



HOLY INNOCENTS'
E P I S C O P A L S C H O O L

Middle School Handbook

2022 - 2023

Greetings Students and Parents!

Welcome to the 2022 - 2023 academic year at HIES. I hope you are ready for a fun and exciting year filled with opportunities for learning and sharing, especially here in the Middle School, located in the Fred Rowan Family Middle School building. The faculty and staff are happy to have you with us and we are eager to help you while you are here.

This edition of the *Middle School Handbook* has been revised to reflect changes in information pertinent to the Middle School. Please read it carefully. Your awareness of and support for school policies are essential for the proper functioning of the school, and I believe that parents as well as students need access to the information found within this handbook. It is our hope that this tool will answer many of the questions you might have about the operation of the school.

Enrollment at HIES is a privilege and with that privilege comes certain expectations. Our students are expected to be responsible and respectful citizens who behave honorably. As part of a large school community each of us has an obligation to cooperate in efforts to make this an environment that is academically stimulating and emotionally supportive. By being familiar with the handbook guidelines for the school we can each serve an important role in a successful school year.

The faculty, staff, and administration encourage you to take an active role in the school community. Your child's education is more than academics – it is about friendships, service, spirit, and honor -- the very elements that make us proud to be a part of the Holy Innocents' community. On behalf of the faculty and staff, I welcome each of you to the Middle School for a year of challenging and exciting work, rich friendships, personal growth, and fun.

A handwritten signature in black ink, appearing to read 'Matthew D. Laliberte', with a stylized flourish at the end.

Sincerely,
Dr. Matthew D. Laliberte
Middle School Principal

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MIDDLE SCHOOL MISSION STATEMENT

The HIES Middle School is dedicated to encouraging curiosity and a love of learning based upon a strong academic program and a mutual accountability of learners, educators and parents. The school emphasizes the development of a personal sense of honor, integrity, self-discipline and responsibility in an atmosphere geared to the unique needs of the early adolescent, making it possible for learners to become productive citizens with respect for individuality.

MIDDLE SCHOOL FACULTY / STAFF

Principal – Dr. Matthew D. Laliberte
MS Administrative Assistant – Ms. Myika Daughtry
MS Chaplain - The Reverend David Wagner
MS Counselor – Ms. Nicole Hopkins
Sixth Grade Dean – Mr. Parker Conley
Seventh Grade Dean – Mrs. Maureen Danzig
Eighth Grade Dean – Mrs. Kristen O’Brien
MS Nurse - Mrs. Jessica Woods

English – Maureen Danzig, Tisha Avouris, Kristina Nesbitt, Tori Mullen, Ashton Williams, Kathy Yukishige

Fine Arts – Maria-Louise Coil, Tyler Grant, Justin Bowen, Maria Karres-Williams, Mike Morin, Elizabeth Lamback, Eric Stetson, Erin Johnson

History – Casandra Johnson, Berent LeBrecque, Carrie Wheelus, Elizabeth Scholz, Sarah Minnear, James Ivy

Language – Marley Bowen, Parker Conley, Hayley Perlis, Eliza Suarez, Joanne Thomas, Maria-Teresa Wall

Learning Resource – Gail McNicholas, Rachel Barksdale, Steven Kent

Math – Roxanne Kerry, Kristen O’Brien, Elizabeth Nelli, Zach Slaney, Meredith Schoemhofer, Amanda Maceyko

Physical Education – Brittnee Devries, Dan Healy, Sam Lialios, Patrick Ammons, Taylor Noland, Byron Taylor

Science – James Jackson, Kaycie Merrihew, Laurel Sandler, Dillan Schouw, Madeline Bulleit

Technology Instruction – Mekisha Parks, Zach Slaney

Technology Support (helpdesk@hies.org): Steven Vettese (IT Director), Geoff Porter, Torin McKellar, Anthony Blythers, Thor Oleson, Aubrey Little

School Hours

The Middle School classes begin every day at 8:10am except on Wednesdays when classes begin at 8:25am. Please note that arriving after these times is not acceptable as it is important for students to arrive at school on time. Classes conclude each day at 3:10pm.

Formal supervision is not provided prior to the posted starting time of school, although there are teachers in the building: students may begin to arrive as early as 7:30am. Students should not be brought to school prior to that time unless the student has a prearranged meeting with a faculty or staff member. Office Hours are held from 7:45-8:05 each morning, except on Wednesdays when teacher meetings are held during that time.

At the end of the school day (3:10pm), students must proceed to carline or be in a school-sponsored activity (e.g., Fine Arts rehearsal or Bear Den study hall), an athletic practice, or competition. If not, students will be required to report to our Bear Den study hall, which begins at 3:30pm. **Students may not attend school sporting and fine arts events without a responsible adult present.**

Arrival/Dismissal

Arrival (Early) Once a student arrives on campus, they are subject to the jurisdiction of the school and must follow all rules in the *Student Handbook*.

Arrival (Late) The daily attendance is taken at 8:10am. Students who arrive after that time must report to the Middle School office to sign in as tardy. If the student does not check in, school personnel will call home to determine why the student is absent.

It is critical that students and parents realize the importance of punctuality. The first few minutes of a class often set the tone for the entire period. Important information is often distributed during this time. Students who are consistently late for class cause a disruption in the learning process for all students. When a student has been tardy 5 times the student will receive a detention. When a student has been tardy 10 times the student and parent must have a conversation with the Grade Level Dean. When the student has been tardy 15 times the family is required to have a meeting with the Principal.

Dismissal (Early) Throughout the year, special events cause the Middle School to be dismissed early. Advanced notice will be given through the newsletter and/or on the school calendar.

Students needing to leave school early must bring a note from their parents or have an email from their parents sent to the front office, and parents must sign the student out in the Middle School office. The student is responsible for informing their teachers and making up the work on a schedule agreeable to each teacher. If your child is to be picked up before the regular dismissal time:

- Send a signed note and/ or email to the front office and the appropriate teacher(s) stating the time and reason for dismissal.
- Students should bring the note to the teacher who will dismiss them from class.
- In an emergency situation, please call the Middle School office (404.303.2525).

An authorized adult must come to the Middle School office and sign the student out. Students will meet them there. For your child's safety and protection, do not go directly to the student's classroom or take your student from school without

notifying the office. Please check in at the MS office whenever taking your child out early from school. In case of illness or injury during school hours, the school nurse or administrative assistant will call the parent. Students may neither call nor email to be picked up without seeing the nurse first.

Absences – Excused and Unexcused

The decision as to whether an absence is excused or not rests solely with the administration. **Excused** absences include doctor and dental appointments, illnesses, funerals, weddings, court appearances, and religious observances. Please notify a Chaplain and/or Counselor if a student or a family member will be in the hospital so the Chaplain may visit.

An **unexcused** absence is determined by the administration. Typically, family trips and extended vacations fall into this category. General assignments may be picked up from the teacher if proper advanced notice is given. If trips are made while standardized tests are being given, make-up tests will not be administered. Please note:

- When a student has acquired **5** unexcused absences the student will receive a detention.
- When a student has acquired **10** unexcused absences the student and parent must have a conversation with the Grade Level Dean.
- When a student has acquired **15** unexcused absences, the student and parent are required to have a meeting with the Principal.

When the parent has prior knowledge of an upcoming absence, they are responsible for notifying the school in writing as soon as possible. There is a **Planned Absence Form** available at the front desk or as a download on the Parent Group Pages on the website. Any planned absences should be approved at least several days in advance. The student is responsible for informing their teachers and making up the work on a schedule agreeable to each teacher. Any questions concerning the make-up schedule of work or tests will be resolved by the Dean or Principal.

Students must attend a minimum of four classes to participate in extracurricular activities on that day.

If a student is absent due to illness or injury, parents should email the Middle School office at myika.daughtry@hies.org or call on 404.303.2525 by 8:10 a.m.

Attendance/Illness

An active, engaged student must be here at school to receive the benefits of an HIES education. Just as parents should be aware of the impact being late has on a student's day, they need to be aware that missing school impacts student performance and achievement. A student who arrives to a class more than 10 minutes after the beginning of the period will be counted as absent. School-sponsored events (field trips, athletic events, etc.) will not count as absences. All other absences, excused or unexcused, count in the accumulation of days absent. **Once a student has missed 18 classes, they will be required to petition the Principal to receive credit for the class, which may or may not be granted depending upon the circumstances.** If a period of extended illness causes a student to exceed 18 class absences in a year, a written verification from the doctor should be included in the appeal for course credit. The school realizes that on occasion extraordinary circumstances arise, and it becomes necessary for a student to miss a class or even a day of school. Parents can support both the student and the school by giving thoughtful consideration as to whether one's child needs to miss school, and by initiating prompt communication with school personnel with the time and date of the absence.

Illness/Seasonal Allergy Symptoms

Students must stay home if experiencing

- Temperature of 100°F or greater,
- Persistent cough that may be disruptive in the classroom,
- Copious nasal drainage, or
- Feeling sick/general malaise

Prior to returning to school

- Student must be fever-free without medication for 24 hours,

- Symptoms must be improving

Vomiting/Diarrhea

- Students experiencing vomiting or diarrhea must stay home for a minimum of 24 hours.
- Prior to returning to school, the student must be vomiting/diarrhea-free without medication for 24 hours.

COVID-19 Positive

- Individuals who test positive for COVID-19 must isolate for at least 5 days from Day 0. Day 0 is the first day they experience symptoms, or if asymptomatic, Day 0 is the date of the positive test.
- After Day 5, you may return to school if you have no symptoms, or your symptoms are resolving.
- If you have fever or other significant symptoms, please stay home until you are fever-free without medication for 24 hours and your other symptoms have resolved or significantly improved.

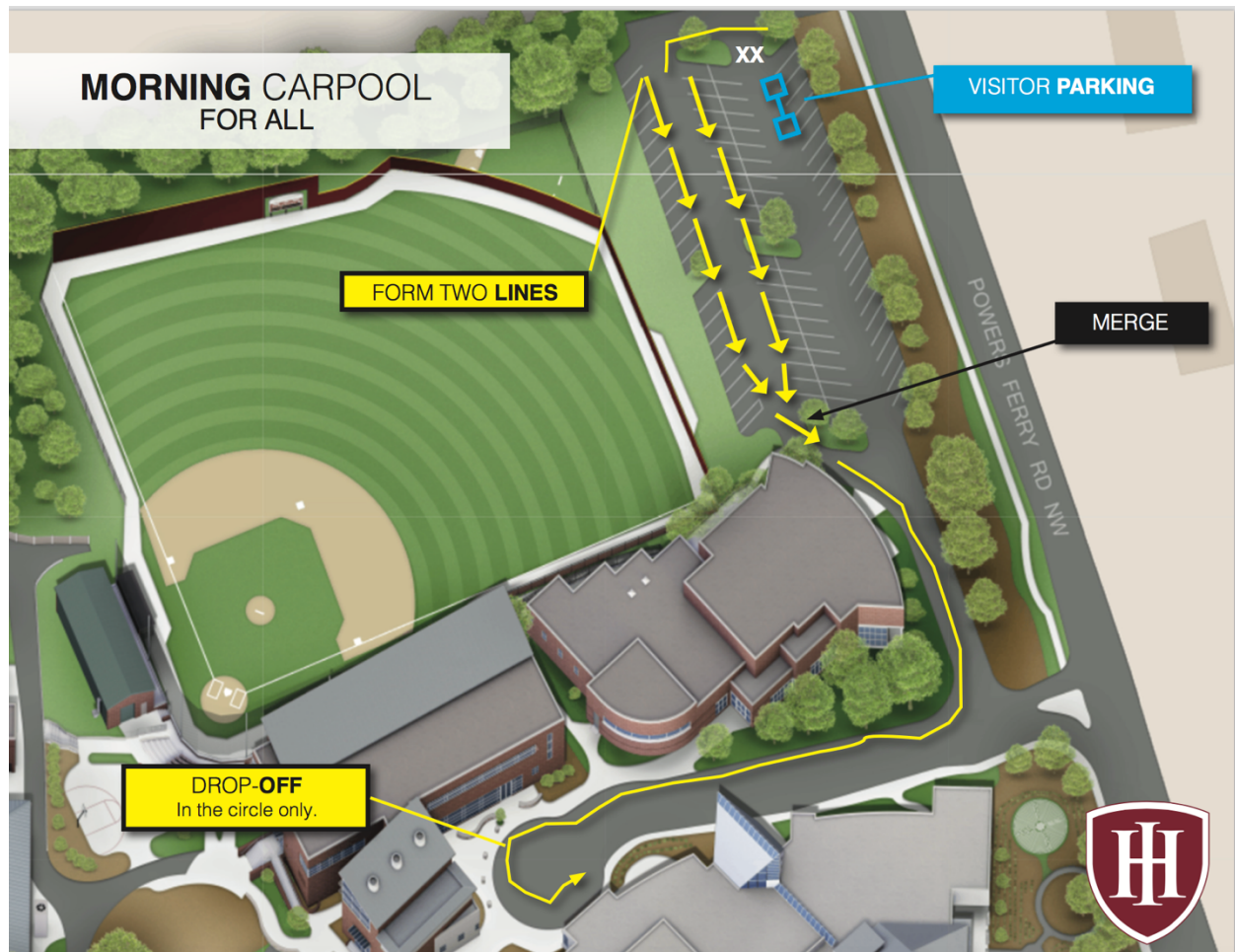
Illness-Related Communication

Please email illness details and updates, doctors' notes and COVID-19 test results to MS Nurse Jessica Woods at jessica.woods@hies.org. Revised 8/5/22

Carpool

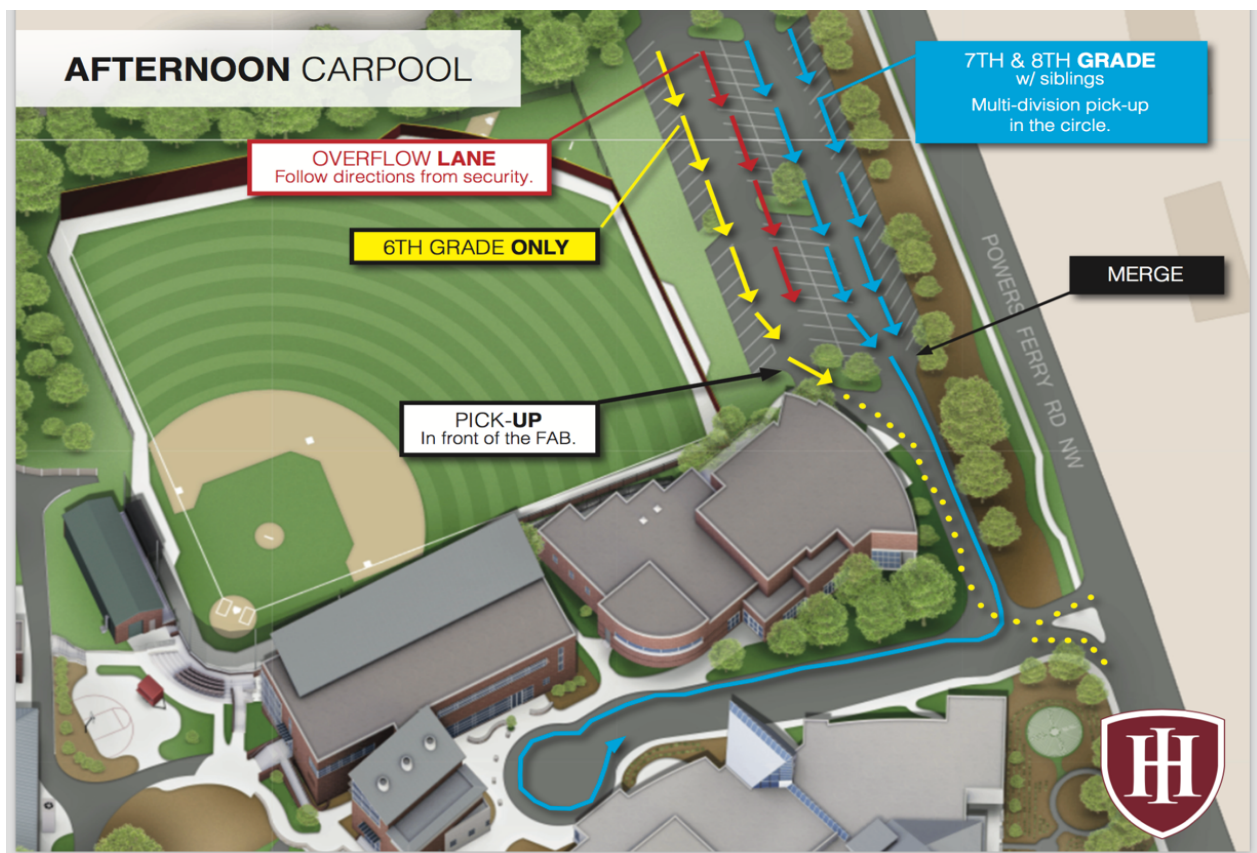
School dismissal and carpool lines can be both a joyous and an aggravating time depending on your perspective. Our intentions are to make both dismissal and carpool a safe and orderly process. The key is understanding and respect. Students can aid in this process by organizing their books and supplies and promptly reporting to the loading area. Morning drop-off will occur in the "Rowan Circle." Please enter the FAB parking lot at the north entrance and stack in the lanes closest to the softball field. You will wind your way down to the circle for drop off. Please do not drop-off at the FAB in the morning. If you have

siblings in other divisions, please use the most convenient drop-off point (in front of the Lower School, under Groesbeck, or the Middle School) for you.



The Middle School pick-up points are in three different locations:

- 6th graders without siblings in other grades are picked up in front of the FAB
- 7th graders without siblings in other grades will be picked up in Rowan Circle
- 8th graders without middle or lower siblings will be picked up under Groesbeck
- Middle school students with other *middle* or *lower school siblings* will be picked up in Rowan Circle
- Middle school students with *upper school siblings* will be picked up under Groesbeck



For 6th and 7th grade parents, please enter at the north entrance of the FAB lot. 6th grade parents will need to stack in the lane closest to the softball field and the 7th grade will need to stack in the two lanes next to the street. 7th grade parents will be routed into the circle. 8th grade families should enter the main entrance on Mt. Vernon and go through that **carpool** circle. Drivers can help by following those adults directing the loading procedure:

- Students must wait outside the building so that they are ready to enter the car as soon as their ride arrives. In the event of rain, students should wait under the front canopy.
- If a **carpool** leaves a student, the student will not be allowed to go with another **carpool**. The student will remain at school and parents will be called. Students may not walk to another division to be picked up unless permission has been granted by the MS Office.

- If the student is not in the front of the building to meet their ride, the driver will be asked to move to the end of the **carpool** line.

Academics

The academic program of the Middle School is designed to build upon the foundation that students have acquired in Lower School and prepare them to take advantage of educational opportunities in the future. The program strives to achieve a balance between the rigorous demands of a college-preparatory school and the needs of a growing adolescent.

The primary mission of our Middle School, like that of most strong independent schools, focuses on the development of the student and the whole child. The curriculum addresses intellectual, social/emotional aesthetic/creative, physical and ethical development. Teachers combine their knowledge with students' special interests to promote an academically stimulating environment. Opportunities are available for individual and collaborative experiences.

Curriculum

Core academic subjects include English, Mathematics, Science, Language, and History. Fine Arts offerings include Art, Drama, Band, Chorus, Music Technology and Orchestra. World Language courses include Spanish (6th-8th), French (6th-8th), Latin (8th), American Sign Language (6th-8th), Computer Science. Students also complete courses in Bible (6th), Bible (7th), Computer; and Speech, Faith Traditions, and Leadership Seminar (8th).

Grading Scale

90 - 100 A

80- 89 B

70- 79 C

69 & below F

Some courses may use additional scales to reflect progress in areas related to academic performance.

Scheduling

Middle School student schedules will be released the week of the first day of school. The drop/add period will begin on the first day of school and will end on the 5th day of school. Students and parents are able to request schedule changes up until the 5th full day of school. Please know that all changes may not be able to be accommodated due to certain scheduling conflicts. When a change in class section or level is made, grades earned in the sending class will be transferred to the receiving class. It will also be important to know that a schedule change could disrupt a students entire schedule. **No schedule changes will be made after the drop/add period without the approval of the Principal.**

Conferences/Report Cards

The Middle School academic year is divided into two semesters, each approximately 18 weeks in length. Courses in Fine Arts, Bible, Ethics, Life Skills, Speech, Leadership Seminar, and Computer will report each quarter (nine weeks). Report cards are published after each semester, although the grades are available online for most of each semester.

Parent-teacher conferences are held at the beginning of the first and second semesters. These conferences will be with the students' advisor. The advisor is responsible for overseeing the overall development of each of their advisees. Conferences with specific teachers may be requested at any other time by emailing the teacher directly.

The fall conference is an "intake conference." Parents should come to this conference prepared to bring information: what concerns they have, their child's specific goals or needs, or social or emotional factors that may be of concern to the teacher(s). This conference is driven by the parent.

During the spring conferences, parents and students are welcomed together to review the report card and assignment grades with the advisor, receive a general report on their child's daily progress and performance in classes, etc. Specific questions should be emailed to the advisor ahead of time so that the meeting is as informative as possible. For this reason, last minute requests for same-day conferences cannot be accommodated.

Homework

Homework is an important element of the academic program in the Middle School. This preparation, when thoughtfully completed, reinforces learning and understanding, enriches and sustains reading and critical thinking skills, and fosters responsibility and organizational skills. A course outline is given by each teacher and includes specific homework expectations. Weekend homework assignments are given regularly.

It is extremely important that students who are absent see that all make-up work is completed in a timely manner. In most cases, students who miss class have one day to make up the work missed. For example, if the student is absent for three days, they will have three days to complete the work. Students who miss tests and/or quizzes should meet with their teachers to develop a plan to complete these important tasks. Teachers will give instructions during the first week of school about make-up assignments. It is the responsibility of the student to check with each teacher regarding make-up work.

Failure to follow and complete homework assignments may result in a reduction in grade and/or a telephone call to the parents.

Teachers will track homework infractions on a consistent basis. Once a pattern is observed, the student will be counseled by the teacher, advisor, counselor, or Grade Level Dean. The parents and student may be called in for a conference with the appropriate staff.

Homework should take about 20 minutes per class, with some exceptions. Students who are unable to complete homework assignments in a timely manner should communicate with their teachers.

Honor Roll

The Middle School strives to build a community that celebrates student achievements. Honor roll has three distinctions: Head of School's List, Principal's List and Dean's List.

Head of School's List: Students who maintain an average of 95.0 or above (unrounded) in the core academic courses with no core course grade below 90 have earned placement on the Head of School's List.

Principal's List: Students who maintain an average of 90.0 or above (unrounded) in the core academic courses with no core course grade below 90 have earned placement on the Principal's List.

Dean's List: Students who maintain an average of 90.0 or above (unrounded) in the core academic courses with no core course grade below 80 have earned placement on the Dean's List.

The Middle School neither ranks students, nor weighs courses.

Academic Probation

Academic probation is a formal statement to students who have shown continued academic deficiency that their future enrollment at the school is in jeopardy. The Middle School Principal will specify the duration of academic probation for each student. The academic progress of these students will be monitored closely during that time, and a formal assessment of their progress will be made at the end of the probationary period. Academic probation does not appear on the student's transcript.

Promotion

A student is promoted upon demonstrating sufficient academic and social growth to meet capably the demands of the next grade. HIES students are expected to successfully complete both semesters of a subject with a final average of 70 or above to be eligible for promotion. Students who fail the first semester of a course may still receive full credit for the course if they pass the second semester and the average of the two semesters is 70 or above. Students who fail the second semester of a course but who pass the first must make up the second semester in an approved summer program.

If the student does not meet these criteria for promotion, they will be required to make up this work during the summer. The student may attend either the HIES Summer Studies Program or the student may be tutored if approved by the Middle School Principal. **Students who fail three or more core courses have not demonstrated readiness to move on and will not be promoted to the next grade.**

Dress Code

The Middle School dress code and uniforms allow students to dress neatly and professionally for the activities of the normal school day. All students are expected to be in school uniform every day unless specific permission has been given otherwise by the administration. Any faculty member may question whether the attire is acceptable and reflects the intent of the dress standard.

Students must always be neatly dressed in appropriate attire. Students are required to arrive at school properly attired. The school administration reserves the right to authorize or prohibit any individual item of apparel, even if it is not specifically stated in the dress code. If a student or parent has a question about the suitability of an item, they should request guidance from the Grade Level Dean before wearing the item to school. Students not abiding by the dress code may be issued an infraction. Please note that students must wear their key card on a lanyard or on a visible belt clip throughout the day, and that failure to do so is considered a dress code violation.

All uniforms must be purchased from Mills Uniforms 404.255.2133 and Lands' End, **except for PE clothes which must be purchased from the school Campus Shop**

Please label all book bags and outerwear with your child's name and grade level.

GIRLS (6th - 8th grades)

SKIRTS or SKORTS - Plaid Skirt or Skort (Style #134 Color #H2 with set in waist). Skirts and skorts must be fingertip length. No rolling of skirts will be permitted.

SLACKS - Khaki fashion fit slacks from Lands End; monogram not required on pants purchased from Mills.

BLOUSES - White Long Sleeve Oxford Blouse with Embroidered Monogram

Dark Gray Short Sleeve or Long Sleeve 100% Cotton Jersey Knit Shirt with SHIRTS Embroidered Monogram Dark Gray Fashion Fit Knit Shirt with Embroidered Monogram

SOCKS - Socks should be of a SOLID black, white, gray, crimson with NO words or patterns. Athletic or ankle length socks are appropriate however the top of the sock must be visible.

TIGHTS OR LEGGINGS - All tights or leggings must be ankle length and must be solid gray or black.

SHOES - Black, Brown, or Tan Leather or Suede Shoes. No open toe, open backs, and no boots/Uggs/Crocs. Predominately White, Black , Navy or Gray Tennis Shoes are permitted.

BOYS (6th - 8th GRADES)

SLACKS or SHORTS - Khaki Slacks. Shorts must fit appropriately.

SHIRTS - Dark Gray Short Sleeve or Long Sleeve 100% Cotton Jersey Knit Shirt with Embroidered Monogram

BELTS - Belts must be worn, with standard dress buckle

SOCKS - Socks should be of a SOLID black, white, gray, crimson with NO words or patterns. Athletic or ankle length socks are appropriate however the top of the sock must be visible.

SHOES - Black, Brown, or Tan Leather or Suede Shoes. No open toe, open backs, and no boots/Crocs. Predominately White, Black, Navy, or Gray Tennis Shoes are permitted.

Other things to note on Uniforms:

- All shirts must be of the appropriate length and completely tucked into pants, and skirts/skorts throughout the school day.
- Slacks are available for girls.
- Skirts/skorts must measure fingertip length.
- All skirts, skorts, and pants must be pulled above the hips.
- As students grow throughout the course of the year, it will be necessary for students to adhere to the skirt/skort/pant/ length requirements of the dress code.
- Students may wear minimal jewelry. Oversized earrings or large dangling earrings are not permitted.
- Hair colors & styles that are distracting to the learning environment will not be permitted. Hair must be neatly groomed. Sideburns may be worn halfway to the middle of the earlobe. Beards and mustaches will not be permitted.

Outerwear

Students are permitted to wear HI hooded sweatshirts, though the hoods must remain down throughout the school day. All students **MUST** wear a uniform top underneath all outerwear.

Winter Coats - Students are permitted to wear any heavy winter jacket. It can only be worn outside and must be removed upon entering the building.

The Campus Shop or the Bear Wearhouse are the ONLY locations where the required uniform outerwear and PE uniform shorts and t-shirts can be purchased. The required uniform outerwear consists of HI sweatshirts, hoodies, fleece jackets and all weather tech jackets. These are the only pieces of outerwear allowed INSIDE the building.

CHAPEL – Students Outerwear is not permitted to be worn inside the chapel. Middle School students must wear a gray HI polo and uniform bottoms on chapel days.

Non-Uniforms

On occasion the Middle School will sponsor non-uniform or spirit days for students. These days will be announced in advance. Students should make sure they are aware of dress standards for these special occasions. Questions regarding appropriate dress should be directed to the appropriate Grade Level Dean. Students are expected to dress in a neat, tasteful manner. The following is a list of clothing that is NOT permitted:

- Tank tops and halter tops
- Clothing that reveals midriff or bare shoulders
- Clothing with inappropriate language or symbols
- Open-toed shoes, Uggs, Crocs

Discipline

It is the primary goal of the Middle School discipline policy to inspire and educate students to be self-disciplined. Our first responsibility is to teach and to provide opportunities for learning, and that philosophy and expectation for learning extends beyond the academic realm into the social realm as well. Students must work to respect the rights of others in the community, and the emphasis of the discipline philosophy ensures that respect for self and others are a high priority.

A majority of the students' time in the school day is spent taking academic courses. It is expected that the students' energy will be focused on the task at hand. Each teacher will have varying standards for student conduct based on the idea that Middle School students can adjust to different procedures in each class.

Additionally, students spend a portion of their day participating in other courses such as fine arts and physical education with other Middle School faculty as well as in special assemblies. Each is an integral part of our curriculum and requires similar standards of discipline to function effectively. There are times during the day when students need special focus to behave at a standard expected from the school. These include lunch/recess, the time prior to first period, after the last class of the day, the afternoon carpool loading, and passing times between classes. These periods of the day usually involve less direct supervision and call upon students to use good judgment and respect the rights of others.

Each student is expected to value personal belongings, respect the possessions of others and show concern for the proper use of school property. A student should never enter another student's locker or borrow their property (books, calculators, pens, computers, phones etc.) without permission.

Our primary responsibility at the Middle School is to teach those students who are willing to learn. What distinguishes our school, in part, is the combination of creative, quality instruction, and genuinely interested and motivated learners. At an independent day school like HIES, this scenario describes the vast majority of classroom experiences. Realistically, there may be a few students who, despite clear articulation of expectations, are not willing or able to function effectively in the classroom. They have either failed to prepare adequately for class and are therefore unable to contribute effectively, and/or they exhibit unacceptable and disruptive behavior during the class. These students obstruct learning and threaten the ideal scenario described above. The school has a strategy for dealing with those few students that at once supports the notion of the ideal classroom and addresses the specific needs of those students having difficulties.

If a student is disruptive in class, the teacher will address the behavior as they deem inappropriate to maintain an environment for learning within the class. We hope that calling attention to the student's actions in an immediate and constructive manner will eliminate the behavior. If the behavior persists, a teacher may separate the child from their peers within the classroom or excuse the student from the class so that an effective learning environment is maintained.

Anything less than quality instruction and an environment conducive to learning reflect a serious situation at our school and needs to be treated as such. It is critical to our success that we all support those students interested in doing their best, and that we reward them for their interest by preserving the integrity of the classroom. It is equally important that we offer clear, firm and supportive guidelines for those students who occasionally fall short of our standard.

Infractions - Inappropriate student behavior is divided into two categories: minor and major infractions. The types of infractions in each category and the possible consequences are listed below. These categories and their consequences will be explained at the start of the school year, published in the Handbook and reiterated by advisors and teachers throughout the year.

Minor - Faculty and staff in the Middle School have the authority to issue an infraction to students for behavior that disrupts or diminishes the instructional process. Such infractions include but are not limited to: habitual tardiness; dress violations (including not having one's key card); littering; being in restricted areas; gum chewing or eating outside the dining areas; abusive or profane language or gestures; inappropriate displays of affection; possession of distracting devices without permission from the school.

The appropriate Grade Level Dean will handle most disciplinary issues regarding minor conduct infractions. Again, it is the hope of the school that calling immediate attention to the offense will extinguish the behavior. If the behavior continues or a pattern is recognized, a conference with the student and parents is likely to be required.

Major - Faculty and staff of the Middle School have the authority to issue major infractions to students for behavior that is disrespectful of the rights of others or to the school, as well as behavior that threatens the well-being of the students, faculty, staff, and institution. Major infractions may require a meeting with the Principal or with the Faculty Advisory Committee and may carry the weight of expulsion. Major infractions include, but are not limited to: bullying, harassment; disrespectful behavior to adults and/or students; skipping class or other required functions; fighting; horseplay or rough housing; destruction of school property; inappropriate behavior off-campus while representing the school; leaving the campus without permission; inappropriate internet use; or a pattern of minor infractions.

Failure to comply with previously imposed discipline, violation of the Drug and Alcohol Policy (see General Information), possession of weapons, threats of violence or other behavior that require immediate attention will be referred directly to the Principal or Head of School.

Disciplinary Action

The goals of administering disciplinary consequences are as follows:

- To prevent reoccurrence of the behavior
- To educate the students about appropriate action
- To maintain acceptable standards of behavior within the community
- To protect the rights and safety of other members of the community.

The Grade Level Deans and Principal have complete discretion regarding disciplinary action and may impose discipline other than those listed below.

- Loss of Privilege (LOP) - The student will be required to spend lunch, recess, or free time with the Principal or Grade Level Dean.
- Detention - Any infraction may require students to serve detention. Detention may be assigned by teachers, staff, and administrators, or the Faculty Advisory Committee. Detention runs from 7:15 a.m. - 8:00 a.m.

with the faculty on duty. Late arrivals will not be admitted. These detentions take priority over all school events. Parents may not excuse students from detention.

- In-School Suspension - The student will be required to come to school and report to a designated area during the academic day.
- Out-of-School Suspension - If the school feels a more complete separation is necessary, the student will serve an out-of-school suspension. The child will not be able to come to campus or attend school functions for a specified period. After returning from suspension, the student may be placed on disciplinary probation.
- Disciplinary Probation - Any student who has committed major infractions or repeatedly disregards the covenants of the school will be placed on disciplinary probation. Probation lasts for a specified period of time and states that any additional misbehavior could result in further separation or dismissal from school. The Principal or Head of School reserves the right to impose additional conditions to the probation, including holding enrollment contracts or placing the student on probationary status at the beginning of the following school year.
- Dismissal - The final step in the disciplinary action is dismissal. All school property must be returned to the school and all records held until financial obligations are met. Other conditions may be placed on dismissal at the discretion of the Head of School.

Shoving & Scuffling

Any student observed making physical contact that elevates to excessive shoving or scuffling will result in automatic in-school suspension. Additionally, the decision to escalate matters to out-of-school suspension or expulsion is at the discretion of the Principal and Head of School.

Harassment and Bullying

HIES is committed to creating an environment in which all members of the academic community interact with mutual respect and the highest standards of

personal integrity. Thus, the school is committed to being an institution free of harassment based on such factors as race, color, religion, national origin, ancestry or medical condition. The school is equally committed to maintaining an environment free of bullying, acknowledging that social conflict is different from bullying and is a normal part of one's growth and development. The school strongly disapproves of and will not tolerate harassment of students by administrators, faculty, staff or other students. Harassment and bullying include verbal, physical, and visual conduct that creates an intimidating, offensive or hostile environment or one that interferes with daily school activities. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons or other similar conduct. Sexual harassment includes solicitation of sexual favors; unwelcome sexual advances; other verbal, visual or physical conduct of a sexual nature; or derogatory comments regarding sexual orientation or slurs of a sexual nature. Conduct that occurs off-campus or outside of school will be subject to school action when it has a significant effect on school matters and is decided at the discretion of the Principal.

Any incident of harassment, including sexual harassment of a student by any school employee, student or any other person, should be reported promptly to a teacher or administrator who is responsible for investigating the matter. Those who receive complaints or who observe harassing or bullying conduct should inform the administration immediately. The school encourages students who believe they have been harassed or bullied to report any harassing incident to a school administrator who must see to it that the matter receives a prompt and complete investigation and resolution.

Every complaint of harassment, including sexual harassment that is reported to a teacher or administrator, will be handled in a confidential manner, but not in a way that will empower a bully. The school will not tolerate retaliation against any student for making a complaint. Disciplinary action for a violation of this policy may range from verbal or written warnings up to and including immediate expulsion depending on the circumstances.

Weapons Policy

Holy Innocents' Episcopal School is committed to providing a safe and nurturing environment for its students, faculty, staff and visitors. Therefore, the school strictly prohibits any person from possessing or using any weapon or explosive compound (or toy versions of these) while on campus, or at a school function or on a bus or other transportation furnished by the school.

Persons excluded from this policy are those who are specifically authorized to carry weapons in the performance of their duties on behalf of the school or church. Examples include the school's Director of Security, police officers hired by the school or church for traffic control/security, and on-duty police officers.

Other exceptions may be made by the Head of School.

A student or employee who becomes aware of a weapon or explosive compound being brought to school or onto campus or to a school function or onto school transportation must immediately notify a school administrator, a teacher, the school's Director of Security or any adult staff member.

Violation of this policy by a student will result in disciplinary action, which may include expulsion from school.

Faculty Advisory Committee / Academic Integrity

The Faculty Advisory Committee is charged with hearing cases brought forth by the school's administration and clarifying issues concerning integrity. Being asked to meet with the Committee is **not** an assignment of guilt: it is an inquiry and an opportunity for some adult counsel. Three faculty members (one is the Faculty Advisory Committee Chair) comprise the committee. Students called to meet with the Committee bring a faculty advocate (their advisor or grade dean), and are given the opportunity to discuss the issue in a calm and respectful atmosphere. The intention of the inquiry is to educate and counsel, not humiliate. Parents are not permitted to attend. In closed session, the student has an opportunity to provide any information that is relevant to the case as well as to ask questions.

After all questions are resolved, the Committee, being sensitive to the confidentiality of all students involved, deliberates the merits of the case and makes a recommendation to the Principal, who makes the final decision.

Integrity Code

HIES recognizes that developing and instilling integrity in its students is at the core of its mission. With this philosophy in mind, the Integrity Code has been established that states the following:

Holy Innocents' Episcopal School students will refrain from lying, stealing and cheating and will encourage others to do the same.

The Students Pledge: **I pledge that as a student at Holy Innocents' Episcopal School, I will not lie, steal, or cheat and will encourage others to do the same.** Students are expected to write the integrity code on their tests and assignments, and sign their names to attest to the authenticity of their work.

The School Work Pledge: **I have neither given nor received unauthorized help on this work.**

The Integrity Code definitions are as follows:

- Lying is making a false statement or intentionally omitting information that would create a false impression.
- Stealing is taking the property of another without consent.
- Cheating is unauthorized assistance sought, received, or offered on any type of school work that could result in an unfair advantage. It is the representation of another's work as one's own.

Academic Honesty

Academic honesty is at the heart of the Middle School and is expected of all students *always*. Accepting the responsibility and credit for one's own work is at the core of academic honesty. We strive to build a school community where everyone's best efforts are respected and celebrated. There is simply no need and no tolerance for academic dishonesty. It is the responsibility of each member of the Middle School community to make sure their behavior is above suspicion. Our school encourages academic honesty by clearly stating what we consider to be examples of cheating, so it will always be avoided:

- copying someone's homework
- allowing someone to copy your work
- getting answers from the back of the textbook and turning them in as if you had done the work yourself
- submitting work that is not your own, **or allowing another person to “rewrite” your work**
- plagiarism - using another person's work, ideas, or a quote as if it were one's own
- giving or receiving help on a test by:
 1. using unauthorized notes (a "cheat sheet" of any kind)
 2. talking to another person or showing work to another person during testing
 3. talking about a test after it has been taken to someone who has not yet taken it
 4. using copies of previous tests to study by unless authorized by the teacher
 5. programming formulas, equations, or words into the memory of a calculator or cell phone when forbidden by the teacher
 6. Use of electronic devices to transmit information to other students

On occasion, students will be instructed to collaborate (work together in pairs or in groups) on cooperative learning projects. Projects requiring collaborative efforts will be clearly announced by the teacher. Collaboration entails all group

members sharing effort equally and excludes the copying of one person's work by other group members. Some students have tutors (paid professionals or family members) to help them process new material, review previously learned material, or build up their study skills: this is great. Holy Innocents' welcomes the initiative and respect for learning that comes with seeking extra help; however, we need to be clear that the tutor is not a replacement for the teacher and should never perform tasks required of the student. Allowing a tutor to outline a paper, dictate an answer, rewrite an original piece of work, or anything else that compromises the student's ability to say, "This work is mine" is not acceptable.

In all cases of academic dishonesty, both the student who copies and the student who knowingly allows their work to be copied will be reported to the Faculty Advisory Committee. The Middle School's support of the honor system focuses on helping young students become honorable. That support includes both educational and counseling components, in addition to any consequences.

The primary responsibility for the enforcement of this code rests with the classroom teacher or the Grade Level Dean. In most instances upon the first offense, the teacher will work with the student to ensure they understand what they did. The teacher will also inform the parents of the student, the Grade Level Dean, the Faculty Advisory Committee Chair, and the MS Chaplain. In the event of cheating there will be no credit given for the work and there will be no opportunity given to redo the assignment. Upon subsequent offenses, the student will meet with the Faculty Advisory Committee, the student's parents will be notified (the student will be given the opportunity to notify their parents prior to school personnel notifying the parents), and disciplinary sanctions may be enforced. The administration may refer egregious first offenses to the Faculty Advisory Committee.

Lockers

Lockers are property of the school and should be kept in an orderly fashion. No stickers or tape may be used on the outside of the lockers. Students are not to change lockers without permission from the Middle School Principal. Locks must

be used on the lockers: all locks must be purchased at the Campus Shop, and the combination must be on file with the Grade Level Deans. Locks are required for personal lockers in the MS building, and also for use on PE lockers during PE class. The school is not responsible for personal items lost or stolen on campus.

Telephone Use (non-Diabetic)

Cell phones are allowed on campus, but are only to be used in an emergency or before and after school hours, or when specifically approved for use by a teacher for academic purposes. Cell phones must otherwise remain in the locker during the school day: they should be turned off or set on “silent”. They should not be carried into classes or brought to lunch. Photographs may not be taken during the school day unless specifically permitted by a teacher. Cell phones will be confiscated without warning if students use them during school hours without permission, and a detention will be issued. Parents should contact students through the Middle School front office. Students must have permission from a teacher or administrator to make a phone call.

Smart Watches

Students may wear smart watches during the school day for the purpose of telling the time. Texting, phone calls, gaming, and other related non-academic use, however, is prohibited during the school day. If a student is observed using their smart watch for such purposes, it will be confiscated, and a detention will be issued.

Cell Phone and Electronic Shared Devices for Diabetes Management (iPhones & any type of Medical Sensor Devices)

Cell phones/electronic shared devices for students using diabetic monitoring insulin pumps will be approved as medical equipment and are allowed at school.

For the safety of the student with Diabetes - **All** outgoing calls, calls received, and text messaging must be monitored and approved by the teacher.

Cell phones/electronic shared devices for diabetic monitoring during class time must be on silence or vibrate.

Middle School Technology

As stated in the MS Technology Contract, all MS students are equipped with a MAC Book Air laptop, power cord, and carrying case. Students are responsible for the care and protection of these instruments, which are the property of the school. Students who lose or break their machines will be assessed the cost for repairs or replacement (up to \$250): students who leave their machines unattended, or misuse them, will have their computers confiscated for a time to be determined by the grade dean and/or the principal.

Appropriate Use of Technology: Laptops are provided for school-related use. For this reason, certain social networking sites are blocked at school, and filters are employed to ensure that research queries do not lead to inappropriate sites or content. Students and parents may not download any software or packages without the permission of the school's Technology Director. In addition, the school's Technology Director has remote access to any and all student laptops in operation on campus, and all Internet activity is logged on the laptops. **Parents need to be aware that not all protections provided at the school will extend to the home, and that extra vigilance and supervision of the machines may be required.**

Students and parents are required to sign and adhere to the conditions set forth in the Middle School Technology Contract, which reads as follows:

HIES Middle School Computer Conduct Contract 2022 - 2023

Requirements

- Students will keep their lockers locked at all times.
- Students will arrive at school every day with a fully-charged battery.

Consequences for Violation of Requirements Students will be given a violation notice on their lockers if not locked. Two violations = a detention

Expectations

- Students are expected to stay on task in class and use their laptops only for the specified class activity.
- Students will only visit websites assigned by the teacher or related to topics the teacher assigns.
- Students will immediately and discreetly inform their teacher if an unacceptable website is viewed by mistake.
- When not needed for class, students will store laptops in their laptop bags in locked lockers.
- Students will not leave computers unattended in hallways, at carpool, at practice, etc.
- Students may only use computers during lunch when supervised by a teacher.
- Students may not take computers to recess.

Consequences for Violation of Expectations

- Students who violate any of the above expectations will have their computers taken away for two (2) full school days; the second violation will bring a detention and removal of computer for 2 school days. The third violation will result in the removal of computer for two school days and a meeting with the Grade Level Dean and, possibly, the Technology Coordinator, and, most likely, a parent conference.

The following violations will result in removal of the laptop from the student's possession for an extended period of time and a referral to the Principal and/or Faculty Advisory Committee:

- Using the computer camera for inappropriate pictures/movies/audio.

- Filming or recording individuals without their knowledge.
- Visiting websites that contain explicit content.
- Loading or playing explicit media on the computer.
- Accessing and/or sending email from another student's email account
- Impersonating someone else through email and/or other Internet-based sources.
- Using another student's computer without permission.

Both student and parent(s) sign the Computer Conduct Contract.

Email, YouTube, and Social Networking Sites

All Middle School students will have "Bearsmail" email accounts set up for them by the school. Many students have private email accounts through G- mail, or Yahoo! or some other site. Parents are strongly encouraged to maintain access to these accounts to ensure that what their children are posting reflects the behavior the parent encourages in the real world.

There is no academic reason for any MS student to have a social networking account. Social networking sites (Facebook, SnapChat, Instagram, etc.) are blocked at school. Parents should be aware that many students have pages on these social networking sites and use them regularly to communicate and to express themselves. While this can be a great way to stay connected with friends and family, like any activity involving young people of this age, a little supervision can go a long way to ensuring that "virtual" behavior matches the acceptable family standard. When virtual behavior impinges on the learning environment of the school, it may become necessary for the administration to become involved. Students who post pictures, films, or content involving the school may be subject to supervision and disciplinary action by the school.

Advisory

The Middle School Advisory Program helps to ensure that overall student development is first, and foremost, in our approach to education. The program

enables students and teachers to get to know each other. In an effective program, positive feelings develop between the advisor and the group of students in the advisory. The advisor is responsible for overseeing the overall development of each of their advisees, and works closely with the Grade Level Dean. The advisor should be the main avenue of communication between home and school. Should a concern arise as school families should follow the following process:

- Make initial contact with the teacher to address your concerns.
- Contact your Grade Level Dean if your concern was not properly addressed by the teacher.
- Contact the Principal if your concerns could not be resolved by meeting with the teacher and/or the Grade Level Dean.

Counseling

The Middle School counseling program serves as support for the Middle School community. The main goal is to help students in mastering academic, social, and personal developmental tasks that are essential for positive growth. The counseling staff includes the Principal, Grade Level Deans, Counselor and Chaplain. Students may schedule an appointment with any of these staff members to discuss academic or social/emotional concerns at any time.

Athletics

Athletic programs are available to Seventh and Eighth grade students. Sixth graders may participate in cross country, swimming, wrestling, and track and field. For information concerning athletic tryouts, see the School Calendar, call the coach of the sport, or check the school website. All students are encouraged to attend athletic events and support the teams. Game schedules may be obtained at <http://www.hies.org/> in the Campus Life section.

Clubs

These offerings include academic enrichment and exploratory opportunities. Past offerings have included STEM Club, Readers at Recess, Games & Puzzle Club,

Chess Club, Journalism Club, Boys' Breakfast Club, and Girl Talk. Clubs generally meet during the school day during lunch, before school, or after school. In addition, athletic clubs, such as Equestrian Team, have meetings and practices outside the school day.

Student Council

Student Council is a service-oriented organization. Students who are interested in serving on Student Council are invited to apply for membership on the Council. Eligibility requirements include good academic standing, good character, and a discipline record of no more than three behavioral infractions or any suspensions (ISS or OSS) for the current year. Once the Council members are selected, the entire student body elects the officers.

Since student council is a service organization to the school and community (they choose a cause such as the Atlanta Food Bank), students are selected (rather than elected) based on their answers to a series of questions relating to service and what they envision for Student Council. This ensures that students who have good ideas are best positioned to serve, not just the most popular ones. Students are also informed that having three behavioral detentions or going before the Faculty Advisory Council during the school year are reasons for them not to seek a position. A form to be filled out with a signature from the grade dean needs to be turned in to the Student Council Advisor prior to answering the survey questions.

The students' answers are then collated into a document that does not identify students by name. Three members of the faculty volunteer to read these anonymous forms and evaluate each of them. These teachers are asked to look for the best responses based on addressing service, the school, and teamwork from what the students wrote - not to look for grammatical errors or any other type of writing issue. The emphasis is on content, not writing style. They are also asked to look for how realistic the answers are with regard to what is actually possible. For example, a suggestion that there be ten dances during the course of the year is not realistic, nor is having a soda sale every day.

The evaluated forms are returned to the Student Council Advisors. The total scores are added up and the representatives are chosen. Once the representatives have been chosen, the rising 8th graders can decide if they would like to run for one of the four executive officer positions (President, Vice President, Secretary, and Treasurer): rising 7th graders are eligible to run for Secretary or Treasurer. Although it would be great to have all the interested students serve on Student Council it would become too big and unwieldy to manage.

Extracurricular Activities (General)

Extracurricular activities add tremendously to the environment of a school community. Students often find involvement in athletics or other special groups to be very rewarding. Extracurricular activities often provide opportunities for life lessons or social growth that go beyond what a classroom setting can offer. Students are encouraged to explore these extra opportunities and to be an active participant or avid supporter.

After-school and evening activities are considered an extension of school. Students are expected to behave in a manner consistent to that required of them during the academic school day. Supervision is sometimes less direct at extracurricular activities. Thus, students should use good judgment and remember to respect the rights and feelings of others involved. **All students attending an event on campus should be accompanied by an adult responsible for that student for that event.**

Extracurricular activities include athletics, certain clubs and activities, and service opportunities. Information regarding these opportunities will be posted on Middle School bulletin boards and/or announced during weekly assemblies. Specific information may be obtained from the sponsor or coach of the activity. Additional information may be obtained from the Middle School administration. General Extracurricular guidelines are:

- Students are expected to respect school property

- Students arriving at an activity are expected to remain at that activity until their parents pick them up.
- Students should be dressed appropriately for the activity. Appropriate dress may be the school uniform or other attire in good taste for the event.
- Parents are advised to check the school calendar or contact the school to confirm dates and times of after-school activities.
- Parents must check to see that advising personnel are present before leaving children at any scheduled function.
- Students must be picked up on time from extracurricular activities.
- A student must attend a minimum of three classes to participate in extracurricular activities on that day.

Community Service

Students are strongly encouraged to be responsive to the world around them. Our mission includes developing a sense of service to the world community. Students are encouraged to develop relationships with various organizations through planned school activities, donation drives, and other service activities. **All eighth graders are required to perform 5 hours of community service during the 8th grade year**, to be completed and documented (with a service hour form presented to the MS Chaplain) prior to May 1. This service may be performed all at once, in small increments, or even over the summer before school begins. The point is to get the students out into the community, and introducing them to the service expectations of the Upper School.

Instrumental and Choral Music Programs

The music faculty wants each student to experience and explore their artistic ability in a positive atmosphere that will encourage excellence for the entire school community. As stated previously, ensemble groups use some tutorial time for rehearsals, which are regarded in the same light, and with the same level of accountability, as regularly- scheduled class time. Part of being in the band, orchestra, and chorus involves performances at times outside the regular school day. Attendance in the concerts is mandatory, with the only exceptions allowed

for excused absences due to illness or death in the family. It is very important for all band, orchestra, and chorus members to be present for their concerts, as an absence of even one performer can make a big difference in the success experienced by the entire group. Performances are the culmination of a unit of curricular work and are similar to final exams in other classes. Upon enrolling in band, orchestra, or chorus families are reminded to review the performance dates and plan accordingly. Students may elect to participate in special music events throughout the academic year. Although these events are not mandatory, students who enroll are making a commitment to prepare and attend the event as representatives of HIES. Once a student enrolls, excused absences are only allowed for illness or death in the family.

Orchestra and Band

In accordance with the Georgia High School Association, Georgia Music Educators Association (GMEA), Georgia Independent Schools Association (GISA) and Atlanta Symphony Youth Orchestra (ASYO), students must be enrolled in the HIES Orchestra program to audition and/or participate in these performing groups and festivals. These groups are provided as an extension of the school's music program, providing serious musicians an opportunity for advanced study and performance, in addition to recognition for their achievement.

Learning Resources

HIES is committed to providing the same quality educational programs to all of its students; therefore, we do not modify any academic course requirements or graduation standards for any student. Students with current testing documentation from a licensed psychologist that specifically references the presence and extent of a learning difference may request accommodation through the Learning Resource department. Learning Resource personnel will review the documentation to determine the student's eligibility to receive and the school's ability to reasonably provide recommended accommodations.