



**The Handbook for Parents and Students
2011 – 2012**



**MOUNT VERNON
PRESBYTERIAN SCHOOL**

**THE HANDBOOK
FOR
PARENTS AND STUDENTS
2011 - 2012**

Mount Vernon Presbyterian School is a community dedicated to academic excellence, physical development, and spiritual enrichment. Grounded in Christian values, we seek to develop leaders who will use their unique abilities to think, serve, and live their lives with wisdom, and moral integrity.

**Founders Campus: Grades PS - 6
471 Mount Vernon Highway NE
Atlanta, Georgia 30328
404-252-3448**

**Glenn Campus: Grades 7 - 12
510 Mount Vernon Highway NE
Atlanta, Georgia 30328
404-250-5880**

Revised June 2011



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GENERAL POLICIES SECTION 2011 - 2012

PREFACE

The Handbook for Parents and Students explains Mount Vernon Presbyterian School's academic policies and procedures. We ask that parents/legal guardians (hereinafter referred to as parents) study the Handbook in its entirety and review the contents with their children. Each student is expected to understand and be familiar with the Handbook's contents so that he or she may have a productive and beneficial School experience.

Mount Vernon Presbyterian School operates under the philosophy that students are best prepared for life when they have established academic and personal standards that entail responsibility and accountability. It has been said, "*You are free to choose, but you are not free to determine the consequences of your choice.*" This handbook, therefore, should help a student make those choices that lead to the academic and personal rewards of continued growth, self-discipline, and self-esteem.

Mount Vernon Presbyterian School reserves the right to amend any of its academic policies and procedures in order to uphold the School's philosophy and objectives and to provide for the general welfare, financial security, and safety of its community. Changes or modifications will be disseminated via written and oral communication and will be available on the School's website. This handbook is not a contract.

MISSION STATEMENT

Mount Vernon Presbyterian School is a community dedicated to academic excellence, physical development, and spiritual enrichment. Grounded in Christian values, we seek to develop leaders who will use their unique abilities to think, serve, and live their lives with wisdom, and moral integrity.

STATEMENT OF BELIEFS

The staff, faculty, and parents of Mount Vernon Presbyterian School and members of Mount Vernon Presbyterian Church believe that education is a lifelong process. The mission of the School is to provide a positive, nurturing and academically structured environment which inspires a love of learning, and prepares children for continued academic successes with a personal commitment to excellence. Recognizing the uniqueness of each child, our goal is to motivate students to learn through academically appropriate activities designed to stimulate intellectual, social, physical, emotional, and spiritual growth.



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GUIDING PRINCIPLES

Mount Vernon Presbyterian School

- provides a college preparatory environment dedicated to developing students who are motivated to excel in life;
- inspires all students to pursue academic excellence, take pride in their work, develop leadership skills, and celebrate their achievements;
- motivates students to become independent thinkers, to set and achieve goals, and to be accountable for their actions;
- provides a Christian environment where students are encouraged to develop their own personal faith and spirituality;
- complements the academic program with a wide range of activities to develop the mind, body, and spirit of each student;
- respects the unique value of each member of the School community;
- expects and encourages all faculty, staff, and students to lead lives of honor, integrity, and high moral character at all times;
- believes that diversity and global awareness enrich the learning experience;
- demonstrates a concern for the welfare of others through grade appropriate outreach programs; and
- creates an atmosphere where students enjoy learning, have fun, and develop lifelong relationships.

ALMA MATER

Mount Vernon, Oh Mount Vernon, our hearts belong to you.

Our loyalty we pledge to Thee, our friends revered and true.

Our Mustang Spirit brave and bold, We'll proudly bear the blue and gold.

Our hallowed halls will ever be a part of every memory.



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ORGANIZATIONAL STRUCTURE

Head of School: Dr. J. Brett Jacobsen

The Head of School for Mount Vernon Presbyterian School is the chief executive officer and is responsible for the School's total operation, the evaluation and employment of all personnel, and upholding and evaluating of the School's philosophy, objectives, and standards. The Head of School appoints various administrators and departmental chairs to assist the Head of School in implementing the School's mission, formulating and developing basic policies, overseeing daily academic and business operations, directing and evaluating personnel, and working with the administrators, staff, faculty, and students to uphold the School's standards. In the classroom, it is the professional teacher who has the important role of working daily with the students to help meet their academic needs. The Head of School's decision is final in all matters of the School's daily operations and enrollment, including the dismissal of students.

Mount Vernon Presbyterian School is both an educational institution and a nonprofit organization. Consequently, the Head of School also establishes policies and procedures for effective management, and works with the School community in seeking additional support through annual giving and other philanthropic means.

The Head of School is accountable to the Board of Trustees who, in turn, delegates all educational and other operational matters to the Head of School. The Board of Trustees and the Head of School work collectively through mutual respect for ethical standards in regard to School policies, standards, and communication.

The Board of Trustees

The Board of Trustees of Mount Vernon Presbyterian School is composed of individuals who have an objective commitment to the School, who by their own support and leadership contribute to the School's growth and financial well-being, who seek to work voluntarily on a variety of committees, and who, through their leadership in the community, bring recognition and honor to the School. Board members include parents, parents of alumni, members of Mount Vernon Presbyterian Church, alumni, and members of the community at large. Board members receive no compensation or tuition discounts. In maintaining ethical and professional standards, the Board has delegated the operation of the School to the Head of School. Through the Head of School, parents are informed of appropriate policies and decisions.

Faculty and Staff

Members of the faculty and staff are appointed annually based on their dedication to the educational profession, their evidence as positive role models, their desire to be supportive team members, their observed effectiveness in the classroom, their ability to maintain professional and ethical standards, and their diverse talents and contributions to the total life of the School. Guided by professional and ethical standards, faculty and staff are expected to uphold the philosophy of the School and all School policies. Parents are requested to direct all policy, personnel, or procedural questions to the designated administrator or the Head of School.

POLICY ON RACIAL NON-DISCRIMINATION TOWARD STUDENTS AND EMPLOYEES

Mount Vernon Presbyterian School does not discriminate on the basis of race, color, or national and ethnic origin in the admissions or employment policies or in other organization-administered programs.



SCHOOL-WIDE GENERAL POLICIES

SCHOOL CLOSINGS AND EMERGENCY WEATHER NOTIFICATION

Severe weather or utility service interruption can interrupt or delay the start of the academic day. When possible, the decision to cancel classes for the day will be made by 6:00 a.m. Mount Vernon Presbyterian School adopted the Alert Now Notification Service which allows the School to send a telephone and/or email message to staff and parents providing important information about School emergencies. The School anticipates using Alert Now to notify you of any school delays or cancellations due to inclement weather. In the event of a campus emergency, the Alert Now system will inform you immediately by phone. The successful delivery of information is dependent on accurate contact information. Please contact the School if your phone or email information changes during the year in order to deliver real time emergency information to you.

In addition, the School will broadcast on radio and television stations. If conditions allow, announcements will also be posted on the School's website. Parents should assess inclement weather conditions at their homes before undertaking any travel to the School.

FIRE AND WEATHER PROCEDURES

Fire and severe weather procedures are published, posted, and reviewed with all the members of the School community at regular intervals throughout the year. Drills are held during the academic day. Students are expected to maintain silence throughout these drills and to follow directions given to them by the faculty and staff.

EMERGENCY OR CRISIS SITUATIONS

In cases where there is a local, state, or national emergency or crisis, the School has procedures in place to handle a variety of situations. Our objective is to ensure the safety, health, and welfare of students and keep the School community as updated as possible.

When possible, the School's website will provide available information.

School staff will make every effort to reach a parent in the event of an emergency. If the School is unable to reach a parent, the person designated as the emergency contact person will be notified. The School requires emergency phone numbers for every student. **Please make sure the School has current phone numbers for home, office, cell phones and a designated emergency contact person.**

In the event of an emergency requiring immediate medical attention, if the School is unable to contact a parent, the School is authorized by the contract to have the child treated by a qualified physician at a nearby hospital.

SUICIDE OR ATTEMPTED SUICIDE-STUDENTS

All concerns and verbal conversation regarding a suicide by a student will be considered as a serious threat. The parent(s) will be notified and counseling will be required. To return to classes, the student must submit documentation from medical personnel stating that the student presents no danger to himself/herself or others. In the event of a suicide attempt or the actual occurrence, the name of the student and family will be held in strict confidence until the parent(s) choose to release the information.

HONOR CODE AND PLEDGE

Mount Vernon Presbyterian School expects each student to live as a responsible and honorable person. When students are admitted to Mount Vernon Presbyterian School, they become identified with the School. It is expected that their conduct will reflect favorably upon them and the School at all times. Therefore, the Honor Code is an integral part of the daily structure of School life which predicates the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting the Honor Code. The



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Honor Code encompasses academics, behavior, and character.

Pledge

“I pledge to always act in an honest, honorable, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there will be consequences for inappropriate actions.”

Standards of Conduct

Standards of conduct and specific School regulations regarding behavior are based upon consideration and respect for the rights of others. A student's behavior toward other students and the faculty and staff is expected to reflect a Christian attitude.

All students must understand clearly that in order to maintain its high standards, Mount Vernon Presbyterian School reserves the right to discipline, suspend, or expel a student who is guilty of major misconduct of any magnitude. The application of major misconduct is left to the discretion of School officials. Major misconduct includes, but is not limited to, harassment, bullying, fighting, hazing, vandalism, illegal drug and/or alcohol use, illegal possession or use of weapons/firearms, theft, and tampering with documents. Failure to cooperate in any investigation may result in disciplinary action and/or expulsion from the School.

Academic Honesty

The value of academic honesty is of utmost importance in the student's development. Inappropriate actions will result in the entire credit being deducted from a test or assignment, as well as disciplinary action. Inappropriate actions include, but are not limited to, the following examples:

- Copying another student's homework
- Lending another student homework to be copied
- Completing homework for another student;
- Completing assignments for another student;
- Plagiarizing
- Using unauthorized notes
- Giving or receiving help on a test
- Communicating or attempting to communicate including, but not limited to, talking during a test
- Giving information about a test to a student who has not taken the test
- Receiving information about a test from a student who has taken the test
- Using a calculator, computer, cell phone, or any other electronic device to complete an assignment or test without authorization from a teacher.

A copy of the Honor Code will be provided to each student for review and signing by parent and student. Signing the honor code indicates that parent and student have read and understand the policies articulated in the Handbook.

CLASS PLACEMENT POLICY

The placement of students in classes is the responsibility of the building-level division head. This process incorporates the professional judgment of the faculty. Such factors as student needs, learning styles, interests, and temperament are balanced with the logistical factors to establish a cohesive learning environment. The faculty and administration collectively develop the class lists with the goal of creating effective groupings.

CONFIDENTIALITY OF STUDENT RECORDS

Mount Vernon Presbyterian School adheres to the guidelines set forth in the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained



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by MVPS. MVPS will provide copies of records when extenuating circumstances arise. Example: great distance makes it impossible for parents or eligible students to review the records. A fee may be charged for copies.

Parents or eligible students have the right to request that MVPS correct records which they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. This hearing will be conducted by a committee appointed by the building-level head of school who serves as the chairman. The decision of this committee is final. After the hearing, if the School still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Mount Vernon Presbyterian School must have written permission from the parent or eligible student in order to release any information from a student's education record, with the following exceptions:

FERPA allows disclosure of information from a student's education record, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other Schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the School;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Parents and eligible students will be notified annually of their rights under FERPA by means of notification in the *Academic Policies Handbook*.

MEDIA RELEASE

I hereby give the School permission to use my child's name, photo or film footage of my child (or ward) or any of his/her work, or any approved third party vendor, permission to use my child's photo or film footage of my child (or ward) or any of his/her work for any news release, for publicity purposes, on the School's web site, in the yearbook and directory, or by any approved third party vendor in any media for any purpose which may include, among others, advertising, promotion, marketing, and packaging for any product or service.

DIRECTORY: DISCLOSURE AND USE

In an effort to foster communication and community, the School publishes *The Student Directory* listing the names of students, parents, home addresses, email addresses, and phone numbers based on information submitted to the School. The online directory is updated weekly, as needed.

Prior to the beginning of the School year, a form is sent to the e-mail address in our database requesting changes of directory information.

You have the right to withhold directory information by selecting the following option on the form: *"I do not want my child's information listed in the Directory."* The request for non-disclosure will be honored for only one academic year; therefore, authorization to withhold directory information must be submitted annually. MVPS assumes that failure to indicate the withholding of directory information indicates approval for disclosure. MVPS assumes no liability for honoring your instructions that such information be withheld.

Changes to the above information should be promptly reported to the Registrar so that the information on the School's database and The Student Directory remains up-to-date.



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An Update Contact Information form is provided for parents and eligible students on the School's website.

www.mountvernon-school.org

NOTICE: The contents of *The Student Directory* are protected by law. This confidential information is for the personal, non-commercial use of the Mount Vernon Presbyterian School parents, students, and personnel ONLY. Under no circumstances may any of this information be reproduced or transmitted to other parties without the express written permission of the Head of School or the Business Manager.

ACADEMIC RESOURCE CENTER

Mount Vernon Presbyterian School does not provide special education teachers to meet the needs of emotionally, physically, or learning disabled students.

The Academic Resource Center is designed to support students in their academic endeavors. We currently offer remediation for students with reading difficulties in the Lower School and organizational/ study skills for students of all ages.

Academic Accommodations

MVPS will work with students who need academic accommodations (e.g., extended time for tests, use of laptops), provided a psychoeducational evaluation is on file with the School and that the School administration and parents can agree on reasonable accommodations to be provided.

Academic Modifications

MVPS will not modify its curriculum and / or assignments for individual students.

CONTACT INFORMATION

OFFICE HOURS

Hours: 7:30 a.m. to 4:00 p.m.

During holiday and vacation periods, hours may vary.

MAIL, EMAIL, WEB ADDRESS, TELEPHONE

Founders Campus Address and Phone #:

Grades Preschool – 6

471 Mt. Vernon Highway, NE
Atlanta, GA 30328
404-252-3448

Glenn Campus Address and phone #:

Grades 7 - 12

510 Mt. Vernon Highway, NE
Atlanta, GA 30328
404-250-5880

Web Address: www.mountvernon-school.org

The MVPS website contains current news, School and academic information, and athletic schedules.

Email is the preferred means of communication. Every member of the faculty, staff and administration has an assigned e-mail address. Messages may be sent to them by simply typing the person's first initial and last name followed by @mountvernon-school.org.

Example: jsmith@mountvernon-school.org

Phone Messages for Faculty and Students

Messages for Students

Parents and students are asked to plan their day to avoid making calls and leaving messages at School. In the case of an emergency, parents should call the respective office and leave a message with the Administrative Assistant. Students are **not allowed** to use cell phones during School hours

PHONE NUMBERS AND FAX NUMBERS

Main Phone Number: 404-252-3448

A receptionist answers the phone during office hours, directing callers to the appropriate extensions. Faculty and staff members may be reached by e-mail, voice mail, or messages left with the receptionist. When leaving a voice message, please give your name, the date, time of your call, and a brief message regarding the subject of your call.



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Extended Day Phone Number: 404-579-5685

Fax Numbers:

- 404-252-7154** Advancement, Communications
- 404-252-8300** Office of Admissions
- 404-250-8922** Preschool Office
- 404-252-6777** Founders Campus (K-6) Office and Health Clinic
- 404-943-1225** Head of School, Chief Financial Officer, Upper and Middle School Office, Registrar, Athletics, Health Clinic, and Counseling and College Counseling

SCHOOL HOURS

Regular School Days

- 7:50 a.m. to 3:15 p.m. Upper School (9th – 12th grades)
- 7:50 a.m. to 3:15 p.m. Middle School (7th – 8th grades)
- 8:00 a.m. to 3:00 p.m. Middle School (5th – 6th grades)
- 8:00 a.m. to 3:00 p.m. Lower School (K – 4th grades)
- 8:20 a.m. to 12:00 p.m. Preschool (3's and 4's)
- 8:20 a.m. to 1:30 p.m. Preschool (Young 5's)

Unless a student is in an afternoon activity or a conference with a teacher, the student should be picked up promptly at the end of the School day. Parents must notify the School if they will be late. A student whose parent has not arrived ten minutes after the end of the School day or an activity will be supervised by the Extended Day program staff (**Preschool – Grade 6 students only**). For students placed in Extended Day, a charge will appear on the student's account. Due to faculty meetings, tutorials, and workshops, faculty are not available to supervise students who are left at School after dismissal time.

Glenn Campus (7-12) students should depart the Glenn Campus Building by 3:30 p.m. on regular School days and 12:15 p.m. on half days unless they are involved in a **supervised student activity**.

Visiting the School Campuses

For security and to avoid the disruption of the learning process, all visitors, including parents, must check in at the appropriate campus office. No individual may go beyond the main office without the administration's permission and a visitor's pass. Parents and visitors must wear special nametags obtained in the office at the time of sign in. To ensure that someone can assist them, parents are asked to call ahead for appointments with the administration and faculty.

BEHAVIOR: GENERAL POLICIES

ABUSIVE BEHAVIOR OR SEXUAL HARASSMENT

The philosophy and mission of Mount Vernon Presbyterian School is in direct opposition to any abusive behavior against students, teachers or staff which leads to physical injury, sexual molestation, sexual exploitation, or sexual harassment.

Abusive behavior is defined as negligence or exploitation of a child or any act that causes physical injury or involves sexual molestation or sexual exploitation.

The faculty and staff will adhere to the Georgia Law O.C.G.A. 19-7-5. Teachers will report any suspected incident of child abuse, which includes negligence, physical abuse, molestation, or exploitation, to the administrative staff. The administrator will report the incident to the authorities and or the Department of Family and Children Services. The same reporting procedure applies to any suspected or known concern posing serious threat to the health, safety, and welfare of a student.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or sexually motivated verbal (i.e., name calling) or physical conduct. Prohibited behavior includes unsolicited and unwelcome sexual advances written, visual, or physical. Any such conduct should be reported to the



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counselor or administrative staff, and all complaints will be investigated.

Any student who engages in abusive behavior or sexual harassment will be subject to disciplinary action, up to and including expulsion from School.

Mount Vernon prohibits retaliatory behavior against any complainant or any participant in the complaint process. Anyone who engages in retaliatory action will be subject to the same punishment as the perpetrator.

Fighting or any abusive action to another student may result in suspension, expulsion or other disciplinary actions at the discretion of the Head of School.

AGGRESSIVE, THREATENING, OR BULLYING BEHAVIOR

Mount Vernon Presbyterian School offers an excellent academic counseling program. However, the School is not equipped to accommodate students with behavioral or emotional disorders.

Aggressive or threatening behavior and bullying are not tolerated. Appropriate disciplinary measures will be taken if these behaviors occur. If this behavior persists, parents will be notified, and a recommendation for outside psychological assistance or a recommendation that the student be placed in a different School may be made by the administration. Such behavior may be grounds for immediate expulsion.

DISMISSAL OF STUDENTS

The School reserves the right to dismiss or suspend a student if, in the judgment of the School authorities, such action is deemed in the best interest of the School.

When the School feels parent dissatisfaction is such that the child's best interests are being harmed, the School may ask the parent to withdraw the child from Mount Vernon Presbyterian School.

DRUG AND ALCOHOL POLICY

Mount Vernon Presbyterian School is dedicated to recognizing and developing the worth and dignity of each student. Additionally, MVPS is committed to educating and graduating drug-free students. Illegal substance use, including the use of alcohol and illicit drugs, endangers the realization of one's potential for education and life. Such use jeopardizes the safety of all students and the quality of the MVPS educational experience.

Furthermore, the School abides by all pertinent state and federal laws. The School does not condone illegal conduct. It is against the law for individuals under the age of twenty-one to be under the influence of, to use, to purchase, to distribute or to be in possession of alcoholic beverages. It is also against the law for individuals at any age to use, possess, purchase, distribute or be under the influence of non-prescription controlled substances. *Such behavior by students at any time on campus, or while attending a Mount Vernon Presbyterian School function, athletic event, and/or extracurricular activity is strictly prohibited.*

The quantity and/or particular kind of illegal substance is of little significance; minimal possession or minimal consumption are violations, just as are possession or consumption of larger quantities. The possession of drug-related paraphernalia is also strictly prohibited.

By enrolling students in Mount Vernon, parents accept the School's position on illegal drug use and alcohol and understand that the policy set forth here is consistent with the laws of our community and in the best interest of all students. Students may also be required to undergo a School-approved professional drug/alcohol assessment or submit to drug/alcohol testing. Refusal to submit to such testing will be a violation of this policy.

Violations of this policy are grounds for dismissal from Mount Vernon Presbyterian School. Students not immediately dismissed will be suspended, assigned demerits, required to perform community service, placed on disciplinary probation, or any combination of these above.



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ELECTRONICS

Students may not use cell phones, iPods, CD players and headsets, or any type of electronic device (other than School issued laptop computers), during the School day from 7:45 a.m. to 3:15 p.m.

INTERNET ACCEPTABLE USE POLICY

Students are responsible for appropriate behavior on the School's computer network. Internet access is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing the Internet and utilizing the School's computer resources. The individual in whose name a system account is issued will be responsible at all times for its proper use. He / She will be held accountable for any activity under that account while he / she is logged onto the MVPS system.

All Internet users are subject to the following rules and regulations and are required to sign an Internet User Agreement.

1. **Acceptable Use:** The purpose of the School network/Internet is to support research and education by providing access to sources from across the world and to allow for collaborative work opportunities. The School's network is only to be used to further these aims and its use must be consistent with the educational objectives and community values of MVPS.
2. **Privileges:** The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The network administrator, faculty members, and Head of School will deem what is inappropriate and may revoke privileges at any time.
3. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These will be covered in the users' training session and include, but are not limited to, the following:
 - a. Sharing username and password are prohibited.
 - b. Be polite. Do not use abusive language in your messages to others.
 - c. No swearing, vulgarities, or other inappropriate language is allowed.
4. **Degradation or misrepresentation of the good name and reputation of Mount Vernon Presbyterian School is strictly prohibited.**
5. **Illegal activities are strictly forbidden.**
6. **Students should not reveal their personal address, phone number, or those of other students and classmates.**
7. **Remember that e-mail and social networking sites are not private. People who have access to any part of the e-mail transmission chain or social site have access to your information.**
8. **Use of the network in such a way that you disrupt the use of the network by others is prohibited.**
9. **All communication and information accessible via the network should be assumed to be subject to copyright law.**
4. **Disclaimer:** Network users must recognize the risk in utilizing the School's technological infrastructure. The School will not assume responsibility for damages you may undergo. Mount Vernon Presbyterian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. This includes loss of data resulting from delay, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or by errors or omissions of yours. Use of any material obtained via the Internet is at your own risk. MVPS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security:** Security on any computer system is a high priority, especially when the system involves so many users. If you feel you can identify a security problem on the Internet or with the system, you must bring it to the attention of the network administrator or your teacher. Do not demonstrate the problem to others. Attempts to log in to the system as someone other than yourself will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
6. **Vandalism:** Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as a malicious attempt to harm or destroy



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data of another user, the Internet, the School, or other networks. This includes, but is not limited to, the uploading of computer viruses and any physical damage to any of the equipment.

The MVPS administration will have the final authority in matters concerning the appropriateness of a student’s behavior and use of MVPS technology, the internet, and / or School network.

PARENTAL/VISITOR PARTICIPATION AND EXPECTATIONS

Conduct and Behavior

Parents or visitors on campus are expected to conduct themselves in a manner that reflects courtesy and respect to the faculty, staff, administration, and to students. Harassing or threatening language or actions will not be tolerated. Individuals who have concerns should direct them in a professional manner to the School’s administration. The School reserves the right to ban anyone from its campus or School-related activities.

3. In order to participate in the Extended Day program, Preschool students must be at School by 9:00 a.m.
4. Extended Day will be in operation every day that School is in session, including conference days, and advance reservations are required.
5. Hours are from School dismissal time until 6:00 p.m., Monday - Friday, excluding holidays.
6. A child will be released only to the parent or adult designated by the parent on the Extended Day registration form. Identification will be required.
7. Mount Vernon Presbyterian School must have current information on addresses and telephone numbers of parents, emergency contact persons, and designated pick up persons.
8. Georgia law requires that all Preschool students in an after-School program eat a hot, nutritious lunch. All three and four-year-old Extended Day students must participate in the hot lunch program.

When severe weather threatens during the day, Extended Day will close. Radio and television stations will be notified of School closing. Information will also be posted on our website at www.mountvernon-school.org

9. Extended Day Payment Information:
 - a. Payment is expected when the student is picked up if the student stays on an occasional basis. Portions of an hour are charged as a full hour.
 - b. Extended Day payments may be sent to School with the student. Please put the payment in an envelope labeled "Extended Day" and direct the student to give the envelope to the classroom teacher.
 - c. The School has the right to refuse admittance to class, withhold report card, refuse graduation, and transfer of credits and records for any student whose financial account is delinquent.
 - d. **A late fee of \$5.00 per minute will be charged after 6:00 p.m.**

EXTENDED DAY PROGRAM

Direct Line: 404-579-5685

Voice Mail: 404-252-3448 ext. 2252

STATEMENT OF PURPOSE

The Extended Day program provides after-School care for enrolled in Preschool through Grade 6. It is designed to create a safe, happy, clean, and caring environment in which children will feel comfortable and secure. The staff and faculty will endeavor to promote growth through varied and interesting activities.

EXTENDED DAY POLICIES

1. Georgia law requires that **all** enrolled students have an Extended Day registration form on file, whether or not parents intend to use this service.
2. Only MVPS students will be accepted into the Extended Day program.



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10. Medical

- a. Parents will be notified immediately in case of any adverse reaction to medication. Minor scrapes and cuts are washed with germicidal soap and bandaged if necessary.
- b. In the event of illness or injury requiring medical attention, the parent is notified immediately to pick up the student.
- c. In order for Extended Day to dispense medicine, prior authorization must be on file with the office.
- d. In case of emergency requiring hospitalization, the student will be taken to the nearest hospital.
- e. When a student is too ill to play outdoors with the other children in the afternoon, the student should not stay for Extended Day. For safety reasons, all Extended Day staff must be involved in the outdoor activities. The School does not have the extra personnel to take care of sick children.
- f. Parents will be notified in case of exposure to a communicable disease.

11. Safety

- a. Emergency procedures for a building evacuation are posted in every classroom. Fire drills and tornado drills take place at regular intervals.
- b. MVPS has emergency and crisis procedures in place if needed.

EXTENDED DAY PROCEDURES

Advance reservations are to be made by writing a note to the classroom teacher or calling the School office prior to School dismissal time on the day preceding the desired care.

EXTENDED DAY EXPECTATIONS

- 1. Children are required to behave in a polite, respectful, and safe manner at all times. Abusive language and actions will not be tolerated. Aggressive behavior of any kind is not allowed. Bullying or threatening behavior is not allowed.

- 2. Discipline consists of isolation of the child from the group for an appropriate time period. Parents will be notified of continuing misbehavior.
- 3. Extended Day teachers are authorized to give demerits to students in grades four through sixth.
- 4. Polite, correct grammar and good speech habits will be encouraged.

BUSINESS OFFICE

FINANCIAL OBLIGATIONS

The School expects parents to abide by the enrollment contract in regard to tuition and fee payments. Like other independent Schools, Mount Vernon Presbyterian School is also a business that makes its plans and projections based on the enrollment contracts received. Therefore, it is the parents' responsibility to pay tuition according to the enrollment contract. This responsibility is unconditional and no portion of such tuition paid or outstanding will be refunded or canceled, notwithstanding the subsequent absence, withdrawal, or dismissal of the student from Mount Vernon Presbyterian School.

In cases where payments are excessively past due, a student may not be allowed to attend classes. To avoid embarrassing situations, parents are asked to make payments on time and to work closely with the School if they are encountering financial problems. Students will not be eligible for re-enrollment if a balance for the current year's tuition is still owed.

An optional Tuition Refund Plan is made available for all students.

If parents withdraw their child with financial obligations still owed, the School will withhold grade reports and official transcripts until the account is settled. The School has the right to refuse admittance to class, withhold grade reports, refuse graduation, deny School trips, and disallow the transfer of credits and records for any student whose financial account is delinquent.



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FUNDRAISING AND ADVANCEMENT

Policies and procedures have been established by Mount Vernon Presbyterian School to assure a coordinated, School-wide fundraising plan that supports the mission, objectives, programs and current needs of the School. A full copy of the policies and procedures may be obtained from the Advancement Office.

In brief, fundraising efforts are limited to School organizations or School-sponsored events and must be coordinated with the Advancement Office. The policy relates to all School and volunteer organizations, including any group in which fundraising is conducted to help supplement existing budgets (Academics, Athletics, Fine Arts and Performing Arts) or for those supporting outside organizations or causes.

The policy relates to fundraising and solicitation in any manner: including letter, calling, email, and personal request. Additionally, promotional materials, mailers, clothing, and other related items using the School's name or logo, which are associated with the fundraising effort, must be approved by the Advancement Office.

Policy has been established to:

1. Assure that all fundraising projects or events conform to the School's defined fundraising objectives, practices and programs and meet current needs.
2. Strengthen communication, coordination, and fundraising results for all School groups associated with Mount Vernon Presbyterian School.
3. Coordinate efforts to engage parents, businesses, and community members to financially invest in the School and be properly acknowledged for their support.
4. Avoid inundating our School community with too many requests and eliminate potential negative impact on other initiatives or create competition among School groups for funding.
5. Build new and strengthen existing relationships between the School and the community.

6. Assure that all fundraising events and materials meet IRS guidelines and present a quality image of the School.

HEALTH CLINIC GUIDELINES

LOCATION AND HOURS

The Health Clinic on the Founders Campus (PS – 6) is open from 8:00 a.m. until 3:00 p.m. (12:00 p.m. for Early Dismissal) on School days. The Glenn Campus (7 – 12) Health Clinic is open from 7:50 a.m. to 3:15 p.m. (12:00 p.m. for Early Dismissal) on School days. The nurse in the Founders Campus (PS – 6) Health Clinic can be reached at 404-252-3448 extension 2222. The Glenn Campus nurse can be reached at 404-252-3448 extension 2275.

GENERAL INFORMATION

The nurses take great care to see to your child's needs and to determine the severity of the illness or injury that occurs during the School day. **It is not the intent of the clinic to diagnose illnesses, and the clinic should not be used in place of your child's healthcare provider.** Should the student need to be sent home due to an illness or injury, you will be contacted using the numbers you provided on the Student Health Form.

STUDENT HEALTH FORMS

MVPS students are required to have a ***Student Health Form*** on file prior to the first day of School. This form must be completed annually. It is the responsibility of the parent to notify the clinic if the health needs of the student change. This form alerts the nurse to allergies, medical conditions or physical limitations of your child. It also authorizes the nurse to treat and administer certain over-the-counter medications should your child become ill or injured during the School day. **Any student who does not provide a current *Student Health Form* prior to the first day of School will not be allowed to attend School.**



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IMMUNIZATIONS

Georgia state law requires that all students have a complete Georgia Certificate of Immunization (form 3231) on file prior to the first day of School. An immunization form from another state or country is not acceptable. These forms can be obtained from your physician or local public health department. **Any student whose immunization record is missing or incomplete will not be allowed to attend classes until compliance is obtained. In the case of a religious exemption, a notarized statement is acceptable in lieu of a certificate.**

MEDICATIONS

Medications should be given at home rather than School whenever possible. If a medication needs to be taken during the School day, the student must go to the Health Clinic to obtain the medication from the nurse. Records will be kept of all medications administered. Students are not permitted to have medications in their possession on campus. The only exceptions to this are students with certain medical conditions, such as diabetes, asthma, or severe allergies. The nurses may allow the student to carry the necessary medications or supplies. Students who use an inhaler or carry an Epi-pen **MUST** provide the nurse with an extra Epi-pen/inhaler prior to the first day of School.

The *Authorization for Medication Form* may be obtained from the Health Clinic or on the School's website.

Prescription Medications

1. An *Authorization for Medication Form* must be filled out and signed by **both** the parent and physician. A new authorization form must be received if the medication dosage is changed during the School year. The School will not give any medication without the completed form.
2. All prescription medication must be in the original container and labeled by the pharmacy. No medication from an envelope, plastic bag, etc., will be given. Ask your pharmacist for an extra empty bottle with a label on it for prescription medicines

that need to be given at School.

Non-Prescription (over the counter) Medications

All non-prescription medications must be in the original container and be accompanied by an *Authorization for Medication Form* or a written request signed by the parent/legal guardian. The physician's signature is not required. No medication received in a plastic bag, envelope, etc., will be given to a student. The request must include:

- Student's first and last name
- Grade/Teacher
- Name of medication
- Amount to be given
- Time(s) to be given
- Reason medication is to be given
- Length of time medication is to be given

The only over-the-counter medications stocked in the Health Clinic are listed on the *Student Health Form*. They include: Acetaminophen (Tylenol equivalent), Ibuprofen (Advil/Motrin equivalent), Tums, Benadryl, and antibiotic ointment. These medications will only be given if permission is indicated on the *Student Health Form*. No other OTC medications will be given, unless the medication is provided by the parent, with a completed *Authorization for Medication Form*. **There will be NO EXCEPTIONS to this policy.**

STUDENT ILLNESS

We ask that you do not send your child to School if he or she is sick. The following are a few guidelines to follow:

- Temperature – Your child must remain home if he or she has an elevated temperature (100.2 degrees or higher). Your child should be fever-free, without taking any medication for 24 hours, before returning to School. If your child comes to the Health Clinic with a temperature 100.2 or higher, you will be called to pick him/her up.
- Diarrhea – If your child has diarrhea that cannot be controlled, he or she should remain home, or you will be called to pick him/her up.
- Vomiting – Your child must not have vomited for 24 hours prior to returning to School.



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- Contagious Diseases – Your child must remain home when he or she shows symptoms or has been diagnosed with a contagious disease, such as strep throat, conjunctivitis (pink eye), impetigo, ringworm, head lice, skin rash, drainage from ears, nasal drainage, and frequent uncontrollable cough.

If your child exhibits any of the above illnesses, we will call you to pick up your child. If you cannot be reached within a reasonable amount of time, the emergency contacts listed on the *Student Health Form* will be contacted.

Illness at School

The School makes every effort to contact the parents if a student becomes ill at School. Parents are expected to pick up a sick child as soon as possible. A child who does not feel well or who has a fever should not be sent to School. Students with contagious ailments must remain at home.

Acquired Immunodeficiency Syndrome (AIDS)

Employees and Students

The policy to which Mount Vernon Presbyterian School will adhere was written by the Georgia Board of Education for the public Schools and the Georgia Department of Human Resources that govern day care licenses.

The acquired immunodeficiency syndrome (AIDS) is believed to be caused by the HIV virus. The vast majority of affected individuals are in the three primary risk groups - male homosexuals, hemophiliacs and intravenous drug users. Transmission of the virus is primarily through the routes of sexual conduct and exposure to infected blood or blood products.

Although HIV has been isolated from saliva and tears, transmission by exposure to these sources has not been documented. The majority of infected children acquire the virus from the infected mothers in the prenatal period. None of the pediatric AIDS cases in the U.S. have demonstrated transmission in the School, day care or foster care setting; and indeed, casual person-to-person contact is believed to pose no risk for viral transmission.

Students who are medically ill should be evaluated on a case-by-case basis by a team comprised of the student's building-level division head, personal physician, a School board-appointed physician, and public health personnel. The decision to admit should be based on the medical condition of the child, including evaluation of his/her immune status and performance status. The most current medical information concerning contagiousness and transmittal will be used.

Students who are found to be medically unable to attend School by the medical review panel may have an alternative educational program set up at the expense of their local Board of Education. This homebound-educational tutoring is available to students in private Schools. Students from private Schools have to temporarily enroll in a public School to participate in this program.

Confidentiality is of extreme importance and, therefore, the identity of affected students, if not already public knowledge, should be known only to the student's building-level division head and School nurse. Neither confirmation nor denial of suspicious or positive testing will be given by School officials, even if public knowledge is alleged.

There are no medical or legal reasons to restrict a child of an HIV infected parent from attending School. Children with HIV infection should not receive live virus vaccines and should be excused from regulations requiring them. Of course, any student, including an HIV infected child, who has contracted a contagious disease will not be allowed to attend School without clearance from the public health department.



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LIBRARY/MEDIA CENTERS

The Library/Media Centers serve enrolled students in the Preschool, Lower School, Middle School, and Upper School, as well as faculty and staff. The librarians provide story time for Preschoolers and instruction in research-literacy skills, reading motivation, and reference assistance to Lower, Middle and Upper School students. Special programs for Lower School students are available after School.

In order to maintain the collection, students must take responsibility for the care of and prompt return of all materials borrowed from the library. All loaned items must be returned to the library in the same condition in which they were presented at the time of check-out. A student's financial account will be billed for all unreturned library items.



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PRESCHOOL ACADEMIC SECTION

ATTENDANCE

Regular attendance is important for students to experience success in School. Students who are absent or tardy excessively will normally experience a negative impact on their academic development.

NOTICE: The contents of the Online Network Student and Parent Directory are protected by law. This confidential information is for the personal, non-commercial use of the Mount Vernon Presbyterian School parents, students, and personnel ONLY. Under no circumstances may any of this information be reproduced or transmitted to other parties without the express written permission of the Head of School or the Business Manager.

GRADES AND GRADE REPORTS

Preschool Progress Reports may be accessed at the end of each semester via the School's website in NetClassroom.

www.mountvernon-school.org

PARENTAL COOPERATION, INVOLVEMENT, AND EXPECTATIONS

Communicating Concerns to the Teacher and the Administration

The School's philosophy emphasizes the importance of community and parental cooperation in terms of helping each student realize his/her potential. Parental involvement, therefore, takes a variety of forms, depending on the grade in which the child is enrolled. Parents should also understand that they select and pay for the privilege of enrolling their child in an educational environment that has established its curriculum and policies. The Head of School must make decisions with regard to existing policies, the School's philosophy, and the greater good of the School.

Parent-Teacher Communication

Teachers make every effort to inform parents of their child's progress and needs. Academic work is sent home for review, and notes are often included for parents to review, sign, and return. **When a parent perceives a concern or problem about the child or the classroom, he or she should contact the teacher first to discuss the concerns.** Teachers' contact information is listed in the directory. Parents are asked to use discretion with regard to phoning a teacher at home, and, if necessary, call before 8:00 p.m.

If a conference is needed, parents should always make a mutually convenient appointment in advance with the teacher via a note, email, or phone call to the School. Parents are asked not to conference with teachers or other parents before or after School in the hall, classroom, or carpool. Discussions should always center on facts and direct observations and be confidential in nature. Parents should respect and adhere to the professional observations and judgment of the faculty. If, after talking with the teacher, a parent continues to be concerned, then the matter should be presented in a conference with the building-level division head of the respective School. (In such situations, the teacher is usually present.)

The School recognizes the right for a parent to disagree; however, the School cannot tolerate situations or discussions that undermine teachers, the administration, or the policies of the School. If such situations occur, the administration reserves the right to hold a conference with the parent, and, if necessary, require the parent to withdraw the student from School.

RE-ENROLLMENT

Parents of eligible students will receive re-enrollment information in February of each year. The deadline for re-enrollment will be published on the School calendar. All re-enrollment forms, including the payment of stated tuition deposit, must be completed and returned to the Admissions Office by the specified deadline. Tuition for the present year must be current in order for students to re-enroll.



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Re-enrollment received after the deadline will be considered on an equal basis with new applicants for acceptance for the next School year.

WITHDRAWAL FROM SCHOOL

Official withdrawal from Mount Vernon Presbyterian School during a semester requires that the parent or student, as applicable, complete the following steps:

1. Obtain a Notice of Withdrawal from School form (available in the Registrar’s office);
2. Supply all necessary information on the Withdrawal from School form, including securing the required signatures; and
3. Submit the completed form to the Registrar.
4. Complete the exit interview process with the Admissions Office.

A grade of “W” will be assigned to each course that has not been completed at the time of withdrawal. A grade of “W” indicates that the student withdrew during the semester.

PRESCHOOL GENERAL SECTION

SCHOOL HOURS

3's and PK 8:20 a.m. – 12:00 p.m.

Young 5's 8:20 a.m. – 1:30 p.m.

Students are considered tardy after 8:20 a.m.

Tardies will be noted on the Progress Reports.

Preschool students may enter the Preschool building at 7:30 a.m. and will be supervised by a teacher.

Preschool students arriving at School before the doors are unlocked must remain in their cars until the doors are opened by the Preschool staff or faculty member at 7:30 a.m.

ABSENCES AND TARDIES

Parents are encouraged to get students to School by 8:00 a.m.

Students arriving after 8:20 a.m. must be signed in by a parent in the Preschool office.

Parents must realize absences for causes other than illness or a family emergency are detrimental to a student’s academic record and learning. Each student and parent should realize the necessity of regular attendance. MVPS students are required to attend all classes unless the student is excused or dismissed from School.

If a student is going to be absent, the parent should notify the School by 9:00 a.m. on the morning of the absence.

Parents are expected not to extend vacations beyond the days allotted on the School calendar.

Extenuating Circumstances Defined

An extenuating circumstance includes the following:

- Serious illness or hospitalization
- Serious illness or death in the immediate family
- Special and recognized religious holidays observed by the student’s faith
- Court order or other governmental mandates
- Conditions rendering attendance impossible or hazardous to student health or safety
- Circumstances for which a parent/ guardian makes prior arrangements with the building-level division head (e.g., legislative page service, special family occasions)

CARPOOL DROP-OFF/PICK-UP

The safety of your children is of paramount importance to us. Therefore, it is the shared responsibility of School and parents to see that the following policies are implemented:

Students should only be dropped off at the designated carpool stop and only after 7:30 a.m. Faculty and staff will open car doors for students during carpool.

All cars enter from Johnson Ferry Road and exit on Mount Vernon Highway. Please observe the use of the designated carpool stop. Remain in the flow of carpool



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line; please do not pull out and attempt to pass on the left. There is oncoming traffic. It is important that parents have each child ready to exit from the passenger side car door when the car is stopped so that the line does not back up more than is necessary. Faculty and staff will assist students in and out of the cars. Parents must allow the students to come into the building by themselves. This helps to develop maturity and independence in children. Each teacher will be ready to greet the children at the classroom door every day.

Afternoon dismissal is promptly at 12:00 p.m. **Young Fives' dismissal is at 1:30 p.m.** Dismissal is from the carpool line only, and parents should not arrive on campus before dismissal time. Students will not be dismissed to parents in the hallways. Each family is assigned a carpool number to be displayed daily when picking up students. This number should be placed in the upper front right-hand window. Please see that anyone who is picking up your child has the number displayed correctly.

Students who are not going home in the regular carpool must have a parental note that explains the temporary arrangements. We cannot release a child to anyone other than a parent or regular carpool driver without written permission. There will be **NO EXCEPTIONS**, without proper notification. Please advise regular carpool drivers if a change is being made concerning your child.

Georgia Law requires children under the age of six years old (and less than 4' 9") to ride in the rear seat of a vehicle in an appropriate child passenger restraint system. We ask that all parents abide by this law for the safety of their own children and any others they may transport.

Children not picked up by 12:10 will be taken to Extended Day and minimum charges will apply.

DISMISSAL DURING A SCHOOL DAY

Parents are asked to schedule doctor and dentist appointments after School hours. Early dismissal is discouraged because valuable instruction time in the

classroom cannot be duplicated. If a student must be dismissed early, the parent must send a note to the teacher. Parents must sign students out in the Preschool office.

“SHOW AND TELL” DAY

Teachers will schedule “Show and Tell” for all Preschool students.

Place the ONE object in a bag labeled with the child's name. This **MUST** fit into the School tote bag. Teachers do not have room to accommodate oversized toys or other objects on these days. Please avoid sending fragile, valuable, or otherwise treasured items. At **no** time should other toys be brought to School. Show and Tell toys items must remain in their designated place in the room and are not to be played with during class time.

This special time of the week is a valuable experience for your child. Sharing gives each student an opportunity to speak before a group and helps in the development of good listening skills. Unless a teacher specifically asks children to bring their objects on a different day, please adhere to the schedule the teacher has established. Our schedules are packed with learning activities, and there is rarely another time during the week to allocate for this activity.

SAFETY

In order to ensure the safety of the children, all doors to the Preschool building remain locked. To enter, press the button on the panel next to the door at the main entrance.

All visitors must sign in at the Preschool office. Visitors will be issued a pass or be in the company of a host and are subject to the School rules.

CLOTHING

Please remember Preschool students need clothing that is easy to handle and non-restrictive. This encourages independence when children go to the restroom. Three year olds should have a change of clothing that includes underwear and socks, to be kept in their



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School tote bags at all times. All children are required to be fully toilet-trained prior to enrollment at Mount Vernon.

All shoe-laces should be tied in double knots and should not drag on the floor. Inappropriate footwear such as boots, clogs, slides, and flip-flops are not safe for School and hinder active outside play. Label all removable clothing, especially sweaters, raincoats, and jackets. Umbrellas are not necessary and take up too much space in the classrooms.

School tote bags are required for all Preschool students and are provided for sale at the start of the School year. Please avoid placing key chains on these as they pose a safety hazard as well as a distraction in the classroom.

BEHAVIOR AND DISCIPLINE POLICIES

Teachers use positive reinforcement to encourage good behavior and work completion. Parents are encouraged to relate to the teacher any event or circumstance which could impact behavior and performance, such as divorce, illness, or death.

Standards of conduct and specific School regulations regarding behavior are based upon consideration and respect for the rights of others. A student's behavior toward other students, faculty and staff is expected to reflect a respectful and courteous attitude.

Hitting, kicking, and biting are examples of unacceptable behavior and will receive appropriate discipline.

Aggressive or threatening behavior and bullying will not be tolerated.

Students who are endangering themselves or others on the playground may not be allowed to participate in the playground activities for the day.

Most discipline is handled on individual basis with the teacher and the child. To reinforce proper behavior, students may be isolated from the class within the classroom or placed in a time out room with an assistant teacher for a short period of time. If problems persist, the Preschool building-level division head is

advised, parents are informed and, on occasion, may be asked to remove the child for the remainder of the day. Continued aggressive behavior can result in administrators requesting outside psychological assistance or placement of the student in a different School.

MISCELLANEOUS

Birthdays and Un-birthdays

Students may celebrate their birthdays or “un-birthdays” (for those with summer birthdays) at School. Parents should arrange a scheduled date with the teacher to send in a “special snack” which may include a healthy treat such as fruit, muffins, and / or cheese and crackers. We cannot allow candles at the School due to fire code regulations. Please do not send party favors. In-class parties are for students only.

Invitations for away-from-school parties can only be distributed in backpack mail if each child in the classroom is included. No limos or party buses are allowed on campus due to traffic and carpool constraints.

Holiday Parties

Parents are asked to adhere to policies set by the School when planning special holiday and end-of-the-year parties. All other events will be coordinated with the individual classroom teacher.



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HONOR CODE

Mount Vernon Presbyterian School expects each student to live as a responsible and honorable person. When students are admitted to Mount Vernon Presbyterian School, they become identified with the School. It is expected that their conduct will reflect favorably upon them and the School at all times. Therefore, the Honor Code is an integral part of the daily structure of School life which predicates the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting the Honor Code. The Honor Code encompasses academics, behavior, and character.

PLEDGE

“I pledge to always act in an honest, honorable, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there will be consequences for inappropriate actions.”

STANDARDS OF CONDUCT

Standards of conduct and specific School regulations regarding behavior are based upon consideration and respect for the rights of others. A student's behavior toward other students and the faculty and staff is expected to reflect a Christian attitude.

All students must understand clearly that in order to maintain its high standards, Mount Vernon Presbyterian School reserves the right to discipline, suspend, or expel a student who is guilty of major misconduct of any magnitude. The application of major misconduct is left to the discretion of School officials. Failure to cooperate in any School investigation may result in disciplinary action and/or expulsion from the School.

ACADEMIC HONESTY

The value of academic honesty is of utmost importance in the student's development. Inappropriate actions will result in the entire credit being deducted from a test or assignment, as well as disciplinary action. Inappropriate actions include, but are not limited to, the following examples:

- Copying another student's homework
- Lending another student homework to be copied
- Completing homework for another student;
- Completing assignments for another student;
- Plagiarizing
- Using unauthorized notes
- Giving or receiving help on a test
- Communicating or attempting to communicate including, but not limited to, talking during a test
- Giving information about a test to a student who has not taken the test
- Receiving information about a test from a student who has taken the test
- Using a calculator, computer, cell phone, or any other electronic device to complete an assignment or test without authorization from a teacher.

Teachers stress academic honesty to students. Teachers may require students to write the Honor Code pledge on tests, quizzes, and homework assignments.



ACADEMIC SECTION

ACADEMIC HONORS (GRADES 3 - 4)

Each semester, students will be recognized for their academic achievements. Students who earn grades of “A” and “B”, with no grade below a B or an “S-“ may qualify for one of the academic honor lists described below. A student with an honor code violation for the current academic year will not be eligible for academic honors.

Head of School’s List: Students earning all “A’s” (90 or higher) and all “S” will qualify for the Head of School List. Students who achieve the Head of School’s List for the entire year will receive a certificate of recognition at an Awards Assembly.

Honor Roll: Students earning mostly “A’s” and no more than two (2) “B’s” with no grade below an “S-“ will qualify for the Honor Roll. These students will be recognized each semester.

ACADEMIC PROBATION

A student will be placed on Academic Probation when he or she meets the following criteria:

- Earns two or more failing grades at the end of a semester
- Earns a cumulative grade point average below a “C” (2.00) at the end of a semester
- Earns two or more failing grades in consecutive reporting periods

When a student is placed on Academic Probation, the parents will be notified in writing by the building-level division head. The written notification will include the reason(s) for the academic probation and will stipulate the conditions for continuing as a student in good standing at MVPS.

ACADEMIC RECORDS

All student academic records are maintained by the Registrar located on the Glenn Campus. The Registrar serves as the confidentiality officer charged with ensuring the confidentiality of the academic records.

GRADES AND GRADE REPORTS

Grades may be accessed daily via the School’s website in NetClassroom.

www.mountvernonsschool.org

Grades 1 - 4

Mid-semester grades are posted and published in NetClassroom within one week after the mid-semester date and can be accessed on the School’s website.

Grades K-4

Semester grades and comments are posted and published in NetClassroom within one week after the end of each semester and can be accessed on the School’s website.

Parents should contact teachers if there is a concern or question regarding the student’s progress. Teachers may be contacted through email, phone, or written notes. Teacher contact information is provided on the School’s website.

Notes: Website password codes are only issued by the Registrar. Grades cannot be accessed in NetClassroom if there is a hold on the student’s record.

NetClassroom: ONLINE ACCESS TO STUDENT GRADES AND ACADEMIC INFORMATION

Website address:

www.mountvernonsschool.org

NetClassroom is available for your use 7 days a week, 24 hours a day.



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Confidentiality

Each student is assigned a unique NetClassroom user ID and password by the Registrar. The password can be changed by you at any time.

NetClassroom provides online access to the following:

➤ Grades	
➤ Schedule	➤ Report Card
➤ Absences	➤ Additional Links: * Announcements ➤ * Online Network Student & Parent Directory

PARENTAL COOPERATION, INVOLVEMENT, AND EXPECTATIONS

Communicating Concerns to the Teacher and the Administration

The School’s philosophy emphasizes the importance of community and parental cooperation in terms of helping each student realize his or her potential. Parental involvement, therefore, takes a variety of forms, depending on the grade in which the child is enrolled. Parents should also understand that they select and pay for the privilege of enrolling their child in an educational environment that has established its curriculum and policies. The Head of School must make decisions with regard to existing policies, the School’s philosophy, and the greater good of the School.

Parent-Teacher Communication

Teachers make every effort to inform parents of their child’s progress and needs. Academic work is sent home for review, and notes are often included for parents to review, sign, and return. **When a parent perceives a concern or problem about the child or the classroom, he or she should contact the teacher first to discuss the concerns.** Teachers’ contact information is listed in the directory. Parents are asked

to use discretion with regard to phoning a teacher at home, and, if necessary, call before 8:00 p.m.

Two dates have been designated as All School Conference Days for parents. One is scheduled in early fall with another one in the winter.

If a conference is needed, parents should always make a mutually convenient appointment in advance with the teacher via a note, email, or phone call to the School. Parents are asked not to conference with teachers or other parents before or after School in the hall, classroom, or carpool. Discussions should always center on facts and direct observations and be confidential in nature. Parents should respect and adhere to the professional observations and judgment of the faculty. If, after talking with the teacher, a parent continues to be concerned, then the matter should be presented in a conference with the building-level division head of the respective School. (In such situations, the teacher is usually present.) If after this conference the parent is still concerned, the Division Head of School will make a recommendation to the Head of School whose decision will be final. Parents are expected to abide by the administrative decisions.

The School recognizes the right for a parent to disagree. However, the School cannot tolerate situations or discussions that undermine teachers, the administration, or the policies of the School. If such situations occur, the administration reserves the right to hold a conference with the parent, and if necessary, require the parent to withdraw the student from School.

RE-ENROLLMENT

Parents of eligible students will receive re-enrollment information in February of each year. The deadline for re-enrollment will be published on the School calendar. All re-enrollment forms, including the payment of stated tuition deposit, must be completed and returned to the Admissions Office by the specified deadline. Tuition for the present year must be current in order for students to re-enroll.



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Re-enrollment received after the deadline will be considered on an equal basis with new applicants for acceptance for the next School year.

WITHDRAWAL FROM SCHOOL

Official withdrawal from Mount Vernon Presbyterian School during a semester requires that the parent or student, as applicable, complete the following steps:

1. Obtain a Notice of Withdrawal from School form (available in the Registrar’s office).
2. Supply all necessary information on the Withdrawal from School form.
3. Submit the completed form to the Registrar; and
4. Complete the exit interview process with the Admissions Office.

A grade of “W” will be assigned to each course that has not been completed at the time of withdrawal. A grade of “W” indicates that the student withdrew during the semester

DAILY CLASS WORK AND HOMEWORK

Each Friday, students take home daily papers for the week. Parents are encouraged to go over the work with the students using a positive approach.

Parents should check backpacks for information from School and teacher notes concerning academic progress.

All students are expected to do their homework thoroughly and turn it in when due. Students should have their homework completed and ready to turn in when class begins.

Homework for Students: Grades 3 - 4

Homework, projects, and reports may be assigned at the discretion of the teacher on week nights. If a student is not absent or excused from the class assignment and turns in an assignment a day late, a 25% deduction in credit will be taken. After two (2) days, a 50% deduction in credit will be taken. After three (3) days, a zero (0) will be recorded.

GRADING

A grade is a symbol used by teachers to impart information to students, parents, and other individuals and institutions with a legitimate need for the information. Grades are the teacher’s best assessment of a student’s performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills.

K - Grade 2

- S = Satisfactory
- S- = Improvement desired
- I = Insufficient progress
- W = Withdrawn from course

Grading Scales for Grade 3 - 4 Students

Academic CORE Courses: Numerical grades are posted.

- A 90 – 100
- B 80 – 89
- C 70 – 79
- F < 70
- W Withdrawn from course

Resource Courses and Conduct: Letter grades are posted.

- S = Satisfactory
- S- = Improvement Desired
- I = Insufficient Progress

DEFICIENCY NOTICES

Deficiency notices are sent to communicate with parents the need for the student to improve academic performance. These notices signal an impact on grades. Parents are required to sign the deficiency notice and return it to School the following day.



LOWER SCHOOL GENERAL SECTION

ATTENDANCE

Students who are excessively absent or tardy have difficulty maintaining their grades and may also lose credit. Please note that a student attendance report is available in NetClassroom. Participation in a School sponsored event and/or activity is not counted as an absence.

Students arriving after 8:00 a.m. must be signed in by their parents in the Lower School office.

Parents must realize absences for causes other than illness or a family emergency are detrimental to a student’s academic record and learning. Each student and parent should realize the necessity of regular attendance. MVPS students are required to attend all classes unless the student is excused or dismissed from School. Excessive absences or tardies are grounds for dismissal.

Parents are expected not to extend vacations beyond the days allotted on the School calendar. Tests must be taken early or at the teacher’s discretion if a student will be absent.

If a student is going to be absent, the parent should notify the School by 9:00 a.m. on the morning of the absence.

Any student who is absent in excess of 8 full days per semester may not be rewarded credit.

After an approved absence, a student will have one day for each day absent to make up missed work and will be expected to be prepared to take a test the day he or she returns, unless the teacher makes a different arrangement with the student or parent.

In case of an absence of more than two (2) days, the parent may contact the office for assistance in scheduling make-up work. A special schedule may be necessary. **Forfeiture of field trips and out of town**

trips may be used to make up for excessive numbers of absences or missed assignments.

Extenuating Circumstances Defined

An extenuating circumstance includes the following:

- Serious illness or hospitalization
- Serious illness or death in the immediate family
- Special and recognized religious holidays observed by the student’s faith
- Court order or other governmental mandates
- Conditions rendering attendance impossible or hazardous to student health or safety
- Circumstances for which a parent or guardian makes prior arrangements with the building-level division head (e.g., legislative page service, special family occasions)

Make-up Work

If a student has an approved absence, he or she will have the number of days absent, plus one, to make up the work that was missed.

For example, if a student was absent for one day, he or she has two days to make up the work; if absent two days, three days will be allowed to make up the work, etc. A teacher may require that a student make up a test outside of class time.

The following procedures for make-up work should be used by a student for an absence:

- A student who is absent should email the teacher(s), check the teacher’s web site, or call a classmate to obtain assignments.
- On the day a student returns, he or she must see each teacher, ask for the assignments that were missed, and make arrangements to take any missed quizzes or tests.
- Quizzes and tests must be made up in the time period specified above.
- Students who appear to be developing a pattern of absences on test days or days when major



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projects are due will meet with the building-level division head, and a letter will be sent home to the parents.

THE SCHOOL DAY

School Hours

Grades K–4: 8:00 a.m. – 3:00 p.m.

Students are considered tardy after 8:00 a.m.

Students may enter the buildings at 7:30 a.m. and will be supervised by a teacher. Students arriving at School before the doors are unlocked must remain in their cars until the doors are opened by the staff or faculty at 7:30 a.m.

CARPOOL DROP-OFF/PICK-UP

The safety of the students is always of major importance to all staff and faculty. For their own safety, students should only be dropped off at the designated carpool stop and only after 7:30 a.m. The School does not provide supervision for students before 7:30 a.m.

All cars enter from Johnson Ferry Road and exit on Mt. Vernon Highway. Please use the designated carpool stops. The faculty and staff will assist students in and out of the car at the carpool stops. Safety Patrols are on duty to help students as they enter the buildings. Afternoon dismissal is promptly at 3:00 p.m. from the carpool line only. Parents should not arrive on campus before 3:00 p.m. Students will not be dismissed to parents in the hallways or to cars parked on Mount Vernon Highway. Each family is assigned a carpool number to be displayed daily when picking up students. This number should be placed in the upper front right-hand window for kindergarten through 3rd grade and in the upper front left-hand window for 4th through 6th grade. Please see that anyone who is picking up a MVPS student has the number displayed correctly. If your child is to ride home in a different carpool or change his/her bus schedule, a note must be sent to the teacher. No child will be permitted to ride in a different carpool unless the School has been notified of the change - NO EXCEPTIONS.

DISMISSAL DURING A SCHOOL DAY

Parents are asked to schedule doctor and dentist appointments after School hours. Early dismissal is discouraged because valuable instruction time in the classroom cannot be duplicated. If a student must be dismissed early, the parent must send a note to the teacher. Parents must sign students out in the Lower School front desk.

LUNCH

All students are required to participate in the hot lunch program. The cost of the lunch program is included in the tuition. If a child has special dietary needs, the parent(s) needs to contact the School Business Office.

Parents are always invited to join us for lunch. There will be a nominal fee for the lunch. **Please, remember that bringing in food from an outside source is not permitted.**

BEHAVIOR POLICIES: GRADES K - 4

Student Behavior

Standards of conduct and specific School regulations regarding behavior are based upon consideration and respect for the rights of others. All students' behaviors toward other students and the administrators, staff, and faculty are expected to reflect a Christian attitude.

Mount Vernon Presbyterian School has established an atmosphere in which students may develop intellectually and spiritually. Values will be taught and practiced. MVPS believes in a strong set of guidelines for student behavior. This assures a structured environment for learning and aids greatly in the maturation of students.

Teachers and School administrators use a variety of disciplinary methods however; MVPS does not use corporal punishment. The corrective measures are determined by the teacher or administrator involved.

Examples of corrective measures that are typically utilized by School officials include, but not limited to, the following:



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- student-teacher conference
- student-administrator conference
- discipline referral
- parent-teacher-administrator conference
- behavioral contract
- detention
- Saturday School
- In-School suspension
- Out-of-School suspension

Disciplinary Communication

All communication involving disciplinary action for students will come from the office of the building-level division head. Parents will be notified by phone or e-mail about pending action, scheduled detentions, and any other necessary communications.

Suspension and Expulsion

Any student suspended from School for any length of time will be removed from any honors or honorary clubs, and any positions of leadership, and will be disqualified from future selection to any honors or honorary clubs and positions of leadership for the remainder of the School year. Any student may be reinstated at the beginning of the next School year from the date of suspension upon approval of the administration.

Students suspended are required to complete all work assigned during the suspension period. If this work is turned in on the first day back 80% of the earned grade will be awarded. If the work is turned in on the second day back 40% of the earned grade will be awarded. Thereafter the work will be graded as a (0).

Steps for Appeal

On occasion, a difference of opinion may occur between a student/parent and a School official. If this should occur, the proper procedure to follow is:

1. Discuss the disciplinary concern with the teacher, coach or sponsor of the area in question.
2. If the student or parent believes the action taken by the teacher, coach or sponsor is incorrect according

to Mount Vernon Presbyterian School policies, he or she may appeal to the building-level head.

3. If, after speaking with the administrator on the matter in question, the student or parent is still dissatisfied, he or she can submit a written appeal to the Head of School. The disciplinary decision of the Head of School may be communicated orally or in written form. The decision of the Head of School is final and non-appealable.

SCHOOL ACTIVITIES

Field Trips

All field trips are approved by the building-level division head. **Please note uniform requirements on each monthly calendar.**

Behavior on field trips must be exemplary in compliance with the Honor Code. The School rules and policies, especially the dress code, will be strictly enforced on field trips. Disregarding or disobeying rules and policies will result in disciplinary measures.

MISCELLANEOUS

Birthdays

Birthday celebrations are scheduled in advance by sending a note to the teacher. Special birthday food items, along with serving items, may be brought into the classroom by the parent. **Invitations for after-School parties may not be distributed at School unless each child in the classroom is included.**

No limos or party buses allowed on campus due to traffic and carpool constraints.



UNIFORM REQUIREMENTS

All Uniform items may be purchased from Buckhead Uniform or Land's End.

Land's End Code #: 9000-75656

The uniform should be worn as intended and be clean, neat, and not tattered. Sleeves (long or short) or skirt waistbands may not be rolled up.

1. Khaki pants, skirts, jumpers, sweaters, shorts, skorts, oxford shirts and knit shirts must be purchased at Buckhead Uniform or Lands' End.
2. Shoes, socks, and tights may be purchased at any store. Navy fleece, sweatshirts, P.E. shorts, and ties are available at Buckhead Uniforms only.
3. Lower School students must wear **tennis shoes** for P.E. class.
4. Only **navy gym shorts** may be worn by girls under skirts.
5. Boys are not allowed to wear earrings or visible necklaces on campus or during School related trips.
6. Skirts must be no more than three (3) inches above the top of the kneecap.
7. Khaki shorts and skorts must be walking shorts length.
8. Shirts and blouses must be properly tucked in during the School day with the exception of the princess-cut shirt. Belts and waistbands must be visible.
9. All girls' jewelry must be in keeping with the style of the uniform.
 - Jewelry designed for pierced ears is to be worn only in the ear-lobes.

- No long, over-sized, or dangling earrings; small studs or small hoops (no larger than a dime) are acceptable for Lower School.
- No large necklaces or chokers; conservative necklaces are acceptable.

10. No over-sized clothing is acceptable at any time.
11. All clothing should have student's name in them.
12. No visible tattoos are permitted.
13. With the exception of girls' ears, no visible body piercing is permitted.
14. All hair ornaments must be navy, white or MVPS plaid.
15. Only solid white undershirts or t-shirts are allowed.

BLUE / GOLD SPIRIT DAY

Blue / Gold Spirit Day attire should consist of any Mount Vernon top (i.e., t-shirt, team jersey, sweatshirt with any MVPS insignia) worn with nice jeans (no torn, tattered, baggy, etc.), uniform khaki pants, uniform skirt, uniform shorts, or uniform skorts.

OUTERWEAR

Navy blue is required for outerwear with monogram (available through Buckhead Uniforms). Denim jackets are not permitted at any time. Only Mount Vernon navy fleece jackets and windbreakers are permitted for field trips away from campus. No hats are allowed to be worn on campus unless for a specific event or occasion.

PHYSICAL EDUCATION REQUIREMENTS

All students must wear tennis shoes to participate in P.E.

Girls: Must wear required navy shorts under their skirts. Shorts must be purchased from Buckhead Uniforms.



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PE Uniforms

Boys and Girls in Casual Shorts Uniform in grades

4 only: May wear a plain white tee shirt under their uniform shirts for P.E. Students may remove the uniform shirt for P.E. and replace the uniform shirt following P.E. If students need to change out of the tee shirt to uniform shirt, teachers will arrange for them to change.

HAIRSTYLES AND MAKE-UP

No unusual hairstyles, hair color, or make-up are permitted for boys or girls. The maximum hair length for boys is no longer than top of eyebrow, top of ear, or top of shirt collar. No unusual sideburns or tails or other trendy hairstyles are allowed. **The School administrators are the final judges concerning the suitability of all grooming.**

UNIFORM INFRACTIONS

Parents of Lower School students will be notified of uniform infractions by a pink slip.

Dress uniform will be required for each dress code violation. Students will be instructed on which day to wear the dress uniform. Failure to comply will result in a second day of wearing the dress uniform. Any further noncompliance to the dress code will result in an Honor Code violation.

DRESS UNIFORM REQUIREMENTS

(Chapel, Special Events, and Field Trips)

Girls: Kindergarten through Third Grade

Plaid jumper

White, round-collar, long sleeved blouse

Traditional navy cardigan sweater with school monogram

Navy flat knit knee socks

Navy Mary Jane style shoes

Outerwear-navy polar-fleece or windbreaker with monogram (available through Buckhead Uniforms)

All hair ornaments must be navy, white, or MVPS plaid

Girls: Fourth through Twelfth Grade

Plaid skirt (fourth –eighth); Plaid Kilt (ninth-twelfth)

White, oxford-cloth, button-down, long sleeved shirt

Navy sweater vest with school monogram

Navy flat knit knee socks

Black and white saddle oxfords or cordovan penny loafers

Navy blazer with school monogram (9th – 12th Grades only)

Outerwear- navy polar-fleece or windbreaker with monogram (available through Buckhead Uniforms)

All hair ornaments must be navy, white, or MVPS plaid

Boys: Kindergarten through Twelfth Grade

Khaki slacks

White, oxford-cloth, button-down, long sleeved shirt

Blue, oxford-cloth, button-down, long sleeved shirt (required for senior boys)

Navy sweater vest with school monogram

Navy stretch or brown belt

Navy socks

School tie

Senior tie (required for senior boys)

Navy blazer with school monogram (9th – 12th Grades only)

Tan lace-up bucks or cordovan penny loafers

Outerwear- navy polar-fleece or windbreaker with monogram (available through Buckhead Uniforms)



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All sweaters and jackets must have student's name in them. All items except shoes, socks, and tights may be purchased from Buckhead Uniforms or Lands' End. Denim jackets are not acceptable.

Lands End Code #: 9000-75656

CASUAL SHORTS UNIFORM (Special Events and Field Trips)

Girls and Boys Kindergarten through Twelfth

Khaki Bermuda shorts (or skorts for girls), white knit shirt with crest, white bobby socks-girls white crew socks- boys blue or white socks – boys (optional for Glenn Campus only) Belt required White K-Swiss tennis shoes (K-Swiss or any all white tennis shoes are to be worn with shorts and skorts and may be worn with long pants).

UNIFORM OPTIONS WHEN DRESS UNIFORM IS NOT REQUIRED

Girls: Kindergarten through Third Grade

Plaid jumper, khaki pants, shorts or skorts, white round collar blouse, white turtleneck, white or navy knit shirt with monogram-worn with skirts, shorts, skorts or pants, navy tights, navy cardigan sweater with monogram, navy polar fleece or windbreaker with monogram, navy MVP sweatshirt (from Buckhead Uniforms), navy Mary Jane style shoes, brown Merrill shoes or all white tennis shoes.

Girls: Fourth through Twelfth Grade

Khaki pants, shorts, or skorts, white oxford-cloth blouse, white princess-cut blouse (Glenn Campus only), white turtleneck under long-sleeve blouse or under sweatshirt, white or navy knit shirt with monogram, navy sweater vest with monogram, navy polar fleece or windbreaker with monogram, navy MVP sweatshirt (from Buckhead Uniforms), brown Merrill shoes or all white tennis shoes, all hair ornaments must be navy, white or MVPS plaid. No long dangle earrings.

Boys: Kindergarten through Twelfth

Grade Navy sweater vest with monogram, navy polar-fleece or windbreaker with monogram, white oxford-cloth button-down shirt, white or navy knit shirt with monogram, optional senior knit shirt, khaki walking shorts or long pants, navy MVP sweatshirt (from Buckhead Uniforms) brown Merrill shoes or all white tennis shoes.



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HONOR CODE

Mount Vernon Presbyterian School expects each student to live as a responsible and honorable person. When students are admitted to Mount Vernon Presbyterian School, they become identified with the School. It is expected that their conduct will reflect favorably upon them and the School at all times. Therefore, the Honor Code is an integral part of the daily structure of school life which predicates the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting the Honor Code. The Honor Code encompasses academics, behavior, and character.

PLEDGE

“I pledge to always act in an honest, honorable, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there will be consequences for inappropriate actions.”

STANDARDS OF CONDUCT

Standards of conduct and specific School regulations regarding behavior are based upon consideration and respect for the rights of others. A student's behavior toward other students and the faculty and staff is expected to reflect a Christian attitude.

All students must understand clearly that in order to maintain its high standards, Mount Vernon Presbyterian School reserves the right to discipline, suspend, or expel a student who is guilty of major misconduct of any magnitude. The application of major misconduct is left to the discretion of School officials. Major

misconduct includes, but is not limited to, harassment, bullying, fighting, hazing, vandalism, illegal drug and/or alcohol use, illegal possession or use of weapons/firearms, theft, and tampering with documents. Failure to cooperate in any School investigation may result in disciplinary action and/or expulsion from the School.

ACADEMIC HONESTY

The value of academic honesty is of utmost importance in the student's development. Inappropriate actions will result in the entire credit being deducted from a test or assignment, as well as disciplinary action. Inappropriate actions include, but are not limited to, the following examples:

- Copying another student's homework
- Lending another student homework to be copied
- Completing homework for another student
- Completing assignments for another student
- Plagiarizing
- Using unauthorized notes
- Giving or receiving help on a test
- Communicating or attempting to communicate including, but not limited to, talking during a test
- Giving information about a test to a student who has not taken the test
- Receiving information about a test from a student who has taken the test
- Using a calculator, computer, cell phone, or any other electronic device to complete an assignment or test without authorization from a teacher

Teachers stress academic honesty to students. Teachers may require students to write the Honor Code pledge on tests, quizzes, and homework assignments.



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GENERAL SECTION

Note: Topics are in alphabetical order.

ACADEMIC HONORS

Each semester, students will be recognized for their academic achievements.

A student with an Honor Code violation for the current academic year will not be eligible for academic honors.

Head of School’s List: Students earning all “A’s” (90 or higher) and no conduct grade less than satisfactory will qualify for the Head of School’s List. These students will be recognized each semester. Students who achieve the Head of School’s List for the entire year will receive a certificate of recognition at an Awards Assembly.

Honor Roll: Students earning an equal or greater number of “A’s” than “B’s” (no lower than a “B”) and no conduct grade less than satisfactory will qualify for the Honor Roll. These students will be recognized each semester.

ACADEMIC PROBATION / NON PROMOTION POLICY

A student will be placed on Academic Probation when he or she meets the following criteria:

- Earns two or more failing grades at the end of a grading period

When a student is placed on Academic Probation the parents will be notified in writing by the building-level division head. The written notification will include the reason(s) for the academic probation and will stipulate the conditions for continuing as a student in good standing at MVPS. A student on Academic Probation will also be required to meet with

his/her Teacher/Administrator/Parent to plan a course of action to succeed in that class.

If a Middle School student does not pass one or more courses for the school year, the student may be required to attend summer school, complete a summer packet, participate in approved private tutoring, or repeat the course the following year. Final determination is left to the sole discretion of the MVPS administration.

ASSEMBLIES AND CHAPEL

Each class is to report to assemblies or chapel programs as a group and with teacher supervision. Dress code must be appropriate for the activity, and behavior should be exceptionally good.

ATTENDANCE/TARDIES

Students who are excessively absent or tardy have difficulty maintaining their grades and may also lose credit for the course(s). Please note that a student attendance report is available in NetClassroom. Participation in a school sponsored event and/or activity during school hours is not counted as an absence.

Parent/Guardian must call Cindy Glueckert at 404-250-5880 or email cglueckert@mountvernonpschool.org by

9:00 a.m. if a student is to be absent from School that day.

Students arriving after 7:50 a.m. **must** sign-in at the appropriate school office.

Students who are absent are required to bring a note from their parents when returning to School and submit it to the School office.

Mount Vernon Presbyterian School does not make a judgment on a parent’s decision to permit a child to miss School. Parents must realize absences are detrimental to a student’s



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academic record and learning. Each student and parent should realize the necessity of regular attendance. Parents are expected not to extend vacations beyond the days allotted on the School calendar.

Any student who is tardy for a course for more than 20 minutes will be counted as absent.

A student who is absent in excess of 8 full days from a course per semester will not be awarded credit, whether an absence is excused or unexcused. The 9th absence will result in a loss of credit.

Extenuating Circumstances Defined

An extenuating circumstance includes the following:

- Serious illness or hospitalization
- Serious illness or death in the immediate family
- Special and recognized religious holidays observed by the student's faith
- Court order or other governmental mandates
- Conditions rendering attendance impossible or hazardous to student health or safety
- Circumstances for which a parent/guardian makes prior arrangements with the building-level division head (e.g., legislative page service, special family occasions)

The final determination of extenuating circumstances related to absences rests with the MVPS administration.

Extended Illness

There may be an occasion when a student has an extended illness and is unable to make up the amount of course work required to pass a course(s). The student has the option of

repeating the course(s) during the summer (see policy regarding Transient Credit) or during the following year.

Make-Up Work

If a student is absent, he or she will have the number of days he or she was absent plus one to make up the work that was missed.

For example, if a student was absent for one day, he or she has two days to make up the work; if he or she misses two days, he or she will be allowed three days to make up the work, etc. A teacher may require that a student make up a test outside of class time.

The following procedures for make-up work should be used by a student for an absence:

- A student who is absent should email the teacher(s), check the teachers web site or call a classmate to obtain assignments
- On the day a student returns, he or she must see each teacher, ask for the assignments that were missed, and make arrangements to take any missed quizzes or tests
- Quizzes and tests must be made up in the time period specified above
- Students who appear to be developing a pattern of absences on test days or days when major projects are due will meet with the building-level division head and a letter informing the parent, as applicable, will be sent home



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Tardies (Grades 7 – 8 only)

Any student may accrue five (5) cumulative tardies per semester. Note the following policy beginning at the 6th tardy:

Tardy 6 – 7	30 min. detention each
Tardy 8 – 9	1 hr detention each
Tardy 10	1.5 hour detention Parent / Administrator conference.
Tardy 11	1.5 hour detention
Tardy 12 – 14	2 hour detention
Tardy 15	1 day suspension

If tardiness continues past 15 in a given semester, the student will be subject to additional disciplinary action including suspension and/or expulsion.

CHANGES IN SCHEDULE (Grades 7 – 8)

Dropping and Adding Courses **Changes in a student’s schedule MUST be based on a verifiable academic need.**

No student will be permitted to drop or add a course after the second week of classes. The student must complete a Change in Schedule (Drop/Add) form. All sections must be completed to be considered for approval.

If a student requests approval to drop a course, the student must continue to attend the course and complete all assignments until he or she obtains the required signatures and receives a notification from the counselor that the change in schedule has been approved.

If a student requests approval to add a course, he or she must obtain the required signatures and receive a notification from the counselor that the change in schedule has been approved prior to attending the course. A student adding a course is responsible for course material and completion of course activities/assignments required from the first day of the semester. The

teacher of the course will work with the student to make up the required course work.

COMPUTER ASSIGNMENTS

Computer problems are not a legitimate excuse for late rough drafts or papers. Students should save their work often while writing a paper and print a hard copy of their rough drafts or papers after each session at their computers in case a disk or computer fails.

Extenuating circumstances must be discussed with the teacher before the date on which the paper is due. A student should always have a back-up copy ready to hand in upon demand. If a paper is e-mailed to a teacher, be sure to copy the email to make sure that the paper has actually been transferred.

DISMISSAL DURING A SCHOOL DAY

Parents are asked to schedule doctor and dentist appointments after school hours. Early dismissal is discouraged by faculty and staff because valuable instruction time in the classroom cannot be duplicated. If a student must be dismissed early, parents must send a note to the appropriate school office. Students who leave School during the day must sign out at the appropriate school office.

At the discretion of the building-level division head, the School reserves the right not to allow a student to be dismissed during the School day without proper verification.

DRUG AND ALCOHOL POLICY

Mount Vernon Presbyterian School is dedicated to recognizing and developing the worth and dignity of each student. Additionally, MVPS is committed to educating and graduating drug-free students. Illegal substance use, including alcohol and illicit drugs, endangers the realization of one’s potential for education and



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life. Such use jeopardizes the safety of all students and the quality of the MVPS educational community.

Furthermore, the School abides by the laws of the United States and the State of Georgia. The School does not condone illegal conduct. It is against the law for individuals under the age of twenty-one to be under the influence of, to use, to purchase, distribute or to be in possession of alcoholic beverages. It is also against the law for individuals at any age to use, possess, purchase, distribute or be under the influence of un-prescribed controlled substances. ***Such behavior by students at any time on campus or while attending a Mount Vernon Presbyterian School function, athletic event, and/or extracurricular activity is strictly prohibited.***

The quantity and/or particular kind of illegal substance is of little significance; minimal possession or minimal consumption is a violation, just as are possession or consumption of larger quantities. The possession of drug-related paraphernalia is also strictly prohibited. By enrolling students in Mount Vernon, parents accept the School's position on illegal drug use and alcohol and understand that the policy set forth here is consistent with the laws of our community and in the best interest of all students.

Students may also be required to undergo a School-approved professional drug/alcohol assessment or submit to drug/alcohol testing. Refusal to submit to such testing will be a violation of this policy.

Violations of this policy are grounds for dismissal from Mount Vernon Presbyterian School. Students not immediately dismissed will be suspended, required to perform community service, placed on disciplinary probation, or any combination of these.

ELECTRONICS

Students may not use any electronic devices including cell phones, pagers, CD players, iPods and headsets, etc., during the school day from 7:45 a.m. to 3:15 p.m. (noon on half days). Text messaging during School hours will not be tolerated. Any device must be powered OFF and is not to be visible during the school day. Any such device found in a student's possession during this time period will be confiscated by school personnel and may be retrieved by the student's parent at the Middle/Upper School Office. Excessive abuse of this policy will result in further disciplinary action.

ELEVATOR

Students are not to use the elevator. If a student needs to use the elevator, he or she must obtain a pass from the office. Students who are on crutches, in wheelchairs, or have a medically documented reason for not being able to climb stairs may have one student help them with their books and belongings.

ENRICHMENT REQUIREMENTS

All students are assigned to Enrichment and must arrive on time and must bring study materials. While students do not receive a grade for study hall they are expected to study or read for the entire period. Students who fail to meet and maintain these standards are subject to disciplinary action.

FINAL EXAM EXEMPTIONS

(Grades 7 – 8)

Spring Semester Only/Full-Year Courses

Final examination exemptions are available in the spring semester for full-year courses. A student may be exempt from a final examination if, on the Monday prior to examination week, he or she has earned a cumulative grade of "A" (90 – 100 average of the two semesters) and he or



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she has no more than 6 absences for the entire year for the course, and he or she has no more than 12 total tardies for the year to all classes. The teacher will notify the student, in writing, of his or her exemption one instructional week prior to the final examination week.

The exemption policy applies only to the traditional two-hour final examination taken at a designated time during the final examination week.

FINAL EXAM WEIGHTED PERCENTAGES (Grades 7 – 8)

Each semester scheduled final cumulative exams take place at the end of the semester and count as 15% of the semester grade.

GRADES (Grades 5 – 8)

A grade is a symbol used by teachers to impart information to students, parents, and other individuals and institutions with a legitimate need for the information. Grades are the teacher's best assessment of a student's performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills. All grades entered on the academic transcript are numeric. No letter grades will be entered on the academic transcript.

The following are descriptions of the grades for the Middle and Upper Schools:

A grade of "A" (90-100) in a course indicates a high level of mastery of the course's objectives in both knowledge and skills.

A grade of "B+" and "B" (80-89) in a course indicates proficiency in meeting the course's objectives in both knowledge and skills.

A grade of "C+" and "C" (70-79) in a course indicates limited progress in meeting the course's objectives in both knowledge and skills.

A grade of "F" (below 70) in a course indicates failure to meet the course's objectives in both knowledge and skills and/or requirements.

A grade of "I" (Incomplete grade) in a course indicates a student has not completed the course requirements. Specifically, the student was not present for the semester final examination due to an unavoidable absence. The instructor must submit a Request of Incomplete Grade form to the Registrar. This request must be approved by the Registrar. When the student completes the final exam, the instructor will recalculate the grade and change the "I" grade to the grade earned by the student. An "I" automatically becomes an "F" if it is not removed within the following timelines: Semester 1: Within the first two weeks of semester 2. Semester 2: Within two weeks after the end of semester 2.

Grading Scale / Conduct (Grades 5 – 8)

Grades are useful in helping students plan their overall academic programs. Many of the choices students make about the courses they take should be influenced by performance in previous courses since that performance is a legitimate assessment of the student's readiness for subsequent courses.



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Grade Equivalency Chart

A	90 – 100
B+	85 – 89
B	80 – 84
C+	75 – 79
C	70 – 74
F	Below 70
W	Withdrawal
I	Incomplete

Conduct Scale

E	Excellent
S	Satisfactory
I	Improving but not satisfactory
N	Needs Improvement
U	Unsatisfactory

Grade Reports

Grades may be accessed daily via the School’s website in NetClassroom.

Midterm grades are posted and published in NetClassroom within one week after the mid-semester.

Semester grades are posted and published in NetClassroom within one week after the end of each semester and can be accessed on the School’s website.

Parents should contact teachers if there is a concern or question regarding the student’s progress. Teachers may be contacted through email, phone, or written notes (email is the preferred method of contact). Teacher contact information is provided on the School’s website.

Note: Website password codes are only issued by the Registrar.

Grades cannot be accessed in NetClassroom if there is a hold on the student’s record.

GUM

Gum is not permitted on campus, on field trips, or when representing MVPS at an off-campus activity.

HOMEWORK

Homework, projects, and reports may be assigned at the discretion of the teacher on week nights and/or weekends. All students are expected to do their homework thoroughly and turn it in at the beginning of the class on the date when it is due or at the discretion of the teacher. If a student is not absent or excused from the class assignment and turns in an assignment a day late, a 50% deduction in credit will be taken. After two (2) days, a zero (0) will be recorded. Any adjustment to this policy must have administrative approval.

ILLNESS AND EMERGENCIES

If a student becomes ill at School, he or she must obtain a pass and report to the Health Clinic. If a student needs to be sent home, the School nurse will contact the parents as soon as possible. Students will not be allowed to leave School with anyone other than their parents or someone designated by their parents. All parents will be required to complete an emergency form giving emergency phone numbers, where parents may be located, others to be called if parents cannot be reached, the names of family physicians, and permission for the School to take the student to the emergency room, if necessary.

LUNCH

As the cost of lunch is provided in the tuition, all students are required to participate in the lunch program. No food may be brought to School for lunch. If a student has special dietary needs, please contact the Middle and Upper School office. Parents are always invited to join us for lunch. There will be a nominal fee for the lunch.



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Please, remember that bringing in food from an outside source is not permitted.

MEDICINE

The School keeps first aid supplies but will not give medicine to a student without a written request to do so from the parents. Prescription and non-prescription drugs are not allowed at school unless prior approval has been obtained from the school nurse. All medicines are to be administered by the school nurse.

NON-PROMOTION POLICY

A student may not be promoted to the next grade-level or may not be allowed to continue for the next semester if the student fails to maintain satisfactory academic progress. Final determination is left to the sole discretion of the MVPS administration.

PARENT-TEACHER CONFERENCES

Mount Vernon Presbyterian School views parental support as an integral and crucial part of a student's academic, social, and emotional development and strives to foster positive relationships.

Two dates have been designated as All School Conference Days for parents. One is scheduled in early fall with another one in the winter.

Conferences may be scheduled through the School office by parents and teachers whenever there is a need. Communication between teachers and parents is highly encouraged. Teachers are accessible through e-mail, phone, and written notes. Email addresses are established by the teacher's first name initial, followed by an underscore, and the last name followed by [@mountvernonpschool.org](mailto:jsmith@mountvernonpschool.org)

Example: jsmith@mountvernonpschool.org

POSSESSION OF WEAPONS, FIRE HAZARDS, OR UNAUTHORIZED DEVICES

Weapons - guns, knives, razor blades, lasers, or any like items, and fire hazards - cigarette lighters, matches, or any incendiary devices are not allowed on school grounds. A student in possession of any weapon or toy of a suspicious nature, or a student failing to report knowledge of a weapon to school authorities is subject to expulsion. The decision to expel students rests with the Head of School. The School will notify parents of the intent as soon as possible.

For the safety of all persons, Mount Vernon Presbyterian School reserves the right at any time to search lockers, book bags, and personal property. Searches may be conducted by School officials and/or appropriate authorities.

Students involved in any activity, on or off campus, that will adversely impact the School, will be subject to disciplinary action up to and including expulsion.

PUBLIC DISPLAYS OF AFFECTION

Mount Vernon Presbyterian School supports the rights and desires of our students to engage in healthy relationships. Any time a student is on campus during school hours and/or after hours or they are participating in an MVPS function, he or she may not participate in inappropriate public display of affection. Students who violate this policy will be subject to disciplinary action.

SCHOOL ACTIVITIES

Overnight Trips

Mount Vernon Presbyterian School allows for learning outside the classroom by offering extended overnight trips to domestic and international destinations. These trips are



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offered at an additional cost to the student. Participation in overnight trips is contingent upon the student exhibiting academic performance and behavior consistent with the Honor Code.

Field Trips

All field trips are approved by the building-level division head. **Please note uniform requirements on each monthly calendar.**

Behavior on field trips must be exemplary in compliance with the Honor Code. The School rules and policies, especially the dress code, will be strictly enforced on field trips. Disregarding or disobeying rules and policies will result in disciplinary measures.

Safety Patrol (Grades 5 – 6 only)

Mount Vernon Presbyterian School Safety Patrols are trained in the awareness of safety procedures.

At the discretion of the building-level division heads and the faculty, fifth and sixth grade students will have the opportunity to be selected as a patrol during the year. Students will be chosen each semester and placed on one of two teams. Patrols will serve from 7:30 a.m. - 8:00 a.m. during their designated week.

Each safety patrol will be expected to fulfill responsibilities daily for the semester chosen.

The purpose of Safety Patrol is to:

- help protect students from accidents while entering the building;
- help students develop sound safety habits and to think of safety for themselves and others;
- foster qualities of leadership, responsibility and good citizenship in patrol members; and
- develop responsibility and dedication to duty.

In order for a student to remain on Safety Patrol the following requirements must be met:

- the student must demonstrate a good attitude and appropriate conduct in the classroom and at all School events and functions
- the student must maintain excellent conduct grades, exhibit good citizenship, and maintain high academic standards
- the student must demonstrate dependability and promptness when on duty
- the student serving on early duty must be at School by 7:30 a.m.

Student Council (Grades 5-6)

The purpose of the Middle School Student Council (Grades 5–6) is to:

- recognize and develop leadership potential
- train students in representative self-government
- serve as a decision-making body
- foster school spirit
- initiate and implement designated service projects
- encourage cooperation and camaraderie among students

Officers and Class Representatives

President, Vice President, Secretary/Treasurer, Chaplain, Green Officer, and Two Representatives from each class, Grades 2 - 6

Eligibility

Sixth grade students may run for office. Eligibility requirements for offices and class representatives are strong academic performance, good leadership qualities, good citizenship, and commendable conduct.

An officer or representative receiving excessive demerits may be removed from Student Council.



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Election

Students from second through sixth grades will vote by secret, written ballot at a specified time for the Student Council officers. Individual classes will elect their representatives. Meetings will be held weekly (time and place TBA).

Student Council (Grades 7-8)

The purpose of the Middle School Student Council (Grades 7-8) is to:

- recognize and develop leadership potential
- train students in representative self-government
- serve as a decision-making body
- foster school spirit
- initiate and implement designated service projects
- encourage cooperation and camaraderie among students

The Middle School Student Council (Grades 7 – 8) provides an opportunity for grades 7 - 8 students to engage in the democratic process, and provide leadership, support, and a voice for their classes. It is comprised of eight officers; President (8th grade only), two Vice Presidents (one per class 7th and 8th), Secretary, two Chaplains appointed by the faculty (one per class 7th and 8th), and two Green Officers appointed by the faculty (one per class 7th and 8th). There will also be one representative from every Middle School study hall class that will serve alongside the eight officers.

Eligibility

The following are the eligibility criteria:

- a cumulative course average of 80% for all Middle School course work
- satisfactory discipline record

- must exemplify the Mount Vernon Presbyterian School Honor Code
- Middle School candidates must have two teacher recommendations from Middle School teachers (7th grade students may use recommendations from 6th grade teachers). Forms are available in the Middle School Dean of Students' office
- All campaign speeches, posters, and props must be approved by the Middle School Dean of Students

Participation in Student Council is a privilege not a right and a student may be removed at the sole discretion of MVPS.

SCHOOL DAY

School Hours:

Grades 5-6: 8:00 a.m. to 3:00 p.m.

Grades 7-8: 7:50 a.m. to 3:15 p.m.

The Middle School Academic Building (Grades 7 – 8) opens at 7:00 a.m. First period begins at 7:50 a.m.

SUMMER REQUIRED READING

As a part of the curriculum requirements at MVPS, all students are required to read a selection of books during the summer. Information and specifics can be found on the School's website.

TRANSCRIPT: Official

Requests for grade report must be submitted to the Registrar. The Registrar is responsible for submission of the grade report to the addressee and address provided on the Request for Official Transcript form, as appropriate.



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TOBACCO

Mount Vernon Presbyterian School strongly opposes the use, possession, or distribution of tobacco in any form on campus or during off campus School functions. Violation of this policy will be subject to disciplinary action.

TWO TESTS ASSIGNED ON THE SAME DAY

A student may not have more than two tests (not to include in-class writing or one page response papers) scheduled on the same day.

MISCELLANEOUS

Birthdays (Grades 5 – 6 only)

Birthday celebrations are scheduled in advance by sending a note to the teacher. Special birthday food items, along with serving items, may be brought into the classroom by the parent. **Invitations for after-School parties may not be distributed at School unless each child in the classroom is included.**

No limos or party buses allowed on campus due to traffic and carpool constraints.

UNIFORM REQUIREMENTS

All Uniform items may be purchased from Buckhead Uniform or Land’s End.

Land’s End Code #: 9000-75656

The uniform should be worn as intended and be clean, neat, and not tattered. Sleeves (long or short) or skirt waistbands may not be rolled up.

1. Khaki pants, skirts, jumpers, sweaters, shorts, skorts, oxford shirts and knit shirts may be purchased at Buckhead Uniform or Lands’ End.

2. Shoes, socks, and tights may be purchased at any store. Navy fleece, sweatshirts, P.E. shorts, and ties are available at Buckhead Uniforms only.

3. Middle School students must wear **tennis shoes** for P.E. class.

4. Only **navy gym shorts** may be worn by girls under skirts.

5. Boys are not allowed to wear earrings or visible necklaces on campus or during School related trips.

6. Skirts must be no more than three (3) inches above the top of the kneecap.

7. Khaki shorts and skorts must be walking shorts length.

8. Shirts and blouses must be properly tucked in during the school day with the exception of the princess-cut shirt. Belts and waistbands must be visible.

9. All girls’ jewelry must be in keeping with the style of the uniform.

- Jewelry designed for pierced ears is to be worn only in the ear-lobes
- MS/US girls: no more than two (2) earrings per ear
- No large necklaces or chokers; conservative necklaces are acceptable

10. No over-sized clothing is acceptable at any time.

11. All clothing should have the student's name in them.

12. No visible tattoos are permitted.

13. With the exception of girls’ ears, no visible body piercing is permitted.



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14. Only solid white undershirts or t-shirts are allowed.

BLUE / GOLD SPIRIT DAY

Blue / Gold Spirit Day attire should consist of any Mount Vernon top (i.e., t-shirt, team jersey, sweatshirt with any MVPS insignia) worn with nice jeans (no torn, tattered, baggy, etc.), uniform khaki pants, uniform skirt, uniform shorts, or uniform skorts.

OUTERWEAR

Navy blue is required for outerwear with monogram (available through Buckhead Uniforms). Denim jackets are not permitted at any time. Only Mount Vernon navy fleece jackets and windbreakers are permitted for field trips away from campus. No hats are allowed to be worn on campus unless for a specific event or occasion.

PHYSICAL EDUCATION REQUIREMENTS

PE Uniforms Grades 5 - 6

Boys and Girls in Casual Shorts Uniform in grades 5 - 6 only: May wear a plain white tee shirt under their uniform shirts for P.E. Students may remove the uniform shirt for P.E. and replace the uniform shirt following P.E. If students need to change out of the tee shirt to uniform shirt, teachers will arrange for them to change.

PE Uniforms Grades 7 - 8

All students must wear tennis shoes to participate in P.E.

P.E. Shorts and t-shirts are provided by MVPS at \$10 each and distributed by the P.E.

Department at the beginning of the school year. All students taking P.E. are required to wear MVPS P.E. apparel.

HAIRSTYLES AND MAKE-UP

No unusual hairstyles, hair color, or make-up are permitted for boys or girls.

Middle and Upper School boys' hair length should be no longer than top of eyebrow, middle of ear and top of shirt collar (curly or bushy style hair can be no longer than 3" in width/height). Sideburns will be no lower than the ear lobe. No facial hair is allowed. The School administrators are the final judges concerning the suitability of all grooming.

UNIFORM INFRACTIONS

Middle and Upper School: Dress uniform will be required for each dress code violation. Students will be instructed on which day to wear the dress uniform. Failure to comply will result in a second day of wearing the dress uniform. Any further noncompliance to the dress code will result in an Honor Code violation.

DRESS UNIFORM REQUIREMENTS (Chapel, Special Events, and Field Trips)

Girls: Fourth through Twelfth Grade

Plaid skirt (fourth –eighth); Plaid Kilt (ninth-twelfth)

White, oxford-cloth, button-down, long sleeved shirt

Navy sweater vest with school monogram

Navy flat knit knee socks

Black and white saddle oxfords or cordovan penny loafers

Navy blazer with school monogram (9th – 12th Grades only)

Outerwear- navy polar-fleece or windbreaker with monogram (available through Buckhead Uniforms)



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All hair ornaments must be navy, white, or MVPS plaid

Boys: Kindergarten through Twelfth Grade

Khaki slacks

White, oxford-cloth, button-down, long sleeved shirt

Blue, oxford-cloth, button-down, long sleeved shirt (required for senior boys)

Navy sweater vest with school monogram

Navy stretch or brown belt

Navy socks

School tie

Senior tie (required for senior boys)

Navy blazer with school monogram (9th – 12th Grades only)

Tan lace-up bucks or cordovan penny loafers

Outerwear- navy polar-fleece or windbreaker with monogram (available through Buckhead Uniforms)

All sweaters and jackets must have student's name in them. All items except shoes, socks, and tights may be purchased from Buckhead Uniforms or Lands' End. Denim jackets are not acceptable.

Lands End Code #: 9000-75656

CASUAL SHORTS UNIFORM (Special Events and Field Trips)

Girls and Boys Kindergarten through Twelfth

Khaki Bermuda shorts (or skorts for girls), white knit shirt with crest, white bobby socks-girls white crew socks- boys blue or white socks – boys (optional for Glenn Campus only) Belt required White K-Swiss tennis shoes (K-Swiss or any all white tennis shoes are to be worn with shorts and skorts and may be worn with long pants).

UNIFORM OPTIONS WHEN DRESS UNIFORM IS NOT REQUIRED

Girls: Fourth through Twelfth Grade

Khaki pants, shorts, or skorts, white oxford-cloth blouse, white princess-cut blouse (Glenn Campus only), white turtleneck under long-sleeve blouse or under sweatshirt, white or navy knit shirt with monogram, navy sweater vest with monogram, navy polar fleece or windbreaker with monogram, navy MVP sweatshirt (from Buckhead Uniforms), brown Merrill shoes or all white tennis shoes, all hair ornaments must be navy, white or MVPS plaid. No long dangle earrings.

Boys: Kindergarten through Twelfth

Grade Navy sweater vest with monogram, navy polar-fleece or windbreaker with monogram, white oxford-cloth button-down shirt, white or navy knit shirt with monogram, optional senior knit shirt, khaki walking shorts or long pants, navy MVP sweatshirt (from Buckhead Uniforms) brown Merrill shoes or all white tennis shoes.



DISCIPLINE (Grades 5 – 8)

DISCIPLINARY MEASURES

Mount Vernon Presbyterian School has established an atmosphere in which students may develop intellectually and spiritually. Values will be taught and practiced. MVPS believes in a strong set of guidelines for student behavior. This assures a structured environment for learning and aids greatly in the maturation of students.

Teachers and School administrators use a variety of disciplinary methods, however; MVPS does not use corporal punishment. The corrective measures are determined by the teacher or administrator involved.

Examples of corrective measures that are typically utilized by school officials include, but are not limited to, the following:

- student-teacher conference
- student-administrator conference
- discipline referral
- parent-teacher-administrator conference
- behavioral contract
- detention
- Saturday school
- in-school suspension
- out-of-school suspension

DISCIPLINARY COMMUNICATION

All communication involving disciplinary action for students will come from the MVPS administration. Parents will be notified by phone or e-mail about pending action, scheduled detentions, and any other necessary communications.

SUSPENSION AND EXPULSION

Any student suspended from school for any length of time will be removed from any honors or honorary clubs, and any positions of leadership, and will be disqualified from future selection to any honors or honorary clubs and positions of leadership for the remainder of the school year. Any student may be reinstated at the beginning of the next school year from the date of suspension upon approval of the administration.

Students suspended are required to complete all work assigned during the suspension period. If this work is turned in on the first day back 80% of the earned grade will be awarded. If the work is turned in on the second day back 40% of the earned grade will be awarded. Thereafter the work will be graded as a (0).

Major infractions or suspensions may jeopardize a student's eligibility to participate in extracurricular activities, honor society, leadership positions, and student government for the remainder of the school year.

STEPS FOR APPEAL

On occasion, a difference of opinion may occur between a student/parent and a school official. If this should occur, the proper procedure to follow is:

1. Discuss the disciplinary concern with the teacher, coach or sponsor of the area in question.
2. If the student or parent believes the action taken by the teacher, coach or sponsor is incorrect according to Mount Vernon Presbyterian School policies, he or she may appeal to the building-level division head or Director of Athletics.



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3. If, after speaking with the administrator on the matter in question, the student or parent is still dissatisfied, he or she can submit a written appeal to the Head of School. The disciplinary decision of the Head of School may be communicated orally or in written form. The decision of the Head of School is final and non-appealable.



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HONOR CODE

Mount Vernon Presbyterian School expects each student to live as a responsible and honorable person. When students are admitted to Mount Vernon Presbyterian School, they become identified with the School. It is expected that their conduct will reflect favorably upon them and the School at all times. Therefore, the Honor Code is an integral part of the daily structure of school life which predicates the assumption that students are honorable and have the right to be trusted. Each student must take personal responsibility in accepting the Honor Code. The Honor Code encompasses academics, behavior, and character.

PLEDGE

“I pledge to always act in an honest, honorable, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there will be consequences for inappropriate actions.”

STANDARDS OF CONDUCT

Standards of conduct and specific School regulations regarding behavior are based upon consideration and respect for the rights of others. A student's behavior toward other students and the faculty and staff is expected to reflect a Christian attitude.

All students must understand clearly that in order to maintain its high standards, Mount Vernon Presbyterian School reserves the right to discipline, suspend, or expel a student who is guilty of major misconduct of any magnitude. The application of major misconduct is left to the discretion of School officials. Major

misconduct includes, but is not limited to, harassment, fighting, hazing, vandalism, illegal drug and/or alcohol use, illegal possession or use of weapons/firearms, theft, tampering with documents, and stealing. Failure to cooperate in any School investigation may result in disciplinary action and/or expulsion from the School.

ACADEMIC HONESTY

The value of academic honesty is of utmost importance in the student's development. Inappropriate actions will result in the entire credit being deducted from a test or assignment, as well as disciplinary action. Inappropriate actions include, but are not limited to, the following examples:

- Copying another student's homework
 - Lending another student homework to be copied
 - Completing homework for another student;
 - Completing assignments for another student;
 - Plagiarizing
 - Using unauthorized notes
 - Giving or receiving help on a test
 - Communicating or attempting to communicate including, but not limited to, talking during a test
 - Giving information about a test to a student who has not taken the test
 - Receiving information about a test from a student who has taken the test
 - Using a calculator, computer, cell phone, or any other electronic device to complete an assignment or test without authorization from a teacher.
- Teachers stress academic honesty to students. Teachers may require students to write the Honor Code pledge on tests, quizzes, and homework assignments.



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GENERAL SECTION

Note: Topics are in alphabetical order.

ACADEMIC HONORS

Each semester, students will be recognized for their academic achievements. Students who earn a GPA of 3.5 or higher will qualify for one of the academic honor lists described below.

A student with an Honor Code violation for the current academic year will not be eligible for academic honors.

Head of School's List: Students earning a GPA of 4.0 or higher will qualify for the Head of School's List. These students will be recognized each semester. Students who achieve the Head of School's List for the entire year will receive a certificate of recognition at an Awards Assembly.

Honor Roll: Students earning a GPA of 3.5 – 3.9 will qualify for the Honor Roll. These students will be recognized each semester.

ACADEMIC PROBATION

A student will be placed on Academic Probation if he or she fails two or more courses at the end of the Fall or Spring semester.

When a student is placed on Academic Probation the parents will be notified in writing by the building-level division head. The written notification will include the reason(s) for the academic probation and will stipulate the conditions for continuing as a student in good standing at MVPS. A student on Academic Probation will also be required to meet with his/her teacher/administrator/parent to plan a course of action to succeed in that class. Students are required to complete the failed

course(s) with a grade of 70 or above and submit the official documents from the approved school by the due date established by the School prior to the following academic year.

A student that continues to be placed on Academic Probation will be subject to Administrative review which may result in dismissal from MVPS.

ACADEMIC FORMS

The academic forms referred to in this section may be obtained in the Registrar's office or on the School's website in NetClassroom under Additional Links.

www.mountvernonsschool.org

ASSEMBLIES AND CHAPEL

Each class is to report to assemblies or chapel programs as a group and with teacher supervision. Dress code must be appropriate for the activity, and behavior should be exceptionally good.

ATTENDANCE AND TARDIES

Students who are excessively absent or tardy have difficulty maintaining their grades and may also lose credit for the course(s). Please note that a student attendance report is available in NetClassroom. Participation in a school sponsored event and/or activity during school hours is not counted as an absence.

Parent/Guardian must call Cindy Glueckert at 404-250-5880 or email cglueckert@mountvernonsschool.org by 9:00 a.m. if a student is to be absent from School that day.

Students arriving after 7:50 a.m. **must** sign-in in the Upper School Academic Building.



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Students who are absent are required to bring a note from their parents when returning to School and submit it to the School office.

Mount Vernon Presbyterian School does not make a judgment on a parent's decision to permit a child to miss School. Parents must realize absences are detrimental to a student's academic record and learning. Each student and parent should realize the necessity of regular attendance. Parents are expected not to extend vacations beyond the days allotted on the School calendar.

Any student who is tardy for a course for more than 20 minutes will be counted as absent.

A student who is absent in excess of 8 full days from a course per semester will not be awarded credit, whether an absence is excused or unexcused. The 9th absence will result in a loss of credit.

Suspension of Driving Privileges

If a student under the age of 18 has more than ten (10) School days of absences in the current academic year or ten (10) more School days of absences in the previous School year notice may be given by MVPS to the Department of Motor Vehicles.

As per the Teenage Adult Drivers Responsibility Act (TAADRA), the following, as applicable, will be suspended for a period of one (1) year:

- Student's driver's license OR learners permit.
- Ability to receive a driver's license OR receive a learner's permit.

Extenuating Circumstances Defined

An extenuating circumstance includes the following:

- Serious illness or hospitalization
- Serious illness or death in the immediate family
- Special and recognized religious holidays observed by the student's faith
- Court order or other governmental mandates
- Conditions rendering attendance impossible or hazardous to student health or safety
- Circumstances for which a parent/guardian makes prior arrangements with the building-level division head (e.g., legislative page service, special family occasions)

The final determination of extenuating circumstances related to absences rest with the MVPS administration.

Extended Illness

There may be an occasion when a student has an extended illness and is unable to make up the amount of course work required to pass a course(s). The student has the option of repeating the courses during the summer (see policy regarding Transient Credit) or during the following School year.

Make-Up Work

If a student is absent, he or she will have the number of days he or she was absent plus one to make up the work that was missed.

For example, if a student was absent for one day, he or she has two days to make up the work; if he or she misses two days, he or she will be allowed three days to make up the work, etc. A teacher may require that a student make up a test outside of class time.

The following procedures for make-up work should be used by a student for an absence:

- A student who is absent should email the teacher(s), check the teacher's web



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site, or call a classmate to obtain assignments.

- On the day a student returns, he or she must see each teacher, ask for the assignments that were missed, and make arrangements to take any missed quizzes or tests.
- Quizzes and tests must be made up in the time period specified above.
- Students who appear to be developing a pattern of absences on test days or days when major projects are due will meet with the building-level division head and a letter informing the parent, as applicable, will be sent home.

Tardies

Any student may accrue five (5) cumulative tardies per semester. Note the following policy beginning at the 6th tardy:

Tardy 6 – 7	30 min. detention each
Tardy 8 – 9	1 hr detention each
Tardy 10	1.5 hour detention Parent / Administrator conference.
Tardy 11	1.5 hour detention
Tardy 12 – 14	2 hour detention
Tardy 15	1 day suspension

If tardiness continues past 15 in a given semester, the student will be subject to additional disciplinary action including

AUTOMOBILES AND PARKING

All drivers must drive cautiously and carefully through the parking lot. As a courtesy to the Mt. Vernon Woods subdivision, drivers are not to use this subdivision as a cut-through.

Driving rule violations are subject to suspension of driving privileges.

Student Parking

Students will have a designated parking area. All student vehicles that will be driven on campus must be registered with the School. Students are not permitted to go to their cars during the School day without administrative approval.

CHANGES IN SCHEDULE Dropping and Adding Courses

Changes in a student’s schedule MUST be based on a verifiable academic need.

No student will be permitted to add or drop a course after the second week of classes for fall semester and the first week of classes for spring semester. The student must complete a Change in Schedule (Drop/Add) form. Forms may be obtained from the student’s academic advisor. All sections must be completed to be considered for approval.

If a student requests approval to drop a course, the student must continue to attend the course and complete all assignments until he or she obtains the required signatures and receives a notification from the academic advisor that the change in schedule has been approved.

If a student requests approval to add a course, he or she must obtain the required signatures and receive a notification from the academic advisor that the change in schedule has been approved prior to attending the course. A student adding a course is responsible for course material and completion of course activities/assignments required from the first day of the semester. The teacher of the course will work with the student to make up the required course work.

CLASS RANK

MVPS challenges students academically and encourages students to work to their potential; therefore, students are not ranked numerically.



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COLLEGE COUNSELING

The Office of College Counseling is available to work with each Upper School student as he or she prepares for college. Each year the Office of College Counseling arranges visits from various colleges and universities. Further information regarding College Counseling may be found on the School website under “Academics.”

COMPUTER ASSIGNMENTS

Computer problems are not a legitimate excuse for late rough drafts or papers. Students should save their work often while writing a paper and print a hard copy of their rough drafts or papers after each session at their computers in case a disk or computer fails.

Extenuating circumstances must be discussed with the teacher before the date on which the paper is due. A student should always have a back-up copy ready to hand in upon demand. If a paper is e-mailed to a teacher, copy the email to make sure that the paper has actually been transferred.

DISMISSAL DURING A SCHOOL DAY

Parents are asked to schedule doctor and dentist appointments after school hours. Early dismissal is discouraged by faculty and staff because valuable instruction time in the classroom cannot be duplicated. If a student must be dismissed early, parents must send a note to the MVPS staff member. Students who leave School during the day must sign out in the Middle and Upper School Office and sign in upon return.

At the discretion of the building-level division head, the School reserves the right not to allow a student to be dismissed during the School day without proper verification.

DRUG AND ALCOHOL POLICY

Mount Vernon Presbyterian School is dedicated to recognizing and developing the worth and dignity of each student. Additionally, MVPS is committed to educating and graduating drug-free students. Illegal substance use, including alcohol and illicit drugs, endangers the realization of one’s potential for education and life. Such use jeopardizes the safety of all students and the quality of the MVPS educational community.

Furthermore, the School abides by the laws of the United States and the State of Georgia. The School does not condone illegal conduct. It is against the law for individuals under the age of twenty-one to be under the influence of, to use, to purchase, to distribute or to be in possession of alcoholic beverages. It is also against the law for individuals at any age to use, possess, purchase, distribute or be under the influence of un-prescribed controlled substances. ***Such behavior by students at any time on campus or while attending a Mount Vernon Presbyterian School function, athletic event, and/or extracurricular activity is strictly prohibited.***

The quantity and/or particular kind of illegal substance is of little significance; minimal possession or minimal consumption is a violation, just as are possession or consumption of larger quantities. The possession of drug-related paraphernalia is also strictly prohibited. By enrolling students in Mount Vernon, parents accept the School’s position on illegal drug use and alcohol and understand that the policy set forth here is consistent with the laws of our community and in the best interest of all students.

Students may also be required to undergo a School-approved professional drug/alcohol assessment or submit to drug/alcohol testing.



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Refusal to submit to such testing will be a violation of this policy.

Violations of this policy are grounds for dismissal from Mount Vernon Presbyterian School. Students not immediately dismissed will be suspended, required to perform community service, placed on disciplinary probation, or any combination of these.

ELECTRONICS

Students may not use any electronic devices including cell phones, pagers, CD players, iPods and headsets, etc., during the school day from 7:45 a.m. to 3:15 p.m. (noon on half days). Text messaging during School hours will not be tolerated. Any device must be powered OFF and is not to be visible during the school day. Any such device found in a student's possession during this time period will be confiscated by school personnel and may be retrieved by the student's parent at the Middle School/Upper School Office. Excessive abuse of this policy will result in further disciplinary action.

ELEVATOR

Students are not to use the elevator. If a student needs to use the elevator, he or she must obtain a pass from the Middle and Upper School Office. Students who are on crutches, in wheelchairs, or have a medically documented reason for not being able to climb stairs may have one student help them with their books and belongings.

FAILING A COURSE

If a student fails a course, he or she must make-up the credit by attending a summer school program, approved by MVPS, before student can be readmitted into MVPS for the fall semester. A list of approved summer school programs is available from the academic advisor and approval to enroll in any program or course should be obtained prior to registering. The

student must submit the official documents from the approved schools by the due date established by the School prior to the following academic year. In addition, student must earn a letter grade of C (70%) or above. Both grades will appear on the transcript and will be used to calculate the cumulative GPA.

FINAL EXAMINATION EXEMPTIONS Spring Semester Only/Full-Year Courses (1 Unit)

Final examination exemptions are available in the spring semester for full year courses. A student may be exempt from a final examination if, on the Monday prior to examination week, he or she has earned a cumulative grade of "A" (90 – 100 for each semesters, not an average) and he or she has no more than 6 absences for the entire year for the course and he or she has no more than 12 total tardies for the year to all classes. The teacher will notify the student, in writing, of his or her exemption one instructional week prior to the final examination week.

The exemption policy applies only to the traditional two-hour final examination taken at a designated time during the final examination week.

FINAL EXAM WEIGHTED PERCENTAGES

Each semester scheduled final cumulative exams take place at the end of the semester and count as 15% of the semester grade.

GRADES

A grade is a symbol used by teachers to impart information to students, parents, and other individuals and institutions with a legitimate need for the information. Grades are the teacher's best assessment of a student's performance in reaching the goals and objectives of a particular course, including mastery of



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content and demonstration of skills. All grades entered on the academic transcript are numeric. No letter grades will be entered on the academic transcript.

The following are descriptions of the grades for the Middle and Upper Schools:

A grade of “A” (90-100) in a course indicates a high level of mastery of the course’s objectives in both knowledge and skills.

A grade of “B+” and “B” (80-89) in a course indicates proficiency in meeting the course’s objectives in both knowledge and skills.

A grade of “C+” and “C” (70-79) in a course indicates limited progress in meeting the course’s objectives in both knowledge and skills.

A grade of “F” (below 70) in a course indicates failure to meet the course’s objectives in both knowledge and skills and/or requirements..

A grade of “I” (Incomplete grade) in a course indicates a student has not completed the course requirements. Specifically, the student was not present for the semester final examination due to an unavoidable absence. The instructor must submit a Request of Incomplete Grade form to the Registrar. This request must be approved by the Registrar. When the student completes the final exam, the instructor will recalculate the grade and change the “I” grade to the grade earned by the student. An “I” automatically becomes an “F” if it is not removed within the following timelines: Semester 1: Within the first two weeks of semester 2. Semester 2: Within two weeks after the end of semester 2.

Grading Scale

Grades are useful in helping students plan their overall academic programs. Many of the choices students make about the courses they take should be influenced by performance in previous courses since that performance is a legitimate assessment of the student’s readiness for subsequent courses.

Grade Equivalency Chart

Letter	Numeric	GPA	Honors	A.P.
A	90 – 100	4.0 quality points	4.5	5.0
B+	85 – 89	3.5 quality points	4.0	4.5
B	80 – 84	3.0 quality points	3.5	4.0
C+	75 – 79	2.5 quality points	3.0	3.5
C	70 – 74	2.0 quality points	2.5	3.0
F	Below 70	0.0 quality points	0.0	0.0
W	Withdrawal			
I	Incomplete			

Grade Reports

Grades may be accessed daily via the School’s website in NetClassroom:

Midterm grades are posted and published in NetClassroom within one week after the mid-semester date.

Semester grades are posted and published in NetClassroom within one week after the end of each semester.

Parents should contact teachers if there is a concern or question regarding the student’s progress. Teachers may be contacted through email, phone, or written notes (email is the preferred method of contact). Teacher contact information is provided on the School’s website.

Note: Website password codes are only issued by the Registrar.

Grades cannot be accessed in NetClassroom if there is a hold on the student’s record.



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GRADUATION HONORS

To be eligible for consideration for graduation honors, a student must meet the following criteria:

1. Completed the junior and senior year programs of study at MVPS.
2. Did not receive an Honor Code violation during the junior or senior year of study.
3. Achieved a cumulative GPA of 3.5 or higher in the core classes

The calculation for graduation honors will be based on the cumulative GPA of the “Core” academic courses. The following disciplines are included in this calculation: English, foreign languages, mathematics, science, and social sciences.

Valedictorian and Salutatorian

To determine the Valedictorian and Salutatorian, the 9 – 12 weighted core GPA is calculated at midterm of the second semester of the senior year. Students must complete their junior and senior year at MVPS in order to be eligible for consideration Valedictorian and Salutatorian.

GRADUATION REQUIREMENTS

Mount Vernon Presbyterian School graduation requirements exceed those set forth by the University System of Georgia, the College Preparatory Curriculum for Admissions to four-year colleges and universities and for the HOPE Scholarship College Preparatory Diploma.

To receive a high School diploma from Mount Vernon Presbyterian School, a student must meet the following requirements:

(Click on appropriate link):

[Class of 2012](#)

[Class of 2013](#)

[Class of 2014](#)

[Class of 2015](#)

GUM

Gum is not permitted on campus, on field trips, or when representing MVPS at an off-campus activity.

HOMEWORK

Homework, projects, and reports may be assigned at the discretion of the teacher on week nights and/or weekends. All students are expected to do their homework thoroughly and turn it in at the beginning of the class on the date when it is due or at the discretion of the teacher. If a student is not absent or excused from the class assignment and turns in an assignment a day late, a 50% deduction in credit will be taken. After two (2) days, a zero (0) will be recorded. Any adjustment to this policy must meet administrative approval.

HOPE GRANT PROGRAM

The HOPE (Helping Outstanding Pupils Educationally) grant program will assist graduating Upper School students who meet certain requirements with their tuition in their first year of post secondary study at a Georgia public college, university, or technical institute.

HOPE will also provide students who attend Georgia’s private colleges and universities with an increase in the Tuition Equalization Grant Award. Interested students should contact the Registrar for specific criteria.



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The scope of this program and the requirements are subject to change every year. For additional information please contact the Georgia Student Finance Commission at 770-724-9003 or www.gsfc.org.

ILLNESS AND EMERGENCIES

If a student becomes ill at School, he or she must obtain a pass and report to the Health Clinic. If a student needs to be sent home, the School nurse will contact the parents as soon as possible. Students will not be allowed to leave School with anyone other than their parents or someone designated by their parents. All parents will be required to complete an emergency form giving emergency phone numbers, where parents may be located, others to be called if parents cannot be reached, the names of family physicians, and permission for the School to take the student to the emergency room, if necessary.

LUNCH

As the cost of lunch is provided in the tuition, all students are required to participate in the lunch program. No food may be brought to School for lunch. If a student has special dietary needs, please contact the Middle and Upper School office. Parents are always invited to join us for lunch. There will be a nominal fee for the lunch. **Please, remember that bringing in food from an outside source is not permitted.**

MEDICINE

The School keeps first aid supplies but will not give medicine to a student without a written request to do so from the parents. Prescription and non-prescription drugs are not allowed at School unless prior approval has been obtained from the School nurse. All medicines are to be administered by the School nurse.

PARENT-TEACHER CONFERENCES

Mount Vernon Presbyterian School views parental support as an integral and crucial part of a student's academic, social, and emotional development and strives to foster positive relationships.

Two dates have been designated as All School Conference Days for parents. One is scheduled in early fall with another one in the winter.

Conferences may be scheduled through the School office by parents and teachers whenever there is a need. Communication between teachers and parents is highly encouraged. Teachers are accessible through e-mail, phone, and written notes. Email addresses are established by the teacher's first name initial, followed by an underscore, and the last name followed by @mountvernon.school.org.

Example: jsmith@mountvernon.school.org

POSSESSION OF WEAPONS, FIRE HAZARDS, OR UNAUTHORIZED DEVICES

Weapons - guns, knives, razor blades, lasers, or any like items, and fire hazards - cigarette lighters, matches, or any incendiary devices are not allowed on school grounds. A student in possession of any weapon or toy of a suspicious nature, or a student failing to report knowledge of a weapon to School authorities is subject to expulsion. The decision to expel students rests with the Head of School. The School will notify parents of the intent as soon as possible.

For the safety of all persons, Mount Vernon Presbyterian School reserves the right at any time to search lockers, book bags, and personal property. Searches may be conducted by school officials and/or appropriate authorities.



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Students involved in any activity, on or off campus, that will adversely impact the School, will be subject to disciplinary action up to and including expulsion.

PROGRAMS OF STUDY:

College Preparatory, Honors and Advanced Placement Programs of Study

The *College Preparatory Program of Study* designation is given to all courses which are not designated as *Honors, or Advanced Placement*. The *College Preparatory Program* is a rigorous program of studies which will qualify the participants for the workplace environment and for entry into colleges and universities.

The *Honors College Preparatory Program of Study* and the *Advanced Placement (AP) College Preparatory Program of Study* courses provide an opportunity for students to pursue a more rigorous college preparatory program of study. Mount Vernon Presbyterian School encourages students to challenge themselves by taking the most rigorous courses in which they can succeed. Eligibility for Honors and AP courses includes a strong passion for the course content, previous evidence of exemplary work in the subject matter, teacher recommendations and, in some cases, identified scores from a specific standardized test. Once a student is enrolled in either an Honors Program of Study or an AP Program of Study, the student must maintain an 80% course average to be eligible to enroll in the next sequential course within the discipline.

Students who enroll in Advanced Placement (AP) courses are required to complete the AP examination in May of the year the course is completed.

Availability of Courses

Mount Vernon Presbyterian School is committed to offering the Honors (H) and Advanced Placement (AP) courses listed in the curriculum for a specified year. However, a minimum number of students must indicate a desire to enroll.

PUBLIC DISPLAYS OF AFFECTION

Mount Vernon Presbyterian School supports the rights and desires of our students to engage in healthy relationships. Any time a student is on campus during school hours and/or after hours or they are participating in an MVPS function, he or she may not participate in inappropriate public display of affection. Students who violate this policy will be subject to disciplinary action.

SCHOOL ACTIVITIES

Overnight Trips

Mount Vernon Presbyterian School allows for learning outside the classroom by offering extended overnight trips to domestic and international destinations. These trips are offered at an additional cost to the student. Participation in overnight trips is contingent upon the student exhibiting academic performance and behavior consistent with the Honor Code.

Field Trips

All field trips are approved by the building-level division head. Behavior on field trips must be exemplary in compliance with the Honor Code. The School rules and policies, especially the dress code, will be strictly enforced on field trips. Disregarding or disobeying rules and policies will result in disciplinary measures.



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Prefect System

For Academic Year 2010 -2011, Mount Vernon Presbyterian School has transitioned to a unique form of student leadership known as The Prefect System. The Mount Vernon Prefect System will be comprised of seven outstanding and exceptional seniors and exceptional juniors selected by a faculty review board nominated by the rising senior class. The Prefects will serve the School by contributing in every phase of the life of our school—student life, admissions, campus tours, communications, publicity, service, spiritual life, “green” life, and the overall quality of experience that makes Mount Vernon so special.

Prefects are student leaders chosen based on their high character, exceptional integrity, commitment to the mission and core values of Mount Vernon, leadership in the classroom, on the athletic field, and beyond, and because of their desire and passion to see Mount Vernon live out the fullness of our potential. Students desiring to serve as a Prefect will complete the application form, complete the required cover page and essay, and will be interviewed by a faculty panel that was chosen by the rising senior class. These Prefects are driven, motivated, inspired, devoted, dynamic, dependable, and represent the very best that we have to offer as a school and community. They are scholars, athletes, artists, servants, musicians, and leaders that choose to offer their time, talents, and labor to their fellow students and school community. Each Prefect is responsible for assembling a student committee that will help them implement their initiatives for the year, and to assist in driving their programs.

The seven Prefect positions for the 2011 – 2012 Academic Year will be: **Head Prefect, Ambassador Prefect, Outreach Prefect, Student Life Prefect, Spiritual Life Prefect, Environmental Prefect, and Unity Prefect.** Each Prefect will have a mentor faculty/staff member to assist them in building their committee, shaping their vision for the year, and providing accountability and an invaluable resource to see it to completion. These mentors will meet regularly and consistently with the Prefect to facilitate their growth and development as a leader and to help assess areas for growth.

Upper School Class Officers

The purpose of the Upper School Class Officers is to:

- recognize and develop leadership potential;
- train students in representative self-government;
- serve as a decision-making body for class affairs;
- foster school spirit;
- serve as the spokespersons for their class;
- initiate and implement designated service projects; and
- encourage cooperation and camaraderie among students.

Class Officer Elections will take place during the first few weeks of Fall Semester. An informational meeting will be held to distribute information, forms, and establish deadlines.



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Eligibility

The following are the eligibility criteria:

- cumulative grade point average of at least 2.5 for Upper School course work,
- must exemplify the Mount Vernon Presbyterian School Honor Code
- all Upper School candidates must have two teacher recommendations from Upper School instructors (Freshmen may use recommendations from Middle School instructors). Forms are available in the Upper School Dean of Students' office.
- all campaign speeches, posters, and props must be approved by the Upper School Dean of Students.

SENIOR PRIVILEGES

Seniors should clearly understand that senior privileges are privileges, not rights. All exemptions are at the discretion of the division head and dean. With parental permission, those seniors in good academic and disciplinary status are allowed to leave campus during lunch and Enrichment.

SCHOOL DAY

School Hours: Glenn Campus

Grades 7-12: 7:50 a.m. to 3:15 p.m.

The Glenn Campus building opens at 7:00 a.m. Students may enter the building, but must remain in the Gym Overlook until 7:30 a.m. bell rings. The first bell rings at 7:30 a.m. to allow students to enter classrooms. First period begins at 7:50 a.m.

STANDARDIZED TESTING

Mount Vernon Presbyterian School recognizes the importance of test scores in the college admissions process. Test preparation will be an essential part of curriculum during each of the four years. The PSAT/ NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test) will be administered in October of each year. All freshman, sophomores, and juniors will be required to take the test. In addition, students at designated grade levels will take the College and Work Readiness Assessment (CWRA).

SUMMER REQUIRED READING

As a part of the curriculum requirements at MVPS, all students are required to read a selection of books during the summer. Information and specifics can be found on the School's website.

TRANSCRIPT: Official

Requests for official transcripts must be submitted to the Registrar. The Registrar is responsible for submission of the official transcript to the addressee and address provided on the Request for Official Transcript form, as appropriate.

Parents of Upper School students and eligible students may request an official transcript by completing a Request for Official Transcript form.

If a student has attended additional School(s), the transfer credits will be included on the MVPS transcript. MVPS will not provide a copy of a transcript from a School previously attended.



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All transfer course work will appear on the MVPS transcript and will be used to calculate the cumulative GPA. A Request for Official Transcript will not be processed if the student has not met his or her financial obligation at the time the request is submitted.

TRANSFER CREDIT: Upper School

Credit will be awarded for course(s) completed at an institution accredited by a regional accrediting commission or the Georgia Accrediting Commission (GAC) at the time the course work was completed if the student earned a numerical grade of 70 or higher.

A student presenting credit from an institution that was not accredited by a regional accrediting commission or the Georgia Accrediting Commission (GAC) at the time the course work was completed will not receive credit from MVPS for this course work.

If a transfer student received high School credit for course work completed in the 8th grade, the course work will be accepted for placement consideration only.

TOBACCO

Mount Vernon Presbyterian School strongly opposes the use, possession, or distribution of tobacco in any form on campus or during off campus School functions. Violation of this policy will be subject to disciplinary action.

TWO TESTS ASSIGNED ON THE SAME DAY

A student may not have more than two tests (not to include in-class writing or one page response papers) scheduled on the same day.

UPPER SCHOOL UNIFORM REQUIREMENTS

All Uniform items may be purchased from Buckhead Uniform or Land's End.

Land's End Code #: 9000-75656

The uniform should be worn as intended and be clean, neat, and not tattered. Sleeves (long or short) or skirt waistbands may not be rolled up.

1. Khaki pants, skirts, jumpers, sweaters, shorts, skorts, oxford shirts and knit shirts must be purchased at Buckhead Uniform or Lands' End.
2. Shoes, socks, and tights may be purchased at any store. Navy fleece, sweatshirts, P.E. shorts, and ties are available at Buckhead Uniforms only.
3. Upper School students must wear tennis shoes for P.E. class.
4. Only navy gym shorts may be worn by girls under skirts.
5. Boys are not allowed to wear earrings or visible necklaces on campus or during School related trips.
6. Skirts must be no more than three (3) inches above the top of the kneecap.
7. Khaki shorts and skorts must be walking shorts length.
8. Shirts and blouses must be properly tucked in during the School day with the exception of the princess-cut shirt. Belts and waistbands must be visible.
9. All girls' jewelry must be in keeping with the style of the uniform.



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- Jewelry designed for pierced ears is to be worn only in the ear-lobes. MS/US girls: no more than two (2) earrings per ear.
 - No large necklaces or chokers; conservative necklaces are acceptable.
10. No over-sized clothing is acceptable at any time.
 11. All clothing should have student's name in them.
 12. No visible tattoos are permitted.
 13. With the exception of girls' ears, no visible body piercing is permitted.
 14. Only solid white undershirts or t-shirts are allowed.

BLUE / GOLD SPIRIT DAY

Spirit Day attire should consist of any Mount Vernon top (i.e., t-shirt, team jersey, sweatshirt with any MVPS insignia) worn with nice jeans (no torn, tattered, baggy, etc.), uniform khaki pants, uniform skirt, uniform shorts, or uniform skorts.

The determination of proper attire for non-uniform days is at the discretion of the building-level division head.

OUTERWEAR

Navy blue is required for outerwear with monogram (available through Buckhead Uniforms). Denim jackets are not permitted at any time. Only Mount Vernon navy fleece jackets and windbreakers are permitted for field trips away from campus. No hats are allowed to be worn on campus unless for a specific event or occasion.

PHYSICAL EDUCATION REQUIREMENTS

All students must wear tennis shoes to participate in P.E.

P.E. Shorts and t-shirts are provided by MVPS at \$10 each. All students taking P.E. are required to wear MVPS P.E. apparel.

HAIRSTYLES AND MAKE-UP

No unusual hairstyles, hair color, or make-up are permitted for boys or girls.

Middle and Upper School boys hair length will exceed no longer than top of eyebrow, middle of ear and top of shirt collar (curly or bushy style hair can be no longer than 3" in width/height). Sideburns will be no lower than the ear lobe. No facial hair is allowed. **The School administrators are the final judges concerning the suitability of all grooming.**

UNIFORM INFRACTIONS

Middle and Upper School: Dress uniform will be required for each dress code violation. Students will be instructed on which day to wear the dress uniform. Failure to comply will result in a second day of wearing the dress uniform. Any further noncompliance to the dress code will result in an Honor Code violation.

DRESS UNIFORM REQUIREMENTS (Chapel, Special Events, and Field Trips)

Girls: Fourth through Twelfth Grade

Plaid skirt (fourth –eighth); Plaid Kilt (ninth-twelfth)

White, oxford-cloth, button-down, long sleeved shirt

Navy sweater vest with school monogram

Navy flat knit knee socks



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Black and white saddle oxfords or cordovan penny loafers

Navy blazer with school monogram (9th – 12th Grades only)

Outerwear- navy polar-fleece or windbreaker with monogram (available through Buckhead Uniforms)

All hair ornaments must be navy, white, or MVPS plaid

Boys: Kindergarten through Twelfth Grade

Khaki slacks

White, oxford-cloth, button-down, long sleeved shirt

Blue, oxford-cloth, button-down, long sleeved shirt (required for senior boys)

Navy sweater vest with school monogram

Navy stretch or brown belt

Navy socks

School tie

Senior tie (required for senior boys)

Navy blazer with school monogram (9th – 12th Grades only)

Tan lace-up bucks or cordovan penny loafers

Outerwear- navy polar-fleece or windbreaker with monogram (available through Buckhead Uniforms)

All sweaters and jackets must have student's name in them. All items except shoes, socks, and tights may be purchased from Buckhead Uniforms or Lands' End. Denim jackets are not acceptable.

Lands End Code #: 9000-75656

CASUAL SHORTS UNIFORM (Special Events and Field Trips)

Girls and Boys Kindergarten through Twelfth

Khaki Bermuda shorts (or skorts for girls), white knit shirt with crest, white bobby socks-girls white crew socks- boys blue or white socks – boys (optional for Glenn Campus only) Belt required White K-Swiss tennis shoes (K-Swiss or any all white tennis shoes are to be worn with shorts and skorts and may be worn with long pants).

UNIFORM OPTIONS WHEN DRESS UNIFORM IS NOT REQUIRED

Girls: Fourth through Twelfth Grade

Khaki pants, shorts, or skorts, white oxford-cloth blouse, white princess-cut blouse (Glenn Campus only), white turtleneck under long-sleeve blouse or under sweatshirt, white or navy knit shirt with monogram, navy sweater vest with monogram, navy polar fleece or windbreaker with monogram, navy MVP sweatshirt (from Buckhead Uniforms), brown Merrill shoes or all white tennis shoes, all hair ornaments must be navy, white or MVPS plaid. No long dangle earrings.

Boys: Kindergarten through Twelfth

Grade Navy sweater vest with monogram, navy polar-fleece or windbreaker with monogram, white oxford-cloth button-down shirt, white or navy knit shirt with monogram, optional senior knit shirt, khaki walking shorts or long pants, navy MVP sweatshirt (from Buckhead Uniforms) brown Merrill shoes or all white tennis shoes.



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DISCIPLINE

DISCIPLINARY MEASURES

Mount Vernon Presbyterian School has established an atmosphere in which students may develop intellectually and spiritually. Values will be taught and practiced. MVPS believes in a strong set of guidelines for student behavior. This assures a structured environment for learning and aids greatly in the maturation of students.

Teachers and School administrators use a variety of disciplinary methods however; MVPS does not use corporal punishment. The corrective measures are determined by the teacher or administrator involved.

Examples of corrective measures that are typically utilized by school officials include, but not limited to, the following:

- student-teacher conference
- student-administrator conference
- discipline referral
- parent-teacher-administrator conference
- behavioral contract
- detention
- Saturday school
- in-school suspension
- out-of-school suspension

DISCIPLINARY COMMUNICATION

All communication involving disciplinary action for students will come from the MVPS administration. Parents will be notified by phone or e-mail about pending action, scheduled detentions, and any other necessary communications.

SUSPENSION AND EXPULSION

Any student suspended from school for any length of time will be removed from any honors or honorary clubs, and any positions of leadership, and will be disqualified from future selection to any honors or honorary clubs and positions of leadership for the remainder of the school year. Any student may be reinstated at the beginning of the next school year from the date of suspension upon approval of the administration.

Students suspended are required to complete all work assigned during the suspension period. If this work is turned in on the first day back 80% of the earned grade will be awarded. If the work is turned in on the second day back 40% of the earned grade will be awarded. Thereafter the work will be graded as a (0).

Major infractions or suspensions may jeopardize a student's eligibility to participate in extracurricular activities, honor society, leadership positions, and student government for the remainder of the school year.

STEPS FOR APPEAL

On occasion, a difference of opinion may occur between a student/parent and a school official. If this should occur, the proper procedure to follow is:

Discuss the disciplinary concern with the teacher, coach or sponsor of the area in question.

If the student or parent believes the action taken by the teacher, coach or sponsor is incorrect according to Mount Vernon Presbyterian School policies, he or she may appeal to the building-level division head or Director of Athletics.

If, after speaking with the administrator on the matter in question, the student or parent is still dissatisfied, he or she can submit a written



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appeal to the Head of School. The disciplinary decision of the Head of School may be communicated orally or in written form. The decision of the Head of School is final and non-appealable.



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ATHLETIC SECTION

PURPOSE OF ATHLETICS

The purpose of the School’s athletic department is to instill character, pride, discipline, and a strong work ethic in our student athletes within the realm of academic and personal excellence.

GISA

Mount Vernon Presbyterian Upper School is a member of the Georgia Independent School Association and will participate in its interscholastic athletic program. MVPS is governed by the Georgia Independent School Association’s rules and bylaws. Mount Vernon Presbyterian School competes in GISA Region 1-AAA.

NAML

Mount Vernon Presbyterian School is a member of the North Atlanta Metro League for all Middle School sports except football. It adheres to the league’s rules and bylaws. Mount Vernon’s Middle School football team is a member of the Atlanta Metro Football League.

FALL VARSITY SPORTS

Football 9-12 grade boys - unlimited roster
Cross Country 9-12 grade coed - unlimited roster
Cheerleading 9-12 grade girls – limited roster
Softball 9-12 grade girls - unlimited roster
Volleyball 9-12 grade girls - limited roster

WINTER VARSITY SPORTS

Wrestling 9-12 grade boys - unlimited roster
Boys Basketball 9-12 grade boys - limited roster
Girls Basketball 9-12 grade girls - limited roster
Cheerleading 9-12 grade girls - limited roster
Swimming 9-12 grade coed - unlimited roster

SPRING VARSITY SPORTS

Baseball 9-12 grade boys - limited roster
Tennis 9-12 grade coed - limited roster
Golf 9-12 grade coed - limited roster
Soccer 9-12 grade girls - limited roster
Soccer 9-12 grade boys - unlimited roster
Track 9-12 grade coed - unlimited roster

Note: A sufficient number of athletes must be available in order to field each team

FALL MIDDLE SCHOOL SPORTS

Football 5-6 grade boys – unlimited roster
Football 7-8 grade boys - unlimited roster
Cross Country 5-8 grade coed - unlimited roster
Soccer 5-8 grade boys - limited roster
Volleyball 5-8 grade girls - limited roster
Cheerleading 5-6 grade girls – limited roster
Cheerleading 7-8 grade girls - limited roster

WINTER MIDDLE SCHOOL SPORTS

Boys Basketball 5-8 grade boys - limited roster
Girls Basketball 5-8 grade girls - limited roster
Cheerleading 5-8 grade girls – limited roster
Wrestling 6-8 grade boys – unlimited roster

SPRING MIDDLE SCHOOL SPORTS

Tennis 5-8 grade coed - limited roster
Baseball 5-6 grade boys – limited roster
Baseball 7-8 grade boys - limited roster
Golf 5-8 grade coed – limited roster
Soccer 5-8 grade girls – limited roster

NOTE: Limited roster means cuts will likely be made. Unlimited roster means no cuts will be made because of an athlete’s ability.

MIDDLE SCHOOL ACADEMIC ELIGIBILITY

Academic progress is a top priority for students at Mount Vernon Presbyterian School. Athletic practices and games are not acceptable excuses for missing formal disciplinary or academic obligations. Acceptable progress is a prerequisite for continued participation.



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INTERSCHOLASTIC ELIGIBILITY

Each student athlete participating in interscholastic athletics at the varsity level must be certified eligible by the Georgia Independent School Association. Eligibility status is determined at the end of a semester. A student who passes five (5) unit subjects for the first semester (approximately ½ of the academic School year) is eligible for the second semester. If a student does not pass five (5) units in the second semester, he/she must attend summer school in order to gain eligibility the following fall. Of the five (5) unit subjects, three (3) units must be in the following subject areas: English, Foreign Language, Science, Social Studies, Mathematics, Religion, and Business Education. The eight semester rule begins in the ninth grade. This means the student must complete eligibility within eight (8) consecutive semesters from the date of entrance into the 9th grade. Under the eight (8) semester rule, students are eligible to participate in all athletic and literary events. Eighth (8th) graders who participate on a varsity level shall meet the eligibility requirements of GISA. Eligibility in the eighth (8th) grade will be for one year only. Eighth (8th) grade repeaters who take more than half of their academic subjects on the ninth (9th) grade level are considered to be ninth (9th) graders for eligibility purposes. (Note: Students below eighth grade (8th) grade are not eligible to participate in any GISA sanctioned varsity sports or literary events.)

PARTICIPATION

All students are encouraged to participate in sports at MVPS. A student athlete may participate in two sports sponsored by the School during the same season if it is agreed upon by the two head coaches and the athletic director.

PHYSICAL EXAMINATION OF PARTICIPANTS

1. Each participant is required to have a **Pre-Participation Physical Evaluation** on file in the Athletic Department before trying out, practicing, or competing in a sport each School year.
2. The **Pre-Participation Physical Evaluation** must be documented by a physician on the standard form approved by GISA. This form may be located on the MVPS website in the athletic section

PRACTICES

Each athlete is expected to attend all practices. Disciplinary measures for an unexcused absence will be determined by the Athletic Department. Parents are expected to communicate with the coach when their child will be absent from practice, preferably the day before they will be absent. It is the head coach's judgment whether the absence is excused or unexcused.

PARENT MEETINGS

Each coach will meet with the parents of his/her team to explain details of the upcoming season and what will be expected of the athletes.

TRYOUTS AND CUTS

Coaches will hold tryouts for their teams on dates approved by the administration at Mount Vernon. There are a wide range of sports at Mount Vernon.

Sports are competitive and team rosters are limited. Therefore, all students who try out may not make the team. In all possible situations, athletes will be told by the coach when they have been cut. If circumstances dictate, rosters with the names of the players who made the team will be posted at an area designated by the coach.

SCHOOL ATTENDANCE

Students must attend School for four (4) periods on the day of an athletic event to be eligible to compete in the event.



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SPORTSMANSHIP

All student athletes are expected to show good sportsmanship at all times. Athletes who do not show good sportsmanship will face disciplinary action.

All profanity and abusive language are absolutely prohibited. Cursing an official, coach, opponent, fellow teammates and/or spectators during a game will result in an athlete's removal from the game, suspension from a future game(s) and other disciplinary action.

GUIDELINES FOR PARENTS

1. Always encourage your child to do their best and to accept responsibility for their actions.
2. Compliment your child's efforts and not just the results of their efforts.
3. Support your child in their athletic endeavors, but do so in a way as not to undermine the coach or the program. If handled properly, a negative experience can become a valuable growth opportunity.
4. Encourage your child to talk to the coach if they seem upset about the team or their role on the team. This is an opportunity for maturation for the student athlete, who would be dealing with his own problem.
5. If you have a concern, talk to the coach first. If you cannot find resolution, follow the chain of command: assistant coach, head coach, varsity head coach for that sport and the athletic director. Normally problems are solved at the lower level.
6. If you are upset with a coach, do not confront him/her after a contest. Call to make an appointment to have a conference with the coach in private.
7. The coach will aid you in dealing with your child's overall development. Quite often coaches, because of their relationship with the athlete, may be of great assistance to the parents.
8. Do not publicly criticize athletes. This means your own child or anyone else's children.
9. Remember that all athletes are not equal in skill level, determination, assertiveness, or their ability to function as a team member. Just as no two students are equal in math when they do not receive the same grades, athletes are not equal and do not receive the same playing time. Interscholastic athletics are competitive. School sports should not be identified with or measured against recreational, club, church or intramural athletic activities.

GISA CODE OF GOOD BEHAVIOR

While the preponderant majority of Schools, and all associated with each School, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to ensure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, Schools and communities. Toward that end-goal, the Georgia Independent School Association provides the following guidelines to help each School attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

1. All School personnel (i.e. coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by both their demeanor, personal example and leadership at all times.



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2. Each year (and more often, if necessary) students and all other fans (especially parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive School events.
3. Every student, athlete, coach and official is to be treated with honor, dignity, and respect before, during, and after each athletic or literary event.
4. Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. (This can be done in so many wholesome ways without use of profanity or other improper language, harassment, gestures or other actions which can cause embarrassment to the School.)
5. When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.
6. It is the host School's responsibility to provide (and ensure) that all participants, fans, and officials can attend any event in safety without undue or improper harassment, etc., from opposing School fans, police, etc.
7. Persons who do not behave properly (or who have violated this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as may be deemed necessary.)
8. Ultimately, the School Head is at all times (home and away) totally responsible and accountable for all actions of his/her teams, coaches, students and fans. With proper leadership, all associated with the School are expected to know and exhibit good sportsmanship, proper acceptable behavior, and manners becoming a host or guest at any event.

Sportsmanship Statement

This statement will be read at all GISA games and events that a speaker system is available.

“The GISA encourages and promotes sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, ethnic, or sexist comments, or other intimidating actions will not be tolerated and are grounds for removal from the event.”

Foreign Exchange Student Programs

The GISA Office will establish a list of recognized Foreign Exchange Student Programs to be used by member Schools. Foreign Exchange Students who otherwise meet GISA Eligibility Rules and transfer to a member interscholastic School under the auspices of one of the nationally recognized Student Exchange Programs will be declared eligible so long as they have begun classes by September 15 of the School year. These students will be eligible for one year only. However, the School may submit an appeal to the GISA Interscholastic Appeal Board for another year of eligibility.

INTRAMURALS

The Mount Vernon Presbyterian School Athletic Department will offer intramural sports to grades three through six. The goals and objectives of these leagues include:

1. Introducing children to competitive team sports
2. Teaching fundamentals of different sports
3. Instilling good sportsmanship and having fun

We believe these leagues will not only be beneficial to our younger athletes, they will lead to a desire to represent Mount Vernon Presbyterian School on the playing fields and in the gym as a vital part of our interscholastic athletics program. We offer the following leagues:



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1. Flag football: Boys grades 4-6
2. Basketball: Boys and girls grades 3-6
3. Coed Soccer: Grades 4-6

These leagues are offered free of charge. The teams will be chosen by a committee of MVPS physical education teachers.

For more information, check the athletic page on the School's website at www.mountvernon-school.org. Information such as sign-up dates and schedules will be posted on the School's website.