

# MEMORIAL HALL SCHOOL



## Student Handbook

2020 - 2021

*“Tell me and I forget..  
Teach me and I remember,  
Involve me and I learn.”*

## **Notices to Parents / Guardians and Students Discrimination**

Memorial Hall School does not discriminate on the basis of race, religion, color, age, national origin, sex, gender or disability in providing educational services and/or activities, including career and technical programs, nor in its employment practices in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

## **Goals, Staff Responsibilities and Attitude**

The administrative staff works to provide a sound, consistent and pleasurable environment offering students the opportunity to assume responsibility for themselves while providing programs in which they develop intellectually, creatively, physically, emotionally, and morally.

Memorial Hall School is genuinely concerned for every individual involved in the program. Memorial Hall School was founded to provide opportunities for students and staff to grow as we learn together. Focus is on discovering students' abilities and using various methods to help them enhance and develop creative thinking and reasoning skills. The staff is here to provide a positive opportunity for an excellent educational environment. Students are given the opportunity to work in a small classroom setting with individualized programs tailored to meet their needs.

## **Student General Conduct**

Each student has the responsibility to handle herself / himself as a young adult and conduct herself / himself in a like manner. Respect for self and others are of the utmost value.

Students, who are negative, show no initiative or who display immaturity or lack of judgement concerning infractions of school policies and procedures should look for school placement other than Memorial Hall. Each student is held responsible for herself / himself and her / his actions.

It is the policy of Memorial Hall that students refrain from playful, sexual, or malicious physical contact. This policy should help to prevent misunderstandings that could erupt into more serious situations.

# Academic Requirements

## 26 Credit Recommended High School Program Graduation Requirements

<b>ENGLISH</b> .....	4
Must consist of English I, II, III and IV (ESOL I may be substituted for English I for students with limited English proficiency)	
<b>MATHEMATICS</b> .....	4
Must include Algebra I, Geometry, Algebra II and at least one course from the following:	
o Math Models with Application - must be completed prior to enrollment in Algebra II if selected.	
o A math course with Algebra II as a prerequisite, including Precalculus, Statistics	
<b>SCIENCE</b> .....	4
Three credits must consist of one Biology credit, one Chemistry credit, one Physics credit and at least one course from the following	
o Integrated Physics & Chemistry - must be completed prior to enrollment in Chemistry and Physics if selected	
<b>SOCIAL STUDIES</b> .....	4
One credit each of World Geography, World History and U.S. History; one-half credit each of Government and Economics	
<b>OTHER LANGUAGES</b> .....	2
Must consist of 2 levels in the same language - depending on graduation requirements	
<b>FINE ARTS</b> .....	1
Art, Theatre Arts, Art History, or Music - Floral Design or Digital Art & Animation may substitute	
<b>PHYSICAL EDUCATION</b> .....	1
Foundations of Personal Fitness	
<b>SPEECH</b> .....	0.5
Professional Communications or Communication Applications	
<b>HEALTH</b> .....	0.5
<b>ELECTIVES</b> .....	5
<b>TOTAL CREDITS 26</b>	

## Classification of Students

Students are classified by the number of academic credits they have earned at the beginning of the school year

Grade Level	Classification Grade	Classification Credits
9	Freshman	0.0 - 7.0
10	Sophomore	7.0 - 14.0
11	Junior	14.0 - 21.00
12	Senior	21+

### Course Offerings

A comprehensive list of course offerings is available on-line at [memorialhall.org](http://memorialhall.org).

### Earning Credits

Earning Original Credit: Credits for students in grades 9-12 are awarded on a semester by semester basis—typically 1/2 credit per course. If a student fails the first semester of a full-year course and passes the second semester, the two (2) semester grades will be averaged to determine whether the student has earned a passing grade for the year; i.e., if a student makes a 68 the first semester and a 72 the second semester, the student has earned the full credit because he/she passed the second semester with a grade high enough to give him/her at least a 70 average. If a student passes the first semester of a full-year course but fails the second semester, the second semester grade cannot be averaged, and the student must repeat the second semester of the course. Each individual semester grade earned is included in the calculation of a student's grade point average (GPA). A student's semester grade is the average of the three grades; for each grading period and the grade earned on the semester examination.

Newly enrolled students, all grades, must take English assessment tests for proper placement in American courses.

- All attempted courses are averaged in the GPA.
- Students may not drop the lowest average if a course is repeated, both are calculated in the GPA.
- If a student loses credit due to excessive absences, the grade will still be recorded on the student transcript and will be included in computing class rank.
- Only courses completed in the United States will be calculated in the GPA

# Grading

## Grading Scale

All daily grades and test grades are recorded as numbers. Averages for each grading period and semester are recorded on the report card numerically.

90-100 - A - Outstanding progress and mastery of subject matter

80-89 - B - Above-average progress and mastery of subject matter

75-79 - C - Average progress and understanding of material

70-74 - D - Below-average progress and minimum passing grade

69 - below - F - Class requirements have not been met

## Conduct Grades

The student is also graded on conduct by each teacher. This grade gives the student and his/her parents / guardians an indication of the progress he/she is making toward one of the major goals of his / her school career: Proper / responsible conduct. A letter system is used in reporting a student's conduct.

E - Excellent conduct characteristics

S - Satisfactory traits and characteristics in conduct

N - Conduct traits need improvement

U - Conduct was unsatisfactory for the grading period. The student has not developed as he/she should in some traits of conduct.

Repeated disciplinary problems and/or unsatisfactory conduct will be addressed through the "*Notice of Concern*" process and administration will intervene to determine measures needed to improve student behavior.

## Grading Components:

15%	Classwork
10%	Class Participation
15%	Homework
20%	Quiz
40%	Test

## Semester Exams

Semester exams are required in high school courses. Semester exams count 30% of the semester average.

## **Make-up Work**

It is the student's responsibility to complete work missed while absent from class. The assigned work is important to student mastery of course concepts. The following are general guidelines governing makeup work:

- Students who have excused absences will be permitted to make up regular coursework and receive the actual grade earned.
- Students who miss class due to truancy will be required to make up the work; however, a maximum grade of 70 will be recorded for the completed assignment.
- Students returning to class following an absence or a tardy are responsible for conferencing with the teacher to determine what work is to be completed and a date for such completion. *Normally two school days are allowed for each day absent;* more time may be given in extenuating circumstances. However, assignments done in class (classwork, homework, quizzes, tests) on the day a student is absent for a field trip or any other activity are due at the next time the class meets.
- Any work assigned prior to the absence(s) is due on the first return day, including taking tests. Teacher discretion may be used for cases involving more severe situations, such as illnesses, etc.
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- Students that do turn in work according to the teacher's timeline will receive 20 points off for 1st day late and 10 points for each additional day.
- Make-up work, especially tests, will be of an alternate version.
- Make-up work will be graded in a manner similar to the grading of the original assignment. The teacher has the option to alter assignments and grading, as long as the alterations are applied consistently to all students.
- Teachers will make notes available as needed and offer other assistance to students who have had excused absences for significant periods of time.
- Make-up tests will be scheduled before / after school or during student's lunch period. Tests assigned prior to absence(s) are made up the day returning to school. If a student is absent from a scheduled make-up exam on two occasions, he/she may be given a zero for that exam.
- Students who have an incomplete or have not made up work during allotted time may not participate in any club activities or field trips. ALL ASSIGNMENTS AND TESTS MUST BE MADE UP and student's work considered current before a student is considered eligible for participation in these activities.
- An Incomplete must be cleared and the grade earned must be reported by the teacher by the next progress report except in case of extended illness.

## **Assessments**

AdvancED requires fall and spring assessments of the Stanford Achievement Test to be administered to measure common course academic progress.

Math I English I Social Studies I Science

## **Guidelines for Reporting Progress**

Parents/guardians have the option to view their child's grades online on the school management system, Praxi. Praxi enables parents/guardians to access their student's schedule, grades, assignments, test scores and absences. Enter <http://www.memorialhall.org> and look for the parent/guardian portal access link. Parents/guardians are strongly encouraged to follow their student's academic progress through Praxi.

## **Three-Week Progress Report**

Students who have an average below 70 for any course at progress report date remains ineligible for the remainder of the grading period for any extra curricular activities. Any student whose mid-reporting period grade average is below 70 or borderline is strongly advised to seek tutoring.

## **Report Cards**

Each student receives a computer-generated report card every 9 weeks that includes academic achievement grades, conduct status, and absences that appear on Praxi under *Grades*. Exceptions to this schedule occur when holidays fall during the week.

## **Intervention**

Memorial Hall has a multi-tiered proactive approach to meeting the academic and/or behavioral needs of struggling students. It relies on collaborative, interdisciplinary teams that work together to lend support to the efforts of regular classroom teachers and to bring about improved academic performance for students who are achieving below expected levels.

The goal of our proactive intervention approach is to foster classrooms where teaching is directed toward the variable learning needs of our diverse student population. To achieve this goal, school personnel enrich and supplement the curriculum through analysis of individual student performance, collaboration, and differentiated instruction.

## **Graduation Honors**

The honors listed below are determined at the end of the fourth grading period of the senior year. Students must graduate on the state's 26-credit Foundation High School Program + Endorsement and earn the Distinguished Level of Achievement to be

- *Valedictorian – Highest ranking student*
- *Salutatorian – Second highest ranking student*

## **Graduation Exercises**

Requirements: Memorial Hall School conducts a commencement (graduation) ceremony at the end of the spring semester. Students must meet graduation credit requirements and meet standards on final exams in order to participate in the graduation ceremony.

Diplomas are distributed at a later date. In order to receive a diploma students must meet both credit requirements and pass standards on exams. Remember that participating in the graduation ceremony is a privilege, therefore, Memorial Hall School can restrict participation for any rational reason.

- Rehearsals - All students planning to participate in graduation exercises shall be required to attend all practices for the graduation exercises.

## **Counseling**

Memorial Hall School will assist and guide students with academic and social/emotional support and consult with parents/guardians and teachers upon any request. To schedule a conference for counseling or support, the student should complete and submit a conference request form and present it to Mrs. Bean. Parents/guardians are also asked to schedule all conferences through Mrs. Bean in the front office. Students have the opportunity to meet with the counselor each school year to review and/or update their personal academic plans.

## **College Admission Testing**

A student planning to continue his/her education in a college or university must take a college entrance examination in most instances. Some scholarship programs also require applicants to submit scores from one or more tests.

College admission officials and scholarship sponsors look at the student's school record of achievement, including his/her rank or standing in the graduating class, as basic evidence of ability to do college work. Test scores from college entrance examination programs provide additional evidence which is a part of the college admission decision process. Memorial Hall cooperates with the College Entrance Examination Board, publisher of the SAT test, and the ACT Program, publishers of the ACT test, in making registration materials available to students.

A student planning to attend college should secure information from the counselor during the early part of the *junior year* to find out which, if either, of the college entrance examinations will be required. It is a good idea to take the ACT and SAT the spring of, or the summer after the junior year. This will allow students time during the fall semester of their senior year to retake the tests if necessary. Scores are not printed on transcripts.

Memorial Hall seeks to be of assistance to students in planning for colleges and vocations. College representatives and guest speakers for various careers visit Memorial Hall for informational lectures and question sessions.

College representatives are invited to the school to share information concerning entrance requirements and programs with the students.

Official transcripts are mailed directly to the college or university when requested.



## **Schedule Changes**

Changes in a schedule or a course may only be made within the established time frames. Requests for course level changes will be honored for the following reason:

- Error in scheduling;
- Student failure in a prerequisite course; needing to repeat the course.

## **Attendance**

Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of instructional materials; therefore, the student and parent/guardian should make every effort to avoid unnecessary absences. Two state laws – one dealing with the required presence of school-aged students in school, e.g., compulsory attendance, the other with how a student’s attendance affects the award of a student’s final grade or course credit – are of special interest to students and parents. Both of these laws are discussed below.

### **Compulsory Attendance**

Texas requires a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached his/her 19th birthday to attend school for the entire period the program is offered unless exempt by TEC 25.086. While students are not required to enroll in pre-kindergarten or kindergarten in Texas, once enrolled the students are required to attend school. TEC 25.085 and Board Policy FEA (LEGAL)

The parent/guardian commits an offense of criminal negligence under TEC 25.093 if voluntary unexcused absences for 10 or more days or parts of days within a six-month period occurs. State law allows exemptions to the compulsory attendance requirements for several types of absences when documentation/notes are submitted to the campus Attendance Office upon the students return to school.

These include:

- Personal illness
- Religious holy days
- Healthcare appointments
- Required court appearance
- Activities related to obtaining United States Citizenship
- Board approved extracurricular activities
- Mental health or therapy appointments

TEC 25.087 and Board Policy FEB (LEGAL) Absences for vacations, business trips, babysitting, working, and other such reasons shall be considered unexcused. If a parent/guardian elects to take a student out of school for one of these reasons, the parent/guardian is encouraged to notify the

school in advance of the absence. Students will not be given assignments in advance for prearranged absences unless special arrangements are made with the administration.

A parent/guardian of a school-age child has the responsibility to require that his/her child attend school regularly. *When sickness or another reason necessitates an absence, a note signed by the parent/guardian or phone call explaining the reason for the absence is required prior to or when the student returns to school. If a student fails to submit a note or email from the parent or the school does not receive a phone call from the parent, the absence will be considered unexcused.*

When a student's absence for personal illness exceeds four (4) consecutive days, the student must return to school with a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school.

### **Late Enrollment**

Students who enroll late will have less flexibility before falling below the number of days allowed because they have less days available. For example, a student enrolling on the first day of an 80-day semester would be at risk of falling below 90 percent if the student is absent more than six (6) days. A student who enrolls late, with only 70 days remaining in the semester, could only be absent for five (5) days before mandating the development of alternative learning activities to regain credit.

### **Attendance Accounting**

In an effort to ensure parents/guardians are adequately notified of all absences, report cards for students in Memorial Hall School will reflect all absences that affect either compulsory attendance or attendance for credit issues. The total number of absences for secondary students depicts the number of class periods affected by absences, not the number of days since attendance for credit deals with each course/class individually.

### **Reporting Absences**

A student absent from school or from any class without permission will be considered truant and subject to disciplinary action. A student who must leave school during the day must bring a note from his or her parent/guardian that morning. If the parent/guardian does not have time to send a written request in advance, the parent/guardian may call the school. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent/guardian. **Any student entering school late or leaving early must sign out through the office and get a *Tardy/Absent* slip before reporting to class.**

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth assignments assigned by the teacher to meet subject or course requirements.

Memorial Hall is committed to protecting students entrusted to its custody during the school day. Therefore, school administrators shall exercise caution in releasing students during the school day. The procedures controlling the release of a student from school during the school day are as follows:

- When checking a student out of school, an authorized person must report to the front office and wait in the designated area for the student to arrive.
- *Definite and satisfactory identification (i.e. driver's license or picture ID) shall be required of the person authorized to take a student from school.*
- The student should remain in the classroom to maximize instructional time until the person picking him/her up arrives in the office. School personnel or student aides will inform the student when it is time to go to the office.
- High school students who have a car on campus must obtain an early dismissal pass from the office to leave campus before first (1st) period. These students shall check out through the office, signing the "Leaving Campus" sheet before leaving the campus and sign in upon returning to school. Students who leave campus at any time without parental/guardian permission and administrative approval shall be subject to disciplinary action.

## **Students Returning After Absences**

Students returning from absences must report to the School Office at least ten minutes before the beginning of the school day. A dated, signed note from the parent/guardian or doctor stating the reason for the absence and the day(s) missed must be presented to the Attendance Office the day the student returns in order to be issued an "Admission Slip."

Students are to obtain a teacher signature on the *Tardy/Absent Slip* for each class missed. Admittance passes are left with their 7th period teacher who will turn into the office with attendance records for the seventh period.

## **Special Requests**

If a student needs to be absent for a special reason and believes that the absence should be excused, the student must submit a prior written request (except for absences to observe a religious holy day of obligation) from the parents to a principal giving the following information:

- Date of note — At least 2 days before absence is to begin
- Student's full name
- Date(s) of requested absence
- Reason for absence
- Parent (guardian) signature and phone number

The school administration will consider any need regarding special absences. However, in order to ensure continued academic progress and manage makeup workload, the following must be considered:

*Reason for Absence:* Absence from school must be justified in terms of educational benefits or extenuating family circumstances. Except in rare emergencies, caring for a younger sibling or ill family member will not be excused.

*Grades:* Do not request permission for special absence if the student's academic performance does not meet reasonable expectations.

*Calendar:* Do not request permission for special absence during semester examinations. Exams will not be given early.

*NOTE:* Regardless of whether an absence is excused or unexcused, state law requires that a student is in attendance 90% of the days a class is offered in order to receive credit or to be considered for promotion. While religious holy days, partial day absences for healthcare providers (with documentation), and mandated court appearances do not count toward compulsory attendance requirements, they must still be used for calculating whether or not a student has been in attendance 90% of the days a course was offered to receive credit.

## **Leaving Campus**

Students may NOT leave the campus or building at any time for any reason during the school day without securing administrative approval and checking out through the office. Being off campus without a proper permit is truancy. A truancy may result in ISS.

Students will be permitted to leave campus during lunch if the office has a current "Permission to Leave Campus" form signed by a parent/guardian on file.

## **Religious Holy Days**

The school respects the beliefs of all religions and recognizes that there are faiths which require students/adults to abstain from school/work on holy days of obligation. If the observance of a religious holy day prohibits a student from attending class, the absence will be excused and will not be reported as an absence. Notes may be submitted by parent/guardian either before or after the absence. If the observance of a religious holy day requires travel time, only one travel day to and one travel day from the observance may be excused.

## **Tardies**

A student is considered tardy when the student is not in the proper place with all needed materials before the tardy bell rings. Students who are tardy more than three times will receive an absence for that class. Students checking out of school for the day during a given class period will be recorded as absent in that class if the student leaves before 50% of the class period has elapsed.

Arriving twenty (20) minutes after class has commenced without an excuse constitutes an unexcused absence for that period. When arriving late – students need to sign in at the office and receive a tardy slip before going to class.

Tardiness is a disruption to the class and a hindrance for the child. Parents are urged to comply and to have students on the premises ready for school before 7:30 a.m.

School hours are 7:30 a.m. – 3:15 p.m.

**Excessive absences and tardies will be reviewed by the administration.**

### **Truancy**

In Texas, a child between the ages of 6 and 19 is required to attend school unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. At Memorial Hall, all accumulated unexcused absences are in violation of attendance laws and are referred to the Director for which appropriate disciplinary consequence will be assessed.

### **Withdrawal from School**

All international students with an I-20, F-1 student status, must under U.S. law maintain continuous enrollment while in the United States. If a student wishes to withdraw/transfer, they must transfer to another I-20 approved school. If this process is not followed, the student will lose their I-20 status and possibly be subject to deportation.

### **Maintaining I-20, F-1 Student Status**

If you are an F student studying in the United States, your DSO (Kimberly Taylor, Memorial Hall School) should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States.

F-1 students should speak with their DSO if you are planning to do any of the following:

- Transfer to a new school or take a leave of absence.
- Take a break from school.
- Travel outside the United States.
- Move to a new address.

**Annual tuition and fees for these students must be paid in full and are non refundable.**

Any student withdrawing must have their teachers sign a withdrawal slip for each class, acknowledging all school materials have been returned and are in good condition. Any lost books, or damaged school property must be paid in full before a transcript will be released. No student will receive a transcript if tuition is past due or if there are any outstanding balances.

## **Inclement Weather**

If you think that school might be closed due to inclement weather check Praxi, your texts and emails.

Memorial Hall will follow the decision made by Houston Independent School District as whether to close or not.

In the event dangerous weather conditions occur while school is in session, parents will be contacted and students will be dismissed early.

- **Please keep the school office updated with current email address and contact numbers. Emails will also be sent regarding school delays/closings, etc. ...**

## **Child Abuse/Neglect and Sexual Abuse**

Memorial Hall School aligns itself with the Education Code - While any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person is required by law to report the action. Any professional is required to make such report within 48 hours after first suspecting abuse or neglect. A report of alleged or suspected abuse or neglect and the identity of the person making the report is confidential. A person acting in good faith who reports alleged abuse or neglect is immune from any civil or criminal liability. Sexual abuse will, likewise, be reported. Memorial Hall School is developing methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse of children, including knowledge of the likely warning signs indicating that a child may be a victim, using a variety of resources and interventions and informing individuals about available assistance that a child victim may obtain including counseling options.

Students who are aware of any form of abuse or neglect should be encouraged to report the incident to any adult, including school employees such as a teacher, counselor, nurse, or administrator. *Education Code 38.004 and 38.004.1*

## **Complaints by Students/Parents**

Memorial Hall School encourages students and parents to discuss their complaints through informal conferences with the appropriate teacher, director, or other school administrator.

Ordinarily, a student or parent must file a formal complaint within fifteen (15) days of the date they knew or should have known about a situation. However, the fifteen(15) day window for filing a formal complaint would not begin until a decision had been made in the informal process if the parties had agreed in advance of the informal conference. If informal resolution is not possible,

school policy provides a formal grievance procedure. A student or parent may not present a formal complaint to the Board until all administrative remedies (appeal processes) have been exhausted. You may contact Kimberly Taylor or Beth Goble 713-688-5566 or email; [memhallsch@aol.com](mailto:memhallsch@aol.com).

## Conferences

Parents/guardians and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent/guardian who needs information or wants to raise a question or concern is expected to talk with the appropriate teacher or director. A parent/guardian who wants to meet with a teacher may call the office for an appointment.

Teachers may request a conference with a student or parent if: (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student exhibits conduct or behavior problems, or (3) in any other case the teacher considers necessary.

## Closed Campus Policy

Once a student arrives on the campus for a school day, he/she will remain on the campus until dismissed at the end of the day with the exception of lunch. In the case of an unavoidable medical appointment, the student should bring a written excuse to the office prior to first period and secure a permit. Any student leaving campus will be required to have **written**, or verbal, permission from their parent/ guardian and must sign out through the office.

If a student wishes to bring a visitor to school they must get approval from the office prior to bringing the visitor. When arriving, all visitors to the campus must first report to the office for visit approval. Parents, or others, arriving to observe must also check in at the school office first.

## Time Schedule

Memorial Hall School using block scheduling for the 2020-21 school year. Students will attend fewer classes per day for a longer period of time to help significantly with social distancing and More class time to develop key concepts, incorporate creativity into instruction, and try a variety of classroom activities that address different learning styles.

First bell rings at 7:25 AM - All students are to report to 1st Period / Homeroom class prepared by 7:30 am.

### Monday/Tuesday

1st Period	7:30 - 9:15
2nd Period	9:20 - 11:05
Lunch	11:05 - 11:35
3rd Period	11:40 - 1:25
4th Period	1:30 - 3:15

### **Wednesday/Thursday**

5th Period 7:30 - 9:15

6th Period 9:20 - 11:05

Lunch 11:05 - 11:35

7th Period 11:40 - 1:25

8th Period 1:30 - 3:15

## **Dress Code**

In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the school, all students shall be required to conform to the uniform dress and grooming code. The provisions of the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply. The director, teachers and staff are designated as the individuals responsible for enforcing this policy. If the director determines that a student's grooming or dress violates the School's dress code, disciplinary action may be taken. The student shall be given an opportunity to correct the problem at school. If the problem is not corrected or is repeated, more serious disciplinary action will result.

Students will be expected to keep themselves well-groomed and neatly dressed *in proper uniform every day*. Uniforms may be purchased from Memorial Hall's online store - see website for portal entry. A two week time is allotted for new students to obtain uniforms, and students are expected to dress appropriately while waiting for their uniforms to arrive. No jeans, T-shirts or inappropriate shoes are to be worn.

Boys are to be cleanly shaven and have haircuts that are not distracting to students or faculty (above ears and over collar). Girls are expected to have hairstyles that are appropriate and refrain from long distractible earrings. No earrings should be larger than a quarter. Earrings are to be limited to girls only and no more than two earrings are to be worn in each ear.

Any form of dress or hairstyle which is a distraction or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. No "Fro-hawks" / Mohawks, excessive spiking, or unnatural colors (pink, red purple etc.) will be tolerated. An infraction warrants student to be dismissed with zeros in classes and is not to return till corrected. Students will be sent home immediately until appropriately groomed.

Unofficial jackets, coats or hoodies are not to be worn in the school building and must be in lockers. Hoods are not to be worn on your head at anytime in the building. Please see Memorial Hall Uniform store on school website for appropriate jackets and sweatshirts.

For the safety of our students, backpacks must be kept in student lockers. NO BACKPACKS are to be taken to the classrooms. Pencil bags are permitted in the classroom, but they are to be kept under the desk, NOT on top of the desk.



Seniors and Student Council representatives are offered to purchase articles of clothing, which will be considered Memorial Hall uniforms.

Appearance is a direct reflection of the student's attitude. Students that are not capable of adhering to the dress code will be subject to disciplinary action. Both conduct and academic grades will be lowered accordingly. Uniforms are to be worn Monday through Thursday.

### ***Girls' Options***

- Red, white or black polo shirt
- White Oxford Blouse, long or short sleeve
- Black jacket or Memorial Hall sweatshirt w/logo
- Khaki / Black pleated skirt
- Khaki / Black skort
- Khaki / Black slacks-flat/pleated
- Khaki / Black shorts-flat/pleated
- Appropriate undergarments must be worn and not be visible through clothing (i.e. - black undergarments)
- Only uniform sweaters and Memorial Hall sweatshirts are to be worn
- Skirt length must reach fingertips when standing
- Uniform shorts and skirts must be no shorter than 3 inches length (a dollar bill) from the top of the knee
- White, red or black athletic shoes
- Black, brown or shoes with closed toes Girls shoes no higher than 2", no sandals
- Black or white tights
- Black or white socks, or trouser socks
- No jackets are to be worn in classes unless they are the black school jacket with Memorial Hall embroidered logo. Memorial Hall jackets / sweatshirts are available through our on-line uniform store.
- Girls are expected to have hairstyles and color that is appropriate
- Backpacks and purses are not allowed in the classroom, these need to be locked up in lockers
- Girls must sit in an appropriate manner at all times
- Any tattoo is not to be visible
- Girl's jewelry, earrings etc. must be kept at a minimum; Two earrings per ear.
- All shirts must be from Memorial Hall's on-line uniform store with the appropriate embroidered school logo.

### ***Boys' Options***

- Red, white or black polo shirt
- White Oxford Shirt, long or short sleeve
- Black jacket or Memorial Hall sweatshirt w/logo
- Khaki / Black slacks - flat/pleated
- Khaki / Black short - flat/pleated
- Black or brown belt
- Brown, black or white socks (solid)
- Black or brown loafers or laced dress shoes
- White, red or black athletic shoes  
NO boots, "Doc Martins", etc.
- Boys are to wear belts, socks and have shirts tucked inside trousers at all times
- Any T-shirts worn under uniform shirts must be solid white
- Boys are not permitted to wear earrings
- No jackets are to be worn in classes unless they are MHS jackets/sweatshirts
- Boys are to be cleanly shaven and have haircuts that are not distracting to students or faculty (above ears and over collar). Boys are expected to have hairstyles and color that is appropriate
- Any form of dress or hairstyle which is a distraction or disruptive in appearance and detrimental to the purpose or conduct of school will not be permitted.
- Any tattoo is not to be visible
- All shirts must be purchased from Memorial Hall Uniform Store with the appropriate embroidered school logo.

### **Memorial Hall Dress Code Specifics:**

*We require all students to wear uniforms specified on the next page. All uniforms must be purchased through Memorial Hall's online uniform store. A link is available on the school's website [www.memorialhall.org](http://www.memorialhall.org) under the "Dress Code" tab.*

## **Discipline**

One of the most important lessons education should teach is self-discipline. While it does not appear as a specific subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct, proper consideration for you and other people, and success.

With an understanding of the purpose of self-discipline in a school climate, you will be able to form a good attitude - not only doing your part in making your school an effective place for learning, but developing the habit of self-restraint, thus making you a more productive person in society.

**STUDENTS ARE EXPECTED TO SPEAK ENGLISH AT ALL TIMES. Students who continue to speak another language will receive a reduction in their conduct and academic grade.**

Habitual disregard to this rule will result in suspension from school.

**STUDENTS HAVE COME TO AMERICA TO UNDERSTAND, UTILIZE AND ENJOY THE ENGLISH LANGUAGE. WE REALIZE THIS IS A MOST COMMENDABLE ASSEST IN ESTABLISHING RELATIONSHIPS AND PREPARING FOR COLLEGE.**

It is essential for the student to speak English at ALL times during school to enable them to be successful in their academic endeavors.

### **Vandalism and Property Damage**

We are indeed proud and most grateful for our beautiful school facilities. We should not take them for granted. Students who abuse, destroy or vandalize school property will be required to pay for losses or damage. If students willfully destroy school property, they will be subject to suspension. Students are not to write in textbooks. If they do, they will be required to purchase that book.

If you should happen to damage something by accident, you should report it to the office or teacher immediately. Accidents can happen and we realize this.

We ask that you care for the Memorial Hall School Facility and equipment with pride. Much hard work and much time has gone into creating a pleasant academic and social environment. Students are expected to take pride in keeping the school clean.

Discarded trash, paper, soft drink cans etc. need to be placed in trash receptacles. There is no need or excuse for anyone to drop items on the floor or ground or leave waste under desks or on tables.

Students who persist in thoughtlessness in not picking up or caring for their discarded items will be required to receive extra help in learning self-discipline in this area.

## **Drugs and Alcohol**

The Administration and Board of Directors of Memorial Hall School reserve the right to terminate any student who sells, gives, possesses, brings on campus, uses or is under the influence of illicit drugs, narcotics or alcohol in or on school property, or while involved in any and all school activities.

Students finding it necessary to discuss drugS, narcotics or alcohol will be subject to expulsion. Parents will be notified in the event that illegal substances are brought on the campus or perpetrated to be sold or given to anyone. Students involved will be reported to the appropriate law enforcement agencies for possible legal action.

## **Weapons**

Students are prohibited from possessing, using or exhibiting any firearm, location-restricted knife, club, or other prohibited weapon on school property or any school-related activity on or off school property; nor shall a student knowingly, intentionally, or recklessly go on any grounds or building on which an activity sponsored by the school is being conducted, or passenger transportation vehicle of the school with any prohibited weapon, unless pursuant to written regulations or written authorization of the School. Penal Code 46.03(a)(1), (f), (g)

Students shall not interfere with normal activities, occupancy, or use of any portion of the campus or a school bus engaged in the transportation of students to and from school or school-sponsored activities by exhibiting, using, or threatening to exhibit or use a firearm.

*Prohibited weapons are defined as follows:*

A chemical dispensing device (a device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of dispensing a chemical capable of causing an adverse psychological or physiological effect on a human being). Penal Code 46.01 (14)

Knives of any size, including pocket knives, devices designed to emit an electrical shock intended to incapacitate a person (such as a TASER), fireworks of any kind, razors, box cutters, switchblade knives, chains, or any other object that could be used in a way that threatens or inflicts bodily injury on another person. Possession of a knife and those designed to be used as manicure instruments are prohibited.

The possession or use of articles not generally considered weapons, including school supplies, may be prohibited when the Director or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use of such articles.

Lockers and cars parked on school premises may be inspected by school personnel if there is reasonable suspicion to believe they contain weapons.

Other than as stated above, students found to be in violation shall be subject to disciplinary action. In addition to policy provisions, students possessing “look- alike” weapons will be disciplined as well.

### **Smoking, Dipping, Chewing Tobacco**

The use and or possession of tobacco products are prohibited and any student who violates this rule is subject to suspension or expulsion. This include E-Cigarettes.

### **Gum**

Gum chewing is absolutely prohibited on the school campus. This will be strictly enforced.

### **Profanity**

Profanity, abusive and disruptive language is not to be and will not be tolerated.

### **Classroom Behavior**

Students are expected to arrive to classes in a timely manner with proper materials for their classes. They are expected to show respect for one another as well as their teacher. Only English is to be spoken in ALL classes except foreign language classes. Sleeping in class will not be tolerated. If students cannot stay awake during class they will receive a zero in class assignment and class participation.

### **Bullying**

Students who believe that they have been bullied are encouraged to promptly report such incidents to a teacher or the directors. Failure to promptly report alleged bullying may impair an administrator’s ability to investigate and address the bullying. If an incident of bullying is confirmed, the director shall promptly notify the parents of the victim and of the student who engages in bullying. Appropriate disciplinary consequences will result.

Student Code of Conduct for the state definition of bullying and other related information and policies as defined in TEC 37.0832 Bullying prevention policies and procedures.

## **Cheating**

**Cheating will not be tolerated in any form. This includes homework, class work, and tests. Whenever a student elects to cheat, the student will receive a failing grade and will be required to retake the course at a later date. This will also be noted on the Student transcript.**

**Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors; and possession of any tangible evidence that indicates an intention to cheat regardless of whether it is used by the student. This evidence can include, but is not limited to, the following items: any written information on cards, sheets or pieces of paper, pens, pencils, desks, notebooks, books clothing, shoes, belts, or any place on the body, or on any other device. This also includes any information that is stored or placed in calculators, cell phones, or other electronic storage devices.

**Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. This includes not giving credit for the sources of maps, tables, charts, pictures, graphs, etc.

**Fabrication:** lying; falsifying or inventing any information, data or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data was gathered or collected.

**Obtaining an Unfair Advantage:** stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaborating on an academic assignment; using unauthorized electronic/computer accessed information; using or circulating previous given examination materials, where those materials clearly indicate that they are taking activity with purpose of creating or obtaining an unfair academic advantage over other student's academic work.

**Aiding and Abetting Academic Dishonesty:** providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.

**Falsification of Records and Official Documents:** altering documents affecting academic records, forging signatures authorization or falsifying information on an official academic

document, grade report, letter of permission, hall pass, petition, ID card, or any official school document.

**Unauthorized Access to Computerized Academic or Administrative Records Systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use of availability of computer systems or information.

**Stealing:** Taking something that does not belong to you without the owner's permission is stealing. Everyone shall be respectful of others property. Taking from others will result in suspension of school.

**Having a cell phone out during a test or quiz, even if your test or quiz has been completed and turned in could be interpreted as an attempt to illicitly share test/quiz information. Any talking during a test will be considered cheating.**

## **Cellphones and Electronics**

Students shall place cell phones in their lockers or in classroom door pockets during class time, turned off. They may only be used at lunch and before 7:30 am and after 3:15 pm. If students abuse the privilege during lunch, all phones will be kept in lockers throughout the school day. Students may access computers/cell phones for classes they are required in, at the teachers discretion. All devices needed for a particular class must be promptly turned off and returned to the student's locker for safe keeping. Any cell phones, electronic devices or translators that are confiscated during the school day may be picked up by the student at the end of the school day. Each time there will be a \$50.00 fee to "buy back" phones.

Policies and rules are made for the betterment of the students and their overall school program. A student who is unable to commit her / himself to the responsibilities of the program need to seek schooling elsewhere.

## **Technology Responsibility**

### **Technology Guidelines:**

These are guidelines to follow to prevent the loss of technology privileges at school:

- Do not use technology to harm people or their work.
- Do not damage the network or any technology resource in any way.
- Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.

- Do not violate copyright laws.
- Do not view, display or send offensive messages or pictures.
- Do not share your password or obtain anyone else's password by any means.
- Do not waste technology resources such as disk space or printing supplies.
- Do not trespass in another person's work, folders or files.
- Do not notify an adult immediately if you accidentally encounter materials that violate the Rules of Appropriate Use.

### **Computer And Music Lab Usage**

To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

1. Students enrolled in computer classes will sign a contract before using the lab, agreeing to accept financial responsibility and disciplinary consequences for any negligence or misuse of the computers.
2. Students who are in the lab must be working, not visiting someone who is doing work or just hanging around. Students may not eat or drink in the computer lab.
3. Students may not be in the computer lab unless a faculty or staff member is present at the same time.

Memorial Hall School is committed to acquiring the best in rapidly changing technology and utilizing the latest techniques and equipment in order to assure that its students receive the greatest technological benefit in their education and acquire the latest technical skills. This requires familiarization with current hardware and software, training in their use and commitment to the legal and ethical responsibilities involved in such use. This commitment to technological excellence includes all members of Memorial Hall School and parents/guardians.

### **School Equipment**

Memorial Hall School has an extensive computer network which students use to send local electronic mail, conduct research, and complete course work. Use of the school's equipment is considered a privilege, not a right. The student or his or her parents/guardians must replace any equipment that is damaged or defaced by a student.

### **Internet and Email**

Internet access requires proper conduct of end users who must adhere to strict guidelines. These guidelines are provided here to inform about the responsibilities. If a user violates any of these provisions, his/her school network and/or Internet account may be subject to restriction. Other disciplinary actions may also apply.

Access to the internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information as well as to exchange personal communication with other internet users around the world. Families should be made aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the internet outweigh the disadvantages.

### **What Is Expected**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playing field. Communications on the network are often public in nature. General school rules for behavior and communications apply. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. It is expected that the students are never to access, keep or send anything that they would not want their parents or teachers to see. The use of a school account must be in support of education and research and consistent with the educational objectives of Memorial Hall School.

### **Personal Safety and Privacy**

Students are not to post personal contact information about themselves unless such information is required to complete an assignment. Personal contact information includes home addresses, telephone numbers, the school address, etc.

### **Blogs, Personal Websites and Social Media**

Social networking websites are off-limits on school property. Students who develop and maintain personal websites and/or blogs, including but not limited to such freely accessible sites and who identify themselves as students at Memorial Hall School must keep in mind they are representing the school in a public forum. Any personal site which contains the name and identity of the school must not contain personal information about the students, inappropriate images or vulgar language which could contradict the values of the school as stated in the school's mission statement. When inappropriate websites and/or blogs created and maintained by Memorial Hall School students mention the school's name and/or use school images and/or logo, the school can and must hold the students responsible for its content.

If the student will not cooperate with the school administration by making his/her webpage/blog/social media site free of anything that would cause harm to the student's reputation or the reputation of the school, firmer disciplinary action will be taken. Regarding ILLEGAL COPYING, students should never download or install any onto the computer systems, nor should students



copy other people's work or intrude into other people's files. The download/upload of any material in violation of any United States, Texas Board, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent or obscene material, or material protected by trade secret.

## **Inappropriate Materials and Language**

No profane, abusive, or impolite language should be used to communicate nor should materials be accessed which are not in line with rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat, or instant messaging, blogs and discussion forums is also prohibited. A good rule to follow is never to access, view or send materials which you would not want your teachers or parents to see. Should a student encounter such material by accident, he or she should report it to a teacher immediately.

## **Safety Procedures**

Memorial Hall has developed and promotes an Emergency Operations Plan (EOP) to ensure the safety of its employees, students and visitors. Staff and teachers are regularly drilled on the safety procedures set into place. At the beginning of each school year, the students are briefed on safety procedures with the following requirements:

- Observe all safety rules.
- Keep your work area clean and orderly at all times.
- Report any incident small or big to the nearest teacher / administrator / staff member.
- Stay orderly during all drills and listen to your teacher for direction.
- Familiarize yourself with the evacuation paths located in each room of the school.
- When leaving a classroom during a drill, students are to file out in a single line and follow teacher direction. There is to be no talking.
- Students are to stay in a single line while outside the building and do not return to the building until they are signaled by their teacher.
- Remember to report anything out of the ordinary to a staff / teacher or administrator. Safety comes first.

## **Student and Parent/Guardian Portals / School Management System**

Memorial Hall School offers student and parent portals on the Memorial Hall School Website - [www.memorialhall.org](http://www.memorialhall.org), look for "Student/Parent Portal". Log on information will be given to students at the beginning of the school year.

Our online service allows for students and parents to log on from anywhere at anytime to view important information such as; class assignments, teacher remarks, attendance, behavior, as well

as grades. This a great feature for our families living overseas to keep up with the student's progress. Parents and students may also contact teachers via the portal if needed.

Complete Signature Pages - Upload to Admin Folder  
At bottom of Studnet Handbook Page on Memorial Hall Website