining content, grading procedures, and other pertinent information. Teachers will elaborate on this material and answer questions in the first few days of the school year.

## Course Changes (Upper School)

Students may add or drop courses only within the first 20 school days of the year for year-long courses, and within the first 10 school days of the semester for semester-long courses.

## Repeating Courses

Students who pass a credit-bearing course at the Upper School level may elect to retake the course during the summer or again the following year. However, the official transcript will reflect *only* the original grade. The transcript will include a notation that the course was retaken, but the grade for the repeated course will not be included in the calculation of GPA, Honors, hours earned, etc.

Students who fail a credit-bearing course must retake and pass that course if it is required for graduation. All outside courses or plans for remediation must be approved in advance by the Division Director. The Mead Hall transcript will reflect the failing grade, as well as the passing grade.

## Acceptance of Credits

Mead Hall accepts high school credits issued by appropriately accredited high schools and places students accordingly. Mead Hall reserves the right to recommend that a student repeat courses if this is in the student’s best interest.

Students may transfer to Mead Hall during the school year after the school receives a copy of the withdrawal grades from the sending institution and the student meets all other admission criteria.

## Independent Study

Students may be permitted to pursue an independent study class under the supervision of a Mead Hall faculty member. All independent study syllabi must be approved in advance by the Upper School Director.

## Distance Learning

Students who are unable to attend school for an extended period of time due to travel or other extenuating circumstances can participate in the Distance Learning program. Parents and students must make all Distance Learning arrangements well in advance of the student’s absence. Mead Hall

teachers will work with the student's tutor or school to ensure that proper assignments and materials are available to the student on a timely basis.

## Eighth Grade High School Credit

Eighth grade students who pass Algebra I, English I, and Spanish I are eligible to receive high school credit for those courses. Depending on the level of instruction and the student's performance, the credit may be CP (College Preparatory) or Honors.

## Upper School Graduation Requirements

To graduate, students must complete **24 credits**. Mead Hall may accept credits from other middle schools and high schools. Each course is separately considered.

- English: 4 Credits
- Social Studies: 3 Credits (including US History and one semester each of US Government and Economics)
- Mathematics: 4 Credits (including Algebra I, Geometry, and Algebra II)  
*Note: A credit in pre-algebra does not count as a math credit; it is viewed as an elective credit.*
- Science: 4 Credits (including Biology and Chemistry)
- Foreign Language: 3 Credits (of the same language)
- Physical Education: 1 Credit
- Computer Science: 1 Credit
- Religious Studies: 2 Credits
- Senior Project: 1 Credit
- Fine Arts: 1 Credit

Mead Hall also requires each student to complete and log 20 hours of community service per year.

## Summer, Online, and Correspondence Courses

Any outside course that is to be applied toward Mead Hall graduation requirements must be approved by the Upper School Director. Mead Hall will designate the course title and the learning institution that issued the student's grade on the Mead Hall transcript.

## Dual Enrollment and Concurrent Courses

Mead Hall coordinates dual or concurrent enrollment courses for students with USC Aiken for qualified students.

## Honor Graduate

To be named an honor graduate, a student must have the following qualifications:

1. be enrolled at Mead Hall for at least two consecutive semesters prior to graduation.  
(Administrative exceptions may be made under exceptional circumstances.)
2. complete all courses required for graduation from Mead Hall.

3. achieve a grade-point average of 4.0 or higher. (All high school credit-bearing courses taken by the student will be included in the GPA to determine honor status.)

## Ranking

Mead Hall does not rank students except for the purposes of scholarship qualification using the formulas designated by the state or other awarding institutions.

## College Counseling and Placement

Our college counselors aid students in the college search and application process. The counselors work closely with students and parents throughout the process.

The college counseling process begins in the ninth grade with discussions about course selections and general information for the college search process.

In the tenth grade students prepare for and take the PSAT. In the eleventh and twelfth grades students will take the ACT and/or SAT.

Students research colleges and universities and are encouraged to schedule visits throughout their four years at Mead Hall. Materials gathered in this search are kept as part of the student's college portfolio. Junior year activities focus on taking the required tests and developing a list of potential colleges. In the senior year, students may take the SAT during the fall and they complete college applications.

## Diplomas, Final Transcripts, and Participation in Graduation

No student will receive a diploma or a final transcript until all requirements for graduation from Mead Hall, as outlined in this handbook, have been successfully completed. Please note that the school may not allow a student whose financial obligations to the school have not been met, to sit for final exams.

## Student Records

Student transcripts will be maintained by the school. Other student records, including grade reports, health records, testing, and conference notes will be maintained for a period of six years after the student has graduated or otherwise left the school.

## Technology and Acceptable Use

All students are governed by the Acceptable Use Policy below; students who are issued iPads shall read and acknowledge understanding of this policy. Your signature on the Handbook Acknowledgement form indicates understanding of and agreement to technology policies.

# Acceptable Use Policy for iPads (rev. 7/26/2016)

## Introduction

Mead Hall Episcopal School is dedicated to providing exceptional technological opportunities for our students to enhance their education. To that end, we are proud to offer a one to one iPad program to our sixth through twelfth-grade students. The following information will provide guidelines and expectations for students, parents, and school personnel as we implement this program. Please read the information below with your child and sign and return the acknowledgement form that follows.

## General Information

- After returning the signed Acceptable Use for iPads Acknowledgement Form, each student will be issued a school-owned, WiFi accessible iPad and charger. The iPad has been preloaded with applications and iBooks necessary for class.
- The Director of Technology will routinely monitor content on each iPad through the JAMF management tool. Certain internet restrictions will be placed on the iPads to protect students while on the internet; however, students must demonstrate personal responsibility for their actions and activities as well.
- Students will be issued a school registered Apple ID to use for the year with their iPads. Due to storage limitations, students are not allowed to add personal Apple accounts to school iPads.
- Administrators remove any software or content that impedes the performance of the device or is deemed to be in conflict with the school's philosophy and mission.
- The following guidelines, while not exhaustive, provide expectations for iPad use by Mead Hall students.

## Purposes

The iPad can be used by students to do the following:

- engage in research
- take notes
- organize materials and assignments
- store iBooks and eBooks
- engage in collaborative projects and presentations
- produce documents, worksheets, movies, slideshows, and other assignments
- take quizzes and tests
- communicate with teachers

## Accessories

Students are required to provide the following:

1. An Otterbox Defender series iPad case to protect against accidental damage
2. Earbuds or headphones

Students may use these accessories:

- external keyboard
- stylus

## Care

- ✓ Students must keep the iPad in a protective case at all times.
- ✓ The iPad screen is made of glass and is subject to cracking and breaking if misused.
- ✓ Never drop nor place heavy objects on top of the iPad.
- ✓ Protect the iPad from extreme heat or cold.
- ✓ Keep food and beverages away from the iPad at all times.
- ✓ Leaving the iPad unattended in a vehicle can result in theft or temperature damage.
- ✓ Use only a soft cloth and approved laptop screen cleaning solution to clean the iPad screen.
- ✓ To extend battery life, students should always turn off and secure their iPad after work is completed.

## Responsibilities

Student Responsibilities:

- Have the iPad at school every day, fully charged. If an iPad is left at home or is not charged, the student remains responsible for completing all coursework.
- Install new updates as they become available to keep the device's software and applications up-to-date.
- Set a passcode for the iPad which must not be disclosed to others except parents and administrators
- Enable the "Find my iPad" setting.
- Recognize that malfunctions or technical issues are not acceptable excuses for failing to complete an assignment.
- Keep volume on mute unless earbuds/headphones are attached and permission is obtained from the teacher for their use.
- Provide appropriate care and use of the iPad at school and at home.
- Back up your work to the cloud through Dropbox, Google Drive, or other cloud-based storage. Items that are deleted from an iPad cannot be recovered. Items may also be emailed to your Mead Hall email account and saved on a flash drive or home computer. iPad content will be backed up to iCloud each night while the device is plugged in and charging at home.

The school will provide:

- Consistent internet access during school hours
- An academic email address for each student
- Technical support
- Blocking of inappropriate internet materials on the school WiFi system
- Student supervision and appropriate use of iPads in the classroom environment
- Regular training of faculty to maximize iPad technology use.

The parent/guardian is encouraged to:

- Help your child to take good care of the iPad and to use it wisely over the course of the school year.
- Talk to your children about the ethics that should be practiced when using the internet just as you do for the use of all media including: television, radio, cell phones, and video.
- Set reasonable guidelines supervision for home including:
  1. length of use
  2. location of use
  3. location of overnight storage and charging
- Be aware of the content on the websites your child visits.
- Report any damage, problems, or questionable activity to the appropriate faculty member, the Director of Technology, or to the Dean of Student Affairs.

## Personalization

Students are generally not allowed to personalize their iPads due to limited storage; however, any personal content (pictures, documents, etc.) on the iPad must meet the following conditions:

- Content and media must be appropriate (see prohibited uses below)
- Material that is already prohibited by the Mead Hall Student Handbook is also prohibited on iPads
- Personal media and content must in no way restrict the student from using school provided apps and ibooks/ebooks in the classroom.
- Personal media and content must not detract from the classroom or school environment and must align with the school philosophy and mission.

**Note:** If technical difficulties occur, the iPad may be restored to its original software configuration. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat.

## Prohibited Uses

Accessing Inappropriate Materials - All material on the iPad must adhere to the Mead Hall Acceptable Use Policy. Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities – Users are not permitted to use the school’s internet or e-mail accounts for financial or commercial gain or for any illegal activity.

Violating Copyrights – All material on the iPad must be in compliance with Federal copyright laws and appropriate for use on devices owned by Mead Hall.

Plagiarism – Copying academic materials, internet materials, or reproducing any materials without the permission of the author or other right-holder or without appropriate citation is prohibited.

### Cameras –

- Students must use good judgment when using the camera. The iPad camera must not be used to take inappropriate, illicit or sexually explicit photographs or movies, nor will it be used to embarrass anyone in any way. Any use of the camera in bathrooms, locker rooms, or changing rooms, regardless of intent is prohibited.
- Images or movie footage of other people may only be made with the permission of those in the photograph or movie.
- Posting of images or movies on the internet is strictly forbidden without the express permission of a faculty member or administrator.

Social Networking/Games - All forms of social networking and messaging are prohibited during class time unless it is part of the lesson and sanctioned by the teacher. Students may not access games, music, and other apps during class time which are not intended for educational use by the teacher.

Misuse of Passwords/Unauthorized Access/Malicious Use – Students are prohibited from:

- trying to gain access to another student’s accounts, files, or data
- jailbreaking, removing any limitations placed on the iPad by Apple
- attempting to destroy hardware, software, data, or to circumvent the JAMF management tool.
- use of any form of anonymous and/or false communications or spamming

## Loss or Accidental Damage

iPads do not carry Apple Plus coverage. Otterbox Defender cases should provide adequate protection for iPads under normal daily use. However, if the iPad is damaged, the school will bill the family for the actual repair or replacement cost of the iPad. In the intervening time, the student will be loaned an iPad from the school.

In the case of a lost or stolen iPad that is not recovered using “Find My iPad”, or in the case of malicious damage to the iPad, the family will be billed for the cost of the repair or replacement of the iPad before another will be issued.

## Discipline

The use of iPads at Mead Hall is a privilege that carries with it ethical, legal, and behavioral expectations. Students who are in violation of the Mead Hall Acceptable Use Policy for iPads may be subject to disciplinary actions in accordance with the Mead Hall Student Handbook . In addition, the iPad may be confiscated and content removed if deemed necessary. In such cases, the student retains the responsibility for completing all assignments.

# Mead Hall Code of Conduct

We believe children thrive in an environment where clear and consistent expectations and mutual respect are the norms and where rules are discussed and consistently reinforced. While children will make mistakes, our goal is to help students learn as they grow in self-awareness and self-control.

While it is impossible to write guidelines that will cover every possible situation, the general expectations of student behavior while on school property or engaged in school-sponsored activities are listed below. All students must realize that upon the discretion of the Head of School the school rules may be altered at any time to handle an unforeseen situation.

## Critical Infractions

All members of the Mead Hall community are expected to adhere to all federal, state, and local statutes. Should Mead Hall become aware of a student receiving a citation from any state or municipality, the student may be subject to disciplinary consequences as a member of the Mead hall community.

Certain actions are so severe that they may warrant immediate dismissal from Mead Hall. A student who is involved with a critical infraction will be assigned out of school suspension until the Review Board meets and makes a determination regarding the specific consequences. If dismissal is not the case, the student will receive a behavior contract that will specify certain expected behavioral changes as well as the immediate consequences.

Alcohol, Illegal Substances, and Tobacco Products - Students shall refrain from the use, possession, and transmission of alcoholic beverages or drugs not prescribed by a registered physician on school premises, in its immediate vicinity, in school vehicles, or at any off-campus school-sponsored activities. Furthermore, students shall not attend school or any school-related activities after having consumed alcohol, illegal substances, or tobacco. Any such items should be reported immediately to a faculty or staff member who will confiscate the item(s).

The school reserves the right to search lockers, backpacks, vehicles, and other personal belongings at any time. Possession or use of alcohol, illegal substances, or tobacco will be subject to severe disciplinary action which includes suspension or dismissal. If the school suspects that a student is using drugs, the school reserves the right to have the student tested for drugs.

Weapons - All faculty, staff, students, and visitors have the right to feel safe at school. Students will not be allowed to carry, possess, handle, or create any object that could be considered a weapon. Any such items should be reported immediately to a faculty or staff member who will confiscate the item(s). The school reserves the right to search lockers, backpacks, vehicles, and other personal belongings at any time. Possession or use of weapons on school premises or at any school-related activity will be subject to severe disciplinary action which includes suspension or dismissal.

## Major Infractions

The student who violates a major rule may receive a behavior contract that will specify certain expected behavioral changes as well as the immediate consequences. Subsequent major rule violations in the course of a student's tenure at Mead Hall may be considered critical and could also be grounds for dismissal.

**Respect** - Students shall show respect for teachers, fellow students, and their belongings at all times. Faculty and staff expect polite and respectful behavior in the classroom and in all school-related activities. Students shall treat one another in a manner that reflects each person's worth as a child of God. Relational aggression, bullying, and inappropriate physical contact will not be tolerated.

Relational aggression becomes bullying when it is repetitive, intentional, and power related. Both relational aggression and bullying can be subtle or obvious, in person or online, and involve, but are not limited to, the following behaviors:

- gossip
- exclusion
- taunting
- racial or gender slurs
- exclusive alliances
- physical, verbal, emotional or technological abuse

If a student believes he/she is the target of harassment, the incident(s) should be reported to parents and school authorities.

Honesty - An atmosphere of trust is a vital element of any school community. Faculty, staff, students, and parents must be able to trust one another in all aspects of their interactions. All members of the Mead Hall community will refrain from dishonorable behavior including lying, cheating, stealing, and plagiarism. A first offense will result in disciplinary action which may include afternoon detention and/or a zero on the work in question. A second offense may result in in-school or out-of-school suspension or dismissal.

Academic Integrity - Central to the life of any school is the principle of academic integrity. Without a clear conception and commitment to the principle of academic honesty, such a community cannot survive. The faculty of Mead Hall is committed to helping students avoid academic dishonesty and will provide guidelines and expectations. It is the student's responsibility to follow those guidelines and expectations.

Violations of academic integrity include, but are not limited to, the following:

- plagiarism
- cheating on assignments, quizzes, or examinations
- buying academic papers or teacher materials online or from other students
- giving another student questions or answers to a test, quiz, or homework
- turning in another student's homework as your own
- doing another student's homework

- unauthorized collaboration on academic assignments
- unauthorized use of material provided by a language translator (human or electronic)
- violation of copyright laws
- taking, using, and/or distributing academic material (e.g. exams, class notes, teacher editions of texts) without permission
- fabricating or falsifying data, research, or analysis
- using academic work submitted for one class in another class without permission of the teacher
- sabotaging a fellow student's work

The Honor Council-The Honor Council is a group of students elected by the student body and entrusted to hold the school community accountable for honorable behavior, especially in the areas of academic integrity and honesty, as defined above. Students accused of dishonest behavior may choose to appear before the Honor Council who will hear the facts of the case and make a recommendation to the school administration as to guilt or innocence and, if guilty, as to punishment.

Use of Technology - Unapproved videos taken during school hours or at school events may not be viewed, shared or uploaded to social media outlets. No unapproved videos or pictures may be viewed or shared with others during school hours or school events. Students and parents read and sign an Acceptable Use Policy for use of computers and related technology each year.

School Property - School facilities, equipment, and textbooks are provided for student use throughout the school year. Students shall treat school property with care. Replacement costs for damaged property or lost or damaged books will be billed to the family.

School Grounds - For their own safety, students may not leave school without permission. Riding in, transporting others in, or driving a car or other motor vehicle during the school day without the permission of the school is also considered a major rule infraction.

School opens at 7:00 a.m. Students arriving before 7:45 a.m. or staying on school grounds past 3:45 p.m. must report to Extended Care. The school closes at 3:45 p.m. and students are not allowed to stay on campus without supervision. If a student is on campus past 3:45 p.m. for a school event, the student will be expected to attend the school event and not loiter in unsupervised areas.

## Minor Infractions

A student who commits a minor rule infraction will typically receive a Discipline Notice. Generally, the accumulation of four Discipline Notices will result in a detention, either before or after school. Multiple minor rule violations in the course of a student's tenure at Mead Hall may be considered a major rule infraction and corresponding consequences will be assigned.

Decorum - Proper manners are expected and will be reinforced in all aspects of school life, including appropriate language, proper lunchroom etiquette, reverence in chapel, and polite communication skills. Good behavior includes following basic school rules such as not running in the hallways, yelling, etc.

Public Displays of Affection - Being overly affectionate in school is not conducive to concentration and learning, therefore students should not engage in inappropriate, intimate behaviors on campus or at school-related events or activities.

Diligence in class - Students shall be prepared to be taught and shall expect to learn through participation in class, cooperation with fellow students, and compliance with faculty, staff, and administration.

Electronic Communication Devices (ECD) - Students may not bring to school any items which would interfere with the learning process. In the Lower School these items include, but are not limited to, cell phones, electronic games, radios, CD or MP3 players, and trading cards.

Students in grades 5-8 must keep any ECDs silent and in their lockers, cubbies, or backpacks from 7:45 a.m. until 3:30 p.m.

Students in grades 9-12 may have ECDs with them, but they should not be seen, heard, or used in class without special approval of the teacher. Upper School students may not use or share cell phones with Middle School students during the day.

Appearance - Students shall maintain a neat personal appearance which is conducive to learning. They are expected to demonstrate good hygiene and dress according to the Uniform Policy.

Punctuality - Students shall attend school regularly and punctually. School begins when the 8:00 a.m. bell sounds. Being tardy to school, or tardy to a particular class, constitutes a minor infraction and will result in one Discipline Notice.

## Consequences

A critical infraction will result in the convening of the Review Board and may warrant dismissal from Mead Hall. A major infraction will result in: notification of parents of all involved parties and/or a meeting with student, parent(s) and Dean of Student Affairs

Additional consequences may include, but are not limited to:

- Creation of a behavioral contract
- Morning or afternoon detention
- Surrender of cell phone for the school day
- Letter of apology (to school, to parents, to other students, etc.)
- Conflict resolution essay or letter
- Saturday detention
- Loss of privileges (e.g. break time, senior privileges, lunch with friends)
- Suspension from extra-curricular activities
- In-school suspension
- Out-of-school suspension
- Notification of major rule infractions to colleges upon student's application

Students will be charged for any detention or in-school suspension that requires an additional supervisor.

Compliance with Assigned Consequences - Students who fail to attend an assigned detention or follow through with other assigned consequences will be given additional consequences accordingly.

If the discipline violation is severe and/or frequent, the teacher may refer the student directly to the Dean of Students and/or Division Director for immediate detention, suspension, or consideration of expulsion.

All disciplinary actions taken with regard to students can become part of the student's permanent record and those records could eventually be disclosed to third parties.

## Review Board

The purpose of the Review Board is to:

- assist the administration in creating and carrying out the discipline policies
- advise and counsel students regarding their responsibilities
- evaluate discipline policies and policy deviations
- look beyond policies to discern reasons for student failure in observing these policies
- provide a consistent means of administering policies
- set remedial guidelines and behavior requirements
- meet with the student and parent and/or guardian to discuss the infraction

The Review Board consists of the Head of School, the Director of each division, the Dean of Student Affairs, the Chaplain, and a member of the Board of Trustees when requested by the Review Board.

## The Role of Parents

In order to help children learn, it is essential that parents and teachers work together as a team. We recommend that parents follow the following steps:

- Contact your child's teacher to gain a better understanding of the situation.
- Work as a team to brainstorm solutions.
- Provide your child with tools to successfully navigate future situations.

When discussing events with your child at home:

- Remind yourself that your child's telling of an event may be a small part of a bigger story and perceived differently than it was by others.
- Help broaden your child's perspective and problem-solve.
- Ask questions such as:

“What was your role in the situation?”

“How would the teacher or a friend describe what happened?”

“Why do you think it happened?”

“What could you have done differently?”

“Who can help you at school?”

“What do you think you will do next time?”

It may appear to parents that the school has not handled a situation appropriately. The student may have an interest in allowing the parents to believe that is the case. Parents should contact the Dean of Student Affairs or another administrator before drawing conclusions. Parents who have entrusted their child to the school’s care must trust that the school is acting in the child’s best interest.

If another parent calls you about an incident that occurred in school, please encourage that parent to speak directly with the appropriate teacher or staff member. Talking with groups of parents whose children are not directly involved in the incident will likely exacerbate a situation rather than help resolve the issue.

Above all, please keep us informed if there are changes at home that might affect behavior at school. Events that go on at home can have an impact on a child’s ability to function at school.