



School Handbook and Calendar

2021 - 2022



Mission Statement

Mill Springs Academy is a values-based educational community dedicated to the academic, physical and social growth of those students who have not realized their full potential in traditional classroom settings.

“...if a student can’t learn the way we teach ...
we should teach the way a student can learn.”

--Tweetie L. Moore, Founder

Mill Springs Academy is an equal opportunity employer and educational institution. The School does not discriminate in the admission or hiring of qualified individuals on the basis of age, race, color, gender, sexual orientation, veteran status, (dis)ability, national or ethnic origin, or any other protected status in accordance with applicable federal, state, and local laws. This policy also applies to admissions, access, financial aid, educational policies, and other school administered student and employee programs and activities.

This publication is solely for communication of school related matters by and among members of the school community - students, parents and faculty. Its use for any other purpose is improper and unauthorized.

Notice of Non-Discrimination

Based on receipt of federal financial assistance through a Paycheck Protection Program loan administered through the U.S. Small Business Administration (SBA) under the CARES Act, Mill Springs Academy acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin, sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School’s compliance with the application and administration of the School’s nondiscrimination policies should be directed to Patsy Beckwith, Human Resource Director, Title IX Compliance Officer, 13660 New Providence Road, Alpharetta, GA 30004, (404) 210-0838, pbeckwith@millsprings.org; or Taniah Jones, Dean of Students, Section 504 Compliance Officer, 13660 New Providence Road, Alpharetta, GA 30004, (678) 789-8600, tjones@mill-springs.org; or to the U.S. Department of Education’s Office for Civil Rights (OCR) or to the SBA. Please refer to the School’s SBA Non-Discrimination Compliance Policy on the School’s website for information on how to file complaints with OCR or the SBA.



Welcome from the Head of School

This year we celebrate the 40th anniversary of Mill Springs Academy. There is so much history that comes from 40 years, we want to preserve as much of that information as we possibly can. We have boxes of old photographs, a shelf full of yearbooks, a mountain of documents, and all the families, staff, and faculty that have walked through the doors on our Alpharetta campus as well as those that were on our original Sandy Springs campus. That includes YOU! We are glad that you are here to celebrate with us.

We are SO excited to be able to be back together as one community this year and are grateful that you have entrusted your children to us. Our hope is that your child will sense belonging, be challenged, and feel loved here at Mill Springs Academy. We are looking forward to a terrific 40th year and all the wonderful activities that we love and have missed participating in this past year. We hope you are too!

This handbook provides information to help you navigate through the school year. Inside you will find: the school calendar, policies, uniform guidelines, each school's Community Structure, and contact information for your Parent Volunteer Association among other things. If you ever have any questions about the details, your best resource for answers will be either your student's advisor or your principal. They will be your student's guide to Success in School. But if I can help in any way, please don't hesitate to reach out.

Welcome to the 2021-2022 School Year!

Sincerely,
Debbie Orr
Head of School
dorr@millsprings.org

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2021-2022 Board of Trustees

Bruce Clayton – Chairperson

Darryl Butler

Jennifer Campbell

Joane Goodroe

Bill Harper

Bill Moultrie, MSA 1987

Debbie Orr, Head of School

Robert Slayden, MD

Ex-Officio

Cheri Harwood, Executive Assistant to the Head of School

Director of Advancement

Nadia Robinson, Director of Finance

Accreditation/Credentials

Mill Springs Academy holds dual accreditation with the Southern Association of Independent Schools (SAIS) and Cognia (formerly AdvancED).

Mill Springs Academy is a member of the following organizations:

- National Association of Independent Schools (NAIS)
- Southern Association of Independent Schools (SAIS)
- Cognia (formerly AdvancED)
- Georgia Association of Independent Schools (GISA)
- Atlanta Area Association of Independent Schools (AAAIS)
- International Dyslexia Association (IDA)
- Georgia Association of Private Schools for Exceptional Children (GAPSEC)
- Learning Disabilities Association of Georgia (LDAG)
- Atlanta Athletic Conference (AAC)
- Children and Adults with Attention Deficit Hyperactivity Disorder (ChADD)
- Association for Supervision and Curriculum Development (ASCD)

Staff and Faculty

ADMINISTRATION

HEAD OF SCHOOL

Debbie Orr
Cheri Harwood, Executive Asst

FINANCE

Nadia Robinson, Director
Patsy Beckwith, Director of HR
Pat Cooke, Business Manager

ENROLLMENT

Michael Griffeth, Director
Jennifer Slaker, Assistant Director

ADVANCEMENT

TBD, Director
Emily Koehl, Dir of MarComm
Leila Smith, Adv Specialist

OPERATIONS

William Turner, Director
Ann Hartin, RN, School Nurse
Roberto Tijerina, Maintenance

INSTRUCTIONAL TECHNOLOGY

Brittany Emge, Director
Lanard Fletcher, Ntwk & Systems Engr
Zach Skinner, Device Support Specialist

FACULTY

GRADES K-6

Laurie Jones, Principal of Lower School - Grades K-4
Cynthia Deleveaux, Principal of Middle School - Grades 5-6

Ansley Carter
Jodi Easter-Smith
Amy Lampert
Carissa Nelson
Carolyn Petrosian
Kaylee Simmons

Sylvia Cutchin
Melissa Ewan, Reading Specialist
Kevin Findell
Kris Hawksworth
Bryan Sellers

Indie Bowman, Speech/Language
Heidi Cook, Mindfulness/Values
Janet Ford, Director of Fine Arts
Katy "KK" Kane, PE Chair
Danya Maloon, Counselor
Kate McElliott, Music
Cindy Thorne, Auxiliary Faculty
Kevin Wilson, Auxiliary Faculty

GRADES 7-12

Elke Silva, Principal of Upper School – Grades 9-12
Taniah Jones, Dean of Students, Asst. Principal of Upper School
Nina King, Principal of PreUpper School – Grades 7-8
Chelsea Michelson, Principal of Communication Arts School – Grades 7-12

Marlena Alvarado
Emma Alvarez
Jim Bennett, Math Chair
Deidra Bryan
Gage Clark, World Lang Chair
Jennie Donaldson
Maria Gonzalez
Michael Goodwin
Alex Hurtsellers
Kellie Hurtsellers
Lisa Imsand, Testing Coordinator
Karen Kaiser, History Chair
Shilpee Kathuria, Lang Arts Chair

Samantha King
Sophia Lord
Chas MacNeill
Jojo MacNeill
Daniel Mines
Liz Nelli
Jim Norris
Judy Norris
Caila Prestidge
Vaidehi Rallapalli, Science Chair
Brad Smallwood, Asst Athletic Dir
Brandi Smallwood, College Counselor
Michael Thompson

Angela White

Kathleen Bukowski, Learning Spclst
Holly Couch, Mindfulness/Yoga
Amy Driver, Speech/Language
Jaclyssa Haislip, Phys Ed/Health
John Hanrahan, Phys Ed
Debbie James, Counselor
Matt Orred, Auxiliary Faculty
Tia Roper, Director of Band
Patrick Rose, Director of Theater
Brenda Smith, Visual Arts

Parent Volunteer Association (PVA)

Our school is unique in that we are serving a community with a larger range of learning challenges than most schools. We also serve a community made up of over 50 ZIP codes. For this reason alone, the Parent Volunteer Association (PVA) is a vital part of our school. It consists of parents, like you, who volunteer and commit their time to improving the educational experience of OUR students. All money raised by the PVA supports MSA school programs, classroom enhancement, and teacher/staff appreciation events.

The Parent Volunteer Association strives to help everyone feel like MSA is an inviting community for you and your child to learn, grow, and feel understood. We want parents to feel that not only their child will receive support, but they will too.

The PVA hosts many events and activities for our students, parents, and staff. Those events are sprinkled throughout the school calendar. PVA activities and events are open to the MSA community and their friends and families.

We do need everyone's help in putting all these activities together. Please consider joining the PVA and volunteering to help with any event sponsored by the PVA.

Feel free to contact any of the PVA parent volunteers on the Contact List to the right. We are here to help! Also please visit the Parent Volunteer Association on the website at www.millsprings.org/PVA or email us at millspringspva@millsprings.org.

Get involved today and make a difference in your child's community!

Parent Volunteer Association Contact List

President	Erin Harvin	erinharvin@comcast.net	404-353-6167
President-Elect	Alisha Macauley	tripmac@yahoo.com	404-317-5223
Treasurer	Laurie Bridges	lauriesbridges@yahoo.com	770-364-6958
Secretary	Kemi Ojanuga	kojanuga@yahoo.com	770-722-3484

PVA Committees

Chick-fil-A Chairperson	OPEN		
CFA Order Coordinator	Catherine White	catherinewhite05@gmail.com	404-580-5663
CFA Volunteer Coord	Ann Liu	annliu@bellsouth.net	404-274-3005
CFA U/CA Snack Coord	OPEN		
CFA PU Snack Coord	OPEN		
CFA M Snack Coord	Laura Johnson	laurataylorjohnson@hotmail.com	404-455-4504
CFA L Snack Coord	OPEN		
Communication (website/social media)	Stacy Canino-Rookis	skcanino@hotmail.com	850-399-0325
Community Outreach	OPEN		
Holiday Market	OPEN		
Staff Appreciation/ Lunch	OPEN		
Used Uniform Shop	Meredith Kennedy	elizabmereb@icloud.com	912-531-0344
Starbucks Coffee Coord	OPEN		
Winter Auction	OPEN		

PVA School Representatives

Lower	OPEN		
Middle	Laura Johnson	laurataylorjohnson@hotmail.com	404-455-4504
PreUpper	Lori Mashburn	mashburn5@hotmail.com	770-241-3581
	Anne Phillips	annehock@gmail.com	678-576-0364
CommArts	Brenda Wallace	Brwallace07@yahoo.com	404-667-7007
Upper	Hilary Keskonis	Keskonis4@att.net	404-272-4034

Mill Springs Academy Learner Profile

MISSION

Mill Springs Academy is a values-based educational community dedicated to the academic, physical, and social growth of those students who have not realized their full potential in traditional classroom settings.

CORE VALUES

- *Courteous* – We value relationships that are based on attentive communication. We expect all members of the community practice open, honest communication and do so in a mannerly, respectful, and supportive way.
- *Considerate* – We value relationships that enhance the importance and dignity of all. We want all students, teachers, and parents to be aware and considerate of one another's differences. Through words, actions and expectations, the community acknowledges and accepts all members.
- *Cooperative* – We value a community that is collaborative and responsive to the needs of its members as citizens of the world. The collective group of students, teachers, and parents respond/react to individuals and groups with a shared interest in determining the best course of action to meet academic, social, emotional, and/or physical needs.

LEARNER GOALS

Mill Springs Academy learners strive to be:

- Complex and creative thinkers, who explore their own curiosity and use creativity in all forms of expression. Thinkers who can listen, reason, reflect, make decisions, innovate, and solve problems, and can organize, support, and defend their solutions.
- Independent, self-directed learners, who can advocate for themselves, set and prioritize goals, monitor, reflect, and evaluate progress, use information resources and emerging technologies, and adapt to change by developing strategies to deal with the unexpected.
- Effective and creative communicators who use a variety of skills and methods to express concepts and ideas.
- Informed and responsible citizens who can contribute to their community, their country and our dynamic world.
- Collaborative workers who can demonstrate cooperation and leadership within groups to accomplish a common goal.
- Quality producers whose work reflects high standards of excellence, originality, efficacy, and individuality.
- Community members who are responsible, positive, and productive participants in their communities. Our Community Structure exists to help our students discover their academic, as well as social and emotional strengths and challenges, support academic achievement, and promote independence, personal responsibility and community involvement.

Program Description

Mill Springs Academy bases learning strategies on Academic Plans (AP) developed for each student by our multidisciplinary staff. Learning strategies are generated from psycho-educational evaluations, previous school records, diagnostic skills assessment, observations, communication with other professionals involved with the student, and our continuing experiences with the student. Mill Springs Academy is committed to a comprehensive multifaceted program designed to meet the needs of your student.

Mill Springs Academy provides a carefully structured environment within a warm, supportive atmosphere. Our structural approach is an environment that involves our Community Structure, daily values groups, individualized contracts, and Life Space Interview (LSI) techniques. Conferences with parents are scheduled throughout the term and others are based on the immediate needs of the student as defined by the student, family, or school.

Our Community Structure is a school-wide, reality-based structure that clearly defines the responsibilities and privileges associated with each level of responsibility. The system allows the student to make fully informed choices resulting in privileges or consequences. It allows staff members to function as facilitators. Community meetings are led by the Principal of each school component and involves both staff and peer feedback.

The community monitors the interactions of its members and enforces the Community Structure while academic expectations and interventions are individualized. Interactive expectations are the same for all students - to respect oneself and all others of the community. When students accomplish this major goal with the help of the MSA Community, they will have acquired sound social problem-solving skills, as well as, joy and self-satisfaction in their interactions with others.

SCHOOL COMMUNITIES

Lower School – grades K-4
Middle School – grades 5-6

PreUpper School – grades 7-8
Upper School – grades 9-12
Communication Arts School – grades 7-12

We allow some flexibility for transitioning within each community in a school community based on the student's specific needs.

Principals serve as liaisons between our program and other professionals involved with the student and their parents. Principals manage all aspects of their School and report to the Head of School.

EXTRA-CURRICULAR ACTIVITIES

Afternoon / PM Program MSA offers a recreational program for students 6 to 14 years old. The PM Program provides these students with a supervised, structured environment designed to develop and enhance self-esteem, socialization skills, executive functioning skills, homework help, and an appreciation of turn-taking board games. Appropriate group interactions are encouraged and directed by the staff. The PM Program operates Monday through Thursday from 3:30 to 5:00 p.m. Students must be picked up no later than 5:00 p.m.

Athletic Programs at Mill Springs Academy have the goal of assisting students in establishing a healthy lifestyle and developing an interest in at least one activity that will provide life-long positive experiences. Currently some of our team sport offerings for 5th through 12th graders include cross country, volleyball, flag football,

soccer, lacrosse, golf, swimming, tennis, wrestling, varsity baseball, track, cheer, and varsity girls and boys basketball.

TECHNOLOGY FOR LEARNING

Mill Springs Academy was the first school in the area to develop a 1:1 laptop program, back in 1997! Today, students use school-issued Lenovo laptops and Chromebooks to support and enhance their learning. Using various software and cloud-based programs, students and staff have access to the technology they need to collaborate, innovate, and create. Students have access to many assistive technology programs to support learning, such as text-to-speech, dictation, magnification, and audiobooks. We offer digital textbooks, and teachers use technology to supplement and expand on what a traditional textbook can offer. Using Google for Education, FACTS, and more, students can access assignments, view grades, and collaborate with their teachers and peers in a seamless way. We strive to create a purposeful relationship between our students and the technology they use, fostering skills they will need to succeed in and out of the classroom.

GOOGLE CLASSROOM

Students and teachers use Google Classroom to facilitate learning in a collaborative and seamless environment. Students can access learning resources, find and complete assignments, take quizzes, see calendar events, have group discussions, and more. Parents can be added as “Guardians” to student’s Google Classroom classes to receive reports about incomplete and upcoming assignments and announcements. To receive Guardian updates to your email from Google Classroom, please contact your student’s teacher.

It is important to note that Google Classroom will be used for eLearning purposes during extended weather or health-related emergencies. That way, if Mill Springs Academy’s campus is closed, or a student cannot be at school for a period, learning can continue. School closings will be communicated via Parent Alert and through email communications.

SUMMER PROGRAMS

Our academic **Summer School** program serves young people in grades 9 - 12 who lack necessary credits or who choose to accelerate their progression through secondary school. The program is also for students who require structure to fulfill appropriate academic goals, develop study and organizational skills. We frequently offer certain electives as a part of the Summer School program also.

Our **Sport Camps** and **Programs** are specific skills development opportunities during the summer, which are led in conjunction with an MSA Coach or other athletic professionals. Basketball, soccer, strength and conditioning, wrestling, lacrosse, volleyball, cheer, baseball, and tennis camps might all be a part of the available offerings.

All summer programs are open to everyone, regardless of if they are Mill Springs Academy students.

FACTS FAMILY ONLINE

FACTS School Information System is our school's information database. FACTS Family Online is how you and your student access this database. **FACTS Family Online** is a private and secure portal allowing parents and students to view information specific to their family, while protecting their children's information from others. You will find grades, attendance, student directory and when the time is appropriate re-enrollment are all in FACTS Family Online, all you need is an Internet-capable computer. There are two ways to access the easy-to-use FACTS:

- Go to www.factsmgmt.com (jump down to 'Log in as follows'), OR
- Go to the Mill Springs Academy website at www.millsprings.org
- Click on "Quicklinks" at the top right of the page.
- Select Renweb/FACTS. You will be taken to the login screen.
- Log in as follows:
 1. If you have not logged in to FACTS before, click on the "Create New Family Portal Account" link. If you have, skip to Step 4.
 2. Enter the e-mail address you provided to the school as your contact e-mail (It should already indicate the District Code as MS-GA, if not you can add it).
 3. Click the "Create Account" button. You will receive an e-mail containing your password within 3 minutes to the e-mail address you entered and *previously provided* the school as your contact e-mail.
 4. Click the "Parents" tab.
 5. Enter your password (if new to FACTS Family, it was assigned in the e-mail you received)
 6. Click the "Parent Login" button.

Students will log in the same way but will use their school issued e-mail address.

Directory - You can obtain student contact information directly out of the FACTS Family Portal.

Within FACTS select "School" from the menu on the left-hand side of the screen. Next select "Directory" from the list. You will see the list of students populate in the large window on the right. Now you can:

- Sort - click on the gray headers or use the filter fields,
- Search - using the Search Bar above the large window of names,
- View - click on any student and their details appear in the bottom half of the window, including a picture if we have one.

If you click on the "Staff" tab, you will find contact information, including direct dial numbers, for staff and faculty. It gives you the ability to search, sort, and view in the same ways above.

Attendance, Dismissal & Transportation Policies

Arrival and Departure Times - Students should arrive at 8:00am. If your student will arrive before 8:00am, please see your Principal to make special arrangements. DO NOT DROP STUDENTS OFF before 8:00am unless prior arrangements have been made. Dismissal/Carpool time is 2:45pm for Lower School, 3:15pm for Middle, PreUpper, Communications Arts, and Upper Schools. Buses will leave campus at 3:15pm.

Absences - Parents are requested to contact their Principal between **8:00-8:20am** to notify them that their student will not be in school that day. Every effort should be made to have them in school each day. Personal illness or serious illness in the student's immediate family will be excused absences. If a student must be absent more than 2 days, make up work should be arranged. When students are excused for family trips, etc. all work that would be missed should be made up, submitted and feedback received BEFORE the student leaves for the excused trip. Please call your student's Principal to make arrangements a week ahead of time.

Bus Transportation - Four (4) bus routes are available. If your student rides the bus, please arrive at least 10 minutes before the times listed on the Transportation Schedule (times listed are departure times). When a student is unable to meet or maintain the responsibilities necessary to ride the school bus, the Principal will determine if the privilege will be suspended. This may be an inconvenience to the family, which we regret. Families should be prepared to arrange for transportation if the student is unable to meet or maintain the responsibilities necessary for these privileges. For students who need to ride the bus occasionally, a \$20/ride fee is charged. Please call the Business Officer to pay the fee. Notify your student's Principal as early as possible to ensure your student gets on the bus. Questions regarding bus transportation should be directed to your Principal.

Carpool - Please follow the established carpool procedures. Do NOT pass vehicles and/or buses that are in the carpool line, this creates a dangerous situation.

Upper Student Carpool - 3:15pm - Students and their parents must adhere to our Student Driving Contract. All drivers are supervised by their Principal and the Dean of Students. If your student has driving privileges and they drive other students, all students involved in that carpool must have written permission from their parents. For carpool purposes this is a one-time note unless arrangements change. If you are contemplating a student carpool, please discuss it with the Upper School Principal.

Change in Transportation - If your student is going home with another student or if they will be picked up by someone other than the usual driver, please send a written note to your Principal, by **NOON** the day of the change. We will not allow a student to go in another car without written permission from the custodial parent(s) or guardian.

Dismissal During the School Day - Try to schedule appointments with doctors and dentists at some time other than school hours whenever possible. If you must take your student out of school, send a note with the student the morning of the day they are to be excused stating the time you will arrive at school. You must come to the Principal's office to get your student.

Early Dismissal - Note there are Early Dismissal days on the calendar. Unless otherwise noted, Dismissal/Carpool on early dismissal days will be at 12:15pm. The buses will depart campus at approximately 12:30pm.

Emergency School Closing - In case severe weather forces us to close the school, such notices will be given via Parent Alert messages, school voice mail system, from Facebook or Twitter, and on the following TV stations:

WSB-TV Channel 2, FOX 5 Atlanta, WXIA-TV Channel 11 Alive, and CBS 46 WGCL-TV Atlanta

If for some reason there is a delayed opening of school, the bus service will be delayed the same amount of time.

Financial Policies

Financial Aid - The application deadline for financial aid is January 1st prior to the fall term for which you are applying. Financial Aid applications must be submitted online via FACTS. All students who are enrolled for the upcoming school year and have a Financial Aid application submitted by January 1st will be considered for financial aid.

Refunds - The school has many expenses of a continuing nature, such as faculty salaries and plant maintenance. To plan and maintain these services over the entire year, it is essential that the annual income from these fees be ensured. For this reason, it is understood that students are enrolled for the entire year. Therefore, no reduction or remission of fees can be allowed by the school for absence or withdrawal. Obligation to pay the fees for the academic year is unconditional and no portion of fees paid or outstanding will be refunded or canceled.

Exceptions to the above policy are as follows:

- In the case of a transfer or move from the metro area, provided written notice is received prior to August 1st of the school term, payment made after the initial deposit for enrollment will be refunded.
- In the case of dismissal of a student by Mill Springs Academy fees will be prorated as follows:
 1. If a student is dismissed during the first quarter, 50% of the total tuition will be refunded.
 2. If a student is dismissed during the second quarter, 25% of the total tuition will be refunded.
 3. If a student is dismissed during the third quarter, there will be no refund.
- Grades/credits will not be given, nor permanent records released, until the student's bills with the Business Office have been settled.
- No student will be considered as an applicant for graduation until all his indebtedness to the school has been settled with the Business Office.
- Failure to adhere to the payment schedule will result in dismissal of the student and initiation of collection for any unpaid fees, the parents and/or guardian shall pay an additional amount equal to fifteen (15%) percent of the total unpaid fees as attorney fees. Past due accounts accrue at an interest rate of 1% per month.

Level S and 1:1 Supervision - At any time, a student may require maximum, short-term supervision and support. This may happen because of a Levels issue or recommended at any time by the Dean of Students, Principal, and/or Head of School, for academic reasons or by student request. The cost is \$75.00 per day to arrange for 1:1 supervision. The cost is at the student and/or parents' expense. Level S students who successfully complete 1:1 within the 5-day period return to their communities on Level C. A student who is unsuccessful in a 1:1 supervision experience may need a more structured environment and may be asked to leave the program.

General Policies

Conferences - Conferences are routinely scheduled each semester and/or when requested by a parent, student, advisor, teacher, Principal, or the Dean of Students. Please don't hesitate to call your student's advisor or Principal if you feel a conference is needed. We welcome the opportunity to resolve problems as they arise.

Lunches - Chick-fil-A Day is sponsored by our PVA every Monday. A catered lunch menu is provided for lunch options Tuesday through Friday. There are monthly Booster Pizza Friday's for which pizza can be ordered in advance through the Booster Club. Any student who forgets their lunch can eat whatever friends wish to share. Please do not bring your student's lunch to school.

Friday Reports/Report Cards - Friday Reports are comprised of the student's cumulative grade as of Friday afternoon and a personalized comment from the teacher for each class. The reports are e-mailed on Friday afternoons and are also available on FACTS Family Online under *Student/Report Card*. The reports remain online until the following Wednesday morning, and then are archived on the school server. To open your Friday report, login to FACTS, open "Student Information", and click on "Report Card". Report Cards are accessed in the same manner. Please contact Technology at technology@millsprings.org if you have any difficulty accessing your Friday Reports or report card or to obtain past reports.

Honor Roll Criteria (Grades 5-12)

- Gold Mustang - a student who obtains all A's in a semester is a Gold Mustang.
- Silver Mustang - a student who obtains all A's and B's, must have at least one "A" in a core class, is a Silver Mustang.

Presidential Awards and MSA Medallions for Outstanding Citizenship, Academic Excellence and Most Improved are awarded at the end of the school year on Honors Day for all grades.

Medication - During the school day, all medications (over-the-counter and prescribed) will be administered by the school nurse or a member of the school staff. All medication must be delivered in a pharmacy or manufacturer's labeled container. The prescription bottle must bear the original pharmacy label with the child's name, prescription number, medication name, date filled, physician's name, and directions for administration. If your child needs an EpiPen or an inhaler, they must be labeled in the same manner. For the school nurse to administer any prescribed medication, you must have a doctor's signed *Authorization for Prescription Medication Form* on file. All medication should be given to the school nurse by the parent or other responsible adult, such as the bus driver or carpool driver.

As required by state law, all students must have an up-to-date *Immunization Certificate (GA Form 3231)* or a notarized *Religious Exemption (GA Form 2208)* on file prior to the first day of school.

Teacher Work Days – There are no classes on Teacher Work Days. Please note these special days on the school calendar and make any necessary arrangements.

Release Forms - Release forms for all the professionals involved with your student must be signed before they may begin our program, and then annually thereafter.

Internet Safety and Acceptable Use Policy - This policy is signed by all members of the MSA community - students (all grades), faculty, administration, and parents/guardians. It indicates the accepted use of

computers both in and away from school. Violation of this policy is considered an issue of trust and will be handled by the students' Honor Council (grades 7-12) and Principal. This policy can be reviewed on page 19, parents sign it as a part of the enrollment contract.

Policy Regarding Substance Use/Abuse – All 7-12 grade students review and sign the Policy Regarding Substance Use/Abuse with their advisory. The health and well-being of our students is important to their success and academic, social, and character development. This policy can be reviewed on page 21, parents sign it as a part of the enrollment contract.

Uniform Policy

Mill Springs Academy believes that reasonable regulation of school attire can further important educational interests including:

- Reducing/Minimizing distraction, disruption and loss of self-esteem caused by teasing, competition over clothing, or inappropriate uniform items.
- Providing an environment where students can focus more on learning
- Creating a greater sense of community amongst the students
- Preparing students for the future roles in the professional workplace
- Creating an atmosphere reflecting seriousness of purpose about education
- Presenting a more positive image to the community.

We expect students to dress in a way that promotes positive student morale, school spirit and is demonstrative of the high personal standards we expect from our students. We all must learn to dress appropriately for whatever the occasion, as part of our social development. We want our students to learn to use good judgment in matters of dress. School is considered a student's primary occupation or work; dressing in an appropriate and neat manner signals to self and others that school is a place where a seriousness of purpose can be found. Therefore, torn clothing, extreme attire or hairstyles, short skirts and sloppy clothing are considered inappropriate for work or school. **Uniform clothing should fit the student. Large shirts, short skirts and baggy pants are not allowed.** The uniform should also be clean, neat, and in good repair. This uniform or dress code applies to the entire school day and all school functions unless otherwise specified. This policy is one we think is in keeping with our high expectations of conduct and quality performance.

The Dean of Students has the final say on any questions of dress and we expect parents and students to heed the advice of the Dean of Students and their respective Principal. If a student is unable to dress appropriately, parents will be expected to bring a change of clothes to the school. Repeated refusal to follow the uniform policy is a Levels issue.

UNIFORMS MUST BE PURCHASED AT UNIFORM SOURCE, LANDS' END, EDUCATIONAL OUTFITTERS AND THE MSA "GENTLY USED" UNIFORM STORE ON CAMPUS.

Uniforms should be the correct size. No oversize uniforms. Slacks should be appropriately hemmed and fitted. Skirt hem bottom must be no shorter than top of the knee.

GRADES K - 6

GIRLS

Skirt	Plaid skirt (Style #134, color #80) or Khaki or navy skirt (Style #143) with embroidered MSA logo (bottom of hem is no shorter than top of knee); Long khaki skirt (Style #1442) with embroidered MSA logo
Shirts	White or blue short or long sleeve oxford cloth shirt with embroidered MSA logo; White, navy, hunter green short sleeve or long sleeve knit shirt with embroidered MSA logo; White or hunter green turtlenecks; Mustang dri-fit white polo sold by Booster Club
Undershirt	Short sleeve, solid white only
Shorts	Poly/cotton shorts in navy or khaki pleated or flat with embroidered MSA logo (bottom of hem is no shorter than top of knee)
Slacks	Navy or khaki Poly/cotton slacks pleated, flat, or fashion fit with embroidered MSA logo
Skorts	Poly/cotton double wrap style in navy or khaki with embroidered MSA logo (bottom of hem is no shorter than top of knee)
Sweater/Vest	Solid hunter green or navy Crew or V-neck cardigan or pullover with embroidered MSA logo
Sweatshirt	Solid hunter green or navy with embroidered MSA logo; Solid hooded hunter green or navy with embroidered MSA logo; Solid hooded with Mustang logo sold by MSA Booster Club/Fine Arts
Jacket	Hunter green or navy Fleece with embroidered MSA logo; Hunter green Nylon jacket (Ripstop, Survivor) with embroidered MSA logo
Belt	Navy or khaki stretch belt; brown or black leather or braided belt
Shoes	Running and tennis shoes, docksiders, loafers, oxfords are all appropriate. Open-toed sandals and flip-flop type footwear are not acceptable.
Hair Accessories	Plaid headband (style #80), scrunchie, or bow on barrette

BOYS

Shirts	White or blue short or long sleeve oxford cloth shirt with embroidered MSA logo; White, navy, hunter green short sleeve or long sleeve knit shirt with embroidered MSA logo; white or hunter green turtlenecks; Mustang dri-fit white polo sold by Booster Club
Undershirt	Short sleeve, solid white only
Shorts	Navy or Khaki Poly/cotton shorts pleated or flat with embroidered MSA logo
Slacks	Navy or khaki Poly/cotton slacks pleated or flat with embroidered MSA logo
Sweater/Vest	Solid hunter green or navy Crew or V-neck cardigan or pullover with embroidered MSA logo
Sweatshirt	Solid hunter green or navy with embroidered MSA logo; Solid hooded hunter green or navy with embroidered MSA logo; Solid hooded with Mustang logo sold by MSA Booster Club/Fine Arts
Jacket	Hunter green or navy Fleece full or half-zip with embroidered MSA logo; Hunter green Nylon jacket (Ripstop, Survivor) with embroidered MSA logo
Belt	Navy or khaki stretch belt; brown or black leather or braided belt
Shoes	Running and tennis shoes, docksiders, loafers, oxfords are all appropriate. Open-toed sandals and flip-flop type footwear are not acceptable.

GRADES 7 - 12

LADIES

Skirt	Plaid skirt (Style #134, color #80); Khaki or navy skirt with embroidered MSA logo (Style #143), (bottom of hem is no shorter than top of knee); Long khaki skirt with embroidered MSA logo (Style #1442)
Shirts	White or blue short sleeve and long sleeve oxford cloth shirt with embroidered MSA logo; White, navy, hunter green short sleeve or long sleeve knit shirt with embroidered MSA logo; White or hunter green turtlenecks; Mustang dri-fit white polo sold by Booster Club;
Undershirt	Short sleeve, solid white only
Shorts	Poly/cotton shorts in navy or khaki with embroidered MSA logo, (pleated or flat), (bottom of hem is no shorter than top of knee)
Slacks	Poly/cotton slacks in navy or khaki with embroidered MSA logo, (pleated, flat or fashion fit),
Skorts	Poly/cotton double wrap style in navy or khaki with embroidered MSA logo, (bottom of hem is no shorter than top of knee)
Sweater/Vest	Crew or V-neck cardigan or pullover, solid hunter green or navy, with embroidered MSA logo
Sweatshirt	Solid hunter green or navy with embroidered MSA logo; Solid hooded hunter green or navy with embroidered MSA logo; Solid hooded with Mustang logo sold by MSA Booster Club/Fine Arts
Jacket	Fleece in hunter green or navy with embroidered MSA logo; Nylon jacket (Ripstop, Survivor) in hunter green with embroidered MSA logo;
Belt	Navy or khaki stretch belt, leather or braided belt in brown or black
Shoes	Running and tennis shoes, docksiders, loafers, oxfords are all appropriate. Open-toed sandals and flip-flop type footwear are not acceptable.
Hair Accessories	Plaid headband (style #80), scrunchie or bow on barrette

GENTLEMEN

Shirts	White or blue short sleeve and long sleeve oxford cloth shirt with embroidered MSA logo; White, navy, hunter green short sleeve or long sleeve knit shirt with embroidered MSA logo; white or hunter green turtlenecks; Mustang dri-fit white polo sold by Booster Club;
Undershirt	Short sleeve, solid white only
Shorts	Poly/cotton navy or khaki shorts (pleated or flat) with embroidered MSA logo,
Slacks	Poly/cotton navy or khaki slacks (pleated or flat) with embroidered MSA logo,
Sweater/Vest	Crew or V-neck cardigan or pullover, solid hunter green or navy, with embroidered MSA logo
Sweatshirt	Solid hunter green or navy with embroidered MSA logo; Solid hooded hunter green or navy with embroidered MSA logo; Solid hooded with Mustang logo sold by MSA Booster Club/Fine Arts
Jacket	Fleece in hunter green or navy with embroidered MSA logo; Nylon jacket (Ripstop, Survivor) in hunter green with embroidered MSA logo;
Belt	Navy or khaki stretch belt, leather or braided belt in brown or black
Shoes	Running and tennis shoes, docksiders, loafers, oxfords are all appropriate. Open-toed sandals and flip-flop type footwear are not acceptable.

PE UNIFORMS: Optional for both boys and girls; however, if student wants to wear a PE uniform, it is available through the MSA Booster Club on the school website.

COATS, GLOVES, HEADGEAR: Coats and gloves are to be worn outside in times of inclement weather.
Hats/hoods may be worn outside the buildings only.

JEWELRY: Jewelry should be modest and in good taste. Students who participate in sports should not wear jewelry on practice/game days. Earrings should match, be of a reasonable size and not more than two pairs.

HAIRSTYLE AND FACIAL HAIR: Clean, neatly trimmed and modestly styled. Extreme hairstyles and coloring are not appropriate for school. The Dean of Students or Principal may request haircuts/trims if a hairstyle falls outside of what appears well-groomed and appropriate for school.

UNIFORM SUPPLIER CONTACT INFORMATION

<i>Lands' End School Uniforms</i>	<i>Uniform Source</i>	<i>Educational Outfitters</i>
www.landsend.com/uniforms	www.uniform-source.com	Atlanta.educationaloutfitters.com/find-my-school/mill-springs-academy/
MSA School Code: 900031055	2141 Cobb Parkway NW Kennesaw, GA 30152	5290 Roswell Road Sandy Springs, GA 30342
800-963-4816	770-919-9967	770-702-0837

Internet Safety & Acceptable Use Policy

Grades K-12

This is provided here for information purposes; *it is signed by the parent/guardian annually as a part of the enrollment contract* and reviewed with students at the start of each school year.

Overview

The purpose of internet access at Mill Springs Academy is to make available resources and information that are not provided within the walls of the school. The internet gives students access to electronic resources that will not only foster a love of learning and reading but also assist in fully educating each student by supporting the school's curriculum. The ability to access the internet is also crucial in affording students the opportunity to become effective and critical users of those electronic information sources.

Terms and Conditions for Use of Electronic Devices and Network Resources

- **Authorized Users:** Students of MSA who complete, sign, and return the appropriate Technology Policy are authorized users of MSA technology resources. All MSA students, parents, or legal guardians shall receive this agreement, and upon its return to the school, authorization shall be granted. The school system will maintain an accurate record of authorized users.
- **Electronic Mail:** The MSA email system is maintained and controlled by the Technology Department. MSA will provide email accounts to employees and students for use in fulfilling their respective duties and work, and as an educational tool. Email is not private and may be monitored by MSA network administrators. Unauthorized access to email accounts by any student or employee is prohibited. Users shall be held personally liable and responsible for the content of any electronic message they create. All of MSA's expectations relating to student and staff behavior extend to email communications. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

Use of the MSA Network

The use of MSA computers and network resources requires the user to abide by the accepted rules of network etiquette and MSA community expectations. MSA reserves the right to judge and act upon questionable user activity on a case-by-case basis. All users must abide by rules of network etiquette, which include but are not limited to the following:

- Internet use at MSA is only for school-related research and class assignments.
- Use of the internet, electronic mail, social media, or any other digital format for harassing, bullying, embarrassing, or harming another person is forbidden.
- Circumventing the school firewall and content filtering system or using internet proxy software is not allowed.
- Searching, using, downloading, or storing inappropriate information (pornographic, vulgar, gambling, militant/extremist, etc.) on a device or any other electronic storage medium is forbidden.
- Downloading non-school related music or video files through the school network, including using peer-to-peer networking software or any torrent medium on the MSA Network, is prohibited.
- The use of electronic media devices (e.g. iPod, iTouch, MP3 player, iPad) while in school is forbidden unless approved by a teacher.
- The use of IM (electronic communication) or social networks (Facebook, etc.) during school hours is prohibited.

- Do not reveal personal information such as your home address or telephone number to anyone not personally known to you. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you “meet” on the computer network or internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the internet in a secluded place or in a private setting.

Internet Filter and Firewall

Mill Springs Academy employs internet filters on its network to help block and filter internet access to harmful and/or inappropriate online content. MSA will take all reasonable precautions to restrict access to undesirable materials on the internet. Access of materials that may not be of educational or mission value in the context of the school or office setting is restricted. Additionally, all network activity is monitored, and logs may be reviewed by network administrators periodically during normal system maintenance. Unfortunately, due to the dynamic nature and exploding growth of the internet, not all undesirable material can be immediately or effectively blocked by MSA’s internet blocking tools. On a global network, it is impossible to control all materials, and an advanced net user may well be able to access controversial information. Users are expected to understand that it is their responsibility to use the internet appropriately, and students, parents, and MSA employees must work together to ensure the internet is being used in a safe and appropriate manner. Students or employees who have gained access to or have knowledge of another user’s access to undesirable internet materials must report this incident to their teacher, Principal, or supervisor. Parents and teachers who are aware of inappropriate sites should report the sites to the Technology Department; the offensive sites will be restricted immediately.

Supervision and Monitoring

Mill Springs Academy teachers, administration, and Technology Department endeavor to closely supervise and monitor student use of technology tools and devices, especially when accessing the internet. MSA reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and internet access, and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of MSA, and no user shall have any expectation of privacy regarding such materials.

Confidentiality of Student Work and Information

Student work may occasionally be published on the school’s web pages. This will be done only with the permission of the student(s) involved. Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security numbers.

Personal and School Devices

If the Head of School has reason to believe that evidence of a rule violation may be found on a student’s phone, computer, or other electronic device, the student must provide his/her device and password(s). If any evidence is uncovered during the search, or if the student does not comply, the student will be subject to disciplinary action.

Education

Mill Springs Academy is committed to providing training of staff, presentations for parents, and instruction for students on current internet safety and proper usage.

Substance Use/Abuse Policy

Grades 7-12

This is provided here for information purposes; *it is signed by the parent/guardian annually as a part of the enrollment contract* and reviewed with students at the start of each school year.

The Upper School division promotes each student's academic, social, and character development. We encourage the maintenance of a healthy lifestyle and a sense of responsibility. By enrolling students in the Upper School, parents accept the enforcement of this policy.

PROHIBITED SUBSTANCES: Alcohol, street drugs, and prescription drugs not prescribed to that student, prescription drugs that are prescribed for the student, but not handled according the Student Handbook Policy on Medication, and over the counter drugs/products known to be abused by young people (including, but not limited to, synthetic drugs, tobacco products, vaporizers, sedatives, opioids, etc.).

Use of prohibited substances is against school policy and poses a health risk to the student and to our community.

1. **SEARCH:** Parent/Guardian and student acknowledge that the school administration may search a student, his/her belongings, computer, email, the content of other electronic or digital media in a student's possession, and his/her vehicle (where applicable) should a student exhibit behavior that leads a staff member, Principal, or Head of School to suspect that the student has used a prohibited substance or is in possession of a prohibited substance or suspected of distributing such a substance. Mill Springs Academy retains an independent company to conduct periodic canine campus-wide sweeps for prohibited substances and explosives.
2. **DRUG SCREEN:** Parent/Guardian and student acknowledge that the school nurse may collect a urine specimen for a drug screen at the parents' expense should a staff member, Principal, or Head of School feel that the student is exhibiting behaviors that indicate he/she may have used a prohibited substance. We will notify the student's parent/guardian when a urine specimen is collected. A positive drug screen requires a parent conference with the Principal and Head of School where the options of placement on Level S, expulsion, random screens, evaluation, and optional placement in a treatment program may be discussed. Each case will be dealt with individually by the Head of School and Principal.
3. **POSSESSION OF PROHIBITED SUBSTANCES:** (see definition above) The Milton Police Department will be called. Parents will be notified as soon as possible.

VIOLATION OF SUBSTANCE USE/ABUSE POLICY: A parent conference will be required following admitted use or a positive screen. At the required parent conference, options of expulsion, random screens, evaluation, and optional placement in a treatment program may be discussed. Each case will be dealt with individually by the Head of School and Principal.

My parent(s)/guardian(s) and I have read and understand the above stated policies. We agree to abide by these policies and those in the Mill Springs Academy Handbook in accordance with the Head of School and Staff at Mill Springs Academy.

Community Structure/Levels System

The Mill Springs Academy Community Structure/Levels System helps guide students in becoming responsible, positive, and productive citizens of their communities. Students and faculty share in the decision-making processes as they build a community and culture in which they work toward goals and learn to trust and to care for each other. The Community Structure/Levels System helps students discover their strengths and challenges, supports academic achievement, and promotes independence, personal responsibility, and community involvement.

To follow you will find a Community Structure/Levels System for each of the following (in this order):

- Lower School: Grades K –4
- Middle School: Grades 5 –6
- PreUpper, Communication Arts, Upper Schools: Grades 7 - 12




Calendar

2021 - 2022



August 2021			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 Volleyball Camp begins	3	4
	New Teacher Orientation		
8	9	10	11
	Teacher In-Service		
15	16 First Day of School	17	18
22 MAP Testing window opens (Aug 23-Sep 3)	23 Fall PM Program begins Chick-fil-A Day	24	25
29	30 School Portraits K-6 Chick-fil-A Day	31 School Portraits 7-12	


August 2021

THURSDAY	FRIDAY	SATURDAY	NOTES
5 Volleyball Camp ends	6	7	
New Teacher Orientation			
12	13 9:00 New Family Orientation	14	
Teacher In-Service			
19	20	21	
26	27 Booster Pizza Friday	28	Legend L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12 WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program
			

September 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6 Labor Day Rosh Hashanah begins at sundown <div>SCHOOL CLOSED</div>	7	8 Rosh Hashanah ends at sundown
12	13 Chick-fil-A Day Board of Trustees Meeting	14	15 Yom Kippur begins at sundown
19	20 Chick-fil-A Day	21 1:30p PVA Meeting	22 9:30a Public Open House
26 ACT Testing window closes	27 Chick-fil-A Day	28	29


September 2021

THURSDAY	FRIDAY	SATURDAY	NOTES
2	3 8:30-10:30a Lil Mustangs Mini Day (Gr K-6)	4 MAP Testing window closes	Legend L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12 WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program 
9	10 International Day (Gr 7-12)	11 ACT Testing window opens (Sept 11-26)	
16 Yom Kippur ends at sundown	17 8:00a-Noon Mini Day at MSA (Gr 7-12)	18	
23 Portrait Retakes	24 Booster Pizza Friday	25	
30 Fall Team Sports & Clubs Photos			

October 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4 Chick-fil-A Day 9:00am PVA Zoom Coffee	5	6 9:30a Public Open House
10	11 Columbus Day SCHOOL CLOSED	12	13 PreACT Testing (Gr 9-10) PSAT Testing (Gr 11)
17 Kindness Week	18 Chick-fil-A Day	19 1:30p PVA Meeting	20
24 <hr/> 31 Halloween	25 Chick-fil-A Day	26	27


October 2021

THURSDAY	FRIDAY	SATURDAY	NOTES
	<div>1</div> <div>Early Dismissal - Teacher Work Day 12:15p Carpool 12:30p Bus Departs</div>	<div>2</div>	<div>Legend</div> <div>L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12</div> <div>WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program</div> <div></div>
<div>7</div> <div>NO CLASSES - ALL Student Conferences</div>	<div>8</div> <div>NO CLASSES - ALL Student Conferences</div>	<div>9</div>	
<div>NO CLASSES</div>			
<div>14</div>	<div>15</div>	<div>16</div>	
<div>21</div>	<div>22</div> <div>Booster Pizza Friday</div>	<div>23</div> <div>Founder's Day Family Picnic 11:30a-1:00p</div> <div>ACT Testing window opens (Oct 23-Nov 7)</div>	
<div>28</div> <div>7:00p Fall Drama Performance</div>	<div>29</div> <div>Halloween Party - All</div>	<div>30</div>	

November 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 Chick-fil-A Day 9:00am PVA Zoom Coffee	2 Teacher Work Day All School Curriculum Meeting Election Day NO CLASSES	3
7 Daylight Saving Time ends - Set clocks back one hour ACT Testing window closes	8 Chick-fil-A Day 3:15-5:00p Spring Musical Auditions Board of Trustees Meeting	9	10 9:30a Public Open House 3:15-5:00p Spring Musical Auditions
14	15 Chick-fil-A Day Book Fair begins	16 1:30p PVA Meeting	17
21	22	23	24
	Thanksgiving Holiday - SCHOOL CLOSED		
28 Hanukkah begins at sundown	29 Chick-fil-A Day 3:00-5:00p Band/Chorus Mandatory Practice	30 1:15p Band/Chorus Concert (L/M/PU audience) PoCC/SDLC begins	

November 2021

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5 Flex Friday (Gr 7-12)	6	<p>Legend</p> <p>L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12</p> <p>WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program PoCC/SDLC - People of Color Conference/Student Diversity Leadership Conference</p> 
11 Veterans Day	12 College Day Booster Pizza Friday	13	
18 Thanksgiving Feast - All	19 9:00a - Grandparents' Day - SAC Early Dismissal 12:15p Carpool 12:30p Bus Departs Book Fair ends	20	
25 Thanksgiving Day	26	27	
Thanksgiving Holiday - SCHOOL CLOSED			

December 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<p><i>In case of inclement weather, please check your local TV station. See Handbook for listings.</i></p>			<p>1</p> <p>1:45p Band/Chorus Concert (CA/U audience)</p> <p>7:00p Band/Chorus Concert</p>
5	<p>6</p> <p>Chick-fil-A Day</p> <p>Exam Review Day (Gr 7-12)</p> <p>9:00am PVA Zoom Coffee</p> <p>Hanukkah ends at sundown</p>	<p>7</p> <p>Exam Review Day (Gr 7-12)</p> <p>11:30a-1:30p Faculty Holiday Luncheon</p>	<p>8</p> <p>Exam Review Day (Gr 7-12)</p>
12	<p>13</p> <p>3rd Period Exam (Gr 7-12)</p> <p>4th Period Review (Noon Dismissal)</p> <p>Chick-fil-A Day - L/M Only</p>	<p>14</p> <p>4th Period Exam (Gr 7-12)</p> <p>5th Period Review (Noon Dismissal)</p> <p>11:00a-Noon Rising 7th Gr Transition Parent Meeting PU/CA)</p>	<p>15</p> <p>5th Period Exam (Gr 7-12)</p> <p>6th Period Review (Noon Dismissal)</p>
19	20	21	22
	Winter Holiday - SCHOOL CLOSED		
26	27	28	29
	Winter Holiday - SCHOOL CLOSED		


December 2021

THURSDAY	FRIDAY	SATURDAY	NOTES
2	3 Exam Review Day (Gr 7-12) WLP Prep (Gr 7-12) Volunteer Service Hours due (Gr 5-12) Booster Pizza Friday	4 PoCC/SDLC ends	Legend L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12 WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program PoCC/SDLC - People of Color Conference/Student Diversity Leadership Conference
9 1st Period Exam (Gr 7-12) 2nd Period Review (Noon Dismissal)	10 2nd Period Exam (Gr 7-12) 3rd Period Review (Noon Dismissal) 11:00a-Noon Rising 9th Gr Transition Parent Meeting - U Grt Rm	11 3:00-6:00pm Alumni Holiday Party - U Grt Rm	
16 6th Period Exam (Gr 7-12 Noon Dismissal) Fall PM Program ends	17 Early Dismissal 12:15p Carpool 12:30p Bus Departs Winter Holiday begins	18	
23	24	25 Christmas Day	
Winter Holiday - SCHOOL CLOSED			
30	31 New Year's Eve		
Winter Holiday - SCHOOL CLOSED			

January 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<p><i>In case of inclement weather, please check your local TV station. See Handbook for listings.</i></p>			
2	<p>3</p> <p>Teacher Work Day</p> <p>NO CLASSES</p>	<p>4</p> <p>Classes resume (Gr K-6)</p> <p>Winter Learning begins (Gr 7-12)</p> <p>Spring PM Program begins</p>	5
<p>9</p> <p>MAP Testing window opens for Gr K-6 only (Jan 10-15)</p>	<p>10</p> <p>Spring Semester begins (Gr 7-12)</p> <p>Chick-fil-A Day</p> <p>Board of Trustees Meeting</p>	11	<p>12</p> <p>9:30a Public Open House</p>
16	<p>17</p> <p>Martin Luther King, Jr. Holiday</p> <p>SCHOOL CLOSED</p>	<p>18</p> <p>1:30p PVA Meeting</p>	19
<p>23</p> <p>Homecoming Week</p>	<p>24</p> <p>Chick-fil-A Day</p>	25	<p>26</p> <p>Transition Day - Rising 5th Grade Students</p>
30	<p>31</p> <p>Chick-fil-A Day</p>		


January 2022

THURSDAY	FRIDAY	SATURDAY	NOTES
		1 New Year's Day	<p>Legend</p> <p>L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12</p> <p>WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program</p> 
6	7 Winter Learning ends	8	
13	14	15 MAP Testing window closes	
20 2022-2023 Reenrollment Contracts sent out Winter Team Sports & Clubs Photos	21	22	
27 Transition Day - Rising 7th & 9th Grade Students 9:00-11:00am Rising 5th Grade Transition Parent Meeting	28 Booster Pizza Friday	29	

February 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<i>In case of inclement weather, please check your local TV station. See Handbook for listings.</i>		1	2
6	7 Chick-fil-A Day 9:00am PVA Zoom Coffee	8	9 9:30a Public Open House
13	14 Valentine's Day Chick-fil-A Day	15 1:30p PVA Meeting	16 Spring Team Sports & Clubs Photos
20	21 Presidents' Day	22 Teacher Work Day 12:10 New Teacher Luncheon	23
	SCHOOL CLOSED		
27 ACT Testing window closes	28 Chick-fil-A Day		

February 2022

THURSDAY	FRIDAY	SATURDAY	NOTES
3 2022-2023 Reenrollment Contracts Due	4	5	Legend L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12 WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program 
10	11	12 ACT Testing window opens (Feb 12-27)	
17 NO CLASSES - ALL Student Conferences	18 NO CLASSES - ALL Student Conferences	19	
NO CLASSES			
24	25 Booster Pizza Friday	26	

March 2022


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2 Ash Wednesday Book Character Dress Up Day (Gr K-6)
6 Celebration of Diversity Week	7 Chick-fil-A Day 9:00am PVA Zoom Coffee Board of Trustees Meeting	8	9 9:30a Public Open House
13 Daylight Saving Time begins Set clocks forward one hour	14 Mid-Winter Break	15 Teacher Work Day All School Curriculum Meeting	16
	SCHOOL CLOSED		
20	21 Chick-fil-A Day	22 Sr. Presentation Rehearsals 1:30p PVA Meeting	23 Sr. Presentation Rehearsals 1:30p Lower School Performance (M Audience)
27	28 Sr. Presentations Chick-fil-A Day	29 Sr. Presentations	30 Sr. Presentations

March 2022

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4 Flex Friday (Gr 7-12)	5	<p>Legend</p> <p>L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12</p> <p>WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program</p> 
10	11 Mid-Winter Break SCHOOL CLOSED	12	
17 St. Patrick's Day	18 Booster Pizza Friday 6:00-7:30p Student Art Gallery & Reception	19	
24 Sr. Presentation Rehearsals 1:30p Lower School Performance (Parent Audience)	25 Sr. Presentation Rehearsals 4:00-7:00p Barnes & Noble Book Fair	26	
31		<p><i>In case of inclement weather, please check your local TV station. See Handbook for listings.</i></p>	

April 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
	Spring Break - SCHOOL CLOSED		
10	11 Chick-fil-A Day	12	13 9:30a Public Open House
17 Easter	18 Chick-fil-A Day	19 1:30p PVA Meeting MAP Testing window opens for 7-12 only (Apr 19-21)	20 10:00a Spring Musical (L/M/ PU Audience) 11:30a-1:30p Teacher Appreciation Luncheon
24	25 Chick-fil-A Day	26 Tee-Off for Technology Golf Tourney - Atlanta National	27


April 2022			
THURSDAY	FRIDAY	SATURDAY	NOTES
	1 Early Dismissal 12:15p Carpool 12:30p Bus Departs Spring Break begins	2	
7	8	9 ACT Testing window opens (Apr 9-17)	
Spring Break - SCHOOL CLOSED			
14	15 Good Friday Passover begins at sundown SCHOOL CLOSED	16 ACT Testing window closes	
21 10:00a Spring Musical (CA/U Audience) MAP Testing window closes	22 Earth Day World Food Day - PU Passover ends at sundown 7:00p Spring Musical	23 7:00p Spring Musical	
28	29 Booster Pizza Friday	30 7:00-11:00pm Prom	Legend L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12 WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program 

May 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1 8th Grade Week AP Testing window opens (May 1-14)	2 Chick-fil-A Day 9:00am PVA Zoom Coffee	3	4
8 Mother's Day MAP Testing window opens K-6 only (May 9-13)	9 Chick-fil-A Day 3:00-5:00p Mandatory Band Practice Board of Trustees Meeting	10 1:15p Band Concert L/M/PU	11 9:30a Public Open House 1:45p Band Concert CA/U 7:00p Spring Band Concert
15 Senior Week	16 Chick-fil-A Day Senior Exit Interviews Senior Laptop Return Day	17 Exam Review Day (Gr 7-11) Senior Exit Interviews Senior Laptop Return Day	18 Exam Review Day (Gr 7-11) Senior Fun Day
22 Spring Fling Week - M	23 3rd Period Exam (Gr 7-11) 4th Period Review (Noon Dismissal) Chick-fil-A Day - L/M Only	24 4th Period Exam (Gr 7-11) 5th Period Review (Noon Dismissal)	25 5th Period Exam (Gr 7-11) 6th Period Review (Noon Dismissal) Chromebook Return Day Gr K-6
29	30 Memorial Day <div>SCHOOL CLOSED</div>	31 Teacher Work Day	

May 2022			
THURSDAY	FRIDAY	SATURDAY	NOTES
5 MSA Olymics Day	6	7	Legend L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12 WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program 
12	13 Volunteer Service Hours Due (Gr 5-12) Booster Pizza Friday 6:30p Spring Fine Arts Showcase	14 AP Testing window closes MAP Testing window closes	
19 8:30a Graduation Practice 1st Period Exam (Gr 7-11) 2nd Period Review (Noon Dismissal) 12:00p Senior Lunch Spring PM Program Ends	20 1:30p Pet Day Gr K-4 2nd Period Exam (Gr 7-12) 3rd Period Review (Noon Dismissal) 6:00p Sr. Honors Night - gym	21 10:00a Graduation - SAC	
26 6th Period Exam (Gr 7-11 Noon Dismissal)	27 Honors Day Early Dismissal 11:00a - Carpool Dismissal 11:15a - Buses Depart Last Day of School	28	


June 2022			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1 Teacher Work Day
5	6	7	8
12	13 Summer School Session I begins	14 Flag Day	15 9:30a Public Open House
19 Father's Day	20	21	22
26 ACT Testing window closes	27	28	29

June 2022			
THURSDAY	FRIDAY	SATURDAY	NOTES
2	3	4	<p>Legend</p> <p>L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12</p> <p>WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program</p> 
9	10	11 ACT Testing window opens (Jun 11-26)	
16	17	18	
23	24	25	
30			

July 2022


SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3 No Summer Programs this Week	4 Independence Day	5	6
	SCHOOL CLOSED		
10	11 Summer School Session II begins	12	13 9:30a Public Open House
17	18 Board of Trustees Meeting	19	20
24	25	26	27
31			

July 2022

THURSDAY	FRIDAY	SATURDAY	NOTES
	1 Summer School Session I ends	2	
7	8	9	
SCHOOL CLOSED			
14	15	16	
21	22	23	
28	29 Summer School Session II ends	30	Legend L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12 WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program 

August 2022			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
	New Teacher Orientation		
7	8	9	10
	Teacher In-Service		
14	15 First Day of School (TENTATIVE)	16	17
21	22	23	24
28	29	30	31

August 2022

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5	6	<p>Legend</p> <p>L - Lower Grades K-4 M - Middle Grades 5-6 PU - PreUpper Grades 7-8 CA - CommArts Grades 7-12 U - Upper Grades 9-12</p> <p>WLP - Winter Learning Pgm SAC - Student Activity Ctr PVA - Parent Volunteer Assc PM - After School Program</p> 
New Teacher Orientation			
11	12 New Family Orientation (Tentative)	13	
Teacher In-Service			
18	19	20	
25	26	27	

Notes



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