



Student/Parent Handbook  
St. Thaddeus Campus  
2018-2019

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.

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.

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.

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  
Allen Dennis, Chair  
Ken Wilson, Vice Chair  
Lynn Caravello, Secretary  
Claudia Adams, Treasurer

### Members:

Caleb Connor  
Charmaine Johnson  
Buzz Rich  
Meg Massie  
Kathy Reynolds  
Rich Waugh  
Tom Wyatt  
Tom Young

### Ex Officio:

Penny Barker, Head of School & MS/US Director  
Kat Snyder, K/LS Director  
Felicia Pontoo, Director of Admissions  
Dianne Goodson, Financial Manager  
Lindsay Roy, PTO President  
Morgan Acord, Student Council President  
Tad Whiteside, St. Thaddeus Treas.  
Catherine Beadles, Faculty Representative

# General Information

## Administrative Staff

<b>Head of School</b>	Penny Barker
<b>Director of Lower School:</b>	Kat Snyder
<b>Director of Admissions &amp; College Counseling:</b>	Felicia Pontoo
<b>Dean of Academic Affairs:</b>	Joanne Morton
<b>Office Administration:</b>	Joanne Martin
<b>School Health Coordinator:</b>	Amy Calfee

A directory of all faculty is available on the school website.

## School Office Information

**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 thru Thursday

**Office Telephone:** (803) 644-1122 – St. Thaddeus Campus  
**Office Fax:** (803) 641-9543 – St. Thaddeus 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.

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.

## Accreditation and Membership

Mead Hall is accredited through the Southern Association of Independent Schools (SAIS). Mead Hall is a member of the Palmetto Association of Independent Schools (PAIS) and the South Carolina Independent School Association (SCISA).

## Emergency Closings

Mead Hall will generally follow the emergency closing and delayed opening schedules of the Aiken County Public Schools; however, Mead Hall recognizes that ACPS may close due to being classified as shelters, having bus routes impacted, etc., which may not necessitate school closure by Mead Hall. 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, “Severe Weather” under the tab “News & Events” 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

## 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 – [www.meadhallschool.org/PTO](http://www.meadhallschool.org/PTO)

## 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.

## Home and 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.**

## 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.

## 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.

## **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.

## **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.

## **Grievances and Complaints**

If a student or parent has a concern or complaint regarding a specific teacher or administrator, communication by the student or parent involved must first be established with that teacher or administrator. Although sometimes difficult, this approach ensures that the grieved party has an opportunity to address his or her concerns directly, and not through a second or third party, and gives the other party a chance to respond. This dialogue encourages positive relationships and communication, and can also provide an important learning opportunity for our students.

When a student of an appropriate age brings a complaint home concerning a teacher or administrator, parents should advise the student to approach that person to begin the resolution of this conflict. Conflict resolution is a skill that is strengthened through practice.

If the student is not able to engage in conflict resolution with the teacher or administrator, or is unable to reach a resolution, it is recommended that the parent schedule a meeting with the teacher or administrator involved.

If a complaint is brought to a division director or the Head of School, the student or parent will be asked whether discussion with the teacher has already taken place. If this process has not been initiated as described above, the parent or student will be encouraged to approach the teacher or administrator regarding the issue. When this meeting occurs, the employee should fill out the Parent Conference form, and the form should be signed by each party.

If no resolution is reached in a meeting with the teacher or administration, the parent may file a written grievance to the Head of School. The Head of School will provide a written recommendation in response.

The Board of Trustees is knowledgeable about this policy on conflict resolution. If approached concerning a problem with a teacher or an administrator, individual Board members should inform parents that they do not have the authority to resolve complaints and will not act independently of the procedure outlined above. In the event that any party is dissatisfied with the Head of School's written recommendation, the matter may be reviewed by the Executive Committee of the Mead Hall Board. If the grievance is a matter of school policy or procedure or clarification of an issue, it will be discussed by the Executive Committee. If the grievance is a personnel matter, including but not limited to disciplinary action of an employee, the concerns will be shared with the Board Personnel Committee with all concerned parties present.

## **St. Thaddeus Campus Policies**

### **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 10 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. Students who exceed more than 10 unexcused absences could be in jeopardy of not progressing to the next grade level. **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.

## 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. 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).

## 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 at 8:05. Students should be seated and ready for the morning announcements. 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 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.

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.

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.

**NOTE: Please display a large, clearly-printed sign with your student's last name in the windshield to help expedite car line. This is especially important on rainy days. (Each family will be given a carline name sign at orientation.)**

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

### Morning Carline (Rain or Shine) 7:45 am to 8:00 am

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 Carline (Fair Weather) 2:20 pm to 2:30 pm – Kindergarten  
2:50 pm to 3:00 pm – Grades 1-4

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.

**Afternoon Carline (Inclement Weather) 2:20 pm to 2:30 pm – Kindergarten  
2:50 pm to 3:00 pm – Grades 1-4**

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.

## **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.

## **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.

## St. Thaddeus Academic Policies

### 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.

## 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. 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 may result in a consequence such as loss of some recess, lunch detention, or a discipline notice or grade penalty, in addition to completion of the assignment.

## Standardized Testing

Standardized testing is administered to students in grades 3-4 in the fall of each school year. The instruments for testing are the achievement and cognitive tests of the Educational Records Bureau.

## 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.

# St. Thaddeus Student Health and Safety

## 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.

## 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 2740, "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.

# St. Thaddeus Student Life

## 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

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. School opens at 8:00 a.m. Students arriving before 7:45 a.m. or staying on school grounds past 3:00 p.m. must report to Extended Care. Students are not allowed to stay on campus without supervision

## **Minor Infractions**

A student who commits a minor rule infraction will typically receive a Discipline Notice. Generally, the accumulation of Discipline Notices will result in further action. 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.

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 at 8:05 a.m. Being tardy to school, or tardy to a particular class, constitutes a minor infraction and will result in one Discipline Notice.

## **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.

## 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 a 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 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.

## **Field Trip Information**

Mead Hall academic field trips are planned to enhance learning and to provide opportunities and experiences that are not available in the classroom. Students not attending field trips must attend school for the day where they will be given class work assigned by their teachers and will be supervised by Mead Hall staff. Should the student not attend school that day, the Attendance Policy will apply.

Students who do not attend the field trip will be assigned to learn the exact curriculum that those attending the field trip will learn along with continuing with the current grade level curriculum.

### **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.

## **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.