



SAINT MARY'S SCHOOL
STUDENT-PARENT HANDBOOK
2022-2023

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This Handbook is for informational purposes only. It is not intended to create, nor does it create a contract or part of a contract in any way, including but not limited to, between Saint Mary's School and any parent, guardian or student affiliated with or attending the School.

Saint Mary's School reserves the right, in its sole discretion, to add, revise and/or delete School policies before, during and after the school year.

SCHOOL HYMN

The Saint Mary's School Hymn is sung arm-in-arm in chapel, at graduation, and at formal school occasions. Saint Mary's tradition holds that this sacred hymn be sung with dignity and respect.

*We build our school on Thee, O Lord; To
Thee we bring our common need; The
loving heart, the helpful word,
The tender thought, the kindly deed.*

*We work together in Thy sight, We live
together in Thy love;
Guide Thou our falt'ring steps aright, And
lift our thoughts to heaven above.*

*Hold Thou each hand to keep it just, Touch
Thou our lips and make them pure; If Thou art
with us, Lord, we must
Be faithful friends and comrades sure.*

*We change, but Thou art still the same, The
same good Master, Teacher, Friend; We
change; but Lord, we bear Thy Name, To
journey with it to the end. AMEN*

Sebastian W. Meyer 1908 (words)
Russell Broughton (music)

School Song: “Hail, Saint Mary’s”

The School encourages the School Song to be sung with enthusiasm to promote school spirit at assemblies and other informal school events.

Hail, Saint Mary’s

*In a grove of stately oak trees,
Where the sunlight lies,
Stands Saint Mary’s true and noble
’Neath the Southern skies.*

*Chorus: Far and wide, Oh, sound her praises
Chorus full and free
Hail, Saint Mary’s, Alma Mater
Hail, all hail to thee!*

*Well we love the little Chapel
Ever hold it dear;
Hear the echoes of the music
Rising soft and clear.*

Chorus: Far and wide, etc.

*There the ivy and the roses
Climb the old stone wall;
There the sweet enticing bird notes
Sound their magic call.*

Chorus: Far and wide, etc.

*There the bonds of friendship strengthen
As her beauties charm;
We draw close to Alma Mater,
Trust her guiding arm.*

Chorus: Far and wide, etc.

Adapted from Margaret Mason Young, 1899

CAMPUS MAP



Saint Mary's SCHOOL

- 1. Smedes Hall**
 - Admission Office
 - Campus Security
 - Chaplain's Office
 - College Counseling
 - Counseling Support
 - Dean of Students' Office
 - Head of School's Office
 - Mail Room
 - Marketing and Communications
 - Multipurpose Rooms
 - Reception
 - Residence Hall (2nd and 3rd floor)
 - Shop 1842
 - Smedes Emory Large Parlor
 - Student Life Offices
- 2. West Rock**
 - Alumnae Office
 - Development Office
- 3. East Rock**
 - Business/Finance Office
 - Technology
- 4. Chapel**
- 5. Faculty/Staff Residence**
- 6. Head of School's Residence**
- 7. East Park Building (classrooms and labs)**
 - Science Faculty Offices
- 8. Faculty/Staff Residence**
- 9. Faculty/Staff Residence**
- 10. Binder Health Center (BHC)**
- 11. Bacon Gymnasium**
- 12. Natatorium (indoor swimming pool)**
- 13. Holt Hall**
- 14. Eure Jones Tennis Courts**
- 15. Penick Hall (residence hall)**
- 16. Cruikshank Hall (residence hall)**
- 17. Cheshire Hall (classrooms)**
 - World Languages Faculty Offices
- 18. Bratton Hall (classrooms)**
- 19. Pittman Auditorium**
- 20. Chan-Poyner Hall**
 - Dining Hall
 - Poyner Room
 - Tyler Board Room
- 21. Bishop's House Faculty/Staff Residence**
- 22. Kenan Library**
 - Academic Support
- 23. Faculty/Staff Residence**
- 24. Ragland Classroom Building**
 - Dean of Teaching and Learning
 - Registrar's Office
 - Various Faculty Offices
- 25. Buildings and Grounds Office**
- 26. Nimocks Athletic Field**
- 27. Faculty/Staff Residence**
- 28. Athletic Practice Field**
- 29. Faculty/Staff Residences**
- 30. Faculty/Staff Residences**
- 31. Margaret C. McGlohon Pavilion**

- 1. Smedes Hall
 - Head of School
 - Student Experience
 - College Counseling
 - Chaplain
 - Shop 1842 (school store)
- 2. West Rock
 - Development
 - Alumnae Office
- 3. East Rock
 - Technology Office
 - Business/HR Office
- 4. Chapel
- 5. Faculty/Staff Residence
- 6. Head of School's Residence
- 7. East Park Building: classrooms/labs | Science Faculty
- 8. Faculty/Staff Residence
- 9. Faculty/Staff Residence
- 10. Binder Health Center
- 11. Bacon Gymnasium
- 12. Natatorium (indoor swimming pool)
- 13. Holt Hall
- 14. Eure-Jones Tennis Courts
- 15. Penick Hall (residence hall)
- 16. Cruikshank Hall (residence hall)
- 17. Cheshire Hall: classrooms | World Language faculty
- 18. Bratton Hall: classrooms | studios
- 19. Pittman Auditorium
- 20. Chan-Poyner Dining Hall
 - Poyner Room
 - Tyler Board Room
- 21. Bishop's House Faculty/Staff Residences
- 22. Kenan Library
- 23. Faculty/Staff Residence
- 24. Ragland Classroom Building
 - Registrar
 - Assistant Head of School
 - Dean of Academic Innovation
 - English/History/Math Faculty
- 25. Buildings and Grounds Office
- 26. Nimocks Athletic Field
- 27. Faculty/Staff Residences
- 28. Athletic Practice Field
- 29. Faculty/Staff Residences
- 30. Chiller Plant

IMPORTANT CONTACT INFORMATION

(All numbers are in the 919 Area Code)

Admission	Ms. Katie Wellman, Ms. Mary Mills, Ms. Emily Smith '01, Ms. Taylor Deal-LeMay	424-4001
Alumnae Relations	TBA	424-4171
Assistant Head of School	Ms. Patricia C. A. Sasser	424-4072
Associate Head of School for Institutional Advancement	Ms. Julie Ricciardi, CFRE	424-4114
Director of Athletics	Mr. Rob Wertz / Ms. Kate McHale	424-4058 / 424-4056
Attendance Coordinator	TBA	424-4075
Business Office	Ms. Shelly Lammon	424-4128
Chapel/Chaplain	The Rev. Maggie Stoddard	424-4131
Clubs/Organizations	Ms. Florrie McCard '14	424-4020
College Counseling	Mr. Hunt Heffner Ms. Danielle Tanner Ms. Kyong Lee	424-4117 424-4068 424-4069
Community Service	The Rev. Maggie Stoddard	424-4131
Dean of Academic Innovation	Ms. Jessica Campbell	424-4009
Dean of Student Experience	Dr. Anne Aichele	424-4014
Development/Gifts to Saint Mary's	Ms. Julie Ricciardi, CFRE	424-4114
Disciplinary Matters	Ms. Patricia C. A. Sasser	424-4072
Interim Head of School	TBA	424-4138
Learning Support Services	Dr. Tai Hinkins	424-4119
Library	Mrs. Diana Williams	424-4040
Main Office/Switchboard	Ms. Hilda Bates/Mrs. Amy Harris Poss '80HS	424-4000
Medical Concerns	Ms. Robin Conklin '93HS, RN	424-4041
Triangle Fitness Program	Ms. Kate McHale	424-4056
Registrar/Records	Mrs. Weldon Byrtus '92C	424-4008
Residential Life/Overnight Guests	Director of Residential Life	424-4108
School Counselors	Mrs. Meredith Ball / Ms. Aisha Burton	424-4051 / 424-4023
Smedes Activities Desk (ATP)		424-3595
Student Expense Accounts	Ms. Lynette Harris	424-4126
Student Store (shop1842)	Ms. Alli Leggett / Ms. Tammy Johnson	424-4028 / 424-4029
Summer Camps	Ms. Alli Leggett	424-4028
Technology Help Desk		424-4004
Visual and Performing Arts	Ms. Jennifer Moran	424-4037
Weather Emergencies		424-4000
Weekend Permissions	Smedes Activity Desk	424-3595

Emergency Numbers

Campus Security 919-424-4044
Health Center 919-424-4043

I. INTRODUCTION

Mission

Saint Mary's School, a community dedicated to academic excellence and personal achievement, prepares young women for college and life.

To accomplish our mission, Saint Mary's School:

- Challenges each young woman to embrace the habits of an intellectual life, engages her with the past and the emerging future, and empowers her to serve and shape her world.
- Fosters in each young woman a spirit of connection to others, guides her in developing her spiritual and ethical integrity, and prepares her to take responsibility for herself and her future.

A Saint Mary's education is distinct in that it provides:

- A vibrant, full-time campus, with boarding and day students, faculty and staff in full partnership
- A community that knows girls individually and works effectively with each student
- An extensive access to faculty, academic resources, and opportunities to explore academic and co-curricular interests
- A highly personalized academic advising and college counseling
- An age-appropriate programs for personal development, leadership training and life skills, complementing a challenging academic curriculum.

The 10 key competencies fostered through Saint Mary's programs are:

1. Collaboration
2. Communication
3. Critical thinking
4. Cross-cultural intelligence
5. Growth mindset
6. New media literacy & computational thinking
7. Self-expression
8. Self-directed learning
9. Servant Leadership
10. Social-emotional intelligence

Philosophy

Observation and current research indicate that girls learn differently from boys. With this knowledge, Saint Mary's School deliberately designs curriculum to enable young women to develop confidence, competence, and connectedness—the foundation for taking risks necessary to learn, grow, and compete in today's world.

We intend that graduates of Saint Mary's School use the 10 key competencies to build on a foundation marked by core knowledge of a liberal arts curriculum with the intentional development of clear communication, critical thinking, and character, while also encompassing effective collaboration, intellectual creativity, and global awareness.

Our Understanding of Girls

- Think in detailed, dynamic, global ways and make connections, and see nuances readily.
- Are strongly influenced by their feelings and express them readily.
- Have a deep need to belong, collaborate, and make connections.
- Perform best in an environment that balances challenge with support and competition with collaboration.

Compared to their co-educational counterparts, girls' school graduates consistently rate themselves higher in abilities, self-confidence, engagement, and ambition. They study longer hours, have more confidence in their mathematics and computer skills, and are more likely to pursue careers in engineering. They keep current with political affairs and see college as a steppingstone to graduate school. In step with other leading independent girls' schools, Saint Mary's School has intentionally developed a curriculum and mindfully employs strategies that capitalize on the strengths of girls.

Diversity, Equity and Inclusion at Saint Mary's

Saint Mary's believes that inclusivity is an essential component of a learning community. Therefore, we are dedicated to creating an environment in which students, faculty, staff, families, and alumnae feel valued, respected, and known.

Non-Discrimination Policy

Saint Mary's School admits girls of any race, religion, national or ethnic origin, disability, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to our students.

Saint Mary's School does not discriminate on the basis of race, religion, national and ethnic origin, or sexual orientation in the administration of its educational policies, admissions policies, financial aid programs, or athletic and other school programs.

II. VALUES AND HONOR

Core Values

At Saint Mary's School, we value equally the following core values:

Excellence in teaching and learning

We value the transformational growth that takes place when teachers and students experience the joy of learning together. A collaborative academic culture nurtures intellectual courage, curiosity, and creativity.

Personal achievement in mind, body, and spirit

We value intellectual, physical, and spiritual wholeness. We inspire young women to discover their talents, pursue their passions, and achieve their personal best.

Honor

We value honor and integrity as central to building character. Our individual and shared commitment to honor, embodied in the Honor Code, creates a foundation of trust and respect essential to an ethical and moral life.

Community

We value relationships that connect us to each other and to the larger world. We aspire to be a nurturing community that respects the dignity of every human being.

Heritage

We cherish and celebrate our heritage, one that is rich in tradition, Episcopal values, and opportunity for women. The best of our past forms the foundation for the best of our future.

Honor Code

Each Saint Mary's School student pledges to "uphold the highest standard of personal integrity in every phase" of her life at the School. By making this promise, each student contributes to the creation of a community whose members can enjoy the security and freedom made possible by trust. A student upholds the highest standard of personal integrity when she is honest, respectful, and responsible, but she also upholds the standard when she accepts accountability for conduct that is dishonest, disrespectful, or irresponsible. If a student has lied, cheated, stolen, or plagiarized, the purpose of the judicial process is to enable a student to accept responsibility for her actions and then to rebuild the trust she has broken with the school.

THE OATH

All students and faculty are required to take the following oath of understanding and promise:

I pledge that I will uphold the highest standard of personal integrity in every phase of life at Saint Mary's School, and I recognize and accept my responsibility for helping others to live up to that standard.

THE PLEDGE

The pledge is included on examinations, tests, and assignments as a reminder of students' commitment to academic honesty and integrity:

I pledge that I have neither given nor received help on this test or assignment, nor have I seen anyone else do so.

III. ACADEMIC PROGRAM

Curriculum/Graduation Requirements

In order to qualify for the Saint Mary's School diploma, students must meet the following requirements:

- Complete a total of 22 units with a cumulative grade point average (GPA) of not less than 2.000
- Successful completion of Seminar curriculum with each semester of enrollment
- Within 22 units, have the following distribution of subject matter:

English <i>(Includes English I, II, III, and IV)</i>	4 units
Social Studies <i>(One unit of World History I, one unit of World History II, one unit of U.S. History, one-half unit of Religion/Philosophy, and one-half unit of Government)</i>	4 units*
Science <i>(Includes one unit of Biology and one unit of a Physical Science)</i>	3 units
Mathematics <i>(Includes Algebra I, Geometry, Algebra II or the equivalent, plus one unit beyond Algebra II)</i>	3 units**
World Languages	3 units/1 language*** 2 units/2 languages***
Visual and Performing Arts	2 units ****
Electives	3 units

*Students entering after 9th grade are required to have completed four units of Humanities and Social Sciences; specific named courses will be determined based on transcript.

**Mathematics units must be taken in a high school or college program. A student who enters the 9th grade with math credits for Algebra I or beyond will need three units beginning at the next level. Students interested in attending a four-year college are expected to progress through Pre-Calculus.

***For students interested in attending a selective college or university, Saint Mary's School recommends four units of the same World Language.

****Students entering in the 11th or 12th grade without Visual and Performing Arts credits will be required to take one-half unit of Visual and Performing Arts.

Fulfillment of Requirements

A candidate for the diploma must be enrolled as a full-time student in six courses plus seminar during her 12th-grade year. If there are unusual circumstances, the Assistant Head of School or designee may give her permission to enroll part-time. Students must also earn passing grades in every course each semester and maintain a satisfactory attendance and disciplinary record.

Required Courses

Required courses must be attempted at Saint Mary's School or through school-approved alternates. Credits from summer courses outside of Saint Mary's School are not accepted, but may be used for student placement or remediation. Students complete graduation requirements in four years and must comply with the conditions stated in the Student-Parent Handbook.

Course Levels

Saint Mary's School offers high school courses at two levels: honors and Advanced Placement (AP). Placement in Advanced Placement courses is dependent on demonstrated ability in prior coursework, rather than preference.

Advanced Placement Courses

The Advanced Placement (AP) Program, sponsored by the College Board, is an academic program of college-level courses and examinations for high school students. A typical AP course takes a full academic year, offers a challenging curriculum, and is more rigorous than an honors course. These courses follow the College Board Advanced Placement course descriptions, and students are required to take the Advanced Placement external exam at the end of the course. A passing score on the AP exam at the end of a course may earn college credit for a student depending on individual college policy. Failure to complete or to make a full effort on a national AP exam at the end of the course may result in the loss of AP weighting and may have an impact on a student's enrollment in future AP courses. See the "Grading Procedures" section for full details.

All Advanced Placement course requests must be submitted during the course registration process for consideration. AP requests submitted after the course registration deadline will only be considered in extenuating circumstances. Advanced Placement courses are usually taken in the junior and senior years; juniors may take up to two AP courses, seniors may take up to four AP courses. With teacher recommendation, sophomores are able to enroll in AP World History. Exceptions to this policy may be approved by the Assistant Head of School or designee. The criteria for recommending students for these courses are based on the school's experience with students' success in AP courses and College Board recommendations. The recommendation of the teacher of the prerequisite is an important factor in determining if enrollment in an AP course is appropriate. Teacher recommendations consider the student's demonstrated ability to:

- Handle college-level work independently and consistently
- Be positively engaged with the subject
- Demonstrate intellectual curiosity
- Willingly tackle difficult material
- Rise to challenges, accept criticism
- Work through setbacks
- Have a high level of written and oral discourse
- Have a high quality of interaction with others in pursuit of knowledge
- Have an ability to handle her combination of academic and other responsibilities.

All Saint Mary's School Advanced Placement courses have prerequisites. It is the responsibility of the family to cover the fee for the AP external exam for each AP course a student takes.

Online Courses

Saint Mary's School is in partnership with the [One Schoolhouse](#) and [Laurel Springs](#), an accredited online provider offering asynchronous learning opportunities. All courses offered by One Schoolhouse and Laurel Springs are taught by experienced teachers. Classes at both schools have assessments in the form of daily assignments/homework, projects, group discussions, essays, and tests.

- Students wishing to take an online course to explore a subject **not offered** at Saint Mary's in addition to her official course load will be allowed to do so at the family's expense under the following conditions:
 - The Assistant Head of School or designee must approve any credit earned via online courses. The school must approve the course in advance.
 - Courses and grades earned will be listed on the student's transcript but will not be calculated into her overall GPA.
- Students may be approved to take an online course in place of a course offered at Saint Mary's under the following conditions:
 - Students wishing to accelerate their academic program may, with the approval of the Assistant Head of School or designee, be allowed to do so at the family's expense.

- Students choosing to take an overload in courses may, with the approval of the Assistant Head of School or designee, be allowed to do so at the family's expense.
 - If a student has exceeded the course offerings at Saint Mary's, she will be allowed to take an online course at the school's expense.
 - Requests to enroll in online courses in place of courses offered at Saint Mary's for other reasons will be considered on an individual basis.
 - Courses and grades earned will be listed on the transcript but will not be figured into her overall GPA.
- If a student is required to repeat a course, she previously failed at Saint Mary's School, she may be allowed to re-attempt the class via an approved online course at the family's expense. The online course and grade earned will be listed on the student's transcript but will not be included in the calculation of her GPA. If appropriate, she will be asked to take a placement test upon returning to Saint Mary's School to ensure she has the knowledge needed to move on to the next course level.

Seminar at Saint Mary's School

Seminar is a course embedded into each student's schedule. It provides valuable, grade level appropriate learning across the themes of communication, health and wellness, innovation, and social impact. Seminar is delivered by Saint Mary's School faculty members and strategic community partners. Woven throughout seminar are touchpoints with college counseling. The senior seminar experience is designed with an in-depth college counseling experience first semester; the second semester is held for seniors to complete an internship or capstone experience.

Seminar is a pass/fail course. The pass/fail demarcation is based on student attendance, class participation, and personal growth within the key competencies, as demonstrated through the Portfolio for Life.

Registration Procedures

Registrar's Office

The Registrar works with advisors and students on procedural matters of scheduling, course credits, academic records, and transcripts. Students should consult their advisors on other aspects of their schedule and academic program. The Registrar's Office is located on the first floor of the Ragland Classroom Building.

Course Request Period

Early in the second semester, students meet with their advisors to plan and make course requests for the next year. Some course requests may require a recommendation. The school makes its best effort to accommodate as many course requests as possible, designing a master schedule from scratch for each school year. Sometimes, it is impossible to schedule the first-choice requests of every student. It is for this reason that students are encouraged to take seriously the second and third choices they list on their course request forms. Placements and eligibility are determined by the departments. Course placement will also be dependent on a student's end of year academic performance.

Academic Course Load

The required course load for all students consists of six courses and seminar each semester. The Assistant Head of School or designee must approve any departure from this standard academic load.

Drop/Add Procedures

In light of the Saint Mary's Mission, the drop/add period is an opportunity for each student to ensure her course load is appropriate. As we prepare students for college and life, Saint Mary's faculty help place students into courses that not only provide an appropriate academic challenge, but also consider each student's individual growth as a lifelong learner.

The following are acceptable reasons to consider dropping or adding a course:

1. A course that you requested, and were previously approved for, is not on your current schedule.
2. You have a course overload (more than the required six courses + seminar) and, balanced with your co-curricular activities, now feels like too much.
3. Your schedule does not include an important graduation requirement

Please keep in mind:

- In all cases, students should contact their advisor first to begin the drop/add process. Changes can never be guaranteed
- Students who followed the course registration process and met the registration deadlines in Spring 2022 will be addressed first.
- Requests related to learning lab times, seminar times, or switching to a different section of the same course will not be considered. Last minute elective changes may be considered, but will not be given highest priority.

Please respect and uphold this process, which is designed to maximize benefits for the entire student community. If you have questions or concerns, please contact Ms. Campbell or Ms. Byrtus.

Withdrawal from a Course

During the drop/add period, a course may be dropped without penalty. No grade is recorded on the transcript. Students are expected to remain in year-long courses for both semesters. (See Drop/Add Procedures below)

Withdrawal Passing

After the drop/add period, a student who is passing a course may, with the permission of the Assistant Head of School or designee, withdraw from the course. No credit is awarded for the course, and "WP" is recorded on her transcript. This permission is given only in unusual circumstances.

Withdrawal Failing

After the drop/add period, a student who is failing a course and has a valid and documented reason to withdraw, may do so only with the permission of the Assistant Head of School or designee. In this case, units attempted are averaged into her grade point average, no credit is awarded for the course, and "WF" is recorded on her transcript. This permission is given only in unusual circumstances.

Withdrawal Medical

A student may be allowed to withdraw from a course for medical reasons. The Assistant Head of School or designee may grant such permission upon the written recommendation of a medical professional. No credit is awarded for the course, and "WM" is recorded on her transcript.

Repetition of Courses

Should a student repeat a course in which a grade of D or F was earned, both grades are recorded on the transcript. Although credit hours can be awarded only once, all units attempted, and all grade points earned are included in the computation of the grade point average.

Assessments/Test/Examinations

Assessment and Exam Information

Assessments are given in every class during a final assessment period in May, and the format of these vary depending on the nature and the level of the course. The weighting of assessments is posted in Canvas by the teacher. Please consult the school calendar for the school exam schedules.

Saint Mary's School will administer no more than two final assessments (including papers and projects to be turned in) per day during the regularly scheduled exam period.

Changes in a student's examination schedule may not be made by an individual faculty member, advisor, or other staff members, but may be made only through the Registrar, who will notify in writing the student and the faculty member concerned.

Second-Semester Senior Final Assessments

For seniors, an exemption releases a student from the requirement of taking a final assessment in the course for which she earns the exemption. To qualify, a student must have:

- at least a B- (80) for both semesters combined
- no suspensions during her senior year
- no academic honor offenses during her senior year, no academic agreement during her senior year.

AP courses may require an exam regardless of exemption status. Students in classes that use other means of assessing students, such as juries or performances, will continue to participate in those assessments. A student eligible for exemption may choose to take the examination. If a student elects to take the examination, the examination grade will become part of her semester grade; she may not change her decision after she has taken the examination.

Advanced Placement Practice Exams

Practice AP examinations are conducted throughout the year before the external examinations and are assessed internally. AP classes will continue to meet regularly following national exams.

Learning Lab, Tutorial and Flex Period:

Learning Lab, Flex Period, and Extended Tutorial times are designed to give students the opportunity to maximize the resources provided to them through the course of the school day. Learning Lab is a designated time for students to complete homework, develop study and organizational habits, study for upcoming assessments, catch-up with missed work, and general review. Flex Period is a time for students to complete work during the academic day and counts as one of the student's eight classes. Extended Tutorial is an opportunity for students to meet with their teachers for additional support.

Learning Lab Framework:

- 9th and 10th grade students will be assigned a Learning Lab staffed by faculty.
- Second semester 10th graders can transition from Learning Lab to Flex Period or add a class during that period if approved by the Registrar.
- Second semester 10th-, 11th-, and 12th-grade students will have the freedom to choose their Flex Period location on campus. Juniors and Seniors may self-select into a Learning Lab or be recommended and/or assigned by faculty and/or parent/guardian to be attached to a Learning Lab.
- Attendance will be taken at all grade levels, 11th and 12th graders can earn the privilege of using this time more independently without attendance taken during second semester if granted by the Assistant Head of School or designee.

Homework and Study Habits

Since homework is an important factor in the learning process, it is an integral part of academics at Saint Mary's School in preparation for college or university. It is expected that students use their unscheduled time to complete homework, projects, and study. There will be required homework to be completed weeknights and on weekends depending on the ebb and flow of the curriculum.

The following policies are designed to help students manage their academic work:

- Teachers will provide up to date information on their course Canvas page and will notify students of changes.
- At the end of each day, every student has access to her teachers through a scheduled tutorial block; and it is highly recommended she take advantage of this opportunity.

- In general, students should expect to do work outside of class each day.
- Advanced Placement courses may require additional work.
- The estimate of the amount of homework depends on several variables: including the student's time management skills, the student's course load, and extracurricular activities and off-campus commitments.
- If a student is spending an unreasonable amount of time on homework, she should communicate her concerns with her teacher and advisor.

Additional Academic Tips for Parents/Guardians:

- Make schoolwork a priority on school nights.
- Help students get organized and provide a suitable study place.
- Make students aware of the impact of multi-tasking and Internet use on concentrated study and encourage them to turn off distracting sites and programs while doing schoolwork.
- Show interest in what they are doing in class.
- Remember the adult's primary role is not to do the work, but to provide a suitable study environment and to encourage them.
- Encourage students to seek the help of teachers and advisors as necessary.
- Recommend students to communicate their concerns directly to the teacher or the advisor.

Test and Work Submission Policy

Students are expected to turn in all work by the deadlines specified for each assignment and take all assessments on the days they are administered or assigned to the class. If work is not handed in at all, it may prohibit a student from earning credit for a course.

Grading System and Progress Reports

Academic progress reports are made available electronically to all parents at regularly-scheduled intervals and posted on the parent portal. Report cards will be available after the end of each semester. Saint Mary's School students earn a numerical grade in each course taken for credit. Faculty members will also provide narrative feedback that details more specific information about a student's proficiency in the curriculum. These narratives address accomplishments, make suggestions for further growth, and are essential to understanding the student's progress.

The evaluation of all academic work at Saint Mary's School rests with the teacher. Grades will be determined by the means considered to be most appropriate by the faculty member, in consultation with the academic department, and subject to the approval of the department chair and the Assistant Head of School or designee, to measure accurately, fairly, and consistently the quality of students' academic work. Teachers explain the grading policy to the class at the beginning of each course and through Canvas. Grades determine the student's cumulative GPA. Each of the semester grades and a final grade are reported on a student's transcript. If a student's grade is 'F' in either semester, but her year-end grade is passing, credit is earned; but the school may require remediation before a student may progress to the next level.

All academic work will be evaluated per the following grading system:

Letter	%	Descriptor
A+ A A-	100-97 96-93 92-90	<u>Excellent:</u> The learner consistently demonstrates complete mastery of both the content and skills of the course. The work produced by the student often exceeds the requirements of the course.
B+ B B-	89-87 86-83 82-80	<u>Proficient:</u> The learner demonstrates a strong command of content and skills of the course. The work that the student produces meets the primary requirements of the course.

C+ C C-	79-77 76-73 72-70	<u>Satisfactory:</u> The learner demonstrates an adequate command of content and skills of the course. This learner creates a foundation to build on to master more complex content and develop deeper skills. The work that the student produces shows evidence of accurately focused and consistent effort even if it does not meet all the requirements of the course.
D	69-65	<u>Tenuous:</u> The learner demonstrates an unreliable or weak grasp of the content and skills of the course. She does not have a strong foundation and though credit is earned, she may not be prepared or recommended for further work in the discipline. Remedial work or intervention may be required by the school for a student with a grade of D. The work that the student produces shows some evidence of effort even if it does not meet the requirements of the course.
F	64- below	<u>Failing:</u> The learner does not demonstrate a grasp of the content and skills of the course. The work that the student produces may show some evidence of effort yet fail to meet the requirements of the course. No credit is issued. Remedial work or intervention may be required by the school for a student with a grade of F.

- WP Withdrawal from a course while passing
 WF Withdrawal from a course while failing
 WM Withdrawal from a course for medical reasons
 INC* Incomplete – Indicates that some part of the class work has not been completed

*The time permitted to erase an incomplete is determined by the teacher and student, in coordination with the Department Chair, Dean of Academic Innovation and Assistant Head of School or designee. Any incompletes after the second semester must be resolved by June 15. Extraordinary situations will be dealt with on an individual basis.

In Advanced Placement courses in which the external exam has been completed, grade points are awarded as follows, in accordance with the value of the grades earned. If for any reason an Advanced Placement examination grade is not reported to the school, or if the student does not complete or make a full effort on the examination, GPA weighting will not be granted.

Grade Weighting

Grade	Honors	Advanced Placement
A	5 grade points per unit	6
B	4 grade points per unit	5
C	3 grade points per unit	4
D	1 grade points per unit	1
F	0 grade points per unit	0

When a student's GPA is noted on a grade report or transcript, both an unweighted and a weighted GPA are given. The unweighted GPA does not include the extra grade points earned in honors and AP classes; the weighted GPA does include the extra points.

Academic Honors and Recognition

The Honor Roll

The Honor Roll is a general award of merit open to students who carry a minimum of six courses, attain an unweighted GPA of 3.500 or better in courses taken for credit each term, and have no honor violations or honor agreement (as defined below) as a result of an honor violation during that semester.

National Honor Society

In 1921, the National Honor Society (NHS) was founded to "honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character."

The purpose of the Saint Mary's School Chapter of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in Saint Mary's School students.

Eleventh- and 12th-grade students at Saint Mary's School with a minimum cumulative unweighted GPA of 3.700 on a 4.000 scale (not rounded up) and who meet all other membership requirements are eligible to become candidates for membership. Candidates eligible for selection must also have been enrolled at Saint Mary's School for a period equivalent to two semesters, taken at least one advanced course each of the previous two semesters, earned a minimum of 7 credits during the previous year, and earned at least 10 hours of community service while enrolled in high school. Upon meeting the grade level, enrollment, course level, prior community service expectations, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

All juniors and seniors who are eligible scholastically to become candidates for selection to the chapter will be invited to submit a candidate information form for further consideration. The selection of active members to this chapter is by a majority vote of the NHS faculty council, which consists of five academic or student life faculty members appointed by the head of school. The selection of active members will be held once a year during the fall semester. Seniors will be notified of selection for membership by late September in time for them to include NHS membership on their college applications.

Prior to the selection of candidates for membership, students' academic records will be reviewed to determine scholastic and enrollment eligibility. Academic and student life faculty will be requested to evaluate candidates determined to be scholastically eligible using the official faculty input form provided by the chapter advisers. A minimum of two faculty members with valid concerns will eliminate a student from consideration. The faculty council shall review the candidate information forms, faculty input, previous service hours, and other relevant information to determine those who fully meet the selection criteria for membership. They will select those whom they feel exhibit foundational qualities of character, leadership, and service based upon the information they receive about each student and from the candidate information form.

Candidates become members when inducted at a special ceremony held each academic year as soon as possible after the beginning of the fall semester. Once inducted, members of the National Honor Society are expected to maintain their academic standing and take an active role in service and leadership to their school and community. To retain their membership, members must maintain the required GPA, attend monthly meetings, and participate in NHS chapter group community service projects as well as individual service projects.

Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Saint Mary's School Chapter of the National Honor Society. Members of the National Honor Society are expected to maintain their academic standing and take an active role in service and leadership to their school and community. Students who are currently under an honor or behavioral agreement at Saint Mary's may not hold membership in the National Honor Society.

An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of their membership. An active member of the National Honor Society who transfers to this school as a junior or a senior will be automatically accepted for membership in this chapter. The faculty council will grant the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter to retain their membership.

Honor Societies in World Languages

The French Honor Society, the National Latin Honor Society, and the Spanish Honor Society recognize high achievement in French, Latin, and Spanish, promote understanding of the culture and civilizations of each language, and encourage further study of the language. To qualify for consideration for each society, a student must be in at least her fourth semester of study of the language and must have maintained at least an A- (90%) average in her Saint Mary's School college preparatory language course or maintained a B+ (87%) average in her Saint Mary's School honors language course. Additionally, she must have an overall cumulative unweighted GPA of at least 3.500 and not have failed any course or had any honor violations or be serving an honor agreement for an honor violation that semester. Finally, a student must be currently maintaining these grades during the third quarter of the fourth semester of the chosen language. Saint Mary's School inducts new members each spring. Chapter regulations permit only 10th-, 11th-, and 12th-grade students to become members. Students new to Saint Mary's School are not eligible to be inducted during the spring of their first year; however, they would be eligible the spring of the following year, provided they meet all criteria. Only current, active members may wear a membership cord at graduation.

National Honor Society for Dance Arts

Founded in 2005, the National Honor Society for Dance Arts (NHSDA) is dedicated to promoting standards of excellence in dance education. Saint Mary's School was the first high school in North Carolina to receive Chapter status in 2006. Student induction into the NHSDA is awarded from points earned for meritorious work in dance that meets the honor society's guidelines. Also, the prospective inductee's demonstration of technical achievement, motivation, and respectful and responsible participation in the varied aspects of dance (e.g., consistently focused class participation, execution and performance of choreography, and collaborative teamwork) are factors in the determination of eligibility for membership. Saint Mary's School Dance faculty will determine when a student has met the criteria for becoming an inductee of the local chapter. Inductions of new members are held each spring.

National Art Honor Society

The National Art Honor Society (NAHS) was established by the National Art Education Association in 1978 to promote standards of excellence in visual arts education. The program was designed to recognize students who show outstanding ability in visual arts. Students, who have taken Advanced Art and are currently enrolled in at least one visual arts course and who have maintained a cumulative unweighted GPA of "B" (3.0) or better in their visual arts courses, are eligible for membership. Members are required to actively participate in NAHS activities that promote excellence in visual arts such as exhibiting work, hanging shows on campus, and participating in NAHS events. Chapter registration takes place in the fall, and inductions take place in the spring. Only active, current members may wear a membership cord at graduation.

Honors Convocation

A special honors convocation is held each spring to recognize outstanding achievement in all areas of the educational program with the presentation of a variety of departmental and special awards.

Unsatisfactory Academic Performance

A student who is not making satisfactory progress toward graduation is given a warning at the end of a semester of unsatisfactory progress and may be subject to Academic Probation or dismissal.

Academic Warning

Students who earn an F or more than one grade of D on a progress report or grade report will be placed on Academic Warning. In addition, a student with an unweighted semester GPA below 2.0

or a junior or senior with a first-semester unweighted GPA below 2.0 will be placed on Academic Warning for the subsequent semester. The Assistant Head of School or designee, in collaboration with the Dean of Academic Innovation and faculty, will make recommendations for any student on Academic Warning (see “Strategies for Students in Academic Difficulty” below) and co-design strategies for the student’s academic improvement. Interventions may include, but are not limited to, an academic success plan, assignment to a Learning Lab, loss of off-campus privileges, and removal from a sports team. At the end of the semester and/or school year, the academic leadership reviews cases of academic warning to decide whether the student’s continued enrollment at Saint Mary’s is appropriate for the school and for the student.

Academic Probation

A student with an unweighted semester GPA of less than 2.0 at the end of a semester or a junior with a first-semester unweighted GPA of less than 2.0 is placed on Academic Probation for the subsequent semester. She must bring her GPA above that level, or she will not be making satisfactory progress toward graduation and may be dismissed from the school.

After each progress and grade report, the Assistant Head of School or designee, the student’s advisor, and teachers will collaboratively co-design strategies for the student’s academic improvement, this will generally come in the form of an academic success plan.

If a student does not pass a course required for graduation, and if she is unable to repeat the course and complete all other graduation requirements at Saint Mary’s School in time to graduate with her class, one of the following consequences will ensue:

- The student may withdraw from the School.
- The student will receive credit for the failed course via one of the options below, *according to a timetable established by the School*. Not all these options will be available, depending upon the course involved, and the School must approve the program in advance. All costs associated with these programs will be the responsibility of the family. Options include:
 - Completing a credit recovery course approved in advance by the School
 - Attending a summer school and subsequently passing a Saint Mary’s School proficiency examination in that subject.

Standardized Testing

PSAT/SAT/ACT

Information about the PSAT, SAT, and ACT is available in the College Counseling Office. Standardized test dates are determined by the College Board, ACT, or other national testing organizations and are posted on their websites. Students with documented accommodations work directly with the Director of Learning Support to file for testing accommodations, and when appropriate, schedule testing at Saint Mary’s School.

In compliance with North Carolina State Laws, the school administers a nationally normed achievement test to all 9th-grade students.

Advanced Placement Testing

Students sit for AP exams on a schedule designated by the College Board. All students enrolled in an AP course are required to take the national AP exam for the course. Parents are responsible for fees associated with this test.

College Counseling

The benefit of access to our College Counselors begins with a student’s enrollment at Saint Mary’s School. The College Counselors offer support to each student and her advisor on questions and concerns related to academic planning and preparation for college. The College Counselors will advise students in the process of identifying and applying to colleges or universities that offer the best fit based on individual students’ academic profile, interests, and goals.

Commencement

Graduation provides a special opportunity for friends, relatives, and extended family to celebrate the unique gifts of the graduating students.

Graduating with Honors

Students are recognized as graduating “with honors” if their cumulative Saint Mary’s School unweighted GPA is in the range of 3.500 to 3.999. With a cumulative unweighted GPA of 4.000 or better, students graduate “with high honors.”

Valedictorian

At graduation, the senior with the highest weighted academic average, based on her junior and senior work at Saint Mary’s School, is valedictorian. For a student to be named valedictorian, the student must be a full-time student for at least both semesters of each their junior and senior year at Saint Mary’s School. A student who is new to Saint Mary’s School midway through junior year or her senior year is not eligible for this award.

IV. STUDENT CONDUCT

Saint Mary's School sets high standards for its students and their parents and for the adult members of the school community. We expect all community members to behave in accordance with the School's values by adhering to the rules of the community and the laws of the State of North Carolina. The School seeks to establish a collaborative partnership among Saint Mary's School adults, students, and parents to teach responsibility, nurture respect for others, and encourage self-discipline.

While the School recognizes parents assume responsibility for their daughters when they leave School grounds to return home after school, on weekends, and during school vacations, *Saint Mary's School reserves the right to apply disciplinary consequences for issues of student behavior which compromise the safety of a student or the community or jeopardize the reputation of the School.*

A chronic failure to cooperate with School rules and regulations over an extended period demonstrates an unwillingness to accept the fundamental values of the community and will likely lead to suspension or dismissal.

General Code of Conduct and Essential Expectations

General Code of Conduct

Mutual respect and self-discipline are the underlying principles of the Saint Mary's School community. In keeping with the values of Saint Mary's School, all members must meet four major expectations to maintain a positive environment in our community.

Be respectful and polite.

- Show interest in and appreciation for others' accomplishments and problems, for others' acts of kindness, and for everyone present, not just a few friends.
- Look others in the eye when in conversation.
- Greet and help others, especially guests.

Assume responsibility.

- Accept responsibility in a civilized, gracious, and tactful manner.
- Give people reasons to trust you.
- Resolve differences in a sincere and genuine manner.
- When speaking or writing:
 - Avoid the use of crude language, profanity, or obscenities; and
 - Identify yourself by name.

Be thankful.

- Give credit where credit is due (in athletics, in academics, and in our community).
- Be grateful for the opportunity to be at Saint Mary's School and for all provided while in attendance.
- Represent the School in a positive manner both on and off campus.

Be inclusive.

- Assert and question by stating your opinions positively so that you show respect for the thoughts and feelings of others.
- Include others, even if it means reaching beyond your usual boundaries.
- Forgive.
- Volunteer.

Essential Expectations

The school has established "Essential Expectations for Living and Learning" in the Saint Mary's School community. Violating any one of the seven Essential Expectations of the School compromises the well-being of the entire school community and thus places a student's position at the School in jeopardy. Suspension, dismissal, or withdrawal is a likely consequence for such actions. Essential Expectations include the following:

1. Upholding the Honor Code by not lying, cheating, stealing, or plagiarizing.
2. Not hazing or harassing others.
3. Not using impairing substances (alcohol and other drugs).
4. Not engaging in violence and vandalism.
5. Not leaving campus or the residence hall without permission.
6. Not endangering others.
7. Not engaging in behavior that jeopardizes the reputation of the School.

Each student is expected to take assertive action should she find herself witness to a violation of any behavioral expectation. If the offender does not turn herself in, the bystander is obligated to report her. If a bystander does not submit the information to the appropriate person, she is eligible for disciplinary action. This [handbook](#) describes school policies, and violation of any of the policies may lead to a disciplinary response as described further below.

Major Misconduct

SAINT MARY'S SCHOOL CONSIDERS THE FOLLOWING TO BE MAJOR MISCONDUCT VIOLATIONS. THE CONSEQUENCES MAY INCLUDE IMMEDIATE DISMISSAL OR SUSPENSION:

Use of Alcohol and Drugs

Saint Mary's School is a drug-free environment and alcohol-free for students. Use, possession, and distribution of alcohol or other drugs, including prescription drugs, possession of drug paraphernalia, or being under the influence of alcohol or other drugs while under school jurisdiction, either on or off campus is prohibited by students and their guest(s) and will result in disciplinary actions which can include suspension or dismissal from school. Please see page 30, for more information on drug and alcohol policies and procedures.

Knowingly in the Presence of Drugs and Alcohol

Any student who remains in any situation or place for more than the amount of time to become aware of the situation where drugs, substances, or alcohol are present will be considered to be in violation of Saint Mary's School policies. Students may call (919) 389-8764 during times when school is in session in the academic year and ask to be picked up from an uncomfortable situation.

Behavior that Jeopardizes the Reputation of the School

A Saint Mary's School student represents herself, her family, and her school. Any student who involves herself in inappropriate behavior as determined by the School both on- and off-campus that jeopardizes the reputation of the School makes herself subject to disciplinary consequences.

Relational Aggression

"Relational aggression" is the use of relationships to hurt or harm others. Relational aggression is contrary to the principles of the Saint Mary's School community. Examples of relational aggression include, but are not limited to:

- Gossiping
- Using embarrassing or insulting gestures and words
- Teasing
- Making threats
- Bullying
- Cyber-bullying
- Harassment.

Each student is expected to take assertive action should she witness an instance of relational aggression or other violation of a behavioral expectation. If the offender does not turn herself in, the bystander is obligated to report her and can face disciplinary consequences. Prohibited behaviors include:

Bullying, Harassment and Intimidation

The School strives to provide a safe and supportive environment that will help students succeed academically and socially and is committed to providing a school free of bullying and intimidation. To that end, the School promotes respect for all people and will not tolerate harassment or bullying based on race, color, national origin, religion, disability, age, socioeconomic status, physical appearance, sexual orientation, or familial status that impacts a student's experience at the School (whether the bullying or harassment takes place on or off campus), including cyber-bullying through the use of electronic technology (on or off the School's campus, and on or off the School's network).

Bullying occurs when a student is subjected to unwelcome behavior, often as a result of an imbalance of power. "Bullying or harassing behavior" may be a pattern of gestures or written, electronic, or verbal communications or physical act or threatening communication that takes place on School property or at a School-sponsored function and that: (1) places a student or school employee in actual and reasonable fear of harm to her person or damage to her or property; or (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Cyber-Bullying

Cyber-bullying is prohibited at Saint Mary's School. Under the laws of the State of North Carolina, it is unlawful for any person to engage in cyber-bullying. Cyber-bullying occurs when a person uses a computer or computer network to do any of the following: (1) with the intent to intimidate or torment a minor, build a fake profile or Web site, pose as a minor, follow a minor online, or post or encourage others to post on the Internet private, personal, or sexual information pertaining to a minor; (2) with the intent to intimidate or torment a minor or the minor's parent or guardian, post a real or doctored image of a minor on the Internet, access, alter, or erase any computer network, data, program or software, or use a computer system for repeated, continuing, or sustained electronic communications; (3) make any statement intending to immediately provoke any third party to stalk or harass a minor; (4) copy and disseminate an unauthorized copy of any data pertaining to a minor for the purpose of intimidating or tormenting that minor; (5) sign up a minor for a pornographic Internet site with the intent to intimidate or torment the minor; and/or (6) without authorization of the minor or the minor's parent or guardian, sign up a minor for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the minor.

Hazing

Hazing is prohibited at Saint Mary's School. Under the laws of the State of North Carolina, it is unlawful for any students to engage in hazing, or to aid or abet any other student in the commission of this offense. "Hazing" means subjecting another student to physical injury or humiliation as part of an initiation or as a prerequisite to membership into any organized school group, including any society, athletic team, or other similar group.

Hate Incidents

As an Episcopal school we value the worth and dignity of each student. As such, any form of harassment that is rooted in hate is considered a Major Misconduct policy violation. Hate incidents are words; displaying of symbols; or actions that target, threaten, or attack an individual or group because of their actual or perceived race, color, national or ethnic origin, religious affiliation, gender, disability, or sexual orientation.

Retaliatory Behavior

Retaliation against an individual who makes any of any kind of report to an employee in the Saint Mary's community is prohibited; as such, Saint Mary's views retaliatory behavior of any kind as a Major Misconduct violation.

Smoking (Including E-Cigarettes and Vaping)

Use, sale, purchase, distribution, or possession (or arranging/facilitating the use, sale, purchase, distribution, or possession) of tobacco or nicotine products or paraphernalia is prohibited. Tobacco or nicotine products include but are not limited to cigarettes, e-cigarettes, dip, snuff, and chewing tobacco. Additionally, as e-cigarette paraphernalia can be used for alternative forms of THC/Marijuana, anyone found with e-cigarette paraphernalia will be subject to a drug test.

Sexual Intimacy

Students may not engage in sexual intimacy on the Saint Mary's School campus. Violations of this expectation will include responses that include, but are not limited to conversations with the students involved, communication with the student's advisor, referral to school health professionals, parental notification and consultation with the Assistant Head of School. The school may choose to respond to certain behaviors. Factors that would warrant a possible disciplinary response from the school include, but are not limited to, age, location, and the nature of the sexual intimacy. Situations involving sexual intimacy will be handled administratively on an individual basis. Additionally, while initially not a Major Misconduct violation, Public Displays of Affection (PDA) are subject to discipline and repeated offenses can result in a major misconduct violation. Students are to refrain from acts of romantic affection on campus or in the dorm that are inappropriate for a residential school setting.

Sexual Harassment

Through education and intervention, the school endeavors to maintain an environment free from sexual harassment. The school does not tolerate verbal or physical behavior that constitutes sexual harassment. Most unwelcome and/or harassing behavior results from ignorance and flirting or teasing that is not welcome or that becomes excessive. Being sensitive to other people's feelings and communicating clearly are the best ways to prevent sexual harassment. Sexual harassment is defined as behavior involving a single instance or repeated instances of inappropriate verbal and/or physical conduct of a sexual nature. Examples include unwelcome sexual advances, requests for sexual favors, touching, innuendo, and other conduct of a sexual nature that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; (2) interfering unreasonably with a person's academic performance; or (3) creating a situation where an evaluation of a student depends on her submitting to and/or not objecting to the behavior. Sexual harassment between students, and students and employees, is prohibited: it violates both state and federal law and the School's core values.

The School takes seriously all complaints of sexual harassment or retaliation and will investigate each complaint thoroughly and promptly. A student or parent who wishes to report any alleged violation of the school's sexual harassment policy, including any instance of sexual abuse, should contact the Interim Head of School or any other administrator. The School reserves the right to act unilaterally to end sexual harassment where such intervention is deemed warranted.

Sexting

The School prohibits students from using technology devices (whether owned by the student or the School, whether through use of the School's network or outside of the School's network, and whether used on or off campus) to send any written message or image that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as "sexting"). North Carolina law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors or adults to minors, and the School reserves the right to contact law enforcement should any student violate this policy.

Violence and/or Vandalism

Physical fighting and/or the use or possession of a weapon (firearm, edged weapon, chemical agent, etc.) is a violation of school policy. Intentional damage or destruction of school or personal property is a violation of the School's Essential Expectations (as described in the discipline section of this [handbook](#)) and is prohibited.

Inappropriate Items/Weapons

Students are not allowed to have items at school that pose a risk to themselves or others or will disrupt some aspect of the school day. Unless authorized or permitted by applicable law, Saint

Mary's School prohibits the possession of any firearm, imitation firearm, pellet gun, knife, taser, other dangerous weapon, or ammunition or fireworks on campus, on any school-sponsored, off-campus trip or excursion, or in any school vehicle. Pepper spray is permitted in a vehicle on campus or at an off-campus, school-sponsored event. This policy applies to students, faculty, staff, applicants, alumnae, parents, and anyone else who enters the campus, regardless of whether the individual has a valid permit to carry a firearm.

Gambling

The School prohibits gambling of any kind, including gambling over the Internet.

Tampering with Safety Equipment

Tampering with, disabling, or using safety equipment (fire alarms, fire extinguishers, emergency call boxes, etc.) as a prank or without good cause is strictly prohibited.

Fake Identification

Creation, sale, purchase, possession, distribution, or use (or arranging/facilitating the creation, sale, purchase, possession, distribution, or use) of any identification with false information for the student or any other third party is prohibited. This includes using another student's ID.

Academic Honesty

Students are expected to approach their academic work with the utmost care and integrity. Plagiarism, cheating, and other kinds of academic misrepresentation are regarded as serious breaches of conduct. Each case is treated individually and with the potential for learning in mind. For students who demonstrate a pattern of this behavior, disciplinary responses may be more severe.

Honor Code Violations

Lying

Telling a deliberate falsehood or misrepresenting the truth to any member of the Saint Mary's School community or knowingly allowing a falsehood to stand is lying and a violation of the honor code. Examples of lying include, but are not limited to:

- Omitting or distorting information or being evasive in an attempt to deceive or to justify an action
- Giving false information regarding academic work or how it was completed
- Misrepresenting one's whereabouts or reasons for an absence, lateness, or missed obligation
- Providing dishonest information on any sign-in/out form or procedure, e.g., About Town Permissions (ATPs) or study hall or weekend forms or procedures
- Misrepresenting parental permission, either in writing or by falsifying an email or phone call
- Asking friends or parents to misrepresent the facts or lie on a student's behalf, signing in illegally for a friend, or directly or indirectly falsifying information to protect another student.

Cheating

Cheating is deliberately taking and using another person's ideas or work or using unauthorized materials during tests, quizzes, examinations, or assignments, either inside or outside of the classroom. Cheating is a serious academic offense and constitutes an honor offense. Examples of cheating include, but are not limited to:

- Deliberately looking at another student's work on an assessment either prior to taking or while taking the same assessment
- Copying homework or answers to class work, a quiz, or a test without express permission from the teacher
- Submitting work that is not the student's own
- Working with others on an assignment that is supposed to be completed independently

- Using unauthorized notes or books during a test, quiz, or examination
- Using any unauthorized materials such as papers downloaded from the Internet, study aids, or another person's notes or test
- Giving or receiving information in advance about an examination or class assignment.

Plagiarism

Plagiarism is using other people's words, phrases, ideas, or opinions without giving proper credit. Plagiarism is a serious academic offense and constitutes an honor offense. It is always better to give too much credit than too little. Plagiarism usually falls into the following categories:

- Copying word-for-word another person's writing without quotation marks or paraphrasing from the source using the author's basic sentence structure with some words added, omitted, or changed and failing to cite the source
- Paraphrasing from the source using the author's basic sentence structure with some words added, omitted, or changed, even when citing the source
- Putting together a patchwork of phrases and words taken from different sources
- Using facts, ideas, or opinions, in the student's words or the author's, without giving proper credit in standard form (standard form will be determined by the instructor for each subject)
- Not citing Internet sources.

Stealing

Taking the property of someone else without right or permission is stealing and a serious offense. Stealing constitutes an honor offense. Examples of stealing include, but are not limited to:

- Taking anything belonging to another individual or to Saint Mary's School without express permission, including money, clothing, books, academic work, papers, calculators, laptops, uniforms, classroom or art supplies, costumes, supplies from the activities or art rooms, or library books
- Unauthorized borrowing (a student must make sure that any borrowed items are given to her directly by the owner and returned in the same manner);
- Violating another student's privacy by entering her room, locker, bathroom, cubby, book bag, car, or other personal property or space, and taking belongings without her express permission and knowledge
- Stealing or pirating computer software or illegal information from the Internet or other sources
- Shoplifting or theft on or off campus.

Disciplinary Procedures and Consequences

Minor Misconduct

Saint Mary's School's expectation is that students will abide by the Code of Conduct, the Honor Code, the school's Essential Expectations, and the guidelines set out for them in this handbook, the Residential Life Guide, and the Athletic Handbook regarding behavior on or off campus. Minor misconduct represents actions and activities that are in violation of appropriate behavior outlined in the areas identified above.

The following Minor Misconduct and will likely result in a disciplinary response and/or automatic detention:

- Leaving Saint Mary's campus without permission and following the appropriate sign out procedures;
- Three unexcused tardies;
- Inappropriate attire;

- Technology misuse (i.e., unapproved internet use in class, cell phone violation, inappropriate use of laptop in class);
- Responsible Use Policy violation;
- Disrespect for faculty/staff or others;
- Rude or disruptive behavior;
- Inappropriate language;
- Unexcused class absence;
- Missed school obligations (e.g., detention, Advisory, Triangle Fitness session, teacher meeting, class meeting, required Extended Tutorial, Chapel, residential Community Night, Assembly, community service obligation, community time programming or special programs);
- Any other clear and serious deviations from appropriate conduct.

If a student consistently accumulates excessive disciplinary offenses and/or detention, her situation will be addressed by the Assistant Head of School or designee, and subsequent disciplinary action, including suspension and/or loss of leadership, may be imposed.

Judicial Board Process for Potential Honor and Major Discipline Violations

A suspected Honor Code violation is reported to the Assistant Head of School or designee. The Assistant Head or designee will discuss the situation with the involved parties and determine whether there is reason to think the Honor Code was broken. If it is determined that the Honor Code was broken, the Judicial Board will handle the matter. When exams are in progress, the Review Board handles disciplinary matters. In special, rare circumstances, especially when separation from the School is likely, the Review Board will handle the matter. The following timeline summarizes the general process.

Honor Code Violation Process

- The Assistant Head of School or designee and/or the student contacts her parents and advisor.
- The Assistant Head of School or designee communicates with all people directly involved in the situation and requests written reports from those whose statements are necessary for an evaluation of the conduct.
- The Judicial Board reviews the submitted material and makes a determination. If the Judicial Board finds that the Honor Code was broken, the Judicial Board recommends consequences for the violation(s).
- The Review Board receives the Judicial Board's recommended consequences and, in most cases, adopts them in full. In rare cases, the Review Board may choose alternative consequences.

Major Misconduct Violation Process

- A Major Misconduct issue or violation is reported to the Assistant Head of School or designee.
- The student(s) involved is(are) interviewed to gather information about the issue/situation.
- Parents are notified that their daughter(s) is(are) involved in a Major Misconduct issue/situation.
- The Major Misconduct Board meets to review the issue/situation and make a recommendation of consequences. The Board consists of the Assistant Head of School, Director of College Counseling, Judicial Board Chair, Judicial Board Vice Chair, and 1 (one) additional Judicial Board Member determined by the Judicial Board Chair and Vice Chair. Should one of the adult members of the community be unavailable the Assistant Head of School will appoint someone to serve in her/his place.
- The Major Misconduct Board makes a recommendation of consequences to the Interim Head of School for a final decision.
- Once the decision is made by the Interim Head of School, the Assistant Head of School or designee will notify the student(s), parent(s), and advisor(s).

- Students can also undergo this process when they have an excess accumulation of Minor Misconduct offenses.

Detention and Minor Misconduct

Faculty/staff enter Minor Misconduct incidents into Axiom/Veracross and so that the student and Dean of Student Experience are aware of a rule violation, which may result in consequence, such as detention. Students are notified of detention assignments via email by the Dean of Student Experience or designee. It is each student's responsibility to check her email daily.

Advisors have access to each student's discipline report via Axiom/Veracross. Advisors check the system regularly to review discipline records. The advisor, in concert with Student Life and Academics, will track and communicate to their advisees' families as appropriate.

Detention will be an activity or assignment to address the misconduct during a designated time during the weekend. It can range from a proctored study hall, article reading and short reflective paper, or assisting with programs across campus. The goal is to work with the student to understand what caused her to be assigned detention and then to create opportunities to help improve or prevent additional offenses.

If a student accumulates more than (3) detentions within a single semester, parent(s)/guardian(s) will be informed. Students who accrue (5) or more detentions in one semester will be referred to the Assistant Head or designee for an attendance contract or honor/discipline agreement.

Detentions will only be rescheduled in very rare instances. If a student's detention needs to be rescheduled, it is the student's responsibility to contact the Dean of Student Experience to discuss their request to have their detention rescheduled. The student may be required to submit appropriate documentation from a parent/coach/teacher/etc. to support the request for change.

Other Consequences for Misconduct

Work Service

Hours of work service to the School may be assigned to a student to make amends for a violation of the Honor Code or behavioral expectations.

"Campused"

Being "campused" is a consequence under which a student must always remain on campus, unless granted special permission to leave by the Director of Residential Life. Any off-campus visitors, except parents, must be pre-approved by the Director of Residential Life.

Honor/Disciplinary Agreement

Any student who is found to violate the Honor Code or has a Major Misconduct will execute an Honor and/or Disciplinary Agreement. The Honor/Disciplinary Agreement states that the student understands that further violation of the Honor Code or disciplinary expectations may result in suspension or expulsion. Any student who finds herself under an Honor or Disciplinary Agreement loses her leadership position(s) and is ineligible to run for office while under the Agreement. An Honor/Discipline Agreement is essentially Saint Mary's form of probation.

Technology Probation

Technology probation, including Internet restriction, places a student's computer activity under scrutiny for a designated period. This penalty can be recommended by the Assistant Head of School or designee or the Technology Department.

Suspension/Academic Work During Suspension

Suspension is a consequence recommended by the Judicial Board and the Review Board or the Misconduct Board, that requires a student to leave Saint Mary's School for a specified period. In consultation with the Assistant Head of School or designee, a plan for academic continuity will be

arranged during the time the student is suspended. Major tests must be taken upon return to school, and papers and projects should be turned in prior to leaving or on the day of return. When a student is suspended, she may not return to campus during her suspension without specific permission from the Assistant Head of School or designee. A suspended student should communicate with her teachers about work she will miss during her suspension. The student's advisor, in coordination with the Director of Learning Support, will address any academic concerns and will handle all academic communication between the School and the student and her parents during the suspension. When a student is suspended, the days missed will count toward the credit limit of ten absences per semester.

Dismissal/ Required Withdrawal

Dismissal/Required Withdrawal is a consequence recommended to the Interim Head of School by the Judicial Board, Review Board, or Misconduct Board, that requires a student to leave Saint Mary's School permanently. Students who are dismissed or asked to withdraw from Saint Mary's School may not return to campus for the remainder of the academic year without permission from the Interim Head of School or Assistant Head of School.

Reporting Disciplinary Action to Colleges

College and university administrators are concerned about the behavior of prospective students during their high school careers. It is imperative that Saint Mary's School maintain credibility, respect, and trust with its college and university colleagues in order to be certain that educational opportunities for future students are not compromised.

In the spirit of the Honor Code, Saint Mary's School expects students to provide accurate and honest responses to the questions posed to them on college applications. While the administration and faculty of Saint Mary's School view disciplinary action as part of the educational process, there are times when serious or repeated infractions by students and the subsequent disciplinary actions must be reported to college and university admission officers. ***When disciplinary action taken against a student results in an honor agreement, discipline agreement, suspension, or dismissal, colleges to which the student has applied for admission or from which she has received an offer of admission must be notified by the student within a timeframe determined by the school.***

Students who are unsure about whether a particular disciplinary sanction needs to be reported in the college application process should consult with their college counselor. If an explanation of circumstances is necessary, Saint Mary's School's College Counselor will work with the student to present the situation honestly, highlight the lesson the student has learned through the experience, and emphasize (when possible) the growth and learning of the student as a result of any disciplinary action.

Reparation

In some instances, students may be called upon to "repair" any damage done by their misconduct. Reparation includes a written apology or service to make amends for a transgression. Students and families are responsible for reimbursement or replacement of lost or damaged property.

Disciplinary and Student Conduct Policies

Required Alcohol/Drug Assessment

At its discretion, the School may recommend an off-campus alcohol/drug assessment. The alcohol/drug assessment should be completed by a certified substance abuse counselor. A parent (or a designated guardian approved by the School if involving a student who lives a substantial distance from her home) is expected to accompany the student to and participate in the required evaluation. The parent is expected to sign consent for a release of information to the School Counselor or School Nurse. The completed evaluation results will be submitted in written form to the School Counselor, who may share support recommendations with the Assistant Head of School or designee.

If a student returns to school after the assessment, the parents (or approved, designated guardian) and the student will be required to meet with the Assistant Head of School or designee, sign a no-use agreement, and agree to follow treatment recommendations as outlined in the drug/alcohol assessment, as well as any other conditions the School deems appropriate. Treatment recommendations may include substance abuse education. All costs of the alcohol/drug assessment and treatment will be borne by the parents or legal guardian.

The alcohol/drug assessment will likely include alcohol/drug screening at the recommendation of the treatment provider. A student must be deemed safe to return to campus by the treatment provider, in collaboration with the School Counselor and the Assistant Head of School or designee before the student may return to School.

Parents who do not accept the recommendation of the School and/or treatment providers are putting their daughters and the Saint Mary's School community at risk, thus jeopardizing their daughter's continued enrollment at Saint Mary's School.

School-Administered Drug Screen

As Saint Mary's School takes being a drug-free community seriously, a student might be required to submit to a drug test on campus through the Binder Health Center. These tests will primarily consist of urinalysis testing. Test results will not be shared with any outside jurisdiction and are meant to promote the health, wellbeing, and safety of the Saint Mary's School Community.

SUBSTANCE TESTING POLICY AND PROCEDURES

Consent

All persons attending Saint Mary's School are required to submit to a drug screen if deemed necessary by the Assistant Head of School or designee.

Reasonable Suspicion Testing

Whenever there is reasonable suspicion to believe that a student is using drugs, substances, or alcohol, the student may be tested. If a student refuses to consent to or cooperate with any testing, she is subject to dismissal/required withdrawal from Saint Mary's School.

Scope of Reasonable Suspicion Testing

A belief that a student is using or has used drugs or alcohol in violation of Saint Mary's School policy is based upon facts and inferences such as the following:

- Observable phenomena, abnormal conduct, or erratic behavior of a student while at school, at extra- curricular programs, in her dormitory room, during meals, or at other times
- Direct observation of drug, substance, or alcohol use or the physical symptoms or manifestations
- of being under the influence of drugs, substances, or alcohol
- Significant deterioration in academic performance
- Significant change in personality, being easily agitated, or acute depression
- Significant weight gain or loss or significant change in the student's physique
- Evidence that a student has tampered with her test or has possessed, sold, solicited, or transferred drugs, substances, or alcohol
- Alcohol on breath, unusual redness of the eyes, slurred speech, unsteady balance, or coordination,
- or inability to focus attention
- Possession of e-cigarette paraphernalia
- Information gathered from an investigation or other sources, including fellow students.

Prescription Medication

Students who are taking prescription medication must inform the Binder Health Center. In addition, students testing positive for drugs or alcohol may confidentially inform the Medical Review Officer

(see "Medical Review Officer" section below) of any such prescription medications taken prior to the test result being confirmed positive and disseminated to Saint Mary's School.

Scope of Tests

The testing lab will be instructed to test for the presence of illegal drugs, substances, or alcohol. Student samples will not be screened for the existence of any other physical condition other than drugs, substances, or alcohol.

Sample Collection

Saint Mary's School will primarily use urine and breath analysis but reserves the right to use hair analysis. (described below). Saint Mary's School also reserves the right to use other recognized testing methods without notice to students or their parents/guardians.

For hair analysis, the collection procedure requires the collector to remove approximately 120 strands (20 mg) of hair from the back, crown area of the student's head. Any student whose head hair is not of sufficient length for the purpose of testing will be required to submit body hair. The hair, which is sealed in a tamper-evident container, is then forwarded to a licensed testing facility. All samples will be identified by the student's identification number.

For urine analysis, the student who will be tested will report to the Binder Health Center office or other facility at a time determined by Saint Mary's School. Students shall provide specimens under the supervision of the collector in a manner which will minimize intrusiveness and embarrassment to the student while ensuring the integrity and validity of the testing. Once the specimens have been collected and sealed in the tamper-evident containers, the student will be asked to certify that the procedure was performed in accordance with the described protocol. Any alleged deviations from the procedures must be described on the procedure deviation form. If deviations are alleged, the student will be required to provide additional specimens in accordance with the same procedures outlined above.

Test Results

Negative Results: In the event of a negative result, no further action will be taken.

Positive (Non-Negative) Results: In the event of a positive result (non-negative), the Discipline Committee of Saint Mary's School will conduct a hearing within a reasonable time after the confirmation of the positive result and determine disciplinary action.

Disciplinary action may include the following: dismissal from Saint Mary's School; suspension from Saint Mary's School; and participation in, and successful completion of, a drug, substance, or alcohol- assistance program acceptable to Saint Mary's School and submission to follow-up testing for the duration of the student's stay at Saint Mary's School. Any cost incurred for the assistance program and testing will be the sole responsibility of the student and her parents/guardians.

Should Saint Mary's School permit a student who tests positive to stay at Saint Mary's School and the student does not submit to the restrictions, discipline, or assistance program required by Saint Mary's School, the student will be dismissed. If a student who tested positive has been permitted to stay at Saint Mary's School and failed a subsequent drug test, the student will be referred to the Discipline Committee and likely dismissed/required to withdraw.

Use of Masking Agents Prohibited

Any student who is found to have used any product or chemical designed to interfere with or mask the result of any test will be presumed to have a positive (non-negative) result.

Medical Review Officer

The Medical Review Officer ("MRO") will receive all reports of positive tests and will be supplied with information to determine the correct name of the student whose identification number appears on the report. A student or their parent/guardian may request the opportunity to confidentially discuss the test results with the MRO, provide the MRO with the student's medical history and any other relevant information that would assist the MRO in determining whether he or she should verify the result as positive or deem the result to be negative.

If the MRO determines that the test result should be deemed negative, then no further action shall be taken and the student's test result will be reported to the Assistant Head of School or designee as a negative result. If the MRO verifies that a positive result as reported by the laboratory is indeed positive, then the MRO shall submit that positive result to the Assistant Head of School or designee identifying the student by name so that the appropriate disciplinary action can be taken pursuant to this policy.

Right to Administer a Breath Alcohol Indicator

If a student (or her guest at a school function or on campus) is suspected of drinking and has not admitted to drinking, she/he may be administered a breath-alcohol-indicator test by the Saint Mary's Security Department or another responsible school adult. The test may be administered on school property or at the site of a school function. All testing will be witnessed by a school representative and results will be documented. If alcohol is detected, a boarding student will be admitted to the Binder Health Center and a day student will be sent home with parents. If the assessment indicates other conditions that warrant an emergency response, the student and/or her guest will be transported by ambulance to a hospital emergency room.

Search and Seizure

Upon reasonable suspicion of the use, possession, or sale of an impairing substance, or any other serious disciplinary violation, a student, with or without notice and whether the student is present or not, is deemed to have consented to and shall submit to the inspection of the following:

- any vehicle brought onto or parked on the School campus
- any personal items brought onto the School campus
- her room in the residence hall if a residential student
- her locker(s).

Sanctuary Policy

A non-disciplinary response for alcohol or substance use/abuse is available for those students who come forward or are referred to a school counselor for alcohol/drug use issues outside the parameters of a specific disciplinary infraction. A non-disciplinary response may include a requirement for an alcohol/drug assessment or other evaluation. The student and her parents will be expected to follow all treatment recommendations resulting from the alcohol/drug assessment.

The School's Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without triggering the disciplinary process. The use and abuse of alcohol and drugs can lead to serious health consequences. As a way of letting students know that their health and safety are of paramount concern, the School wants to encourage students to ask for help should they find themselves impaired or ill. Any student may invoke this policy on her own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff or administration at the School and using the term "Sanctuary." If a student is already involved in the disciplinary process due to alcohol or substance abuse, this Sanctuary Policy may not be invoked.

If a student invokes Sanctuary, she is immediately referred to the School Nurse or School Counselor, who will determine if immediate medical attention is warranted and/or if any follow-up evaluation or counseling is needed. Appropriate administrators will also be notified of the student's invocation of the Sanctuary Policy. The School reserves the right to notify parents if, in the school's sole judgment, the student's condition poses a substantial physical threat to her own well-being or the health and safety of others. This threat may be mitigated by parental notification (by, for example, parents' supplying necessary medical history or information about the student), and/or the student lacks the capacity to make a rational decision in this regard.

Appropriate Attire

The School's policy on attire promotes pride in self, pride in the school, consideration for others, and the expression of individuality. Saint Mary's School students are expected to dress appropriately; dress should be neat, clean, and modest. It should not be distracting, nor should it cause disruption or interfere with the educational process. Students are to adhere to the following guidelines:

<p>Business Casual</p> <ul style="list-style-type: none"> • Nice jeans, slacks, skirt or dress • Appropriate clean top • T-shirts and sweatshirts are not appropriate • Tennis shoes and other casual shoes allowed • Ripped or torn clothing is not appropriate 	<p>Professional Dress</p> <ul style="list-style-type: none"> • Dress or skirt of an appropriate length • Dress slacks • Dress blouse, sweater, or suit jacket • No tennis shoes, jeans, shorts, or flip flops
<p>Never Appropriate</p> <ul style="list-style-type: none"> • pajamas in areas other than residence hall floors • exposed undergarments • strapless or bare midriff attire • shorts or skirts that are too short (those that fall shorter than the student's fingertips) • clothing with messages or illustrations that are lewd, indecent, vulgar or that advertise any product or service not permitted by law to minors • cleats inside a building • bare feet outside of residence hall • Hats in chapel, dining hall, or other indoor professional dress or formal activities 	

Certain occasions require students to dress in attire differently than standard school attire such as Eucharist Chapels, and other special school events. Students will be notified when business casual and professional dress is required.

Cell Phones and Electronic Devices

Recognizing cell phones and electronic devices as a research tool can be used for curation and creation, the School seeks to eliminate distractions and promote the healthy use of technology while understanding there is no replacement for the value of face-to-face interaction.

During the academic day (8:30 a.m. until 3:30 p.m.), student cell phones:

- May be used only for organizational purposes (e.g., time tools or appointment reminders), between classes, or when a student is not in a scheduled activity.
- May be used when given permission by faculty or staff member.
- May not be used in Pittman Auditorium, the Chapel, or Chan-Poyner Dining Hall unless it is a part of the program (i.e., text surveys like Kahoot).

Outside of the academic day, student cell phones:

- May not be used in Chan-Poyner Dining Hall.
- Can be used in accordance with the residential guidelines for study hall and other residential programming.
- May not be used for talking in the Kenan Library to maintain a quiet study environment.

Earbuds and Headphones

During the academic day, earbuds and headphones:

- May not be used in class without faculty and staff permission.
- May be used in the Kenan Library, lower Smedes, and fitness facilities.
- May not be used while walking between classes.
- May never be used during a meal in Chan-Poyner Dining Hall.
- May not be used during community time activities such as chapel, assembly, etc.

Driving Privileges/Off-Campus Privileges

Having a car on campus is an exceptional and significant privilege accorded as a measure of trust, maturity, and responsibility. Any serious violation of the Honor Code, Essential Expectations, safe driving practices, residential life expectations, or car regulations will likely result in the loss of car privileges. This privilege may also be revoked at any time if the Assistant Head of School or designee, in consultation with the advisor, teaching faculty, parents, or residential faculty, determines that possession of a car is having a detrimental effect on a student's academic performance or conduct. This stipulation applies to both boarding and day students. Saint Mary's School discourages parents from allowing their daughter to drive another student's vehicle; written permission is needed for such an exceptional circumstance.

All student cars must be registered with the School. Parking passes must be displayed in cars at all times in order to have a car on campus, returning junior and senior boarders (and all legally licensed day students) must not be on academic probation and must be in good behavioral standing. A new junior/senior boarder may have a car after her first semester if she meets the same eligibility requirements. Junior boarders are permitted to use their cars on weekends only. Rare exceptions to this policy may be made with the prearranged approval of the Director of Residential Life and the Assistant Head of School or designee. Exceptions may include off-campus doctor appointments and community dances, music, athletic, or tutorial commitments. Each spring, the School will consider granting juniors weekday driving privileges on a limited basis. A new boarding student who has previously attended Saint Mary's School as a day student will be permitted returning-student status regarding having a car on campus. Senior boarders will be permitted to use their cars for approved weekday About Town Permissions (ATPs).

Parents of boarding students should be aware that it is a violation of Saint Mary's School policy to allow their daughter to bring a car to Raleigh and park it off campus without meeting the School's car/driving expectations and eligibility.

A Saint Mary's School student must have permission from her parent to transport or ride with other students. This permission must be on file in the Director of Residential Life's office. The following rules apply:

- A 9th-grade boarder must have specific permission from her parent/guardian to ride in a car driven by another Saint Mary's School student.
- A 10th-grade boarder must have permission from her parent/guardian to ride with specified Saint Mary's School students listed on her Permission Form.
- Any 11th-grade or 12th-grade boarder must have permission from her parent/guardian to ride with other Saint Mary's School students as indicated on her Permission Form.

Generally, students may not drive another student to or from a school-sponsored activity or event and only in rare circumstances and explicit permission will the School allow such requests.

Note: Transporting a student without permission will result in the loss of car permission for a boarder or parking permission for a day student.

Behavioral Expectations While Away from School

"School jurisdiction" includes any time while on campus or attending a school-sponsored activity, athletic event, or trip. Jurisdiction includes traveling to and from these events. Day students are considered on school jurisdiction while traveling to and from school events and participating in school activities, athletic events, or trips. Boarding students are considered on school jurisdiction until they are officially signed out for an approved weekend, overnight, or school holiday. *However, as stated earlier, Saint Mary's School reserves the right to apply disciplinary consequences for issues of student behavior in or out of the school's jurisdiction which compromise the safety of a student and/or the community or jeopardize the reputation of the School.*

Students and their parents (when chaperoning an off campus gathering) are expected to maintain conditions consistent with the law and St. Mary's rules.

Parent Involvement

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a school administrator. Please speak to the appropriate school administrator for guidance with respect to any questions about contacting another student or parent about a school-related matter.

Jobs

Any student who considers taking a job outside of school should discuss those plans with her parents. Students who have jobs should understand that commitment to school should come first and going to a job is not an excuse for missing classes or school obligations.

Common Language Policy

To build community, connection, and fluency and to position students for academic success, St. Mary's School requires the use of English in the academic day in common spaces such as classrooms and the Library. In order to build community outside of academics, all students are encouraged to use English when speaking; this will also help students whose primary language is not English will develop greater fluency.

Attendance

As a college preparatory school, it is understood that students attending Saint Mary's value their education and demonstrate this through regular attendance. Saint Mary's School and parent partners work together to ensure students are not missing school unnecessarily.

- Absences are counted by period of the day for classes, Advisory, Assembly and Chapel. When a student is not in attendance, they accrue excused or unexcused absences as determined by the school. A teacher may not excuse an individual student for nonacademic purposes from any part of a scheduled class. Accruing unexcused absences will result in a disciplinary response and/or detention.
- Students are expected to meet all of their obligations, including classes, chapel, advisory, assembly, athletic practices, play rehearsals, music lessons, community dinners and dorm meetings.
- All students are expected to be on campus from 8:25 a.m. until 3:20 Monday through Friday and for all school obligations beyond the academic day. Unauthorized departures are considered missed obligations.
- To participate in after-school games, practices, rehearsals, or performances for that day, students must not miss more than two classes for the day. Exceptions to this rule can be made in advance with the Director of Athletics.
- More than 10 absences (a class period, Advisory, Assembly, and Chapel) per semester, whether excused or unexcused, can be detrimental to a student's academic success. When 10 absences (excused or unexcused) per semester have occurred, contact will be made with parents to discuss a plan for success and students may lose privileges to participate in sports, leadership roles, clubs, visual and performing arts, weekend activities, field trips, etc.
- A student who has a job off campus must tailor her work schedules to comply with curfews and attendance requirements of Saint Mary's School classes and required events. Exceptions to this policy must be arranged through the Assistant Head of School or designee.

Absences

Saint Mary's School asks that all medical, psychological, and dental appointments be made after school hours or during school vacations. If a student must leave for an appointment during the school day, there must be contact with the Attendance Coordinator either through an email, a phone call, or a note.

Students who return to campus after missing a portion of the school day, whether for illness or planned appointments, are expected to take all assessments and hand in all assignments - including for classes that were missed - on the same day.

Saint Mary's School encourages co-curricular participation by students. Students who miss a class due to participation in school-sponsored events, such as team sports or class field trips, will not be considered absent from class. However, students are responsible for completing assignments as outlined by their teacher. Making up missed assessments takes priority over any co-curricular activities.

Students who are absent from more than 20 percent of meetings of a course risk not earning credit for the course.

Requests for Scheduled Absences

Saint Mary's believes in maintaining the integrity of the academic day and in the obvious importance of classroom attendance to academic success. With this in mind, Saint Mary's expects students will meet all class commitments and meetings. The school does not endorse absences for the purpose of family convenience, outside activities, extended vacation time, oversleeping, employment commitments, or any other activity not related to Saint Mary's. Some planned absences may not be excused by the school. Absences are counted by period of the day for classes, Advisory, Assembly and Chapel.

Students and parents may request a scheduled, excused absence for college visits, religious observances, medical appointments and/or for an extraordinary academic program or unique family event. It is the responsibility of the student to submit all projects and papers prior to the absence and to arrange a makeup for any test that is scheduled to occur while the student is gone prior to the absence. All work missed during the absence is the responsibility of the student and should be arranged with the faculty member prior to the absence.

The scheduled absence must be requested at least one week in advance with a completed Scheduled Absence Request Form (pink form). The reason for the request must be described in full.

All the following people must sign the form for the excused absence to be considered for approval:

- Each faculty member of a proposed missed class
- Dorm parent or Director of Residential Life
- Student's Advisor
- Athletic Director if the student will miss an athletic obligation
- College Counselor if the absence is due to a college visit
- Director of Residential Life if the absence involves a boarder being gone overnight.

Unexcused Absences

Students are expected to attend every class, Advisory, Assembly, Chapel, and other academic commitments. If a student misses more than half of a class, her absence may be considered unexcused.

Academic Expectations/Consequences for an Unexcused Absences

- If a student misses a test or turning in an assignment due to the absence, the student must consult with the faculty member on the day they return to campus about making up this test or handing in the assignment. Depending on the length of the student's absence, they should be prepared to make up the assessment or submit their assignment on the day they return to school. Since the absence was unexcused, the faculty member may not allow the student to make up the test or hand in the project or paper.
- The student is responsible for making up missed class work and assignments and is required to discuss the situation with the teacher.

Consequences for Unexcused Absences

First Offense

- The first offense will be considered a student error.

Second Offense

- The student will need to attend detention, which is scheduled for a designated time during the weekend with a proctor.

Third Offense

- The student will need to attend detention and will be campused for the weekend and the parent/guardian will receive notification from the Assistant Head of School or designee.

Fourth and Fifth Offenses

- The student will have detention, restrictions in co-curricular activities and the parent/guardian will meet with the Assistant Head of School or designee

Subsequent Offenses will lead to additional consequences to be determined by the Assistant Head of School or designee up to and including learning plans, restrictions in co-curricular activities, being placed on a disciplinary agreement, suspension, and dismissal.

Class absences reset upon the conclusion of the semester.

Missed School Obligation

Students are also expected to attend all school obligations outside the classroom; including, but not limited to, after-school activities, Triangle Fitness, class meetings, required tutorials, scheduled meetings with teachers or staff members, athletic obligations, visual and performing arts obligations, community service obligations, detention, Community Dinners (boarding students), Vespers (boarding students), Stop and Reflect Days, and all-school events. Missing these events may also result in unexcused absences and require detention and consequences as noted above.

Tardiness

Unexcused tardies are unacceptable and will result in the assignment of detention. Three instances of unexcused tardiness are equivalent to one unexcused absence. For every three instances of unexcused tardiness, a detention will be assigned. Excessive unexcused tardiness may result in further academic and/or disciplinary consequences. A student will be considered absent from class if she misses more than half a class period.

Day Students

During the School Day

- All students should be on campus and in their designated location or signed in by 8:25 a.m.
- Students are expected to remain on campus until the end of the day's obligations.
- Day student parents must contact the Attendance Coordinator by 9 a.m. on the day of a student's absence for the absence to be excused.
- Students who arrive on campus after 8:30 a.m. must sign in with the Attendance Coordinator.
- Students who need to leave and return to campus during the academic day must provide parental authorization and receive permission from the Assistant Head of School or designee. If a student is leaving before the end of the academic day, the student must sign out with the Assistant Head of School or designee before leaving campus and sign in upon her return.

Beyond the Academic School Day

- Day students are often required to participate in all-school events beyond the academic day, including athletics, visual and performing arts, Extended Tutorial,

detentions, special weekend programs, etc. Day students are invited to attend Sunday evening Vesper services and community dinners.

Student Sign-In/Sign-Out Procedures

Saint Mary's School takes seriously its responsibility for the safety and conduct of all students while they are enrolled at the school. Therefore, student cooperation is essential in keeping track of students' whereabouts.

Unless otherwise specified, students are required to be at their first obligation of the day for attendance purposes at 8:30 a.m. Day students who do not have a first-period obligation are required to sign in at a designated area by 9:30 a.m. All boarders, unless otherwise noted and including those who do not have a first-period class, are required to sign in at breakfast.

Day student parents must contact the Attendance Coordinator by 9:00 a.m. on the day of a student's absence. Students who arrive on campus after 9 a.m. must sign in with the Attendance Coordinator.

During the academic day, if not signed out through the Binder Health Center, students must sign out with the Attendance Coordinator before leaving campus and sign in upon their return to campus.

Any day student who becomes ill during the day must report to the Binder Health Center. If a student is sent home sick, she will sign out with the nurses at the Binder Health Center. The Binder Health Center will communicate with the Attendance Coordinator.

V. STUDENT SAFETY AND TECHNOLOGY PROCEDURES AND POLICIES

Security

For the protection of the students, faculty, staff, parents/guardians, and guests the following procedures apply.

Emergency Notification

The safety and well-being of the school community are of primary concern. To that end, Saint Mary's School contracts through an emergency notification system. Should the School experience an emergency; parents will be notified of the situation via text message and email.

It is very important that the School have up-to-date contact information. At times the Saint Mary's School may communicate with students and parents via text message using the cell phone number registered in the School's database system.

Building Security Codes

To provide a safe and secure environment for students, buildings are kept locked. Most buildings are accessible by security codes. Students will be informed of these codes and will be notified as they change periodically throughout the year. For the protection of all students using these buildings, students must not make these codes known to anyone who is not a current Saint Mary's School student. Additionally, boarding students cannot share dormitory codes with day students. Violation of this trust endangers others and is a serious breach of campus security.

Safety and Emergency Information

Each office and classroom is equipped with an Emergency Guidelines Manual. They are typically located in the black baskets near the front of a classroom or near the door of an office. Students and employees can reference the manual in case of an emergency for procedural instructions.

Saint Mary's School conducts at least one fire drill every month during the regular school sessions. Students and employees are required to participate in all emergency drills throughout the year.

Fire Procedures

If a student, employee, parent, or guest sees fire or smoke, she/he should pull the closest fire alarm, leave the building immediately, and then call Security from the nearest phone. If the smell of smoke is present, she/he should alert an employee or call Security from the nearest phone. Everyone must remain outside the building until Security, or a member of the Fire Department has verified that it is safe to enter the building. No one should enter a burning building under any circumstances.

When the fire alarm sounds during the academic day, everyone should proceed immediately and quietly to Nimocks Athletic Field or to Hannah Smith Quad outside of the academic day. At the field or quad, students and employees must check in with their designated grade-level faculty/staff member. Guests need to check in with an employee. Everyone must stand quietly in line until everyone is accounted for. No one can leave the field until they have been officially excused.

Lockdown Procedures

In the unlikely event of a potentially dangerous situation, the entire campus community will follow lockdown procedures. Each student, faculty and staff member, and any residential faculty family members currently on campus will be alerted to remain in their current locations in a secured building site. No movement between campus buildings will be permitted until all personnel are accounted for and Security has given clearance. Periodic lockdown drills may be conducted throughout the school year.

Inclement Weather Procedures

In case of inclement weather, information about the opening or closing of school will be communicated by the School via the website, email, and text.

Severe Storm Warnings

During severe storm warnings, students must stay in the residence hall or school buildings and will not be permitted to go off campus until the warning has been lifted. On the weekend or in the evening, boarders should check in with residence hall faculty, either in person or through the duty phone, to ensure that students are accounted for.

Tornado

In the event of a tornado sighting or warning, or if the Raleigh tornado siren sounds, students should seek cover in a building's first floor or basement, away from windows, as quickly as possible. Students and faculty in the residence halls should proceed to the designated tornado shelter. As soon as the storm has passed, boarders should return to the front of their residence hall, and day students should make their way to the Long Student Center in Lower Smedes as quickly and safely as possible so that their whereabouts and safety may be assessed.

Winter Weather

In the event of hazardous conditions related to a winter storm, the Interim Head of School or designee determines if the school is to be closed or if the school day schedule is altered. Closings, delays, or early dismissals will be communicated by email, text alert, on the website, and through local news and radio outlets.

Hurricane

In general, there is ample warning if a hurricane is approaching. If boarders can be sent home safely, the School makes necessary arrangements. Day students will be dismissed when it is safe to travel. No student is to leave campus without permission or without checking out through the proper channels. In some cases, no student will be allowed to leave without specific permission from parents regarding her travel. While it is natural to want to go home during an emergency, campus is often the safest place to be.

Electronic Communications, Computers, and Responsible Use

The network, Internet access, laptops, and other computers at Saint Mary's School are provided for students to complete assignments, communicate with others, conduct research, and explore their creativity. Use of technology at Saint Mary's School is a privilege, not a right. The Responsible-Use Policy outlines guidelines for online behavior to which students will be held accountable. The Technology Agreement provides guidelines and conditions for the distribution and continued use of laptops by students at Saint Mary's School.

Responsible-Use Policy for Social Media and Technology for Student Use

Members of the Saint Mary's School community agree to use electronic resources responsibly and appropriately as deemed by the School, both online and offline. Saint Mary's School looks to promote healthy citizens including when using technology.

Parameters of the Responsible-Use Agreement

To obey copyright laws and respect the electronic and intellectual property of others, students will:

- Not make copies of school software.
- Respect the privacy of individuals by not copying, modifying, destroying, or reading documents without the owner's permission.
- Own only media (songs, movies, etc.) that is legally obtained, and students will not load media from someone else's device onto their computer.
- Not load software that enables students to download music or video from other individuals without payment.
- Cite any electronic source that students use with proper citation.
- Not use pictures or other files without permission and/or citation.

To be courteous and respectful in all online communications, students will:

- Not use hurtful, discourteous, disrespectful, sexually explicit, or profane language in online communications.

- Not send chain letters (emails that “require” that they be sent to others to avoid bad luck or gain good fortune), petitions, or warnings to other students.
- Not send mass emails to sell personal items, locate lost items, ask for donations for charity, or promote events that are not sponsored by Saint Mary’s School without express permission from a faculty or staff member.
- Not email employee groups without advance permission from the Technology Department.
- Not modify pictures or videos of themselves or others in vulgar, demeaning, or disrespectful ways.
- Not take, record, post online, or distribute pictures, audio recordings, or videos without the consent of all individuals in them or any other action deemed inappropriate by the School. Essentially only post items from public events like sporting events, concerts, and graduation unless all parties are aware and consent. Posting from the classroom and practices should only be done with the permission of the teacher or coach. No posting should ever be done from areas where people have an expectation of privacy such as bathrooms and locker rooms.

To respect the security measures of the School-issued laptop and to respect the privacy of others, students will:

- Not install any unauthorized software on their laptops.
- Not modify the hardware or software settings without permission, except for desktop and use settings on their laptops, including installing hardware to “upgrade” the laptop.
- Use only their own username and password on their laptop and on any online site, such as Snapchat, Facebook, Twitter, or email.
- Will not give their username or password to anyone and will never use the username and password of someone else.
- Not use her cell phone or any other Internet-connected device to access the Internet in ways that break Saint Mary’s rules.
- Connect only to the Saint Mary’s wireless network on campus.
- Not bring any computer other than her Saint Mary’s laptop to campus unless she obtains specific permission in advance from the Technology Department.
- Respect the security of the network by not attempting to discover passwords or override measures the School uses to control access to any resource.
- Turn off email notifications of social media posts.
- Use video and image capabilities wisely and in compliance with all other School expectations.
- Report any violations of these rules to the Technology Department immediately.

To uphold the Honor Code online and in her computer use, students will:

- Not impersonate someone else online.
- Not take pictures or videos without the knowledge of all individuals in them.
- Not use services that claim to disguise the sites she visits or “anonymize” emails or social media.
- Be completely honest if asked about her computer use.

To use the Internet in safe, appropriate, and responsible ways, students will:

- Not access or contribute to websites containing pornography, inappropriate language, or material of a discriminatory nature.
- Obey all rules and directions posted in labs or classrooms, included in teachers’ syllabi, or given verbally.
- Use her laptop and other electronic devices only in the ways that are expressly allowed; and not for playing games, shopping, or emailing during class, study hall, or required campus events.
- Not create or post tasteless or vulgar images, including those that contain inappropriate attire, real or simulated use of alcohol or drugs, or sexually explicit material or poses.

- Protect herself and other members of the Saint Mary's community and the reputation of the School and its students, faculty, and staff. Under no circumstances should images of or information about another individual be posted without that person's consent. These guidelines include, but are not limited to:
 - Posts online or any social media site
 - Pictures and captions posted on any photo or social media sites
 - Videos posted on YouTube or other video sharing sites
 - Live Streaming sites
 - Creation of characters or locations in virtual environments or multi-player online games
 - Playing games, shopping, or emailing during class, study hall, or required campus events.

Students and parents should be aware that:

- The School acknowledges the pervasiveness of web-connected cameras and devices and will strive to educate the community regarding safety, honor, and respect in relation to easily transmitted images and video.
- For reasons of security, the Technology Department will not install any software from a website that is not in a language the staff can read.
- For reasons of safety, students should never give out personal information through email or over the internet. Doing so can endanger the student and other members of the community.
- No online communication is truly private. Students should understand that college admission officials often are able to view information on the Internet and on other social media sites and that this information can affect their status during the college admission process.
- When there is a breach in safety or there is suspicion of a violation of a school rule, the Technology Department, and Interim Head and/or Assistant Head of School or designees reserve the right to inspect all electronic files and devices including school-owned computers and student-owned electronics on campus.
- The Technology Department has the right to monitor, view, and log all school-owned computer, email, and Internet activities, and to revoke technology privileges at any time. Faculty members are authorized to create policies for their classrooms and to monitor or limit laptop activity during classes.
- The School reserves the right to discipline users for actions performed off-campus if the actions adversely affect the safety of the students or constitute behavior that jeopardizes the reputation of the School.

Email

The School provides students with an email account which should be used only for school-related communication such as contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from school, etc.

Social Media

The School understands the desire of students to use social media sites and other online resources or websites (e.g., Facebook, TikTok, Snapchat, Twitter, Instagram, Pinterest, , Wikipedia, etc., collectively referred to as "Social Media"). Whether a student chooses to use social media is a decision she should make in consultation with her parents. However, to the extent that students, parents, or members of the school community represent the School to each other and to the wider community, participation in such social media should be done responsibly with a mind toward how both the forum where one chooses to participate, and the content posted reflect on that person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in social media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing social media and the school's network.

Technology Agreement for School-Issued Laptop Computers

The laptop computing program at Saint Mary's School is an exciting one-to-one computing initiative that provides each student with a laptop computer. She will use the laptop both at school and at home and will exchange her laptop for an upgrade on a schedule outlined by the School. The following are the guidelines for the use and care of the laptop.

- The laptop computer is intended for educational use by the student enrolled at Saint Mary's School and should not be used for commercial purposes or by other members of the household.
- The use of a laptop is included in the cost of attending Saint Mary's, and the laptop remains the property of Saint Mary's School.
- If for any reason Saint Mary's School requests the return of the laptop, the student must surrender the computer immediately.
- Should the student withdraw or be dismissed from Saint Mary's School, the laptop must be returned to the Technology Department immediately. Failure to comply will result in charges equal to the cost of the remaining years of the lease plus the anticipated fair market value of the laptop at the time of the student's expected graduation.
- Students will be issued a laptop, an AC adapter, and a stylus. Should any of these accessories become lost or damaged, a replacement can be obtained through the school store, Shop 1842, or the Technology Department. If the accessory is not covered by warranty, the student will be responsible for the cost of the replacement.
- Warranty-based repairs will be administered by the Saint Mary's School Technology Department, which is the only authorized repair center for these laptops.
- Students must comply with all Technology Department requests to make their laptops available for repair.
- Each student is responsible for the safety and security of her laptop.
- Any loss or damage to the computer must be reported to the Technology Department promptly.
- Damage caused by mistreatment of the laptop and resulting in a broken screen or motherboard may result in charges up to full replacement. Mistreatment could include but is not limited to leaving the laptop outdoors or in an unsafe area, running over the laptop, throwing the laptop, throwing things at the laptop, or any other activity not covered by the accident-damage-protection policy.
- Students must take proper care of their Saint Mary's School laptops.
 - Keep the laptop in a padded bag or case when traveling, including when walking on campus.
 - Do not put stickers directly on the laptop.
 - Do not leave the laptop outdoors or in an unsecured location.
 - Do not place the laptop in stand-by or sleep mode before moving it.
 - Do not place the laptop in a bag with the screen facing outward.
 - Do not write or paint on the laptop or charger.
 - Bring the laptop to the technology office for repairs as needed.
 - Laptop covers will be available for purchase in the school store, Shop 1842.
- Students are responsible for backing up their own data.
 - School-provided cloud storage on each laptop will back up Microsoft Office files.
 - Music, movies, TV shows, or pictures cannot be stored in the school-provided backup space. To back up these files, students must use an external hard drive. The Technology Department strongly recommends that students purchase this external hard drive and begin backing up personal files at the beginning of their Saint Mary's career.

Bring Your Own Devices

Saint Mary's School permits students to add personal devices to the school's guest network. The School will not be held responsible for computer loss, theft, or damage that may occur. Students are expected to use devices responsibly and in accordance with all school rules and policies as set forth below.

Guidelines and Restrictions

- Student computers/tablets and Internet usage MUST be used for educational purposes ONLY inside of the School and during the school day.
- The teacher is always the instructional leader: during the academic day, any teacher may require that technology be turned off.
- A teacher may check in to see what the student is doing and may view history at any time.
- Social networks may not be accessed throughout the day.
- Unauthorized downloads are not allowed under any circumstances.
- If a student attempts to visit a website that is inappropriate in any way, has games, accesses a social network, or anything similar, doing so may result in a disciplinary consequence.
- Students may NOT use their own smartphone to create a Wi-Fi hotspot.

VI. DAILY LIFE AT SCHOOL

Advisors

The advising system is an integral part of the educational process at Saint Mary’s School. Its purpose is to assist students in their personal growth in all aspects of campus life. All students are assigned to an Advisor. Together, the student and Advisor develop the student’s academic plan to ensure that the student is embracing school programs and is following her own interests and passions. Typically, a student’s Advisor comes to know her well and becomes her guide and advocate, the keeper of the “institutional memory” of her experience at Saint Mary’s. The Advisor is the first point of contact person for students, parents, and faculty concerning a child’s experience at Saint Mary’s.

The small Advisory groups, which meet together during the designated Advisory times (see daily schedule), have lunch together weekly, sit together in Chapel, and bring together boarding and day students to help foster a closely bonded, small community inside the larger one. Advisors also meet individually with advisees regularly and when necessary.

Parents’ first line of contact should be with their daughter’s Advisor. If the Advisor cannot answer a question or help with a situation, then the Advisor will direct the parents to the appropriate school officials. Parents are encouraged to keep in close contact with the Advisor throughout the school year.

School Day Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Meetings			<i>Professional Time</i> 8:00-9:00		
1st/5th	1st/5th 8:30-9:40	1st/5th 8:30-9:40	1st/5th 8:30-9:40	1st/5th 8:30-9:40	1st/5th 8:30-9:40
2nd/6th	2nd/6th 9:50-11:00	2nd/6th 9:50-11:00	2nd/6th 9:50-11:00	2nd/6th 9:50-11:00	2nd/6th 9:50-11:00
Lunch & Community Time	Advisory 11:00-11:10 Assembly 11:15-11:40 Lunch 11:45-12:45	Advisory 11:00-11:10 Chapel 11:15-11:40 Lunch 11:45-12:45	Advisory Lunch 11:45-12:45	Advisory 11:00-11:10 Community Time 11:15-11:40 Lunch 11:45-12:45	Advisory 11:00-11:10 Chapel 11:15-11:40 Lunch 11:45-12:45
3rd/7th	3rd/7th 12:50-2:00	3rd/7th 12:50-2:00	3rd/7th 12:50-2:00	3rd/7th 12:50-2:00	3rd/7th 12:50-2:00
4th/8th	4th/8th 2:10-3:20	4th/8th 2:10-3:20	4th/8th 2:10-3:20	4th/8th 2:10-3:20	4th/8th 2:10-3:20
	<i>Tutorial</i> 3:20-3:35	<i>Tutorial</i> 3:20-3:35	<i>Tutorial</i> 3:20-3:35	<i>Tutorial</i> 3:20-3:35	<i>Tutorial</i> 3:20-3:35

Additionally, the student’s daily schedule after the above hours noted above may include the following:

- Athletics practices and/or sporting events
- Visual and performing arts auditions, practices, performances
- Workshops
- Club or leadership meetings
- Meetings with teachers or staff
- Detention
- Other activities/events.

Inclement Weather Policy

In case of inclement weather, power outage, or other emergency, information about the opening or closing of school may be obtained by calling 919-424-4000. Information will also be posted on the School's website, www.sms.edu, and will be sent by text via the School's emergency notification system. It is the goal of Saint Mary's School to have as few disruptions to the learning process as possible. The School may hold distance learning days where students and teachers can learn and teach electronically. Because the School may delay its start or institute a distance learning day, families should tune in to the Saint Mary's website and local Raleigh television and radio stations for information regarding delays in the schedule.

Families should exercise judgment about the safety of road conditions in their area. If parents feel that weather conditions make it unsafe for their daughter to travel to school, the student will be excused from class. However, parents must call the Attendance Coordinator to inform the School. Similarly, if parents feel that a student should leave school early because of weather conditions, they should contact the Attendance Coordinator to advise the School that the student will be leaving campus. Although students will not be penalized for missing class due to weather, it is each student's responsibility to complete all work missed.

Make-up days are included in the detailed and published calendar posted on the Saint Mary's School website. If a make-up day is scheduled, all expectations for attendance apply.

School Meetings and Assemblies

All-school assemblies are held almost every week throughout the school year. Many of these are devoted to the opportunity to watch other members of our community disseminate information, update the school community, or celebrate accomplishments. On occasion, we are also fortunate to be able to welcome visiting speakers and performers. Every student is expected to arrive at assembly promptly and to exemplify mature, supportive, and appropriate audience behavior throughout the lecture or performance.

Student Life

The Assistant Head of School or designee oversees disciplinary matters and student life, which incorporates, athletics, community service, student leadership, and clubs and organizations; residential life and day life; Binder Health Center; the Chapel program; student support services; weekend activities; and special student events. Well-qualified staff oversee programs, many of whom live on campus and who are dedicated to making life outside the academic program positive and productive for all students.

Weekend Activities

The Student Experience department creates programming to meet the diverse array of interests and needs of our student body. Programming and services provided are meant to enhance the academic, residential and social lives of all Saint Mary's students. Weekend activities are posted online weekly. Students must sign up by Thursday. Some activities may require a ticket or entrance fee and/or involve transportation costs. Students are expected to show up and show up on time for the weekend activity. Those students who do not show up for a weekend activity for which transportation was provided and/or a ticket had to be purchased will be charged for the ticket and transportation costs associated with the activity. No shows may also lose the privilege for signing up to attend weekend activities the next weekend.

Campus Facilities

Smedes Hall

Smedes Hall is a hub of student activity. On the lower floor, called Lower Smedes, there is the Long Student Center with several lounges, a recreation area, a dining area, multipurpose rooms, a school store and mailroom, administrative offices of Student and Residential Life staff. Administrative offices (such as the Head of School, Admissions, and Marketing and Communication) are located on the first floor.

In the Long Student Center, televisions, game stations, and DVD players are provided for student use but may not be on during the academic day (8:30 a.m. until 2:30-3:30 p.m.). Guests are allowed during visiting hours if they are checked in at the Smedes Hall. Appropriate behavior is always expected in this building.

Hours

Monday – Thursday	7 a.m. – 10:15 p.m.
Friday	7 a.m. – 11 p.m.
Saturday	10 a.m. – 11 p.m.
Sunday	10 a.m. – 10:15 p.m.

The Activities Desk in Lower Smedes provides a centralized location for daily or weekend ATPs and sign- ins and sign-outs on the weekend. Faculty and staff supervise this area.

Residence Halls

Saint Mary’s has three residence halls. Pennick, Cruikshank, and the top two floors of Smedes serve as living and learning communities for our boarding students.

The Chapel Program

As an Episcopal school located within the Diocese of North Carolina, Saint Mary’s School provides an experience of Christian worship that is purposefully welcoming and inclusive, as is prescribed by the National Association of Episcopal Schools. The Saint Mary’s Chapel, a National Historic Site, is the center of the School’s spiritual life and community. Chapel services provide time for quiet reflection during prayers and messages, a place for expression through hymns and special music, and regular gatherings in which all students and faculty members come together for meditation, comfort, and celebration. Students serve in Chapel as readers, speakers, marshals, and acolytes. A student Vestry, the Chapel’s leadership organization, works closely with the Chaplain. Students and their advisors attend Chapel together as an Advisory on Tuesday and Friday. Boarding students and residential faculty members also attend a Sunday evening Vespers service or activity, to which all members of the Saint Mary’s School community are invited.

The Chaplain, an Episcopal priest, presides over the twice-weekly Chapel services, works with the Vestry, facilitates optional opportunities for prayer and study, hosts a Sunday evening Vespers service, and conducts other special worship services when appropriate. The Chaplain is also available to the entire Saint Mary’s community for pastoral care and spiritual counseling as needed.

Respectful and appropriate behavior is expected of everyone during Chapel services. Students are not required to receive Holy Communion or participate actively in prayers; students are expected to stand and sit with the congregation (as they are able) and respect the service and convictions presented, regardless of their individual religious affiliation. Food, drinks, and chewing gum are not permitted in the Chapel, and students may not bring electronic devices, cell phones, or homework to services. Regular school dress is appropriate for most Chapel services; students will be notified on occasions when formal dress is required.

Vestry

Vestry members are expected to be spiritual leaders in Chapel and in the wider Saint Mary’s School community. They are selected each spring by a Selection Committee comprised of the Chaplain, graduating Vestry Officers, and representatives from the faculty and staff. The Vestry assists the Chaplain in planning and leading worship services and other spiritual offerings and in caring for the Chapel. The Vestry is led by a group of three or four senior Officers, chosen by the Chaplain based on their demonstrated commitment to the ministry of the Vestry and their willingness to serve in a more demanding leadership role.

Bus Information

Saint Mary's School offers transportation to and from school for students who live in the Cary, Chapel Hill/Durham, and North Raleigh areas. Pick-up times are designed to allow students to have breakfast in the dining hall before the academic day begins. Additionally, to enable students to participate in after-school activities, the shuttles will leave Saint Mary's School at 6 p.m. and return students to the locations designated for shuttle pick up/drop off. If you have questions or wish to register for the transportation service, please contact the Admission Office at 919-424-4100.

Student Lockers/Personal Belongings

Day students are assigned a locker through the Auxiliary Services.

Students are responsible for their personal belongings and should always make sure valuables are secured. The School is not responsible for lost, misplaced, damaged, or stolen items. Boarders should lock their doors when not in their rooms. Day students should keep their belongings locked in their assigned lockers. A suspicion of theft should immediately be reported to the residence hall faculty or Security.

At the end of the year, it is the responsibility of each student to clean out her space and to return all textbooks and library books. Boarders must empty and clean their rooms and follow all check-out procedures established by the Residential Life Guide. Day students are responsible for removing their belongings and cleaning their locker.

Student Store and Mailroom

The Saint Mary's School Student Store (*shop1842*) and Mailroom are in Lower Smedes Hall. The hours are posted; however, the facility may close intermittently during these hours.

shop1842

- School supplies, personal items, toiletries, food, gift items, Saint Mary's gear and clothing may be purchased in the store.
- Parents may set up student charge accounts through the Business Office with a credit card.
- We accept cash, check, MC/Visa, and student account charges.
- A fee of \$15.00 will be charged for returned checks. Grades will be held if a usable check or other form of payment is not submitted promptly.
- Cash may not be given from the student store charge accounts. This must be done through the Business Office.

Mailroom

- Each student is responsible for checking her mailbox daily. All incoming mail will be placed in mailboxes by the end of each weekday.
- All student packages received prior to 2 p.m. will be logged in and placed on shelves in front of the Activities Desk in Lower Smedes. Packages arriving after 2 p.m. will be placed on shelves the next business day.
- All urgent packages will receive priority and efforts will be made to get the package delivered immediately. Contact the Store Manager to communicate information about any urgent package.
- Any packages from a pharmacy or with the appearance of containing medication will be delivered to the Binder Health Center.
- All outgoing mail should be in the mailroom no later than 2 p.m. to be mailed the same day. Any items received after 2 p.m. will go out the following business day.
- Students may purchase postage for letters and packages through the school store.
- All outgoing mail is picked up every weekday and Saturday. Times may fluctuate due to the USPS delivery schedule.
- Parcel Post (under 5 lbs.) and UPS (under 70 lbs.) may be sent out and received during mailroom hours.
- International letters may be mailed, but International packages may not be mailed through the mailroom due to customs forms.

- Saint Mary’s School is a bulk mailing address; therefore, it may take a few extra days for incoming mail and packages to arrive via USPS.

Community Care of Campus

Students, faculty, staff, and guests are expected to do their part to keep our campus clean and beautiful by walking on sidewalks (and not through flowerbeds, hedges, or decorative grass), by picking up trash, and by cleaning up when there is a mess.

Dining Hall (located in Chan-Poyner Hall)

The Dining Hall provides healthful daily meals for students, faculty, and staff and allows the school community to meet in a relaxed atmosphere.

Breakfast and lunch are included in day students’ tuition and fees. Day students are always welcome to eat dinner and weekend meals.

The Dining Hall provides boarders with three meals a day during the week and a continental breakfast, lunch, and dinner during the weekend.

	Breakfast	Lunch	Dinner
Monday-Friday	7-8:30 a.m.	11:45-12:45* p.m.	6-7 p.m.
Saturday/Sunday	9-11 a.m. (continental)	12 noon -1 p.m.	6-7 p.m.

*Depends on the Daily Schedule.

Students are expected to behave appropriately in the Dining Hall. Students are expected to do the following:

- Refrain from using cell phones.
- Wait their turn in line.
- Clean up after themselves and push in their chairs.
- Follow procedures for emptying and sorting dishes and utensils.
- Wear shoes and appropriate attire in the dining hall; sleepwear or bathing suits are not permitted.

Students and adults may NOT carry glasses, silverware, or china out of the dining hall or adjacent patio area, nor may they bring personal meals into the Dining Hall. Students and adults may carry food out of the Dining Hall in designated to go containers.

Community Dinners

Community Dinners are opportunities for the residential community to come together. Students get to engage and converse with peers and residential faculty and families. Sunday and Wednesday evening dinners are Community Dinners required for residential students. Day students and faculty are warmly invited to Community Dinners and special holiday meals. Guests must sign up with the Director of Residential Life by noon on the day they plan to join the boarding community for any special dinner. Sunday and Wednesday night community dinners begin at 6 p.m., but this time may change due to special programs and events. Once a month there is a formal Wednesday Community Dinner. Students are required to attend and be in formal dress.

Off-Campus Lunch Sign-Outs

Seniors with Parental Permission Forms on file in the offices of the Assistant Head of School or designee or in the Director of Resident Life Office can leave campus for lunch on designated days in groups of two or more, provided they are in good academic and behavioral standing and do not miss any school obligation.

Fall semester – Up to two days a week as designated by the Assistant Head of School or designee in consultation with Senior Class President.

Spring semester – Up to two days a week as designated by the Assistant Head of School or designee in consultation with the Senior Class President.

Each spring, the School will consider granting weekday off-campus lunch and driving privileges to juniors on a limited basis.

Each student must sign in and out with the Attendance Coordinator. Students must return from lunch in time to be on time for their afternoon obligations noted in the Daily Schedule. Failure to sign in and out or a late return from lunch will result in the loss of the off-campus lunch privileges for an appropriate length of time designated by the Assistant Head of School or designee.

There will be no off-campus lunch privilege on special event/special schedule days or on days when other required meetings are scheduled. Off-campus lunch privileges may also be suspended because of inclement weather.

Food Deliveries

Food deliveries are only permitted at 900 Hillsborough Street to the front of Smedes Hall on Smedes Circle. Food deliveries from restaurants and/or third party delivery businesses (i.e. Postmates, UberEats, Door Dash, Grub Hub, etc.) are not permitted at any time during the school day. Food deliveries may only occur during evenings and weekends. Deliveries are not permitted during community dinners, study hours or after curfew.

VII. RESIDENTIAL LIFE AT SCHOOL

Duty Telephone Numbers

A-Team Leader	919-389-8764
Activities Desk	919-424-3595
Cruikshank	919-389-8752
Penick	919-389-8753
Smedes Hall	919-389-8751

Residence Hall Living

Residential life is an integral part of a Saint Mary's School education. Boarding students can take increasing responsibility for their personal, academic, and social life under the nurturing guidance of the residential faculty. Common courtesy and respect for the rights and property of others are the fundamental tenets of community life. While there is consistency in guidelines, rules, and expectations for all students living in dormitories, there are times when residence hall parents may make individual rules pertinent to their dorm and the circumstances.

Living in a boarding school community requires that a student work to develop independence and good communication skills. Saint Mary's School uses an accountability system for boarding students to teach and enforce expectations for respectful and considerate living in a community setting. These expectations apply to life on campus and in the residence halls, and consequences for violations of the expectations are outlined below.

More detailed residential life expectations of boarders can be found online in the Saint Mary's School Residential Life Guide via the Saint Mary's website.

Residence Hall Faculty/Residential Faculty

The Director of Residential Life is responsible for the boarding program, including weekend permissions, boarding life concerns, and special parent requests. Weekend permissions should be called in or emailed to the Director of Residential Life, Monday through Thursday, to allow for the organization of supervision for the weekend.

Residential faculty supervise each residence hall. Many residential faculties live in apartments inside the residence halls, and some residential faculty live in homes on campus separate from the residence halls. The residential faculty aim to provide guidance as well as a safe and nurturing environment. Generally, the residential faculty know the boarders well and can be wonderful mentors and a source of support and comfort. Students' respect and cooperation are important elements of this relationship.

Should a parent need to contact the residence hall, he or she should call the appropriate residence hall duty phone (see above), after the academic day until 8:00 am the next morning and Friday after the academic day until Monday 8:00 am.

Residential faculty reserve the right to deny off-campus permissions to students and will work in cooperation with parents in such circumstances.

Residence Hall Living

Common courtesy and respect for the rights and property of others are the fundamental tenets of community life. While there is consistency in guidelines, rules, and expectations for all students living in dormitories, there are times when residence hall parents may make individual rules pertinent to their dorm and the circumstances.

Living in a boarding school community requires that a student work to develop independence and good communication skills. Saint Mary's School uses an accountability system for boarding students to teach and enforce expectations for respectful and considerate living in a community setting. These expectations apply to life on campus and in the residence halls, and consequences for violations of the expectations are outlined below.

Residential Expectations

*(The Residential Expectations discussed here are
in addition to the Seven Essential Expectations for all students.)*

Violations of the Residential Expectations are seen by the residence hall faculty as an opportunity to teach students how to contribute more positively to the residential community. The teaching process usually includes one or more of the following steps: giving an educational warning (identification of conflict, conflict resolution brainstorming, and/or intervention, *i.e.*, academic support, counseling referral), removing the student from the area or situation for a limited time, grounding or limiting ATPs, sending a probationary letter, placing a student on a behavior contract, calling parents, and assigning work service. If a student does not respond to the behavior modification efforts, discussion will begin with the student and her parents whether Saint Mary's School is the appropriate environment for her.

Rooms

Residence hall rooms may be inspected at any time; the rooms are to be kept clean and neat and will be inspected regularly by residential faculty.

Wall decorations may be hung from molding or attached with Command® or strips of Fun-Tack® mounting putty, which does not ruin the walls. Wall hangings must be widely spaced, meeting all fire code regulations and none should extend across the ceiling or outside of the room. Tacks, nails, screws, and tape may not be used on the walls, as they cause permanent damage. All decorations are to be appropriate in nature, as deemed to be so by the School in its sole discretion, as they may be viewed by the public and families. Empty alcoholic beverage containers and items with any drug or alcohol insignia are not allowed. Signs and stickers on doors should follow the same guidelines so that they do not damage the paint or finish. Candles, matches, lighters, wax warmers, incense, fireworks and the like are not permitted.

- **Mattresses:** The School provides approved fire-retardant mattresses, complete with protective coverings.
- **Furnishings:** The following basic room furnishings are provided by the School: bed, bureau, desk, and blinds.
- **Appliances:** Only the following electrical appliances are permitted in residence hall rooms: small refrigerators (UL approved, maximum capacity 2.7?), clocks, radios, small Bluetooth speakers, hair dryers, razors, hair straighteners, Keurigs, and fans. Cell phones, used in accordance with school and dorm rules, are permitted. Space heaters, toasters, rice cookers, hot plates, microwaves, irons, kettles, TVs, electric blankets, electrical string lights, and halogen or lava lamps are NOT allowed because of the danger of electrical overload and fire. UL-approved, circuit breaker-protected power strips are the only "extension cords" allowed.
- **Music:** The use of headphones is encouraged and required during quiet hours and study hours. Music is to be played so that it is heard only within the room.
- **Television:** Located in residence hall lounges and Long Student Center (in Lower Smedes) and may be used during free time.
- **Computer Use and Cell Phones:** Cell phones, videos, movies, and console or computer gaming are not permitted after lights out on school nights (10:30 p.m. or 11 p.m.), depending on grade level.

- ***Cleanliness and Damage:*** Students are responsible for the cleanliness of their rooms and will be assessed for damage to furnishings or rooms. Desks are to be neat enough to provide usable working space and viewable from the doorway of the room. Floors are to be kept picked up and clear of clothing and papers. A laundry bag or basket should be used so that dirty laundry is not left around the room. Any damage to the room should be reported to the Dorm Head to ensure that responsibility is appropriately identified, and damage repaired. cursory inspections by school personnel may occur at any time. Any room not properly cleaned out at the end of the year is subject to a \$500.00 cleaning charge.
- ***Animals:*** Animals, including fish, are not permitted in any residence hall room or building.
- ***Room Keys/Key Cards:*** Room keys and/or key cards are issued at registration. If a key is lost, a replacement key/card may be purchased from the Director of Residential Life and the student's account will be charged \$20.00. If a room key is not returned at the end of the year, the \$20.00 charge is billed to the student's account.

Room Assignments

Living with others is an important life lesson that involves learning to compromise, to appreciate others' perspectives, and to share conversation with others. The Residential Life Office partners with the Admission Office to assign housing for new and returning boarding students. Every effort is made to keep rooming assignments for the year, and students should seek the counsel of dorm heads, counselors, prefects, and advisors when there is disagreement or discontent in their room. Following those conversations, if the situation continues to be unresolved, the School will follow the process for roommate mediation and, as a last resort and only if space permits, roommate relocation.

Extended Stay

For family convenience or an ongoing school activity, such as weeklong school play rehearsals, staying in the residence hall for an extended period (depending on the availability of space) may be arranged. Overnights will be charged to a student's account at the rate of \$40.00 per night. Arrangements are made through the Director of Residential Life in conjunction with the Business Office.

Vacations

Dorms close during the major holiday and vacation breaks. All students must leave the school during the Thanksgiving, Christmas, winter, and spring breaks (please consult the school calendar for exact dates). During other long weekends, residence halls will remain open, and students will reside on campus.

A student must not return before the published arrival dates and times on the calendar unless special arrangements have been made in advance through the Director of Residential Life. Residence halls are locked, and supervision is not usually available during vacations and at the end of a term.

Travel Arrangements

If students are planning to fly to and from the school and are not yet 15-years old, families should check with the airline regarding their escort requirements and notify the Director of Residential Life at least two weeks prior to the flight date if an escort will be needed. Amtrak train service has similar restrictions regarding unaccompanied minors, and the School encourages parents to be in touch with the Director of Residential Life as needed to arrange an escort for train travel as well.

Prior to any long weekend or term-end break, students complete travel forms in Reach specifying their travel plans and needs for assistance. The School will run designated shuttles and assist students in arranging transportation to the bus, train, and airports if their flight times are outside the shuttle times. In the event of an emergency, the Residential Life Office will work with families to coordinate transportation arrangements.

Transportation Policies

Saint Mary's School will provide round-trip transportation for school-required events. After the event, students must return in the School vehicle unless they leave with their parent(s) and have permission to do so from the supervising adult. No student may drive herself or others to a school-required or class-required activity off campus without permission from the Director of Residential Life.

VIII. GENERAL SCHOOL INFORMATION

Accreditation

Saint Mary's is an independent Episcopal School and accredited by the Southern Association of Independent Schools (www.sais.org) and the Southern Association of Colleges and Schools (www.sacs.org). The School is a member of the National Association of Independent Schools (www.nais.org), National Association of Episcopal Schools (www.episcopalschools.org), National Coalition of Girls' Schools (www.ncgs.org), North Carolina Association of Independent Schools (www.ncais.org), and The Association of Boarding Schools (www.tabs.org).

Governance

The School is a non-profit organization, governed by a volunteer Board of Trustees. For a list of current trustees, please refer to the School's website.

School Communication with Families

Saint Mary's School communicates with parents in a variety of ways. Parents receive notices of upcoming events, messages from the administration, and other important information through email. A weekly e-newsletter, *The Buzz*, also provides parents with current news, special announcements, a photo gallery, weekend activities, and more. Parents are encouraged to read *The Buzz*, so they are fully informed of all that is going on at Saint Mary's School. In the case of school closings for inclement weather or other emergencies, parents are notified via text message and email, making it important for parents to provide the school with up-to-date contact information.

One of the best resources for news and information for parents is the Saint Mary's School website. On the website you will find a school calendar of events and activities, news, information about athletics, the Saint Mary's School store (*shop1842*), and more. The School's parent portal is accessed through the website and provides additional information including helpful forms; news from the Parents Association; the Academic Calendar; tutoring support; parent resources; access to Veracross, Naviance, Canvas, Magnus Health (online resources for student academic), and health records/information; and online directories for faculty and staff, parents, and students. The parent portal is password protected, and parents receive a username and password at the beginning of their students' first year at the school.

Each year, Saint Mary's School publishes a campus directory containing photographs and contact information for students, parents, faculty, and staff. (As noted above, it is also available on the parent portal.) Twice a year, parents receive the Saint Mary's School Alumnae Magazine containing interesting features about current students, faculty, alumnae, and general school news. Each publication offers valuable information and unique perspectives on the Saint Mary's School experience.

Lastly, Saint Mary's School enjoys sharing highlights of life on campus with regular posts on Facebook, Twitter, Instagram, and YouTube. In accordance with the School's Responsible-Use and social media policies, parents and students are encouraged to "follow" Saint Mary's School and join in celebrating the School's good news.

Publicity and Photography

Saint Mary's School emphasizes the importance of recognizing and publicizing the achievements of its students and news of student and school life. When enrolling a student at Saint Mary's School, a parent or guardian acknowledges that the student's photograph, art, voice, statements, pictures, and portraits (video or still) may appear in a variety of news and promotional outlets, including the School's print and electronic publications, videos, the School's website, social media, advertisements, newspapers, magazines, and television news. Students may be identified by name in photographs, videos, or articles. These photographs or videos may be used by Saint Mary's School in subsequent years. No monetary consideration shall be paid for any such publicity. If a parent or guardian wishes to withhold publicity permission, he or she should notify the Director of Public Relations and Publications in writing. A Publicity Release Form is provided for parents to review and return to the School each year.

Parent-Teacher Communication and Conferences

Conferences may be scheduled with advisors and teachers at the request of parents or teachers. Students should be a participant in any conference. These useful forums provide a time for teachers, students, and parents to exchange information about student progress. Additional conferences may be scheduled at the request of parents or teachers at any time during the school year.

Parents Association

The purpose of the Parents Association (PA) is to focus parent involvement as a positive and supportive element in the ongoing advancement of Saint Mary's School and its mission. Every current parent is a member of the Saint Mary's School Parents Association. The Parents Association is actively involved in the life of the School and assists with or sponsors activities throughout the year.

Background Checks

With student safety as a priority at Saint Mary's School, the School conducts background checks on its employees. These checks enable the School to verify the information that the employee has provided on his/her job application and decrease the risk of improper or unlawful conduct in the workplace.

Saint Mary's School obtains a background check on any individual who, at the School's behest, comes into close and regular contact with students and in accordance with applicable law. These individuals include, but may not be limited to, full-time and part-time employees, coaches, substitute teachers, tutors who tutor on campus, student athletic trainer interns, adjunct music teachers, chaperones for overnight field trips, persons working at summer camp programs, and anyone else deemed necessary by the Interim Head of School.

Dual Households

For the School to communicate most effectively with parents and students, please be sure to inform the School about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips or other issues, please include the School in your communication loop. These situations can be stressful for parents and confusing for students, and your help in minimizing the School's phone calls to you for clarification is very important. Unless otherwise specified, each parent for whom the School has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

Students Age 18 and Older

Some students enrolled at Saint Mary's will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student can enter contractual obligations on the student's behalf (and is required to abide by those obligations). Therefore, for continued enrollment, the School requires all students upon their 18th birthday, to execute an Addendum to the Enrollment Agreement that their parent(s) or legal guardian(s) have signed on their legal behalf, which provides as follows:

- Permission for the School to discuss and release information and records to the student's parent(s) and legal guardian(s) about any issues relating to the student's enrollment at the School, including, but not limited to, academic records, academic performance, health matters, disciplinary issues, and financial matters.
- Authorization for the school to interact with the student's parent(s) and legal guardian(s) as if the student were under the age of 18.

The student's parent(s) or guardian(s) will also continue to be responsible under the terms of the student's Enrollment Agreement.

Campus Visitor Policy

It is the goal of Saint Mary's School, as an academic institution, to focus students on classes during the entirety of the academic day. Therefore, the School strongly discourages students from receiving visitors during the academic day. To encourage positive social interaction, the School accepts visitors who come in the proper manner after school hours.

Visitors of students are not allowed on campus during the academic day unless they have been given special permission from the Dean of Student Experience or designee or are visiting through the Admission Office.

Guests of boarders on evenings and weekends must check in with the residential faculty member on duty in the residence hall. During visitation with guests, all doors must be propped open with trash or recycling can and the overhead light on. All guests must leave campus at or before their host's curfew time or study hall obligation. Guests of Saint Mary's School students are expected to always remain with their host and abide by all school expectations while on campus. Each student is responsible for the actions of her guest while he or she is on campus. All guests, whether on personal or institutional business, must wear the name tag provided.

Rules for Male Guests on Campus

- Male guests are not permitted in Bacon Gym except for athletic events and special, supervised activities.
- Male guests are not permitted in the residence halls. Only residential faculty can make exceptions for family members and may make other exceptions with appropriate supervision.
- Underclass students in groups of two or more or a senior may have male visitors in the Long Student Center in Lower Smedes Hall with faculty/staff permission. Residential faculty and security guards make periodic rounds and check this building.
- If a student would like to study or do research in the library with a male friend, she must have permission from the Librarian or residential faculty on duty.

Guests/Visitation

Guests are defined as anyone who does not live in the room. During visitation with guests, all doors must be propped open with trash or recycling can and the overhead light on. Guests who do not live in the dorm, must check in with the residential faculty member on duty. Guests must be invited from the resident student and remain with the host at all times.

Overnight Guests of Boarders

Female friends may spend the night with boarding students provided the student has requested and received permission from the Director of Residential Life. Guests should be in 8th grade or higher and are expected to be always with their host and to abide by all school expectations. It is the responsibility of the host to inform her guest of the school's expectations and to make sure they are followed.

Boarders Spending the Night at a Day Student's Home

If a boarder is interested in experiencing the life of a day student, she may have one free overnight on any night of the week, provided she is not missing a school obligation (including community nights or residential programming) and she is in good academic and behavioral standing. Boarders must obtain permission from the Director of Residential Life 48 hours prior to the overnight. Each boarder is allowed one day-boarder exchange per semester.

Weekend Overnights

Number of overnights per grade per semester:

9th = 6 nights 10th = 7 nights 11th = 9 nights 12th = 11 nights

An overnight is defined as one night. A student may sign out to visit home or a location approved by her parents if she is in good academic and behavioral standing. Students must adhere to the following procedure.

- Student must submit weekend plans in Reach by Wednesday night.
- Parents and hosting parent must confirm plans by 12 p.m. on the Thursday prior to the overnight.
- Boarders who will be missing a school day must submit a completed *Scheduled Absence Request Form* to the Attendance Coordinator one week in advance of the absence, in addition to their weekend plans.

- If hosting a student on campus, a request must be made in writing to the Director of Residential Life by 12 p.m. on the Thursday prior; the guest's parents need to sign an overnight release and confirm plans *prior* to the overnight.
- Students who exceed overnights are required to make up the time with service to Saint Mary's.
- Late weekend requests (overnight, full day excursion, or late returns) will not be considered after 4 p.m. on the Friday prior and, if approved, will result in an official warning. A second offense will result in service to the school or weekend restriction. Only the Director of Residential Life or Dean of Student Experience or designee may grant late requests. A message left on voicemail is not considered permission. Saint Mary's School reserves the right to deny any late requests.
- Students must return to campus by 5:45 p.m. on Sunday for required community events; guests must depart by 6 p.m. unless approved in advance by the Director of Residential Life. Students who miss community night obligations without permission from the Director of Residential Life will receive a "Missed Obligation" (automatic detention).

Overnights are allotted per semester only and do not carry over. School breaks do not count toward the allotment: Fall Break, Thanksgiving Break, Christmas Break, Winter Break (February), Spring Break, and Easter Break.

Day Students and Overnight Stays

Day students are welcome to spend the night as guests of boarders. Twenty-four-hour advance notice is appreciated. Day students may be in the residence hall only when accompanied by a boarder; and they are expected to abide by all expectations and procedures, including study hall hours, curfews, lights-out, and residence hall sign-outs during their stay. Day students who violate residence hall expectations while visiting may be restricted from visiting the residence halls, both during the day and for overnight stays.

Day students are not permitted to have or use the boarder access code to let themselves into the residence halls unless they are overnight guests.

If a day student is on campus after 7:30 p.m. on a weekday, she must sign in at the Library or be with another student in Lower Smedes.

For an overnight stay, a day student must:

- Find a boarder who is willing to be her hostess for the evening OR contact the Director of Residential life, who will make a placement.
- Contact the Director of Residential Life to have the overnight request approved.
- Have her parents contact the Director of Residential Life giving their permission for the overnight stay.

In special circumstances, if space permits and the Director of Residential Life approves, day students may arrange to stay in the residence halls without a boarding student host.

Parking/Carpool

With our students' safety in mind, and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the school or on the grass. For safety and in consideration of the School's neighbors, please drive slowly in the surrounding neighborhood.

Students registering cars must obtain a parking tag and gate access card either during registration or after registration from the main receptionist in Smedes Hall. A student must park in her assigned lot. Students will be responsible for turning in their assigned gate access cards at the end of the academic year. Those students who do not turn in a card will be charged \$25.00. Students may not park in spaces reserved for faculty or visitors. Student parking is prohibited in fire lanes, handicap spaces, visitor spaces, driveways, and on sidewalks or grass. Students may not park on the side streets adjacent to Saint Mary's School. Violations of driving or parking regulations will be reported to the Dean of Student Experience or designee and will likely result in a loss or suspension of driving/parking privileges. Repeated violations could result in the permanent loss of a student's car privilege. If a student finds her assigned lot full and must park in an unauthorized lot, she must notify Security immediately. Temporary permits may be issued in unusual circumstances. Such requests should be made to the Dean of Student Experience or designee.

Saint Mary's School assigns students a parking space at the beginning of the school year (or at the time of her licensure or car registration). The School tries to accommodate all parking requests. However, the limitation of space coupled with increasing demand may create the need to establish an order of priority for parking space. For safety reasons, once assigned, a student's parking spot will not be changed unless there are medical reasons for the change (injury or illness).

Student Records and Transcripts

Transfer of Courses

When a new student is accepted at Saint Mary's School, it is her responsibility to request that a final and official transcript of her record be sent to the Registrar's Office before the start of classes in August. Without her transcripts on file at Saint Mary's School, a student will not be allowed to attend classes. Placement in courses at Saint Mary's School is primarily determined by the coordinator of each academic department and other academic professional staff. Any questions as to how courses will receive credit at Saint Mary's School should be directed to the Registrar.

Transcripts in languages other than English must be submitted with an English translation and an evaluation that gives guidance on awarding credit.

Transcripts

When a currently enrolled student applies to a college, university, or scholarship program, she must request that a transcript be sent to the institution(s) to which she is applying. To make a request, the student must contact her College Counselor at least two weeks in advance of the application or scholarship deadline and follow procedures established by the College Counseling Office. A final transcript will be sent to the college or university at which each student indicates she will enroll following graduation. All other transcript requests should be directed to the Office of the Registrar.

Once a student graduates or is no longer enrolled at Saint Mary's, all transcript and records requests must be directed to the Office of the Registrar.

Note: Saint Mary's School policy prohibits issuing transcripts, progress reports, or report cards to any student indebted to the School. The issuance of partial transcripts or partial report cards is also strictly prohibited.

Student Records

Information in student files may be made available to the following people:

- Saint Mary's School officials
- Officials at other schools where a student seeks to enroll upon parent request
- Certain federal or state officials
- Accrediting organizations
- Parents of dependent students
- The appropriate officials to comply with a judicial order or subpoena
- Certain parties in a health or safety emergency.

Information will not be released to others without the consent of the student or her parents.

A student may have access to her official records and files, excluding parents' financial records, by making a request to the appropriate department. Official student records are kept in the Registrar's Office; financial records are kept in the Business Office; health records are kept in Binder Health Center; disciplinary records are kept in the appropriate Student Experience offices.

Saint Mary's School may make public certain "directory information," including name, home and school address and phone number, date and place of birth, extracurricular activities, date(s) of attendance, previous institutions attended, degree, awards, and honors. Any student who wishes that any of this

information not be released should notify the Registrar and the Director of Marketing and Communications.

Lost and Found

Lost and Found is located in Lower Smedes across from the ATP desk. All unmarked clothing found on campus will be put into lost and found. Anything left unclaimed past a semester will be donated to charity or used at the staff's discretion.

Gift Giving

Gifts from individual families to teachers or staff are not expected.

Gift giving among students at school can lead both to awkwardness and hurt feelings. We discourage students from exchanging gifts at school; and if students choose to exchange gifts, it should be done as privately as possible.

IX. LEADERSHIP AND COMMUNITY SERVICE

Saint Mary's School prides itself on the many different student leadership opportunities it offers. From student government offices to leadership positions in clubs, organizations, and athletic teams, the School abounds in opportunities. Students are encouraged to strive for leadership positions and give of themselves to the community. Saint Mary's School clearly defines its expectations of student leaders in a leadership contract signed by both the student and administration. Failure to embrace the Essential Expectations, being placed on an Honor Agreement, or displaying behavior that jeopardizes the reputation of the School could result in loss of a leadership position. Student leaders may also lose their position for a certain period for accumulating excessive but minor disciplinary infractions or for failing to maintain grades. To be considered for a leadership position, an interested student must have a 2.0 cumulative weighted GPA and embrace the Honor Code and the Essential Expectations of Saint Mary's School. In addition, a candidate for leadership must be re-enrolled for the upcoming year.

Student Government Association

All students are members of the Student Government Association (SGA). The purposes of the SGA are to:

- Instill in students the principles of responsibility and honor.
- Teach leadership skills and confidence through experience.
- Foster community.
- Maintain a spirit of cooperation among the students, faculty, and staff.
- Work in the best interest of Saint Mary's School in every way possible.

Executive SGA

Elected by their peers, the Executive Student Government Association Officers, comprised of 10 seniors, are the governing body that represents students' concerns and interacts with the administration to encourage dialog, share the student point of view, and seek continuous improvement of the student experience. The positions are President, Vice President, Secretary-Treasurer, Chair of Judicial Board, Vice-Chair of Judicial Board, Chair of Student Life, Day Student Representative, Boarding Student Representative, Chief Marshal, and Senior Class President.

Class Officers

Class officers are considered members of the Student Government Association. The positions include President, Vice President, Secretary-Treasurer, and representatives of the following boards or councils: Judicial Board, Student Life Council, and Food Council. Class elections are held in the fall (rising 10th and 9th graders) and spring (for rising seniors and 11th graders).

Judicial Board

The Judicial Board handles cases of honor violations: lying, cheating, stealing, and plagiarism. A subset of the Judicial Board will work with the Assistant Head of School or designee and other administrators in handling major discipline cases and activities. The Judicial Board consists of the Chair of the Judicial Board, Vice Chair of the Judicial Board, appointed faculty members, and representatives from classes: four seniors; four juniors, two day and two boarding; and two 10th graders, one day and one boarding. Judicial Board Representatives are elected in the spring and are considered Class Officers. The Judicial Board convenes when necessary and works with the Assistant Head of School or designee to prepare for a case and to report findings to students, advisors, parents, and appropriate members of the Saint Mary's School community.

Marshals

Elected by the student body, the six Marshals set the tone for behavior in all aspects of school life and serve as official hosts for functions. They marshal for Chapel, assemblies, academic convocations, concerts, and special events throughout the year. Being elected a Marshal is one of Saint Mary's School's highest honors. Only seniors may serve as Marshals.

Sister Saints

A mentorship program, created in 2017, in which each new student is intentionally paired with a student leader to assist them with their transition to Saint Mary's and be a resource during their first year. Sister saints have formal roles throughout Welcome Week, beyond the first day, in which they will connect with their new students and assist them in getting acquainted.

Boarding Prefects

Junior and senior Boarding Prefects are chosen by a Prefect-Selection Committee comprised of hall faculty and the current and newly elected Boarding Life Representatives. Boarding Prefects live in the residence hall, work with the residential life staff, plan and implement orientation and hall activities, proctor study hall, conduct hall meetings, mediate conflicts, and serve as peer mentors and role models for the girls in the residence halls. The Head Prefect is the Boarding Life representative to the SGA.

Day Prefects

Senior day students are chosen by the Student Life staff to serve as peer mentors and role models for day students new to Saint Mary's School. The Day Life Representative of the SGA serves as chair of the group. Day Prefects are expected to serve as a liaison between the boarding and day populations.

Global Ambassador Program Prefects

Junior and senior GAP (Global Ambassador Program) Prefects are chosen by the Prefect Selection Committee comprised of Hall Faculty and the current and newly elected Boarding Life Representatives. The GAP Prefects' primary responsibility is to orient international students to Saint Mary's School while also working to bridge the gap between international and domestic students. GAP Prefects attend regular meetings with their dorm head, Director of Residential Life, or the Boarding Life Representative. They work together to plan and host community dinners, outings, and educational opportunities for the school community. They serve as peer mentors and role models for girls in the residence halls.

Technology Prefects

Technology Prefects are chosen by the Technology staff and serve as peer helpers regarding technology issues. The Technology staff works with and trains the Technology Prefects.

Student Life Council

Two students per class are nominated and elected to the Student Life Council by their peers. The Student Life Council creates and plans activities for the student body. The Director of Student Life and Leadership Programs serves as the advisor to the Student Life Council. The Chair of the Student Life Council is the Student Life Representative to the SGA.

Food Council

Food Council is comprised of two students from each class (one day and one boarding). The Food Council meets regularly with the Food Service Manager and the Chief Financial Officer (CFO) to discuss student concerns and requests regarding meals at school. Representatives are elected by their peers and are considered Class Officers.

Inclusion Ambassadors

As part of the work of our Diversity, Equity, and Inclusion (DEI) Taskforce, the Inclusion Ambassador program pairs a two-student team with specific departments within the School to provide a student perspective on how each department's work impacts diversity and inclusion at Saint Mary's.

Health and Wellness Ambassadors

Health and Well Ambassadors will work directly with our School Counselors to help educate students about holistic health. Topics to be explored will be wide-ranging from body positivity to substance abuse.

Development Ambassadors

Development Ambassadors work directly with the Development and Alumnae Affairs team to support fundraising and friend-raising goals. They share their perspectives and their Saint Mary's experience with alumnae and donors, and act as hosts for special events in support of Saint Mary's School. Through their Ambassador experience, students gain confidence, build an understanding of philanthropy, develop leadership and communication skills, and can network with alumnae.

Community Service

As an Episcopal school, Saint Mary's School seeks to graduate compassionate servant-leaders who are committed to upholding the dignity of all people and the worth of the natural world through acts of humble service. Students will have numerous and varied opportunities for community service throughout their time at Saint Mary's. Each student entering Saint Mary's as a 9th or 10th grader must fulfill a specific community service requirement by the end of their sophomore year. Guidelines are below; any questions about community service should be directed to the Chaplain (919-424-4131).

- Students entering Saint Mary's as 9th graders must complete 20 hours of acceptable community service by the end of their sophomore year.
- Students entering Saint Mary's as 10th graders must complete 10 hours of acceptable community service by the end of their sophomore year.
- Students entering Saint Mary's at any point during their 9th or 10th grade year (i.e. after the first semester has begun) will have their number of required hours adjusted accordingly.
- At least half of a student's required service hours must be completed via school-sponsored opportunities, while the remainder may be completed through outside organizations. School-sponsored opportunities include weekly Saturday service projects, activities organized by the Service League and other clubs on campus, and volunteering in Kenan Library or the community garden.
- Service hours completed during summer break will not be counted toward the community service requirement. Eligible service hours must be completed during the academic year (mid-August to late May).
- Involvement in partisan political activities is not eligible community service; however non-partisan activities and/or advocacy may be eligible (i.e. campaigning for a particular candidate or making calls on behalf of a political party is not eligible, but assisting with non-partisan voter registration drives or raising awareness on a particular issue of public interest is eligible).
- Service hours completed through Saint Mary's should be reported to the Chaplain by the faculty or staff member supervising the activity. Service hours completed through outside organizations may be reported by completing and submitting the Community Service Reporting Form (available on the Student Portal and outside the Chaplain's office).
- Students who fail to meet their community service requirement by the end of their sophomore year will be ineligible to hold any leadership positions, and may have other privileges revoked, until they successfully complete their required service hours.

In addition to the regular service requirement, Saint Mary's School is a certifying organization for the President's Volunteer Service Award. This nationwide program, established in 2003, recognizes exceptionally dedicated volunteers. Students who serve and submit a certain number of service hours in a 12-month period (May 1 to April 30) will be eligible for one of the following awards based on hours served.

	Bronze	Silver	Gold
Teens (11- 15)	50 – 74	75 – 99	100+
Young Adults (16-25)	100 – 174	175 – 249	250+

Participation is open to all American citizens. Saint Mary's will also offer an equivalent, in-house award for any non-citizens who otherwise meet all program requirements. Special rules and guidelines for the PVSA can be found at presidentalserviceawards.gov, and interested students should speak with the Chaplain.

Student Activities and Organizations

Clubs and organizations provide a forum for leadership, honor, friendship, and special interest opportunities. Students may choose from a variety of organizations. Many have open membership; others are honorary organizations into which members are inducted for specific reasons. Each club or organization has an advisor and must abide by all guidelines and policies of Saint Mary's School. Students who are interested in forming a new club or organization should speak with the Director of Student Life. **Saint Mary's School does not condone unauthorized or secret clubs or clubs with secretive ceremonies.**

In addition to Student Life clubs, the School offers a variety of honorary organizations and publications. Some require application and/or selection, such as the yearbook *The Stagecoach*; some require auditions, such as Ladies in Blue; and still others have a selection based on certain standard criteria, such as the National Honor Society.

Honorary Organizations

French Honor Society
Latin Honor Society
National Art Honor Society
National Honor Society
National Honor Society for Dance Arts
Spanish Honor Society

Visual and Performing Arts Organizations

Art Club
Drama Club
International Thespian Society
Ladies in Blue (a cappella group)

Publications

The Stagecoach (yearbook, produced by the Graphic Design and Digital Photography class)

Fundraising Policy

All school-sponsored clubs and organizations are permitted to engage in fundraising activities approved by the Director of Student Life and Leadership Programs. All student designed t-shirts must be approved by the Director of Student Life and the Director of Communications and Marketing.

With permission from the Director of Student Life, a student may post information about a fundraising event or donation opportunity on the community bulletin board and/or set up a collection box for items in Lower Smedes. No fundraising emails should be sent without the approval of the Director of Student Life.

X. SPECIAL EVENTS

School-Sponsored Social Events and Traditions

Saint Mary's School cherishes traditions formed since its establishment in 1842. The School's traditions represent the ties that bind generations of Saint Mary's girls together in a common spirit. Here are just a few of the Saint Mary's time-honored traditions.

Lighting O' the Grove

The Lighting O' the Grove Christmas event began a new Saint Mary's School tradition in 1981 as a gift from the Student Government Association to the Raleigh community. Students process from Lessons and Carols Chapel service to the front of Smedes Hall for the lighting of the Saint Mary's Christmas tree, caroling, and other holiday festivities. The glow of over 500 luminaries, placed by the Granddaughters Club in honor of students and alumnae, lights the circular drive on front campus.

The Saint Mary's School Ring

The black onyx Saint Mary's School ring, bearing the School seal and the student's class year, is one of the most recognizable symbols of being a Saint Mary's girl. Many alumnae wear the ring for years after graduation, and others pass the ring on to their daughters or granddaughters who attend Saint Mary's School. Students order their rings during the spring of their sophomore year; and, in the fall, the juniors receive their rings at a special banquet. While a girl is a student, she wears the School seal pointing inwards towards herself, and at graduation she is asked to "turn her ring" so that the seal points out toward the world she is about to enter.

Dropping of the Handkerchief

Throughout Saint Mary's history, the "dropping of the handkerchief" by the Chief Marshal has been the symbolic gesture at the close of commencement to mark an official end of each school year. The newly- elected Chief Marshal, stands on the porch of Smedes Hall and declares the current academic session to be officially closed. She then drops a white handkerchief to the ground, turns, and walks through the front doors of Smedes, which are closed behind her to mark the end of the school year.

Sigma-Mu

The Sigma-Mu intramural society was first established at Saint Mary's School in the early 1900s. After a short absence, Sigma-Mu was re-established in 2001. Every girl is a member of either the Sigma or the Mu team, and students who have alumnae mothers or grandmothers are assigned to their team. Throughout the year, various intramural competitions are held including Field Day in the fall and students-versus-faculty- staff, Olympic-style events during Spring Fling. The Sigma-Mu leadership team also works to promote activities and overall school spirit.

School Trips

Saint Mary's students will have opportunities to participate in trips that will take them away from campus. These trips will be under the direct supervision of a faculty or staff member of Saint Mary's School and students will be transported in a school-owned or contracted vehicle. For a student to participate in school trips, her parents(s) must provide permission and authorization for medical and emergency treatment.

Hotel Stays

Because group hotel stays are not appropriate for high school students, Saint Mary's School requires a parent to be present for any hotel overnights. It is the School's strong recommendation that parents be responsible for their daughter only. Any attempt to be dishonest or misleading on weekend sign-out procedures is a violation of the School's Honor Code.

Dances/Mixers

Saint Mary's students are held responsible for their own behavior and the behavior of their date/guest while under the jurisdiction of the School. This stipulation includes traveling to and from the event. Students and parents are reminded that Saint Mary's has a hotel policy, a substance use policy, and a policy for any type of illegal behavior as described in "Behavior that Jeopardizes the Reputation of the School" section of this Handbook.

- The Fall/Dance Mixer is held on a campus weekend, and thus no overnight permissions for residential students are granted. The dance is attended by Saint Mary's students and as many guests as they would like to invite. Day students are encouraged to stay overnight on campus and arrangement for campus housing are available for out-of-town guests.
- The Winter Ball is held on a campus weekend, and thus no overnight permissions for residential students are granted. The Formal, planned and hosted by the Parents Association, is held on campus. Following the Formal, students may attend the after-dance social, report to the residential halls, or go home. Day students and out-of-town guests are encouraged to stay on campus.
- The Prom is held on a campus weekend, and thus no overnight permissions for residential students are granted. The Prom is planned and hosted by the Junior Class. Overnight accommodations on campus are available for out-of-town dates or guests.

ALL EVENTS: Students and their guests must observe the 30-minute rule (arrive within 30 minutes of the beginning of the event) and must remain until the event is over. Students must complete and turn in the guest form by the set deadline to be eligible to attend the event. All students attending the event will sign in upon arrival and sign out at the end of the event. Saint Mary's School discourages all private off-campus, "after-function" events. Students receive detailed information and expectations, as well as a guest form, prior to each event.

XI. SARAH GRAHAM KENAN LIBRARY

Kenan Library creates an inviting, comfortable, and nurturing environment for students and faculty to engage in research, work individually and collaboratively on assignments, and pursue personal interests.

The Library provides access to new technology and current resources in many formats offering diverse viewpoints and global, multicultural perspectives. In addition to an expansive current fiction and curriculum-based nonfiction print collection, students have 24/7 global access to thousands of reliable online research databases, reference books, fiction and nonfiction eBooks, audio books, journals, periodicals, and multimedia content.

Staffed by knowledgeable and helpful librarians who collaborate with faculty to design student learning strategies, the library program provides instruction, resources, and services to assist students in becoming lifelong readers and effective, ethical, self-confident researchers, critical thinkers, and communicators of information and ideas.

Hours

The library is open from 8:00 a.m. – 9:30 p.m. On weekends, any student can study in the library independently. Regular hours are posted online and on the building. School holidays, long weekends, and special schedules may dictate that the library revise or extend its hours.

Information and Expectations

Information about the library will be shared with students and faculty during library orientation and can be found on the Saint Mary's School website.

To ensure that the library can be used effectively for reading, research, and study, the library staff expects the following of all students, boarding and day:

- Students must sign-in each time they enter or exit the library after 3:30 p.m., weekends, or any time the library is open for independent use.
- All students should be respectful and courteous to others by speaking softly so that all students can concentrate and study without interruption.
- Focused discussions are allowed on the collaborative side of library if voices and actions do not disturb students studying on the quiet side of the library.
- Study hall students must be focused and ready to work when using the library. They must obtain permission to move elsewhere on campus.
- Electronic devices must be used for academic work only.
- Overdue notices will be sent to students if they have overdue materials, and cooperation is expected.
- Students should follow the policies of the library. Drinks in covered containers are permissible in the library. No food except during special events held in the library.
- Students are expected to leave study areas neat, with trash thrown away, whiteboards cleaned, and chairs pushed in.

Circulating/Non-Circulating Materials

Books are checked out for a period of 28 days and may be renewed. Textbooks on reserve may be checked out for use in the Library only. Reference books, reserve books, computer chargers, and textbooks must remain in the Library. Printers, a copier/scanner/printer, 3-D printers, and listening and viewing technology are available for student and faculty use.

Penalties for overdue, damaged, or lost materials are as follows:

Overdue item – An overdue item is considered lost if overdue for more than 60 days. See Lost item below.

- Damaged beyond repair – Cost of item, plus \$15.00 processing fee.
- Lost item - Cost of item, plus \$15.00 processing fee.

Students are reminded not to lend library books checked out in their name to others. If a library item is late, damaged, or lost, the person who checked it out is responsible for the replacement cost. Grades and transcripts will be withheld until all library obligations have been settled.

Fines

Penalties for late or lost materials are as follows:

Overdue books.....	\$0.10 per day per item
Maximum fine.....	\$7.50 per item
Lost item.....	Cost of item, plus \$15.00 processing fee

Students are reminded not to lend Library books checked out in their name to others. If an item is late or lost, the person who checked it out is responsible for the fines or replacement cost. Grades and transcripts will be withheld until all Library obligations have been settled.

XII. ATHLETICS

The athletic program at Saint Mary's School strives to enable students to develop to their fullest potential. Through athletics, Saint Mary's School students learn the

- Lifelong value of involvement in athletics
- Value of good sportsmanship
- Value of physical activity and hard work
- Importance of teamwork, dedication, accountability, and role modeling proper behavior
- Skills and rules of the game
- Importance of decision making, proper preparation, and time management
- Appropriate response to victory and defeat.

Athletic Facilities

The use of all athletic facilities is intended for current faculty, staff, and students only. Students must be in groups of two or more when using athletics facilities. When the campus is closed for holidays or the summer, students or staff should contact the Director of Athletics for permission to use the athletics facilities.

Requests for use of these facilities by outside individuals/groups should be submitted to the Director of Athletics (or) the Director of Auxiliary Services.

Bacon Gymnasium, the fitness center, the Eure-Jones Tennis Courts, the dance studios, and the swimming pool are open to Saint Mary's School students.

Students are welcome to use the athletic facilities outside of athletic practices/games and Triangle Fitness time as long as they are there with at least one other person. Students may not use the athletic facilities during study hall or after curfew

Use of the Saint Mary's School Pool

All students must have adult supervision AND a certified lifeguard must be on duty for student use of the Saint Mary's School pool.

All adults must have another adult present while using the pool. Also, all children must be accompanied by an adult (one adult per child). Therefore, two adults must always be present with children in the pool area.

Eligibility

Being a student-athlete requires a student to balance her workload between academics and athletics. If a student-athlete's grades fall below a C or 2.0 weighted GPA at the end of the grading period, she may be removed from athletic participation. If a student's grades fall below a C or 2.0 weighted GPA at the end of a semester, she may not be eligible to participate in athletics the following season.

Expectations of Athletes

To participate in athletics, students are expected to meet all school commitments. This expectation includes, but is not limited to, class attendance, Chapel, Advisory, and meetings. Student-athletes must report to campus or class and partake in two (2) academic classes on the day of an athletic activity to be eligible to participate. Student-athletes who incur an unexcused absence on the day of an athletic contest will not be permitted to participate. Student-athletes are expected to notify their coach and Athletic Director of this circumstance. Unexcused absences or missed obligations may result in athletic consequences, including game suspension.

It is important to understand that participation in the Saint Mary's School athletic program is a privilege. Should a student-athlete find herself in disciplinary difficulty, she is responsible for communicating her disciplinary consequences to both the Athletic Director and her coach. Athletic consequences may occur because of a disciplinary situation.

Suspension

Student-athletes who receive detention that conflicts with an athletic practice or game may participate in an athletic game/match on the assigned day only with approval from the Athletic Director and the Director of Student Life. Student-athletes must reschedule their detention or suspension with the Director of Student Life to the next available detention. Student-athletes should remember that accrual of excess detentions may affect their eligibility to participate in sports activities.

Student-athletes accept the benefits of participation as well as the responsibility and commitment to the team. Saint Mary's School adheres to the following expectations for all athletes:

Practice and Game Attendance

- Practices/games are a 5-6 day a week commitment.
- Student-athletes are expected to attend all team commitments, practices, and games including post-season tournaments.
- A student-athlete who has been injured and has had significant medical treatment cannot participate again until she has been cleared by the School Nurse or her family physician and the School Certified athletic trainer.
- Unexcused absence from scheduled practices or games may subject the student-athlete to the following:
 - Suspension from the team for one contest following two unexcused absences.
 - Suspension from the team for the remainder of the season following the third unexcused absence violation.
- Official college visits, including those for recruitment purposes, will be considered excused, and therefore will not impact playing time.

Behavioral Expectations

- Be punctual and prepared for all practices and games.
- Place high priority on academic achievement.
- Desire to improve skills and knowledge of the sport.
- Willing to work hard and be attentive in practice.
- Represent self, team, school, and family in a dignified and sportsmanlike manner.
- Refrain from the use of tobacco, alcohol, and illegal substances. Consequences will be levied if an athlete violates the illegal substances policy during the season.
- Promptly turn in all required forms to the Binder Health Center and the Athletic Expectations Form to the Athletic Director.
- Take responsibility for all equipment and uniforms. (Failure to return uniforms or equipment or to submit payment for any team purchase or for loss of uniforms or equipment will result in the withholding of year-end grades. Seniors who fail to meet this obligation will not be able to participate in graduation.)

Triangle Fitness

Physical fitness and overall wellness are part of the total educational experience here at Saint Mary's. Saint Mary's School seeks to provide a broad opportunity of interscholastic activities for female students in grades 9-12, which supports the School's values and belief in the worth and dignity of each student. Saint Mary's School is committed to the development of well-rounded young women and to providing opportunities for students to interact outside the classroom. The Triangle Fitness program provides fitness activities Monday through Thursday from 3:45 p.m. to 4:45 p.m. or 4:45 p.m. to 5:45 p.m. Each season, 9th- and 10th-grade students are expected to participate in the Triangle Fitness program four days a week, be a member of a Saint Mary's School athletic team or be enrolled in a Saint Mary's School commitment (school play/musical) that meets daily after 3:30 pm. 11th- and 12th-grade students are expected to be involved in a co-curricular activity two of the three seasons. Scheduling for Triangle Fitness will be done by the Athletics Department. The Triangle Fitness program is organized to coordinate with the three athletics seasons: fall, winter, and spring.

Students who participate in outside athletics with a recognized organization, in a structured program may be eligible to receive Triangle Fitness athletic credit for their independent activities. Students interested in

applying for independent activity credit may pick up an application from the Athletic Office. The Athletic Director will evaluate and make a decision on the student's request.

Sportsmanship

Saint Mary's School expects coaches, players, students, and parents to exhibit good sportsmanship on and off the court or field. Opposing teams, their fans, and officials are to be treated respectfully as honored guests. Saint Mary's School supporters are expected to cheer the strengths and victories of Saint Mary's School teams and not to degrade the performance of opponents or officials. Good sportsmanship includes:

- appreciating good play on either team
- attempting to understand game rules
- showing compassion for injured players and applauding good performance
- not engaging in heckling, jeering, or distracting players by using profane or obnoxious language or behavior
- respecting the judgment and strategy of the coach
- respecting others and the authority of those who administer the competition.

Interscholastic Athletic Programs

SAINT MARY'S SCHOOL ATHLETIC TEAMS

Fall Season	Winter Season	Spring Season
Varsity Cross Country	Varsity Basketball	Varsity Lacrosse
Varsity Field Hockey	JV Basketball	JV Lacrosse
JV Field Hockey	Varsity Swimming	Varsity Soccer
Varsity Golf		JV Soccer
Varsity Tennis		Varsity Softball
JV Tennis		Varsity Track & Field
Varsity Volleyball		
JV Volleyball		

Varsity Teams

At the varsity level, the School aims to put the best teams possible on the field. Each athlete's skill level is evaluated at the beginning of the season for team membership. Varsity selection is based on the skill and maturity of individual players. Varsity teams have roster limitations. All candidates for varsity teams are expected to be present or to clear any conflicts with the coach in advance of pre-season activities.

Junior Varsity Teams

The junior varsity teams are the transitional level between middle school and varsity-level teams. By TISAC rules (see below), seniors are not permitted to play on junior varsity teams. Junior varsity teams may have roster limitations.

Governing Bodies

The school competes as a member of the Triangle Independent Schools Athletic Conference (TISAC) in the following sports: basketball, cross country, field hockey, golf, lacrosse, soccer, softball, swimming, tennis, track and field, and volleyball. The other TISAC member schools are Cary Academy, Durham Academy, North Raleigh Christian Academy, and Ravenscroft. On the statewide level, Saint Mary's School participates in the North Carolina Independent Schools Athletic Association (NCISAA, 4A Classification).

Training Rules

Success in athletics is determined by each team member's performing to her potential by trying to achieve the best possible mental and physical condition. Students are expected to read, understand, and abide by the School's Athletics Handbook, and must have signed the Athletics Handbook Acknowledgement Form to participate on a Saint Mary's School team.

Transportation Policies

Saint Mary's School will provide team transportation for games and practices. After a game or practice, students must return with the team transportation provided unless they leave with their parent(s) and have permission to do so from the coach. No student may drive an athlete to or from an athletic contest or practice.

Inclement Weather Policy for Athletics

There will be no practice or games on days when the weather forces the School to close unless there is a special clearance from the Athletic Director. On any day when the weather is suspect, decisions will be made by 2 p.m. and be available on the School's website. Students should assume that practice or games will be held unless an official announcement is made and posted.

XIII. STUDENT HEALTH SERVICES

The Binder Health Center (BHC) is conveniently located on campus, behind the Chapel. Binder Health Center offers a six-bed infirmary staffed by two full-time and one part-time nurse. Our Supervising Physician, Dr. Mary-Cassie Shaw, of Oberlin Road Pediatrics, provides off-site medical guidance to insure top-notch care and medical oversight. The Supervising Physician may be consulted regarding student's medical orders on an as-needed basis. BHC also engages in a cooperative relationship with Oberlin Road Pediatrics to provide swift and effective care from medical doctors as needed.

The mission of the Binder Health Center is to promote health and wellness in the Saint Mary's community through prevention, education, and coordination of all aspects of health care. As part of the Health and Wellness team, we work closely with medical doctors, pharmacists, counselors, Chaplin, therapists, academics, staff and faculty, and parents to maximize physical, emotional, mental, and spiritual growth.

In the event of EMERGENCY call 911 and Security at 919-424-4044.

Office Hours

Monday through Friday: 7 a.m. - 10:30 p.m.

Saturday and Sunday: A nurse will be in the office during Med Pass Times (below)

After-hours and weekends: A nurse is on call for urgent needs.

Phone Numbers

Office: 919-424-4043

Fax: 919-424-4042

Cell: 919-389-8759 (On-call nurse, for urgent needs after hours)

Med Pass Times

Breakfast Med Pass at BHC:

- Mon, Tues, Thurs, Friday: 7:15 am. - 8:15 am
- Wednesday: 8:15 am - 9:00 am
- Saturday & Sunday: 9:30 am – 10:00 am

Lunch Med Pass at BHC:

Monday – Friday: 11:30 am – 1:00 pm

Saturday & Sunday: 1:00 pm – 1:30 pm

Dinner Med Pass at BHC: 6:45pm – 7:15 pm

Bedtime Med Pass: On dorm, after study hall

Health Forms

Completed health forms are critical for providing prompt and accurate medical care and medications. Medical forms require annual updating to ensure currency. Saint Mary's School partners with Magnus Health, which allows health forms and information to be uploaded and maintained through a secure on-line website which is linked directly to the Parent Portal of the Saint Mary's School website.

You will receive electronic notification when it is time to complete these requirements. New families will receive an email from Magnus with instructions for creating a temporary username and password. In late summer, new families will also receive a SAINT MARY'S SCHOOL Parent Portal / Veracross username and password which can be used to access Magnus through the Parent Portal at www.sms.edu. Returning families will use their existing SAINT MARY'S SCHOOL Parent Portal/Veracross credentials. Login through the SAINT MARY'S SCHOOL website, Parent Portal at www.sms.edu. Navigate to the BHC section through the "quick links" tab. To allow adequate preparation time, please complete all requirements as soon as possible, but no later than July 15. *Please do not hand-deliver, email, fax, or mail forms to the School. Late submissions will delay your child's ability to participate in sports as well as impact our ability to deliver timely and appropriate care and medication administration. Students whose school and health forms are*

not completed and submitted will not be able to participate in preseason, student leadership and orientation activities, athletic tryouts or start classes.

Consent to Treat

This electronic form, located on the Magnus website, gives the School permission to provide expedient and necessary care. It is critical that this form be electronically signed prior to the start of school. This consent does not override the parent's decisions; it simply gives us permission to initiate necessary treatment until parents can be consulted.

Medications at School

Prescription Medications:

For the safety of our students, all prescription medications must be administered through the Binder Health Center. No prescription medications are allowed with a student or in the dorm except for inhaled medications, EpiPens, birth control pills, and topical medications.

All prescription medications must be delivered to the BHC in their original, labeled bottle, accompanied by a parent and physician signed "Medication Administration Form" uploaded into Magnus. Each new medication and all prescription changes will require a new "Medication Administration Form." The prescribing information on the bottle must match the prescribing information on the "Medication Administration Form." For safety reasons, no medication can be administered without this required form.

Day Students: As medications change throughout the year, please update the medications section of the "Vital Health Record" located in Magnus. It is important that we have current medication information in case of emergency.

To maintain the highest quality and safety standards, all routine prescription medications will be obtained through Glenwood South Pharmacy. A licensed pharmacist oversees the packaging of all medications into small, sealed, plastic packages that are labeled with the student's name, contents of the package, and time to be given. Medications are to be delivered to the School on an as-needed basis. All Boarders must register with Glenwood Pharmacy by August 10th to ensure that necessary medications are available upon arrival. Registration enables your insurance to be automatically billed for necessary medications throughout the year. Glenwood South Pharmacy's contact information is: Phone: 919-856-9502. Web address: <http://glenwoodsouthpharmacy.com>.

Any medications not supplied by Glenwood South Pharmacy must be managed, refilled, and delivered by the parent.

Accutane/isotretinoin: Please note that the BHC can only be responsible for the administration of Accutane, isotretinoin. We cannot be responsible for monthly testing, medical visits, or ordering of these products.

Short-term medications: Antibiotics or prescribed OTC's that are used a short period of time may still be brought to BHC from home in their original bottle but must be accompanied by the Physician and parent signed "Medication Administration Form." New short-term medications may be obtained locally through Glenwood South Pharmacy. All medications whether prescription or OTC must be accompanied by parent and physician signed "Medication Administration Forms."

Over-the-counter Medications: The "Over-the-Counter Medication Administration" form found on the Magnus website must be signed by a parent and your physician indicating which of the approved OTC products your student may be given. This year, with parent's approval (as indicated by yes/no question in Magnus), students may keep parent and physician approved OTCs in the dorm. The medication must first be brought to BHC for approval and safety education. A BHC approval sticker will then be placed on the medicine for allowance in the dorm.

If an OTC medication not listed on the OTC form is prescribed by a physician, that medication must be accompanied by a "Medication Administration Form" for the medication to be given or allowed in the dorm.

Any supplements must be prescribed by the student's primary physician with brand specification. These must also be accompanied by the signed "Medication Administration Form."

Off-Campus Medication Distribution:

- Overnights, weekend trips, and breaks: Approval to self-administer medications during off-campus trips must be electronically indicated in the Magnus Health website so that the BHC may release medications to the student. Medications will be prepackaged by the BHC nurses. Any unused medications must be returned to BHC immediately upon return to school.
- School-sponsored trips and activities: Medications will be prepackaged by nurses and administered by trained faculty or staff.

Medication compliance: It is the responsibility of the student to manage their medications by reporting to the BHC during the designated Med Pass time. Nurses are unable to track down individual students for medication administration. Also, students will not be excused for tardiness or absences from class to obtain medications. Nurses understand the importance of medication compliance and will work with parents and students to encourage compliance.

- Parents will be notified by email if a student misses two med passes in a single week.
- If a student misses more than two med passes in a single week, they may be referred for detention. Students may lose off-campus privileges in the case of habitual non-compliance. Two tardies in a week will be counted as a single, missed med towards the week's total.
- If a student misses a Med Pass, they may present at the next scheduled med pass if it is within an appropriate time frame. Students missing medications during the weekend should present at the BHC at the next scheduled med pass time. These will be counted as "tardies."
- If a student knows they will be unavailable for an upcoming Med Pass, they may notify the Nurse in advance and have the medication prepackaged for self-administration with specified parental permission in Magnus.
- If a student neglects to pick up medications for scheduled off-campus time, it will be considered an unexcused missed med pass.
- If non-compliance becomes a chronic issue, that cannot be resolved after all efforts to work with the student and parents, Saint Mary's School reserves the right to refuse to administer medication and is relieved of all liability. Parents will be notified. Additionally, this may result in suspension and/or dismissal from the School.

Special cases for medication compliance: There may be special considerations for certain medications such as:

- Antibiotics: Due to the importance to adhering to antibiotic scheduling, a student will be emailed upon missing one dose. Students shall contact the nurse to arrange for administration at the nurse's earliest convenience. Failing to do so will result in an email to the parent and disciplinary action.
- ADD medications: We understand that ADD medications are to meet the specific learning needs of the student. Therefore, the following allowances may be made. Parents may sign a waiver stating preferences for their daughter such as:
 - If the medications are not required over the weekend and/or holidays
 - If the student may self- elect when the medication is needed.

Sickness or Injury

For any emergency, please notify Security at 919-424-4044.

Well visits to the BHC should occur during scheduled med pass times. Non-urgent sick visits will be scheduled online with a BHC form. If an urgent need arises, please call the BHC in advance of arrival. If necessary, transportation to the BHC will be provided by security (919-242-4044). Upon reporting, student will be assessed by the nurse and treatment will be administered per our Supervising Physician's standing orders or recommendations. If further treatment or evaluation is deemed necessary, a doctor's appointment will be scheduled. Written excuses from activities or sports will be issued if warranted. A student must notify the BHC prior to missing a class, scheduled event, or sports activity. Failure to do so will result in an unexcused absence.

All BHC and health care provider visits are documented in Magnus.

- **Boarders:** If needed, an appointment for a physician visit will be made with Oberlin Road Pediatrics or another appropriate health care provider, by the BHC nurses. Parents will be notified. (See "Medical Appointments" section.) Physician's recommendations for return to the dorm and return to school will be honored. Students who require observation, have influenza or other highly contagious infections, or fever greater than 100.4 will be retained in the BHC infirmary until afebrile for 24 hours. If possible, students who require infirmary retention will be sent home. Students are required to check out through Reach for health care provider visits or if going home. This may be done at the BHC.
- **Day students:** Parents will be notified of illness or injury. If emergency treatment is required, it will be initiated. Otherwise, the student may receive treatment and wait in a designated area until transportation home is arranged. Students should notify the Attendance Coordinator, when leaving classes. A student may return to classes after medical release or after asymptomatic antifebrile for 24 hours. If your Day student is diagnosed with a communicable disease such as flu, COVID-19, mono, or strep, please notify the BHC so we can monitor for other cases.

Day students should be kept at home for the following reasons

- Fever greater than or equal to 100.0 until afebrile for 24 hours
- Fever greater than or equal to 100.0 with flu-like symptoms, until afebrile for 24 hours
- Mononucleosis diagnosis, until cleared by physician and afebrile for 24 hours
- Specified symptoms consistent with COVID-19

Covid-19: The Binder Health Center continues to follow our supervising physician's guidelines which are based on the most recent CDC and local Department of Health guidelines. Currently, we require anyone with symptoms to quarantine until a negative PCR test is obtained. Symptoms of COVID-19 include:

- **One** of any of the following:
 - Chills/fever greater than 100°
 - Shortness of breath
 - Loss of smell or taste
 - New unexplained cough.
- Any **two**, or multiple days of any **one**, of the following:
 - Nausea/vomiting
 - Diarrhea
 - Unexplained rash
 - Sore throat
 - Unexplained fatigue
 - Unexplained muscle or body aches
 - Sinus/nasal congestion
 - Unexplained headache.

Non-vaccinated students who are exposed must quarantine. According to CDC, fully vaccinated individuals are not required to quarantine after exposure.

With the health and safety of our community our first priority, Saint Mary's continues to closely monitor COVID-19 developments and make plans in accordance with guidance provided by the North Carolina Department of Health and Human Services (NCDHHS). We will continue to respond to the changing environment and reserve the right to amend our Covid-19 policies as conditions and guidelines change throughout the year.

After Hours Care: During non-office hours, a sick boarder will be assessed by dorm faculty. The dorm faculty will contact the on-call nurse if needs are determined. The on-call nurse will further assess the student if deemed necessary.

Medical Appointments

The BHC is equipped to manage acute illness and injury and follow-up care. To give optimal care to all students, the BHC cannot manage the following: routine wellness checks including physicals, routine chronic illness checks, routine dental or orthodontic visits, routine eye exams and vision checks, and routine dermatology appointments. Also, the School is not responsible for managing appointments not coordinated through the BHC.

All appointments will be made by the BHC nurses with Oberlin Road Pediatrics or with an Oberlin-recommended provider. Transportation will be arranged by the BHC with a school-approved driver, in a school vehicle. An hourly driver's fee may be charged to the student's account if applicable. Copays can be covered by BHC and charged back to a student's account. Saint Mary's School is not responsible for expenses incurred due to non-current or inaccurate health insurance information.

Students who think they are sick should notify the BHC as early in the day as possible. With early notice, a student can usually be seen by a physician on the same day. Likewise, students who are not feeling well should notify the BHC as early in the week as possible so visits to ORP can be scheduled during weekdays. Late reporting could result in a lengthy wait in an ER due to limited access to care during evenings and weekends. Non-urgent medical needs will be addressed during the following work week.

If an appointment must be canceled, please give a minimum of a 24-hour notice to avoid "no-show" charges. Any charges incurred due to failure to keep an appointment will be billed to the student's account.

Emergency Treatment

In the event of emergency, Saint Mary's Security is our first contact. Call 919-424-4044. Security will then contact 911 and assume responsibility for directing first responders to the correct location on campus. Security will also contact the nurse if she is not already on the scene. Parents will be notified as soon as possible.

WakeMed is the preferred emergency facility for Saint Mary's School. WakeMed is Raleigh's only Level I Trauma Center and has a separate Pediatric ER.

A nurse, faculty, or staff member will accompany your daughter to the ER and remain with her until a parent or guardian arrives.

Infirmiry Visits

The purpose of the infirmiry is threefold:

- To provide a place for sick or injured students to receive continuous care and observation
- To isolate highly contagious infectious agents from the general student body.

Need for infirmiry placement is determined by the nurse's professional judgment, physician's orders, or the standing orders of our Supervising Physician.

Students who miss class time due to sickness or injury will be restricted from off-campus privileges for the remainder of the day to ensure adequate rest and recovery time.

Health Insurance

Timely and optimal health care is dependent on proof of insurance. Therefore, prior to July 15, all international and domestic students attending Saint Mary's School must provide proof of North Carolina-valid, United States-based, comprehensive health insurance. A photo of the back and front of the insurance card must be entered in the Magnus Health website. Insurance information must also be electronically entered in the "Vital Health Record" section of the Magnus Health site. Insurance information must be updated yearly and upon any changes to insure coverage. *Please make sure that your daughter's insurance covers providers in North Carolina as we have recently encountered some policies which do not transfer across state lines. Saint Mary's School is not responsible for costs incurred due to non-current, inaccurate, or non-applicable health insurance information.*

PLEASE SUBMIT UPDATES TO MAGNUS FOR ANY CHANGES TO HEALTH INSURANCE.

Any charges incurred due to inaccurate insurance information will be the responsibility of the parent.

International families may enroll in an Saint Mary's School-endorsed comprehensive health insurance by going to this website https://caenroll.com/?school_id=75fd07a1-fd70-293c-cf63-58d26b390fbb . More information can also be found on the School's website. Those who do not show proof of comparable, United States-based, health insurance by July 15 will automatically be enrolled in that United Health Care Student Plan. Cost will be billed to the student's account. Information on the plan is in the Parent Portal.

Immunizations

Saint Mary's School complies with the high standards set forth by the State of North Carolina for protecting student populations via immunizations. Each student must provide proof of North Carolina-compliance with the completed "Immunizations" form located on the Magnus website. This document must be completed and signed by the student's physician and uploaded into Magnus by July 15th.

International students must also have their physician fill out and sign an additional "Annual Tuberculosis Testing for International Students" form located in Magnus. All International students must have an annual PPD (tuberculosis skin test) before traveling to the United States each year. If the PPD test is positive, the student must have a Chest X-ray and start isoniazid (INH) therapy for latent tuberculosis if indicated. If her provider believes that the student may have a false-positive PPD due to BCG vaccination and does not need INH, then the student should have blood-testing for tuberculosis via interferon-gamma release assay (QuantiFERON Gold). This must be completed and documented in Magnus prior to traveling to the United States.

Physical Examinations

All students must have a yearly physical examination documented and signed by a physician on the "Physical Examination" form located in the Magnus website. No student will be allowed to participate in any sports or activities without a current form indicating clearance for sports. A one-month grace period will be given; but at the end of that time, the student will be restricted from all activities and athletics until the physical exam is updated. We understand that due to insurance issues, some physicals will need to be done at different times of the year. The following guidelines, set forth by our Supervising Physician, will assist you in meeting this requirement.

If a student has no chronic conditions and has had a Physical within 12 months of our submission date, their Doctor may complete the physical form and submit it to Saint Mary's, or the student should have an inter-periodic visit with her doctor to complete the form.

If a student has a chronic condition, the physical exam must meet the requirements listed above, the student must have a problem-focused assessment within 6 months of the submission date.

An electronic email reminder will be issued by Magnus two months before the next physical is due.

Life-Threatening Conditions

Any student diagnosed with a potentially life-threatening condition will require a physician signed Action Plan. Action Plans for asthma, bee sting allergy, food allergy, diabetes, and seizure are included in the Magnus Health forms. Please have the student's physician fill out any applicable forms. If your child has a different life-threatening issue beyond those listed, please submit a relevant Action Plan from her physician to the BHC.

Please discuss all Action Plans with a BHC nurse prior to the start of school so we will be prepared in the event of an emergency.

Concussions

A concussion is a mild traumatic brain injury caused by a sudden motion of the head due to direct or indirect impact. Concussions are common among teenage girls and are not necessarily sports related. Saint Mary's School's concussion policy complies with North Carolina State law as defined by the Gfeller Waller Act.

Symptoms may include but are not limited to headache, nausea or vomiting, dizziness or off-balance, double, or blurry vision, sensitivity to light or noise, feeling sluggish, foggy or tired, sleep disturbances, confusion or difficulty concentrating, emotional changes, or "just do not feel right."

Regardless of where or when a head injury happens, if there are any symptoms of concussion, Saint Mary's School requires clearance by a trained physician to guide the student's return to classes and return to sports. This rule applies to both Boarders and Day Students.

If the injury occurs while under school supervision:

- Boarders will be evaluated by a qualified neurologist as soon as possible.
- Day students will be kept under supervision in the BHC until a parent picks up the student. The student will not be allowed to drive.

Day Students or Boarders who receive a suspected concussion, even while not currently under School supervision, are required to see a trained physician and provide proper documentation for return to class and return to sports. *Reporting of concussion or concussion symptoms to the BHC is mandatory so we can support the student per the physician's recommendations.*

Flu Shots

Saint Mary's School requires yearly influenza vaccination unless there is a documented exemption. This is important because our girls live in close quarters and flu and its sequelae can be very dangerous and cause loss of many days of class time. Flu shots decrease both the incidence of flu as well as the length and severity of symptoms.

Flu shots are given each Fall on campus for Boarders and Day Students. You must indicate "yes" on the Magnus site if you want your daughter to receive her flu shot at Saint Mary's. Your health insurance will be billed for the vaccination. The School is not responsible for costs incurred for vaccines due to non-current or inaccurate insurance information.

Unvaccinated students who contract the flu will be sent home, if feasible, due to the potential for serious symptoms and lengthy retention in the infirmary.

Education

One of the most important roles of a nurse is "Educator." As such, the nurses at Saint Mary's School are actively involved in helping your daughter develop habits that will promote lifelong health and wellness. Education occurs at both the individual level and through health and wellness programming. We strive to teach responsible use of medications as well as the incorporation of non-pharmaceutical interventions and preventions into the student's treatment and education. Our programming emphasizes the development of healthy lifestyles through nutrition, sleep, fitness, relaxation, and, above all, balance. Please encourage your daughter to utilize the resources available at Saint Mary's School so that she may explore the many avenues to health and wellness and discover what works best for her!

Medical Leave

A medical leave is a voluntary or mandated leave of absence from school due to physical illness or for psychological reasons. The purpose of a medical leave is to provide the student supported time away from school where they can focus on their health and well-being while addressing physical or emotional illnesses. Students on medical leave do not participate in classes, athletics, fine arts or any other school-related events.

The school leadership, including deans and counselors as appropriate, together with the student's outside medical or psychological services provider, will determine when and under what conditions a student may return to school.

The student and the student's parents must provide the school with access to all treating health care providers so that the school can be apprised of the current assessment of the students' wellbeing and/or social and academic performance capabilities. Students on medical leave will not be allowed to return to

school without written documentation from a medical professional indicating that the student is ready to return to school. Prior to returning to school, the student, parents/guardian, advisor, and the Assistant Head of School or designee will convene for a re-entry meeting to review the student's condition and the expectations of the school for the family, and the family of the school as the student assimilates back into the school community.

XIV. STUDENT SUPPORT SERVICES

Accommodations

Saint Mary's School is concerned with the education and overall development of each student, so she can fulfill her potential. Part of the School's mission is to help young women become independent and responsible for their actions. In support of this mission, the School provides various support services and asks students to communicate their needs and concerns directly to the appropriate adult in the community.

Saint Mary's School does not discriminate against students with disabilities. Student Support staff provide, arrange, and coordinate accommodations for students with physical and/or learning disabilities and for students with cognitive disorders. The Director of Learning Support maintains disability-related documents, certifies eligibility for services, determines reasonable accommodations, and develops plans for the provision of such accommodations for students with disabilities (including applying for accommodations on standardized testing). Requests for additional information or for a consultation should be directed to the Director of Learning Support.

The School is committed to ensuring that students with disabilities are provided with equal access to all of the School's programs and services, in accordance with applicable law. For students who need additional support or curricular adjustments, the School requires documentation indicating the student's disability substantially limits a major life activity, including learning. Students who present the School with appropriate documentation of disability will be granted those requested academic accommodations are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made through an interactive process between the student and the Director of Learning Support and the. If a waiver of academic graduation requirements is needed it will be granted on an individual basis by the.

In circumstances whereby a student is on an accommodation plan and is unable to fulfill academic requirements, the School will work collaboratively with the family to determine the path forward. The School, in concert with the family, will discuss whether it makes sense for the student to continue at the School. If there is a disagreement, the School will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

Director of Learning Support

The Director of Learning Support oversees the Learning Hub, an academic support resource for all Saint Mary's School students. This person works closely with faculty to provide appropriate and meaningful academic support to all students, provides group and individual study skills instruction.

Academic Skills and Strategies for Success

The Director of Learning Support offers skills and strategies, which include time management, organization, and study skills assistance to all Saint Mary's School students. Please contact the Director of Learning Support for more information.

All-School Tutorials

Saint Mary's School faculty members make themselves available to students outside of class and encourage students to take advantage of their availability. These sessions are called "Extended Tutorial," and the times are listed in the Daily Schedule.

Tutoring

A student experiencing academic difficulty is expected to consult with her advisor and attend tutorial and review sessions offered by Saint Mary's School faculty. The School recognizes, however, that in some instances, parents may wish to contract with an outside tutor or academic coach to provide support for their daughter. Information about the support services available at Saint Mary's, the expectations for students working with a tutor, and a list of individuals who may be able to work with students can be found through the Saint Mary's School parent portal by choosing the link "Tutoring Services." For more information regarding tutoring and academic coaching, please contact the Director of Learning Support. Please note: Tutors are not employees of Saint Mary's School; therefore, it is the student's responsibility to notify her tutor of any interruptions to her tutoring schedule. Additionally, working with a tutor should not

take the place of asking for help from the resources available at Saint Mary's School. While a tutor may offer his or her thoughts about course placement, Saint Mary's School, in cooperation with parents, will make all final decisions regarding course placement.

Concerns about Classes or Faculty

To help students become independent and responsible for their actions, the School asks students to communicate their needs and concerns directly to their teachers and advisors. If a student has concerns about classes or faculty, she should first discuss the problem with the faculty member concerned or with her advisor. If the concern persists, she may speak to the academic leader of the department who will determine and lead the appropriate follow-up procedure. Should on-going problems persist, it is recommended that the student and/or parent contact the Dean of Academic Innovation.

Mental Health and Other Counseling

Saint Mary's School recognizes that adolescents are in a position of rapid growth and developmental change and that they have personal needs, issues, and concerns that must be addressed in order to promote their well-being and success. The School Counselors offer short-term, solution-oriented services aimed at empowering girls to make healthy, responsible decisions and help create support systems for students in the school environment. The School counselors provide support and guidance to parents as well and are available for individual consultations at parent request. In that Saint Mary's School is not a therapeutic institution, issues requiring further evaluation or treatment will be referred to community professionals. A student, parent, teacher, or advisor may seek out the School Counselors for assistance and support. The Counselors are the contact for further information or for referrals.

Pastoral/Spiritual Counseling

In addition to the School Counselors, Saint Mary's has a full-time Chaplain, an Episcopal priest, who is available to students for pastoral care and spiritual counseling as needed.

Confidentiality

Members of the school community commit themselves to maintaining appropriate professional tact and discretion regarding confidential information they receive. However, confidential information may be disclosed to school employees, outside professionals, law enforcement officers, parent/guardians or others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the school environment; or when legal requirements demand that confidential information be revealed.

Child Abuse and Neglect Reporting

The safety and well-being of students is a priority for Saint Mary's School. Under North Carolina law, any person and/or the School who has cause to suspect that any juvenile has been maltreated, must report the matter to the Department of Social Services (DSS).

When an employee learns of a situation of possible neglect or abuse, the employee should consult immediately with the Interim Head of School (or designee) about the situation so that appropriate action can be taken to protect the student and timely reports can be made to DSS. The Interim Head of School (or designee) will review the information promptly and may consult with the School Nurse, and, if appropriate, the student's family, legal counsel, and/or a consultant specializing in the care and protection of children. If the abuse or neglect is suspected to come from the student's family, an approach to protecting the student will be defined and the family may be notified of the School's obligation to report the information to DSS.

If the Interim Head of School determines that a report should be made to DSS, the Interim Head of School (or designee) will generally make the first report to DSS by telephone call. However, by law, anyone who has cause to suspect that a student is being abused or neglected may make a report to DSS at any time. In the event it is not clear whether conduct reaches a level of reportable abuse or neglect or there is a disagreement between an employee and the School's administration, any party who believes that the incident rises to the threshold for making a report is expected to make the report. Once again, the responsibility to report rests both on the individual professional and the School.

XV. RE-ENROLLMENT

Each student is admitted for one year at a time. Students are invited to re-enroll if they are making satisfactory academic progress and are exhibiting appropriate behavior. Enrollment decisions are made to meet the needs of boarding and day communities. If space permits, day students can change enrollment status and join the boarding community. However, all students accepted as boarding students must remain boarding students unless there are significant and dramatic circumstantial changes. This policy applies to all currently enrolled students. Saint Mary's School reserves the right to place any student in the grade level or subjects that, in the opinion of the School, are appropriate for the student.

If a student marries or is pregnant while enrolled at Saint Mary's School, the School's administration, in consultation with the student and her parents, will determine whether the student remains at the School.

Re-enrollment/Re-admission Policy

Re-enrollment at the School is not automatic. A student is promoted to the next grade when she has satisfactorily met the expectations of her current grade, when the School feels it can continue to meet the student's needs, and when the behavior and comportment of the student and family are consistent with the School's policies. More specifically, the re-enrollment of students whose cumulative GPA is below 2.0 is held until the end of the school year. After final and cumulative grades are calculated, the School determines the re-enrollment status of students who have not attained a 2.0 cumulative GPA. If a student leaves Saint Mary's School and subsequently wishes to re-enroll, she is required to contact the Admission Office to complete an application for re-admission.

In addition, all financial obligations to the School must be met before re-enrollment or re-admission is possible.

Residential Status/Requirement

Any student not living on campus is required to live with her parents. Any arrangement outside of this is strictly prohibited. Any living arrangement outside this scope will be reviewed by the Assistant Head of School or designee with a final decision made by the Interim Head of School. Any International Student admitted to study at Saint Mary's School on an I-20 must reside on campus.

Parental Comportment and Support for School Policies

At Saint Mary's, a positive relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, the School reserves the right to dismiss a student whose parent, guardian, family member or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School also reserves the right to refuse re-enrollment of a student if the School, in its sole discretion, believes the actions of a parent or guardian on or off the School's property makes a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines.

1. Share in the School's vision.

- Understand and support the School's mission, philosophy, policies, and procedures.
- Understand that curriculum decisions are the purview of the faculty and administration of the School.
- Support the School's disciplinary process and understand that the School's authority in such matters is final.

- Be supportive of the School's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
- Support the School's emphasis on sustainable practices.

2. Provide a home environment that supports the intellectual, physical, and emotional growth of the student.

- Create a schedule and structure that supports a student's study and completion of homework requirements.
- Encourage students to work independently and not to rely on outside help (tutors, parents, the Internet) inappropriately.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at school and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. Participate in the establishment of a home/school and school community relationship built on communication, collaboration, and mutual respect.

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive school environment by not participating in or tolerating gossip.
- Maintain tact and discretion about confidential information.
- Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (*i.e.*, teacher/advisor/counselor).
- Acknowledge the value of the educational experience at the School by making regular and timely school attendance a priority, scheduling non-emergency appointments outside the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one's ability.
- Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the school community.