



Middle School

Student & Parent Handbook

2025-2026

This handbook does not create a contract and contains guidelines only. HHES reserves the right to modify or amend this handbook at its discretion.

Non-Discrimination Statement

Heathwood Hall admits qualified students of any race, color, gender, sexual orientation, nationality, or ethnic origin. All students have the rights, privileges, programs, and activities generally accorded and made available to students at the school. Heathwood does not discriminate on the basis of race, color, gender, sexual orientation, nationality, or ethnic origin in the administration of educational policies, admissions policies, financial aid programs, and athletic and other school-administered programs.

MIDDLE SCHOOL DAILY SCHEDULE	3
MIDDLE SCHOOL CONTACTS	5
SCHOOL MISSION	6
THE HONOR CODE	6
CODE OF CIVILITY	8
ACADEMIC POLICIES AND PROCEDURES	9
Academic Achievement Center	9
Academic Probation	10
Continuation at Heathwood	10
Exams/End of Semester Assessments	10
Extended Time	11
Extra Help	11
Grading Scale	12
Homework	12
Honor Roll and Honors with Distinction	12
Late Work/Missed Deadlines	12
Class Trips	13
Plus Portals	13
Reports and Grades	13
Standardized Testing (ERB/PSAT)	13
Tests/Major Assessments	13
Textbooks	13
TECHNOLOGY	14
Heathwood's Responsible Use Expectations	14
Social Media	14
Personal Electronic Devices	16
Consequences	17
ATTENDANCE/ABSENCES/TARDIES	17
Arrival and Dismissal Time	17
Bus Policies	17
Planned Absences Protocol	18
Unplanned Absences Protocol	18
Tardies	19
Truancy	19
Absences and Extracurricular Activities	20
Departures from Campus	21
Emergency School Closings/ Inclement Weather Policy	20-21

STUDENT LIFE	21
Advisory / Advisory Snacks	21
Afternoon Activities	22
Athletics/Athletic Eligibility	22
Library Policies	22
Middle School Awards Day	23
Honor Society	24
Middle School Leadership Council	24
Chapel	24
Counseling	24
Performing Arts	25
PEAK	25
Plaid Peddler	25
Money/Valuables	25
Lockers	26
Lost and Found	26
SAFETY & WELLNESS	26
Tobacco	26
Alcohol and Other Illegal Substances	27
Vandalism	27
Weapons	28
DISCIPLINE	28
Off-Campus Behavior	29
Student Searches and Interviews	29
Sexual Harassment	29
Disciplinary Action	30
Disciplinary Probation	30
Disruption of Class	30
Lunch Detention	30
Suspension	31
Dismissal/Expulsion	31
Dress Code	32
General Guidelines	32
HEALTH OFFICE, ILLNESS, & MEDICATION	34
NON-CUSTODIAL PARENTS	34

MIDDLE SCHOOL DAILY SCHEDULE

2025-2026 MS/US DAILY SCHEDULE							
TIME	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:10-9:15 65 min	A1	G1	F2	E3	D4	C5	B6
9:20-10:10 50 min	B1	A2	G2	F3	E4	D5	C6
10:15-10:45 30 min	Meeting	Meeting	Meeting	Meeting	Meeting	Meeting	Meeting
10:50-11:40 50 min	C1	B2	A3	G3	F4	E5	D6
11:40-12:25	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:15 45 min	D1	C2	B3	A4	G4	F5	E6
1:20-2:10 50 min	E1	D2	C3	B4	A5	G5	F6
2:15-3:05 50 min	F1	E2	D3	C4	B5	A6	G6

MIDDLE SCHOOL MONTHLY BLUE / GREEN SCHEDULE

2025-2026 Blue and Green Days Middle School			
TIME	Blue Day Thursday	TIME	Green Day Friday
8:10-9:15 65 min	Advisory / Chapel	8:10-9:25 75 min	D
9:15-10:30 75 min	A	9:30-10:15: 45 min	Advisory
10:30-11:30 60 min	Community Time	10:15-11:30 75 min	E
11:30-12:15 45 min	Lunch	11:30-12:15 45 min	Lunch
12:20-1:35 75 min	B	12:20-1:35 75 min	F
1:35-1:50 15 min	Break	1:35-1:50 15 min	Break
1:50-3:05 75 min	C	1:50-3:05 75 min	G
3:10-4:00 50 min	Extra Help		

Tentative 2025-2026 Blue / Green Dates: September 11 & 12, October 9 & 10, November 13 & 14, December 11 & 12, January 29 & 30, February 26 & 27, March 19 & 20, April 16 & 17, May 14 & 15

A-G blocks rotate monthly (i.e. Blue Day in October class order will be G, A, B)

In the event of a missed Blue / Green Day due to school closure, it will be made up on the next available day.

MIDDLE SCHOOL CONTACTS

A student's advisor is always a great place to start to ask questions about academics or student life. Listed below are the contacts for particular areas in Middle School. Email addresses are first initial followed by last name @heathwood.org.

Attendance	Reeve Ballew/Dr. Rich Edwards
Athletics	Brionna Dickerson
Chapel/Pastoral Care	Rev. Chris Johnson
Class Trips	Team Leaders/PEAK Staff/Glenn DeLaney
Student Conduct	Dr. Rich Edwards
Diversity, Equity, Inclusion and Belonging	Kenyata McNeil/Willis Ware
AAC/Learning Profiles	Sally Baker
Library Policies	Jack Sutton
Refresh/Reflect Week/Mindfulness	Stacy Gross
School Resource Officer (SRO)	Deputy Josh Albins
Student Life/Leadership Council	Dr. Rich Edwards
Student/Family Counseling	Stacy Gross
Student Health	Health Office health@heathwood.org
Technology/Student iPads	Ryan Novak
Testing-ERBs	Glenn DeLaney/Reeve Ballew
Textbooks/ECampus	Glenn DeLaney
Transcripts/Records	Reeve Ballew

SCHOOL MISSION

Mission Statement: Heathwood Hall Episcopal School cultivates creative and critical thinking, develops leadership and social skills, and promotes service to others over the pursuit of self-interest through a rich academic and extracurricular program in a supportive community of talented educators and engaged students.

Vision Statement: To inspire and empower students to unlock their potential, develop their character, and gain the confidence to transform a dynamic world.

Guiding Philosophy

We are committed to:

- Requiring the mastery of a challenging college preparatory curriculum
- Developing core competencies for citizenship in the 21st century including: critical thinking and problem solving; collaboration across networks and leading by influence; agility and adaptability; initiative and entrepreneurship; effective oral and written communication; accessing and analyzing information; and curiosity, creativity, and imagination
- Helping our students establish a broader world view and an understanding of global issues and people
- Knowing each child well and inspiring them to take responsibility for their learning
- Engaging students in purposeful and meaningful learning and assessments that connect to learners' lives and to each other
- Living, working and worshipping together to fulfill the teachings of the Christian faith while also understanding and respecting different faith traditions and cultures
- Respecting the dignity of all human beings and caring for all creation
- Encouraging community members to consider and act upon the moral and ethical dimensions of their choices
- Promoting responsible and active citizenship and service beyond self
- Regarding our natural, political, and social environment as an integral part of our classroom experience
- Reflecting regularly to assess both program goals and the progress toward said goals.

THE HONOR CODE

The Heathwood Hall Episcopal School Honor Code must manifest itself daily in the life of the School community and in all that its members say and do. The Honor Code holds high expectations for students to be honest and honorable in all their actions and to hold fellow students to the same standard.

The Code states the following: “On my honor, as a student of HHES, I pledge that I will not lie, cheat, or steal nor will I tolerate those who do.”

However, students must remind themselves that far from being a list of negative prescriptions, the Code itself is a guideline for establishing an atmosphere within which all members can live and work without fear, physical or emotional.

Teachers will require students to sign the following pledge on major assessments: **“On my honor, I pledge that I have neither given nor received inappropriate assistance on this work.”**

At the heart of the Code, and critical to its survival, is trust: that no one will seek to harm or take unfair advantage of another, whether in academics or other endeavors. This trust covers not only outright violation of the Code, but also intent to violate the Code as illustrated by possession of incriminating information, by participation in conversations that breach confidentiality, and other such behaviors. Living under an Honor Code also entails responsibilities, both to uphold the Code, and should it be broken, to hold those who violate it accountable, while at the same time helping to heal the breach in communal trust.

Violations

In an attempt to clarify the definition of an Honor Code violation, several examples follow (this is by no means an all-inclusive list, however):

- Copying another person’s work (test, quiz, homework, etc.) or allowing someone to copy work
- Asking for or giving questions and/or answers to tests or quizzes
- Forging a signature on a progress report, test, attendance note, Trip Specific form, etc.
- Using another person’s password to gain access to the Heathwood network or to the Internet
- Removing items without permission from another student’s locker, mailbox, book bag, or handbag
- Plagiarizing (using another’s ideas or words without crediting the source and/or presenting another’s words or ideas as one’s own)
- Using a language translator or summary of a longer work in an unauthorized manner
- Using a phone, calculator, or computer to store answers for an assignment, test, or quiz
- Lying (e.g., to a teacher or adult when asked a direct question)
- Collaborating on work that is not expressly assigned as group/partner work

The Middle School will determine what disciplinary action is appropriate and when considered cumulative. No two honor violations are the same, and though we always strive to be fair in our

consequences, please know that we look at each circumstance individually. Multiple honor violations could affect a student's opportunity to be inducted into certain societies, running for office, etc.

Likely penalties:

First Offense

- A zero or 10 points below the lowest grade on the affected assignment (if applicable).
- Communication from the school with parents describing infraction and consequences.

Second Offense

- A zero on the affected assignment (if applicable).
- Communication from the school with parents describing infraction and consequences.

Any Subsequent Offenses

- May result in suspension or further disciplinary action.

CODE OF CIVILITY

MS Student Expectations

Heathwood Hall expects its students to be good citizens who demonstrate responsible behavior, engage in civil dialogue, model integrity, and exhibit tolerance and respect for differences. As such, the school will not tolerate offensive and prejudicial behavior or any form of harassment of students, faculty, or staff--either in person or online. The following are some examples of inappropriate behavior:

- obscene or suggestive remarks or jokes, verbal abuse, or insults
- display of explicit, offensive, or demeaning materials
- physical or verbal hazing
- threats
- comments which are demeaning with respect to race, disability, religion, ethnic origin, gender, sexual orientation, class, or physical appearance
- cyberbullying in which harassment, use of targeted offensive language, rumor and innuendo, and explicit or implicit defamation happens using technology

Heathwood strives to maintain an environment where students, faculty, and staff can study, work, and live in mutual respect and free of fear. Instances of suspected harassment, hazing, or other forms of offensive or demeaning behavior should be referred to the Middle School Head and Assistant Head. Attempts will be made to move quickly, and as confidentially as possible, to address the situation.

As we work to build community in the Middle School, parents are encouraged to speak to one another. If your child is being hurt in some way, reach out to the administration, but also reach out to that other family. Share your experiences. Ask for conversation. Help to set expectations. We must work in tandem. It cannot be the sole responsibility of the School to affect change.

Consequences for such behavior likely will include suspension and counseling, or, in severe cases, dismissal from school. (See also Sexual Harassment.)

ACADEMIC POLICIES AND PROCEDURES

Academic Achievement Center

The AAC provides academic support for middle and upper school students (grades 5–12) who have completed a formal psychoeducational evaluation and received a diagnosis based on DSM-5 criteria. Evaluations must be conducted by a licensed clinical psychologist, neurologist, or certified school psychologist and must be current—completed within the past three years. In order to maintain ongoing support and classroom/testing accommodations through a Learning Profile, families are required to update the psychoeducational evaluation every three years.

Informed by the psychoeducational evaluation and developed in collaboration with students, parents, and teachers, the AAC Director creates a personalized Learning Profile for each eligible student. These profiles outline classroom accommodations that support the student's success while maintaining the academic standards and curriculum of Heathwood Hall. It is important to note that Learning Profiles do not modify or reduce academic expectations; rather, they provide strategic support that helps students meet those expectations effectively. These profiles are reviewed by the Director of the AAC with teachers at the beginning of each school year, as well as throughout the year if/when changes are made to the profiles. Before annual standardized testing each spring, the AAC will provide a list of students who qualify for extended time based on their suggested testing accommodations.

The Academic Achievement Center (AAC) will store, in a locked cabinet, all the records of students who have received a psycho-educational evaluation, counseling or therapy reports, or any information on testing or learning profiles, whether they attend the AAC or not.

The Academic Achievement Center (AAC) also offers school-based tutoring provided by trained education specialists who work one-on-one with students during the school day. These sessions are designed to reinforce and supplement the classroom curriculum, offering students the tools, strategies, and personalized guidance they need to succeed in a rigorous academic environment. Tutoring sessions may be scheduled during the academic school day - during study hall or related arts periods- or before or after school. The School or parents may suggest or inquire about

assistance from the AAC. There may be instances where the School requires AAC attendance as a condition for enrollment or re-enrollment.

Academic Probation

Heathwood Hall is a college preparatory school; hence, it is necessary for students to perform at or above a certain level in terms of academic performance. The Academic Committee or the Administration may place a student on Academic Probation if they are concerned about a student's ability to continue successfully at Heathwood Hall. Examples of performance that may result in Academic Probation include, but are not limited to, the following:

- a) Two or more semester grades of a 70 or below in a core academic class

-or-

- b) Particularly poor performance in 2 or more courses for the most recent quarter or end of semester assessments.

At the end of each semester, any student who meets either of the following criteria will be informed in writing that he/she has been placed on academic probation, and continuing enrollment may be in jeopardy. For the midyear review, first semester grades will be used, while second semester and final grades will be used at the end-of-year review.

Students on probation may be restricted in their co-curricular participation per SCISA guidelines. Students must be passing four classes to participate in athletic and extracurricular activities, though administration may work with the Athletic Director in the event that a particular student's academic standing warrants temporary restriction of their participation in athletics, regardless of whether or not they are passing four classes.

Continuation at Heathwood

An invitation to re-enroll at Heathwood Hall is extended to students in late January. In some cases, the invitation may be deferred because of academic, behavioral and/or account issues. Re-enrollment for the next academic year also may be rescinded if a student's performance in the second semester fails to meet acceptable standards. In sequential courses such as mathematics and world language, a minimum standard is necessary before the next level of the subject may be undertaken. If the final grade falls below 76%, summer work may be required, or the course may need to be repeated the following year.

Exams/End of Semester Assessments

Academic courses, such as Math and World Languages, include a cumulative examination at the end of each semester for grades 6th-8th. 8th Grade has semester exams in all core classes (Math,

English, Science, Civics and World Languages). The exam schedule is set by each specific grade-level team and is shared with students and parents electronically. All exams must be taken during the scheduled exam period. Each exam is approximately two hours in length. If there is an academic conflict (e.g. a student is taking two math classes), then the student will coordinate with his/her teachers to determine which exam will be taken during the scheduled conflicts time. The scheduled conflict time is not to be used for students to take an exam early due to travel conflicts. If there is a personal conflict due to planned family travel, students must make arrangements with their grade-level team to take their exams after the exam period and before the next semester begins. If there is an unplanned emergency (sudden medical issue, death in the family, etc), students should contact their grade-level team to reschedule their missed exams.

- 5th Grade does not have semester exams.
- 6th Grade only has a semester exam in Math, which counts 10% of each student's semester average.
- 7th Grade has semester exams in Math and World Languages, which count 15% of each student's semester average.
- 8th Grade has semester exams in English, Math, and World Language. Science and Civics classes rotate by having an exam on alternate semesters. Each exam counts 20% of each student's semester average.
- Each student must be clear of his/her library, athletic, discipline, and obligations before report cards or transcripts are released. Families must also be cleared with the business office.

Extended Time

For students with a psychoeducational evaluation that recommends extended time on testing, there is an allowance for 50 percent extension of time on major assessments, ERBs and exams. Students with psychoeducational evaluations who qualify for extended time should meet with the Director of the Academic Achievement Center and provide testing that is no more than **three years old**. There is no time extension on due dates for homework assignments or out-of-class projects. If a student qualifies for extended time, there is an expectation that the student will report to exams at the time and location specified for extended time students.

Extra Help

Faculty are generally available for Extra Help on Tuesday through Thursday afternoons from 3:15 - 4:00 p. m. Students may drop in for part or all of that period of time to work on homework for the class, ask questions about the day's lesson, participate in review activities, utilize extended time, or make up missing assignments or assessments from absences. Students should not expect a teacher to simply re-teach the day's lesson in full. Our goals are for students to have a quiet space after school to complete work with assistance readily available if needed, to develop self-advocacy skills, and to practice determining what help they need. Students treating Extra Help as a social space should expect to be asked to leave.

Grading Scale

Heathwood Grading Scale

Student work is evaluated in a variety of ways, depending on the nature of the assignment and the discipline. The Heathwood letter grading scale and its numerical equivalents are as follows:

A+ 100-98	B 86-83	C- 72-70
A 97-93	B- 82-80	D 69-65
A- 92-90	C+ 79-77	F Below 65
B+ 89-87	C 76-73	

Credit for a course requires a minimum final grade of 65; while a 65 grants credit for a course, some classes may require a higher grade in order to advance to the next course in the sequence.

Homework

Progressing through the MS, students will have an increasing amount of homework according to the grade level. Homework is assigned regularly in every class and is an integral part of the learning process at Heathwood Hall. Completion of homework demonstrates respect and appropriate acceptance of responsibility. A student will be expected to make up incomplete homework at the discretion of the teacher.

Honor Roll and Honors with Distinction

An Honor Roll is compiled at the end of each semester grading period to recognize those students who achieve an overall average of 90 or above for their academic courses.

Honors with Distinction recognizes students who achieve an overall average of 93 or above for their academic courses. Special recognition is given to those individuals who have been named to the Honor Roll on the basis of their first semester and second semester or year-end grades in each course.

Late Work/Missed Deadlines

All teachers will outline clearly the dates and times assignments are due. In an effort to instill responsibility and good work habits and in fairness to students who complete work on time, each Middle School grade level has established a policy regarding missed deadlines, missing or incomplete homework or missed daily assessments. Students must arrive at school prepared; printer problems, etc. are not acceptable reasons for late work.

Class Trips

Class trips, such as the grade-level overnight trips with PEAK, the 8th Grade Washington, D.C. trip, and day trips throughout the course of the school year are considered essential pieces of the Heathwood academic and community experience. Families and students should view these trips as extensions of the classroom, and the school will work with families to help defray the cost of trips so as to lessen financial barriers to participation. If a student decides to stay home from a class trip, they may not attend school that day, and they may not participate in or attend any athletic or extracurricular activities on that day (or the weekend following if the trip includes a Friday). The absence will be considered unexcused, and the student can expect to be assigned homework in lieu of participating in the learning experience.

Plus Portals

Plus Portals is the Learning Management System used by Heathwood Hall to provide an interface that allows students and parents to access class information and grades. It is the responsibility of the parents and students to regularly monitor the students' academic progress.

Reports and Grades

There are four grading quarters in the Middle School. Grading reports will be issued to students and parents at the end of each quarter.

Standardized Testing (ERB Milestones and PSAT)

In addition to formal and informal classroom assessments, Heathwood Hall administers online achievement testing through the Educational Records Bureau (ERB) Milestones program three times each year to students in grades 3-7. Results of the tests are shared with parents shortly after the testing period closes. Beginning in the 2025-2026 school year, 8th graders will no longer participate in the ERB Milestones assessment; rather, they will take the PSAT in October in preparation for their transition to Upper School. The faculty uses that information to help inform instruction and class placement for the students.

Tests/Major Assessments

Major assessments are important parts of the academic process. Middle School Team Leaders ensure that students have no more than 2 major in-class assessments/tests on the same day.

Textbooks

Textbooks for all Middle School classes will be rented or purchased and owned by the students.

To avoid loss, students are expected to display their names clearly in their textbooks. Heathwood Hall has teamed up with eCampus. to provide a virtual bookstore online. Students, after receiving their class schedule, can go to the virtual bookstore to rent or purchase their textbooks if they wish.

TECHNOLOGY

iPad Program

At the beginning of each school year, all Middle School students in grades 5-8 are issued the following items:

- iPad (including apps required and requested by teachers)
- Logitech Rugged Combo 3 Keyboard Case
- Logitech Crayon, an advanced digital stylus
- iPad charging adapter (not a smaller iPhone charger)
- iPad charging cable

If any parts or pieces are not returned at the end of the school year, a fee will be added to your bill and handled through our business office. (Missing parts of Logitech Crayon will not be charged, but a missing Crayon will.)

If we find any damage that requires us to send the iPad back to Apple, we will notify you via email to keep you up-to-date with your child's iPad experience. As a reminder, our school-owned iPads are covered by AppleCare+, which covers two breaks every three years. After the second break (starting with the third break), the family is charged for the repair according to Apple's price.

Heathwood's Responsible Use Expectations

Whether in person or online, members of the Heathwood community should represent themselves with honor and integrity and display behavior that is thoughtful, respectful, empathetic, and caring. Additionally, Heathwood community members cannot bring negative or distracting attention to the School or treat fellow Heathwood community members in a way that compromises our ability to create and maintain an exceptional and safe educational experience for our students.

Social Media

In the online environment, students are expected to follow all Heathwood Hall policies and conduct themselves as in school. Students may face consequences for behavior on social media that violates Heathwood's values and policies; that reflects poorly on the School or its faculty and staff; and/or that is hurtful to another human being.

Heathwood's Responsible Use Expectations are designed to give students and their families guidance regarding the appropriate use of campus-issued iPads and personal technology devices,

such as iPhones, both on and off the Heathwood Hall Episcopal School campus. These guidelines are not exhaustive.

The guidelines below must be followed both on and off campus.

Students will use technology in ways that promote honor and integrity.

- Students will follow teacher directions at all times for technology use.
- Students will complete their work, pay attention in class and in group gatherings, and will not disrupt the work of others.
- Students will not participate in gaming, shopping, messaging, posting on social media, etc. during class or at other inappropriate times or when it is disruptive to others or interfering with academic performance.
- Students will give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and texts. (See Honor Code.)
- Students will not share their work nor their log-in and password information with others or collaborate on assignments without the specific permission of the teacher. This includes sharing Google Docs. (See Honor Code.)

Students will use technology in a way that promotes respect and civility.

- Students will refrain from hurtful, insensitive, profane, sexual, discriminatory, racist, thoughtless, sexist, harassing, or homophobic language, symbols, or pictures in email, group chats, texts, social media, or any other online platform, as such actions are not consistent with Heathwood's mission and values.
- Any audio or video recording may only be done with the permission of all parties being recorded. (This expectation does not apply to public events such as music performances, plays, athletic competitions, etc., where there is not an expectation of privacy.)
- No identifiable photographs of other students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, "appropriate written consent" means a signature by a parent or legal guardian of the student.
- Cyberbullying, the use of electronic information and communication devices to harm a person or persons through any electronic medium, such as text, audio, photos, or videos, is prohibited. Examples of this behavior include but are not limited to:
 - Sending/posting false, cruel, hurtful, or vicious messages/comments online;
 - Creating or contributing to online content that has stories, cartoons, pictures, or jokes ridiculing others;
 - Accessing an email account and sending vicious or embarrassing materials to others;

- Engaging someone in electronic communication and tricking that person into revealing sensitive personal information and forwarding that information to others
- Generating and/or distributing AI-generated images that are false, cruel, hurtful, or vicious.
- Students will not send any electronic communication that creates a hostile, disruptive environment on the school campus, including communication that harms the school and/or its community members.
- Official group chats or other online forums for school organizations (e.g. clubs, classes, etc.) must include a Heathwood employee relevant to the group.

Students will use technology in a responsible way.

- Students will not access, view, display, or store any obscene, violent, pornographic, or otherwise offensive material on any school device or access or store this material on the school network or in any school-issued Internet account (e.g. Google Drive, iCloud, etc.) as this is counter to the School's mission and values.
- If a student accidentally accesses a website that contains material counter to the school's mission and values, he/she is to notify a teacher, adult member of the tech staff, principal, or head of school as quickly as possible so that such sites can be blocked from further access.
- Students are prohibited from accessing faculty, administration, and staff computers and accounts, as well as school file servers for any reason without explicit permission from the user or administrator of that computer or account.
- Students are prohibited from using any method to obtain control of another person's computer through the use of their own computer or any other means.
- Students will not send emails to large groups of students or entire classes without permission from faculty.

Personal Electronic Devices

Personal devices, such as a cell phone, Apple Watch, Switch, Gizmo, must be powered off and in one's locker for the entire school day (8:10 am - 3:05 pm). A personal device that is seen or heard may be taken by the teacher for the remainder of the day.

Parents can help us enforce the rule by not texting or calling students during the school day. If you need to get in touch with your child, please call the Middle School Office. Plus, there is a telephone for students to use in the Middle School Office.

Additionally, personal devices are not allowed on any class trips.

Consequences

The School reserves the right to enforce appropriate consequences for the violation of any section of the Responsible Use Expectations--whether that violation occurs on or off campus. Such consequences could include loss of the use of a personal device for an amount of time determined by the administration; loss of privileges on the School's network; possible disciplinary action, including detention, Saturday School, suspension, dismissal or expulsion; and possible legal action.

When the school becomes aware of major infractions of school rules, even if these occur outside of school-sanctioned events, the administration may notify parents to help foster a positive parent partnership and to ensure that all students represent our school in a caring, honorable, and responsible way.

ATTENDANCE/ABSENCES/TARDIES

IMPORTANT NOTE ABOUT ATTENDANCE: For safety reasons, it is very important that the school is made aware of a student's absence, planned or unplanned, by 10:15 am on the day of the absence. Please email the student's advisor and Mrs. Ballew (rballew@heathwood.org). If a student is absent, and we have not heard from a parent, we will email or call home to ensure the student's safety. Please help us by letting us know about students' absences in advance.

There is a direct relationship between attendance and maximum academic achievement. While we know that sickness is unavoidable, multiple absences are problematic for both students and teachers, and excessive absences cause potential skill gaps and do not allow for students to achieve their maximum potential. Doctor and dentist appointments should be scheduled outside the school day and academic calendar whenever possible. **If absences or tardies are beginning to impact the student's academic progress, the school will reach out to the family to discuss.**

Arrival and Dismissal Times

Students may arrive to school no earlier than 7:30 am. Students may wait under the Nord MS Building until 7:55 am. School starts at 8:10 am with their first period of the day, which is extended to allow time for morning announcements. School ends at 3:05 pm. Students who ride the bus will be dropped off at the Nord MS Building each morning. Students who ride the bus home in the afternoon will be dismissed at 2:55 pm to pack-up and board the bus.

Bus Regulations

School bus transportation is a privilege. It is important for the safety of the passengers that students sit in their seats, keep arms inside the bus, help keep the bus clean, and respond appropriately to the driver. Students who are bus riders are expected to follow MS expectations.

Absences

Students have the number of days they were absent plus one additional day to make up missing work. Students should plan to attend extra help upon return to school to confer with teachers about a plan for missed work/assessments. Parents should communicate with the Health Office and the Middle School about individual circumstances that warrant special consideration, such as certain medical conditions and prolonged illnesses. Proactive communication will allow the school and the families to work together in handling the student's absences from school.

Planned Absences Protocol

- **A parent** should send an email to Mrs. Ballew and the student's advisor that includes the dates and reasons for the upcoming absence. This email should be sent *at least three days in advance of the absence whenever possible*.
- **Students** should check-in with each of their teachers to develop a plan to complete missed work due prior to the absence. This should occur *at least* two days in advance of the absence.
- For prolonged planned absences (three days or more) students should also meet with their advisor for help with coordinating make-up work. Grade-level team leader or advisor will share, via Google Docs, the plan for make-up work.
- If a student knows about upcoming absences, *they should coordinate make-up plans for assessments that they will miss in advance of the absence*.

Unplanned Absences Protocol

When students miss school for illness, their priority should be on rest and recovery. Families can also take steps to ensure that absences have a minimal impact on a student's progress.

- **Students** – when feeling up to it, students should check Plus Portals so that they are aware of assignments they are missing, they should email faculty members to arrange make-ups, and they should plan to check in with teachers upon return to school. Upon return, students need to meet during Extra Help with each of their teachers to make arrangements for make-up work. Students should recall that they are generally granted one day for each day missed plus one additional day to make up assignments and assessments.
- **Parents** – parents should support their children by encouraging them to check Plus Portals and email teachers when possible. They can also assist their children by communicating with their advisor should the student not be well enough to do so. For prolonged unplanned absences (three days or more) the grade-level team leader or advisor will work with the student's teachers to create and share, via Google Docs, a plan for make-up work.

TARDINESS

Rushing into school late can make the start of the school day stressful for students, and arriving in class after it begins is disruptive and can impact teachers and other students. We ask that families take the necessary steps to ensure timely arrival at school each day.

At **8:10 a.m.** all students are due in their first period classroom, where attendance will be taken. Failure to arrive by **8:10** constitutes a tardy to school. A student arriving after **8:10** must sign-in at the office, and he/she will be given a pass to class.

Heathwood recognizes that students will sometimes face unavoidable circumstances in the mornings (traffic, trains, etc.). Therefore, during the course of each quarter, students will be permitted up to three (3) school tardies before being referred to the discipline system. Students will be assigned a detention for the fourth and subsequent school tardies each quarter. Excessive tardiness to school will result in other loss of privileges.

Tardiness due to medical appointments or extenuating circumstances may be excused via a doctor's note or written request to Mrs. Ballew. Tardies resulting from oversleeping, having to return home to retrieve a forgotten item, failing to allow adequate time to arrive on campus, and other similar reasons will not be considered excusable.

Students also are permitted three (3) tardies in each class per quarter before receiving a detention. However, tardiness by five (5) or more minutes to a class is considered excessive and may result in detention.

A student's count of tardies for the purpose of detentions will reset at the beginning of each new quarter.

Truancy

Truancy is considered a serious breach of the rules of attendance and is one in which the student chooses not to attend class or other class activities for unacceptable reasons and without parental consent. Heathwood Hall does not recognize missing school or class to work on homework, classwork, projects, or a job as legitimate excuses. Unauthorized absence from class, Advisory, Chapel, or lunch/recess will likely result in at least an assignment to lunch detention.

Truancy may also result in suspension and loss of credit for any classwork or assessment missed during the absence.

In the event that a student is absent from school excessively, the Administration will contact their family to discuss the reasons for their absences.

Absences and Extracurricular Activities

Heathwood requires that a student who plans to participate in or attend Heathwood athletic events, theater performances, or other school activities ***must attend for a half-of-a-day*** on the day of the event. Students who are serving suspension may not participate in any extracurricular activity on the day of the suspension; student-athletes may receive additional athletic penalties.

Departures from Campus

If a student must leave campus during the school day, the parent should email Mrs. Ballew rballew@heathwood.org before the student is scheduled to leave. Please include the time of departure, the time the student will return (if applicable) and the reason for the departure. Students may not leave campus for any reason without school approval, parental permission, and without signing out in the Middle School Office.

The student should sign out in the MS Office immediately before departure and sign-in upon return to campus. If applicable, a student should bring documentation for the absence.

In the case of early departure for athletics or other school-related events for which parental permission has been granted already, each student must sign out in the MS office at the appointed dismissal time.

If a student becomes ill during the school day, he/she must communicate that with a faculty member or Mrs. Ballew and then report to the Health Office. The Nurse will evaluate the student and contact a parent/guardian, if appropriate, to seek permission for the student to be excused from school (to be picked up by a parent or guardian). For the student's safety, no student may leave campus due to illness without adhering to this procedure. *It is not acceptable for a student to call a parent directly for permission to leave due to illness without reporting to the Health Office.*

Unauthorized departures from campus may result in disciplinary action.

Emergency School Closings / Inclement Weather Policy

In the event of inclement weather, Heathwood Hall will delay or close at its own discretion. We will confer with other school districts before making any final decisions. These decisions will be made by 6 a.m. the morning of the school day in question. The school will notify local news media (listed below) and communicate via email and the AP Notify texting platform.

Should Heathwood dismiss early due to inclement weather, we will email and text all families to notify them of the closing.

Because our students come from a wide geographic area, we understand that weather conditions may prevent families from traveling on local roads. We encourage families to make their best assessment of weather conditions when deciding whether or not it is safe to drive to school. Heathwood will respect a family's decision not to send a child to school during inclement weather, even though the school may be open.

For families using Heathwood's bus transportation, the service will operate when school is open. If the opening of school is delayed, bus pick-up times will be adjusted for the delay. For example, if the school opening is delayed by two hours, bus pick-up time will also be delayed two hours. If school is dismissed early, parents of bus riders will be contacted for permission before children are allowed to ride the bus. If the weather is so severe that it is unsafe for our bus service to operate, we will contact families of riders so that appropriate arrangements for pick-up can be made.

Heathwood Hall Communication Systems

Heathwood Hall website www.heathwood.org

Heathwood Hall Social Media: Twitter, Facebook, Instagram

Television stations WIS (NBC) WLTX (CBS) WACH (Fox)

AP Notify texting platform

STUDENT LIFE

Advisory

Attendance is taken at 8:10 during their first class period. Students will also hear daily announcements, including the lunch menu, say the Pledge of Allegiance, and receive the Daily Prayer.

Students will attend Advisory at 10:15 for snack and specific programming, such as executive functioning, Town Hall Meetings, Mindful in the Hall, The Social Institute, Chapel, Workshops and other grade-level activities.

Advisory Snacks

Advisory snacks are allowed and must be nut-free. Advisory snacks are great to celebrate milestones, such as your child's birthday or a celebration of a club's or team's success. Please discuss with your child's advisor to craft a plan that works for everybody. **Again, all treats must be nut-free.** For example, doughnuts during advisory are a great way to celebrate.

Bringing off-campus lunches onto our campus is not allowed. This can create distractions and problems in a plethora of ways for students and faculty. Refrain from DoorDashing food to

campus, too. Our security guards have been instructed to turn food delivery drivers away at the gate.

Afternoon Activities

Following dismissal from school at 3:05 p.m., students who remain on campus may spend the time until 3:30 p.m. hanging out with friends, visiting the Plaid Peddler, getting an early start on homework in Extra Help, etc. At 3:30 p.m., the Plaid Peddler closes to Middle School students, who should be at one of the following locations: (1) awaiting pickup; (2) in Extra Help; (3) at an athletics or extracurricular practice or meeting; (4) signed into Afternoon Express. Wandering campus is not an acceptable afternoon activity, and students who avoid checking into the appropriate locations for Middle Schoolers to be after 3:30 p.m. should understand that they may be asked to begin departing campus promptly at 3:05 p.m.

Athletics/Athletic Eligibility

The Athletic Program offers participation in many different sports on the Varsity, Junior Varsity, and MS levels. These include baseball, basketball, bowling, cheerleading, cross-country, football, golf, lacrosse, soccer, softball, swimming, tennis, track, volleyball, equestrian, wrestling, and sporting clays. While some athletics teams require tryouts, all students are encouraged to participate in the athletics program at Heathwood Hall.

MS students can participate in Heathwood Athletics in certain sports beginning in 5th-grade. Sport specific grade restrictions exist for both Varsity and Junior Varsity Teams. Information is available on the Heathwood website and by contacting Athletic Director Brionna Zimmerman at bzimmerman@heathwood.org.

Library Policies

Recommended by the American Library Association, students and/or families with a complaint about library print or digital resources should state their concerns to the school librarian or principal. The librarian or principal will listen attentively to the concerns and attempt to resolve the issue informally. As part of the discussion, the school employee will explain the library's selection policy, selection criteria, diversity of the collection with resources from many points of view, and the selection process. Additionally, each parent/guardian has the right to determine the appropriateness of library resources for their children and should accord the same right to other families.

If the complaint is not resolved informally, the librarian or principal will explain the formal reconsideration process and provide the individual with a copy of the school's library selection policy with reconsideration procedures and a request for reconsideration of library resources form. If there is concern about multiple items, a separate form must be completed for each item. All complaints to staff members shall be reported to the building principal (Head of School), whether received by telephone, letter, or in personal conversation. No library resources should be removed

or restricted from use as a result of the informal complaint.

If the completed and signed formal request for reconsideration form has not been received by the principal within two weeks, the matter shall be considered closed.

Additionally, families may choose to provide the Librarian with a completed copy of the Opt Out of Library Materials form, which the Librarian will use to guide selections of materials deemed appropriate by a child's family.

Opt Out of Library Materials

Middle School Awards Day

The following are awarded to Middle School students annually at the May awards assembly. Athletic awards are presented at the banquets for each sport season. Additional recognitions and awards are presented during the school year at Town Hall Meetings.

The Educator's Award is presented to two students in each grade that best exhibited outstanding year-long work ethic, regardless of the final grade. Award winners are chosen by grade-level faculty.

Heathwood Spirit Awards will be given in each grade to two students who, in the opinion of the faculty and administration, best encompass the character and spirit of Heathwood's mission statement. Additionally, the students should demonstrate compassion for classmates, leadership either through leadership positions or through character, honor in all endeavors, and a commitment to the values and life of the school.

The Bonnie Bruner Power of Perseverance Awards will be given in each grade level to students who embody grit, character, and determination as well as the mission of the school.

Additionally, the Related Arts teachers present awards to 5th through 8th-grade students in each of the following categories:

Performing Arts Awards: The Performing Arts Awards are presented to the students who displayed superior dedication and achievement in drama productions, band, and chorus performances at Heathwood Hall.

Visual Arts and Digital Design Awards: The Middle School Visual Arts and Digital Design Awards are presented to talented students who work beyond their potential, developing skills and creativity, showing great classroom citizenship, and progressing their art outside of the classroom.

Honor Society

Heathwood Hall inducts 7th and 8th-grade students into one honor society each year: The National Junior Honor Society (NJHS). The National Junior Honor Society criteria is based on these four pillars: scholarship, leadership, service, and character. Individual student discipline history, citizenship, and overall community involvement is considered. Inductions take place in the second semester for students who have earned honors with distinction for three consecutive semesters of middle school beginning in the 6th-grade. Honors with distinction is when a student has achieved an overall average of 93 for their core academic courses. For a student new to Heathwood in the 7th or 8th-grade, induction will be considered if the student was previously inducted into the NJHS at his/her previous school.

Middle School Leadership Council

6th-8th Grade Student Government elections take place in the fall for the current year. In order to run for an office, a student must fill out and complete some specific paperwork and must not be on academic probation. A student who has had honor violations or disciplinary infractions may not be eligible to run.

Chapel

As an Episcopal school, Heathwood Hall accepts the great challenge of helping young people in their quest to find meaning in life and to practice mercy. One of the ways in which the School attempts to address the spiritual dimension is through community worship. The Chaplain or other faculty members plan weekly chapels that use the Episcopal morning prayer service and follow the appropriate lectionary cycle. Eucharist services are held at special times of the School and the Christian church calendar. Heathwood Hall welcomes students and faculty of all religious backgrounds. All community members, regardless of creed, are required to attend chapel.

Counseling

Heathwood has a robust counseling department that provides school-wide programming; in addition, trained counselors offer confidential counseling and crisis intervention assistance for students and their families. Counseling may be initiated by parents, teachers, peers, or the individual student. Student appointments may be scheduled with Mrs. Gross via email request (sgross@heathwood.org), in-person request, or by dropping by Mrs. Gross' office in the Nord Middle School building with teacher permission or between classes. Appointments should ideally be scheduled during Advisory times, study halls, or before and after school. Please note that our counselors cannot provide weekly, on-going counseling for students, but they will be happy to refer you to a counselor in the community.

Teachers, as advisors, are also an integral part of Heathwood's guidance and counseling program, and they serve as student advocates and first points of contact between the school and the home.

The school Chaplain(s) offer support for students and families through prayer and guidance in times of need.

Performing Arts

The school has choral and band performances each semester in conjunction with the students' band and chorus classes. All students are invited to participate in the schools' theater program. Heathwood stages several productions each year, including cross-divisional theatrical performances. Opportunities exist for students to audition for the cast, assist with scenery or lighting, or become stagehands in the various productions. In order to participate in a Heathwood theater production, students must either audition for a role or apply for stage crew, following the steps outlined in the audition packet for each production.

PEAK

Students have a unique opportunity to experience the benefits of our PEAK outdoor program, located on campus. A small group of students rotate every six weeks to the outdoor education program to be engaged in an active and experiential learning setting. Students will develop basic skills, interest, and knowledge in a variety of adventure activities including: archery, backpacking, mountain biking, canoeing, and climbing. Students will also explore a few topics on the wilderness, environmental issues, and leadership development.

PLAID PEDDLER

Middle School students may only visit the Plaid Peddler after school from 3:05 to 3:30pm if they are planning to purchase items with their own money. They should not go to the Plaid Peddler to simply hang out, and no Middle School students will be admitted to the Plaid Peddler after 3:30pm. Students may not go to the Plaid Peddler between classes. Students must adhere to the [MS Expectations](#) or risk losing their privileges. Going to the Plaid Peddler should not interfere with afternoon carpool, practices, or Extra Help.

Money/Valuables

Heathwood Hall is a community that respects the property of others. However, students are advised to resist bringing to campus valuables or large sums of money that cannot be safeguarded. Students should not exchange goods or money with other students on-campus. Heathwood Hall will not assume responsibility for missing items.

Lockers

Every student in the Middle School (in all grades 5, 6, 7, 8) will be assigned a locker at the beginning of the school year. Guidelines for lockers will be discussed during the first few meetings in Advisory. Students who enter lockers belonging to others violate the Honor Code.

Lost and Found

Small valuable items such as keys, wallets, calculators, and eyeglasses should be turned in to the Middle School office, where they will be kept until the owner can claim them. ***Students should have their names on their belongings, including water bottles, books, athletic equipment, and articles of clothing.*** Items that are left outside will be collected and placed in the grade-level bins. Unmarked items that are not redeemed by the end of the semester will be considered discarded and will be donated to a charitable organization. Any student who is missing anything should report the loss to the MS Office. Because of the wide variety of problems associated with lending and borrowing students' possessions, the School strongly discourages both.

SAFETY/WELLNESS

Safety is of paramount importance to the Heathwood Hall community. To this end, no written or verbal threats of violence against any person or property will be tolerated, nor will actual violence. In the case of suspected or reported threats, a student may be removed from normal school activities or asked to remain at home until the circumstances of the situation can be determined and appropriate consequences resolved.

Consequences for violence or issuing a threat of violence may include suspension and counseling, and/or dismissal from school.

Tobacco

The school takes a strong position on the use of any kind of tobacco by adolescents because of the clear health risks. Specifically, the School does not allow students to use or to possess tobacco products or tobacco paraphernalia, including electronic cigarettes and vaping devices. A student caught using any type of tobacco product or in the possession of a tobacco product or paraphernalia will receive a suspension. All guests at Heathwood Hall, whether students or adults, are asked to respect the school's "smoke free" campus.

Alcohol and Other Illegal Substances

The Heathwood Hall community believes students should be alcohol and drug-free and actively supports programs and initiatives that aim to reduce such risky behavior. Student health and safety are primary concerns at Heathwood Hall. If a student is struggling with alcohol or substance use, we encourage the student or other members of the community to seek assistance from a trusted adult (e.g. advisor, teacher, administrator, counselor). The school wants to support the student in this area and will not be punitive as long as the reporting happens before a school violation occurs. Self-reporting cannot be used to circumvent an imminent violation.

The following policy addresses the issue of substance use by Heathwood students.

- (1) The entire School community must be assured students do not use, possess, sell, purchase, barter, distribute, or are under the influence of alcoholic beverages or other controlled substances on School property (including buildings, grounds, vehicles), at any School-sponsored activity, function or event whether on or off School grounds (including any place where an interscholastic athletic contest is taking place), during any field trip, or during any trip or activity sponsored by the School. K2 and other synthetic drugs are considered controlled substances. A student who disregards this guideline shows the greatest disrespect for the community and violates its trust to such a degree that he/she risks separation from the School, either through dismissal or expulsion.
- (2) If the School becomes aware of a student's chemical use outside of school, the School may make any number of recommendations depending on the nature of the incident, its legal disposition, the danger posed to others, and the impact it has on the full School community. The School believes parents and students should take seriously the issue of substance use by our young people, and it will take steps to educate, to support non-users, and to do all in its power to help students make wise decisions.

Vandalism

The School considers the misuse, defacing and destruction of any property as vandalism, and it will react strongly to all reported incidents, both in and out of school. Depending on the severity and intent, the student could be dismissed from Heathwood Hall. It is not appropriate or acceptable for any Heathwood student to trespass on the properties of other schools or of students who attend other schools. Pranks associated with interschool rivalries subject students not only to school penalties but also to prosecution under the law. Students are encouraged to display their school spirit appropriately and in a positive manner.

Weapons

The presence of firearms, knives, or other weapons on school property poses a severe threat of serious harm or injury to students and staff. While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, or other items which are generally considered to be weapons.

It is a felony to have on campus any type of weapon. The School is obligated by law to summon the Richland County Sheriff in any case involving possession or use of a weapon on campus. Possession of a weapon may result in dismissal from the School.

DISCIPLINE

In accordance with Heathwood Hall's philosophy and objectives, the school community has certain expectations of student conduct. Students are expected to be honest, to be responsible for their behavior, to demonstrate self-discipline, and to respect the faculty and fellow students. The purpose of the discipline system is to encourage these qualities in students and to remind them when they have not met the School's expectations.

Heathwood Hall reserves the right to discipline students who are involved on or off-campus in an activity that demonstrates the student cannot follow the School's Codes of Honor and Conduct or whose actions reflect negatively upon the School's reputation. Students who violate the Codes will jeopardize their participation in athletics and other extracurricular activities, including seeking and holding office.

Underlying Beliefs about Discipline: We want a positive environment that focuses on management vs discipline. When intervention is necessary, we want the following ideas to guide our decisions:

- Seeking to empower change and growth
- Seeing the impact of our actions on others in our community
- Reflecting on MS Expectations
- Holding people accountable through empathy and repair of harm
- Enhancing responsibility
- Employing logical consequences

Off-Campus Behavior

Students may be subject to discipline for misconduct which is, or may be, disruptive to the educational process, interferes with the work of the School, is contrary to the mission of the School, impinges on the rights of other students, employees, or members of the School community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, on social networking websites, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the School, and the School reserves the right to take any disciplinary action deemed necessary by the circumstances, up to and including dismissal or expulsion.

Student Searches and Interviews

School administrators and officials may conduct reasonable searches on School property of lockers, desks, vehicles and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause.

Any contraband items or evidence of a violation of law or school rules may be retained by school officials and/or turned over to an appropriate law enforcement agency, as required by law.

Sexual Harassment

Sexual harassment in school is unwanted and unwelcome behavior of a sexual nature and is a violation of our Code of Civility. Sexual conduct is considered unwelcome if the student does not request or invite the conduct, and views it as offensive or undesirable. Sexual harassment can be in verbal or physical, in person or written, including through electronic means.

Examples:

- Sexual gestures
- Sexual comments or “dirty” jokes
- Spreading rumors about sexual activity of others
- Sexual advances
- Touching, grabbing, or pinching of a sexual nature
- Graffiti or drawings of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, or written materials
- Pressure for sexual favors
- Touching oneself sexually or talking about one’s sexual activity in front of others
- Accessing or displaying explicit content on phones or other devices.

Any student who believes a student or an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint. A parent/legal guardian may also file a

complaint on behalf of his/her child. All allegations will be investigated promptly, thoroughly and confidentially. Students who file a complaint of sexual harassment or inappropriate conduct of a sexual nature by an employee will not be subject to retaliation or reprisal in any form.

Disciplinary Action

Most violations will result in a student being assigned to detention, but more serious violations will result in more significant consequences. Major offenses are handled by the Middle School Head and/or Assistant Head. Discipline takes precedence over other school obligations. Medical excuses and family emergencies should be communicated to the Middle School administration.

Disciplinary Probation

Heathwood Hall requires its students to behave in a manner in keeping with the values of the School. To that end, the Middle School Administration will examine the discipline records of any student with excessive or egregious interactions with the discipline systems. A student who is placed on disciplinary probation will be notified of his/her status, and the record will be reviewed again at the end of the probation period, at which point the Committee will determine whether to remove that student from probation, extend the probation, or recommend dismissal from Heathwood Hall. Advisors and parents will also be notified of a student's probationary status.

Disruption of Class

Students asked to leave class must report to the waiting area outside the Middle School office and speak to an administrator before he/she is allowed to return to classes. There will be disciplinary consequences for being asked to leave class, and these will be determined as a result of consultation with the teacher and the student.

Lunch Detention

Students may be assigned a Friday Lunch Detention for continuing to make choices or engage in minor behaviors after receiving feedback or redirection from an adult. Lunch Detentions are also assigned upon reaching 3 tardies to school in the morning or 3 tardies to class during the school day. They might also be assigned a lunch detention upon the first incident for behavior that rises above the need for simple redirection but does not warrant significant disciplinary action. Students who have received a lunch detention should report to the office, where the Lunch Detention proctor for the week will meet them to walk to the Dining Commons to get a plate before returning for quiet time in the Middle School building. A student who receives Lunch Detention consistently, especially for repeated offense of a similar nature, should expect to be subject to more significant disciplinary action.

Suspension

Suspension from school may be assigned to any student whose violations of the School's Codes of Conduct and Honor are of such a serious and/or chronic nature that he/she and the School need time for reflection about the student's ability and commitment to be a positive member of the Heathwood Hall community. Suspension can result from an accumulation of offenses or one major offense. Suspension is the last course of action before expulsion. All academic work for the days missed will be completed and submitted to the respective teachers. There may be an academic penalty for the work as noted below. Students are ineligible to participate in any extracurricular activity the day of suspension. There are two forms of suspension:

In-School Suspension

A student serving an ISS receives his/her school work to complete in a designated room isolated from the student body and there will be no academic penalty. A student may also be asked to perform service work on campus. At the discretion of Administration, a student who has been in ISS may not be allowed to participate in any extracurricular activities on the day of suspension (athletic practices or games, drama rehearsals or performances, etc.) or attend school activities as a spectator.

Out-of-School Suspension

An Out-of-School Suspension is more serious than ISS and may be assigned for more than one day. Students will be given their work to complete away from campus. A student who has been on OSS is not allowed to participate in any extracurricular activities on the day of suspension (athletic practices or games, drama rehearsals or performances, etc.) nor is he/she allowed to attend school activities as a spectator.

Whether ISS or OSS, a suspension serves three functions: First, it serves as a message to the offender – and the community – that a particular behavior or action is unacceptable. Second, it offers a glimpse of what a permanent separation might feel like. And finally, it helps the school and the student put closure on the offense, allowing everyone to move forward. Heathwood values community greatly, and therefore considers separation from the community through ISS or OSS to be serious.

Dismissal/Expulsion

When a student's behavior, actions, or academic performance are not at acceptable standards, and as outlined periodically throughout this handbook, he or she may be either dismissed or expelled from the School. In the case of dismissal, the student will be required to be separated from the School for an extended period of time, most often, a minimum of one year. In the case of expulsion, the student is not eligible for readmission.

MIDDLE SCHOOL DRESS CODE

The Heathwood Hall Dress Code serves many purposes: it promotes unity and school pride; it puts students on an equal footing regardless of socioeconomic status; and perhaps most importantly, it models ideals of professionalism and seriousness in a school setting.

When choosing to join the Heathwood community, students and their families also commit to following school rules, including the dress code. Students who disregard the dress code are choosing to open themselves to a disciplinary response.

The following Dress Code pertains to the school day, **from arrival in the morning until dismissal in the afternoon**. Unless otherwise notified, students should dress according to the guidelines for all classes, field trips, disciplinary consequences, and off-campus experiences.

General Guidelines

- Students are expected to be clean and well-groomed.
- Clothing must not be ripped, torn, patched, frayed, or otherwise visibly damaged or altered.
- Clothing must be clean and fit properly, not be excessively baggy, too short, too tight, or too revealing.
- Only ears may reveal piercings. Extreme piercings (e.g. ear gauges) are not permitted. No other body parts may reveal piercing.
- Hair must be neatly groomed and must not fall into the eyes. Extremely unnatural hair color (e.g. blue) or any hairstyle deemed extreme or distracting is not permitted.
- Facial Hair is not permitted for students, who must be clean-shaven.
- Viscors and baseball hats are not permitted at all (even outside) except during outdoor classes, with the express permission of the teacher. Hats worn for cold weather will be removed indoors.

Pants/Shorts/Skirts/Skorts/Jumpers

- Students may wear traditionally styled pants and shorts. Pants and shorts must be plain with no cargo pockets. Denim, spandex, and lycra are not acceptable. Athletic shorts are not acceptable.
- Girls may also wear skirts, skorts, or jumpers purchased in the Plaid Peddler, at the HPA Uniform Sale, or as specified through the Heathwood uniform section online at Land's End. Athletic skirts/skorts are not permitted.
- For all students, pants/shorts/skirts/skorts/jumpers must be khaki, navy, or Heathwood Plaid in color.

- For all students, shorts/skirts/skorters/jumpers must be a length appropriate to a professional school environment. They must extend at least beyond the fingertips when students are standing up straight with their arms at their sides. The administration will make the final determination of what is appropriate.

Shirts

- Shirts will have a collar, will display the Heathwood logo, and should be in an approved Heathwood color (blue, green, gray, white, and yellow).
- Shirts must be purchased in the Plaid Peddler, at the HPA Uniform Sale, or as specified through the Heathwood uniform section online at Land's End.

Sweaters, Sweatshirts, and Fleece

- Sweaters and fleeces can be purchased in the Plaid Peddler, at the HPA Uniform Sale, or as specified through the Heathwood uniform section online at Lands' End. Sweaters and fleeces should be in an approved Heathwood color (blue, green, gray, white, or yellow) and must include the Heathwood logo.
- Sweatshirts may be purchased in the Plaid Peddler, the HPA Uniform Sale, or through the Heathwood uniform section online at Lands End. Sweatshirts may also be issued by Heathwood organizations.
- Sweaters, sweatshirts, and fleeces may only be worn over an official Heathwood logo shirt.
- Non-Heathwood outerwear may be worn for inclement or especially cold weather. Outerwear is a raincoat or a winter coat. **A sweater, fleece, or sweatshirt is not considered outerwear. All sweaters and sweatshirts must be official Heathwood logo garments.**

Shoes/Socks/Stockings/Leggings

- Shoes must be worn at all times. Closed-toe shoes may be mandatory for science labs and specific school activities, and athletic shoes are required for P.E. classes. **The following types of footwear are NOT permitted: house slippers, athletic slides, and plastic flip-flops (e.g., anything you would wear at the beach or in the shower).**
- Fishnet stockings, ripped stockings, or stockings/socks that stop above the knee are not permitted.
- Fitted leggings or tights (navy, black, white, and gray) may only be worn under dress code bottoms.
- Yoga pants and sweatpants may not be worn.

Friday Heathwood Spirit Shirt Dress Code

On Fridays, students can wear Heathwood spirit gear, including athletic t-shirts, team jerseys, and other Heathwood-issued t-shirts (e.g. Theater, shirts from Heathwood events, etc.) with dress code bottoms.

Athletic/Extracurricular Dress

On Fridays, student-athletes may wear their team jerseys or team t-shirts with dress code bottoms if they wish. Additionally, coaches will coordinate with Middle School Administration to determine appropriate game-day dress for student-athletes. There will also be occasions for students to wear their brand-approved extracurricular t-shirts (e.g. Theater, Chess Team, etc.) on the opening day of the event as communicated by Administration. Note: All t-shirts must be approved by the Divisions and Marketing Departments prior to printing.

Dress Down Days

Occasionally students will be given the opportunity to be out of dress code during the school day, (e.g. during Homecoming Spirit Week or as a part of a Dress Down Day fundraiser for student activities). On theme days, students should dress according to the appropriate theme, or they should be in dress code. On Dress Down Days, students may be out of dress code, but their attire must be school appropriate.

HEALTH OFFICE

Students must be symptom free for 24 hours before re-entering a classroom and must not have to take any medications to relieve these symptoms. These symptoms include: fever, vomiting, and diarrhea. Students who miss the majority of the school day due to illness can not attend extracurricular activities on that same day.

Medication at School

South Carolina law does not allow dispensing over-the-counter or prescription medication to students without written permission from a parent/legal guardian and a licensed healthcare provider. Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of the school nurse or appropriate faculty and staff members. For the safety of Heathwood Hall students, and in order to be in compliance with State law, parents must complete and submit forms about medication to the school nurse. Without working through the school nurse, students may not have on their person or in their possession on campus either prescription or non-prescription medications. On overnight school trips, parents may give written permission for students to carry and administer their own prescription and non-prescription medications.

Non-Custodial Parents (in cases of separation or divorce)

In cases of separation or divorce, we send school communications to both parents unless we are presented with a court order barring one parent from associating with his or her child. This means that both parents will receive report cards, interim reports, and general mailings, regardless of who is financially responsible. Each parent is granted access to the child(ren), to

teachers, and to administrators. Such access is provided without notification to other parties. It is the responsibility of each parent to make sure the school has his or her current address, phone numbers, and email addresses. It is the parents' responsibility to provide to the Upper School office all records of relevant court decisions and up-to-date contact information. Given the unique legal situation of each family, the school may make exceptions to this policy.

Heathwood Hall's first obligation is to its students. Regardless of the relationship of parents to each other, we believe that a healthy partnership among the school and both parents is in the students' best interest. If a person comes on campus and we have written documentation restricting contact with the student, we will notify our school resource officer and have the unauthorized person removed from campus. We will contact the custodial parent to make them aware of the situation.

It is the job of the parents to communicate with each other. The school wishes to stay out of marital conflicts and settlements; we ask parents not to pull teachers or administrators into the middle of such disputes. All attorneys must direct any questions or requests to the Assistant Head for Finance and Operations. Attorneys are not to have any direct contact with classroom teachers.

When an important issue necessitates short notice, we will attempt to reach both parents. Some situations warrant calling or writing the custodial parent only. They include – but are not limited to – calls that a child is sick, routine classroom matters (field trips, homework assignments, special dress requirements, etc.), and special requests. We will use our judgment about which kinds of issues both parents want and need to know.