



Student/Parent Handbook  
Aiken Prep Campus  
2022-2023

PS – 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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*Mead Hall reserves the right to make changes to the school's policies and procedures, including those contained in the Student/Parent Handbooks.*

## **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 300 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 invante, labor noster omnia vincet.*

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

## Board of Trustees

### Officers:

Jennifer Huff, President  
Suzanne Ozment, Chair  
Anne Moore, Vice Chair  
Ginger Hudock, Treasurer  
Meredith Parrott, Secretary

### Members

Norma Akins  
Reggie Barner  
Andrew Doran  
George King  
Meg Massie  
Kathy Reynolds  
Jane Scott  
Charlie Stanley  
Leslie Wyatt

### Ex Officio:

Rev. Dr. Frank Sawyer,  
Head of School  
Patsy Lewellyn,  
St. Thaddeus Treasurer

# General Information

## Administrative Staff

Head of School	Dr. Frank Sawyer
Head of Middle and Upper School	Dr. Mike Buck
Academic Dean and Registrar (5-12)	Lindsay Tucker
Chaplain	Fr. Joseph Whitehurst
Director of Admissions & College Guidance	Dr. Felicia Pontoo
Athletic Director	Antonio Grant
Director of Business and Finance	Dianne Goodson
Director of Technology	Sandi Houck
Office Administration	Joyce Hardy

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) 648-3223 – Aiken Prep Campus

**Office Fax:** (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.

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

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

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, or having bus routes impacted, etc. which may not necessitate school closure by Mead Hall. Do not assume that Mead Hall is closed – for this or other weather-related closures; always look for a specific communication from the school or look for Mead Hall to be specifically mentioned on any closing announcements on TV or radio.

### **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 - <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 dean of student affairs, 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.

# Aiken Prep Campus Policies

## School Attendance

**Students are expected to be in their classrooms by 8:25am.** Students arriving between 7:00 and 8:15 am should proceed to Extended Care where they will be supervised until time for class.

Students will be greeted from 8:15 am to 8:25 a.m. at the Mead Hall Entrance on Florence Street. After 8:15 am students should not be dropped at the Barnwell entrance.

Upon dismissal at 3:30 p.m. all students will report either to carline at the Florence 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 sent to Extended Care.

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 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.

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 for a single course may cause the student to lose credit for the year. In the case of excessive unexcused absences, the student is at risk of losing credit for the course and the school may elect to decline re-enrollment.

After ten absences, regardless of whether they are excused or unexcused absences, an attendance contract will be made with the student and the parents. All absences beyond 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 non-school 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 the Division Head. Such approval should be prearranged when possible.
- Other absences approved by the Division Head..

Students who participate in activities that require more than 10 absences from a course or courses, will be offered a Contract to Exceed 10 Absences. This contract specifies that students will agree to alert the school one week before planned absences, complete quizzes and tests **prior** to planned absences, and return to school with the completed homework assignments that were missed. If the student is unable to abide by the terms of the contract, the student may not receive credit for work missed and may lose credit for the course.

### **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 first period 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 students to begin each day with their best foot forward. Students are considered tardy if they are not in their homeroom at 8:30 am. If a student arrives after 8:30, he/she must report to the school's office and sign-in. 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. A student who is more than 15 minutes late for a class is considered absent. In cases of excessive tardiness, the school reserves the right to decline re-enrollment.

### **Carline Procedure**

**Morning Carline (Rain or Shine) 8:15 am to 8:25 am.**

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 their first period class by 8:25 am; students arriving after 8:30 am 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.**

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 pick up 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.

**NOTE: Please display your student's last name in the windshield to help expedite the 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. This information is collected and recorded in FACTS and needs to be kept updated.

## **Extended Care**

Our Extended Care program offers before-school care from 7:00 am until 8:00 am 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, a Middle School Dismissal form must be on file in the main office, otherwise, the student will be sent to Extended Care.

## **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 approved 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 other than my parents or guardians.
- I will access only digital resources which are appropriate and relevant to my school 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 private 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 treat my device and any other digital devices at Mead Hall with respect and proper care.
- 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 all communications and documents accessible via my MeadHallSchool.org logon is the property of Mead Hall Episcopal School.
- 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.

### **Technology and Acceptable Use of Devices**

All students are governed by the Acceptable Use Policy (See Addendum); all students who use digital devices at school, shall read and acknowledge understanding of this policy. Your signature on the Handbook Acknowledgement form indicates understanding of and agreement to technology policies.

## **Aiken Prep Academic Policies**

### **Report Cards/Interim Reports**

Students in grade 1-12 receive report cards at the end of each nine-week quarter. Report cards include a grade for each subject area. 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.

For grades 5-12, faculty will post homework, tests, and other outside of class assignments in Google Classroom.

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

Grades of I (Incomplete) can only be issued with the approval of the Middle/Upper School Director.

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.

## **Mead Hall’s Honor Code**

As a Mead Hall student, I pledge to exhibit the highest qualities of character and uphold the standards of my school community. I will pursue academic excellence. I will honor and respect my fellow students and teachers as well as their property. I will strive for truthfulness and promise that all submitted work will be my own. As a Mead Hall student, I will demonstrate all aspects of this code and encourage others to do the same.

## **Plagiarism**

Plagiarism is defined as the use of another person’s ideas or expressions in your writing without acknowledging the source. A writer who fails to give appropriate acknowledgement when repeating another’s wording or particularly apt term, paraphrasing another’s argument, or presenting another’s line of thinking is guilty of plagiarism (MLA Handbook).

Faculty are expected to enforce these guidelines, and any student who plagiarizes is subject to discipline.

## **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. The placement of students in Advanced Placement, honors and college prep courses must be by faculty and administration recommendation and based on grades and assessments. 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 Head of the Upper School.

## 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 integrEconomics)
- 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 (4 seasons of a Mead Hall sport or equivalent)
- 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 Head. Mead Hall will designate the course title and the learning institution that issued the student's grade on the Mead Hall transcript. Any cost for online courses is the responsibility of the student except under special circumstances.

## **Dual Enrollment and Concurrent Courses**

Mead Hall coordinates dual or concurrent enrollment courses with USC Aiken for qualified students. Mead Hall pays the tuition for USC Aiken dual enrollment courses. Students may also elect to take dual enrollment courses at Aiken Tech but Mead Hall does not pay for these courses.

VAL & SAL - must attend for four consecutive semesters to be eligible for Valedictorian or Salutatorian

## **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 Episcopal School calculates class rank at the end of each school year for all students in grades 9 through 12. Rank will be shown on all end-of-year transcripts. Believing that class rank is not a reliable measure of differentiation for a small number of students who are close in ability and performance, nor a good predictor of success in college, the school does not disclose class rank to colleges during the college application process. We will report class rank to colleges and universities after graduation on the student's final transcript. Ranking is based on GPA using the Uniform Grading Policy of South Carolina.

## **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.

### **Standardized Testing**

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

### **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 to the Learning Strategies Program by a teacher or a parent. Students who join the school during the year may be required to spend time in learning strategies. 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 may be 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.

Students who enroll in Mead Hall after the first 45 days of the current school year may be required to attend LS a minimum of 2 sessions per week, until such time that the student demonstrates satisfactory academic progress in all subjects.

## **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.

# **Aiken Prep 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 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.

## **Aiken Prep Student Life**

### **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 outlined in our Code of Conduct (See Addendums). 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.

In some instances, students, in their senior year are privileged to receive modifications to the policies / procedures outlined herein. These senior privileges as related to lunch procedures, sign-in/sign-out purposes, uniform, parking, etc. may be granted or rescinded on a class or individual basis at any point in the school year. These are senior privileges, not senior rights.

### **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 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).

Faculty are responsible for enforcing the dress code and communicating any violations with the administration. If a student is missing a belt, socks, or is wearing the incorrect shoes or outer-wear the faculty member will document the write-up and/or warning. For serious or repeated infractions, the parent may be called and **that student serve In-School Suspension until the student or parent can remedy the uniform infraction. If a student is missing a tie or blazer on Wednesday that student must serve In-School Suspension until the student or parent can remedy the uniform infraction.**

## 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.

## **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. For safety and security, students may not loiter in the student parking area. On arrival, students must immediately exit the vehicle and proceed into the school, and on dismissal must immediately exit the parking lot safely. Students are not permitted to spend time in their vehicles during the day.

## **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 the administration approves other appropriate clothing.

### **Field trip chaperones:**

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.

## **Panther Club (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 Panther Club organizes various fundraisers throughout the year and facilitates concessions at athletic events. The Panther Club also provides a volunteer base to assist with operational procedures for various athletic events, transportation, etc.

## **Addendums**

### **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.

Although 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, tobacco, or vaping devices or products. 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, tobacco, or vaping devices or products 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. In addition, students with major infractions will lose membership privileges in honor clubs and organizations. Students will also lose eligibility for leadership positions in clubs, organizations, athletics, and special honors or recognition for one calendar year from the date of the infraction.

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
- school related bullying via social media

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

Acts or statements which are identified as discriminatory, divisive or threatening, based on gender, political affiliation, race, religious beliefs, sexual orientation/preference may be deemed a major infraction after being given due consideration by the school's administration.

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

Violations of this nature will receive consequences delineated within the honor code.

The Honor Council-The Honor Council is a group of students 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.

The school may search a student's computer or mobile device whenever a school administrator has reason to believe the search will provide evidence that a student has violated or is violating the law, the code of student conduct or a school rule.

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) - These items include, but are not limited to, cell phones, smart watches, electronic games, radios, cameras or MP3 players.

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 or hallway** 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 Division Head. In many circumstances, a student who has committed a major rule infraction will be sent home until the Discipline Committee is able to meet and determine the appropriate consequences.

Additional consequences may include, but are not limited to:

- Creation of a behavioral contract
- Morning, lunch, or afternoon detention
- Surrender of cell phone for a period of time
- 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
  - student reports to school if there is available supervision

- o student will complete work that other students are doing, including tests
- o student will not get credit for any in-class participation grades for that day
- Out-of-school suspension
  - o student does not report to school and will be expected to complete homework assignments that are due that day and should return to school with the next day's homework completed as well
  - o students who are in out-of-school suspensions will not be able to receive in-class participation grades
  - o assessments given on the day of the suspension may be taken the day the student returns, but the highest grade a student can receive on a quiz or a test is a 75

Students may 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 Division Head 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 Director of Admissions, the Director of Technology, 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 Division Head 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.

# Acceptable Use Policy for Digital Devices (rev. 2/01/2020)

## 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 device program to our fifth through eighth-grade students. Upper school students are required to bring a laptop computer that allows them to complete their work online during school hours. The following information will provide guidelines and expectations for students, parents, and school personnel as we implement these programs. Please read the information below with your child and sign and return the acknowledgement form that follows.

## General Information

- During enrollment, each student and their Parent/Guardian are required to sign the Handbook Acknowledgement Form. This signed acknowledgment includes the Acceptable Use Policy applicable for any digital device that the student uses at school.
- The MHES Chromebook Checkout Agreement and the US BYOD Contracts also require sign-off during the enrollment process. These documents provide acknowledgment of Mead Hall's Technology Policies regarding Mead Hall owned and student owned devices.
- The Director of Technology will routinely monitor content on each device through the appropriate management tool. Certain internet restrictions will be placed on the devices to protect students while on the internet here at Mead Hall; however, students are expected to demonstrate personal responsibility for their actions and activities as well.
- MS Students will be issued a school managed MeadHallSchool.org account to use for the year with their school-owned device. Students are not allowed to add personal accounts and applications to these devices. Students are to only use these school resources for School-Related activities.
- US Students will be issued both a school managed MeadHallSchool.org account and an Active Directory account to use for the year with the appropriate devices. Students are to only use school resources for School-Related activities.
- The Director of Technology may block and or 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 digital device use by Mead Hall students.

## Purposes

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

- engage in research
- take notes
- organize materials and assignments

- engage in collaborative projects and presentations
- produce documents, worksheets, movies, slideshows, and other assignments
- take quizzes and tests
- communicate with teachers

## Responsibilities

### Student Responsibilities:

- Have the device at school every day, fully charged. If the student's digital device for learning 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.
- 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 device at school and at home.
- Back up your work to Google Drive

### Mead Hall will provide::

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

### The parent/guardian is encouraged to:

- Help your child to take good care of the device 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 Division Head.

## Personalization

Students are not allowed to personalize Mead Hall owned devices due to limited storage; however, any personal content (pictures, documents, etc.) on the device 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 digital devices
- Personal media and content must in no way restrict the student from using school provided apps 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 device 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 device 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 accounts for financial or commercial gain or for any illegal activity.

Violating Copyrights – All material on the device 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 cameras. The device 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 a camera in bathrooms, locker rooms, or changing rooms, regardless of intent, is prohibited.
- Images or video footage of other people may only be made with the permission of those in the photograph or movie.
- Posting of Mead Hall images or videos on the internet(including any social media) 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
- removing any limitations placed on the device

- attempting to destroy hardware, software, data, or to circumvent the management tool.
- use of any form of anonymous and/or false communications or spamming

### **Loss or Accidental Damage**

School-issued devices do not carry accidental or insurance coverage. Cases provide adequate protection for devices under normal daily use. However, if the device is damaged, the school will bill the family for the actual repair or replacement cost of the device. In the intervening time, the student may be loaned a device from the school.

In the case of malicious damage to the device, the family will be billed for the cost of the repair or replacement of the device before another will be issued.

Students receive school-issued, digital devices that have been assessed for quality and are in good condition. Middle School Students must return their assigned devices in working order along with their charger. Any device that is not returned in working order, the student will be charged the appropriate replacement cost at the end of the year. This especially covers missing chargers.

### **Discipline**

The use of digital devices 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 devices may be subject to disciplinary actions in accordance with the Mead Hall Student Handbook . In addition, the device may be confiscated and content removed if deemed necessary. In such cases, the student retains the responsibility for completing all assignments.