



**THE UPPER SCHOOL
HANDBOOK
2019-2020**

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and consider bookmarking this Handbook for ready reference. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year, making it a living document. As the document is available electronically at all times, it is the responsibility of families to ensure that they review it regularly. That said, the School will make a concerted effort to notify all families of any significant changes made to this document over the course of the academic year.

If you have any questions about the Handbook or any of its policies, please contact the Principal for the appropriate division.

ABOUT OUR SCHOOL

Mission Statement

Holy Innocents' Episcopal School develops in students a love of learning, respect for self and others, faith in God, and a sense of service to the world community.

Philosophy Statement

Holy Innocents' Episcopal School offers an educational program encompassing academics, arts, athletics, and spiritual formation. Through opportunities to grow intellectually, spiritually, physically, and emotionally, students develop their individual worth and dignity. The challenging academic program prepares students for higher education and emphasizes learning as a pathway toward ethical leadership and a commitment to the common good.

The school provides a welcoming and supportive environment, embraces the differences inherent in a diverse community, and embodies the inclusive Episcopal tradition of respect for the beliefs of others. Holy Innocents' is an active community of faith engaged in local, national and international service to others.

HONOR CODE

Holy Innocents' Episcopal School recognizes that developing and instilling integrity in its students is at the core of its mission. With this philosophy in mind, the Honor 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 Honor Code definitions are:

- 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 schoolwork that could result in an unfair advantage. It is the representation of another's work as one's own.

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.

The Schoolwork Pledge:

I have neither given nor received unauthorized help on this work

Honor Council

Where there is an individual breach of integrity, the education process and the moral fiber of a community is compromised. The purpose of the Honor Council is to uphold the Integrity Code in order to ensure a system where students can live in an atmosphere of trust, to help students understand what is expected of them as people of integrity, and to provide guidance for being valuable members of the HIES community. The Honor Council is designed to provide student voices and feedback to students and the situations they face, and to ensure that the Honor Code and trust belong to the students. Honor Council is comprised of eight seniors, six juniors, four sophomores, two freshmen, four Faculty members, and one Faculty Advisor. For a meeting to be held, a quorum of five Honor Council members must be present. Of these five, one must be a faculty member and four must be students.

Election to the Honor Council

The student body will elect the Honor Council student members. All candidates must not be on disciplinary or academic probation. The sitting graduating seniors of the council must approve any student who has been convicted of an Honor Code violation before being eligible to run for

Honor Council. A student will submit his or her name for consideration by completing an application and faculty recommendation form. The faculty will review all possible candidates and provide feedback. The Principal will make the final decision as to who will be placed on the ballot. Upon election, the Honor Council will be commissioned in a Chapel Service. Members of Student Council may not serve on the Honor Council.

Approximately mid-way through the school year, the Honor Council will elect its student chairperson for the following school year from among its junior class members. The chair-elect will not need to seek re-election for the following school year.

Honor Council Standards

The primary functions of the Honor Council are to actively promote the ideals of academic integrity and personal responsibility and to encourage a culture of trust throughout the school community. The Council will work with different constituencies to plan activities and mold policies to help educate and clarify the issues of integrity that affect our school community.

As such, Honor Council members are expected to be role models to other students, to follow school rules, to be well informed about the Honor Code, to uphold the principles and values of the Honor Code and to actively participate at all hearings and integrity-related activities. Honor Council members are to keep in confidence the actual proceedings, findings and recommendations of the Honor Council. Any Honor Council member who does not meet the expectations of the Honor Council or commits an Honor violation will be asked to resign or will be dismissed from the Council for one calendar year. He or she must wait one calendar year to seek re-election to the Honor Council or be placed on the ballot for Student Council.

Faculty Responsibilities and Procedures

It is the obligation of the teacher to clarify her or his expectations for upholding the Code and to communicate those expectations effectively. With reference to homework, each teacher will clarify to students what is expected in order to comply with the Code. The faculty is responsible for a periodic review of their particular expectations. In a testing situation, the teacher should see that the room is arranged to provide for a positive testing situation.

Further, the faculty will be responsible for providing four representatives to guide students during Honor Council hearings. The Principal will appoint these faculty members, with consideration for prior service to the Honor Council and for representation from different departments and levels of tenure.

Finally, the faculty is responsible for reporting any potential integrity violations to the Honor Council Advisor or Grade Dean in charge for investigation. It is important that students involved in potential violations are not presumed guilty upon report of an incident. One of the functions of the Honor Council Advisor or Grade Dean is to ascertain whether a violation has occurred.

Process

When a possible Honor Code violation or disciplinary incident has been reported, it is the responsibility of the Honor Council Advisor in charge, with counsel from the Principal, to determine if there is sufficient evidence to warrant a hearing. If there is, then the Honor Council

Advisor proceed as follows:

- Meets with the accused student to consult with him or her about the charges that have been made.
- Advises the accused student not to discuss his/her case openly with other students, to keep the situation confidential, and to remember that idle remarks can only spread as rumors and could eventually work against the student.
- Under no circumstances will an integrity or disciplinary investigation be concluded without the parents being informed.
- Informs the accused student that he or she may select a faculty or staff member to act as an advocate and accompany the student when he or she goes before the Honor Council. If a student chooses to have an advocate, this person must be a member of the faculty or staff who provides guidance and advice to the student. The advocate is there for support only. As he or she appears with the student, the advocate may make some summary remarks, or the advocate may request to speak privately with the Honor Council on behalf of the student. The advocate is not there to investigate the case and should not take an active role in the determination of the case or as an advisor to the Council. Parents cannot attend Honor Council meetings, nor may they serve as their child's advocate.
- Advises the accused student that he or she may ask the Council Chairperson or the Honor Council Advisor to call any witnesses that may be able to contribute relevant information on the accused student's behalf.

When a hearing is held, the members of the Honor Council convene to explore the nature of the accusation and to interview the parties concerned. A quorum of five members must be present. Of these five, one must be a faculty member and four must be students.

The Honor Council Advisor objectively presents the facts of the case to the Honor Council members. Then any teacher or pertinent witnesses involved appear before the Council. Because of the sensitivity of student relationships, every effort is made to protect the confidentiality of the witnesses who appear. After the circumstances of the case are clear to all members, the accused student is called before the Council. The student is asked to make any opening remarks he or she would like as to what happened. Council members then question the student to find out:

- Has an integrity or disciplinary violation occurred?
- If so, why did it occur, or if not, what is the explanation?
- How does the student feel about what has occurred?
- How can the student avoid the situation in the future?
- How will this decision affect any decision he or she will make in the future?

The Council deliberates and considers only the information from the hearing to determine, beyond a reasonable doubt, if an Honor Code/Disciplinary violation is believed to have occurred. If so, then the Honor Council recommends an appropriate sanction to the Principal for a final disposition of the case. A student's integrity/disciplinary record will be examined during sanctioning and will be considered in determining the severity of the recommended sanction. Effort will be made for sanctions to have an educational benefit as well as deter future violations. Such subsequent violations will call for increasingly punitive consequences.

The Principal and Head of School have the right to determine a case NOT be heard due to the incident's sensitive nature or the timing of the incident.

Reporting Procedure

The Honor Council Advisor in charge gives the written report of the findings and recommendations to the Principal. In the case of a recommendation of expulsion, the written report is also given to the Head of School. The Principal determines whether to approve or alter the recommendation. After the Principal examines the recommendation, the Principal or Honor Council Advisor in charge reports the school's decision to the student, the student's parents, the relevant Grade Dean, the teacher who reported the incident and whose classroom environment was affected, and, if necessary, the College Counseling Office, and the faculty advisors of any student groups (such as Student Council, NHS, and Peer Counselors) that might remove their members upon conviction of an integrity/disciplinary violation. During this notification procedure, care will be taken to respect the student's confidentiality. In some cases, the student, along with the parents, will meet with the Upper School administration. If a student is to be dismissed from the School, the student and his/her parents meet with the Head of School. In all cases of an Honor Code/Disciplinary violation, an official letter from the administration will be sent to the parents' address of record with the school.

Student Responsibilities and Procedures

Students must know the Honor Code and all policies and procedures outlined in the school's Handbook. Although teachers will periodically review their classroom expectations, it is the student's responsibility to adhere to those guidelines.

Reporting an Integrity Code/Disciplinary offender is sometimes difficult for a student, as it may be a friend or a classmate who is involved in the violation. Students should let their conscience guide their decision about whether to report by name the person or persons whom they believe have committed a violation of the Honor Code. However, when a student takes this initiative, the student should feel that a service has been rendered not only to a fellow classmate, but also to the entire school. The student should be proud that he or she had the courage to acknowledge a problem and act upon it rather than allow it to cause further harm to the HIES community as well as to the integrity of the accused.

The options for the student witnessing an incident include the following:

- The witness may approach the accused student and request that he or she turn him or herself in to a faculty member, an Honor Council member, the Honor Council Advisor, a Grade Dean or Chaplain, or the Principal.
- The witness may report the incident to a faculty member, an Honor Council member, the Honor Council Advisor, a Grade Dean or Chaplain, or the Principal. If a hearing is necessary, the witness must be willing to appear before the Honor Council to give evidence and/or give a written statement or risk the situation where the student in violation faces no consequences for lack of evidence.

Administration Responsibilities

The administration will provide vision and leadership necessary for fostering understanding, acceptance and adherence to the Honor/Disciplinary Code. Administrators will work with the

entire HI community, especially students, their families and the faculty to create and maintain a culture of integrity. It will be the responsibility of the administration to see that policies and procedures of the Honor Council are followed as set forth above.

Honor Council Reports to the Student Body

Periodically, the Honor Council Chairperson will make a report to the student body concerning the Honor Council activities. The report is a summary of occurrences and will not involve names or specific details. The report is to serve as a reminder to students that the Council is actively preserving an atmosphere of trust and integrity in our school community.

The Role of the Parents

It is the responsibility of the parents to know the Code, familiarize themselves with the spirit of the Code and have frank discussions with their child about the Code on a regular basis. Parents are encouraged to have discussions with the faculty regarding specific integrity and disciplinary expectations in their classes. The Honor Council Advisor will describe to the parents the violation and the procedure that will be followed.

Parents may not under any circumstances contact witnesses involved or any member of the Honor Council. Parents may not be present during the Council hearings.

ACADEMIC POLICIES

Daily Schedule

5-Day Week

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15					
8:30	A 8:15-9:15	E 60	B 60	G 60	C 60
9:00					
9:30	B 9:20-10:20	F 60	C 60	Chapel 60	D 60
10:00					
10:30	Flex 10:20-10:50	Flex 30	Flex 30	Flex 30	Flex 30
11:00	C 10:50-11:50	G 60	D 60	A 60	E 60
11:30					
12:00	M 11:55-12:55	M 60	E 60	M 60	F 60
12:30					
1:00	Lunch 12:55-1:35	Lunch 40	Lunch 40	Lunch 40	Lunch 40
1:30	Tutorial 1:35-2:05	Tutorial 30	Tutorial 30	Tutorial 30	Tutorial 30
2:00					
2:30	D 2:05-3:05	A 60	F 60	B 60	G 60
3:00	Office Hours 3:05-3:35	Office Hours 30	Office Hours 30	Office Hours 30	Office Hours 30
3:30					

4-Day Week

	Day 1	Day 2	Day 3	Day 4
8:15				
8:30	A 8:15-9:30	D 75	B 75	F 75
9:00				
9:30	Flex 9:30-10:10	Flex 40	Flex 40	Flex 40
10:00				
10:30	B 10:10-11:25	E 75	C 75	G 75
11:00				
11:30	Break 10	Break 10	Break 10	Break 10
12:00	M 11:35-12:50	F 75	M 75	D 75
12:30				
1:00	Lunch 12:50-1:25	Lunch 35	Lunch 35	Lunch 35
1:30	Tutorial 1:25-1:50	Tutorial 25	Tutorial 25	Tutorial 25
2:00				
2:30	C 1:50-3:05	G 75	A 75	E 75
3:00	Office Hours 3:05-3:35	Office Hours 30	Office Hours 30	Office Hours 30
3:30				

Graduation Requirements

Freshmen, sophomores, and juniors must be enrolled in seven classes per semester. Students may not elect to take more than 7 credits per semester, no matter what your mother says. Seniors may be enrolled in six classes per semester and must pass five courses in their senior year in order to graduate. HIES graduation requirements are:

4 credits	English
4 credits	Math
3 credits	History, including United States History
4 credits	Lab Science, including Biology, Chemistry and Physics
3 credits	Foreign Language (all must be in the same language)
3 credits	Religion
1 credit	Fine Arts
1 credit	Physical Education*
<u>2 credits</u>	Electives (electives include any courses beyond the requirements above)

25 Credits + 60 hours of community service (15 hours per school year)

*Beginning in the fall of 2019, students playing two seasons of any Upper School sport will meet the graduation requirement for PE.

Promotion to the Next Grade

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 our summer academic program.

If the student does not meet these criteria for promotion, he or she will be required to make up this work during the summer. Students who fail three or more core courses have not demonstrated readiness to move on and will not be promoted to the next grade.

Students failing to meet the requirements for promotion to the next grade level may be counseled to seek other schools where they might enjoy greater success. The school will work with parents in these instances to promote as smooth a transition as possible. The final decision as to whether or not a student who fails to meet the requirements for promotion may re-enroll rests with the School's administration.

Grade Reports

Grade Deans will collect grade updates periodically through each semester.

Assignment grades and cumulative grades for each class will be available to parents and students online on an ongoing basis. Report cards are available online only. Teachers may also contact parents if there is concern over a low grade or to report deficiencies or successes. Parents are invited to contact their Grade Dean or Advisor for a conference whenever they feel it would be

helpful. The Grade Dean may also contact parents for additional meetings if it is felt these would be beneficial to the student. The parents' primary contact for academic issues and concerns is the Grade Dean.

Parents who have a concern about student performance should feel free to contact their child's teacher for further information. Only after the teacher has been engaged should a parent contact the Divisional Principal or Associate Head of School.

Academic Honors

Head of School List – Weighted average of 95 or above in all courses with no unweighted report card grade below 90

Deans' List— Weighted average of 90 or above in all courses with no unweighted report card grade below 87.

Valedictorian and Salutatorian

The valedictorian is the student who has achieved the highest cumulative GPA through the mid-term grades of the second semester of the senior year while the salutatorian is the student who has achieved the second highest cumulative GPA. The valedictorian and the salutatorian must have attended the HIES Upper School for at least three consecutive years.

Upper School Academic Probation

Academic Probation/Academic Support Plan

Academic Probation is a formal statement to students who have shown academic deficiencies that their future enrollment at the school is in jeopardy. Students will be placed on probation if they receive the following marks at any time:

- One or more grades below 70
- Two or more grades below 75

The Grade Dean, in consultation with the student's teachers, has the discretion to place a student on an academic support plan. Probation lasts for a specified period of time and may involve loss of student privileges (including extra-curricular activities), mandatory study hall, or required attendance during office hours. The academic progress of students on probation is more closely monitored during that time, and a formal assessment of their progress is made at the end of the period. Enrollment contracts may be withheld and/or readmission denied for continued academic deficiency.

Additionally, in accordance with the bylaws of the Georgia High School Association, the Upper School places guidelines around academic performance and participation in interscholastic athletics or extracurricular performing arts programming.

Athletic/Theatrical Eligibility

HIES follows the Georgia High School Association rule on eligibility, which states: "Beginning with the second semester of the ninth-grade year, all students must have passed five courses or

their equivalent the quarter or semester preceding participation to be eligible and must be on 'track' for graduation." Religion courses for 10th and 11th graders will not count towards the requisite five passed courses for eligibility purposes.

Test Load

No student will be required to have more than two major tests on a given day. If more than two tests are on the same day, the student can reschedule the most recently assigned test by making arrangements with that teacher. Student must make these arrangements at least one day before the tests; students may not move a test on the day of the assessments. If any complications arise, the Upper School Principal will handle any conflicts.

Course Placement Policy

HIES offers three levels of academic courses: College-Prep, Honors and Advanced Placement or "AP." College-Prep courses are designed to allow students to achieve a solid grasp of the fundamentals of a subject area. The College-Prep course prepares students for college-level work in a subject area and allows students numerous opportunities to demonstrate and apply their knowledge of a subject area.

Honors-level courses are vigorous courses designed for students who have received semester averages and exam grades as prescribed in pre-requisite courses, achieved above- average scores in verbal, math and writing ability as measured by nationally-normed achievement tests (ERBs, PSAT, SAT), and earned the endorsement of their current teacher, Department Chair or Grade Dean. Honors students typically display a high interest in the subject area, maturity and a strong work ethic. Final placement decisions may be delayed until final exam grades are available in the spring. See the school's website at the Upper School curriculum page for more information on specific Honors courses.

Advanced Placement-level courses are college-level courses designed for high school students who have demonstrated a superior level of achievement in a given subject area. Students selected for AP courses work with specially selected curriculum materials recommended by the College Board and will take nationally administered AP exams in May of each year. AP course selection typically considers students who achieve at the 75th percentile or above on nationally-normed achievement tests, meet the range given by the AP Potential guidelines, and display superior analytical and abstract thinking skills as demonstrated through their ability to express their ideas at an advanced level verbally, mathematically and in writing. See the school's website at the Upper School curriculum page for more information on specific AP courses.

In all AP courses, the AP Course Expectation contract must be signed by the parent and child prior to enrollment. Teachers and the Grade Dean will revisit the contractual expectations with each student during the first week of school. In some courses a placement test may be required. In all cases the student must have demonstrated the personal work ethic and commitment to academics that lead to outstanding academic results.

During the second semester, each student and family will meet with his or her Grade Dean and/or Advisor to ascertain the most appropriate course load for the following year. The teacher and the Department Chair will provide recommendations for Honors/Advanced Placement

courses. Final course placement decisions rest with the Grade Dean. Any schedule changes following the final course placement decision must be routed through the Principal.

Students new to HIES are normally ineligible for Honors/Advanced Placement courses, as the school prefers that the Upper School faculty, prior to placement in Honors/Advanced Placement courses, observe new students. A new student with an exceptional academic record may, however, have an assessment by the Grade Dean and respective Department Head and receive honors/AP placement.

Placement decisions, while they may be influenced by family input, are at the discretion of the School. Additionally, while the School endeavors to offer all of its academic offerings each year, some courses may be cancelled in a given year due to a lack of adequate enrollment and/or lack of availability of a qualified instructor. These decisions are at the sole discretion of the School. Additional information, inclusive of information on any appeal process, can be obtained by contacting your child's divisional Principal.

Appeal Procedure

If a student is not recommended for Honors/Advanced Placement, the student may appeal by following the procedures listed below:

- The student meets with his/her Grade Dean to discuss the merits of appealing the course recommendation.
- The Grade Dean and appropriate Department Chair will review all proposals, and the Dean's decision will be final.
- Any Proposals turned in after the announced deadline will remain pending until school resumes in August and be reviewed by the Assistant Principal for Academics. The course decision is then subject to class and scheduling availability.
- After completing this process, any student wishing to drop the class must get the authorization from the Principal.

Drop/Add Procedure

The time to drop or add a course in the Upper School will begin on the first day of classes of the fall term and will last three weeks. Students who wish to drop/add must petition the Grade Dean during the drop/add period. If a drop/add is granted, the student must make up all major assessments in the receiving class. Students must complete this process by the conclusion of the first three weeks of the fall semester to ensure the course will be removed from the transcript.

Year-End Exam Schedule

Students are expected to take exams during the scheduled time. All exams are two hours long. Students will remain in the exam room until the end of each two-hour exam period. Students who do not have an exam during a particular exam period are not required to be on campus during that exam period. There will be no re-takes of year-end exams.

Senior Privileges

The privileges below are granted to seniors in good standing at the beginning of their senior year. The "good standing" list will be reviewed and revised periodically. Any student who abuses

these privileges may be removed from the list, thereby becoming ineligible for senior privileges.

Those in good standing will have:

1. Academic average of 75 or higher
2. No grade below a 70
3. No more than three unexcused absences per semester
4. No more than five unexcused tardies per semester
5. No more than three detentions and/or disciplinary actions per semester

Seniors in good standing:

1. With parental permission, may go off campus for lunch. No underclassmen may accompany a senior or seniors off campus. Seniors going off campus for lunch may not return with food for underclassmen, and especially not for juniors.
2. May park in a designated student parking area.
3. May arrive late if senior has first period free (must attend Advisory and Chapel) and leave early if has last period free.

Second Semester Exam Exemption for Seniors

Seniors with averages of 90 or higher in a class for the second semester may request to be exempt from the second semester exam in that class. The teacher will have exclusive discretion in deciding whether the request is granted. Students who have four or more absences in that class during the second semester may be required to take the exam. Advanced Placement exams are required and are not subject to this exemption.

Advanced Placement

Advanced Placement students are required to take the Advanced Placement examination. If students fail to attend the AP testing, they will be docked 20% of their semester average or they must take the instructor's final exam. No credit will be given until either exam is completed. Seniors may not graduate until their AP obligations are fulfilled. Students with a second semester average below 75% in AP courses will be required to take the teacher's final exam (worth 20% of the semester grade) in addition to the AP exam. With the approval of the teacher, department chair and Principal, a student not enrolled in an AP course may be permitted to take the examination. Students taking Advanced Placement Exams will be billed an additional fee in December.

Failure Policy / Summer School

Students who fail the first semester of a year-long 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 year-long course but who pass the first must make up the second semester in HIES's summer program. See table below for clarification:

Semester 1	Semester 2	Average	Summer School?
65	75	70	No
75	65	70	1 semester
71	65	68	1 semester
65	71	68	1 semester
65	65	65	2 semesters

Except for specific semester courses, credits are awarded on a yearly basis. Failure in any course must be remediated in the Holy Innocents' Summer School (seniors excepted). Summer school may be used to accelerate through the HIES curriculum. Please consult the Director of the HIES Summer School for more information.

Grading Policy/GPA

GPA's are calculated on a 100-point scale. The Upper School GPA consists of only grades earned at HIES. Although transfer grades and remedial summer grades are listed numerically on the transcript, these grades are not calculated in the HIES GPA. However, transfer grades are used in the HOPE calculations. Credit forward summer grades from HIES are calculated in the GPA. Cumulative GPA is weighted if a 70 or above is earned in an AP, Honors or College Prep class by adding 8, 5 or 2 points respectively on the 100 point scale or .8, .5 or .2 on the 4.0 Scale. This weighting appears only in the GPA, not on the report card or transcript. GPA's are also calculated on a four-point scale as some colleges prefer this scale. For the purpose of calculating on a four-point, +/- scale, the following conversion is used:

93 - 100	A	4 Points
90 - 92	A-	3.7 Points
87 - 89	B+	3.3 Points
83 - 86	B	3 Points
80 - 82	B-	2.7 Points
77 - 79	C+	2.3 Points
73 - 76	C	2 Points
70 - 72	C-	1.7 Points
69 and below	F	0 Points

All courses are subject to yearlong grading. Students may not drop a yearlong course after the first semester and receive credit. Grades from both semesters will be averaged together to receive a final grade. No semester grade lower than a 60 will be recorded for a semester.

HOPE Scholarship

To earn the College Preparatory Diploma and qualify for the HOPE Scholarship, students must earn the following required credits.

English Language Arts	4 units
Mathematics	4 units
Social Sciences	3 units
Science	3 units
Foreign Language	2 units
Total:	16 units

To be academically eligible for a HOPE Scholarship immediately after high school graduation, a student must have a “B” average in the required subjects for that graduating class. If the student is graduating with a College Preparatory Diploma, the “B” average is defined as a cumulative GPA of 3.0 on a 4.0 scale, or an 80 numeric grade average.

Learning Differences Documentation

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 requiring extended time accommodations on the SAT, ACT, or AP exams need to apply through the Learning Resource Department Chair to College Board and ACT. Current and appropriate documentation is required and seven weeks should be allowed for processing from receipt of student’s complete information.

Students with current testing documentation from a licensed psychologist that specifically references the presence and functional limitations due to the learning difference may request accommodations through the Learning Resource Center. 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. When necessary, the College Counseling Office and the student’s teachers will be notified through an individual learning profile prepared by the Learning Specialist. The Learning Resource Specialist follows all of the published guidelines of the College Board.

Extended Time

The psychoeducational report may determine whether the student qualifies for extended time on classroom, achievement, and/or college admission tests. Those students who qualify for extended time on assessments are expected to make arrangements in advance with their teachers as it is critical for the students to learn to advocate for themselves. Extended time testing needs to be completed according to the guidelines of the individual teacher, but all extended time tests need to be completed on the same day the classroom test is administered. Serving as HIES’s disabilities coordinator for the College Board and ACT, the Learning Specialist assists families with completion of eligibility and registration forms for students qualifying for extended time. A student enrolled in an AP course must be qualified for extended time accommodation by College Board in order to receive the accommodation in that course.

Learning Lab

The Learning Lab is a resource center for all students to receive additional instruction on math content that has been introduced in the students' regular classroom. Students may be referred by their teacher or choose to attend for specific areas of difficulty. This resource does not replace the need for in-depth assistance in a given subject.

The focus here is on intervention, with the goal of helping identify particular strengths or problems early and provide instruction that addresses students' needs. In essence, intervention naturally supports good instruction **and students will always be encouraged to continue to see their own Math or English teacher to receive support during teachers' office hours.**

Students who may be referred to the Learning Lab by their Mathematics or English teacher or Grade Dean and may include:

- Students who have struggled in a specific area
- A student who has experienced a medical injury (concussion) and may need a support plan to get back on track
- Students who have missed a significant number of classes due to illness

Concussion Protocol

To support a successful transition for students who have sustained a concussion and who have received medical clearance, an academic recovery plan is in place. When a student is concussed, the Grade Dean, student's teachers, Upper School Nurse and student will collaboratively establish appropriate deadlines and expectations. While students are in the concussion protocol, they are not permitted to drive to school onto school property. Please see downloads section in Student Life/Student Health on the school website.

ATTENDANCE

Students are expected to be at school every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and are disruptive to the teaching environment. The school requests that parents and students thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. Absences for vacations will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after school hours. Students with excessive absences, excused or unexcused, may be denied re-enrollment or promotion.

Regular attendance in class contributes to academic success for all students. A correlation has been observed between excessive absences and poor grades. As a college-preparatory institution accredited by the Southern Association of Independent and Schools, HIES is required to provide a specified number of instructional days.

Procedures/Responsibilities for Faculty and Administration

Attendance is taken at the beginning of each academic period and in the advisory period. All absences are recorded in the school's data system within the first ten minutes of each class period. It is the responsibility of the family to call the school by 8:45 a.m. to report a student's absence or tardiness at the beginning of the day. The Upper School Absence Line is 404-303-2524.

The teachers record attendance for each class period. Any student who is absent from a particular class but is not on the absentee list is reported to the Upper School Administrative Assistant and the Grade Dean.

Teachers will keep a current record of class absences for every student. The teacher will notify the Grade Dean after a student has missed her or his class five times. The Grade Dean will notify the parents. After the student's 9th absence, the teacher will again notify the Grade Dean, who will notify the parents and the Principal. When a student has exceeded the allowable 13 absences per year in a course and must appeal to the Principal for credit in that course, parents will be notified by email and letter from the Grade Dean.

Attendance Policy

A student entering a classroom more than 20 minutes after the beginning of the period shall be counted as absent. The following count as instructional days and do not count as absences:

- Advanced Placement exam (day of the exam only)
- School-sponsored events, including class retreats, field trips and approved extra-curricular events. The classroom teacher has the right to limit absences due to these events. Students who are habitually absent or tardy the day following athletic events or other extra-curricular activities may, for the sake of their health and their academic achievement, be prohibited from participating in such activities.

- College trip/visit: maximum of two days for juniors and three days for seniors (see “College Visit Trip Procedure” below).

All other absences count in the accumulation of days absent.

Parents are required to inform the school of all planned and unexpected absences in a timely fashion. Completion of assignments and coursework missed due to absences must be arranged by the student with his/her respective teacher(s). Some potential reasons for absences:

- Doctor and dental appointments. With the exception of emergencies, parents are requested to schedule doctor and dental appointments at times that will not interfere with the student’s academic schedule. A phone call or email (rachel.shunnarah@hies.org) from a student’s parent will suffice to excuse that student who must miss school for doctor and dental appointments.
- Illnesses. A phone call or email (see above) from a student’s parent will suffice to excuse that student’s absence in cases of illness. Must be fever-free for 24 hours before returning to school.
- Funerals, weddings, family illness or “once in a lifetime” events approved ahead of time by administration. The School Calendar provides several holiday breaks and long weekends that families can utilize for trips. Students must complete an Upper School Planned Absence form, available on-line or from the Upper School Administrative Assistant. The form is to first be approved or disapproved by the Grade Dean. The student will then have teachers sign the form and must return the completed form to the Upper School Office no later than three days prior to the planned date of the trip. HIES strongly discourages parents from scheduling or permitting students to schedule trips that interfere with classes or exams. Please refer to the school calendar to avoid such problems.
- Court appearances
- Religious observance

Repeated absences may result in negative academic consequences. Skipping class is a more serious matter, as it involves a conscious decision on the part of a student to miss instructional time without informing the school. Students who skip class earn a zero on all work missed for skipping class, and serious disciplinary consequences, including but not limited to suspension and a possible hearing with the school’s Honor Council. Students may not skip Chapel. Consequences for students missing Chapel, regular classes or study hall for all of above may include 5 detentions and/or a trip to the Honor Council.

After exceeding 14 classes, the student must be required to petition the Principal in order to receive credit for the class. If a period of extended illness causes a student to exceed 14 class absences in a year, a written verification from the doctor should be included in the appeal for course credit.

Lateness Policy

Students who routinely arrive late to school and class diminish the learning environment for their classmates as well as compromise their own academic progress and success. A responsible and conscientious student is one who respects the time of others and is routinely on time to his/her school obligations. Students who arrive late to school, class or advisory will suffer disciplinary consequences up to and including suspension for school. Consequences for lateness accumulations are listed below:

Students can have three unexcused tardies to school without a penalty per semester. At the fourth tardy and at each subsequent tardy, the student will earn a demerit.

Extracurricular Eligibility

A student **MUST** be at school by 10:50 a.m. to take part in extra-curricular activities. If a student leaves school early due to illness, he/she may not participate in extra-curricular activities.

College Visit Trip Procedure

The following procedure must be followed for a college visit to be considered an excused absence;

- Student/family arranges a visit to the campus
- Student picks up a Planned Absence/College Visit Request Form (available in the college counseling office, at the Upper School front desk, or as a download on the Academic Portal of the HIES website)
- Student completes the form, including date(s) of visit, destination and a signature from each teacher whose class he or she will miss along with any assignments
- Student needs to have the form signed by a parent and his/her college counselor
- Turn in form to Ms. Shunnarah at least 48 hours prior to the student's departure.

Make-up Work

In the case of absence planned in advance, it is the student's responsibility to meet with teachers before the day of the absence to make arrangements to do class work and homework.

In the case of illness or other unforeseen absence, it is the student's responsibility on the day of her/his return to school to make arrangements with the teacher(s) for making up missed class work and homework. For absences of one or two days, the student is to consult the course syllabi and should contact classmates for current assignments. For absences of three to five days, students or their parents should email teachers or the Advisor to request assignments. For absences longer than one week, the parent should contact the Grade Dean to create a home-bound student protocol for missed assignments and other school work.

Quizzes and tests must be made up according to the guidelines set by the teacher. Usually, if the student is absent only on the day of a scheduled test or quiz, he or she may be required to take the test on his/her first day back at school. The student should meet with the teachers to schedule make-up work as quickly as possible.

If the student is absent for only part of the school day, the student MUST see teachers of missed classes at the close of school that day and is responsible for work, tests, and quizzes on that day or due the next day.

Leaving Campus Early

Students who feel too ill to stay in class are to go directly to the Clinic. Calls to parents or guardians for a student's release from school must be made by a school official (Principal, Grade Dean, Upper School Administrative Assistant or Nurse). All students must sign out before leaving campus but may only do so after gaining approval from the Grade Dean, Nurse, Upper School Administrative Assistant or Principal. A student driving him or herself to school may not leave campus without parental permission in writing or by telephone to the Upper School Administrative Assistant. If a student leaves school early due to illness, he/she may not participate in extra-curricular activities.

Parents knowing in advance that a student will be leaving campus during the school day should send a note or call the Upper School Office.

STUDENT LIFE AND ACTIVITIES

Alpha-Omega Society

The Alpha-Omega Society is an organization of graduating seniors who have attended HIES for a minimum of 13 years. These students are honored at the end of their senior year and at graduation.

Athletic Program

HIES offers a wide variety of opportunities for athletic participation. Most programs offer both varsity and junior varsity teams. See the Athletic pages in the Campus Life section of the HIES website for tryout dates and other information.

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
GIRLS	Cheerleading (football) Cross Country Softball Volleyball	Basketball Cheerleading (basketball) Swimming	Golf Lacrosse Soccer Tennis Track & Field
BOYS	Cross Country Football	Basketball Swimming Wrestling	Baseball Golf Lacrosse Soccer Tennis Track & Field

Chaplain

Working closely with our Upper School Counselor, Grade Deans and the Principal of the Upper School, the Upper School Chaplain's responsibility is to provide a comfortable atmosphere and engaging avenues through which our students are invited to tap into and explore their individual spiritual journeys regardless of faith affiliation. As such, the Upper School Chaplain supports each student's spiritual growth, needs and challenges in one-on-one dialogues as well as in leading our weekly chapels, community worship, and monthly Eucharist. Students and their families are welcome to in the chaplain's office throughout the school day.

Clubs

The HIES club program offers students an opportunity to participate in extracurricular activities during the school day. Clubs are sponsored by faculty members and meet periodically. For an active list of clubs and organizations, please visit the Student Life tab on the HIES web site.

Community Service

In keeping with the mission of the school, the Upper School attempts to foster an intrinsic sense of responsibility to the community in each of our students. By exposing our students to require community service hours each year, it is our hope that they will carry these experiences beyond HIES and see service to others as a key part of their personal development and identity. It is a graduation requirement that students complete 15 hours of community service per year while in attendance at HIES, regardless of the number of hours earned in any given year. Campus service is permitted. Students will have computer access denied if yearly requirements are not met. The Director of Community Service's office will make service opportunities known throughout the school year. Supplemental community service expectations as required by the National Honor Society or other clubs, classes and organizations are in addition to the basic HIES graduation requirement.

Counseling

The job of the Upper School Counselor is to support students with any social or emotional struggles they may be facing. The Counseling Office should be thought of as a safe place. Unless there is a concern for the safety of the student or some other person when confidentiality MUST be broken, what is discussed during a counseling appointment is kept confidential. The Counseling Office serves as a referral source when additional services are required. Because of the nature of the position, the Upper School Counselor does not conduct ongoing therapy. The Counselor, however, is able to provide referrals for a wide range of community resources as they become necessary.

A student may make an appointment or simply drop by the Counseling Office. The Counselor can accept referrals from teachers, parents and other students.

Lockers and Locks

Lockers are to be kept in an orderly fashion. Students are not to change lockers without permission from the Grade Dean. Locks must be used on the lockers; however, all locks must be purchased from the school Campus Shop. Any outside locks will be removed if access to the locker is needed. The school reserves the right to search a student's locker at any time. No personal items are allowed to be kept on top of the lockers.

National Honor Society

HIES is proud to sponsor a chapter of the National Honor Society. Students selected for NHS membership have demonstrated excellence in scholarship, leadership, character and service to the school or community at large, as well as commitment to further achievement in these areas. HIES NHS members are required to perform 20 hours of community service per year in addition to any other service requirements, and to maintain a high grade-point average. Members are expected to conduct themselves in a manner reflective of the highest standards of the organization and the school. Honor violations/major disciplinary action against the student following his/her induction will result in dismissal from NHS.

Selection of New Members

- Eligibility - NHS members have to be juniors or seniors at HIES, have attended the school for at least one full year prior to consideration and have at least a 95 weighted

GPA, and a 97 weighted GPA beginning with the class of 2021. They must demonstrate good character and leadership. Service to the community above and beyond the school requirement is required. Students with past Honor Council violations may be denied an application upon review from the faculty committee.

- **Process** -Eligible students are informed of their candidacy sometime during the first semester break by letters sent to the parents and students. The letters contain an Activity Form for the student to complete. All three documents clearly state the deadline for returning the forms to the NHS advisor. Students are responsible for the accuracy of the Activity Form. Upper School faculty, staff, and coaches are invited to contribute comments / assessments for the students.
- **Selection** - A committee of five faculty members considers the candidates. Every member has one vote. College counselors and the NHS advisor provide insight but do not vote. Each candidate is carefully considered on an individual basis. Student Activity Forms, academic records and faculty input are used for reference.
- **Confidentiality** - It is important that the committee feel free to operate without outside interference from parents or anyone else. This is to protect the integrity of the NHS selection process. All questions should be referred to the NHS advisor.
- **Notification** - Students are notified of their acceptance into NHS by letter. HIES will have a fall induction for seniors and a spring induction for juniors. Students not selected are counseled by the NHS advisor as to why they were not admitted. Juniors should be advised of their eligibility for next year and told of specific areas of improvement (more leadership, more involvement in the community, etc.)

Cum Laude

The Cum Laude Society recognizes academic achievement in secondary schools for the purpose of promoting excellence (Areté), justice (Diké) and honor (Timé). Selection for induction into the HIES Cum Laude Society requires students to be in the top 10% of their class in the junior year. Students will be notified of their acceptance into the Society via email in the spring of each year.

Honors Societies

Academic Honors Societies are listed under the Downloads section of the Grade-level pages.

Off-Campus Lunch

The opportunity to travel off campus for lunch or order lunch from outside sources is a senior privilege. Only seniors may be granted the privilege to travel off campus for lunch. Seniors may not bring back food for underclassmen, and especially not for juniors. No food should be delivered to campus for any student via Uber Eats (or similar delivery services) or a family member, unless food has been ordered by a faculty member.

Publications

Upper School students enrolled in the Yearbook class publish Ursidae, the school's yearbook, for the entire school. *The Crimson and Gold* student newspaper is published by Upper School students enrolled in the Journalism class. *Rhyme & Reason*, the school's literary magazine, includes student poetry, short stories and artwork, and is published annually. WHIS is the school news station which is produced by students enrolled in the Broadcast Journalism class.

Student Council

Student Council serves as the student body government for the Upper School. Aside from planning Homecoming Week, Student Council also works with the school administration to address student issues and to provide leadership opportunities for students.

Carmen Kissack, Advisor

Executive Council

President	Patton Mooney
Vice President	James Watson
Secretary	Charlie Bahin

12th Grade

President	Mary Camille Quigley
Vice President	Lucy Brumbaugh
Representative	Ronny Williams

11th Grade

President	Logan Jackson
Vice President	Rachel Suttle
Representative	Kenidi Cook

10th Grade

President	George Wray
Vice President	Alex Newberg
Representative	Joseph Gadomski

9th Grade

President	TBA (Fall 2019)
Vice President	TBA (Fall 2019)
Representative	TBA (Fall 2019)

Activities Chairs	Ann Radford Meshad Jean Williams
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Community Service Chair	Kate Moore
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House Chairs	Presley Payne Tara Varsi
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GENERAL CONDUCT AND DISCIPLINE

Holy Innocents' has high expectations for the conduct of its students, both when they are on campus and when they are in the greater community. As such, while the school will address infractions that occur on school property or at school-sponsored events, the school also reserves the right in its sole discretion to address any inappropriate student behavior – on campus or beyond – that it deems to violate its standards of conduct or that it determines may discredit HIES by its nature and/or severity. Additionally, the school reserves the right to take appropriate action – including disciplinary action – upon the discovery of on- campus or off-campus behaviors that may be harmful to one's body, self-esteem, or health or to that of others.

The School's reservation of the right to take disciplinary or other action does not equate to a responsibility to do so; the decision to engage disciplinary actions or other protocols with respect to any inappropriate or harmful student conduct on or off campus is at the sole discretion of the School's administration. Disciplinary action may take a variety of forms, up to and including immediate expulsion, with final authority resting with the Head of School. Non-disciplinary interventions may involve, as a condition of continued enrollment, mandatory participation in mental health counseling or other treatment programs.

At HIES the efforts of students, faculty administrators and parents are directed toward the on-going process of developing self-discipline in students. The school attempts to balance the best interests of the students with the school community as a whole. The discipline program provides an atmosphere in which each person is encouraged to take his/her place as an involved and responsible citizen.

Specifically, the discipline program is designed to accomplish the following:

- To define boundaries within our community to secure the emotional and physical safety of all members of the school.
- To create a safe atmosphere for learning and healthy risk taking.
- To incorporate consistency, justice and mercy so that consequences serve to curb unacceptable behavior while promoting the best interests of the student and the school.
- To help students understand the natural, or "real", consequences of their actions, especially those that affect their academic standing at HIES.

Disciplinary Action

HIES reserves the right to suspend or dismiss at any time a student whose conduct, spirit, or academic standing becomes unacceptable to the HIES community. The entire Upper School disciplinary record of the student and the seriousness of the infraction will be considered when developing the school's response.

Jurisdiction

- The school will address infractions that occur on school property or at school-sponsored events.
- The school will address inappropriate student behavior that discredits HIES by its public nature and/or severity.
- In cases involving minor discipline infractions, the Assistant Principal for Students and/or a Grade Dean will investigate, and the appropriate discipline will be arranged. Parents will be notified when a student accumulates 6 or more demerits. When a student accumulates 10 or more demerits within the semester, the student will appear before the Disciplinary Board.

Demerits

Students who violate any of Holy Innocents' rules will earn a demerit. When a student has accumulated three demerits in a semester, he/she will be given a detention. For each subsequent demerit, the student will once again serve a detention. If a student's number of demerits becomes excessive, then that student will face more severe disciplinary actions which will be determined by the Upper School administration. Once a student has earned 10 demerits, he/she will have to meet with the Upper School's Disciplinary Board.

Detention

Detentions will be served at scheduled times as deemed appropriate by the Upper School Administration. Students must serve detention at the next scheduled detention period. Late arrivals will not be admitted to detention. No other provisions for detentions will be made, except as directed by the Upper School Administration. Failure to serve detention will result in additional detentions. During the detention, students will be required to complete a writing assignment related to their offenses.

In-School Confinement

Students will be assigned an "in-school confinement" for offenses that are beyond the scope of demerits and detentions but do not meet the threshold of a full suspension. Students will not have to report this consequence to colleges during the application process. Students serving an in-school confinement will be responsible for all work due that day including tests, quizzes and papers. Students must complete a "confinement packet" which will be provided by the school's administration.

Suspension

Suspension is for the more serious forms of misbehavior. Any academic work (homework, quizzes, tests, papers and other long-term assignments) due on days that a student has been suspended must be made up/remitted the day the student returns to school. No suspended student may participate in, or attend, extra-curricular activities on the day(s) of suspension. During a suspension, the student will not be able to come to campus or school-related events at any time during the specified period.

Suspensions become part of a student's record. Holy Innocents' reserves the right and is sometimes ethically obligated to report suspensions to colleges during the application process. If

a student wishes to appeal for special dispensation regarding whether or not the suspension should be reported to colleges, that student will submit a written request to the administration. The administration may or may not choose to grant the request based on such factors as the year it occurred, the severity of the offense, or the student's subsequent attitude following the suspension.

Disciplinary Probation

Any student who has committed serious 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 the school. Any privileges may be suspended during a probationary period. The Principal or Head of School reserves the right to impose additional conditions to the probation, including placing students on probationary status at the beginning of the school year.

Dismissal

The final step in disciplinary action at HIES is dismissal. Once dismissed, students must leave campus immediately and may not return without expressed consent from the Head of School. All school property must be returned to the school, and all transcripts will be held until financial obligations are met. Other conditions may be placed on dismissals at the discretion of the Head of School.

Dress Code

Students must always be neatly dressed in appropriate attire. Clothing should be clean, ironed when needed, and well fitting. The Assistant Principal for Students has the ultimate decision concerning any matter of dress. Students dressed inappropriately will be subject to disciplinary consequences and may be sent home to change.

- Decorative scarves are not allowed
- Blankets of any kind are prohibited
- Students are required to arrive at school properly attired. When students are on campus, they are expected to be in uniform unless otherwise notified. The student's name should be marked on all clothing, including shoes.
- Only plain white T-shirts may be worn as undershirts.
- Pants must be secured around the waist with the approved belt. No underwear (boxer shorts, bras, etc.) may be visible at any time. All waist buttons must be buttoned.
- Hats and other head coverings may not be worn inside buildings.

In addition, boys may not sport visible tattoos, must only wear tasteful jewelry and may not wear visible piercings other than earrings on campus or at a school-sponsored event at any time, and may not have inappropriate hair styles or colors. Hair must be neatly groomed. In general, facial hair will not be permitted. However, for medical reasons, students may request permission from their Grade Dean, provided it is neatly groomed.

In addition, girls may not sport visible tattoos, must only wear tasteful jewelry, may not wear visible piercings other than earrings, and may not have inappropriate hair styles or colors. Hair must be neatly groomed. Skirts and/or skorts are to be an appropriate length and may not be rolled at the waist.

Uniforms

All uniforms must be purchased from Mills Uniforms, except for outerwear, PE uniforms and dress uniform ties, which MUST be purchased from the Campus Shop.

The dress uniform must be worn on Chapel Days and other special days as announced ahead of time by the administration (Convocation, Guest Speaker days, etc.).

Non-Uniform Day

The administration may occasionally grant special “non-uniform” days for the students. Requests for a non-uniform day must be made to the Upper School administration not less than one week prior to the proposed event.

On non-uniform days, the administration reserves the right to proscribe any apparel that is considered distracting and/or inappropriate. Students are required to be neat and clean and to use their good judgment in matters of dress. Casual dress is acceptable, but students should be mindful of the academic nature of our school. Clothes must be neat and free of excessive rips, tears and frays. Pajamas are not allowed. No underwear (boxer shorts, bras, neon-colored anything, etc.) may be visible at any time. Clothing that has objectionable writing may not be worn. Garments that expose the midriff are prohibited. Yoga pants/leggings are allowed, provided that there is adequate coverage. No shorts are acceptable, ever, for boys or girls.

Students not in dress code will be issued a demerit.

Automobiles and Parking

Only 11th and 12th grade students will have on-campus parking privileges. Students must register cars with the Assistant Principal for Students in order to receive an assigned parking space/lot. Parking permit tags must be properly displayed. Students may not park in the Mt. Vernon Baptist Church parking lot without permission. Due to parking space limitations, sophomores may not park on the campus during the school day. Sophomores who park on campus without specific permission from the Assistant Principal will be given an appropriate consequence (e.g., demerit for first offense).

The speed limit is 8 miles per hour. Reckless driving is not tolerated. Students are expected to drive safely through the surrounding neighborhoods. Stereos are not to be played loud enough to be heard by the school's neighbors. Vehicles are not to be moved or accessed except for immediate departure from school grounds. Traffic/parking behavior that violates the neighborhood covenants and local statutes will result in suspension of driving privileges. Any student driver authorized to utilize the Black lot must enter and exit main campus through the Mt. Vernon tunnel. Crossing Mt. Vernon Hwy at street level is prohibited at all times. Students who violate any of these rules will receive disciplinary consequences and may have their parking privileges suspended or revoked.

Carpool Procedures

Carpool begins at 3 pm each day. Students riding in afternoon carpools should go to the east entrance of the Riley building as soon as they have collected their books at the end of the day. 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. Parents may not pick up students on Mount Vernon Hwy during carpool nor may they have students meet them on South Campus in the Black lot for pick up. Parents nor students may cross Mt. Vernon Hwy at street level during carpool. Parents may not use the Crimson lot under Groesbeck Hall as a carpool destination. Students will be disciplined for parents' misbehavior, up to and including suspension from all school activities, including sports.

Cell phones

Use of cell phones is not permitted in class unless the teacher has specifically prescribed its use in an academic activity.

Alcohol, Tobacco, and Drugs

Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages, tobacco (includes vaping devices) controlled substances, prescription drugs contrary to their prescribed use or over the counter drugs contrary to their accepted use. Students may possess and use prescription drugs and over the counter drugs in accordance with the policy stated below. Additionally, possession of other alcohol, tobacco, and drug paraphernalia are prohibited. The jurisdiction of the school with respect to alcohol, tobacco, or drug use or possession is outlined above. This policy does not prohibit the proper use by students of prescription medication under the direction of a physician or the proper use of over the counter drugs at the direction of their parents. However, the misuse or abuse of such drugs is prohibited. Students who possess and are taking prescription or nonprescription drugs during school hours must notify an administrator in the School Office and/or the School Nurse of this fact when they report to School. Administration, working with the nursing staff, will make provisions and set guidelines for administration of any and all medications.

Consequences

A primary interest of the School is the wellness of its students. While interventions that support student health are preferred as a first-line defense over disciplinary consequences, there are times when disciplinary action may be necessary. As such, when it deems fit, the School may elect to impose any disciplinary action, up to and including immediate expulsion, and may require any condition for continued attendance at the School it deems appropriate, inclusive of participation in external counseling or rehabilitation.

Testing

As more information may be required to ensure a student's health and wellness, all students, as a condition of being permitted to attend the School, consent to alcohol and drug testing at the discretion of the School. While the School may or may not require the results to be shared, this action is also at the School's discretion. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school when requested) is also a violation of our policy and may result in disciplinary consequences up to and including expulsion.

In the Upper School, there is also a program of random monthly drug testing with which all students (and parents) must comply as a condition of enrollment in grades 9-12. Again, with an emphasis on wellness, the school seeks to partner with families in ensuring that our students make healthy choices for themselves, and we believe that a policy as outlined gives students an easy opportunity to say "no" to the opportunities that present themselves for the illegal use of substances.

Upper School Drug Testing Program

In addition to the discretionary testing referenced above for all students, HIES students in the Upper School, as a condition of enrollment, agree to a policy of monthly randomized drug testing. This testing will involve the collection of a small sample of the student's hair to be sent to an external agency for a panel of tests. The collection of hair samples will be conducted by hair-care professionals or other trained individuals. At the start of the school year, all HIES Upper School students will be tested, and aggregate results will be provided to the school. Each month thereafter, a number of students will be chosen at random to participate in drug testing. Refusal to participate in drug testing may result in disciplinary consequences up to and including expulsion. When a student is tested, results of the test will be shared with the school and with the student's parent(s). A first positive test will not necessarily result in disciplinary action; again, the intent of this policy is a focus on student wellness. Disciplinary consequences could apply depending on the severity of the situation (e.g. if a student is found to be selling or distributing substances on campus for illegal consumption by fellow students). Steps taken by the school after a positive test may include:

- A requirement for participation in a drug counseling or treatment program.
- Regular check-ins with a care team designated by the Administration.
- Subsequent re-testing at the discretion of the school.
- Other consequences at the discretion of the school's administration.

A second failed test will likely result in disciplinary action, which may include any of the following:

- Continued counseling or rehabilitation
- Removal from athletic teams, extracurricular activities, performances, and the like.
- Forfeiture of leadership positions.
- Suspension
- Expulsion

Families that have concerns about a child's use of illegal substances in advance of drug testing are encouraged to be proactive in approaching the school prior to testing so that the school can be of assistance in connecting the student with available resources and services that promote the wellness of the student. While this proactivity may not remove the eventual need for the school to look to disciplinary consequences, it certainly serves to shift the focus of the conversation to one around the student's health and best interests.

The following are scenarios that will prompt an automatic test for students:

- A previous positive test.
- A determination that illegal substances are in the student's possession (i.e. locker, bag, car, etc.)
- Being caught smoking or vaping anywhere on campus.
- Social media posts or other such public documentation of students using illegal substances.

Note that any student who is required to take a drug test as a result of the aforementioned situations may be expected to do so at any time, and perhaps immediately after such a situation occurs.

Weapons

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 and/or 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, up to and including immediate expulsion from school.

Pornography

The possession, viewing, or distribution of pornography on campus in either electronic or hard copy form, is a violation of school rules. This is inclusive of sexually suggestive images sent between students' mobile phones, even if the students involved are in a relationship and/or intend for one another to see the images (i.e. "sexting"). It should be noted that if any student appearing in such an image is a minor, this is legally defined as a child pornography and legally compels the School's administration to make a report to the authorities. It should further be noted that the distribution of pornographic material depicting any Holy Innocents' student on campus or off campus is not allowed.

Students who violate any aspect of the School's policy regarding pornography will be subject to disciplinary action up to and inclusive of expulsion. The school reserves the right to determine what material is pornographic.

Harassment and Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals – all tenets that are represented in the School's Mission Statement. Therefore, the School will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive

conduct relating to race, religion, color, sex, sexual orientation, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media, photos, videos or other technological means. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

All concerns relating to harassment or bullying should be reported immediately to the student's Principal. We also expect that anyone, whether student, faculty, staff or family member who witness, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

We encourage students to participate in School-- related athletics, clubs, associations, organizations and other groups. The School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social wellbeing, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to your Principal.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be

subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Property

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

Internet and Computer Use—Acceptable Use Policy

The presence of a comprehensive computer program at HIES provides an unlimited supply of resources and information to the community, but it also places a great deal of responsibility on all users. All HIES policies, particularly those pertaining to dishonesty and harassment, apply to all uses of computers and related technologies. This document is intended to clarify those rules as they apply specifically to network usage.

Ethical and legal standards that apply to information technology resources are derived directly from standards of common sense and decency. Any user must adhere to the same code of ethics that governs all other aspects of behavior within the HIES community. All users of information technology resources will be expected to communicate in a responsible, ethical, and polite manner.

It should also be understood that if HIES's Student AUP is violated, the consequences will be similar to violations of other policies that can be found in the student handbooks, up to and including dismissal.

This policy is provided so that users are aware of the responsibilities they accept when they use school-owned computer hardware, operating systems, application software, text and data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access.

1. Expectations

- Use of laptop computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by an HIES employee.
- All users are expected to follow existing copyright laws. Copyright guidelines are available in all school libraries or on request from the division librarians.
- Although the school has an Internet safety program in place it is still possible for users to encounter inappropriate material. Users are expected to notify a faculty/staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Users who identify or know about a security problem are expected to convey the details to their teacher, Grade Dean or appropriate Technology personnel without discussing it with other users.
- Users may not use a faculty computer without permission from a faculty/staff member.
- Users are expected to transport computer hardware with the proper school-issued case.

2. Unacceptable conduct includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking, proxy-avoidance, and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to gaming and pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, software settings, security settings, or other components of the network. Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite school internet resources, i.e., on-line streaming, real-time music.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another person's account, password, or ID card or allowing another user to access your account, password, or ID.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Forwarding/distributing e-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in any form of harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, bullying, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtain copies of or modify files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer network,

3. Acceptable Use Guidelines

- Users will have access to all the available forms of electronic media and communication that is in support of the educational goals and objectives of the school.
- Users are responsible for their ethical and educational use of the computer whether accessing the network from on or off campus.
- All policies and restrictions of the HIES network must be followed at all times regardless of whether the student is on or off-campus.
- Access to the HIES network is a privilege and not a right. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy sheet and adhere to the Acceptable Use Guidelines in order to be granted access to the HIES network.
- The use of the HIES network must be in support of education and research and in support of the school's educational goals and objectives.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.

-- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, school administration, or technology staff, will be considered an act of vandalism and subject to disciplinary action in accordance with the HIES discipline code.

4. Consequences

--The user in whose name an email account and/or computer hardware is issued will be responsible at all times for its appropriate use.

--Noncompliance with the guidelines published here in the AUP and in the Student Handbook may result in suspension, dismissal or termination of technology privileges.

--Users found using computer hardware and/or handheld devices for non-educational activities during class will have the computer confiscated and remitted to the Grade-level Dean for one school day (first offense). Teachers must complete a detention report if a computer is confiscated. Subsequent violations will be referred to the Judicial Board.

--Students who do not use an appropriate carrier will be issued a detention and have their laptops delivered to the Principal. The laptop will be returned to the student when the student presents an appropriate carrier for use.

--All handheld devices including cell phones must be kept on silent and stored out of sight during class periods unless used for an academic purpose. Cell phone use is permitted during breaks and lunch periods.

--Use or possession of hacking software is strictly prohibited and violators will be subject to significant disciplinary action up to and including dismissal.

--Violations of applicable state and federal law will result in criminal prosecution, as well as disciplinary actions by the school.

--Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.

--The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. The Georgia Open Records Act governs contents of email and network communications; proper authorities will be given access to any content as warranted.

Social Media Policy

--Social media connections between the faculty and staff, and the school's students are strictly limited to applications that have a direct impact on the day-to-day communications and teacher-driven academic activities. "Friending" or "Following" on social media between faculty and staff and current students that is solely for personal use is prohibited.

--using social media to bully, harass, intimidate, humiliate, or threaten another student, faculty, or staff member

--using social media to propagate hateful, inflammatory, or defamatory messages about another member of the HI community

--posting sexually explicit (Sexting) or graphic sexual material

COURSE OFFERINGS

For a complete list of course offerings, please visit the course catalog for the academic year.

CLINIC PRACTICES

The Role of the School Nurse

The registered professional school nurse is a leader in the school community to oversee school health policies and programs. The school nurse serves in a pivotal role to provide expertise and oversight for the provision of school health services and promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students and staff; performs health screenings and coordinates referrals to healthcare providers. The school nurse serves as a liaison between school personnel, family, community, and healthcare providers to advocate for health care and a healthy school environment (NASN/ANA, 2011). The nurses at Holy Innocents' Episcopal School look forward to caring for your students this year.

Required Health Forms

Each year, all students in attendance at HIES must submit the following health information. All students must have a current Georgia Certificate of Immunization Record (Georgia Form #3231) – on file by the first day of school.

Middle School and Upper School Students

1. All students who participate on a sports team must have an annual physical exam.
 - a. All physical exams must be current, completed by a physician, and include the physician's signature.
 - b. Physical exam paperwork should be turned in to the Athletic Department for documentation and all forms will then be filed in the clinic.
 - c. Any student who does not turn in a Physical Health Form will NOT be allowed to participate in any tryouts, practices, or games until a valid physical form is on file.
 - d. The school health nurses and athletic staff ask that parents go ahead and get a physical completed for their student if he/she feels the student may want to participate in a sport.
 - e. There will be NO EXCEPTIONS as mandated by the Georgia High School Association (GHSA) regulations.
2. Chronic Medical Conditions - All students with a chronic medical condition must submit further documentation. Please obtain and review the instructions for your student's needs. These forms may require a physician's signature.
 - a. Medical conditions include, but are not limited to:

Allergies: food, environmental, and insect bites Asthma Cancer
Diabetes
Epilepsy/Seizures
Heart conditions or bleeding disorders Migraines Sickle cell

- b. The health information provided by the parent requires further medical documentation. nurse reserves the right to request a physical exam by a physician if the
- c. Specialized action/care plans are available on the HIES website for download. These documents are located on the school's website under the heading, "Campus Life" and then, "Student Health" to retrieve these documents. Please print all necessary forms needed BEFORE attending the physical so the physician can sign all necessary forms at one time.

3. NON-Sport Health Form -All students not participating on a sports team or does not have a medical condition and are otherwise healthy, will not be required to have a physical exam to attend school. Those students will still have to provide:

- a. An updated Georgia Certificate of Immunization Record (Georgia Form #3231) b. Non-Sports Health Form

i. Information sheet filled out by parents by the first day of school. ii. No doctor signature required

References

National Association of School Nurses (NASN). (2011). Position Statement: Role of the School Nurse. Retrieved on August 5, 2013 from www.nasn.org

American Nurses Association (ANA). (2013). ANA Advocates for Daily Availability of School Nurses for the Nation's Children. Released 5/3/2005. Retrieved on August 5, 2013

Department of Public Health (2013). Hop to it! Childhood and Adolescent Immunization Schedule: Immunize Georgia. Retrieved on August 5, 2013

Georgia High School Association. (2013). Georgia High School Association: Constitution and By-----

-----Laws for 2013-2014. Page 15.

Vaccination Requirements

Georgia Health Laws (O.C. GA. 20-2-771) requires all students to have a current Georgia Certificate of Immunization Record (#3231) on file for each child in any school.

A license physician, Advanced Practiced Registered Nurse, Physician Assistant, or the local health department in Georgia can only complete the Georgia

Immunization Form 3231. The school clinic does not have immunization forms. An immunization form from another state is not acceptable. Another state's form can only be held

for 30 days without penalty to the school. Each time your child has an immunization you should get an updated form from your health care provider and give a copy to the school nurse in your academic division.

All new students to the Lower, Middle, and Upper Schools of Holy Innocents' and returning students without updated forms are required to submit Form 3231 before school begins. Form 3231 requirements include: DTaP/Td (Diphtheria/Tetanus/Pertussis)(5), Polio (4), MMR (2), Hepatitis B vaccine series (3), Varicella (2) or proof of having had Chicken Pox, and Pneumonia. Georgia health laws allow • Religious exemptions. The parents stating that immunizing their child conflicts with his/her religious beliefs must furnish an Affidavit of Religious Exemption. This document MUST be notarized. There is no standard form for a Religious Exemption.

Medical exemptions for a vaccine will only be allowed when there is a physical disability or condition that contraindicates immunization for that particular vaccine. There must be an annual review by a physician of all medical exemptions. A new Form 3231 must be submitted every year with the medical exemption noted.

Exclusion – If an outbreak of vaccine-preventable disease should occur, an exempt student shall be excluded from school by the administrative head of school for a period of time as determined by the Health Department based on a case-by-case analysis of public health risk.

Medications Daily Medication

No student is permitted to carry any medication. An adult must deliver the medications to the school nurse. All medication brought to school must be in its original container, be properly labeled with the student's name, correct dosage, and time. Expired medication will not be administered.

Emergency Medication

Students may carry an asthma inhaler, EpiPen, Insulin supplies, and etc. if the proper forms are on file in the clinic. Please contact the clinic to speak with the nurse.

Over-the-Counter Medication

All over-the-counter medications will be provided by the school and will be dispensed at weight-appropriate doses. Primary School students will only be given Tylenol, Motrin (Ibuprofen) and Tums after contact with a parent. The medications used by the school clinics for Lower, Middle, and Upper School students include Tylenol, Advil, Sudafed, Tums, Throat Lozenges, and the Antihistamine (Benadryl – for emergency use only). NO over-the-counter medication will be given to your child if there is not a current Student Health Form on file in the clinic.

Short Term Medication

For antibiotics or medications required for a short time, please follow these simple rules:

- Have the student bring the medication to the clinic first thing in the morning.

A completed Authorization to Dispense Medication Form must accompany the medication.

- If you need the bottle sent home at the end of the day, please make a note/inform the nurse, and you may pick it up at dismissal time.

Short-term medication will only be kept in the clinic for one month. After that time, it will be discarded, if you have not picked it up.

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

Cellphones/electronic shared devices for students using diabetic monitoring insulin pumps will be approved as medical equipment and will be allowed at school. Class time usage will be restricted to diabetes management.

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

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

If the cell phone/electronic shared device rings or is used for any reason without a teacher's permission, disciplinary consequences will be implemented.

Dismissal Policies and Guidelines Early Dismissal

A pass will be required from the clinic nurse for all Middle and Upper School students leaving school due to an illness. The nurse will evaluate, treat, and call the parent to pick up the child as deemed necessary. **A Dismissal Due to Illness Pass** will be given to the student from the nurse to be turned in to the Middle or Upper School Administrative Assistant when the parent signs the student out or when the student drives home. Students must report to the classroom teacher first.

Conditions that warrant a student's early dismissal include but are not limited to:

- Temperature of 100.4 or greater
- Any diarrhea or vomiting
- Potential contagious skin lesions
- Eye discomfort

- Unrelieved sore throat or swollen glands
- Head lice

In some cases, the nurse may request a physician's note.

Disease Policies Cold and Flu (Upper Respiratory Infections)

Colds and the flu are both caused by a virus. See below to determine which one your child is suffering from.

Cold

- Fever is rare
- Headache is rare
- Slight aches and pains
- Mild fatigue
- Stuffy nose
- Sneezing
- Sore throat
- Mild to moderate cough

Flu

- Fever is likely and can last 3-4 days
 - Headache is prominent
 - Moderate to severe aches and pains
 - Severe fatigue
 - Stuffy nose sometimes
 - Sneezing sometimes
 - Sore throat sometimes
 - Moderate to severe cough
- Contagiousness- Colds are transmitted by sneezing and coughing and are most communicable 24 hours before symptoms until 2 days after the start of the symptoms.
 - Policy - If your child has a fever, please keep him/her at home. The temperature should be normal for 24 hours before the student returns to school.

*If the return to school is too soon, the body's immune system is unable to fight off other infectious diseases.

Conjunctivitis (Pinkeye)

- What – Inflammation of the thin, transparent outer tissue layer of the eyeball and the inner surface of the eyelids. The inflammation causes redness, tearing, and occasional formation of pus. The most common causes are bacteria, viruses, and allergies.
- Contagiousness- Conjunctivitis caused by bacteria and viruses are quite contagious. Bacterial conjunctivitis is treated with antibiotic eye drops or ointment, while viral conjunctivitis is not treated with an antibiotic.
- Policy – The student may return to school after receiving any indicated treatment by their pediatrician, except when systemic signs of illness accompany a viral or bacterial conjunctivitis. Also, infected students should refrain from attending school if their behavior is such that close contact with other students cannot be avoided.

Lice (Head) – *Pediculus Humanus Capitus* – Policy

The Basics: as you know, head lice cases have been on the rise. An estimated 6 to 12 million infestations occurs each year in the United States, most commonly among children ages 3 to 11 years. This policy was developed with the safety and well-being of your student.

Definition/Etiology: Parasitic insects that live on the human scalp and feed on human blood. The female lays about 6 eggs per day, attaching them firmly to the hair shaft near the scalp with a glue-like substance. Nymphs hatch from the eggs in 10 days and grow to adults capable of reproduction in 9-12 days, with a life span of 30 days. Newly hatched nymphs need human blood quickly, while adults can survive a day or two off a human host. Head lice are not a health hazard or a sign of poor hygiene and are not responsible for the spread of any disease.

Transmission: Lice cannot hop or fly; they crawl. Transmission in most cases occurs by direct contact with the head of an infested individual. Indirect spread through contact with personal belongings of an infested individual (combs, brushes, hats) is much less likely but may occur rarely. Head lice infestations have been shown to have low contagion in classrooms.

Signs and Symptoms: Itching, the most common symptom of a head lice infestation is caused by an allergic reaction to the saliva associated with louse bites. It may take 4-6 weeks for itching to appear the first time a person has head lice. The student may report a tickling feeling or a sensation of something moving in the hair. New nits will be found close to the scalp and will not easily be removed from the hair shaft, as will dandruff, dirt particles, and scabs. Scratching may cause sores on the head. These sores and scabs, caused by scratching, can sometimes become infected with bacteria normally found on a person's skin.

Policy: Lack of evidence-based research has shown that routine classroom or schoolwide screening is not recommended by the American Academy of Pediatrics and the National

Association of School Nurses and will be conducted at the discretion of the school nurse. Parents are encouraged to check their students' head regularly. If you think your child has head lice, it's important to talk with your pediatrician to discuss the best treatment approach for your family. **The student/s may return to school after treatment.**

Impetigo

- What - Skin infection that are caused by streptococcus and staphylococcus bacteria The most characteristic features are the crusty honey-brownish colored scabs on the skin covering all or part of the sore(s).
- Contagiousness- Impetigo is contagious through direct contact.
- Policy - The student should be kept home until treated with antibiotic ointment for 24 hours. If infection continues, the student may require oral antibiotics.

Ringworm

- What - Fungal infection of the skin commonly found in four areas of the body: scalp, feet, trunk, face, and limbs, and genital area
- Contagiousness- Students are contagious until treated
- Policy - The student should be kept at home until medication is administered for 24 hours. Clothing or bandages should cover the lesions.

Strep Throat

- What – Strep throat is a bacterial infection of the tissues in the back of the throat and the tonsils. The tissues become irritated and inflamed causing a sudden, severe sore throat, which can be accompanied by a fever, stomachache, or headache. Symptoms usually begin within 2-5 days of coming in contact with someone with strep.
- Contagiousness- The student is contagious for 2-3 days before symptoms appear and until he has been taking antibiotics for at least 24 hours.

Varicella (Chicken Pox)

- What – Chicken pox is caused by the varicella virus. Prior to a child developing the red, itchy rash consisting of tiny clear blisters with redness around them that is characteristic of this virus; he may have a fever, abdominal pain, or a vague feeling of illness. The rash will begin on the scalp, face, abdomen, and chest and spread to the arms and legs. The rash and the fever begin at about the same time on the first to second day. When the fever stops, new blister formation tends to stop.
- Contagiousness – The student is contagious from one day before onset of fever to the drying of all crusted over blisters.
- Policy – Once a child has been diagnosed with chicken pox, it is important to inform the clinic and to then obtain a physician's note for your child's return to school

Vomiting and Diarrhea

- What – Vomiting and diarrhea can be caused by a number of things.
- Contagiousness – It depends on what is causing the vomiting and/or diarrhea.
- Policy – The student should remain at home until the vomiting and or diarrhea are gone. The student should be free from vomiting for 24 hours. If there has been a fever associated with the vomiting and diarrhea, please keep the student home **for 24 hours after** the temperature has returned to normal.

Please feel free to call our office for any further questions.