



MONROE COUNTRY
DAY SCHOOL

Student HANDBOOK

2026-2027

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Our Mission Statement and Philosophy

Mission Statement

Developing community leaders through creative learning, independent thinking, and selfless service to others.

Philosophy

At Monroe Country Day School, we believe that:

- Children grow in character and become independent thinkers through a balance of academic rigor, service learning, and the arts.
- Talented, dedicated, and passionate teachers who hold high expectations and find fulfillment in their work are the greatest mentors for our students.
- Students succeed when they are taught to strive for excellence, value hard work, think critically, collaborate productively, express themselves thoughtfully, step outside their comfort zones, and overcome challenges.
- Our students bring a variety of perspectives, personalities, and passions. This diversity strengthens our school community and enriches learning for all.
- We are privileged to educate the next generation of leaders for our community, our city, and our nation. Their success depends upon:
 - Integrity
 - The capacity to manage complexity
 - Adaptability and perseverance
 - Confidence to pursue ambitious goals
- Students have different skills and learning styles. We create a learning environment that allows each child to progress according to their individual potential.

Curriculum

Monroe Country Day School utilizes the **Core Knowledge Curriculum Series**, which is built on the principle that students learn best by building new knowledge upon a strong foundation of prior learning.

Founded by E. D. Hirsch, Jr., the Core Knowledge Foundation emphasizes knowledge-based education and provides a clearly defined sequence of content from preschool through eighth grade. This sequence establishes shared expectations, supports accountability, and strengthens communication between parents and educators.

- **Reading:** First- and second-grade reading instruction may be supplemented with the Cupp Reading Curriculum, developed by Georgia native Dr. Cindy Cupp. This program integrates the five essential components of reading: phonemic awareness, phonics, vocabulary, fluency, and comprehension.
 - **Mathematics:** As recommended by the Core Knowledge Sequence, Saxon Math is used for grades K–12. Saxon Math's incremental and cumulative structure promotes long-term mastery through continuous review and integration of concepts.
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Notice of Nondiscriminatory Policy

Monroe Country Day School admits students of any race, religion, color, creed, national or ethnic origin, gender, sexual orientation, or disability to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate in the administration of its educational policies, admissions, scholarships, hiring practices, athletics, or any other school-administered programs.

School Hours

Students may enter the building beginning at **8:10 a.m.**

Classes begin promptly at **8:25 a.m.**

Dismissal is at **3:00 p.m.** each school day.

Before and After School Programs

- **Before School Care:** 7:45 a.m.–8:10 a.m.
Cost: \$8 daily or \$32 weekly
- **After School Care:** 3:20 p.m.–4:30 p.m.
Cost: \$15 daily or \$60 weekly
Multiple-child rate: \$12 daily or \$48 weekly

This time is used for homework completion and participation in structured activities.

Attendance and Tardiness

Regular attendance is essential for academic success. Habitual absences that interfere with learning will be addressed by the Director. Make-up work will be provided upon a student's return.

Tardiness

Students arriving after 8:25 a.m. must report to the front office. When a student arrives late to school, a parent or guardian must sign the student in at the front office and provide a written explanation for the tardiness.

Excused Absences include:

1. Student illness
 2. Death in the family
 3. Emergencies or other circumstances approved by the Director
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Check-In / Check-Out Procedures

For student safety, parents or designated adults must report to the office to check a child in or out. Proper identification is required.

Change of Address

Families must notify the office promptly of any changes in address, phone number, or emergency contact information.

Withdrawal Policy

A Withdrawal Request Form must be completed for all student withdrawals. All outstanding balances must be paid before the form will be issued or processed. Tuition charges are based on the withdrawal date indicated on the form. Students enrolled for any portion of a month will be charged tuition for the entire month. Records will not be released until all balances are paid.

Lunch and Snacks

Students should bring a healthy lunch and snack each day, along with a water bottle. Food sharing is not permitted unless approved by a teacher due to allergy concerns. Occasional lunch offerings from local restaurants will be announced in advance.

Illness and Health Policies

Students who are ill should remain at home. If a student becomes ill at school, parents or emergency contacts will be notified for pickup. Students with a fever may return only after being fever-free for 24 hours without medication.

Student Conduct and Discipline

Monroe Country Day School maintains a positive, respectful, and bully-free learning environment. Students are expected to follow adult directions and demonstrate respect

for themselves, others, and the community. Discipline emphasizes accountability, positive behavior choices, and natural consequences.

(Sections on positive discipline, procedures, suspension, probation, and termination remain in effect as outlined.)

If your child has a concern, students should talk with their teacher. They are the best to handle the concern in real time.

Grading Elements

Student grades are based on:

- Informal assessments
- Classwork
- Projects
- Formal assessments

MCDS issues progress reports throughout the semester. You may always contact the teacher if you have any questions or concerns.

Graduation Requirements and Honors

Graduation ceremonies are held each May. Diploma requirements follow Georgia standards. MCDS also recognizes Honor Graduates, Valedictorian, and Salutatorian in accordance with GPA and eligibility guidelines.

Senior Schedule Review for Tuition Adjustment

Monroe Country Day School – High School Program

1. Eligibility for Review

Seniors enrolled in the Monroe Country Day School high school program may request a review of their academic schedule to determine whether a tuition adjustment may be applicable.

2. Initiation of Review

The school administration may initiate the review.

3. Schedule Evaluation

The administration will review the seniors' course schedule, including:

- Number of courses taken on campus
- Dual enrollment, online, or off-campus coursework
- Graduation requirements and attendance expectations

4. Individual Consideration

Each request will be reviewed on an individual basis. There is no guarantee that a tuition adjustment will be granted, as decisions are based on the student's specific schedule.

5. Determination of Tuition Adjustment

If a tuition adjustment is deemed appropriate, the school will determine the amount and terms of the adjustment. Any approved discount will be applied to the tuition agreement for that academic year only.

6. Notification

Approved adjustments will be reflected in an updated tuition agreement.

7. Final Authority

All decisions regarding schedule reviews and tuition adjustments are at the sole discretion of Monroe Country Day School administration and are considered final.

Dress Policy

Students are expected to dress in a manner that supports a positive learning environment and reflects respect for the school community. Clothing must be appropriate, modest, and free of distractions. Specific guidelines apply to daily wear and field trips. Costumes should not be worn on regular school days. We will have spirit days and other events throughout the school year.

Visitors and Volunteers

All visitors and volunteers must report to the office upon arrival and departure for security purposes.

Field Trips

Educational field trips may be scheduled throughout the year. Signed permission slips are required. MCDS is not liable for students riding in privately owned vehicles.

Lost and Found

Found items should be turned in to the front office. Students should check promptly for missing belongings.

Internet Usage Guidelines

Internet access is provided for educational purposes only. Users must comply with all policies and laws. MCDS reserves the right to monitor usage to ensure compliance.

Electronic Devices

To ensure a focused and distraction-free learning environment, cell phones are not permitted on campus during the school day.

No Phones on Campus: Students are prohibited from using, carrying, or displaying cell phones while on school property during school hours. This includes before school, during after-school dismissal, and at lunch. Students who drive to school should leave their phones at the front desk upon check-in; a designated box will be available for this purpose.

If Seen, Collected: Any phone seen or heard by staff will be collected and turned over to the administration.

Parent Pickup Required: Collected phones must be retrieved by a parent/guardian from the administrators.

Repeated Violations: Multiple infractions will result in referral to Dr. Ray.

Emergency Procedures

MCDS maintains an Emergency Operations Plan and conducts regular drills. Exterior doors remain locked, and safety systems are in place to protect students and staff.

Severe Weather

Monroe Country Day School will follow **Walton County Public Schools' lead** regarding delays, early dismissals, or school closures due to severe weather.

Families are encouraged to monitor **local news outlets** for the most up-to-date information on weather-related cancellations or schedule changes. Any school-specific updates will be shared as soon as they are available.

Student Calendar/Newsletters

The student calendar is available on the school website, and a weekly newsletter will be sent out on Thursday mornings with sign-up information, calendar updates, and important details. **This is our main communication with families.**

Teachers communicate through several different means. E-mail, folders, electronic newsletters. Please review this important communication.